

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

MAY 19, 2022

FY 2022-23 BUDGET COMMITTEE MEETING TO APPROVE THE PROPOSED BUDGET.

Budget Committee Members Present:

John Prather, Chairperson
Jim Carlson, Member-At-Large via video
Jerry Keene, Member-At-Large via video
Peter Starkey, Member-At-Large
Kent Brown, Budget Committee Member
Elizabeth Wipperman, Budget Committee Member

Guests:

1. The Budget Committee Meeting to approve the proposed FY 2022-23 Budget was called to order at 5:00 P.M., by John Prather.
2. At this time Prather presented the Budget Message along with the Budget documents for FY 2022-23.
3. Budget Committee Approves the FY 2022-23 Budget: All questions were answered at this time. **Brown Moved to Approve the FY 2022-23 Budget as presented. Starkey seconded. Motion passed by a vote of 6 to 0.**
4. Adjournment of the Budget Meeting and into Regular Board Meeting at 5:06 P.M.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the May 19, 2022 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 5:06 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 via video
Peter Starkey, Treasurer
Elizabeth Wipperman, Secretary

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Brian Mello, Ass't Lead Operator
Tyler Hotchkiss, Operator
Leacon Loving, Trainee
Shawn Parker, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Kent Brown and Elisabeth Wipperman
4. **PUBLIC COMMENTS:**
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The April 21, 2022 Regular Board Meeting.
Starkey Moved to approve the April 21, 2022 Regular Board meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 4 to 0.
7. The Board reviewed the **Financial Statements** for April 30, 2022 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Starkey Moved to approve the April 30, 2022 Financial Statement as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**

8. April 2022 **Board Audit** for review:

April 2022

General Fund in the amount of:	\$ 74,144.84
Capital Resources in the amount of:	<u>\$ 5,452.00</u>
Total	\$ 79,596.84

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.

- April 2022 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 3mg/L and 5mg/L of BOD for the month of April 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 97% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that there is no collection system inspection and cleaning scheduled for May.

Pump Stations:

Mello stated that the Netarts pump station pump had a failure of the air compressor that controls the surge arrestor level for the force main. The new air compressor was delivered on Wednesday, May 11th and we started the installation. Once the air piping is completed, we will contact The Automation Group to schedule a time for them to come and complete wiring in the controls and get the system back in service.

Mello also stated that the Netarts pump station has a generator engine oil leak. The cost estimate to repair the engine oil leak and replace the block heater is attached.

All other pump stations are operating without issues.

Treatment Plant:

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

Capital Improvement Projects:

Mello stated that on the Oceanside pump station project he requested an update from Westech Engineering and attached to the District report is the response from Christopher Brugate, P.E. of Westech Engineering, Inc. outlined in blue.

There was a brief discussion regarding the conduit to the Oceanside Pump Station and Keene has suggested that if they go through with the new hotel in Oceanside, that maybe that conduit could be included in that project.

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

Mello stated that he has contacted the preferred worker representative and he is checking into the availability of trainee's. Mello also stated that he has met with Ryan Weeks the representative for our current trainee and he said that he has no one right now to train in wastewater but is checking with others to see who is available.

Mello reported that we received four applications for the open Office Specialist position.

Operations Summary:

Mello stated that the Districts treatment plant has been in operation for nine plus 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. The District should budget approximately \$60K each, to upgrade these control panels over the next three to five years. This can be accomplished by scheduling to change one in a single budget year opposed to both in one year.

Mello also stated that 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.

Mello stated that although the system overall is 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 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 5-7 weeks and as much as 14-17 weeks for parts and repair services.

Mello also reported that 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.

Mello stated that 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 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 a larger demand for operators throughout the state.

10. **OLD BUSINESS:** Email from Deb Galardi Re: Next Steps of the SDC Increase. Attached is the email from Deb Galardi and the notification of intended adoption of a sanitary sewer development charge (SDC) methodology, fees and project list. Also attached is an example of a notification of public hearing to adopt a revised methodology, etc.

After a brief discussion the Board stated that June 17, 2022 will be when the notice will go out and September 15, 2022 will be the Public Hearing/Board meeting. The 1st Reading of the Ordinance will be August 18, 2022. The 2nd Reading and adoption of the Ordinance will be Sept. 15, 2022. The Ordinance will then be effective in October 2022. Blaser will contact Deb Galardi to make sure we have the SDC Methodology for review in our office.

11. **NEW BUSINESS:** A. 1st Reading of Ordinance 22-01 “An Ordinance Establishing a Sanitary Sewer User Fee Increase.” At this time Prather did the 1st Reading of Ordinance 22-01.

B. Board Member position #3 Resignation: Prather stated that Craig Wakefield has resigned. Wakefield was one year into his four year term. There will be an election on May 6, 2023, to fill the last two years of Wakefield’s term in office. A letter was sent to Tassi O’Neil at the Tillamook Co. Clerk’s office to advise them that Craig Wakefield position #3 has resigned from the Board effective May 9, 2022. Mello received the resignation letter from Craig Wakefield on Thursday May 19, 2022, this was emailed to all Board members.

12. **CORRESPONDENCE:**

A. Leadership Academy Application & SDAO Trainings that need to be completed by all Board Members in order to receive our Liability Credit. Blaser stated that this needs to signed and returned back to her, or the Board can email, mail or fax back themselves. If the Board would like to attend a class, Blaser can get them registered for that.

B. Letter from Tad Andrews, possible buyer Re: Tax Lot #2S10 5DB 08000, annexing into the District. After a brief discussion, Mello stated that the Board cannot grand an annexation on a property that Mr. Andrews does not own. Once he or someone else owns it, they could pay to annex tax lot 2S10 5DB 08000 into the District. Mello then stated that this tax lot would require a 200ft sewer line extension, but that the District does have the capacity to take this lot.


13. **PUBLIC/BOARD COMMENTS:** At this time Prather asked Elizabeth Wipperman if she would like to be appointed as a Board member for the vacant position #3 to serve the current one year term vacated by Wakefield. Wipperman has agreed to except the position as a Board member for position #3. **Starkey Moved to appoint Elizabeth Wipperman for the vacant position #3. Carlson seconded. Motion passed by a vote of 4 to 0.** All of the Board members welcomed her to the NOSD Board.

Prather then asked the Board “Who would like to be Treasurer and Secretary?” At this time Peter Starkey will be the Treasurer of the Board and Elizabeth Wipperman will be the Secretary of the Board.

14. **EXECUTIVE SESSION:** Not Held

15. **There being no further business, Prather adjourned the meeting at 6:36 P.M.** The next meeting will be the Budget Hearing to Adopt the Budget for FY 2022-23 at 5:30 P.M. followed by the Regular Board Meeting on June 16, 2022.

Respectfully submitted,



John Prather, Board Chairperson
JP/yb
May 2022 Board Meeting.doc