

NETARTS-OCEANSIDE SANITARY DISTRICT
1755 CAPE MEARES LP. RD. W.
TILLAMOOK, OR 97141
PHONE: (503) 842-8231
FAX: (503) 842-3759
TTY Relay Service: (800) 877-8973

JUNE 16, 2022

FY 2022-23 BUDGET MEETING TO ADOPT THE BUDGET.

Budget Committee Members Present:

John Prather, Chairperson
Jim Carlson, Member-At-Large via video
Jerry Keene, Member-At-Large via video
Elizabeth Wipperman, Secretary

Guests: Gill Wiggin

1. The Budget Hearing Meeting to Adopt the proposed FY 2022-23 Budget was called to order at 5:30 P.M., by John Prather.
2. At this time Prather presented the Budget documents for FY 2022-23.
3. Resolution 22-01 "A Resolution Adopting the FY 2022-23 Budget" **Keene Moved to Adopt Resolution 22-01 "A Resolution Adopting the FY 2022-23 Budget" Wipperman seconded. Motion passed by a vote of 4 to 0.**
4. There being no further discussion on the FY 2022-23 Adopted Budget, Prather adjourned the Budget Hearing at 5:34 P.M. and went into the Regular Board Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the June 16, 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 5:34 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 via video
Elizabeth Wipperman, Secretary

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Brian Mello, Ass't Lead Operator
Tyler Hotchkiss, Operator
Leacon Loving, Trainee

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Gill Wiggin
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The May 19, 2022 Regular Board Meeting.
Wipperman Moved to approve the May 19, 2022 FY 2022-23 Budget & Regular Board meeting Minutes as presented. Keene seconded. Motion passed by a vote of 4 to 0.
7. The Board reviewed the **Financial Statements** for May 31, 2022 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Keene Moved to approve the May 31, 2022 Financial Statement as presented. Wipperman seconded. Motion passed by a vote of 4 to 0.**

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

May 2022

General Fund in the amount of:	\$ 79,589.61
System Dev. Charge Fund in the amount of:	<u>\$ 1,172.50</u>
Total	\$ 80,762.11

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.

- May 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 May 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% 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 June or July.

Pump Stations:

Mello stated that the Netarts pump station pump air compressor for the surge control system has been installed and is operational.

Mello reported that the Netarts pump station generator engine oil leak has been repaired.

Mello also reported that Cummins has recommended that we replace the radiator/air cooler for the generator. The radiator has excessive corrosion in the cooling core. If this radiator fails while in use it will shut the generator down. Mello stated that attached is the estimate in the amount of \$12,662.49. **Keene Moved to approve the estimate in the amount of \$12,662.49 from Cummins to replace the radiator/air cooler for the generator at the Netarts pump station. Carlson seconded. Motion passed by a vote of 4 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.

Capital Improvement Projects:

Mello stated that Westech is waiting for the completion of the electrical engineers design and report. Mello hopes to have an update by the Board meeting.

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

Mello stated that we have filled the Office Specialist position and she will start on June 20, 2022.

Operations Summary:

Mello stated 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.

Mello also stated that 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 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 times 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 also reported 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 the repairs.

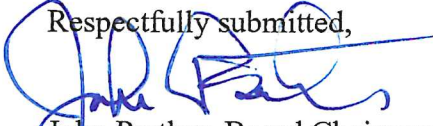
Mello stated that the increased maintenance of the WWTP and pump stations, we do not have enough operators to inspect the collection system on a regular time schedule. The video inspection is needed to locate the I&I, root intrusion and potential overflow issues so we can schedule repairs. Operator positions are becoming increasingly difficult to fill, due to a larger demand for operators throughout the state.

10. **OLD BUSINESS:** A. 2nd Reading and Adoption of Ordinance 22-01 “An Ordinance Establishing a Sanitary User Fee Increase.” At this time Prather did the 2nd Reading of Ordinance 22-01. **Carlson Moved to Adopt Ordinance 22-01 “An Ordinance Establishing a Sanitary User Fee Increase.” Keene seconded. Motion passed by a vote of 4 to 0. Blaser had to change the Signature to Elizabeth Wipperman, as Peter Starkey was not present at the meeting.**
- B. Approval of the SDC Notification to all Interested Parties. **Wipperman Moved to approve the SDC Notification to all Interested Parties. Carlson seconded. Motion passed by a vote of 4 to 0.**
11. **NEW BUSINESS:**
- A. Resolution 22-01A “A Resolution Imposing the Tax.” Blaser then stated that the amount of the delinquent User Fees, are subject to changes as more customers pay their bill. **Carlson Moved to approve Resolution 22-01A “A Resolution Imposing the Tax, subject to any changes from the current amount of \$23,183.51. Keene seconded. Motion passed by a vote of 4 to 0. Prather and Wipperman will come into the office to sign Resolution 22-01A after the office staff has processed the delinquent accounts to collection with a final total.**
- B. Resolution 22-02 “A Resolution with the list of Customers to be Certified to the Tillamook County Assessor’s and to be assessed against the tax rolls for the described properties after July 15, 2022, for FY 2022-23 as per ORS 454.225.” Blaser then stated that the total of \$23,183.51 is subject to change between now and the time we Certify the Customers, as more of them will pay. **Keene Moved to approve Resolution 22-02, “A Resolution with the list of customers to be certified to the Tillamook County Assessor’s and to be assessed against the the tax rolls for the described properties after July 15, 2022 for FY 2022-23 per ORS 454.225, subject to any changes. Wipperman seconded. Motion passed by a vote of 4 to 0. Prather and Wipperman will come into the office to sign Resolution 22-02 after the office staff has processed the delinquent accounts to collection with a final total.**
- C. Performance Review and Development Plan. **Carlson Moved to approve the Performance Review and Development Plan. Wipperman seconded. Motion passed by a vote of 4 to 0.**
12. **CORRESPONDENCE:** Email from Dave Friedlund, Re: Radar Road area for NOSD service. Also attached to email is a response from Chris Brugato, of Westech Engineering, Inc. and a copy of the Wastewater System Facilities Plan with the Radar Road Excerpts. Mello stated that the first step would be for the property owner to write a letter to the Board requesting to annex his property into the District. **After a lengthy discussion, Mello will write a “draft” response letter and email it out to the Board for review. This will be deferred 1 week as Mello will be on vacation.**
13. **PUBLIC/BOARD COMMENTS:** None

14. **EXECUTIVE SESSION:** Not Held

15. **There being no further business, Prather adjourned the meeting at 6:39 P.M.** The next meeting will be the Regular Board Meeting on July 21, 2022.

Respectfully submitted,



John Prather, Board Chairperson

JP/yb

June 2022 Board Meeting.doc