

**NETARTS-OCEANSIDE SANITARY DISTRICT
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REGULAR BOARD MEETING

Minutes of the June 20, 2019 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, Chairperson. The meeting was held in the NOSD Board Room.

BOARD MEMBERS PRESENT:

Jim Carlson, Member-At-Large
David Kratovil, Treasurer
Craig Leslie, Member-At-Large
Craig Wakefield, Chairperson

BOARD MEMBERS ABSENT:

Robert Olsen, Secretary

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Brian Mello, Operator
Jessica Ayotte, Ass't Office Specialist
Erin Tucker, Office Specialist
Shawn Parker, Operator

Andrew Hunt, Lead Operator
Tyler Hotchkiss, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Edward Case and John Prather
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The May 16, 2019 Budget Meeting. **Leslie Moved to approve the May 16, 2019 Budget meeting Minutes as presented. Kratovil seconded. Motion passed by a vote of 4 to 0.**

B. The May 16, 2019 Regular Board Meeting. **Kratovil Moved to approve the May 16, 2019 Regular meeting Minutes. Leslie seconded. Motion passed by a vote of 4 to 0.**

7. The Board reviewed the **Financial Statements** through May 31, 2019 for all Funds. Mello and Blaser answered all questions to the Board's satisfaction.

8. May 1, 2019 through May 31, 2019 **Accounts Payable** were reviewed for:

| | |
|-------------------------------------|--------------------|
| General Fund in the amount of: | \$ 96,247.32 |
| Capital Resources in the amount of: | \$ <u>2,220.18</u> |
| | \$ 98,467.50 |

Mello and Blaser answered all questions concerning the Accounts Payable to the Board's satisfaction. **Kratovil moved to pay the Accounts Payable for all Funds as presented. Leslie seconded. Motion passed by a vote of 4 to 0.**

9. **DISTRICT REPORT:** (A copy of Mello's Operation and Maintenance Summaries is attached. The following additional information was presented and discussed):

- May 2019 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 3.11mg/L and 6.99mg/L of BOD for the month of May 2019. 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 we have no I & I scheduled for June.

Mello reported that Clark Balfour has sent the letter to the property owner regarding the sewer easement encroachment. No response from the property owner yet and the survey has been completed. (See attached Survey Map from Bayside Surveying)

Pump Stations:

Mello reported that the Main Pump Station will need to have the sump pump replaced in the valve vault. The LED indicators on 2 pumps are failing and will need to be replaced. Mello stated that these will be replaced at the starting of our new fiscal year.

Mello also reported that the Netarts Pump Station's bioxide system will need both pumps replaced. The estimate is \$1,695.68. Mello stated that we will replace at the start of the new fiscal year.

Mello also stated that he is getting an estimate from Cummins NW to load test the generators in the new fiscal year. Mello stated that he did receive a quote, but it was lacking the servicing cost and Cummins will need to resubmit the quote.

Mello reported that all other Pump Stations are operating without issues.

Treatment Plant:

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

Mello also stated that we had a DEQ inspection on May 9, 2019. The District has not received the letter from DEQ with their opinion yet. At this time Mello had a brief discussion with the Board regarding the split testing results.

Capital Improvement Projects:

Mello reported that Westech Engineering has received the bids for the New Shop project and the results are attached.

Mello stated that also attached is the “scheduled of values” from Westech Engineering. This will Show a more accurate break down of what each District’s financial obligation will be.

Mello reported that the NORFPD has scheduled a joint public meeting with NOSD at 6:00 P.M. on Tuesday, June 25, 2019 her in the NOSD meeting room to discuss the next steps after receiving the bids for the New Shop/Satellite Office project. NOSD’s Board of Director’s will need to agree to the meeting. As a result of the discussion the NOSD Board of Director’s have agreed to be at the meeting on June 25, 2019. Leslie and Carlson felt it would be a good idea to have totals of what our District has paid to date for the new shop building project. **Blaser to get totals of all Invoices that the District has paid so far. It was a unanimous consensus of the NOSD Board of Director’s to move forward with the new shop building project.**

New Equipment Purchase/Repair Request:

Mello also reported that the District’s new crew cab pickup is scheduled for the new pickup bed toolbox installation on August 20th – 22nd.

Office Equipment Purchases and Updates:

Mello stated that attached is the Springbrook software upgrade costs.

Mello also stated that the new phone system upgrade will be installed in July, this was already Approved by the Board back in April 2019. Attached is the cost from Tice Electric in the amount of \$8,345.20.

Personnel & Policy Manual:

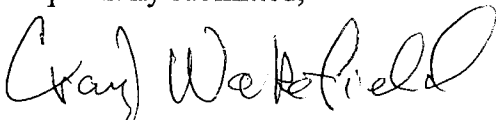
Mello has reviewed the Personnel & Policy Manual and has found 8 different policies that need to modified and updated.

Mello will contact SDAO for updating the Personnel & Policy Manual.

10. **OLD BUSINESS:** 2nd Reading and Adoption of Ordinance 19-01, “An Ordinance Establishing a Sanitary Sewer User Fee Increase.” This Ordinance repeals and supersedes all parts of Ordinance 13-01. **Kratovil Moved to approve Ordinance 19-01, “An Ordinance Establishing a Sanitary Sewer User Fee Increase.” Leslie seconded. Motion passed by a vote of 4 to 0.**

11. **NEW BUSINESS:** Letter to Tassi O'Neil, Tillamook County Clerk, regarding Notification of the Official Abstract results of votes for the May 21, 2019 Special Election. **Blaser to mail out this letter after the Board meeting.**
12. **CORRESPONDENCE:** None
13. **PUBLIC/BOARD COMMENTS:** None
14. **EXECUTIVE SESSION, PER ORS 192.660(f), IF NECESSARY.**
15. **There being no further business, Wakefield adjourned the meeting at 6:31 P.M.** The next Regularly scheduled Board meeting will be July 18, 2019.

Respectfully submitted,



Craig Wakefield, Chairperson
CW/yb
June2019 Board Meeting.doc