

NETARTS-OCEANSIDE SANITARY DISTRICT
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Minutes of the February 18, 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 5:30 P.M. by John Prather, Chairperson. The meeting was held in the NOSD Board Room and was also held via Video.

BOARD MEMBERS PRESENT:

Jim Carlson, Member-At-Large via Video
Craig Leslie, Secretary via Video
Craig Wakefield, Treasurer
John Prather, Chairperson

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Andrew Hunt, Lead Operator

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:** None
 - A. Emergency Preparedness planning discussion update: At this time Prather discussed the email that he sent out to the Board members regarding the Oceanside Neighborhood Assoc. Emergency Preparedness Review. Prather stated that this is just for information at this point.
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The January 21, 2021 Regular Board Meeting Minutes. **Wakefield Moved to approve the Regular Board Meeting Minutes as presented. Leslie seconded. Motion passed by a vote of 4 to 0.**
7. The Board reviewed the **Financial Statements** for **January 2021** all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Wakefield Moved to approve the Financial Statement for January 2021. Carlson seconded. Motion passed by a vote of 4 to 0.**

8. January 2021 **Board Audit** for review:

January 2021

General Fund in the amount of:	\$ 75,339.92
Capital Resources in the amount of:	\$ 0.00
Debt Service Fund in the amount of:	<u>\$598,951.00</u>
Total	\$674,290.92

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.

- **January 2021** Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 3mg/L and 10mg/L of BOD for the month of January 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 95% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that he does not have any I & I work scheduled for March 2021. Mello reported that the wet well grease removal was completed by Zwald on February 8, 2021. The total cost for the grease removal and disposal was \$4,549.00.

Pump Stations:

Mello stated that the new control panel for the Netarts pump station has been delivered. Installation of the control panel is still weather dependent, but the schedule is for February 24, 2021.

Mello also reported that the Main pump station and Oceanside pump station are having issues with the radio telemetry keeping a signal. Mello stated that he is looking to switching from radio to internet-based telemetry. After a brief discussion Mello stated that talking with TAG is the first step, but that things are moving slower due to Covid-19. Carlson then stated that this a very big concern and we should move to get this done sooner rather than later and if we could have a preliminary report by the next Board meeting. Mello stated that once he gets something back from TAG, then he can take the next steps in contacting Spectrum.

Mello stated that we will need to budget for maintenance of the outside of the pump station buildings. Happy Camp pump station is in need, of painting, gutter replacement and fascia boards replaced. Mello will get bids from a local painter and or contractors for the repairs, which will come out of the Capital Resources Fund in up-coming Budget.

All other pump stations are operating without issues.

Treatment Plant

The Treatment Plant is operating within its permit limits.

Capital Improvement Projects:

Mello stated that we have no current Capital projects scheduled.

New Equipment Purchase/Repair Request:

Mello stated that the Auma Actuator valves for the wastewater treatment plant have been installed as of January 28, 2021.

Office Equipment Purchases and Updates:

Mello reported that the “Inter Governmental Agreement” between the Fire District and NOSD is nearly complete as of 2/16/21. If it is not attached, Mello will send it out by email to each of the Board Members prior to the Board meeting on Thursday. Prather stated that since the Board just received the IGA they will review it and approve the IGA at the next Board meeting in March 2021.

Personnel & Policy Manual:

Mello stated that there are no new updates to report.

Personnel:

Mello reported that the Office Specialist, Jessica Ayotte has resigned, her last day was 2/12/21. We started advertising for the open position last week.

10. **OLD BUSINESS:** Website Redesign Proposal for NOSD: Mello stated that he just got a reply from Streamline stating that they do website design, which includes built-in designs and State/Federal compliance. Mello replied, back to Streamline stating that our District is looking for a website redesign and would like to get some information as to what services and costs are associated with the new design. Mello has not received a response as of the Board meeting.

Mello reported that our District’s Attorney Clark Balfour is going to send the District information on a Financial Advisor and Mello will have this for the next Board meeting.

11. **NEW BUSINESS:**

- A. Marie Mills Center, Inc. Annual Janitorial Agreement: This Agreement is effective from March 1, 2021 to February 28, 2022. **Carlson moved to approve the Marie Mills Center, Inc. Annual Janitorial Agreement for the period of March 1, 2021 through February 28, 2022. Leslie seconded. Motion passed by a vote of 4 to 0.**
- B. Letter from Dennis Conner, CPA dated January 25, 2021 regarding he is retiring and closing his practice: Mello stated that he will get an RFP template from Clark Balfour. Mello stated that he got an email from Glen O. Kearns, CPA regarding Audit services. Glen Kearns also stated in the email that his company does the audits for several entities in the Tillamook area and does the audit for the Netarts-Oceanside Rural Fire Protection District.

12. CORRESPONDENCE:

A. "Draft" Budget Calendar for FY 2021-22: **Blaser to make a correction where it says "@ NOSD Board Room" and replace it with "Remote via Microsoft Teams."**

B. Candidate Filing Forms for positions 1 = Leslie 2=Vacant and 3=Wakefield. These forms were handed out at this Board meeting or hand delivered.

13. PUBLIC/BOARD COMMENTS: At this time Prather gave a brief discussion regarding the email he sent out regarding the Annual SDAO Conference on February 3-4, 2021. Prather's email consisted of the sessions he attended and some notes.

14. EXECUTIVE SESSION, PER ORS 192.660(2)(f) or PER ORS 192.660(2)(e), IF NECESSARY.
No Session Held

15. There being no further business, Prather adjourned the meeting at 6:39 P.M. The next regularly scheduled Board meeting will be March 18, 2021.

Respectfully submitted,



John Prather, Chairperson

JP/yb

February 2021 Board Meeting.doc