

NETARTS-OCEANSIDE SANITARY DISTRICT  
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February 15, 2024

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the February 15, 2024, 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, 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  
Simeon Dreyfuss, Secretary

**EMPLOYEES PRESENT:**

Daniel Mello, District Superintendent  
Erin Mello, Ass't Office Manager  
Brian Mello, Lead Operator  
Nick Reneau, Operator  
Jacey Pyatt, Office Specialist  
Leancon Loving, Operator  
Tyler Hotchkiss, Ass't Lead Operator

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:** At this time Dreyfuss and Prather take a moment to explain to the rest of the Board some areas of interest that they have from the 2024 SDAO Annual Conference. **Board Duties and Responsibilities, Impact on Oregon's Personal Leave Law, Cybersecurity, Sanitary District Caucus, Public Meetings, Records, and Retention Requirements and Legislative General Session were their key talking points.**
6. The Board reviewed the previously distributed **Minutes** of:  
January 18, 2024, Regular Board of Directors' Meeting.  
**Dreyfuss Moved to approve the January 18, 2024, Regular Board of Directors' 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, 2024**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the January 31, 2024, Financial Statements as presented. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

8. January 2024 **Board Audit** for review:

**December 2023**

General Fund in the amount of:	\$138,337.41
Capital Resource Fund in the amount of:	\$165.47
System Development Fund of:	\$1,443.00
Debt Service Fund of:	<u>\$598,951.00</u>
Total	\$738,896.88

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.

January 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 3.0 mg/L and 3.0 mg/L of BOD for the month of January 2024. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 98% BOD; the permit is a minimum of 85% removal.

**Collection System:**

January/February 2024, the operators inspected an additional twenty-two manholes in Netarts and identified an additional twelve that require repair. This brings the total of manholes requiring repair to fifteen.

The CCTV van in January and February inspected a total of 4260 feet. Three-point repairs have been identified as needed.

**Pump Stations:**

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate to 42-44 weeks.

Xylem is working on an estimate for replacing the Ocean Highlands Pump Control panel to replace the obsolete unit that had been in service since 2006.

All other pump stations are operating without major issues.

**Treatment Plant:**

The Effluent pump station replacement pump will ship from the Sweden factory by 1/10/2024. The ETA to the port is 2/8/2024. The ETA to be delivered to the WWTP is 2/26/2024. **Mello states that the new pump will be installed on Tuesday February 20, 2024.**

Mello states that he has the Xylem renewal contract for the Wedeco UV Total Care Service Proposal and it has no cost increase in the new proposal. **McBrayer Moved to approve the Xylem renewal contract for the Wedeco UV Total Care Service Proposal in the amount of \$7,544.00. Keene seconded. Motion passed by a vote of 5 to 0.**

The Treatment Plant is operating well within its permit limits.

**Capital Improvement Projects:**

The contractor for the Oceanside and Netarts PS's MTS project will begin work mid-March 2024.

Mello states that he has also received the MTS change order from the contractor. Mello has reviewed the cost increase for the 400- amp MTS for the Netarts PS and the cost difference was the fault of the manufacturer and not the contractor. All the correct information was submitted but the factory quoted to the contractor the cost of a 200-amp MTS. The cost increase is \$6,455.00 for the 400-amp unit. The contractor is not adding in their usual markup but is a straight path through cost. **Dreyfuss Moved to approve the Contract Change Order for the Oceanside PS manual transfer switch and portable generator improvements with an additional cost of \$6,455.00. McBrayer seconded. Motion passed by a vote of 5 to 0.**

**New Equipment Purchase/Repair Request:**

None

**Office Equipment Purchases and Updates:**

None

**Personnel:**

None

**Operations Summary:**

The District's Treatment Plant has been in operation for ten plus years and is now requiring continual attention. We have replaced the treatment plants Air Valves and replaced or rebuilt the blowers in 2022 and 2023. 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 and the generator transfer switch was replaced in January 2023. We are in the process of adding an additional manual transfer switches to the Netarts and Oceanside pumps station for additional power redundancy. The Happy Camp and Ocean Highland 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 Ocean Highlands PS has had a failure of the onsite generator. The generator engine is obsolete as well as parts of the generator itself. On September 22, 2023, an order for a replacement generator was placed at a cost of \$27, 548.81. 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, 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 availability and long lead times to receive parts. We are facing on average 5-7 weeks and as much as 14-17 weeks for parts and repairs 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 anticipate increasing that to approximately \$60k and adding 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:**

**A. Budget FY 2024-25**

- 1. Budget Officer Selection- Jerry Keene subject to if scheduling permits.**
- 2. Budget Committee – Kent Brown & Craig Child**
- 3. “Draft” Fiscal Year 2024-25 Budget Calendar**

**B. Resolution 24-01 “A Resolution Authorizing the purchase of real property and Authorizing the District Superintendent to execute all documents. Keene Moved to approve Resolution 24-01 “A Resolution Authorizing the purchase of real property and Authorizing the District Superintendent to execute all documents as well as sending the wire transfer to Ticor Title. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

12. **CORRESPONDENCE:** Prather states that the Terrasea Association President Cynthia Miller has asked him to comment and be part of the annual meeting in regard to the request to NOSD about trees.
13. **EXECUTIVE SESSION:** The District Reserves the right to 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.

At this time Prather called an Executive Session and left the Regular Meeting at 6:30 P.M. The Executive Session ended at 6:56 P.M. and Prather went back into the Regular Board meeting at 6:57 P.M.

**Keene moved to approve Yvonne Blaser's resignation/early retirement that was submitted on February 12, 2024. Carlson seconded. Motion passed by a vote of 5 to 0.**

**Keene suggested getting a plaque made for Vona Blaser's years of service.**

14. **There being no further business, Prather adjourned the meeting at 6:58 P.M.** The next meeting will be the Regular Board Meeting on March 21, 2024.

**For full details of this Board Meeting, please visit our website at [www.n-o-s-d.com](http://www.n-o-s-d.com)**

Respectfully submitted,



John Prather, Board Chairperson

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