

**NETARTS-OCEANSIDE SANITARY DISTRICT
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REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the February 16, 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
Elizabeth Wiperman, Secretary
Jerry Keene, Member-At-Large
Simeon Dreyfuss, Member-At-Large

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne, Blaser, Office Manager
Brian Mello, Lead Operator
Tyler Hotchkiss, Ass't Lead Operator
Nick Reneau, Operator/Trainee
Leanon Loving, Operator
Jacey Pyatt, Office Specialist

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUESTS:** Clark Balfour and Laura Maffei, Sanitary District Attorneys
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
January 19, 2023 Regular Board Meeting.
Dreyfuss Moved to approve the January 19, 2023 Regular Board meeting Minutes as amended. Carlson seconded. Motion passed by a vote of 5 to 0.
7. The Board reviewed the **Financial Statements** for:
January 31, 2023 for all Funds. Mello and Blaser answered all questions to the Board's satisfaction. **Keene Moved to approve the January 31, 2023 Financial Statements as presented. Wiperman seconded. Motion passed by a vote of 5 to 0.**

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

January 2023

General Fund in the amount of:	\$127,720.25
SDC Fund in the amount of:	\$ 2,937.50
Capital Resource Fund in the amount of:	\$ 29,727.10
Debt Service Fund in the amount of:	<u>\$598,951.00</u>
Total	<u>\$759,335.85</u>

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.

- January 2023 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 4mg/L and 8mg/L of BOD for the month of January 2023. Our permit allows 30mg/L monthly average for each. The Treatment Plant’s removal efficiency is 98% TSS and 95% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that attached is the final cost for the repair/replacement of approximately 208 feet of gravity sewer line on Pearl St. that was done in November 2022.

Mello also stated that we have no scheduled collection work for February 2023.

Pump Stations:

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 he has contacted Westech regarding the portable emergency generator and manual transfer switch improvements for the Oceanside pump station project. Mello also stated that he has requested a cost estimate to the generator size that would include Netarts pump station and the addition of a manual transfer switch added at that location. The generator size requirements service the Netarts pump station is much greater than Oceanside’s pump station, so a second generator would be required.

New Equipment Purchase/Repair Request:

Mello stated that the District needs to replace the operators laptops and attached is a quote which is from December 2022. Mello has also requested an updated quote if the prices have changed. Mello will update at the Board meeting if needed. **Carlson Moved to purchase new laptops for the operators from CenterLogic. Wiperman seconded. Motion passed by a vote of 5 to 0.** Mello then stated that he will get a quote for the next Board meeting to upgrade all Board members laptops.

Office Equipment Purchases and Updates:

None

Personnel:

None

Operations Summary:

The Districts 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 and since their last major updating. The Netarts pump station had its control panel updated in June 2021.

Happy Camp and Ocean Highlands pump stations are the last of the functioning, but now have obsolete Multitrode Control panels. 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 and added an additional operator/trainee position this past August.

10. OLD BUSINESS: None

11. **NEW BUSINESS:**

A. Budget FY 2023-24

1. Budget Officer Selection – **Jerry Keene was selected to be Budget Officer.**
2. Budget Committee – Members are still needed.
3. “Draft” Fiscal Year 2023-24 Budget Calendar – **It was unanimous to approve the “Draft” Budget Calendar.**

B. Special Service District’s Election May 16, 2023 – Prather explained the Special Service District’s Election May 16, 2023 sheet that he prepared.

C. Marie Mills Center, Inc. Annual Janitorial Agreement: **Dreyfuss Moved to approve the new Janitorial Agreement with Marie Mills Center, Inc. Wipperman seconded. Motion passed by a vote of 5 to 0. Blaser to send the signed Janitorial Agreement to Marie Mills Center, Inc.**

12. **CORRESPONDENCE:** Updated Board and Staff List.

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 192.509 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.

At this time Prather called an Executive Session and left the Regular Meeting at 6:05 P.M. The Executive Session ended at 7:08 P.M. and Prather went back into the Regular Board meeting at 7:08 P.M.

Keene Moved to approve Cable Huston to proceed on both matters as discussed. Dreyfuss Seconded. Motion passed by a vote of 5 to 0.

14. **There being no further business, Prather adjourned the meeting at 7:10 P.M.** The next meeting will be the Regular Board Meeting on March 16, 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

JP/YB

February 2023 Regular Board Meeting.doc