

NETARTS-OCEANSIDE SANITARY DISTRICT
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REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the November 17, 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 5:31 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
Elizabeth Wipperman, Secretary

EMPLOYEES PRESENT:

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

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended.**
3. **GUEST:** None

4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The October 20, 2022, Regular Board Meeting.
Wipperman Moved to approve the October 20, 2022, Regular Board meeting Minutes as amended. Prather seconded. Motion passed by a vote of 3 to 0.
Erin Mello to make all necessary changes to the October 20, 2022, Minutes.
7. The Board reviewed the **Financial Statements** for:
 October 31, 2022, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Carlson Moved to approve the October 31, 2022 Financial Statements as presented. Prather seconded. Motion passed by a vote of 3 to 0.**
8. October 2022 **Board Audit** for review:

October 2022

General Fund in the amount of:	\$ 90,311.37
Capital Reserve Fund in the amount of:	<u>\$ 3,505.85</u>
Total	\$ 93,817.22

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.

- October 2022 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 October 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that Brian started training the new operators on the use and operation of the CCTV inspection van camera and equipment. One of the new property's owners gave us a copy of the drawings he received when he purchased two of the four lots. In this process the operators verified that a sewer system to serve four tax lots on Meena Way off upper Grand Ave was installed. The system was designed to service three lots by ejector pumps and one by gravity. The issue is the design was not submitted to NOSD back in 2000 for review or approved for construction. It was not built per design. I have sent the drawings to Westech and will send the updated information we found so that our district maps will reflect the system.

Mello also stated that the district needs to replace a portion of gravity sewer line in Pearl St. between manholes 309 and 310. The total distance is 332 feet but we're estimating around 200 feet will be replaced. This work is an emergency repair because the road is to have the storm drainage issue fixed and we must remove the belly in the line to reinstate gravity flow to that portion first. I have a meeting scheduled at the office on November 28, 2022, at 10:00am with the County Roads Department, Emery and Sons Construction and the District. I have contacted Emery and Sons to assist in the design and replacement of the failed section. I do not have a cost estimate yet.

Pump Stations:

Mello reported that the Oceanside PS control module display has arrived. We are in the process of scheduling for Xylem to install and setup.

All other pump stations are operating without issues.

Treatment Plant:

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

Mello also stated that the Wedeco UV disinfection systems new PLC upgrade and replacement has an issue with communicating with the Sanitare Control Panel. We had to call The Automation Group to come onsite to make software updates to the two control panels to get the SCADA system to communicate.

Capital Improvement Projects:

Mello stated that Westech received a single bid for the portable Emergency Generator and Manual transfer switch improvement for the Oceanside pump station project. **It was a unanimous consensus of the Board to approve the Oceanside Pump Station portable generator. After a brief discussion the Board has decided to have John Prather come to the District and sign the documents once complete.**

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

None

Operations Summary:

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.

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.

10. **OLD BUSINESS:** A. Approval of the Limited English Proficiency Plan (LEP) for USDA. **Wipperman Moved to Approve the Limited English Proficiency Plan (LEP) for USDA. Carlson seconded. Motion passed by a vote of 3 to 0.**

11. **NEW BUSINESS:** A. 1st Reading of Ordinance 22-02, Re: System Development Charges. At this time Prather did the 1st reading of Ordinance 22-02, Re: System Development Charges.

B. Discussion of the final System Development Charge Methodology. **At this time Prather wanted to have a discussion regarding the final methodology report as Deb Galardi had mentioned that the project and rate list should be put into a form of Resolutions so that we could make changes without changing the methodology for determining the SDC rate. Prather also discussed why the SDC rates decreased from the draft to the final.**

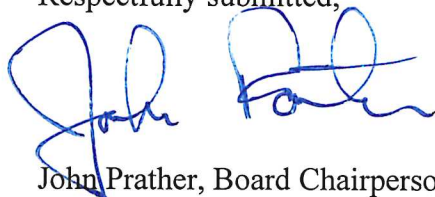
12. **CORRESPONDENCE:** Letter to the Secretary of State Re: Deficiency Corrective Actions.

13. **PUBLIC/BOARD COMMENTS:** None

14. **EXECUTIVE SESSION:** Not Held

15. **There being no further business, Prather adjourned the meeting at 6:20 P.M.** The next meeting will be the Regular Board Meeting on December 15, 2022.

Respectfully submitted,



John Prather, Board Chairperson

JP/EM

November 2022 Board Meeting.doc