

NETARTS-OCEANSIDE SANITARY DISTRICT
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JUNE 17, 2021

FY 2021-22 BUDGET HEARING TO ADOPT THE FY 2021-22 BUDGET.

Board Members Present:

Craig Wakefield, Budget Officer
Jim Carlson, Member-at-Large
Craig Leslie, Secretary via Video
John Prather, Chairperson

Guests:

Jerry Keene, Budget Committee Member
Peter Starkey, Budget Committee Member

1. The Budget Hearing to Adopt the FY 2021-22 Budget was called to order at 5:30 P.M., by John Prather.
2. The Budget Documents were presented for FY 2021-22. At this time Mello stated that there was a \$2,000.00 change to the Budget for the new position of Assistant Lead Operator for Brian Mello. The changes were made on page 2 of the documents line #4 and changes were made on line #26. Mello stated that there were no changes to the bottom total of the budget it stayed the same.
3. Resolution 21-01 "A Resolution Adopting the FY 2021-22 Budget" **Wakefield Moved to Adopt Resolution 21-01 "A Resolution Adopting the FY 2021-22 Budget" Carlson seconded. Motion passed by a vote of 4 to 0.**
4. There being no further discussion on the FY 2021-22 Adopted Budget, Prather adjourned the Budget Hearing at 5:34 P.M. and went into the Regular Board Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the June 17, 2021 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 5:35 P.M. by John Prather, Chairperson. The meeting was held in the NOSD Board Room and was also held via Video and Phone.

BOARD MEMBERS PRESENT:

Jim Carlson, Member-At-Large
Craig Leslie, Secretary via Video
Craig Wakefield, Treasurer
John Prather, Chairperson

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Andrew Hunt, Lead Operator

Shawn Parker, Operator
Brian Mello, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST: Jerry Keene, Budget Committee Member
Peter Starkey, Budget Committee Member**
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The May 20, 2021 Budget Committee Meeting to review and approve the Proposed Budget & Regular Board Meeting. **Wakefield Moved to approve the May 20, 2021 Budget Committee Meeting to review and approve the Proposed Budget & Regular Board meeting Minutes as amended. Leslie seconded. Motion passed by a vote of 4 to 0.**
7. The Board reviewed the **Financial Statements** for May 31, 2021 for all Funds. Mello and Blaser answered all the questions to the Board’s satisfaction. **Wakefield Moved to approve the May 31, 2021 Financial Statement as presented. Wakefield seconded. Motion passed by a vote of 4 to 0.**
8. May 2021 **Board Audit** for review:

May 2021

General Fund in the amount of:	\$ 92,085.95
Capital Resources in the amount of:	\$ <u>23.46</u>
	\$ 92,109.41

Mello and Blaser answered all questions concerning the Board Audit to the Board’s satisfaction.

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

- May 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 6 mg/L and 7 mg/L of BOD for the month of May 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant’s removal efficiency is 98% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello reported that we do not have any I&I work scheduled for July & August 2021.

Pump Stations:

Mello stated that the new control panel for the Netarts pump station has been installed and is fully operational. The Automation Group (TAG) has some work to finish in the telemetry panel to the new control panel. Attached is the estimate from TAG.

Mello reported that we have received the final invoice from Cherry City Electric for the Netarts pump station control panel replacement in the amount of \$20,798.00.

Mello also stated that Happy Camp pump station needs painting, gutter replacement and fascia boards replaced. Mello will get bids from a local painter and or contractors for the repairs.

All other pump stations are operating without issues.

Treatment Plant:

Mello reported that the Treatment Plant is operating within its permit limits.

Mello stated that the Outfall inspection was completed on May 18, 2021 and the Outfall is in excellent operating condition.

Capital Improvement Projects:

Mello reported that there are no new projects scheduled.

Mello also reported that the Annual invoice for the new shop building has been invoiced and paid by the Netarts Oceanside Rural Fire District.

New Equipment Purchase/Repair Request:

Mello stated that the Security System replacement upgrade has been completed.

The Automation Group (TAG) is working on acquiring the equipment for the changeover to internet telemetry.

Office Equipment Purchases and Updates:

Mello stated that attached is the proposal from Deb Galardi regarding the Financial Advisor work.

Wakefield Moved to approve the proposal from Deb Galardi for a total amount of \$14,000.00.

Carlson seconded. Motion passed by a vote of 4to 0.

Personnel & Policy Manual: None at this time, however Mello stated that we need to discuss at months Board meeting regarding updating the Covid policy by adding the booster shot to the policy.

Personnel:

Mello stated that attached is new Job Description Duties for the Assistant Lead Operator position that the Board needs to review and approve. **It was a unanimous consensus of the Board to approve the new Job Description for the Assistant Lead Operator position.**

Mello also stated that attached he has received a request from Weeks Vocational Inc. to take on a

trainee for Wastewater. **It was a unanimous consensus of the Board to approve a trainee from Weeks Vocational Inc.**

10. **OLD BUSINESS:** A. Financial Advisor: This topic was already discussed in the District Report.

11. **NEW BUSINESS:**

A. Resolution 21-01A “A Resolution Imposing the Tax.” Blaser then stated that the amount of the delinquent User Fees, are subject to changes as more customers pay their bill. **Leslie Moved to approve Resolution 21-01A “A Resolution Imposing the Tax, subject to any changes from the current amount of \$29,632.13. Wakefield seconded. Motion passed by a vote of 4 to 0. Wakefield and Prather will come into the office to sign Resolution 21-01A after the office staff has processed the delinquent accounts to collections with a final total.**

B. Resolution 21-02 “A Resolution with the list of Customers to be Certified to the Tillamook County Assessor’s and to be assessed against the tax rolls for the described properties after July 15, 2021, for FY 2021-22 as per ORS 454.225.” Blaser then stated that the total of \$29,632.13 is subject to change between now and the time we Certify the Customers, as more more of them will pay. **Carlson Moved to approve Resolution 21-02, “A Resolution with the list of customers to be certified to the Tillamook County Assessor’s and to be assessed against the tax rolls for the described properties after July 15, 2021, for FY 2021-22 per ORS 454.225, subject to any changes. Wakefield seconded. Motion passed by a vote of 4 to 0. Wakefield and Prather will come into the office to sign Resolution 21-02 after the office staff has processed the delinquent accounts to collection with a final total.**


12. **CORRESPONDENCE:** None

13. **PUBLIC/BOARD COMMENTS:** At this time Keene had a brief discussion regarding the Bill Hughes/Avalon Heights Subdivision as a result of the discussion, Keene and Mello will work together on writing a letter to the Tillamook County regarding what needs to be done to meet the Districts sewer requirements before Bill Hughes’s project can be approved.

14. **EXECUTIVE SESSION, PER ORS 192.660(2)(i), IF NECESSARY.** No Session Held.

15. **There being no further business, Prather adjourned the meeting at 7:10 P.M.** The next Regularly scheduled Board meeting will be July 15, 2021.

Respectfully submitted,



John Prather, Chairperson

JP/yb

June 2021 Board Meeting.doc