

NETARTS-OCEANSIDE SANITARY DISTRICT
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January 18, 2024

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the January 18, 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 5:30 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
Jeff McBrayer, Member-At-Large
Simeon Dreyfuss, Secretary

EMPLOYEES PRESENT:

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

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended.**
3. **GUESTS: NONE**
4. **PUBLIC COMMENTS: NONE**
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** McBrayer asks the staff how everything went during the weekend storm of January 12th - January 15th and if all pumps and equipment ran correctly while the power was out. **Hotchkiss answered all of the questions to McBrayer's satisfaction.**
6. The Board reviewed the previously distributed **Minutes** of:
December 21, 2023, Regular Board of Directors' Meeting.
Carlson Moved to approve the December 21, 2023, Regular Board of Directors' meeting Minutes as presented. Dreyfuss seconded. Motion passed by a vote of 5 to 0.

7. The Board reviewed the **Financial Statements** for: **December 31, 2023**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the December 31, 2023 Financial Statements as presented. Keene seconded. Motion passed by a vote of 5 to 0.**

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

December 2023

General Fund in the amount of:	\$96,969.42
Capital Resource Fund in the amount of:	\$60.00
System Development Fund of:	<u>\$546.00</u>
Total	\$97,575.42

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.

December 2023 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 3.0 mg/L and 3.0 mg/L of BOD for the month of December 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 100% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

January 2024, the operators inspected 13 manholes in Netarts and identified 4 that require repair.

The CCTV van is scheduled to inspect sewer line condition in Netarts two days a week in January and February.

Pump Stations:

The Ocean Highlands pump station generator has been repaired and is back in service. The United Rentals portable generator was returned on January 4, 2024.

Xylem is scheduled to be on site on January 24, 2024, for a demonstration of a new pump controller to replace the Ocean Highlands pump control panel.

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:

The Effluent pump station replacement pump will ship from the Sweden factory by 1/10/2024. The ETA to the port is 2/8/2024. The ETA to be delivered to the WWTP is 2/26/2024.

The Treatment Plant is operating well within its permit limits.

North Coast Lawn provided a Proposal and Contract to clear the brush from around the perimeter fence and some grounds work. The Proposal was for up to \$9,000.00.

Mello stated that he has requested a Proposal for an annual cost billed monthly for grounds maintenance at WWTP site. The estimate is \$800.00 a month. **Keene Moved to approve the proposed contract with North Coast Lawn \$800.00 a month proposal for grounds maintenance with the additional language that includes 30 day cancellation. Carlson Seconded. Motion passed by a vote of 5 to 0.**

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.

10. OLD BUSINESS: None

11. NEW BUSINESS: Marie Mills Center Cleaning Contract

Carlson Moved to approve the Marie Mill Center Cleaning Contract effective March 1, 2024 to February 28, 2025. McBrayer seconded. Motion passed by a vote of 5 to 0.

12. CORRESPONDENCE: None

13. EXECUTIVE SESSION: The District will call an executive session, under ORS 192.660(2)(e) concerning several real property transactions. The District Reserves the right to call an executive session, under ORS 192.66(2)(F) to consider information or records that are exempt by law from public inspection under ORS 192.355(9) and ORS 40.225 and (2)(H) to consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At this time Prather called an Executive Session and left the Regular Meeting at 6:22 P.M. The Executive Session ended at 7:13 P.M. and Prather went back into the Regular Board meeting at 7:14 P.M.

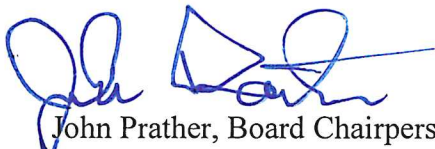
Keene Moved to approve the final version of the Sanitary Sewer System Facilities Easement Agreement with Triangle Holding LLC and the Netarts Oceanside Sanitary District. Carlson seconded. Motion passed by a vote of 5 to 0.

Carlson Moved to approve a meeting with Jerry, John, Dan, and our attorney Mike McClory to finalize certain correspondence related to a human resource matter and prepare to send correspondence out without further approval from the full board. Dreyfuss seconded. Motion passed by a vote of 5 to 0.

14. There being no further business, Prather adjourned the meeting at 7:16 P.M. The next meeting will be the Regular Board Meeting on February 15, 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

January 2024 Regular Board Meeting.doc