

NETARTS-OCEANSIDE SANITARY DISTRICT
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APRIL 21, 2022

FY 2022-23 BUDGET COMMITTEE MEETING TO REVIEW AND APPROVE THE PROPOSED BUDGET.

Budget Committee Members Present:

John Prather, Chairperson
Jim Carlson, Member-At-Large
Jerry Keene, Member-At-Large
Peter Starkey, Member-At-Large
Kent Brown, Budget Committee Member
Elizabeth Wipperman, Budget Committee Member

Guests:

1. The Budget Committee Meeting to review and make comments on the proposed FY 2022-23 Budget called to order at 4:59 P.M., by John Prather.
2. At this time every Committee member did a self introduction.
3. General Information handout: At this time Prather went over his handout, no questions from the Budget Committee.
4. The Budget Calendar was presented to the Budget Committee: No questions from the Committee.
5. At this time Prather presented the Budget Message along with the Budget documents for FY 2022-23, as the Budget Officer, Wakefield was not present at the meeting. Prather and Mello explained all of the line items and all questions were answered.
6. Committee/Community input of FY 2022-23 Proposed Budget: All questions were answered at this time.
7. Adjournment of the Budget Meeting and into Regular Board Meeting at 5:37 P.M.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the April 21, 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 5:38 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
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, Trainee
Shawn Parker, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** No Guests
4. **PUBLIC COMMENTS:** Mello stated that all of the Operators have passed their level II Certifications. Mello then told the Board that Robert Buckingham has resigned effective April 29, 2022 as he got a job working at the Tillamook County.
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** There was a discussion on where we stand with the SDC Increase phase. Mello stated that he will contact Deb Galardi and find out what the next step is. **Blaser to put this topic on the agenda for the May 19, 2022 Board meeting.**
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The March 17, 2022 Regular Board Meeting.
Keene Moved to approve the March 17, 2022 Regular Board meeting Minutes as presented. Starkey seconded. Motion passed by a vote of 4 to 0.
7. The Board reviewed the **Financial Statements** for March 31, 2022 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Carlson Moved to approve the March 31, 2022 Financial Statement as presented. Starkey seconded. Motion passed by a vote of 4 to 0.**

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

March 2022

General Fund in the amount of:	\$ 79,622.10
Capital Resources in the amount of:	<u>\$ 896.50</u>
Total	\$ 80,518.60

Mello and Blaser 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 2022 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 3mg/L and 6mg/L of BOD for the month of March 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 97% BOD; the permit is a minimum of 85% removal.

Collection System:

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

Pump Stations:

Mello stated that the Netarts pump station pump had a failure of the air compressor that controls the surge arrestor level for the force main. The new air compressor was delivered, but had to be returned for replacement under warranty. The current estimated date for the replacement air compressor is May 24, 2022. Mello just stated that the estimated date for the replacement is now May 28, 2022.

Mello also stated that the Netarts pump station generator oil leak was checked by Cummins and they are preparing a quote for the repairs. As of today, 4/18/22 the cost estimate to repair the engine oil leak and replace the block heater is attached.

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 small 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 larger 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 he has contacted the Preferred Worker representative and he is checking into the availability of trainees. He will find out if there are viable candidates that can train here at the District.

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.

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.

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 time to receive parts. We are facing on average of 5-7 weeks and as much as 14-17 weeks for parts and repair services.

Mello stated 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 repairs.

Mello also stated 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 I&I, root intrusion and potential overflow issues so we can schedule repairs. Operator positions are becoming increasingly difficult to fill, due to a larger demand for operators throughout the state.

At this time Mello stated that a customer came in the office and talked to him regarding Annexing his property out of the District. Mello showed the Board on the map the location of the property, which is a portion of the Trillium area. Keene then stated that this request should be in writing. Carlson then stated that the District should not set a precedent. Mello then stated that he doesn't think DEQ would even allow this. **As a result of the discussion, Mello will contact the customer and let him know that his request needs to be in writing.**

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** "Draft" Ordinance 22-01 "An Ordinance Establishing a Sanitary Sewer User Fee Increase." As a result of the discussion, all the Board members were satisfied with Ordinance 22-01. **Blaser to have the original Ordinance 22-01 "An Ordinance Establishing a Sanitary Sewer User Fee Increase" at the May 19, 2022 Board meeting for the 1st reading.**

12. **CORRESPONDENCE:**

A. Enroll for Insurance Credit, Memo from SDAO. Carlson would like to get registered for the Leadership Academy. **Blaser to get the information on how to register for the Leadership Academy and have for the next Board meeting.**

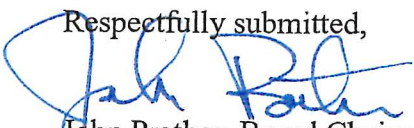
B. Letter from the Oceanside Neighborhood Assoc. Re: Shipping container. As a result of the discussion Mello stated that he does not have an issue with placing the shipping container. Mello then stated that he would like it if only designated people be the ones coming onto the property to check the shipping container. Mello also stated that he talked with Greencrow and they will come here for a walk through as to the placement of the shipping container. **It was the consensus of the Board to move forward with the next steps regarding the shipping container.**

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

14. **EXCUTIVE SESSION:** Not Held

15. **There being no further business, Prather adjourned the meeting at 6:28 P.M.** The next meeting will be the Budget Meeting to Approve the Proposed Budget for FY 2022-23 at 5:00 P.M. followed by the Regular Board Meeting on May 19, 2022.

Respectfully submitted,



John Prather, Board Chairperson

JP/yb

April 2022 Board Meeting.doc