

NETARTS-OCEANSIDE SANITARY DISTRICT
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April 20, 2023

FY 2023-24 BUDGET COMMITTEE MEETING TO REVIEW AND TAKE PUBLIC COMMENT ON PROPOSED BUDGET.

Budget Committee Members Present:

John Prather, Board Chairperson
Jim Carlson, Member-at-Large
Jerry Keene, Budget Officer
Simeon Dreyfuss, Member-at-Large
Elizabeth Wipperman, Secretary
Mike Randall, Budget Committee Member
Jeff McBrayer, Budget Committee Member

1. The Budget Committee Meeting to review and take Public comments on the FY 2023-24 Proposed Budget was called to order at 5:00 P.M., by John Prather.
2. At this time every Committee member did a self-introduction.
3. Confirmation of Meeting Schedule – FY 2023-24 Budget Calendar, no questions from the Budget Committee.
4. Budget Officer, Jerry Keene presents the Proposed FY 2023-24 Budget Message and Budget Documents. Keene and Mello explained all the line items and all questions were answered.
5. Budget Committee/Community input of FY 2023-24 Proposed Budget.
6. There being no further discussion on the FY 2023-24 review and Public comments for the Proposed Budget, Prather adjourned the Budget Meeting at 5:56 P.M. and went into the Regular Board Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the April 20, 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 5:58 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
Simeon Dreyfuss, Member-At-Large
Elizabeth Wipperman, Secretary

EMPLOYEES PRESENT:
Daniel Mello, District Superintendent
Erin Mello, Ass't Office Manager
Brian Mello, Lead Operator
Tyler Hotchkiss, Ass't Lead Operator
Nick Reneau, Operator/Trainee
Jacey Pyatt, Office Specialist

- 2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**

- 3. **GUESTS:** Jeff McBrayer

- 4. **PUBLIC COMMENTS: NONE**

- 5. **BOARD QUESTIONS; COMMENTS; DISCUSSION: NONE**

- 6. The Board reviewed the previously distributed **Minutes** of:
March 16, 2023, Regular Board Meeting.
Dreyfuss Moved to approve the March 16, 2023, Regular Board meeting Minutes as amended. Keene seconded. Motion passed by a vote of 5 to 0.

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

- 8. March 2023 **Board Audit** for review:

March 2023

General Fund in the amount of:	\$105,216.71
Capital Resource Fund in the amount of:	<u>\$ 2,096.25</u>
Total	\$107,312.96

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.

March 2023 Discharge Report had no violations.
The average discharge to the Outfall of TSS was 1.0 mg/L and 3.0mg/L of BOD for the month of March 2023. 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 scheduled collection work for April 2023.

Pump Stations:

Mello stated that Capes #1 pump station has a leak in the discharge piping for pump #2. This is the piping that was installed in 1993 when the pump station was first constructed. Mello stated he will need to contact engineering for options to make this repair since its in the wet well tank. If there is significant corrosion in the steel piping, the pump station will require a complete replacement of pipes.

Mello also stated that Oceanside and Capes #2 pump stations control panels built in UPS (battery backup) units have failed and will require replacement. The cost with installation for both units is \$4,351.00. We expected a 1-2 week lead time for them to ship from the manufacturer but we have not received them as of 4/17/23. Mello then states that they both will be installed on April 27.

Mello reported that the grease was cleaned from the pump station wetwells on March 29, 2023 and transported for disposal at Heard Farms in Roseburg OR. The amount of 2,800 gallons, which equates to approximately 10 tons of grease removed. The cost was \$3,579.00 and the invoice is attached.

All other pump stations are operating without issues.

Treatment Plant:

Mello stated that Basin #1 has a failure of the automatic air valve. This air valve is a critical part to the operation of that basin and its ability to treat the sewer. This basin will be out of service until repaired. We received a quote for three Ama Actuator Air Control Valves from Specialty Controls Inc. for a total cost of \$23,085.00. Mello stated that he ordered the valves due to the estimated 20-22 weeks for shipment. Attached are the documents. **Dreyfuss Moved to approve the three Ama Actuator Air Control Valves from Specialty Controls Inc. in the amount of \$23,085.00. Wiperman seconded. Motion passed by a vote of 5 to 0.**

Mello reported that the Wedeco UV disinfections system has an issue with the electrical surge protection. When the treatment plant loses utility power and requires the use of the generator power, it causes failures with the lamps and ballast cards. We have a technician scheduled to arrive on April 18, 2023 to troubleshoot the control panel. Until then we will not have the generator switch to full test mode on Mondays to not cause damage to the UV lamps and ballast cards.

Mello also stated that we have not received the new replacement UV lamps and have used all of the spares. The UV lamp order is scheduled to ship the week of April 24, 2023.

Mello reported that Blower three has failed. It developed an excessive oil leak and has been taken out of service. We are operating Basin three off blower two and have no back-up. Due to the estimated lead time of over 21 weeks, I placed an order for a new replacement on 4/11/23 in the amount of \$7,511.00. After we install the new blower, we will send the failed blower in for rebuilding, if possible. Attached is the quote. Mello stated that we have an Update: He received an email that the manufacturer had an order cancellation, so the new estimated shipment time is 3 weeks. Mello stated that the new treatment Blower had been delivered today.

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

Capital Improvement Projects:

Mello stated that he has contact Westech regarding the portable emergency generator and manual transfer switch improvements for the Oceanside pump station project. Mello has asked Westech to submit a cost estimate for adding and additional manual transfer switch and specifications for a properly sized generator to use at the Netarts pump station. This is for a contract increase change of \$7,500.00. Mello also stated that he has not received the cost estimate for the additional manual transfer switch as of 4/17/23.

New Equipment Purchase/Repair Request:

Mello reported that the District is required to have the Ocean Outfall inspected every two years. Advanced American Construction will contact NOSD when the weather permits for the Outfall inspection.

Office Equipment Purchases and Updates:

None

Personnel:

None

Operations Summary:

The Districts Treatment Plant has been in operation for nine plus years and is now requiring continual attention. Several pump stations have been in service since 2005 and since their last major updating. The Netarts pump station had its control panel updated in June 2021.

Happy Camp and Ocean Highlands pump stations are the last of the functioning, but now have obsolete Multitrode Control panels. 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. **After a brief discussion the Board has directed Dan to make corrections to the control panel statement above.**

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:** None

11. **NEW BUSINESS:** None

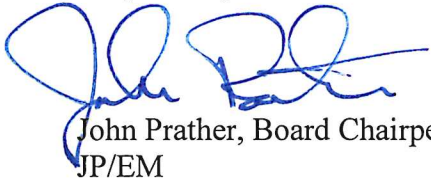
12. **CORRESPONDENCE:** None

13. **EXECUTIVE SESSION:** None

14. **There being no further business, Prather adjourned the meeting at 6:35 P.M.** The next meeting will be the 2nd Budget and Regular Board Meeting on May 18, 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

JP/EM

April 2023 Regular Board Meeting.doc