

NETARTS-OCEANSIDE SANITARY DISTRICT
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November 16, 2023

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the November 16, 2023, 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
Simeon Dreyfuss, Secretary

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Erin Mello, Ass't Office Manager
Brian Mello, Lead Operator
Tyler Hotchkiss, Ass't Lead Operator
Jacey Pyatt, Office Specialist
Nick Reneau, Operator
Leancon Loving, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUESTS: NONE**
4. **PUBLIC COMMENTS: NONE**
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION: NONE**
6. The Board reviewed the previously distributed **Minutes** of:
October 19, 2023, Regular Board of Directors' Meeting.
Dreyfuss Moved to approve the October 19, 2023, Regular Board of Directors' meeting Minutes as amended. Keene seconded. Motion passed by a vote of 4 to 0.
7. The Board reviewed the **Financial Statements** for:
October 31, 2023, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the October 31, 2023 Financial Statements as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**

8. October 2023 **Board Audit** for review:

October 2023

General Fund in the amount of:	\$99,610.72
System Development Fund in the amount of:	\$3,187.50
Capital Resource Fund in the amount of:	<u>\$266.00</u>
Total	\$103,064.22

Dan Mello and Erin Mello answered all questions concerning the Board Audit to the Board's satisfaction.

At this time Prather has Mello explain to the Board the issues the district has been having with CenturyLink. Mello proceeds to explain that the district had lost all three of its landlines for six weeks, which is what the Telemetry line uses to contact the operators. The operators had to manually log into the SCADA system every two hours to manually check the system. Mello states that CenturyLink now has two of our lines working. Mello states that he is looking into having our dialer switched over to cellular. They do make an add on to the dialer system and it would be cheaper than what we pay CenturyLink monthly. Mello will continue to research this option.

9. **DISTRICT REPORT:** (A copy of Mello's Operation and Maintenance Summaries is attached. The following additional information was presented and discussed.

October 2023 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 9.0 mg/L and 5.0 mg/L of BOD for the month of October 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 96% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that he is scheduling collection work for November 2023. We will video inspect sewer lines for Inflow and Infiltration this month. We will train the newer operators on how to operate the camera equipment and evaluate the condition of the pipes and manholes.

Pump Stations:

Mello stated that Capes #1 pump stations leak in the discharge piping for pump #2 has been repaired.

Mello stated that the Ocean Highlands pump station generator engine failed on August 21st. The engine has been installed back on the generator. Mello also stated that he has contacted Cummins and received an estimate to have their technician come back to test the alternator. We are checking if it can be repaired enough to get back until we get the new replacement and return the rental generator. Mello stated that he was updated by Cummins, and they're scheduled to come on December 6th to test the alternator.

Cummins has recommended replacing the generator with a new replacement unit since the current engine is discontinued. The cost to replace the generator is \$27,548.81. The new Cummins generator was ordered on September 22, 2023 with a new Factory Lead time estimate to 42-44 weeks.

All other pump stations are operating without major issues.

Treatment Plant:

Mello states that the Effluent pump station has had a pump failure. Mello also states that we have pulled the pump and sent it to Xylem for inspection and a repair or replacement estimate. Mello states that he met with Xylem. The pump that failed is the pump that a technician from Xylem worked on a couple years ago. Mello states that he may have done something to the pump that they believe caused damage. To repair the pump was over \$20,000.00 and to replace the pump was \$17,000.00. Xylem has agreed to sell us a new pump for \$10,000.00. There is a 13 week timeline for delivery. Mello also stated that the technician that worked on this pump will not be returning to NOSD. **Carlson Moved to approve the Xylem purchase of a new Effluent pump in the amount of \$12,298.30. Dreyfuss seconded. Motion passed by a vote of 4 to 0.**

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

Capital Improvement Projects:

Mello stated that the contractor for the Oceanside and Netarts PS's, MTS Project, will begin work mid-March 2024.

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

None

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 an additional manual transfer switches to the Netarts and Oceanside pumps station 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.

At this time Carlson asks about the new build on Happy Camp Rd. Carlson has concerns about the wall to the north of the property, if it were to undermine itself would it cause failure to the pipeline. Mello states that it would probably not happen to the force main. Mello continues to say the only danger would be if they got to the 8 inch pipeline, which is about halfway out into the road. Mello states that the operators have been to the property with the contractor, and they are aware of where all the districts sewer lines lie. Mello also states that the lateral to this property is more concerning due to the fact that you cannot see it under the water and if it breaks all of that muddy water will flood into that pump station.

10. OLD BUSINESS: None

11. NEW BUSINESS:

- A. Annual Financial Report Ending June 30, 2023
- B. Plan of Action letter to Secretary of State's Office

12. **CORRESPONDENCE: NONE**

13. **EXECUTIVE SESSION:** The District will call an executive session, under ORS 192.660(2)(e) concerning several real property transactions.

At this time Prather called an Executive Session and left the Regular Meeting at 6:10 P.M. The Executive Session ended at 6:32 P.M. and Prather went back into the Regular Board meeting at 6:32 P.M.

At this time Keene wanted on the record that the board has made decisions during executive session regarding how to proceed in the matter of negotiating the purchase and the easements on Grand Ave. properties.

14. **There being no further business, Prather adjourned the meeting at 6:33 P.M.** The next meeting will be the Regular Board Meeting on December 21, 2023.

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

Respectfully submitted,



John Prather, Board Chairperson

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