

NETARTS-OCEANSIDE SANITARY DISTRICT
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DECEMBER 16, 2021

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the December 16, 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 5:31 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 via video
Jerry Keene, Member-At-Large
Craig Wakefield, Treasurer

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Brian Mello, Ass't Lead Operator
Tyler Hotchkiss, Operator
Leancon Loving, Preferred Worker

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** None
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The November 18, 2021 Regular Board Meeting.
Wakefield Moved to approve the November 18, 2021 Regular Board meeting Minutes as amended. Keene seconded. Prather abstained as he was not at the meeting. Motion passed by a vote of 3 to 0. Blaser to make a wording correction on page 4.

7. The Board reviewed the **Financial Statements** for November 30, 2021 for all Funds. Mello and Blaser answered all the questions to the Board’s satisfaction. **Wakefield Moved to approve the November 30, 2021 Financial Statement as presented. Keene seconded. Motion passed by a vote of 4 to 0.**
8. November 2021 **Board Audit** for review:

November 2021	
General Fund in the amount of:	\$ 69,788.48
Capital Resources in the amount of:	<u>\$ 42.00</u>
Total	\$ 69,830.48

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.

- November 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 4mg/L and 4mg/L of BOD for the month of November 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant’s removal efficiency is 97% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that no collection system inspection and cleaning are scheduled for November or December.

Mello also stated that per the Districts NPDES permit requirement for annual I & I reduction, Underground Tech completed rehab work on twelve manholes on November 29th, 2021. Mello has attached the final cost and the report.

Pump Stations:

Mello reported that the Netarts pump station pump had a failure of the air compressor that controls the surge arrestor level for the force main. Mello stated that he has ordered a replacement air compressor for \$2,569.99 with an estimated delivery of February 2022. The Automation Group will need to swap over the Pelco control panel from the old compressor to the new replacement.

Mello stated that the check valves and maintenance parts for the pump stations has been ordered and attached is the order from Consolidated Supply with the costs.

All other pump stations are operating without issues.

Treatment Plant:

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

Mello reported that the Treatment Plant EQ basin automatic drain valve has failed, and this model has been discontinued. The replacement valve cost is \$7,332.00 including onsite start-up from Specialty Controls. The scheduled installation is on December 16th, 2021.

Capital Improvement Projects:

Mello reported that Westech has started on the Oceanside pump station emergency portable generator and future main electrical line upgrade/replacement design.

New Equipment Purchase/Repair Request:

Mello stated that The Automation Group (TAG) has completed the changeover from radio to internet telemetry on December 9, 2021.

Office Equipment Purchases and Updates:

None

Personnel:

Mello reported that we have no applications for the open Operator position. We started advertising for the position on September 29, 2021. **Carlson and Keene would like to have Mello look into another preferred worker. Mello to contact Mr. Weeks at Vocational Rehab.**

Operations Summary:

Mello reported that the Districts Treatment Plant has been in operation for 9 years and is now requiring more than normal maintenance, along with some pump stations that have been in service since 2005 from their last major updating. The Netarts pump station had its control panel updated this year. Happy Camp and Ocean Highlands pump stations are the last of the obsolete multitrode control panels.

Mello stated that although they are performing well, the annual costs are increasing for repairs and maintenance. Much of the original equipment is now obsolete or the cost to repair exceeds the replacement costs. This is also made more difficult with the increasing unavailability and long wait times to receive parts. We are facing on average 5 to 7 weeks and as much as 14 to 17 weeks for parts and repair services.

Mello also stated that the Districts NPDES permit requires annual maintenance to reduce the I & I into the collection system. Mello stated that with the increased maintenance of the WWTP and pump stations, we do not have enough Operators to inspect the collection system on a regular time schedule. The video inspection is needed to identify the I & I, root intrusion and potential overflow issues so we can schedule repairs. Operator positions are becoming increasingly difficult to fill, due to a larger demand for Operators throughout the state.

10. **OLD BUSINESS:** Discussion regarding the open Operator position: This was discussed in the District report.

11. **NEW BUSINESS:** Accuity report for the Board of Directors, Re: Year end June 30, 2021 Audit. Prather asked if we had to do a letter to the Secretary of State regarding our deficiency plan of action. **Blaser then stated that she will work on a letter to the Secretary of State.**
12. **CORRESPONDENCE:** Calendar Year 2022 observed Holidays that the office is closed.
13. **PUBLIC/BOARD COMMENTS:** A brief discussion was held regarding the District's Covid-19 Policy. **Prather will review the policy to see if it should include any booster shots that would be required.**
14. **EXECUTIVE SESSION: No session held.**
15. **There being no further business, Prather adjourned the meeting at 6:56 P.M.** The next Regularly scheduled Board meeting will be January 20, 2022.

Respectfully submitted,



John Prather, Board Chairperson

JP/yb

December 2021 Board Meeting.doc