

NETARTS-OCEANSIDE SANITARY DISTRICT  
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**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the October 20, 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 5:30 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, Member-At-Large via video  
Elizabeth Wipperman, Secretary

**EMPLOYEES PRESENT:**

Daniel Mello, District Superintendent  
Yvonne Blaser, Office Manager  
Brian Mello, Lead Operator  
Shawn Parker, Operator  
Jacey Pyatt, Office Specialist  
Leancon Loving, Operator  
Nick Reneau, Operator/Trainee  
Tyler Hotchkiss, Operator via video

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Tamra Perman

4. **PUBLIC COMMENTS:** At this time our guest Tamra Perman joined the meeting via video. Prather then stated that he hoped that Tamra had an opportunity to review all the materials including the response from our Engineering firm that we requested them to look at, the matter of some sort of preventative action for a containment system at the Netarts boat ramp. Prather then offered Tamra any comments or thoughts regarding this matter. At this time Tamra stated that she has thought about what is most important about this ongoing partnership, as we all live out here, and we all could work together because we all love the Netarts Bay. Tamra then stated that we as oyster farmers make our future on the Netarts Bay and our livelihood is on the bay and we appreciate you helping us protect it. Tamra then stated that she realizes that the engineering studying has many complexities within it, even if there was a policy of having a berm out there. However, there are many things that we know we can do, and it leaves that commitment back to everyone realizing now that any amount of sewage that does go into the bay, we have huge financial debt as oyster farmers to be resilient. Tamra then stated we will get by and do what we need to do. Nobody on our team got any pay for it, but we need that commitment from you and that ongoing partnership on how do we keep this from happening again. Tamra then asked the Board to put themselves in their shoes and make that commitment to us. Prather then stated that we will do anything we can to minimize any spill that might occur and what impact it may have on the Bay. We were not just dismissing you out of hand by saying that someday a spill will occur, because these are mechanical systems, and at some point they fail and they are not 100%, but we'd like to make our system as close to a 100% reliable at all times, but as it was pointed out in the engineering letter there's a whole lot of pipe that is out there and its very sturdy stuff also the pipe is not cheap. Wipperman also wanted to thank Tamra for her interest and participation at our Board meetings. Mello then stated that the Department of Agriculture and statues states that any sewage that's 3000 gallons or more will shut down the bay a mandatory 21 days. Tamra then asked Mello if he has the text or letter that he would be willing to email to her stating that? Mello then stated that he does not, he got that from Alex at Oregon Department of Agriculture. **As a result of a lengthy discussion, Prather stated that we will try to get that information regarding the statue for the mandatory 21 day shut down for 3000 gallons or more into the bay.**
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
  - A. The September 15, 2022 Regular Board Meeting.  
**Carlson Moved to approve the September 15, 2022 Regular Board meeting Minutes as presented. Wipperman seconded. Motion passed by a vote of 4 to 0.**
7. The Board reviewed the **Financial Statements** for:  
September 30, 2022 for all Funds. Mello and Blaser answered all questions to the Board's satisfaction. **Keene Moved to approve the September 30, 2022 Financial Statements as presented. Wipperman seconded. Motion passed by a vote of 4 to 0.**

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

**September 2022**

General Fund in the amount of:	\$111,527.17
System Development Fund in the amount of:	\$ 1,900.00
Capital Reserve Fund in the amount of:	<u>\$ 10,975.69</u>
Total	\$124,402.86

Mello and Blaser answered all questions concerning the Board Audit to the Board's satisfaction. **Prather asked Blaser to get a total spent to date regarding the Netarts pump station force main spill and put it in next months board packets.**

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

- September 2022 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 4mg/L and 6mg/L of BOD for the month of September 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 collection system inspection and training is scheduled for October 24<sup>th</sup> & 25<sup>th</sup>. Brian will start training the new operators on the use and operation of the CCTV inspection van camera and equipment.

At this time Mello wanted to also let the Board know that Westech has already started working on modifying the Districts Emergency Response Plan. As part of DEQ's required corrective action to the August 5, 2022 Netarts spill.

**Pump Stations:**

Mello reported that the Netarts pump station force main monitoring display upgrade installation was completed on October 20, 2022.

Mello also reported that the Oceanside pump station has had a control module display that has failed. We had to order a new replacement unit at a cost of \$7,779.30. (See attached quote) Mello stated that the failed unit will be sent for repair and will be kept as a spare for the Oceanside and Netarts pump stations.

All other pump stations are operating without issues.

**Treatment Plant:**

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

**Capital Improvement Projects:**

Mello stated that Westech advertised for bid on the portable emergency generator for the Oceanside Pump station project on October 10, 2022. The bids are scheduled to be opened on 11/3/22. See attachment.

**New Equipment Purchase/Repair Request:**

Mello stated that the District's lab is required per the NOSD NPDES permit to have all the equipment certified annually. The district's current Spectrophotometer is considered beyond its useful life and can no longer be certified and needs replaced. This unit will replace two pieces of equipment currently in use. The cost is from Fisher Scientific for \$8,281.76. (See attached quotes from two different manufacturers).

Mello also reported that the UV disinfection system had a PLC failure. A replacement unit had to be purchased due to the original unit is obsolete and not cost effective to repair. The cost of the new unit was \$4,022.27 including programming. The district will need to purchase a spare backup unit soon.

Mello then stated that the UV disinfection system requires ballast cards to operate lamps. There are a total of 36 ballast cards and 72 lamps. The cost for 36 ballast cards is \$22,827.20 with shipping charge. (See attached quote) **Carlson Moved to approve the purchase of 36 ballast cards in the amount of \$22,827.20. Wipperman seconded. Motion passed by a vote of 4 to 0.**

**Office Equipment Purchases and Updates:**

None

**Personnel:**

Mello reported that the District's newest employee, Leancon Loving is qualified for the Oregon Preferred Worker Program. Leancon has qualified the district as his employer for the benefits, such as onsite modifications. We can discuss some of the benefits we currently are receiving and planned equipment purchases. (See attached fact sheet) Mello stated that a lift gate for trucks, new shop doors and short schools are just some of the items that could receive from the Oregon Preferred Workers Program on Leancon's behalf.

**Operations Summary:**

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.

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, the 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 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 repair 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 will need to increase that to approximately \$60K and add 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 and added an additional operator/trainee position this past August.

10. **OLD BUSINESS:** 1. USDA Language Interpreters.

A. Languagers.com Certified Interpreters packet and Services Agreement. **Carlson Moved to approve Languagers.com as our Districts Interpreter. Wiperman seconded. Motion passed by a vote of 4 to 0. Prather will sign the contract with Languagers.com and Blaser will send the contract back to them.**

B. American Language Services quick quote email.

Blaser also stated that she has called twice to the NW Senior and Disability Services to do the Self-Evaluation for Compliance with Section 504 Handicapped Accessibility Requirements and to date has still not received a response.

2. Discussion of Westech Engineering letter for a spill containment. This topic was already discussed with our guest Tamra Perman in the public comment section.

11. **NEW BUSINESS:** A. Annual Financial Report ending June 30, 2022.

B. Report to the Board of Directors for year ended June 30, 2022.

**Blaser has completed the Deficiency Corrective Actions letter to the Oregon Secretary of State. Prather will review the letter before it is sent out.**

12. **CORRESPONDENCE:** A. SDIS Board Member Training for our 2022 Best Practices. We have this category still that has not been met which is 2%. So far we have a total of 8%.

B. Board Member & Staff List (FYI)

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

14. **EXCUTIVE SESSION:** Not Held

15. **There being no further business, Prather adjourned the meeting at 7:00 P.M.** The next meeting will be the Regular Board Meeting on November 17, 2022.

Respectfully submitted,



John Prather, Board Chairperson

JP/yb

October 2022 Board Meeting.doc