

NETARTS-OCEANSIDE SANITARY DISTRICT
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November 21, 2024

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the November 21, 2024, regular monthly meeting of the Netarts-Oceanside Sanitary District Board of Directors.

1. The regular monthly meeting of the Netarts-Oceanside Sanitary District (NOSD) Board of Directors was called to order at 5:30 P.M. by John Prather, Board Chairperson. The meeting was held in the NOSD Board Room.

BOARD MEMBERS' PRESENT:

John Prather, Board Chairperson
Jim Carlson, Member-At-Large
Jerry Keene, Treasurer
Jeff McBrayer, Member-At-Large
Simeon Dreyfuss, Secretary

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Erin Mello, Office Manager
Brian Mello, Lead Operator
Nick Reneau, Operator
Shawn Parker, Assistant Lead Operator
Jacey Pyatt, Assistant Office Manager
LeeAnn McNutt, Office Specialist

2. Approval of Agenda. **It was the consensus of the Board to approve the Agenda as presented.**

3. **GUESTS: Marina Dreeben**

4. **PUBLIC COMMENTS: NONE**

5. **BOARD QUESTIONS ; COMMENTS ; DISCUSSION : NONE**

6. The Board reviewed the previously distributed **Minutes** of:
October 17, 2024, Regular Board of Directors' Meeting.
McBrayer Moved to approve the October 17, 2024; Regular Board of Directors' meeting Minutes as amended. Dreyfuss seconded. Motion passed by a vote of 5 to 0.

7. The Board reviewed the **Financial Statements** for:
October 31, 2024, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the October 31, 2024, Financial Statements as presented. Prather seconded. Motion passed by a vote of 5 to 0.**

8. October 2024 **Board Audit** for review:

October 2024

General Fund in the amount of:	\$113,130.87
Capital Resource Fund in the amount of:	<u>\$7,084.49</u>
Total	\$120,215.06

Dan Mello and Erin Mello answered all questions concerning the Board Audit to the Board's satisfaction.

9. **DISTRICT REPORT:** A copy of Mello's Operation and Maintenance Summaries are attached. The following additional information was presented and discussed.

October 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 2.0 mg/L and 5.0 mg/L of BOD for the month of October 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 98% BOD: the Permit requires a minimum of 85% removal.

Collection System:

The Oceanside Hotel project has sent NOSD some flow estimates, and Mello has sent them to Westech Engineering for review. It does appear that the possible flow increases could require pump station modifications to accept the change in pump size, control panel, electrical load on the existing feed lines and force main sizing. We do not have flow estimates for the Motel project on Pacific Ave. to replace the cabins. Mello states that there has been no change in status for these two projects as of November 18, 2024.

Netarts Water District has started to charge NOSD for water usage and their labor costs when we are cleaning and maintaining the sewer lines in their District. Please see attached correspondence with their office, invoice and the policy they are using to justify this new charge. The NOSD has always asked permission to load water in the jetter truck and which hydrants to use. Mello recommend with this new change from NWD, NOSD needs to set up an IGA so we know what the charges will be in the future for budgeting this additional maintenance cost. **After a discussion it has been decided that Prather and Dan Mello will try to schedule a time for a meeting that would include the two Board Chairs and a representative from each district to review this matter further.**

Pump Stations:

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate of 42-44 weeks. Mello was notified on April 10, 2024, that the new Ocean Highlands generator delivery has been pushed out from mid-August to the end of October 2024. As of November 19, 2024, the ship date is still November 13, 2024. **After a discussion the Board would like Dan Mello to contact the Branch Manager to get an updated delivery schedule.**

Mello states that he had a request from John Prather to get an estimate for brush and tree removal from the PUD easement that was cut by PUD, located at the Main PS hillside. Mello contacted Walker Tree Service and North Coast Lawn for estimates. So far, Mello has only received one estimate from North Coast Lawn. Mello states that on August 12, 2024, he contacted Bill Cloud Tree Service to ask if he would be willing to give an estimate for his work. Mello states that he returned an estimate of \$6,000.00 for the work. **This matter is still pending. McBryer is still to contact ODF. After which Keene will follow with PUD.**

Mello states that on October 11, 2024, Capes #1 PS had a pump failure. The pump was removed and an attempt to install the spare pump it was discovered that the power cable was to approximately four feet short to install correctly. We have contacted Xylem about the cable issue and to repair the failed pump. Mello states that he received a quote to repair the failed pump in the amount of \$9,830.13. The pump with the short power cable will be replaced at no charge. **After a discussion the Board asked for an estimated time of arrival. Brian Mello states not officially but potentially a couple of weeks. They are waiting for cables.**

Mello states that the Main PS control panel is failing. Mello has contacted Xylem to get a price to replace the controller inside the panel. Mello also states that they are not replacing the whole panel and an he estimated approximately \$3,000.00 for the controller and \$1,500.00 for labor.

Mello states that the Netarts PS replacement doors are on order. There is no exact date yet for the installation.

All other pump stations are operating without issues.

Treatment Plant:

Mello stated that the Treatment Plant is operating well within its permit limits. The Treatment Plant is requiring repairs to the electrical power feed to the treatment basins. We have lost power in the light pole plug-ins. The electrician will order new plug-ins as the current ones are badly corroded and return to do the repair. The electrical power to the treatment basins air-valves have been restored.

Capital Improvement Projects:

Mello states that he has requested from Westech Engineering a written proposal to begin the design work for the future Lower Avalon pump station located at Glennwood St. Mello hopes to have this by December's Board Meeting.

Mello states that DEQ has sent our NPDES permit renewal and that he will have Westech Engineering provide a statement of the design capacity and how they expected it to perform. Mello also states that DEQ is projecting to go back to two lab days a week which will increase our lab costs. Mello will attach his comments as well as the Westech statement back to DEQ for review.

New Equipment Purchase/Repair Request:

Mello states that the new Ocean Highlands Pump Control Panel estimated delivery will be in mid December 2024 due to parts on back order.

Mello states that the office HVAC control system is failing. Mello spoke to Dan at Ocean Air, and he referred me to MCC Control Company. He did a walkthrough of the system and said that the controls are obsolete and require replacement. The estimate is about \$45k but he will send me a written quote. As of November 19, 2024, Mello has not received it.

Office Equipment Purchases and Updates:

Mello states that Low Voltage NW is scheduled to be on site the first week of December to replace the security alarm dialer.

Personnel:

Mello states that the open Operator/Trainee position has been filled and will start on December 2nd.

Operations Summary:

The District's Treatment Plant has been in operation for ten plus years and is now requiring continual attention. We have replaced the treatment plants Air Valves and replaced or rebuilt the blowers in 2022 and 2023. Several pump stations have been in service since 2005 since their last major update. The Netarts pump station had its control panel updated June 2021 and the generator transfer switch was replaced in January 2023. We have added additional manual transfer switches to the Netarts and Oceanside pump stations for additional power redundancy. The Happy Camp and Ocean Highlands pump stations are the last of the functioning Multitrode Control Panels that are now obsolete. We have planned to replace the Ocean Highlands pump control panel in 2024.

The district should budget approximately \$60k each to upgrade these control panels over the next three to five years. This cost can be addressed by scheduling to change one in a single budget year and the other the following year opposed to both in one year. We have planned to replace the Ocean Highlands pump control panel in 2024.

The Ocean Highlands PS has had a failure of the onsite generator. The generator engine is obsolete as well as parts of the generator itself. On September 22, 2023, an order for a replacement generator was placed at a cost of \$27, 548.81. The district has completed its permit required sludge depth survey. The district should start increasing its budget biosolids line item to approximately \$200k over the next 5 years to meet the costs of disposal.

In 2024 the District added additional power redundancy to the Oceanside and Netarts Pump stations with the addition of Manual Transfer Switches and a portable generator. If there is a utility power failure and the onsite generator fails at Netarts PS, the portable generator can be plugged in and used until repairs are made. If there is a power transmission line failure or disruption to the Oceanside PS, then the portable generator can be connected to the pump station until the transmission line can be repaired. The District has future plans to add these manual transfer switches to all the remaining pump stations.

Although the system overall is performing well, annual costs are increasing for repairs and maintenance. Some of the original equipment is now obsolete or the cost to repair exceeds replacement costs. This is also made more difficult with the increasing availability and long lead times to receive parts. We are facing on average 5-7 weeks and as much as 14-17 weeks for parts and repairs services.

The Districts NPDES permit requires annual maintenance to reduce the inflow and infiltration (I&I) into its collection system. We have spent annually on average \$40K for I & I reduction, but anticipate increasing that to approximately \$60k and adding an additional operator to keep up with the repairs.

With the increased maintenance of the WWTP and pump stations, more operator time is needed to inspect the collection system on a regular time schedule. The video inspection is needed to locate the I & I, root intrusion and potential overflow issues, so we can schedule repairs. Operator positions are becoming increasingly difficult to fill, due to the larger demand for operators throughout the state. We have filled one open operator position, added, and filled an additional operator/trainee position in August and September 2022.

10. OLD BUSINESS:

- A. Avalon Pump Station Project
- B. Oceanside Pump Station Upgrade (Hotels)
- C. Workshop Planning: **After a brief discussion the Board has decided to review the information provided and discuss it further at the December meeting.**

11. NEW BUSINESS:

- A. NOSD Public Records Request Policy
- B. Resolution 24-06; A Resolution Adopting District Compliance with State of Oregon Public Records Request Policy.

Carlson moved to approve the NOSD Public Records Request Policy and Resolution 24-06; A Resolution Adopting District Compliance with State of Oregon Records Request Policy. Dreyfuss seconded. Motion passed by a vote of 5 to 0.

12. CORRESPONDENCE: NONE

13. EXECUTIVE SESSION: NONE

14. There being no further business, Prather adjourned the meeting at 7:00 P.M. The next meeting will be the Regular Board Meeting on December 19, 2024.

For full details of this Board Meeting, please visit our website at www.n-o-s-d.com

Respectfully submitted,



John Prather, Board Chairperson

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November 2024 Regular Board Meeting.doc