

# Twin Rocks Sanitary District

## Minutes for August 8, 2024

### Board Members:

- |                   |                       |
|-------------------|-----------------------|
| 1) George Bean    | Board Member at Large |
| 2) Joann Baker    | Secretary             |
| 3) Jerry Berndt   | Vice-Chair            |
| 4) Ron Hemberry   | Chairman              |
| 5) Jerry Stanfill | Treasurer             |

### Staff:

- Cory Perkins, Plant Operator  
Jennifer McHugh, Office Manager

### Meeting Called to Order at 9:03 a.m.

Roll Call by - Ron Hemberry, Jerry Stanfill – absent, all else was present.

**MINUTES:** Members read Minutes for July 11<sup>th</sup> meeting – Approve Minutes.

**Motion to approve Joann. 2<sup>nd</sup> Jerry B motion carried.**

*Emailed to all Board Members 2 days before the Board Meeting for review and copy printed for the meeting.*

### FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # 5294-5305, EFT, and ACH payments.

**Motion to approve Jerry B. 2<sup>nd</sup> George B motion carried.**

### Committee Reports:

Safety Comm. (Cory)—Updated the SDS Books this month.

### Old Business:

- **Electronic Billing** – July Quarter – Signed the 2024/2024-1 Resolution for Adopting our Salary increase for the District employees. The “Discussion on Employee’s Performances” was emailed to the board. There were no objects of the content, Ron (chairman) signed it. Now it will add to the employee files.
- **July Financials** – The lot by the bus barn – paid SDC fees this week. There was some discussion on this project, traffic, and sewer connections. We do have 2 properties in Pine Beach that JLT is getting ready to build and a property on Breaker that has started talking with the city about building. 5 Properties have sold this month. 1 property on Harborview has completed construction and it now an April Annual. For our A/R we have 23k outstanding for July – in that number it is now including our liens, since they were now moved from last FY into this FY. Our Lien total was \$6,810 so for July only it is 16.2k outstanding. we have 5 annuals that have not paid yet. With all of that we are at 93% collected and we were at 88% last year. Paychex our new payroll company, we started for the June payroll and now have done July too. It is easy to use like QBs and the best part is if I have a question I can call or email and I have an answer in a snap.
- **Update on the Plant** - Blower Project, and Lift Stations – Cory – We did receive the bill from Advanced Excavation for the installation of the Blower. We are still waiting for one part for them to install before we will send a check. Cory has a meeting scheduled with Arrow, EC, and our programmer this next week to make sure everything is programed and works the way it should. We have started the blower and it works great. Once the install is completed, we will contact TPUD to finish the energy audit for a rebate.

### New Business:

- **Plant Effluent Pump** – Cory – Malfunction with one of our Effluent pumps (purchased in 2004) that pumps out to the ocean. We have a quote for a new pump for \$20,449.70. We pulled the pump since we are in the dry season and sent it to Pump Tech to see if it can be fixed and what that cost be to. While we are waiting on Pump Tech to see if it is repairable Cory wanted to have the purchased

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approved for either a repair or a replacement with the cost of the approval set for new pump just in case, we need to order it. There is a four to six-week lead time on the new one and it may be hard to get parts to fix the old one. Jerry B made a motion to approve the purchase of or repair of an Effluent Pump in the amount of \$21,000, George B seconded. All voted unanimously.

- **Audit** – The Auditors will be on-site on Tuesday, 8/13. I have already sent them all the preaudit reports.

**Correspondence:** received an email SDAO email on Cybersecurity Grant info. As I am researching Cyber security for a policy, I will look more into this if it is needed.

Received from OR Employment Dept on PLO – a Rulemaking Notice. If anyone wants to know more about this, we can go over it more one on one.

Received our new Membership Certificate from Oregon Association of Water Utilities.

**Staff Reports:**

**Plant Manager – Cory** – Our CL17s have been serviced, we have Zwald scheduled to clean lift stations in September 9<sup>th</sup>. Cory will be out at OAWU for the conference and classes from August 19 – 22. He will be here in the morning than in Seaside for the conference.

**Office Manager – Jennifer** – I will be on vacation from August 17<sup>th</sup> – Aug 27<sup>th</sup>, returning on Wednesday 8/28 in time to do payroll. This is the same time Cory will be in Seaside, so the gate will be closed except early in the morning and when Barbara will be here. I will be available by email or voicemail. Our next holiday is Labor Day, September 2<sup>nd</sup>, Monday.

The training is for Public Meetings in now in Vector for SDAO, but it will be on our next meeting.

**Board Concerns** – Jerry B – asked when we will inspection of the outfall next. Cory – We are approaching our second year of our DEQ Permit and the plan was to do this inspection twice in every permit cycle. We did budget for it for the 24/25 FY, so we will have a dive team go out to inspect the outfall about every 2 ½ years. We usually tag along when Rockaway has theirs done too.

Ron announced the Lyon’s Club is having a Blood Drive next week on 8/14.

**Motion to adjourn Jerry S, seconded by Joann B, the meeting adjourned at 10:07 am**

**Next meeting: September 12, 2024, Thursday @ 9am**

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Ron Hemberry , Board Chairman

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Date