

**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**

PUBLIC HEARING ORDINANCE 22-02

1. Call the Public Hearing to order: The Public Hearing Ordinance 22-02 was called to order at 5:30 P.M. by John Prather, Board Chairperson. The Hearing was held in the NOSD Board Room.

GUESTS: No Public Guests.

Deb Galardi from Galardi Rothstein Group = Districts SDC Consultant

2. Take Public Comments: No Public Comment.
Board Comments: At this time Prather discussed Section 13 "Emergency Clause" on page 11 of Ordinance 22-02. Prather at this time asked Deb Galardi for her opinion and she stated that it would be best to talk to Clark Balfour, but felt Prather explained it very well. After a brief discussion and Mello talking with Clark Balfour the Districts Attorney, it was stated that Ordinance 22-02 needs to be approved and adopted at this meeting and in 30 days at the next Board meeting on January 18, 2023 the Resolutions need to be read and adopted so that the new System Development Charges and fees will go into effect.
3. Adjourn the Public Hearing and convene into Regular Meeting. Prather adjourned the Public Hearing at 5:48 P.M. and convened into the Regular Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the December 15, 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 5:48 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
Jerry Keene, Member-At-Large

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Brian Mello, Lead Operator
Tyler Hotchkiss, Ass't Lead Operator
Shawn Parker, Operator
Nick Reneau, Operator/Trainee

2. **Approval of Agenda. It was a consensus of the Board to approve the Agenda as amended. Blaser to add under Old Business: Oceanside Pump Station Improvement Contract from Westech to be signed.**
3. **GUESTS:** None
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** At this time Prather had 3 handouts:
 1. Letter to Tillamook County Clerk that was sent on December 5, 2022 Re: Ms. Wipperman was unanimously approved by the Board to fill Position #3.
 2. Memo to Residents of Netarts & Oceanside for the Board of Directors vacant Position #1. At this time Prather mentioned that an Oceanside Resident by the name of Simeon Dreyfuss has sent an email of interest in serving as a Board member. Prather has invited Mr. Dreyfuss to attend a meeting. Prather also asked Carlson if he knows anybody from Netarts that would be interested. Carlson will reach out to a group called Webs. Prather will send Carlson the handouts from the meeting.
 3. Memo Re: Board of Directors Position Update.
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The November 17, 2022, Regular Board Meeting.
Prather Moved to approve the November 17, 2022, Regular Board meeting Minutes as amended. Wipperman seconded. Motion passed by a vote of 3 to 0, Keene abstained as he was not present at the November 17, 2022 Board meeting.
7. The Board reviewed the **Financial Statements** for: November 30, 2022, for all Funds. Mello and Blaser answered all questions to the Board's satisfaction. **Prather Moved to approve the November 30, 2022 Financial Statements as presented. Keene seconded. Motion passed by a vote of 4 to 0.**
8. November 2022 **Board Audit** for review:

November 2022	
General Fund in the amount of:	\$125,267.90
Capital Reserve Fund in the amount of:	<u>\$ 6,912.25</u>
Total	\$132,180.15

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.

- November 2022 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 0mg/L and 3mg/L of BOD for the month of November 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 100% TSS and 99% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello reported that the District replaced approximately two hundred feet of gravity sewer line in Pearl St. between manholes 309 and 310. This work was an emergency repair due to the storm drainage issue that Tillamook County Roads Department needed to install. The District needed to remove the belly in the line to reinstate gravity flow to that portion before the County could finish their work. The contractor should complete the sewer line replacement by Wednesday December 14, 2022.

Mello also stated that Underground Tech had an opening in their schedule and is on site at Pearl St. today Monday, December 12, 2022 to install four-point repairs between manholes 311 and 312. Mello has attached the proposal in the amount of \$12,700.00.

Pump Stations:

Mello stated that the Oceanside control module display is scheduled to be installed on December 14, 2022.

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 been completed.

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. The contracts have been sent to the contractor for execution and is expected to be returned to Westech's office this week. See attached letter from Westech.

New Equipment Purchase/Repair Request:

Mello reported that the District needs to replace four of the five laptops for the operators. Mello is waiting for the quote from Centerlogic and hope to have it by the day of the Board meeting.

Office Equipment Purchases and Updates:

Mello reported that attached is the Preferred Worker Program purchase agreement for onsite

upgrades and specialty equipment for Leancon Loving.

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:** Signing of the Technical Specification for the Oceanside Pump Station Manual Transfer Switch & Portable Generator Improvements contract, by Westech Engineering, Inc.
11. **NEW BUSINESS:** 2nd Reading of Ordinance 22-02 and Adoption per ORS 223.297 to 223.316 Re: System Development Charges. At this time Prather did the 2nd reading of Ordinance 22-02, Re: System Development Charges. **Keene Moved to Approve and Adopt Ordinance 22-02 Per ORS 223.297 to 223.316 Re: System Development Charges. Carlson seconded. Motion passed by a vote of 4 to 0.**
12. **CORRESPONDENCE:** 2023 Calendar of Observed Holidays that the office will be closed.

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

14. **EXECUTIVE SESSION:** Not Held

15. **There being no further business, Prather adjourned the meeting at 6:42 P.M.** The next meeting will be the Regular Board Meeting on January 19, 2023.

Respectfully submitted,



John Prather, Board Chairperson
JP/YB

December 2022 Board Meeting.doc