

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 October 17, 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:

John Prather, Secretary

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:** None
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The September 19, 2019 Regular Board Meeting. **Leslie Moved to approve the September 19, 2019 Regular Board meeting Minutes as amended. Carlson seconded. Wakefield abstained as he was not present at the September 19, 2019 Board Meeting. Motion passed by a vote of 4 to 0. Blaser to make correction on page 4.**
7. The Board reviewed the **Financial Statements** through September 30, 2019 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Leslie Moved to approve the September 30, 2019 Financial Statement as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**

8. September 1, 2019 through September 30, 2019 **Accounts Payable** were reviewed for:

General Fund in the amount of:	\$ 96,846.47
Capital Resources in the amount of:	<u>\$ 50,957.99</u>
	\$147,804.46

Mello and Blaser answered all questions concerning the Accounts Payable to the Board's satisfaction. **Leslie moved to pay the Accounts Payable for all Funds as presented. Kratovil 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.

- September 2019 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 2.67mg/L and 3.56mg/L of BOD for the month of September 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 reported that we had an issue on Oregon St. with a plugged sewer cleanout. Mello then stated that we received a call from a property owner that their plumber discovered that the restriction was on the District's side of the cleanout and wants the District to reimburse the cost. Mello also stated that he will meet with the property owner this week to discuss the issue and what, if any cost reimbursement is warranted. Mello also stated that Mr. Stumpf is asking that the District pay ½ of the labor costs in the amount of \$488.75. **It was the consensus of the Board to pay ½ of the labor costs in the amount of \$488.75, for the plumbing bill. The check will be made payable to Thomas Stumpf.**

Mello stated that we have no I & I work scheduled in November. The camera Van as had a CPU failure. Cues has sent the CPU to Florida for repair and we will have a loaner CPU installed this week and then confirm that the video equipment is operating correctly. Mello also stated that the cost should be covered under warranty.

Pump Stations:

Mello reported that the Main pump station will need to have the pumps volutes and impellers replaced. The parts are on order for the pump repair as well as the LED displays.

Mello also 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 a quote, but it was lacking the servicing cost and Cummins will need to resubmit. As of 10/14/19, no response from Cummins.

Mello stated that we have 3 pumps in for repair: (The pumps below are not completed.)

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

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

Treatment Plant:

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

Capital Improvement Projects:

PHK Construction, LLC is making good progress on the new shop/satellite project as of 10/14/19. Mello then stated that the block walls are up and they are scheduled to start installing the roof trusses next.

New Equipment Purchase/Repair Request:

No new equipment or repairs needed at this time.

Office Equipment Purchases and Updates:

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

Personnel & Policy Manual:

Mello reported that he has reviewed the Personal and Policy Manual with John Prather. Mello stated they went through the ones I had questions on and what Prather had questions on.

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

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** None

12. **CORRESPONDENCE:** None

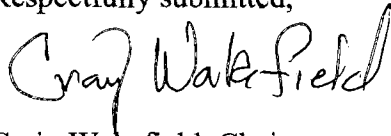
13. **PUBLIC/BOARD COMMENTS**

At this time Mello explained that it has been brought to his attention that a customer by the name of Richard Astleford, has been coming into the front office when he pays his bill and is making inappropriate statements, inappropriate contact and even following them in the Archives room. The staff in the office are not comfortable with this. Mello stated that he needed to report this to the Board so that they are also aware. Mello and front office staff do have a plan in place, if this happens again. The plan is for the office staff to have an Operator or Mello in the front office when he does come in, and if he gets out of line they are to escort him out of the building. Wakefield then stated that he runs into Richard quite frequently, and he will have a talk with Richard regarding this matter, Wakefield will then report to Mello.

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 6:02 P.M.** The next Regularly scheduled Board meeting will be November 21, 2019.

Respectfully submitted,

A handwritten signature in black ink that reads "Craig Wakefield". The signature is written in a cursive style with a large initial "C".

Craig Wakefield, Chairperson

CW/yb

October2019 Board Meeting.doc