

NETARTS-OCEANSIDE SANITARY DISTRICT
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August 17, 2023

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the August 17, 2023, 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
Simeon Dreyfuss, Member-At-Large
Jeff McBrayer, Member-At-Large

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Erin Mello, Ass't Office Manager
Brian Mello, Lead Operator
Shawn Parker, Operator
Leacon Loving, Operator
Jacey Pyatt, Office Specialist

2. Oath of Office/Swearing in:

- John Prather read the Oath of Office for Position # 4

3. Approval of Agenda. It was a consensus of the Board to approve the Agenda as presented.

4. ELECTION OF BOARD OFFICERS: It was a consensus of the Board to approve the Board officers' positions as follows

- A. Board Chairperson- John Prather**
- B. Treasurer- Jerry Keene**
- C. Secretary- Simeon Dreyfuss**

5. **GUESTS: NONE**
6. **PUBLIC COMMENTS: NONE**
7. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** Low-Income Assistance Program: At this time Dreyfuss wanted to further discuss the advertising of the Low-Income Assistance Program. **After a brief discussion, Dreyfuss will work with Erin Mello on wording for advertising the program on the district’s website as well as the payment website.**
8. The Board reviewed the previously distributed **Minutes** of:
 - July 20, 2023, Regular Board of Directors’ Meeting.
Dreyfuss Moved to approve the July 20, 2023, Regular Board of Directors’ meeting Minutes as amended. Keene seconded. Motion passed by a vote of 4 to 0.
 - June 22, 2023, Special Emergency Board of Directors’ meeting.
Dreyfuss Moved to approve the June 22, 2023, Special Emergency Board of Directors’ meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 4 to 0.
9. The Board reviewed the **Financial Statements** for:
 - July 31, 2023**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board’s satisfaction. **Keene wanted on the record that Dan and the Board are aware of the reasons for the four line items under personnel services that could have a shortage. These reasons are privileged but they have been discussed and steps are being taken. Keene Moved to approve the July 31, 2023 Financial Statements as presented. McBrayer seconded. Motion passed by a vote of 5 to 0.**
10. July 2023 **Board Audit** for review:

July 2023

General Fund in the amount of:	\$128,360.45
Capital Resource Fund in the amount of:	\$ 7,201.08
Debt Service fund in the amount of:	<u>\$122,842.00</u>
Total	\$258,403.53

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

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

July 2023 Discharge Report had no violations.
The average discharge to the Outfall of TSS was 3.0 mg/L and 7.0 mg/L of BOD for the month of July 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant’s removal efficiency is 99% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that there is no scheduled collection work for August 2023.

Mello also stated that he has been contacted by Ken Zwald to schedule some training for his new Vac-Truck. He would like to schedule three to four hours to clean sewer lines and vac out manholes at no charge to the district. I have asked if he would schedule eight hours so we can train some new operators on our sewer inspection camera system and we will share the cost. Mello stated that he has yet to be contacted by Ken Zwald to schedule a date for this to be done.

Pump Stations:

Mello stated that Capes #1 pump station has a leak in the discharge piping for pump #2. This is the piping that was installed in 1993 when the pump station was first constructed. Mello has contacted Emery and Sons to make this repair. Emery will be sending a Superintendent to the pump station to review what will be required to make the repairs and estimate the cost. Mello states that he received the estimate from Emery and Sons today. The estimate is \$38,955.00. **After a brief discussion McBrayer Moved to approve Emery and Sons estimate not to exceed \$38,955.00. Keene seconded. Motion passed by a vote of 5 to 0.**

All other pump stations are operating without major issues.

Treatment Plant:

Mello stated that Basin #1 had a failure of the automatic air valve. The Basin #1 air valve has been replaced. All three Basins are operational.

Mello proceeds to say that Blower 3 is in the process of repair and is scheduled to be shipped back on August 18th.

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

Capital Improvement Projects:

Mello stated that he has contacted Westech regarding the portable Emergency Generator and Manual transfer switch improvements for the Oceanside and Netarts pump station project. The current estimated increase for the generator changes to include operating the Netarts pump station is approximately \$55,934. The generator increased from a 45-kw to a 175-kw unit. Mello states that this is the most current information and additional contractor mark-ups are possible. Mello also states that he has the change order however it still needs to go through Engineering, but he feels that the numbers are correct. **After a brief discussion Keene Moved to approve the change order subject to any final amount. McBrayer seconded. Motion passed by a vote of 5 to 0.**

Mello states that Westech has not received the cost estimate for the additional manual transfer switch for the Netarts pump station, but the contractor is working on the pricing and hoping to have the price change completed by today, August 15, 2023.

Mello also stated that he contacted Westech Engineering for an update on the survey work to identify a lot that is suitable for a future pump station to serve the lower Avalon area. Mello stated that he has been contacted and wants the board to know that they have identified two possible lots and both lots are currently empty.

New Equipment Purchase/Repair Request:

Mello stated that the office building's HVAC (heating and air conditioning) unit needs repair. The Ocean Air company in Tillamook estimated that it will cost approximately \$8,000.00 with installation for the new air inlet louver system and the inside electronic controllers are outdated and that portion will require replacement. After they receive the quote for the parts they will contact us with that cost. Mello then states that Ocean Air is in the process of ordering the louver replacement but he is having trouble with getting a suitable control system upgrade.

Office Equipment Purchases and Updates:

None

Personnel:

None

Operations Summary:

The District's Treatment Plant has been in operation for nine plus years and is now requiring continual attention. 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. The Happy Camp and Ocean Highlands 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 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, the 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 unavailability and long wait times to receive parts. We are facing on average of 5 to 7 weeks and as much as 14-17 weeks for parts and repair 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 will need to increase that to approximately \$60K and add 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.

12. **OLD BUSINESS:** A. Email from Jud Griner & Mary Flock, Re: Request permission to cut trees. **McBrayer Moved to approve the Hold Harmless Agreement. Keene seconded. Motion passed by a vote of 5 to 0.**

B. Letter to Umpqua Bank regarding authorized signers.
McBrayer Moved to approve the letter to Umpqua Bank authorizing individuals on behalf of the Netarts-Oceanside Sanitary District. Keene seconded. Motion passed by a vote of 5 to 0.

13. **NEW BUSINESS:** Email from Elki Powers addressed to the Board of Directors Re: Expanding sewer service. **After a brief discussion it was said that Elki's property is outside of the district boundaries and there is no plan to expand at this time.**

14. **CORRESPONDENCE:** Letter from Oregon Audits Division, Regarding filing fee increases for 2024.

15. **EXECUTIVE SESSION:** The District will call an executive session, under ORS 192.660(2)(F) To consider information or records that are exempt by law from public inspection under ORS 192.355(9) and ORS 40.225 and (2)(H) to consult with counsel concerning legal rights and Duties of a public body with regard to current litigation or litigation likely to be filed.

16. **There being no further business, Prather adjourned the meeting at 6:37 P.M.** The next meeting will be the Regular Board Meeting on September 21, 2023.

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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August 2023 Regular Board Meeting.doc