

NETARTS-OCEANSIDE SANITARY DISTRICT  
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December 21, 2023

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the December 21, 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 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  
Jerry Keene, Treasurer  
Jeff McBrayer, Member-At-Large

**EMPLOYEES PRESENT:**

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

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**

3. **GUESTS: NONE**

4. **PUBLIC COMMENTS: NONE**

5. **BOARD QUESTIONS; COMMENTS; DISCUSSION: NONE**

6. The Board reviewed the previously distributed **Minutes** of:  
November 16, 2023, Regular Board of Directors' Meeting.  
**Carlson Moved to approve the November 16, 2023, Regular Board of Directors' meeting Minutes as presented. Prather seconded. Motion passed by a vote of 4 to 0.**

7. The Board reviewed the **Financial Statements** for:  
**November 30, 2023**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the November 16, 2023 Financial Statements as presented. McBrayer seconded. Motion passed by a vote of 4 to 0.**

8. November 2023 **Board Audit** for review:

**November 2023**

General Fund in the amount of:	\$106,492.34
Capital Resource Fund in the amount of:	<u>\$202.13</u>
Total	\$106,694.47

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.

November 2023 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 1.0 mg/L and 4.0 mg/L of BOD for the month of November 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 100% TSS and 98% BOD; the permit is a minimum of 85% removal.

**Collection System:**

Mello stated that there is no collection system inspection or maintenance scheduled for December. **At this time Keene questioned Mello on his concerns regarding the scheduling of the collection system inspection or maintenance. After a brief discussion Prather asks Mello for a target date to begin the work by the next board meeting on January 18, 2024.**

**Pump Stations:**

Mello stated that Capes #1 pump stations leak in the discharge piping for pump #2 has been repaired. The final cost was \$5,857.42.

Mello stated that the Ocean Highlands pump station generator engine failed on August 21<sup>st</sup>. The engine has been installed back on the generator. Mello also stated that he has contacted Cummins and received an estimate in the amount of \$8,644.96 to repair the generators alternator. Mello states that he is waiting for the schedule to have Cummins return to make the repair and if successful, will be able to return the rented portable generator to United Rentals.

Mello stated that the control panel at Ocean Highlands failed last week. We used the last multi-pro unit, and we have no additional spare parts. Mello will need to get a price to replacement unit for Xylem.

Cummins has recommended replacing the generator with a new replacement unit since the current engine is discontinued. The cost to replace the generator is \$27,548.81. The new Cummins generator was ordered on September 22, 2023 with a new Factory Lead time estimate to 42-44 weeks.

All other pump stations are operating without major issues.

**Treatment Plant:**

Mello states that the Effluent pump station has had a pump failure. Mello also states that we have pulled the pump and sent it to Xylem for inspection and repair. Mello states that the cost to repair the pump exceeded the cost of replacement. Mello ordered a new replacement for \$12,298.30. The replacement pump will ship from the Sweden factory by 1/8/2024.

Mello also stated that the Treatment Plant is operating well within its permit limits. Mello proceeds to say that he has contacted North Coast Lawn for an estimate to clear the brush from the fencing around the lagoons and west fence. The brush is growing through the fabric and will ruin it if not removed. Mello met with Terry Phillips, and they can customize for any need the District with easement clearing and maintenance. Mello believes this will be more cost effective than expanding the District personnel. The operators workload has increased with the increasing maintenance to the sewer system. **Mello stated that the quote from North Coast Lawn was \$9,000.00.**

**Capital Improvement Projects:**

Mello stated that the contractor for the Oceanside and Netarts PS's, MTS Project, will begin work mid-March 2024.

**New Equipment Purchase/Repair Request:**

None

**Office Equipment Purchases and Updates:**

None

**Personnel:**

None

**Operations Summary:**

The District's Treatment Plant has been in operation for ten plus years and is now requiring continual attention. We have replaced the treatment plants Air Valves and replaced or rebuilt the blowers in 2022 and 2023. 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 and the generator transfer switch was replaced in January 2023. We are in the process of adding an additional manual transfer switches to the Netarts and Oceanside pumps station for additional power redundancy. The Happy Camp and Ocean Highland 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 Ocean Highlands PS has had a failure of the onsite generator. The generator engine is obsolete as well as parts of the generator itself. On September 22, 2023, an order for a replacement generator was placed at a cost of \$27, 548.81. 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, 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 availability and long lead times to receive parts. We are facing on average 5-7 weeks and as much as 14-17 weeks for parts and repairs 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 anticipate increasing that to approximately \$60k and adding 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, added, and filled an additional operator/trainee position in August and September 2022.

At this time Carlson asks about the new build on Happy Camp Rd. Carlson has concerns about the wall to the north of the property, if it were to undermine itself would it cause failure to the pipeline. Mello states that it would probably not happen to the force main. Mello continues to say the only danger would be if they got to the 8 inch pipeline, which is about halfway out into the road. Mello states that the operators have been to the property with the contractor, and they are aware of where all the districts sewer lines lie. Mello also states that the lateral to this property is more concerning due to the fact that you cannot see it under the water and if it breaks all of that muddy water will flood into that pump station.

**10. OLD BUSINESS: None**

**11. NEW BUSINESS:**

- A. USDA Rural Development Inspection Certification.
- B. 2024 SDAO Annual Conference.

**12. CORRESPONDENCE: 2024 Calendar of Observed Holidays that the office will be closed.**  
Added: Federal and State Holiday – Juneteenth – June 19<sup>th</sup>.

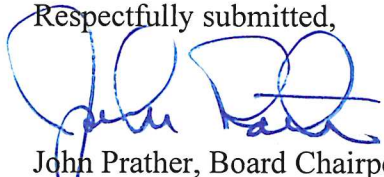
13. **EXECUTIVE SESSION:** The District will call an executive session, under ORS 192.660(2)(e) concerning several real property transactions.

At this time Prather called an Executive Session and left the Regular Meeting at 6:06 P.M. The Executive Session ended at 6:37 P.M. and Prather went back into the Regular Board meeting at 6:37 P.M.

14. **There being no further business, Prather adjourned the meeting at 6:38 P.M.** The next meeting will be the Regular Board Meeting on January 18, 2024.

**For full details of this Board Meeting, please visit our website at [www.n-o-s-d.com](http://www.n-o-s-d.com)**

Respectfully submitted,



John Prather, Board Chairperson

JP/EM

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