

NETARTS-OCEANSIDE SANITARY DISTRICT
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September 21, 2023

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the September 21, 2023, 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 5:31 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, Ass't Office Manager
Brian Mello, Lead Operator
Nick Reneau, Operator Trainee
Leancon Loving, Operator
Jacey Pyatt, Office Specialist

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended.**
3. **GUESTS: NONE**
4. **PUBLIC COMMENTS: NONE**
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION: NONE**
6. The Board reviewed the previously distributed **Minutes** of:
August 17, 2023, Regular Board of Directors' Meeting.
Keene Moved to approve the August 17, 2023, Regular Board of Directors' meeting Minutes as amended. Carlson seconded. Motion passed by a vote of 3 to 0. One Board Member did not participate in the vote.

7. The Board reviewed the **Financial Statements** for: **August 17, 2023**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the August 17, 2023 Financial Statements as presented. Carlson seconded. Motion passed by a vote of 3 to 0. One Board Member did not participate in the vote.**

8. August 2023 **Board Audit** for review:

August 2023

| | |
|---|-----------------|
| General Fund in the amount of: | \$115,434.12 |
| System Development Fund in the amount of: | \$13,640.00 |
| Capital Resource Fund in the amount of: | <u>\$926.33</u> |
| Total | \$258,403.53 |

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.

August 2023 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 1.9 mg/L and 3.7 mg/L of BOD for the month of August 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that there is no scheduled collection work for September 2023.

Mello also stated that he has been contacted by Ken Zwald to schedule some training for his new Vac-Truck. Ken would like to schedule three to four hours to clean sewer lines and vac out manholes at no charge to the district. Mello asked if he would schedule eight hours so we can train some new operators on our sewer inspection camera system and we will share the cost. Mello stated that he has yet to be contacted by Ken Zwald to schedule a date for this to be done.

Pump Stations:

Mello stated that Capes #1 pump station has a leak in the discharge piping for pump #2. This is the piping that was installed in 1993 when the pump station was first constructed. Mello stated that Emery and Sons will be here in about two weeks and what has been decided is that they will fix the one leak and change the 8-10 bolts on the other side to stainless steel.

Ocean Highlands pump station generator engine failed on August 21st. We had Cummins here to diagnose the issue August 21st and determined that it was bad starter motor. We ordered a new stater motor that day. The starter motor arrived on Thursday, August 24th and was installed by NOSD Operators. The engine labored to start but did start. The engine was shut down and would not start again. Cummins was called again, and they had a technician arrive onsite at 1800 to troubleshoot

the problem again. It was discovered that the engine has spun bearings and is not usable.

Friday, August 25th we contacted United Rentals in Portland and rented a portable generator at a cost of \$2,440.06 per month. We called an electrician to get the portable generator connected to the transfer switch in the building. Currently the rental generator is in service.

Cummins has recommended replacing the generator with a new replacement unit since the current engine is discontinued. The timeline to receive a new generator is 43 to 45 weeks once the order is placed. The cost to replace the generator is \$27,548.81. See attached quote.

Due to the lead time for a new generator, I have contacted Tillamook Diesel and discussed having the current engine overhauled. The estimated cost to inspect and diagnose the failure is \$700. If it can be rebuilt, the cost is estimated between \$5,000 and \$6,000 with a timeline of 4 to 6 weeks. If we continue with the rental unit, it will cost an estimated \$29,280.00 for 12 months.

McBrayer Moved to approve repairing our existing diesel motor as well as ordering the new Cummins replacement generator. Carlson seconded. Motion passed by a vote of 4 to 0.

All other pump stations are operating without major issues.

Treatment Plant:

Mello stated that the UV disinfection display screen has failed and needs to be replaced and required replacement. Attached is a quote with the screen and spare parts we need to keep on hand for maintenance. **Carlson moved to approve the Xylem quote in the amount of \$8,864.56 for the UV disinfection system. McBrayer seconded. Motion passed by a vote of 4 to 0.**

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

Capital Improvement Projects:

Mello stated that the contract change order did not increase and has been signed and returned to the contractor by Westech for the larger generator for the Oceanside PS, MTS project.

Westech Engineering's survey work to identify a lot that is suitable for a future pump station to serve the lower Avalon area is complete and two lots have been identified as a requirement to place a sewer pump station. See attached. **Keene Moved to approve moving forward on exploring of the two lots in Avalon. Carlson Seconded. Motion passed by a vote of 4 to 0.**

New Equipment Purchase/Repair Request:

Mello stated that the office building's HVAC (heating and air conditioning) unit needs repair. The Ocean Air company in Tillamook estimated that it will cost approximately \$8,000.00 with installation for the new air inlet louver system and the inside electronic controllers are outdated and that portion will require replacement. Ocean Air has reported that the parts will be delivered next week, and he will schedule the repair after he has the parts in hand.

Office Equipment Purchases and Updates:

None

Personnel:

None

Operations Summary:

The District's Treatment Plant has been in operation for nine plus years and is now requiring continual attention. 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. The Happy Camp and Ocean Highlands pump stations are the last of the functioning Multitrode Control Panels that are now obsolete. 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.

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.

Although the system overall is performing well, the 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 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.

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.

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.

10. OLD BUSINESS: NONE

11. NEW BUSINESS:

1. Email from Ron Young/Cynthia Miller Re: Topping/Removal of trees on NOSD property. **Keene Moved to approve a Board policy on declining requests to top or remove trees for view purposes. McBrayer seconded. Motion passed by a vote of 4 to 0.**

2. Accuity contract Year 2024, 2025, and 2026. **Prather Moved to approve the Accuity Contract for Year 2024, 2025, and 2026. McBrayer seconded. Motion passed by a vote of 4 to 0.**

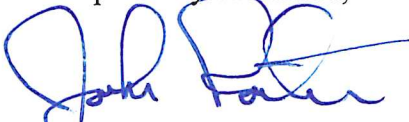
12. CORRESPONDENCE: NONE

13. **EXECUTIVE SESSION:** The District will call an executive session, under ORS 192.660(2)(F) To consider information or records that are exempt by law from public inspection under ORS 192.355(9) and ORS 40.225 and (2)(H) to consult with counsel concerning legal rights and Duties of a public body with regard to current litigation or litigation likely to be filed.

14. **There being no further business, Prather adjourned the meeting at 6:21 P.M.** The next meeting will be the Regular Board Meeting on October 19, 2023.

For full details of this Board Meeting, please visit our website at www.n-o-s-d.com

Respectfully submitted,



John Prather, Board Chairperson

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September 2023 Regular Board Meeting.doc