

NETARTS-OCEANSIDE SANITARY DISTRICT
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JANUARY 20, 2022

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the January 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 via video
Jerry Keene, Member-At-Large
Craig Wakefield, Treasurer

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent	Brian Mello, Ass't Lead Operator
Yvonne Blaser, Office Manager	Tyler Hotchkiss, Operator
Leancon Loving, Preferred Worker	Shawn Parker, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended.**
3. **GUEST:** None
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The December 16, 2021 Regular Board Meeting.
Wakefield Moved to approve the December 16, 2021 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 December 31, 2021 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Wakefield Moved to approve the December 31, 2021 Financial Statement as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**

8. December 2021 **Board Audit** for review:

December 2021

General Fund in the amount of:	\$ 91,998.94
Capital Resources in the amount of:	\$ 42,700.00
Debt Service Fund in the amount of:	<u>\$480,046.00</u>
Total	\$614,744.94

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.

- December 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 3mg/L and 3mg/L of BOD for the month of December 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

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

Pump Stations:

Mello reported that the Netarts pump station had a failure of the air compressor which controls the surge arrestor level for the force main. The new air compressor has been delivered. The Automation Group (TAG) will need to swap over the Pelco control panel from the old compressor to the new replacement. This will require two onsite visits to complete as some modifications are required.

Mello also reported that the check valves and maintenance parts for the pump stations are on order and have not been received.

Mello stated that the generator at the main pump station failed to start for its weekly test on January 10, 2022. The batteries had lost charge. We have Cummins scheduled for Thursday to service and check the generator. Mello reported at the meeting that Cummins is recommending a new battery charger which keeps the sensors and block heater going.

All other pump stations are operating without issues.

Treatment Plant:

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

Mello reported that per the NPDES permit, the District has completed the "Sludge Depth Survey" for the west lagoon. The lagoon has about two to three years left for capacity before putting the east lagoon into service. We will need to start planning to empty the west lagoon in three to five years.

Capital Improvement Projects:

Mello stated that Westech has started on the Oceanside pump station emergency portable generator and future main electrical line upgrade/replacement design.

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

Mello reported that we have no applications for the open operator position. We started advertising for the position on September 29, 2021. After a lengthy discussion, Mello stated that he does have a plan, however, he does not want to discuss it in front of employees and would like to talk to the Board members separately regarding this matter.

Operations Summary:

Mello stated that the Districts Treatment Plant has been in operation for 9 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.

Although they are 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 to 7 weeks and as much as 14-17 weeks for parts and repair services.

Mello also stated that the Districts NPDES permit requires annual maintenance to reduce the inflow and infiltration (I&I) into its collection system.

Mello 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 find 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.

At this time Prather suggested that Mello add new items to this summary which will help with the budgeting process and to be able to show the public as to why we would need to increase the User Fees. (i.e. Sludge Lagoon, Staff/Trainee etc.)

10. **OLD BUSINESS:** “Draft” Intergovernmental Agreement between NOSD and USA Western Federal Lands Highway Division (FWHA). After a brief discussion this item will be tabled. Prather will correct some of the wording and have Mello send it to our Attorney. Once our Attorney has completed the corrections, it will then be sent to FWHA’s Attorney for signature.

11. **NEW BUSINESS:**

A. Resolution 21-03 Covid-19 Mitigation Procedures. At this time Prather explained Resolution 21-03. After a brief discussion, Keene would like the wording changed on page two, paragraph #4 and it was also discussed that this should be a District policy and not a Resolution. **It was the consensus of the Board to make this a District policy and not a Resolution. Prather will work on this and report back to Mello.**

B. Budget: Customer rate charge change intervals: After a lengthy discussion, it was determined that Mello will look at the User Fees rates annually during the preparation of the budgeting process. Blaser also stated that if there is a User Fee increase, it needs to be done by a Ordinance and that takes two readings, so it would have to be read in May 2022 and adopted in June 2022 to become effective on July 1, 2022.

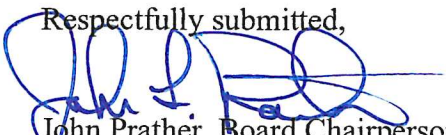
12. **CORRESPONDENCE:** Letter to the Oregon Secretary of State Audit Division, Re: Deficiency Corrective Action. After a brief discussion, **Keene Moved to approve the letter to the Oregon Secretary of State Audit Division, Re: Deficiency Corrective Action. Wakefield seconded. Motion passed by a vote of 4 to 0.**

13. **PUBLIC/BOARD COMMENTS:**

14. **EXECUTIVE SESSION: No session held.**

15. **There being no further business, Prather adjourned the meeting at 7:21 P.M.** The next Regularly scheduled Board meeting will be February 17, 2022.

Respectfully submitted,



John Prather, Board Chairperson
JP/yb

January 2022 Board Meeting.doc