

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 16, 2024

FY 2024-25 BUDGET COMMITTEE MEETING TO REVIEW AND APPROVE THE PROPOSED BUDGET.

Budget Committee Members Present:

John Prather, Board Chairperson
Jim Carlson, Member-At-Large
Jerry Keene, Budget Officer/Treasurer
Simeon Dreyfuss, Secretary
Kent Brown, Budget Committee Member
Craig Child, Budget Committee Member

1. The Budget Committee Meeting to review and Approve the FY 2024-25 Proposed Budget was called to order at 5:00 P.M., by John Prather.
2. At this time every Committee member did a self-introduction.
3. Budget Officer, Jerry Keene presents the Proposed FY 2024-25 Budget for Review and Approval. **Prather Moved to Approve the Proposed FY 2024-25 Budget as presented. Brown seconded. Motion passed by a vote of 6 to 0.**
4. Budget Committee/Community input of FY 2024-25 Approved Budget.
5. There being no further discussion on the FY 2024-25 review and public comments for the Proposed Budget, Prather adjourned the Budget Meeting at 5:22 P.M. and went into the Regular Board Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the May 16, 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 5:23 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
Simeon Dreyfuss, Secretary
Jeff McBrayer, Member-At-Large

EMPLOYEES PRESENT:
Daniel Mello, District Superintendent
Erin Mello, Ass't Office Manager
Brian Mello, Lead Operator
Leancon Loving, Operator
Shawn Parker, Operator
Jacey Pyatt, Office Specialist

McBrayer was unable to attend the early part of the Board Meeting due to a work conflict.

- 2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
- 3. **GUESTS: Craig Child**
- 4. **PUBLIC COMMENTS: NONE**
- 4. **BOARD QUESTIONS; COMMENTS; DISCUSSION: NONE**
- 6. The Board reviewed the previously distributed **Minutes** of:
April 18, 2024, FY 2024-25 Budget Committee Meeting and Regular Board Meeting.
Dreyfuss Moved to approve the April 18, 2024, FY 2024-25 Budget Committee Meeting and Regular Board meeting Minutes as amended. Carlson seconded. Motion passed by a vote of 5 to 0.
- 7. The Board reviewed the **Financial Statements** for:
April 30, 2024, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the April 30, 2024, Financial Statements as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**
- 8. April 2024 **Board Audit** for review:

April 2024

General Fund in the amount of:		<u>\$116,181.92</u>
	Total	\$116,181.92

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.

April 2024 Discharge Report had no violations.

The average discharge to the Outfall off TSS was 2.0 mg/L and 4.0 mg/L of BOD for the month of April 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 98% BOD: the Permit requires a minimum of 85% removal.

Collection System:

May 2024 – No collection system sewer line inspections were done.

The Oceanside Hotel project has sent NOSD some flow estimates, and I have 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.

Pump Stations:

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate to 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 May 5, 2024, the new revised ship date is now November 13, 2024.

Xylem has provided an estimate for replacing the Ocean Highlands Pump Control panel at \$44,966.92. The estimate is for the control panel only with no installation costs.

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:

The contractor for the Oceanside and Netarts PS's MTS project was to begin work in mid-March 2024 but in March that start date was pushed out to April 15, 2024. As of April 10, 2024, I was notified that the new MTS for the Netarts PS will not ship until May 5, 2024, and the new proposed start date for the project will be May 27, 2024. The delivery for the portable generator has been pushed out to June 2024 from the original March 2024 delivery date. I have notified the contractor that the district is closed on that date for Memorial Day Holiday, and I am waiting for their response. Mello stated that he received an update on May 7, 2024, the contractor was notified that the MTS is ready to ship. This could move the installation schedule at the NPS. I have a tanker truck on

standby because the power to the pump station will be shut down for up to 3 to 4 hours and will possibly require hauling sewer. These are normal operation procedures when this type of maintenance work is done at a pump station.

The Oceanside PS MTS has been installed and attached the first request for a progress payment of \$46,312.50. This request has been reviewed by Westech and certified. **Dreyfuss Moved to approve the Oceanside PS MTS first request for a progress payment in the amount of \$46,312.50. Carlson seconded. Motion passed by a vote of 4 to 0.**

Mello states that he has contacted Westech to provide the district with the next steps and costs for the New Avalon PS project. I should have a draft by the June Board meeting.

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

Fill the open Office Manager Position.

Mello states that he was contacted by Weeks Vocational Inc. requesting if we would train another operator from the Preferred Workers Program. I will meet in early June to discuss.

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 additional manual transfer switches to the Netarts and Oceanside pump stations 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.

10. **OLD BUSINESS:** A. Avalon Pump Station Project
B. Oceanside Pump Station Upgrade (Hotels)
C. Office Manager Position Fill

11. **NEW BUSINESS: NONE**

12. **CORRESPONDENCE: NONE**

13. **EXECUTIVE SESSION:** The District Reserves the right to call an executive session, under ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and (f) to consider information or records that are exempt by law from public inspection (ORS 192.502(9) and 40.225).

Prather called an Executive Session and left the Regular Meeting at 6:19 P.M. The Executive Session ended at 6:49 P.M. and Prather went back into the Regular Board meeting at 6:49 P.M.

At this time Prather states that the Board has discussed the hiring process for the Office Manager position. The Board has decided to open the position for 30 days. It will be advertised in the Headlight Herald, NOSD website, SDAO and the Unemployment Office. Prather also states the salary range that Dan Mello provided would be the salary range that will be considered for the position. Dreyfuss and Carlson will still be the elected hiring committee. The candidates will interview in front of a panel. Dan Mello is to not look at the applicants and to only forward the applications to Dreyfuss and Carlson.

14. There being no further business, Prather adjourned the meeting at 6:53 P.M. The next meeting will be the FY 2024-25 Budget Hearing and Regular Board Meeting on June 20, 2024.

For full details of this Board Meeting, please visit our website at www.n-o-s-d.com

Respectfully submitted,



John Prather, Board Chairperson

JP/EM

May 2024 Regular Board Meeting.doc