

**NETARTS-OCEANSIDE SANITARY DISTRICT  
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**August 15, 2024**

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the August 15, 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

**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  
Nick Reneau, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUESTS: NONE**
4. **PUBLIC COMMENTS: NONE**
5. **BOARD QUESTIONS ; COMMENTS ; DISCUSSION :**
  - A. **At this time Keene wants to voice his concerns regarding the PUD easement on NOSD's property that had tree trimmings done roughly two years ago. PUD trimmed these trees and left the clippings. Terrasea HOA has concerns about fire danger. Keene feels that by potentially acting on this it may cause liability for the district. After this discussion it was decided that Keene would rough draft a letter to PUD requesting to take care of the clippings that they had left and to Terrasea HOA corresponding to their request to look into the matter.**
  - B. **Carlson mentions that he would like sometime set aside in the near future to further discuss the operations summary. The board has decided to discuss this further during the district report.**

6. The Board reviewed the previously distributed **Minutes** of:  
 July 18, 2024, Regular Board of Directors' Meeting.  
**McBrayer Moved to approve the July 18, 2024, Regular Board of Directors' meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 3 to 0.**
  
7. The Board reviewed the **Financial Statements** for:  
**July 31, 2024**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the July 31, 2024, Financial Statements as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**
  
8. July 2024 **Board Audit** for review:

**July 2024**

General Fund in the amount of:	\$131,523.58
Capital Resource Fund in the amount of:	\$211,245.26
Debt Service Fund in the amount of:	<u>\$121,756.00</u>
Total	\$464,524.84

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.

July 2024 Discharge Report had no violations.

The average discharge to the Outfall off TSS was 2.0 mg/L and 4.0 mg/L of BOD for the month of July 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 99% BOD: the Permit requires a minimum of 85% removal.

**Collection System:**

On July 25<sup>th</sup> we had been contacted that a sewer line in an easement off of Terrasea had plugged. Upon inspection with the CCTV equipment, we discovered a large root intrusion into the 6" line. We contacted Zwald Transport to bring their jetter truck out to clear the roots from the line. Zwald could not arrive onsite until the following morning. In the morning of July 26<sup>th</sup>, the line was cleared and we discovered that the issue came from a previous repair. Underground Tech was contacted for an estimate to install a point repair to fix the root intrusion issue. They are scheduled to make the repair on September 3<sup>rd</sup>. **After speaking with the board, Mello may have a newly discovered situation regarding some connections to the sewer on this line. Mello states that we are internally taking action and are investigating the situation. Mello also states that Zwald will be cleaning the grease out of the wet wells at the Netarts PS during the week of September 16<sup>th</sup>.**

The Oceanside Hotel project has sent NOSD some flow estimates, and I have 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 August 12, 2024.

**Pump Stations:**

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate of 42-44 weeks. I 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 August 12, 2024, the new revised ship date is still November 13, 2024.

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. I contacted Walker Tree Service and North Coast Lawn for estimates. So far, I have 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 has not received any other estimates as of July 16, 2024.

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 air valves in the basins. I have ordered new air valves, and they should arrive this week. The cost is \$1,605.27 plus shipping of and additional \$103.00 bringing the total to \$1,708.27.

**Capital Improvement Projects:**

Mello states that as of August 12, 2024, the contractor has completed the electrical MTS installation at the Oceanside PS and Netarts PS per the design. The startup and training for the new portable generator is scheduled for August 30, 2024. This should complete the project.

Mello states that Westech has started on the predesign report submittal to DEQ for the New Avalon PS project. A draft will be sent to the District for review prior to submitting to DEQ.

**New Equipment Purchase/Repair Request:**

Mello states that Xylem has estimated for building the New Ocean Highlands Pump Control Panel to about four months. The estimated delivery will be November 2024.

**Office Equipment Purchases and Updates:**

The UPS battery backup unit installation has been delayed due to the supplied power cord was too short and an extension had to be ordered. **Mello states that cord arrived today August 15, 2024, and Centerlogic will have to come back to finish the installation.**

**Personnel:**

Mello states that the Office Manager position has been filled.

We have an open operator position and have not received any applications that meet the minimal requirements. Mello states that we will advertise for an additional 30 days.

Mello states that Weeks Vocational Inc. is waiting for the final required medical release with conditions before any training agreement can be finalized. Weeks Vocational Inc. is projecting September 2024 before we can review for a training position.

**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 has 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.

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.

**The board decides that having a board workshop would be a good solution to further discuss the operations summary. Mello will find out when the Facility Plan will be complete before scheduling a time for the workshop.**

10. **OLD BUSINESS:** A. Avalon Pump Station Project  
B. Oceanside Pump Station Upgrade (Hotels)
  
11. **NEW BUSINESS:** System Development Charge 320 Promontory Lane. **After a discussion it has been decided that this matter will be postponed until the September 19, 2024, meeting and after gathering solutions to propose to the Board.**
  
12. **CORRESPONDENCE:** 2024 Best Practices Program through SDIS. **At this time Prather proceeds to tell the rest of the Board members that Erin Mello has sent an email with the Vector Solutions training video that needs to be completed by all Board of Directors.**
  
13. **EXCUTIVE SESSION: NONE**

14. **There being no further business, Prather adjourned the meeting at 6:51 P.M.** The next meeting will be the Regular Board Meeting on September 19, 2024.

**For full details of this Board Meeting, please visit our website at [www.n-o-s-d.com](http://www.n-o-s-d.com)**

Respectfully submitted,



John Prather, Board Chairperson

JR/EM

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