

NETARTS-OCEANSIDE SANITARY DISTRICT
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MARCH 17, 2022

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the March 17, 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 5:31 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 via video
Jerry Keene, Member-At-Large
Craig Wakefield, Treasurer
Peter Starkey, Member-At-Large

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Brian Mello, Ass't Lead Operator
Tyler Hotchkiss, Operator
Leacon Loving, Preferred Worker

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** No Guests
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The February 17, 2022 Regular Board Meeting.
Wakefield Moved to approve the February 17, 2022 Regular Board meeting Minutes as amended. Starkey seconded. Motion passed by a vote of 5 to 0. Blaser to make a wording change of page 3.

7. The Board reviewed the **Financial Statements** for February 28, 2022 for all Funds. Mello and Blaser answered all the questions to the Board’s satisfaction. **Starkey Moved to approve the February 28, 2022 Financial Statement as presented. Wakefield seconded. Motion passed by a vote of 5 to 0.**

At this time there was a brief discussion regarding the future of a new pumping station on the lower part of Grand Ave. (Avalon) to service the lots in the lower area. Carlson then suggested that we should start looking at a piece of property down there to eventually put our pump station on. Mello stated he would talk with the Engineer to find the best place to put the pump station, which will service those lots.

8. February 2022 **Board Audit** for review:

February 2022

General Fund in the amount of:	\$ 96,289.04
System Development in the amount of:	\$ 5,675.00
Capital Resources in the amount of:	<u>\$ 2,086.00</u>
Total	\$104,050.04

Mello and Blaser answered all questions concerning the Board Audit to the Board’s satisfaction.

9. BUDGET DISCUSSION FOR FY 2022-23:

A. Budget Calendar: The Board Members were ok with this calendar.

B. Budget Documents: Blaser to make adjustments on lines #17, #19, #26 and #28. by doing these changes it did not change the final totals. Prather also stated that we need to put the Proposed Budget for FY 2022-23 on our website, so that the public will be able to view and make comments. **Blaser to create a document of our Proposed Budget and post to our website.**

C. “Draft” Ordinance 22-01: Prather had some wording changes, and he will give to Blaser to make those changes.

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

- February 2022 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 2mg/L and 4mg/L of BOD for the month of February 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant’s removal efficiency is 99% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that there is no collection system inspection and cleaning scheduled for March.

Pump Stations:

Mello reported that the Netarts pump station had a failure of the air compressor that controls the surge arrestor level for the force main. The new air compressor has been delivered but had to be returned for replacement under warranty. The Automation Group has relocated the Pelco control panel onto the wall and will come back after we have set the new air compressor in place.

Mello also stated that the Netarts Pump station generator engine oil leak has been checked out by Cummins and they are preparing a quote for the repairs.

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 is working on the Oceanside pump station emergency portable generator and future main electrical line upgrade/replacement design. Mello has met with the electrical engineers to discuss the generator specifications required to operate the smaller pump stations. Due to the load requirements to meet the other pump stations besides Oceanside pump station, a physically larger generator is required. Oceanside pump station does not have the room to accommodate a large unit, therefore, two generators will be required to cover all other pump stations except for the Netarts and Main pump stations. Westech will get me the specs and cost estimate for one generator to operate the Oceanside pump station.

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

Mello stated that we have closed the current advertisement for a new Grade Level 2 operator. Mello has offered the open position to the person we are training now. He is scheduled to start September 1, 2022.

Operations Summary:

Mello reported that 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.

Mello stated that 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 cost of disposal.

Mello also stated that although the system overall is performing well, the 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 repairs.

Mello reported that 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.

Mello also reported that 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. Operation positions are becoming increasingly difficult to fill, due to a larger demand for Operators throughout the State.

11. **OLD BUSINESS:** None

12. **NEW BUSINESS:** None

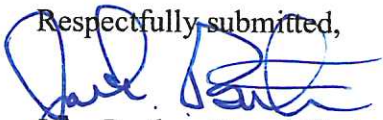
13. **CORRESPONDENCE:** None

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

15. **EXECUTIVE SESSION:** Not Held

16. **There being no further business, Prather adjourned the meeting at 6:38 P.M.** The next meeting will be the Budget Meeting to review and take public comments on the Proposed Budget for FY 2022-23 at 5:00 P.M. followed by the Regularly scheduled Board meeting on April 21, 2022.

Respectfully submitted,



John Prather, Board Chairperson

JP/yb

March 2022 Board Meeting.doc