

NETARTS-OCEANSIDE SANITARY DISTRICT
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Minutes of the March 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 John Prather, Chairperson. The meeting was held in the NOSD Board Room and was also held via Video.

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
Tyler Hotchkiss, Operator
Shawn Parker, Operator
Erin Tucker, Ass't Office Manager

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:**
 - A. Emergency Preparedness planning discussion update: Prather gave an update regarding the Neighborhood Assoc. meeting on Saturday April 1, 2021. Prather stated that Jerry Keene will be getting a committee together regarding the Emergency Preparedness Review, which Prather handed out at the last board meeting.
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The February 18, 2021 Regular Board Meeting Minutes. **Wakefield Moved to approve the Regular Board Meeting Minutes as amended. Carlson seconded. Motion passed by a vote of 4 to 0. Blaser to make spelling corrections.**

7. The Board reviewed the **Financial Statements for February 2021** all Funds. Mello and Blaser answered all the questions to the Board’s satisfaction. **Wakefield Moved to approve the Financial Statement for February 2021. Carlson seconded. Motion passed by a vote of 4 to 0.**

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

February 2021

General Fund in the amount of:	\$113,048.37
Capital Resources in the amount of:	<u>\$ 53,193.18</u>
Total	\$166,241.55

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.

- **February 2021** Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 7mg/L and 6mg/L of BOD for the month of February 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 there is no I & I work scheduled for April 2021.

Pump Stations:

Mello stated that the new control panel for the Netarts pump station has been delivered. Installation of the control panel is still weather dependent, and no date is set for installation.

Mello also stated that the Main pump station and Oceanside pump station are having issues with the radio telemetry keeping signal. Mello reported that he had a conference call with Gary Jenks and Tim Boyd from The Automation Group (TAG) on Monday, March 15, 2021 to discuss upgrading from radio to internet-based telemetry. Gary Jenks will prepare a Scope of Work and cost estimate to complete this upgrade in two phases. Mello hopes to have it by Thursday’s Board meeting.

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

All other pump stations are operating without issues.

Treatment Plant

The Treatment Plant is operating within its permit limits.

Capital Improvement Projects:

Mello stated that we have no current Capital projects scheduled.

New Equipment Purchase/Repair Request:

No equipment or repair requests for this meeting.

Office Equipment Purchases and Updates:

Mello stated that the “Inter Governmental Agreement” between the Fire District and NOSD is nearly complete as of 3/16/21. If it is not attached, I will send by email to each Board member prior to the Board meeting on Thursday.

Personnel & Policy Manual:

Mello stated that there are no new updates to report.

Personnel:

Mello stated that we have 3 applications for the Office Specialist position. We will have interviews starting on Wednesday, March 17, 2021.

Prather then stated that the new candidates for Board memberships have put in their applications with the Tillamook County.

- Position #1 Peter Starkey
- Position #2 Jerry Keene
- Position #3 Craig Wakefield

10. OLD BUSINESS:

- A. Website Redesign Proposal for NOSD: Mello stated that he emailed the quote to all Board members from Streamline. The monthly subscription fee of \$200.00 includes website set-up, unlimited hosting and storage, all platform features, security certificate, and unlimited support (training, workshops, tickets, and office hours). Mello then stated that we have a video conference with Streamline on Monday March 22, 2021 at 10:30 a.m. and he will get more detailed questions.
- B. Financial Advisor: Mello stated that he has received an email from Clark Balfour regarding Financial Advisors and his top recommendations. Mello stated that Clark Balfour’s top recommendation was Deb Galardi with the Galardi Rothstein Group. Wakefield then suggested that we could get her to join the next board meeting. **Mello to contact Deb Galardi and have her join the April 15, 2021 board meeting.**
- C. IGA NOSD/NORFPD: Mello stated that attached was “draft” number 3 which is a red lined copy of the IGA from Clark Balfour. Prather asked if any of the Board had any further comments or questions regarding that “draft” copy? All of the Board members were ok with this “draft” copy. **Wakefield moved to approve the IGA with the changes made by Cable Huston on 3/17/21 and send it to the Fire Dept. for their approval. Leslie seconded. Motion passed by 4 to 0.**

11. NEW BUSINESS:

Municipal Audit Services Proposal from Glen O. Kearns, CPA with a company called Accuity: **Carlson moved to request a contract from Accuity Auditing Firm engaging their services from years ending June 30, 2021, 2022 and 2023. Wakefield seconded. Motion passed by a vote of 4 to 0.**

12. CORRESPONDENCE:

Email letter from Jud Griner, Re: Request to cut down 4 skinny trees. Mello stated that he will talk with PUD and the Fire Dept. to see if they could meet on the property regarding the powerlines, PUD's easement and discuss the tree removal. Mello will defer this until the next Board meeting

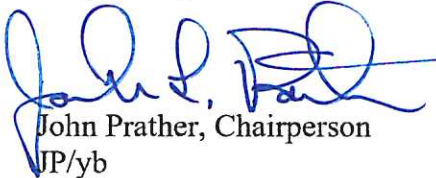
13. PUBLIC/BOARD COMMENTS: Prather suggested that there should be some sort of orientation for the upcoming Board members. He thought that maybe a tour of the treatment plant and pump stations along with information from SDAO and the overview of the Facilities Plan would be good information for the new Board members.

Prather also stated that as essential workers, we should try to get signed up for the Covid-19 vaccine. Prather also wants to put Covid-19 on the next months agenda to discuss the legal in's and outs, OSHA etc.

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 6:37 P.M. The next Regularly scheduled Board meeting will be April 15, 2021, along with the Budget Committee Meeting which will meet to review and take comment on the Proposed Budget.

Respectfully submitted,



John Prather, Chairperson
JP/yb

March 2021 Board Meeting.doc