

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

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the September 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 5:30 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, Member-At-Large via video
Elizabeth Wipperman, Secretary
Peter Starkey, Treasurer

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Brian Mello, Lead Operator
Erin Mello, Asst. Office Manager
Jacey Pyatt, Office Specialist
Leacon Loving, Operator
Nick Reneau, Operator/Trainee

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

4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The August 18, 2022 Regular Board Meeting.
Wiperman Moved to approve the August 18, 2022 Regular Board meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 5 to 0.
7. The Board reviewed the **Financial Statements** for:
 August 31, 2022 for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Carlson Moved to approve the August 31, 2022 Financial Statements as presented. Wiperman seconded. Motion passed by a vote of 5 to 0.**
8. August 2022 **Board Audit** for review:

August 2022

General Fund in the amount of:	\$100,717.39
Capital Reserve Fund in the amount of:	<u>\$ 3,607.75</u>
Total	\$104,325.14

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 2022 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 7mg/L and 10mg/L of BOD for the month of August 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 97% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that no collection system inspection and cleaning was scheduled for September.

Pump Stations:

Mello reported we have discovered when the new pump control panel for the Netarts pump station was installed on June 10, 2021, the panel manufacturer did not install all the necessary parts to monitor the force main pressure through the SCADA system. We have purchased the parts and are scheduled to have the new display screen installed on September 13, 2022.

All other pump stations are operating without issues.

Treatment Plant:

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

Capital Improvement Projects:

Mello stated that Westech has completed the design for the portable Emergency Generator for the Oceanside pump station and is now preparing the design to go out to bid.

New Equipment Purchase/Repair Request:

Mello stated that the parking lot resealing project is scheduled to be completed Friday 9/16/22.

Office Equipment Purchases and Updates:

None

Personnel:

None

Operations Summary:

The District's Treatment Plant has been in operation for nine plus years and is now requiring more than normal maintenance. All long 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. The 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, annual costs are increasing for repairs and maintenance. Much 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, we do not have enough operators 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.

10. **OLD BUSINESS:** 1. SDC Methodology Report
Starkey moved to approve the draft SDC Methodology Report as presented. Carlson Seconded. Motion passed by a vote of 5 to 0.
2. Interested Parties SDC Notification dates have been revised.
Keene moved to approve the SDC notification to all interested parties as presented. Wipperman seconded. Motion passed by a vote of 5 to 0.
3. The SDC revision and update adoption public hearing will be held in December 2022.

Dan Mello and Erin Mello answered all questions concerning the SDC Methodology Report and the Interested Parties list to the Board's Satisfaction. **After the Board's discussion, Erin Mello will attach Table 2-7 from the Methodology Report to the Interested Parties letter.**

11. **NEW BUSINESS:** USDA Compliance review & Limited English Proficiency (LEP) "Draft"

After discussing the USDA Compliance review and Limited English Proficiency (LEP) **the Board has suggested reaching out to Northwest Senior Disability Services to help the staff complete the Self-Evaluation for Compliance with Section 504. Dan Mello also stated that we will need help putting together the Limited English Proficiency Plan since the Board will have to Adopt it as a policy. Starkey has also suggested reaching out to the Hospital and finding out what phone agency they use to help with the non-English speaking customers.**

12. **CORRESPONDENCE:** A. Warning letter from DEQ with Opportunity to correct, dated 9/1/22.

Dan Mello states that the letter from DEQ is a Class 2 violation. Our permit under schedule F does not meet all the requirements outlined in the Emergency Preparedness Plan. Mello then stated we will have to add all the contacts to all the Agencies and notify local radio stations as well as our local newspaper. Mello stated we are in the process with Westech Engineering to get this complete and forwarded to DEQ for review. We have until October 30, 2022, to submit the draft. Mello stated after the review he will bring the updated Emergency Preparedness plan "draft" to the Board for approval. Mello then proceeded to say that attached is the letter sent to Westech Engineering asking them to address the feasibility of a raised berm or grill and a catch basin and other possible options in the Netarts Bay Boat Basin parking lot. Also attached is Westech's response letter. **After a brief discussion the Board has decided to wait on any decision regarding Westech's response and let the public have more time to review the documents.**

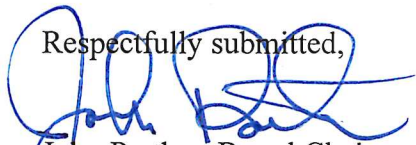
B. Letter from Accuity, Re: FY 2021-22 Audit: No discussion was held on this letter

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

14. **EXCUTIVE 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 October 20, 2022.

Respectfully submitted,



John Prather, Board Chairperson

JP/yb

September 2022 Board Meeting.doc