

NETARTS-OCEANSIDE SANITARY DISTRICT
1755 CAPE MEARES LP. RD. W.
TILLAMOOK, OR 97141
PHONE: (503) 842-8231
FAX: (503) 842-3759
TTY Relay Service: (800) 877-8973

July 20, 2023

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the July 20, 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 Jerry Keene, Treasurer. The meeting was held in the NOSD Board Room.

BOARD MEMBERS PRESENT:

Jeff McBrayer, Member-at-Large
Jim Carlson, Member-At-Large
Jerry Keene, Member-At-Large
Simeon Dreyfuss, Member-At-Large

EMPLOYEES PRESENT:

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

2. **Oath of Office/Swearing in:**

- Simeon Dreyfuss read the Oath of Office for Position #1
- Jeff McBrayer read the Oath of Office for Position #3
- Jim Carlson read the Oath of Office for Position #5

Prather will read the Oath of Office for Position #4 and be sworn in at the August 2023 regular Board meeting, as he was not present at this meeting.

3. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
4. **GUESTS: NONE**
5. **PUBLIC COMMENTS: NONE**
6. **BOARD QUESTIONS; COMMENTS; DISCUSSION: NONE**

7. The Board reviewed the previously distributed **Minutes** of:
June 15, 2023, Budget Hearing to adopt the budget and Regular Board of Directors' Meeting.
Dreyfuss Moved to approve the June 15, 2023, Budget Hearing to adopt the budget & Regular Board of Directors' meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 3 to 0.

June 22, 2023, Special Emergency Board of Directors' meeting.
Deferred to the August 17, 2023 Board of Directors' meeting.

8. The Board reviewed the **Financial Statements** for:
June 30, 2023, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Carlson Moved to approve the June 30, 2023 Financial Statements as presented. Dreyfuss seconded. Motion passed by a vote of 3 to 0.**

9. June 2023 **Board Audit** for review:

June 2023

General Fund in the amount of:	\$143,028.19
System Development Fund in the amount of:	\$ 418.00
Capital Resource Fund in the amount of:	<u>\$ 1,403.70</u>
Total	\$144,849.89

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

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

June 2023 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 10.0 mg/L and 5.0 mg/L of BOD for the month of June 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 96% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that there is no scheduled collection work for July 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.

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.

All other pump stations are operating without major issues.

Treatment Plant:

Mello stated that Basin #1 had 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. Mello then states that the valves shipped on July 12, 2023. We have already received the mounting brackets. Mello proceeds to say that the automatic air valves arrived today.

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 pump station project. Westech has not received the cost estimate for the additional manual transfer switch as of June 12, 2023. They are still waiting for the electrical engineers to complete the design. I have an email into Chris at Westech for an update on this project as of July 17, 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.

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.

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 District's 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.

11. **OLD BUSINESS:** Keene wanted to bring two topics to the Board's attention. 1. The construction in Oceanside on Portland Ave. Keene wanted to let the Board know that he and Dan are aware of Grove Construction digging right on the sewer easement line, and they are requesting Grove Construction to provide NOSD a letter stating they are aware of the sewer easement. 2. Keene mentions DEQ updates. At this time Mello states that after communication with DEQ we are no longer going to be required to test the Pacific Ocean. We have also had a records request from DEQ for the operation logs at the Netarts Pump Station from November 2022-April 2023.
12. **NEW BUSINESS:**
Customer Information Forms for every Board Member/Staff to be filled out and returned to Erin Mello so that we can send to Umpqua Bank along with the minutes for new signature cards to be produced by the Bank.

Signature cards should show the following Board Members/Staff:

John Prather
Jim Carlson
Simeon Dreyfuss
Jerry Keene
Jeff McBrayer
Daniel Mello, District Superintendent

Board Members that should be removed are:

Peter Starkey
Elizabeth Wipperman

McBrayer Moved to approve the new changes to the bank signature cards as presented. Dreyfuss seconded. Motion passed by a vote of 4 to 0.

13. **CORRESPONDENCE:** A. Email from Jud Griner & Mary Flock, Re: Request permission to cut trees. **After a brief discussion the Board is going to write a Hold Harmless Agreement so that they agree to hold NOSD harmless for any unexpected consequences of removing the trees. Also, this approval is for safety purposes only, not for better viewpoints. The Board wants to make it clear that this is not setting a precedence for line of sight, this is for complete removal done by a licensed arborist at the property owner's expense.**

B. SDAO Board of Directors & Management Staff Trainings.

C. Updated Board & Staff List.

14. **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.

At this time Keene called an Executive Session and left the Regular Meeting at 6:24 P.M. The Executive Session ended at 6:42 P.M. and Keene went back into the Regular Board meeting at 6:44 P.M.

15. **There being no further business, Keene adjourned the meeting at 6:44 P.M.** The next meeting will be the Regular Board Meeting on August 17, 2023.

For full details of this Board Meeting, please visit our website at www.n-o-s-d.com

Respectfully submitted,



Jerry Keene/Treasurer

JK/EM

July 2023 Regular Board Meeting.doc