

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 20, 2021

FY 2021-22 BUDGET COMMITTEE MEETING TO REVIEW AND APPROVE THE PROPOSED BUDGET.

Budget Committee Members Present:

Guests: None

Craig Wakefield, Budget Officer
Jim Carlson, Member-at-Large via Video
Craig Leslie, Secretary via Video
John Prather, Chairperson
Kent Brown, Budget Committee Member via Video
Jerry Keene, Budget Committee Member via Video

1. The Budget Committee Meeting to review and Approve the FY 2021-22 Budget was called to order at 5:06 P.M., by John Prather, then turned over to Craig Wakefield, Budget Officer.
2. Budget Officer presents the Proposed FY 2021-22 Budget Documents & Annual NOSD Operating Costs.
3. Budget Committee / Community input of FY 2021-22 Approved Budget. **Wakefield discussed possibly increasing the monthly User Fee's. Mello begins to explain upcoming costs and repairs. At this time due to not having prepared information, it was an unanimous decision to wait until FY 2022-2023 for any purposed increases.**
4. There being no further discussion on the FY 2021-22 Review of the Approved Budget, Prather adjourned the Budget Meeting at 5:54 P.M. and went into the Regular Board Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the May 20, 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 5:54 P.M. by John Prather, Chairperson. The meeting was held in the NOSD Board Room and was also held via Video and Phone.

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
Erin Tucker, Ass't Office Manager
Andrew Hunt, Lead Operator
Robert Buckingham, Office Specialist
Shawn Parker, Operator

- 2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
- 3. **GUEST: Jerry Keene, Budget Committee Member via Video**
- 4. **PUBLIC COMMENTS:** None
- 5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** Emergency Preparedness planning update: No Action
- 6. The Board reviewed the previously distributed **Minutes** of:
 - A. The April 15, 2021 Regular Board Meeting. **Wakefield Moved to approve the April 15, 2021 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, 2021 for all Funds. Mello and Tucker answered all the questions to the Board's satisfaction. **Leslie Moved to approve the April 30, 2021 Financial Statement as presented. Wakefield seconded. Motion passed by a vote of 4 to 0.**
- 8. April 2021 **Board Audit** for review:

April 2021

General Fund in the amount of:	\$ 77,330.26
Capital Resources in the amount of:	<u>\$ 372.93</u>
	\$ 77,703.19

Mello and Tucker 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 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 6 mg/L and 8 mg/L of BOD for the month of March 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello reported that we do not have any I&I work scheduled for June 2021.

Pump Stations:

Mello reported that the new control panel for the Netarts PS has been delivered and installation of the control panel is scheduled for the week of June 7th.

Mello also reported that we will need to budget for maintenance of the outside of the pump station Buildings. Happy Camp pump station needs painting, gutter replacement and facia boards replaced. Mello will get bids from a local painter and or contractors for the repairs. **Mello stated that he has decided to wait on all outside maintenance until FY 2022-2023.**

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 Outfall inspection is scheduled for Tuesday, May 18, 2021. **Mello stated that no repairs were needed.**

Capital Improvement Projects:

Mello reported that there are no current Capital projects scheduled.

Mello stated that the IGA has been approved and signed by both District's and an invoice should be started. Mello spoke to the Fire Chief and we can invoice them now for the fiscal year. **Wakefield Moved to approve creating an invoice for NORFPD billing them from July 1, 2020 through June 30, 2021. Carlson Seconded. Motion passed by a vote of 4 to 0.**

New Equipment Purchase/Repair Request:

Mello reported that the Security System equipment is scheduled to be replaced this week by Benton Electric. There will be the addition of one more security camera covering the entrance to the lab.

Mello stated that attached is a quote from The Automation Group (TAG) for the upgrade of telemetry from radio to internet communication. Attached are two quotes, Phase 1 will be converting the Main PS first and testing. Phase 2 is to change the remaining remote 6 pump stations from radio to internet. **Wakefield Moved to approve the proposals from The Automation Group (TAG). Carlson Seconded. Motion passed by a vote of 4 to 0.**

Office Equipment Purchases and Updates:

Personnel & Policy Manual: None at this time

Personnel:

Mello stated the new Covid-19 rules update for wearing masks at work. All the staff had their first vaccination for Covid-19. All but two have their second Vaccination, but those will be completed by Friday, May 21st.

Mello also reported the change of title for Brian Mello from Operator to Assistant Lead Operator. Brian was chosen by Andrew to assist him with operations and to be designated next in-charge in the absence of Andrew. Brian is learning how to submit the monthly Discharge Monitoring Report to DEQ and EPA. Brian is now a designated contact with the new security system in the absence of Andrew or myself. The creation of this new job position will greatly improve the operation and the chain of command at NOSD for the staff. **It was a unanimous decision to proceed with Brian Mello's title change. Mello and Hunt are to get together to write a job description for the Board's approval at the June 17, 2021 meeting.**

10. OLD BUSINESS:

A. Financial Advisor: Mello reported that we are waiting for the proposal from Deb Galardi regarding the Financial Advisor work.

11. NEW BUSINESS: None

12. CORRESPONDENCE: None

13. PUBLIC/BOARD COMMENTS: None

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 6:41 P.M. The next Budget Hearing to adopt the FY 2021-22 Budget and Regularly scheduled Board meeting will be June 17, 2021.

Respectfully submitted,



John Prather, Chairperson

JP/et

May 2021 Board Meeting.doc