

NETARTS-OCEANSIDE SANITARY DISTRICT
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Minutes of the September 19, 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 Jim Carlson, Member-at-Large. The meeting was held in the NOSD Board Room.

BOARD MEMBERS PRESENT:

Jim Carlson, Member-At-Large
David Kratovil, Treasurer
John Prather, Secretary
Craig Leslie, Member-At-Large

BOARD MEMBERS ABSENT:

Craig Wakefield, Chairperson

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Andrew Hunt, Lead Operator
Brian Mello, Operator
Erin Tucker, Ass't Office Manager

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Jerry Reneau, Netarts Resident
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The August 15, 2019 Regular Board Meeting. **Leslie Moved to approve the August 15, 2019 Regular Board meeting Minutes as presented. Prather seconded. Motion passed by a vote of 4 to 0.**
7. The Board reviewed the **Financial Statements** through August 31, 2019 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Leslie Moved to approve the August 31, 2019 Financial Statement as presented. Kratovil seconded. Motion passed by a vote of 4 to 0.**

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

General Fund in the amount of:	\$95,874.20
Capital Resources in the amount of:	\$ 3,040.78
	\$98,914.98

Mello and Blaser answered all questions concerning the Accounts Payable to the Board's satisfaction. **Prather 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.

- August 2019 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 4.18mg/L and 1.72mg/L of BOD for the month of August 2019. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 99% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello explained that we had to re-locate the sewer line cleanout in the easement on the Wyntergreen property. The first locate was off by more than five feet and was outside of the flower bed. Mello stated that due to the new location, he will have the surveyor return to pinpoint the exact position of the cleanout so it can be recorded on the property. Mello also stated that he will send the information to Legal for a new description to be written.

Mello stated that we have no I & I work scheduled until October 2019.

Pump Stations:

Mello reported 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 explained 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 also stated that there are, a total of (5) pumps and each will be inspected for wear and sent in for repair accordingly. Mello has a quote attached. Mello also stated that he would like to take these repairs out of the Emergency Repair line item in the General Fund. **Leslie Moved to approve the Xylem quote # 2019-POR-0339, dated September 4, 2019, which includes the 35% discount on all services and parts. The Xylem quote is in the amount of \$111,514.10. Kratovil seconded. Motion passed by a vote of 4 to 0.**

Mello also stated that LED indicators on two pumps are failing and will need replaced. We will replace at the start of the new fiscal year. Mello stated that he has moved this project back until the three other pumps are repaired. See below.

Mello reported that he is getting an estimate from Cummins NW to load test the generators in the new fiscal year. Mello stated that he has received the quote, but it was lacking the servicing cost and Cummins NW will need to resubmit. As of 9/16/19 no response from Cummins NW.

Mello stated that we have three pumps in for repair: The repair to the pumps below are not completed.

- Happy Camp PS \$5,040.70
- Oceanside PS \$4,726.92
- Netarts PS \$16,918.43 (needs new impellor and volute)

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.

Capital Improvement Projects:

Mello stated that PHK Construction, LLC has begun the new shop/satellite project as of 8/12/19.

Mello then stated that attached is a change order from PHK Construction LLC. This change order is to add 50 amp; 120/240 volt; single phase RV hook-up to the new shop per narrative and drawings provided by Landis Consulting. Also, under slab routing which will be wall mounted to the building. This will be a net change in contract price of \$7,018.92.

New Equipment Purchase/Repair Request:

Mello stated that the District's new 2019 Crew Cab Pickup has the new toolbox and pipe rack installed.

Office Equipment Purchases and Updates:

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

At this time, there was a brief discussion regarding new laptop computers for the Board Members and as a result of the discussion, **it was a consensus of the Board to have Mello start looking at new laptops.** Mello then stated that he would start looking at this at the beginning of the new year.

Personnel & Policy Manual:

Mello stated that he has reviewed the Personal and Policy Manual and have found 8 different Policies that need to be modified and updated.

Mello also stated that John Prather will aid in reviewing the Personal and Policy Manual.

Mello will contact SDAO for updating the Personal and Policy Manual.

10. **OLD BUSINESS:** None
11. **NEW BUSINESS:** None
12. **CORRESPONDENCE:** None
13. **PUBLIC/BOARD COMMENTS:** At this time Jerry Reneau asked Mello “if the duckbill was still in tacked when they did the Outfall Inspection this year” Mello then stated that everything was still there and in place. Jerry then stated that when we are ready to put the Treatment Plant award on our website, that Mello needs to send Jerry a paragraph regarding the details. Mello stated that he is waiting for PNCWA to put the award ceremony on their website, and then he will contact the Headlight Herald to put in an article.
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, Carlson adjourned the meeting at 6:14 P.M.** The next Regularly scheduled Board meeting will be October 17, 2019.

Respectfully submitted,



Jim Carlson, Member-at-Large
JC/yb
September2019 Board Meeting.doc