

**NETARTS-OCEANSIDE SANITARY DISTRICT  
1755 CAPE MEARES LP. RD. W.  
TILLAMOOK, OR 97141  
PHONE: (503) 842-8231  
TTY Relay Service: (800) 877-8973**

**September 19, 2024**

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the September 19, 2024, 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, Office Manager  
Brian Mello, Lead Operator  
Leancon Loving, Operator  
Shawn Parker, Assistant Lead Operator  
Jacey Pyatt, Assistant Office Manager

**McBrayer arrived at the Board Meeting at 6:03 P.M.**

2. Approval of Agenda. **It was the consensus of the Board to approve the Agenda as amended.**
3. **GUESTS: NONE**
4. **PUBLIC COMMENTS: NONE**
5. **BOARD QUESTIONS ; COMMENTS ; DISCUSSION : NONE**
6. The Board reviewed the previously distributed **Minutes** of:  
August 15, 2024, Regular Board of Directors' Meeting.  
**Carlson Moved to approve the August 15, 2024, Regular Board of Directors' meeting Minutes as presented. Keene seconded. Motion passed by a vote of 3 to 0.**

**At this time Prather asks a follow up question regarding the connections in Terresea that were discussed during the August 15, 2024, meeting. Mello states that the properties are connected legally according to the District.**

7. The Board reviewed the **Financial Statements** for: **August 31, 2024**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the August 31, 2024, Financial Statements as presented. Prather seconded. Motion passed by a vote of 3 to 0.**

8. August 2024 **Board Audit** for review:

**August 2024**

General Fund in the amount of:	\$116,073.92
Capital Resource Fund in the amount of:	<u>\$651.75</u>
Total	\$116,725.67

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.

August 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 2.0 mg/L and 3.0 mg/L of BOD for the month of August 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 99% BOD: the Permit requires a minimum of 85% removal.

**Collection System:**

Mello states that Zwald trucking is scheduled from September 16, 2024, thru September 20, 2024, to clean the grease and grit from the pump stations. We will jet clean sewer lines in Netarts, and video inspect.

The Oceanside Hotel project has sent NOSD some flow estimates, and Mello has sent them to Westech Engineering for review. It does appear that the possible flow increases could require pump station modifications to accept the change in pump size, control panel, electrical load on the existing feed lines and force main sizing. We do not have flow estimates for the Motel project on Pacific Ave. to replace the cabins. Mello states that there has been no change in status for these two projects as of September 16, 2024. **Keene makes a comment that he may know more about the status of these projects after the Oceanside Neighborhood Association meeting if Sarah Absher attends. Carlson asks for clarification on who pays for the motel project upgrades. Mello states that these expenses are passed onto the developers.**

**Pump Stations:**

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate of 42-44 weeks. I was notified on April 10, 2024, that the new Ocean Highlands generator delivery has been pushed out from mid-August to the end of October 2024. As of September 16, 2024, the new revised ship date is still November 13, 2024.

Mello states that he had a request from John Prather to get an estimate for brush and tree removal from the PUD easement that was cut by PUD, located at the Main PS hillside. Mello contacted Walker Tree Service and North Coast Lawn for estimates. So far, Mello has only received one estimate from North Coast Lawn. Mello states that on August 12, 2024, he contacted Bill Cloud Tree Service to ask if he would be willing to give an estimate for his work. Mello states that he returned an estimate of \$6,000.00 for the work. **After a brief discussion, Keene will still contact PUD regarding the clearing of the easement and McBrayer will contact the State Forestry for a consultation to try to determine what areas are of most concern for fire hazards.**

Mello states that we have scheduled Cummin's to service and load bank test both Cape's generators. service was completed on Cape's #1 PS generator on September 12<sup>th</sup>, but Cummins did not load bank test the generator and will need to reschedule that portion of the work. Cape's #2 PS is scheduled for September 17<sup>th</sup> for the service, load bank test and check the issue with the automatic transfer switch.

The Main PS had a failure of the SCADA communication equipment on September 11, 2024. TAG was onsite Monday, September 16, 2024, and said that our communications equipment has been discontinued and will require upgrading to get monitoring reinstated. TAG will return tomorrow with the replacement equipment and setup. The rough estimated cost is \$5,000.00

All other pump stations are operating without issues.

#### **Treatment Plant:**

Mello stated that the Treatment Plant is operating well within its permit limits. The Treatment Plant is requiring repairs to the electrical power feed to the treatment basins. We have lost power in the light pole plug-ins and basin 3 air valve. Mello has contacted an electrician, and he will be here by next week at the latest.

#### **Capital Improvement Projects:**

Mello states that Westech has started on the predesign report submittal to DEQ for the New Avalon PS project. We are scheduled for an onsite demo of some new pumping systems on September 25<sup>th</sup> before Westech can continue with the draft report. A draft will be sent to the District for review prior to submitting to DEQ.

#### **New Equipment Purchase/Repair Request:**

Mello states that Xylem has estimated for building the New Ocean Highlands Pump Control Panel to about four months. The estimated delivery will be November 2024.

#### **Office Equipment Purchases and Updates:**

The UPS battery backup unit installation has been rescheduled for installation on Thursday, September 26, 2024.

Mello states that the District's security alarm system account and equipment has been through Benton Electric for the past 12 years, but Benton Electric has shut down their low voltage division and will no longer maintain or provide alarm monitoring through Alarm Central. They have put us in touch with a new company, Low Voltage NW, to take over the account and maintenance.

Mello has spoken to Low Voltage NW, and they will take over providing the security and maintenance to the District.

**Personnel:**

Mello states that the Office Specialist position has been filled.

We have an open operator position and have not received any applications that meet the minimal requirements. Mello states that we will continue to advertise the position until filled.

Mello states that Weeks Vocational Inc. is waiting for the final required medical release with conditions before any training agreement can be finalized. Weeks Vocational Inc. is projecting September 2024 before we can review for a training position.

**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 have added additional manual transfer switches to the Netarts and Oceanside pump stations for additional power redundancy. The Happy Camp and Ocean Highlands pump stations are the last of the functioning Multitrode Control Panels that are now obsolete. We have planned to replace the Ocean Highlands pump control panel in 2024.

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. We have planned to replace the Ocean Highlands pump control panel in 2024.

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.

In 2024 the District has added additional power redundancy to the Oceanside and Netarts Pump stations with the addition of Manual Transfer Switches and a portable generator. If there is a utility power failure and the onsite generator fails at Netarts PS, the portable generator can be plugged in and used until repairs are made. If there is a power transmission line failure or disruption to the Oceanside PS, then the portable generator can be connected to the pump station until the transmission line can be repaired. The District has future plans to add these manual transfer switches to all the remaining pump stations.

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 the Board discussed what it will take to schedule a workshop. Some of the topics that were discussed as items to be included in the workshop were the Facility Plan and the future of the District. Also, Oceanside Hotels, Cougar Ridge and lower Avalon. After a lengthy discussion it has been decided that Prather will be sending out an email to Dan Mello and fellow Board members to inquire what is needed to be included in the workshop. A further discussion will take place on the October 17, 2024, meeting.**

**Mello states that DEQ came to the plant on Wednesday, September 18<sup>th</sup> for part of the permit renewal and a walk through. Mello states that the meeting went well.**

10. **OLD BUSINESS:** A. Avalon Pump Station Project  
B. Oceanside Pump Station Upgrade (Hotels)

**McBrayer takes a moment to ask about the status of the System Development Charge for 320 Promontory Lane. Mello states that the status of the account has not changed, however the District is a lien on the property, and we will collect the balance owed if the property sells.**

11. **NEW BUSINESS:** A. NOSD Public Meeting Policy  
B. Resolution 24-05; a resolution adopting district compliance with State of Oregon Public Meetings policy.

**After a brief discussion the Board has decided to defer action until the October 17, 2024, meeting.**

12. **CORRESPONDENCE:** 2024 Best Practices Program through SDIS.

13. **EXCUTIVE SESSION: NONE**

14. **There being no further business, Prather adjourned the meeting at 6:37 P.M.** The next meeting will be the Regular Board Meeting on October 17, 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

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September 2024 Regular Board Meeting.doc