

NETARTS-OCEANSIDE SANITARY DISTRICT
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OCTOBER 21, 2021

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the October 21, 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 5:31 P.M. by John Prather, Chairperson. The meeting was held in the NOSD Board Room.

BOARD MEMBERS PRESENT:

Jim Carlson, Member-At-Large via video
Jerry Keene, Member-At-Large via video
Craig Wakefield, Treasurer
John Prather, Chairperson
Peter Starkey, Member-At-Large via video

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Shawn Parker, Operator
Leancon Loving, Preferred Worker

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:**
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The August 19, 2021 Regular Board Meeting.
Carlson Moved to approve the August 19, 2021 Regular Board meeting Minutes as amended. Wakefield seconded. Motion passed by a vote of 5 to 0. Blaser to make a correction on page 3.

The September 16, 2021 Regular Board Meeting was cancelled no quorum.

7. The Board reviewed the **Financial Statements** for August 31, 2021 & September 30, 2021 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Starkey Moved to approve the August 31, 2021 & September 30, 2021 Financial Statement as presented. Carlson seconded. Motion passed by a vote of 5 to 0. Blaser to work on reformatting page 3.**

8. August 2021 & September 2021 **Board Audit** for review:

August 2021

General Fund in the amount of:	\$ 81,255.95
Capital Resources in the amount of:	<u>\$ 12,250.06</u>
Total	\$ 93,506.01

September 2021

General Fund in the amount of:	\$124,036.96
Capital Resources in the amount of:	<u>\$ 16,796.50</u>
Total	\$140,833.46

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.

- September 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 4mg/L and 6mg/L of BOD for the month of September 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 99% BOD; the permit is a minimum of 85% removal.

Collection System:

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

Mello stated that he has received a quote for the annual I&I reduction as required by our NPDES permit. Mello also stated that attached is the quote from Underground Tech, which is for 12 manhole repairs at a cost of \$42,700.00. **Wakefield Moved to approve the quote from Underground Tech for 12 manhole repairs in the amount of \$42,700.00. Starkey seconded. Motion passed by a vote of 5 to 0.**

Mello has also contacted Michael's for an estimate on the manhole repairs.

Pump Stations:

Mello reported that the Netarts pump station pump had a failure of the air compressor that controls the surge arrestor level for the force main. Mello has ordered the replacement air compressor for \$2,569.99 with an estimated deliver date of November 2, 2021. The Automation Group will need to swap over the Pelco control panel from the old compressor to the new replacement.

Mello also reported that the Netarts pump station has had a failure in one of its check valves and was repaired with our spare parts. Due to the age of the pump stations, we will need to purchase additional spare parts, estimated at \$5,580.24.

Mello stated that we are reviewing other pump station check valves for condition and possible maintenance.

Mello reported that the estimate to replace one check valve and one repair kit per pump station totals approximately \$12,617.26. Each pump station has 2 to 4 check valves per pump station. The estimated delivery time is 5-7 weeks on some and 14-16 weeks on others.

All other pump stations are operating without issues.

Treatment Plant:

Mello reported that the treatment plant is operating within its permit limits.

Mello stated that the treatment plant EQ basin automatic drain valve has failed and this model has been discontinued. The replacement valve cost is \$7,332.00 including onsite start-up from Specialty Controls. The estimated delivery time is 12-16 weeks.

Capital Improvement Projects:

Mello reported that he met with George Landis from Landis Consulting, which is Westech Engineering's electrical consultant to discuss the potential issue with the main power feeding the Oceanside pump station. Mello has attached the proposal from Westech Engineering for the generator and manual disconnect panel design. **Carlson Moved to approve the proposal from Westech Engineering for the generator and manual disconnect panel design in the amount of \$43,200.00. Keene seconded. Motion passed by a vote of 5 to 0.**

New Equipment Purchase/Repair Request:

Mello stated that The Automation Group (TAG) has received the equipment for the changeover from radio to internet telemetry. The start date is October 25, 2021 for installation at the Main pump station. At the meeting Mello reported that the installation will now be the second week of November 2021.

Office Equipment Purchases and Updates:

None

Personnel:

Mello stated that we received one application for the open operator position. We started advertising for the position on September 29, 2021.

Operations Summary:

Mello stated that the Districts treatment plant has been in operation for 9 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.


Mello stated that although they are performing well, the annual cost are increasing for repairs and maintenance. This is also made more difficult with increasing unavailability and long wait times to receive parts. We are facing on average 5-7 weeks and as much as 14-17 weeks for parts and repair services.

Mello also stated that the Districts NPDES permit requires annual maintenance to reduce the inflow and infiltration (I&I) into its collection system.

Mello stated that with the increase 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 identify the I&I, root intrusion and possible overflow issues so we can schedule repairs.

10. **OLD BUSINESS:** “Draft” response letter to the Netarts-Oceanside Rural Fire Protection District: After a brief discussion, the Board all agreed that the “draft” letter looked good and was ok to send. **Prather to finalize the letter to be sent to the Netarts-Oceanside Rural Fire Protection District.**
11. **NEW BUSINESS:** SDAO e-mail 8/31/21 Re: Ordinance -vs- Resolution: After a brief discussion it was suggested that a couple of Board members get together and review the Resolutions and Ordinances, make draft changes and then bring to the Board for approval.
12. **CORRESPONDENCE:** None
13. **PUBLIC/BOARD COMMENTS:** Mello stated that he was approached by Federal Dept. of Transportation to put a temporary work trailer on our property while they work on the construction of the Cape Meares Loop Road. Mello told them that they could do that.
14. **EXECUTIVE SESSION:** No session held.
15. **There being no further business, Prather adjourned the meeting at 6:53 P.M.** The next Regularly scheduled Board meeting will be November 18, 2021.

Respectfully submitted,


Craig Wakefield, Treasurer
CW/yb

October 2021 Board Meeting.doc