

NETARTS-OCEANSIDE SANITARY DISTRICT
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April 18, 2024

FY 2024-25 BUDGET COMMITTEE MEETING TO REVIEW AND TAKE PUBLIC COMMENT ON PROPOSED BUDGET.

Budget Committee Members Present:

John Prather, Board Chairperson
Jim Carlson, Member-At-Large
Jerry Keene, Budget Officer/Treasurer
Simeon Dreyfuss, Secretary
Kent Brown, Budget Committee Member
Craig Child, Budget Committee Member

1. The Budget Committee Meeting to review and take public comments on the FY 2024-25 Proposed Budget was called to order at 5:02 P.M., by John Prather.
2. At this time every Committee member did a self-introduction.
3. Confirmation of Meeting Schedule – FY 2024-25 Budget Calendar, no questions from the Budget Committee.
4. Budget Officer, Jerry Keene presents the Proposed FY 2024-25 Budget Documents. Keene and Mello explained all the line items and all questions were answered.
5. Budget Committee/Community input of FY 2024-25 Proposed Budget.
6. There being no further discussion on the FY 2024-25 review and public comments for the Proposed Budget, Prather adjourned the Budget Meeting at 5:41 P.M. and went into the Regular Board Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the April 18, 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 5:42P.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
Simeon Dreyfuss, Secretary
Jeff McBrayer, Member-At-Large

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Erin Mello, Ass't Office Manager
Brian Mello, Lead Operator
Tyler Hotchkiss, Ass't Lead Operator
Nick Reneau, Operator/Trainee
Jacey Pyatt, Office Specialist
Leancon Loving, Operator

McBrayer was unable to attend early part of Board Meeting due to work conflict.

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUESTS:** Craig Child
4. **PUBLIC COMMENTS:** NONE
4. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** Carlson takes a brief moment to thank the staff for completing and preparing the budget documents.
6. The Board reviewed the previously distributed **Minutes** of:
February 15, 2024, Regular Board Meeting.
Dreyfuss Moved to approve the February 15, 2024, Regular Board meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 4 to 0.

March 21, 2024, meeting was cancelled.

7. The Board reviewed the **Financial Statements** for:
February 29, 2024, and March 31, 2024, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the February 29, 2024, and March 31, 2024, Financial Statements as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**

8. February and March 2024 **Board Audit** for review:

February 2024

General Fund in the amount of:	\$120,278.41
System Development Fund in the amount of:	\$64,153.97
Capital Resource Fund in the amount of:	<u>\$11,156.00</u>
Total	\$195,588.38

March 2024

General Fund in the amount of:	\$106,072.25
Capital Resource Fund in the amount of:	<u>\$650.77</u>
Total	\$106,723.02

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 is attached. The following additional information was presented and discussed.

February 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 4.0 mg/L and 3.0mg/L of BOD for the month of February 2024. 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.

March 2024 Discharge Report had no violations.

The average discharge to the Outfall off TSS was 2.0 mg/L and 3.0 mg/L of BOD for the month of March 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:

March/April 2024 – No collection system sewer line inspections were done.

The Oceanside Hotel project has sent NOSD some flow estimates, and I have 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.

We received proposals from Underground Tech and H&R Underground with cost estimates for repairs of 8 manholes and 5-point repairs to reduce inflow. **McBrayer Moved to approve the Underground Tech estimate in the amount of \$45,654.00. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

Pump Stations:

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate to 42-44 weeks. I 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.

Xylem is working on an estimate for replacing the Ocean Highlands Pump Control panel to replace the obsolete unit that had been in service since 2006.

All other pump stations are operating without issues.

Treatment Plant:

The new Effluent pump station pump was installed by Xylem on March 5th.

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

Capital Improvement Projects:

The contractor for the Oceanside and Netarts PS's MTS project was to begin work in mid-March 2024 but in March that start date was pushed out to April 15, 2024. As of April 10, 2024, I was notified that the new MTS for the Netarts PS will not ship until May 5, 2024, and the new proposed start date for the project will be May 27, 2024. The delivery for the portable generator has been pushed out to June 2024 from the original March 2024 delivery date. I have notified the contractor that the district is closed on that date for Memorial Day Holiday, and I am waiting for their response.

Update April 11, 2024: The contractor has requested to start the MTS installation work at the Oceanside PS on April 16, 2024.

On February 28, 2024, the district completed the purchase of two lots in the lower Avalon area for the placement of a future pump station to serve that area.

The next step for the district is planning the phasing of the project. **Carlson Moved to have Westech Engineering to provide an estimate to move into design. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

Fill the open Office Manager Position.

The Board has elected Carlson and Dreyfuss to be the hiring committee for the Office Manager position.

The auditor suggested to cover employee training expenses for lodging the district should issue the staff individual credit cards. Our business credit card account is set up to do this and a max limit can be put on each card. The cards would be signed out to each employee when needed and returned when they come back to work. **Keene Moved to approve authorizing the employee district credit cards along with drafting a written policy on how the credit cards are to be handled. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

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 are in the process of adding an additional manual transfer switches to the Netarts and Oceanside pumps station for additional power redundancy. The Happy Camp and Ocean Highland pump stations are the last of the functioning Multitrode Control Panels that are now obsolete.

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.

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.

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 Neighbors Association Request: **Keene wanted to have a discussion on the topic of the emergency storage container being placed on NOSD property and that The Oceanside Neighbors Association plans to bring it to the board again in the near future.**

11. **NEW BUSINESS:** A. Oceanside Pump Station Upgrade (Hotels)
B. Office Manager Position Fill

12. **CORRESPONDENCE:** None

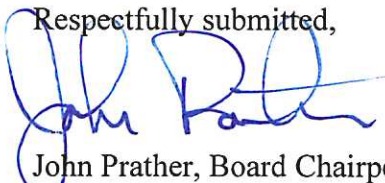
13. **EXECUTIVE SESSION:** The District Reserves the right to call an executive session, under ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and (f) to consider information or records that are exempt by law from public inspection (ORS 192.502(9) and 40.225).

At this time Prather called an Executive Session and left the Regular Meeting at 6:37 P.M. The Executive Session ended at 7:02 P.M. and Prather went back into the Regular Board meeting at 7:03 P.M.

14. **There being no further business, Prather adjourned the meeting at 7:03 P.M.** The next meeting will be the 2nd Budget and Regular Board Meeting on May 16, 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
JP/EM

April 2024 Regular Board Meeting.doc