

NETARTS-OCEANSIDE SANITARY DISTRICT  
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NOVEMBER 18, 2021

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the November 18, 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 5:30 P.M. by Craig Wakefield, Treasurer, as John Prather, Board Chairperson was absent. The meeting was held in the NOSD Board Room.

**BOARD MEMBERS PRESENT:**

Jim Carlson, Member-At-Large via video  
Jerry Keene, Member-At-Large  
Craig Wakefield, Treasurer  
Peter Starkey, Member-At-Large via video

**EMPLOYEES PRESENT:**

Daniel Mello, District Superintendent  
Yvonnnette Blaser, Office Manager  
Brian Mello, Ass't Lead Operator  
Shawn Parker, Operator  
Tyler Hotchkiss, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** None
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**
6. The Board reviewed the previously distributed **Minutes** of:
  - A. The October 21, 2021 Regular Board Meeting.  
**Keene Moved to approve the October 21, 2021 Regular Board meeting Minutes as amended. Carlson seconded. Motion passed by a vote of 4 to 0. Blaser to add Craig Wakefield's name to the bottom of page 4 for signature so that the minutes could be signed at tonight's meeting.**

7. The Board reviewed the **Financial Statements** for October 31, 2021 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Starkey Moved to approve the October 31, 2021 Financial Statement as presented. Keene seconded. Motion passed by a vote of 4 to 0.**

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

**October 2021**

General Fund in the amount of:	\$ 80,821.11
Capital Resources in the amount of:	\$ 48.00
Total	\$ 80,869.11

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.

- October 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 1mg/L and 5mg/L of BOD for the month of October 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 100% TSS and 98% BOD; the permit is a minimum of 85% removal.

**Collection System:**

Mello stated that there will be no collection system inspections and cleaning scheduled for November.

Mello also stated that he has received one quote for the annual I & I reduction as required by our NPDES permit. Underground Tech is scheduled to begin work on November 22, 2021. Mello just stated that the begin work date has been moved to 11/29/21.

**Pump Stations:**

Mello reported that the Netarts pump station pump had a failure of the air compressor that controls the surge arrestor level for the force main. Mello has ordered the replacement air compressor for \$2,569.99 with an estimated deliver date of February 2, 2022. The Automation Group will need to swap over the Pelco control panel from the old compressor to the new replacement.

Mello stated that attached is a breakdown sheet identifying the cost quotes for the check valve maintenance parts for the 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.

Mello reported that the Treatment Plant had flows exceeding one million gallons over the weekend. The last storm event caused the Treatment Plant to exceed its design flow three times in 3 days without exceeding NPDES permit requirements.

Mello also stated that the Treatment Plant EQ basin automatic drain valve has failed, and this model has been discontinued. The replacement valve cost is \$7,332.00 including onsite start-up from Specialty Controls. The estimated delivery time update is about 4 weeks.

**Capital Improvement Projects:**

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

**New Equipment Purchase/Repair Request:**

Mello stated that The Automation Group (TAG) has received the equipment for the changeover from radio to internet telemetry. The PLC arrived today, 11/15/21. Mello said that they will start bench testing before the onsite installation begins. There is no start date for the installation at the Main pump station.

**Office Equipment Purchases and Updates:**

None

**Personnel:**

Mello stated that we have no applications for the open position. We started advertising for the position on September 29, 2021. After a brief discussion Carlson would like this topic to be put on the Agenda for December.

**Operations Summary:**

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 updating.

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 time 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.

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 identify the I & I, root intrusion and possible overflow issues so we can schedule repairs.

Mello also stated that he went to the SDAO Risk Management class and brought back a list of things that need to be done in 2022 in order to get our insurance discount. Mello stated that all, of the Board members will be required to have attended on online class or in person class regarding Board member duties and responsibilities.

Mello also reported that the Federal Transportation will be here with their job trailer for 2 years and would like input from the Board as to how much The District should charge them for water, internet, electricity etc. Mello stated that he will look at the IGA from the Fire Department to see what the flat fee charges are. Keene then suggested that we have our legal counsel “draft” a hold harmless document. Keene also suggested that we take the flat fee amounts and add 20%. **After a brief discussion it was a consensus of the Board to add on 20% to the monthly billing.**

10. **OLD BUSINESS:**

11. **NEW BUSINESS:**

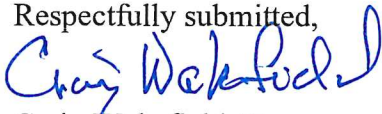
12. **CORRESPONDENCE:** Updated Staff and Board of Directors List.

13. **PUBLIC/BOARD COMMENTS:** Carlson stated that our District should take advantage of the Federal Funds for the infrastructure bill that just passed. Mello stated that he will work with our Engineer to get a list together.

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

15. **There being no further business, Wakefield adjourned the meeting at 6:27 P.M.** The next Regularly scheduled Board meeting will be December 16, 2021.

Respectfully submitted,



Craig Wakefield, Treasurer

CW/yb

November 2021 Board Meeting.doc