

NETARTS-OCEANSIDE SANITARY DISTRICT
1755 CAPE MEARES LP. RD. W.
TILLAMOOK, OR 97141
PHONE: (503) 842-8231
FAX: (503) 842-3759
TTY Relay Service: (800) 877-8973

Minutes of the August 15, 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 Wakefield, Chairperson
John Prather, Secretary
Craig Leslie, Member-At-Large

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Andrew Hunt, Lead Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Matthew Etzel & Craig Prosser of PNCWA (Pacific NW Clean Water Assoc.)
At this time Matthew and Craig presented a plaque to the Board of Director's, Daniel Mello, District Superintendent and to all of the Wastewater Operators here at NOSD. This plaque was for best Wastewater Treatment Plant of the Year. Matthew of PNCWA also stated, that out of all the Treatment Plant Facilities that they profiled, NOSD was the cleanest and the most well maintained facility. PNCWA stated that they use our facility as an example when talking to other Treatment Plants and for their training sessions. Pictures were taken of Daniel Mello receiving this award. Carlson would also like to see that an article be presented in the Headlight Herald newspaper.
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The July 18, 2019 Regular Board Meeting. **Carlson Moved to approve the July 18, 2019 Regular Board meeting Minutes as presented. Kratovil seconded, with Leslie abstaining as he was not at the July 18, 2019 Board Meeting. Motion passed by a vote of 4 to 0.**

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

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

General Fund in the amount of:	\$102,595.38
Capital Resources in the amount of:	\$ 952.96
Debt Service Fund	<u>\$343,797.00</u>
	\$447,345.34

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. Carlson seconded. Motion passed by a vote of 5 to 0.**

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

- July 2019 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 4.94mg/L and 4.04mg/L of BOD for the month of July 2019. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 99% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello reported that we have cleaned and located the sewer line cleanout in the easement on the Wyntergreen property. Mr. Wyntergreen has requested a time of less than 2 weeks to remove the flower bed dirt covering the cleanout. Mello stated that Mr. Wyntergreen will contact NOSD so that we can make the adjustment to raise the lid, so it will be accessible.

Mello stated that we have no I & I work scheduled until September 4, 2019.

Pump Stations:

Mello stated that the Main pump station will need to have the pumps volutes and impellers replaced. They are worn to a point that they no longer pump efficiently. Mello also stated that the pumps volutes and impellers were damaged when the pressure pipe failed and sent a large amount of gravel into the wet well about 6 years ago. The pumps can be repaired individually over time. Mello stated that there is a total of five (5) pumps and each will be inspected for wear and sent in for repair accordingly. Mello also reported that LED indicators on two (2) pumps are failing and will need replaced. We will replace at the start of the new fiscal year. Mello will move this project back until the three (3) other pumps are repaired. (see below)

We have three (3) pumps in for repair:

1. Happy Camp Pump Station \$5,040.70
2. Oceanside Pump Station \$4,726.92
3. Netarts Pump Station \$16,918.43 (which needs new impellor and volute)

Mello stated that he is getting an estimate from Cummins NW to load test the generators in the new fiscal year. Mello did receive a quote, but it was lacking the servicing cost and Cummins will need to resubmit. As of 8/12/19 no response from Cummins.

Mello stated that all other pump stations are operating without issues.

Treatment Plant:

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

Capital Improvement Projects:

Mello stated that PHK Construction, LLC has begun the new shop/satellite project as of 8/12/19. Mello has attached a proposal from Westech Engineering, Inc. for project management. This cost will be shared with the Fire District.

Carlson Moved to approve the proposal from Westech Engineering, Inc. for the Shop and Satellite Office Construction Services not to exceed \$47,500.00, of which NOSD will be paying ½ of the 47,500.00. Kratovil seconded. Motion passed by a vote of 5 to 0.

New Equipment Purchase/Repair Request:

Mello reported that the District's new 2019 Crew Cab pickup is scheduled for the new pickup bed toolbox installation on August 20th through 22nd. Mello just reported that there has been an update on the install date and that will now be September 9, 2019.

Office Equipment Purchases and Updates:

Mello stated that the new server and Springbrook software and programing update will not occur until November 2019.

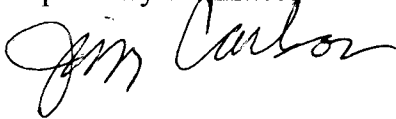
Personnel & Policy Manual:

Mello has reviewed the Personal and Policy Manual and have found eight (8) different policies that need modified and updated. Mello will also contact SDAO for updating the Personal and Policy Manual.

10. **OLD BUSINESS:** Discussion regarding changing Board Member Titles: There was a brief discussion regarding changing titles of the Board, as a result of the discussion Carlson stated that maybe we should wait until we do the By Laws and use that as documentation for changing the titles. **Mello to talk with Clark Balfour (Attorney) and let him know that the District would like to have By Laws written.**
11. **NEW BUSINESS:** None
12. **CORRESPONDENCE:** None

13. **PUBLIC/BOARD COMMENTS:** Carlson then stated that he along with the other Board Members would like to thank the Operators and Daniel Mello for receiving the award for best Wastewater Treatment Facility of the Year. Carlson also wanted Daniel Mello to acknowledge the Operators that were not present at this meeting.
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, Wakefield adjourned the meeting at 6:50 P.M.** The next Regularly scheduled Board meeting will be September 19, 2019.

Respectfully submitted,



Jim Carlson, Member-at-Large
CW/yb
August2019 Board Meeting.doc