

NETARTS-OCEANSIDE SANITARY DISTRICT
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FY 2021-22 NOSD BUDGET COMMITTEE ORIENTATION MEETING

- The Budget Committee Orientation meeting was called to order at 5:00 P.M. by John Prather. The meeting was held in the NOSD Board Room and due to the COVID-19 it was also held via Video Meeting.
- Self Introduction of Committee Members

Budget Committee Members Present:

Craig Wakefield, Budget Officer
Jim Carlson, Member-at-Large via Video
Craig Leslie, Secretary via Video
John Prather, Chairperson
Kent Brown, Budget Committee Member via Video
Jerry Keene, Budget Committee Member via Video
Peter Starkey, Budget Committee Member via Video

Guests:

- Meeting Schedule – FY 2021-22 Budget Calendar
- Review of Responsibilities & Activities of Budget Committee Members (per Chapter 3 & 8 of the Budget Manual)
- Review of Local Budgeting in Oregon

FY 2021-22 BUDGET COMMITTEE MEETING TO REVIEW AND TAKE PUBLIC COMMENT ON THE PROPOSED BUDGET.

1. The Budget Committee Meeting to review and take Public comment was called to order at 5:08 P.M., by John Prather, then turned over to Craig Wakefield, Budget Officer.
2. Budget Officer presents the Proposed FY 2021-22 Budget Documents and Budget Message. At this time Wakefield presented the Budget Documents and the FY 2021-22 Budget Message. Mello, Prather and Wakefield explained some of the line items to the new Budget Committee Members so that they had some history on the expenditures etc.
3. Budget Committee / Community input of FY 2021-22 Proposed Budget.
4. There being no further discussion on the FY 2021-22 Review of the Proposed Budget, Prather adjourned the Budget Meeting at 5:46 P.M. and went into the Regular Board Meeting.

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the April 15, 2021 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 5:47 P.M. by John Prather, Chairperson. The meeting was held in the NOSD Board Room and was also held via Video and Phone.

BOARD MEMBERS PRESENT:

Jim Carlson, Member-At-Large via Video
Craig Leslie, Secretary via Video
Craig Wakefield, Treasurer
John Prather, Chairperson

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Andrew Hunt, Lead Operator
Erin Tucker, Ass't Office Manager
Robert Buckingham, Office Specialist
Tyler Hotchkiss, Operator
Shawn Parker, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended. Blaser to add item D. Audit Services Contract with Accuity, LLC for FY 2020-21 + 2 years to Old Business.**
3. **GUEST:** Jerry Keene, Budget Committee Member
4. **PUBLIC COMMENTS:**
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** Emergency Preparedness planning update: At this time Jerry Keene gave a brief discussion on what the Emergency Planning Committee has been working on. Jerry will at some point get together with Mello to discuss further.
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The March 18, 2021 Regular Board Meeting. **Wakefield Moved to approve the March 18, 2021 Regular Board meeting Minutes as amended. Leslie seconded. Motion passed by a vote of 4 to 0. Blaser to make a word correction on page 3.**
7. The Board reviewed the **Financial Statements** for March 31, 2021 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Wakefield Moved to approve the March 31, 2021 Financial Statement as presented. Leslie seconded. Motion passed by a vote of 4 to 0.**

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

March 2021

General Fund in the amount of:	\$ 88,441.59
Capital Resources in the amount of:	<u>\$ 0.00</u>
	\$ 88,441.59

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 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 6mg/L and 8mg/L of BOD for the month of March 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 96% TSS and 96% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that we have no I & I work scheduled for May 2021. Mello then stated that at some point he will get another quote to rehab more of the Districts manholes.

Pump Stations:

Mello reported that the new control panel for the Netarts pump station has been delivered. Installation of the control panel is still weather dependent. We are looking at May or June for the installation of the control panel.

Mello also stated that we will need to budget for maintenance of the outside of the pump station building. Happy Camp pump station needs painting, gutter replacement and fascia boards replaced. Mello will get bids from a local painter and or contractors for the repairs.

All other pump stations are operating without issues.

Treatment Plant:

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

Mello also stated that attached is the proposal for the Outfall inspection by Advanced American Construction Inc. **Carlson Moved to approve the Proposal from Advanced American Construction, Inc. for the 2021 Ocean Outfall Inspection as presented. Leslie seconded. Motion passed by a vote of 4 to 0.**

Capital Improvement Projects:

Mello reported that there are no current Capital projects scheduled.

New Equipment Purchase/Repair Request:

Mello stated that the Security System has had issues with false alarms and now we have lost zone 2 completely. As of April 9, 2021 Mello had to put the system in suspension until Benton Electric could make repairs on Monday, April 12, 2021. Mello then explained that by December our security system will be obsolete. Mello will be working on getting costs for a new security system.

Office Equipment Purchases and Updates:

Mello reported the “Inter Governmental Agreement” between the Fire District and NOSD is nearly complete as of April 12, 2021. If it is not attached, I will send by email to each Board Member prior to the Board meeting on Thursday. The Fire District’s Board meeting is Tuesday, April 13, 2021 and is expected to be approved and signed then. **Wakefield Moved to approve the Inter Governmental Agreement between the Fire District and NOSD, which will take effect May 1, 2021. Leslie Seconded. Motion passed by a vote to 4 to 0.**

Mello also reported that the District will be using VOIP (Voice over IP), which will take the place of Charter Communications for our phone lines. Mello stated that this will be saving the District approx. \$400.00 or more per month. Mello also stated that the biggest expense will be \$67.00 per license. Mello stated that we will be testing the VOIP out this week, then he will be having phone lines shut off.

Personnel & Policy Manual:

Mello reported that the staff has had at least their first vaccination shot for Covid-19 except for one, who is not opting to be vaccinated. The staff that have had their first shot will be fully vaccinated by mid-May. Mello stated that SDAO suggests that all employees get their Covid-19 shots, especially those who are essential workers, which we are. After a lengthy discussion, **Leslie Moved that the Board be prepared to make a decision, no later than the May 20, 2021 Board Meeting as to requiring all employees to receive the Covid-19 vaccination. Wakefield Seconded. Motion passed by a vote of 4 to 0. Blaser to add this topic on next months agenda.**

Personnel:

Mello stated that the Office Specialist position has been filled. The new hire started on April 1, 2021.

10. OLD BUSINESS:

- A. Website Proposal from Streamline: Mello has attached the proposal from Streamline in the amount of \$200.00, which will be a monthly fee. This monthly fee includes website set-up, unlimited hosting and storage, all platform features, security certificate, and unlimited support. **Wakefield Moved to approve the proposal from Streamline in the amount of \$200.00 per month. Carlson Seconded. Motion passed by a vote of 4 to 0.**
- B. Financial Advisor: Mello stated that he has a phone conference with Deb Galardi with the Galardi Rothstein Group on April 26, 2021. Mello will report at next months Board meeting.
- C. IGA/NOSD/NORFPD: Mello reported that the Fire District’s Board meeting is on Tuesday, April 13, 2021 and is expected to be signed then. Approved at the District report portion of this meeting.

D. Audit Services Contract with Accuity, LLC for FY 2020-21 + 2 years: **Wakefield Moved to approve the Audit Services Contract with Accuity, LLC for FY 2020-21 + 2 years. Leslie Seconded. Motion passed by a vote of 4 to 0.**

11. **NEW BUSINESS:**

12. **CORRESPONDENCE:**

A. Letter from the Office of the Secretary of State regarding a corrective action plan in regards to our FY 2019-20 Audit.

B. Letter of response to the Oregon Secretary of Statements Audit Division, which was written by Prather. This letter is regarding the Districts Deficiency Corrective Actions. **Carlson Moved to approve the response letter to the Oregon Secretary of Statements Audit Division. Wakefield Seconded. Motion passed by a vote of 4 to 0.**

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

14. **EXECUTIVE SESSION, PER ORS 192.660(2)(f) or PER ORS 192.660(2)(e), IF NECESSARY.**
No Session Held

15. **There being no further business, Prather adjourned the meeting at 7:22 P.M.** The next Regularly scheduled Board meeting will be May 21, 2021.

Respectfully submitted,



John Prather, Chairperson

JPr/b

April 2021 Board Meeting.doc