

**NETARTS-OCEANSIDE SANITARY DISTRICT
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Minutes of the February 21, 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
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
Shawn Parker, Operator
Brian Mello, Operator
Tyler Hotchkiss, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Kent Brown and John Prather (Both Oceanside Residents)
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The January 17, 2019 Regular Board Meeting. **Leslie Moved to approve the January 17, 2019 Minutes as presented. Carlson seconded. Motion passed by a vote of 5 to 0.**
7. The Board reviewed the **Financial Statements** through January 31, 2019 for all Funds. Mello and Blaser answered all questions to the Board's satisfaction.

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

- A. General Fund in the amount of: \$ 84,623.58
- B. Capital Resources in the amount of: \$ 730.00
- C. Debt Service Fund in the amount of: \$598,951.00

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 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):

- January 2019 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 3mg/L and 5mg/L of BOD for the month of January 2019. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 100% TSS and 97% BOD; the permit is a minimum of 85%.

Collection System:

Mello stated that we have I & I inspection scheduled for 2 weeks in February.

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.

Mello also reported that we have discovered through I & I inspection, that manhole #309 in Pearl St. has appeared to have sunk about 4 inches. This has caused the sewer line from Washington St. to break off and the manhole is not draining. Mello stated that he has contacted Vince at Emery & Sons to make an emergency repair this Wednesday, 2/20/19. Mello stated that he has also contacted Westech Engineering and the Tillamook County Public Works to discuss the sunken road issue in Pearl St. that has caused the sewer line fail in part and inhibit the flow. A discussion took place regarding the District's options for a more permanent repair. Mello also stated that he has meeting planned here at the NOSD Board room on Tuesday February 26, 2019 @ 2:00 p.m. to meet with the Tillamook County. Mello stated that NOSD does not just want to jump in and do repairs, or the District could be liable, and it could be very expensive for the District. Carlson then asked if this will continue to be monitored. Mello stated that "yes" it will be monitored. Wakefield then stated that he would like to be present at the meeting with the Tillamook County.

Pump Stations:

Mello reported that we have had a pump failure in the effluent pump station. Mello stated that we will take the pump in for repairs after the roads have cleared.

Mello also 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.

Mello stated that he has approved for Wedeco to send out a technician to check the issues with the UV systems lamp failures. Mello is still waiting for a time schedule from Wedeco.

Capital Improvement Projects:

Mello reported that DEQ has sent a letter of approval for the Facility Plan.

Mello also reported that Westech Engineering is in the process of finalizing the new shop drawings and expects to have them completed and out for bid by mid-March now since the Netarts Fire Dept. has had to add more things in for their Emergency Command Center.

New Equipment Purchase/Repair Request:

C&K Petroleum started the new fuel tank installation on Tuesday, February 19, 2019.

Mello stated that he would like to purchase noise canceling headsets with built in radios for use in the field during sewer line cleaning and inspection. These headsets will provide hearing protection and allow for verbal communications between the Vac truck operators and the camera inspection crew. Mello stated that there is a quote attached from Owen Equipment.

It was the consensus of the Board to have Mello order these headsets for the operators.

Mello stated that the District's truck mounted crane has failed. There is an attached quote from Nelson Truck & Equipment in the amount of \$14,985.00. **Olsen Moved to approve the truck mounted crane in the amount of \$14,985.00. Kratovil seconded. Motion passed by a vote of 5 to 0.**

Mello explained that the District will need to purchase an additional vehicle to cover operations. All three trucks are 3500 (1-ton) crew cab 4x4 pickups. Attached are (3) quotes

- Power Auto Group: \$34,872.00
- Bruce Chevrolet: \$42,404.00
- Tillamook Ford: \$34,363.24 (This price is valid if we get a Ford Fleet Number)

As a result of a brief discussion, Mello stated that he would like to go with Power Auto Group to Purchase the new truck. **Carlson Moved to approve a not to exceed of \$35,000.00 for the Purchase of the new truck through Power Auto Group. Kratovil seconded. Motion passed by a vote of 5 to 0.**

Wakefield then stated that he thinks that the District should have chains, for all trucks in the case of an emergency and we need to get our camera van, or trucks out. **It was the consensus of the Board to have Mello purchase chains for all vehicles.**

Office Equipment Purchases and Updates:

Mello reported that CenterLogic has supplied a quote to upgrade the District's phone server. This upgrade can be budgeted for the 2019/2020 Fiscal Year. Attached is a quote from Tice Electric in the amount of \$8,345.20. As the result of a brief discussion, the Board agreed to put this amount in the next Fiscal Year's budget.

Personnel & Policy Manual:

Mello stated that he would like to have the Personal and Policy Manual reviewed for accuracy, compliance and updating. Mello then stated that he has reviewed the Personal and Policy Manual and has found (8) different policies that need modified and updated.

Mello also notified the Board of Director's that he is changing the Operator's hours to 8:00 a.m. to 4:30 p.m., so that the Office Staff will always have an Operator here for technical questions from either phone calls, or contractors coming in after 4:00 p.m. Mello also stated that it's also good for safety purposes and with closing gates, etc.

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** Marie Mills Center, Inc. Annual Janitorial Agreement. Blaser stated that this Janitorial Agreement only went up by \$3.87 from last year. This Agreement will be in effect March 1, 2019 to February 28, 2020. **Kratovil Moved to approve the new Janitorial Agreement with the Marie Mills Center, which is for March 1, 2019 through February 28, 2020. Leslie seconded. Motion passed by a vote of 5 to 0.**

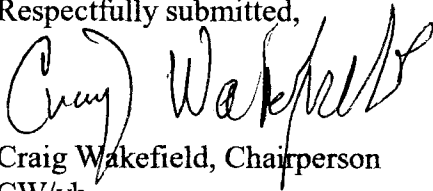
12. **CORRESPONDENCE:** Letter from USDA Rural Development regarding 2018 Annual Financial Audit. The main part of this Audit is regarding the Vulnerability Assessment/Emergency Response Plan Certification. Mello has contacted Westech Engineering for them to update the District's Emergency Response Plan. Attached is an email from Westech Engineering with an Approximate cost of \$7,000.00 to \$10,000.00. After a brief discussion **It was the consensus of the Board to approve for Westech Engineering to update the District's Emergency Response Plan.**

13. **PUBLIC/BOARD COMMENTS:** At this time Mello stated that we are going to have to start looking at raising the User Fees, as the cost of Operations and Maintenance are starting to be more costly as the Plant is now 7 years old. Mello also stated that we need to look for a Financial Analysis Company to update our System Development Charges, as normally this has been done every October. Wakefield then suggested that we contact SDAO to see if they have Companies that they recommend.

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

15. **There being no further business, Wakefield adjourned the meeting at 6:43 P.M.** The next Regularly scheduled Board meeting will be March 21, 2019.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Craig Wakefield". The signature is written in a cursive style with a large initial "C" and "W".

Craig Wakefield, Chairperson
CW/yb
February2019 Board Meeting.doc