

**NETARTS-OCEANSIDE SANITARY DISTRICT
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October 17, 2024

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the October 17, 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, Office Manager
Brian Mello, Lead Operator
Leancon Loving, Operator
Shawn Parker, Assistant Lead Operator
Jacey Pyatt, Assistant Office Manager
LeeAnn McNutt, Office Specialist
Nick Reneau, Operator

2. Approval of Agenda. **It was the 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:
September 19, 2024, Regular Board of Directors' Meeting.
Carlson Moved to approve the September 19, 2024; Regular Board of Directors' meeting Minutes as amended. Prather seconded. Motion passed by a vote of 3 to 0.
7. The Board reviewed the **Financial Statements** for:
September 30, 2024, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the September 30, 2024, Financial Statements as presented. Carlson seconded. Motion passed by a vote of 5 to 0.**

8. September 2024 **Board Audit** for review:

September 2024

General Fund in the amount of:	\$99,793.26
Capital Resource Fund in the amount of:	<u>\$5,872.20</u>
Total	\$105,665.46

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.

September 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 6.0 mg/L and 4.0 mg/L of BOD for the month of September 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 99% BOD: the Permit requires a minimum of 85% removal.

Collection System:

The Oceanside Hotel project has sent NOSD some flow estimates, and Mello has 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. Mello states that there has been no change in status for these two projects as of October 14, 2024. **After a brief discussion Dreyfuss states that the proposal for the cabins has lapsed and Keene mentions that the house on the hill is in an incomplete status.**

Pump Stations:

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate of 42-44 weeks. Mello 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 October 14, 2024, the new revised ship date is still November 13, 2024. **Mello states that there has been no update since the recent east coast hurricane.**

Mello states that he had a request from John Prather to get an estimate for brush and tree removal from the PUD easement that was cut by PUD, located at the Main PS hillside. Mello contacted Walker Tree Service and North Coast Lawn for estimates. So far, Mello has only received one estimate from North Coast Lawn. Mello states that on August 12, 2024, he contacted Bill Cloud Tree Service to ask if he would be willing to give an estimate for his work. Mello states that he returned an estimate of \$6,000.00 for the work. **After a discussion the Board has decided to table this topic until the November 21, 2024, meeting. McBrayer is to reach out to the Forestry Department after which Keene will reach out to Tillamook PUD.**

Mello states that on October 11, 2024, Capes #1 PS had a pump failure. The pump was removed and an attempt to install the spare pump it was discovered that the power cable was to approximately four feet short to install correctly. We have contacted Xylem about the cable issue and to repair the failed pump. Mello has no cost estimate yet. Mello will update the Board on Thursday's meeting with any new information.

The Netarts PS doors require replacing due to the doors are coming apart and the metal door frame is separating from the walls. The cost estimate is \$12,150.00 without grout. This is the cheapest we have found to replace and install these types of fiberglass doors. Attached is the quote from Bell Hardware. Mello received a second estimate from Vortex in the amount \$19,763.74 which includes all new hardware. **The Board has decided to proceed with the Vortex quote due to the fact that it includes all new hardware and a better warranty. Carlson moved to approve the Vortex estimate in the amount of \$19,763.74. Prather seconded. Motion passed by a vote of 5 to 0.**

All other pump stations are operating without issues.

Treatment Plant:

Mello stated that the Treatment Plant is operating well within its permit limits. The Treatment Plant is requiring repairs to the electrical power feed to the treatment basins. We have lost power in the light pole plug-ins. The electrician will order new plug-ins as the current ones are badly corroded and return to do the repair. The electrical power to the treatment basins air-valves have been restored.

Capital Improvement Projects:

Mello states that Westech has started on the predesign report submittal to DEQ for the New Avalon PS project. We are scheduled for an onsite demo of some new pumping systems on September 25th before Westech can continue with the draft report. A draft will be sent to the District for review prior to submitting to DEQ. **Mello states that he has met with a pump supplier regarding a different pump system and has rejected it.**

New Equipment Purchase/Repair Request:

Mello states that the new Ocean Highlands Pump Control Panel estimated delivery will be in November 2024. **Mello gives an update of late December to early January for completion.**

Office Equipment Purchases and Updates:

Mello stated that the UPS battery backup unit installation was completed on October 2, 2024. On October 9, 2024, the internet went down, and we had no phones, internet, SCADA, or server access. We contacted Spectrum and found that the internet was operating. Mello contacted CenterLogic and they discovered that our Sonic Wall equipment had failed. CenterLogic dispatched a tech to come to the office and replace the Sonic Wall and reconfigure the system and we returned to full operation by 4:30 pm. **Prather mentions to the Board that Leslie Ann Kainoa Cybersecurity State Coordinator with the State of Oregon will be coming on October 24, 2024, at 10:30 a.m. if anyone wants to attend.**

Mello also states that the District's security alarm system account and equipment has been through Benton Electric for the past 12 years, but Benton Electric has shut down their low voltage division and will no longer maintain or provide the alarm monitoring through Alarm Central. They have put us in touch with a new company, Low Voltage NW, to take over the account and maintenance. Mello have spoken to Low Voltage NW, and they will take over providing security and maintenance to the District.

Mello states that currently there is some security equipment that requires replacing.

Personnel:

Mello states that we have an open operator position and have not received any applications that meet the minimal requirements. Mello has changed the operator's requirements to include a trainee. We will continue to advertise for the position until filled.

Mello also stated that Weeks Vocational Inc. has informed me that they no longer have a trainee candidate for consideration to be an operator.

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 have added additional manual transfer switches to the Netarts and Oceanside pump stations for additional power redundancy. The Happy Camp and Ocean Highlands pump stations are the last of the functioning Multitrode Control Panels that are now obsolete. We have planned to replace the Ocean Highlands pump control panel in 2024.

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. We have planned to replace the Ocean Highlands pump control panel in 2024.

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.

In 2024 the District added additional power redundancy to the Oceanside and Netarts Pump stations with the addition of Manual Transfer Switches and a portable generator. If there is a utility power failure and the onsite generator fails at Netarts PS, the portable generator can be plugged in and used until repairs are made. If there is a power transmission line failure or disruption to the Oceanside PS, then the portable generator can be connected to the pump station until the transmission line can be repaired. The District has future plans to add these manual transfer switches to all the remaining pump stations.

14. **There being no further business, Prather adjourned the meeting at 6:59 P.M.** The next meeting will be the Regular Board Meeting on November 21, 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

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October 2024 Regular Board Meeting.doc