

NETARTS-OCEANSIDE SANITARY DISTRICT  
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May 18, 2023

**FY 2023-24 BUDGET COMMITTEE MEETING TO REVIEW AND APPROVE THE PROPOSED BUDGET.**

**Budget Committee Members Present:**

John Prather, Board Chairperson  
Jim Carlson, Member-at-Large  
Jerry Keene, Budget Officer  
Simeon Dreyfuss, Member-at-Large  
Elizabeth Wipperman, Secretary  
Jeff McBrayer, Budget Committee Member

1. The Budget Committee Meeting to review and Approve the FY 2023-24 Proposed Budget was called to order at 5:00 P.M., by John Prather.
2. The Board reviewed the previously distributed **Budget Minutes** of: April 20, 2023, FY 2023-24 Budget Committee Meeting. **Dreyfuss Moved to approve the April 20, 2023, FY 2023-24 Budget Committee Meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 5 to 0.**
3. Budget Officer, Jerry Keene presents the Proposed FY 2023-24 Budget for Review and Approval. **Keene Moved to Approve the Proposed FY 2023-24 Budget as amended. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**
4. Budget Committee/Community input of FY 2023-24 Approved Budget.
5. There being no further discussion on the FY 2023-24 Review and Approval of the Proposed Budget, Prather adjourned the Budget Meeting at 5:11 P.M. and went into the Regular Board Meeting.

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the May 18, 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 5:12 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, Member-At-Large  
Simeon Dreyfuss, Member-At-Large  
Elizabeth Wipperman, Secretary

**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  
Leancon Loving, Operator  
Shawn Parker, Operator

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

- 3. **GUESTS: Jeff McBrayer**

- 4. **PUBLIC COMMENTS: NONE**

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

- 6. The Board reviewed the previously distributed **Minutes** of:  
April 20, 2023, Regular Board Meeting.  
**Prather Moved to approve the April 20, 2023, Regular Board meeting Minutes as amended. Wipperman seconded. Motion passed by a vote of 5 to 0.**

- 7. The Board reviewed the **Financial Statements** for:  
**April 30, 2023**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the April 30, 2023 Financial Statements as presented. Carlson seconded. Motion passed by a vote of 5 to 0.**

- 8. April 2023 **Board Audit** for review:

**April 2023**

General Fund in the amount of:	\$132,053.97
Capital Resource Fund in the amount of:	<u>\$ 13,159.20</u>
Total	\$145,213.17

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.

April 2023 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 3.0mg/L and 4.0mg/L of BOD for the month of April 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 97% BOD; the permit is a minimum of 85% removal.

**Collection System:**

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

**Pump Stations:**

Mello stated that Capes #1 pump station has a leak in the discharge piping for pump #2. Mello explained that this is the piping that was installed in 1993, when the pump station was first constructed. Mello also stated that he has contacted Westech Engineering for options to make this repair.

Mello also stated that the Oceanside and Capes #2 pump stations control panel built in UPS (battery backup) system has been replaced.

All other pump stations are operating without issues.

**Treatment Plant:**

Mello reported that Basin #1 has a failure of the automatic air valve. This air valve is a critical part to the operation of that basin and its ability to treat the sewer. The replacement valves have been ordered and are scheduled to ship from Germany by August 25, 2023. Mello just gave an update regarding the ship date, it has now been moved up to July 7, 2023.

Mello stated that the Wedeco UV disinfections system has been checked and it was found that when the UV disinfection lamps become weak after a couple of years of service and can fault. Mello also stated that we have received all the replacement parts and lamps. All the lamps have been replaced and we no longer have issues with the control panel. Mello reported that we have received all the new UV parts on May 10, 2023.

Mello reported that blower three has been replaced with a new unit and is back in full operation. The old blower was sent for inspection to repair. We have received the quote for the repair. (See attached quote from Granich Engineered Products, Inc.)

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 pump station project. Mello also stated that he has asked Westech Engineering to submit a cost estimate for adding an additional manual transfer switch and specifications for a properly sized generator to use at the Netarts pump station. This is for contract increase change of \$7,500.00. Mello stated that to date he has not received the cost estimate for the additional manual transfer switch as of May 16, 2023.

Mello also stated that he has contacted Westech Engineering to identify a lot that is suitable for a future pump station to serve the lower Avalon area. The first step is to have a survey of the area completed. Westech has estimated that the cost would be approximately \$26,000.00 for the survey work. (See attached email from Westech) **Carlson Moved to approve the estimate from Barker Surveying in the amount of \$23,560.00 to do a topographic survey on the lower Avalon area for the proposed new pump station site and proposed gravity sewer alignments. Wipperman seconded. Motion passed by a vote of 5 to 0.**

**New Equipment Purchase/Repair Request:**

Mello stated that the District is required to have the Ocean Outfall inspected every two years. Advanced American Construction has set Friday, May 26, 2023 for the Outfall inspection, weather permitting.

**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 and added an additional operator/trainee position this past August.

At this time Prather asked Mello to give a brief description of the meeting that occurred with DEQ on May 10, 2023. As a result of a lengthy discussion Mello stated that the District would be receiving a letter from DEQ with their findings.

**10. OLD BUSINESS:**

A. Rate Increase Letter to Residents: Once approved Erin Mello stated that the office would start copying the letters on May 19, 2023.

**Keene moved to approve the Rate Increase Letter to Residents as presented. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

B. Low Income Program Resolutions for review and discussion: After a discussion, Prather will review the Resolutions once more to have them ready for approval at the Board Meeting on June 15, 2023, to be effective July 1, 2023.

**11. NEW BUSINESS:** None

**12. CORRESPONDENCE:** None

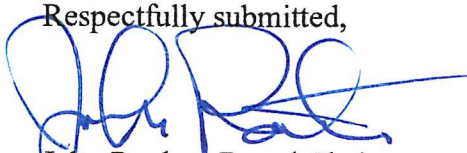
**13. EXECUTIVE SESSION:** The District will call an executive session, under ORS 192.660(2)(F) To consider information or records that are exempt by law from public inspection under ORS 192.509 and ORS 40.225 and (2)(H) to consult with counsel concerning legal rights and Duties of a public body with regard to current litigation or litigation likely to be filed.

At this time Prather called an Executive Session and left the Regular Meeting at 6:06 P.M. The Executive Session ended at 6:45 P.M. and Prather went back into the Regular Board meeting at 6:47 P.M.

14. **There being no further business, Prather adjourned the meeting at 6:48 P.M.** The next meeting will be the FY 2023-24 Budget Hearing and Regular Board Meeting on June 15, 2023.

**For full details of this Board Meeting, please visit our website at [www.n-o-s-d.com](http://www.n-o-s-d.com)**

Respectfully submitted,



John Prather, Board Chairperson

JP/EM

May 2023 Regular Board Meeting.doc