

**NETARTS-OCEANSIDE SANITARY DISTRICT
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REGULAR BOARD MEETING

Minutes of the April 18, 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 6:41 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
Robert Olsen, Secretary
Craig Leslie, Member-At-Large
Craig Wakefield, Chairperson

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Yvonne Blaser, Office Manager
Andrew Hunt, Lead Operator
Brian Mello, Operator
Tyler Hotchkiss, Operator
Erin Tucker, Office Specialist

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Kent Brown, John Prather, and Clark Balfour (District's Attorney)
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The March 21, 2019 Regular Board Meeting. **Kratovil Moved to approve the March 21, 2019 Minutes as amended. Carlson seconded. Motion passed by a vote of 5 to 0. Blaser to make corrections on pages 2 & 3.**

B. The March 21, 2019 Budget Committee Orientation Meeting. **Kratovil Moved to approve the March 21, 2019 Budget Committee Orientation Minutes. Leslie seconded. Motion passed by a vote of 5 to 0.**

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

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

General Fund in the amount of:	\$ 99,557.69
Capital Resources in the amount of:	<u>\$ 38,417.68</u>
	\$137,975.37

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):

- March 2019 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 1mg/L and 3mg/L of BOD for the month of March 2019. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 100% TSS and 98% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that we have 4 days of I & I scheduled in April.

Mello reported that he has contacted Clark Balfour to send letters to the Tillamook County Planning Department and the property owner regarding the sewer easement encroachment. Clark has indicated that he will attend the April 18, 2019 Board meeting to discuss these issues in an Executive session.

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 also reported that the Netarts Pump Station's bioxide system will need both pumps replaced. The estimate is \$1,695.68.

Mello explained that Capes 2 Pump Station has a cooling system issue that will need to be repaired. It could be the thermostat or temperature gauge failing. Mello stated that he does not have a cost to repair it until we troubleshoot the issue.

Mello also stated that he is getting an estimate from Cummins NW to load test the generators in the new fiscal year, as this should be done every 3 to 5 years.

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 reported that we are still receiving replacement parts for the UV system from Wedeco. Currently we do not have a scheduled date for installation.

Mello stated that there is an issue with the level transducer in the EQ Basin, not reading the depth correctly. Whitney Equipment has checked the level transducer and said that it is operating correctly and believes the problem is the Sanitare control panel. Mello then stated that he has contacted a Service Tech at Xylem to have him check the Sanitare control panel.

Capital Improvement Projects:

Mello reported that Westech Engineering has finalized the new shop drawings and bid documents. Mello said that he has sent the bid documents to legal council for review and to have the NORFPD added to the documents for the construction.

Mello stated that Clark Balfour will attend this Board meeting to answer questions regarding the new shop contract.

New Equipment Purchase/Repair Request:

Mello reported that the District's 2001 1-ton truck has gone into have the rear main seal leak repaired. Attached is the price quote from S-R Repair.

Mello also reported that the District's new crew cab pickup will go in this month for the new steps and seat covers, and that we are still waiting for the quotes for the tool box and emergency lighting equipment.

Office Equipment Purchases and Updates:

Mello stated that we have not yet received the final quote from Springbrook for the software and programming update.

Personnel & Policy Manual:

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

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

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** None

12. CORRESPONDENCE:

- A. Emailed letter from a customer at 275 Promontory Ln. Re: Letter of Recognition
- B. SDAO 2019 Regional Training Schedules

13. PUBLIC/BOARD COMMENTS: None

14. EXECUTIVE SESSION, PER ORS 192.660(f), IF NECESSARY.

At 7:03 P.M. Wakefield left the Regular Board Meeting and went into an Executive Session. The Executive Session was adjourned and Wakefield went back into the Regular Board Meeting at 7:45 P.M.

15. There being no further business, Wakefield adjourned the meeting at 7:59 P.M. The next Regularly scheduled Board meeting and next Budget Committee Meeting will be May 16, 2019.

Respectfully submitted,



Craig Wakefield, Chairperson
CW/yb
April2019 Board Meeting.doc