

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 January 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 5:31 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
Yvonnnette Blaser, Office Manager
Andrew Hunt, Lead Operator
Tyler Hotchkiss, Operator
Brian Mello, Operator
Shawn Parker, 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 December 20, 2018 Regular Board Meeting. **Leslie Moved to approve the December 20, 2018 Minutes as presented. Carlson seconded, with Wakefield abstaining as he was not at the December 20, 2018 Board Meeting, Motion passed by a vote of 4 to 0.**
7. The Board reviewed the **Financial Statements** through December 31, 2018 for all Funds. Mello and Blaser answered all questions to the Board's satisfaction.

8. December 1, 2018 through December 31, 2018 **Accounts Payable** were reviewed for:

- | | |
|--|-------------|
| A. General Fund in the amount of: | \$83,027.57 |
| B. Capital Resources in the amount of: | \$ 4,164.25 |

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 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):

- December 2018 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 1mg/L and 5mg/L of BOD for the month of December 2018. 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 work scheduled for 3 weeks in January.

Mello reported that we have discovered that the County Planning approved a home that is built in Oceanside that has encroached over the District's sewer easement. (Copy of Map handed out) The portion of the home's studio covers approximately 25 feet of the sewer easement. Mello stated that the sewer line does not appear to be covered, but the easement runs through the entire width of the tax lot. After a brief discussion, Wakefield suggested that we have our District's Attorney write the homeowner a letter and, also send a letter to the Tillamook Co. regarding a legal notice of our rights and the Homeowner's violation. Mello then stated that the District will probably need to have this tax lot surveyed to find out how much of the studio is near or on our easement. **As a result of this discussion, Mello is to contact Legal Counsel of this violation.**

Pump Stations:

Mello stated that all pump stations are operating within its permit limits.

Treatment Plant:

Mello also stated that the Wedeco UV disinfection unit is having multiple bulb failures, causing it to run at 100% intensity most of the time. This is very costly for power consumption and bulb replacement. Mello explained that the UV bulbs have a useful life expectancy of about 14,000 hours and they are failing at almost that, for run hours. Mello stated at this point we do not know if the problem is with the bulbs, ballast cards, or the PLC. Mello also said that he has contacted Wedeco and they are working on the issue.

Capital Improvement Projects:

Mello stated that he has spoke with Chris Brugato of Westech Engineering and they will have written responses to DEQ by the end of January 2019.

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-February.

New Equipment Purchase/Repair Request:

Mello stated that C & K Petroleum has ordered the new fuel station equipment. The new tank is scheduled to arrive on 1/7/19 and installed the week of 1/28/19.

Mello reported that the District's truck mounted crane has failed. We have taken the truck and crane in for servicing and repair in Portland. The crane is 20 years old and the cost to repair the crane exceeds the cost to replace it and cannot be certified. Mello explained that at this point it will need to be replaced and he is waiting for an actual quote, but the estimate for a new crane is \$13,330.00 with shipping. Mello stated that he does not have a cost for installation until he receives the quote.

Mello stated that the District will need to purchase an additional vehicle to cover operations. We have discovered that there are not enough vehicles to cover the District's needs, especially, if there is an emergency or a truck goes in for repairs. Mello is requesting approval to get quotes for a new ¾ ton crew cab pickup with a utility box and a lift gate. **It was the consensus of the Board for Mello to get quotes for an additional vehicle to cover operations.**

Office Equipment Purchases and Updates:

Mello reported that CenterLogic has completed the computer upgrade. We are having them finish some other networking and setting up security cameras to be accessed remotely and other punch list items. Mello also stated that the old computers will need to be surplused out and that Charlie from CenterLogic will clean all of the hard drives and they have a place in Portland, that they donate, which is a non-profit organization. **Olsen Moved to approve the old computers to be surplused and donated. Kratovil seconded. Motion passed by a vote of 5 to 0.**

Personnel & Policy Manual:

Mello stated that he would like to have the Personal and Policy Manual reviewed for accuracy, compliance and updating. Mello said that he thinks we can have SDAO assist with this task and then have the District's legal counsel finish after NOSD does their review and approval. **It was the consensus of the Board for Mello to go with this process for the Personal and Policy Manual updating.**

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** None

12. **CORRESPONDENCE:** NOSD Board of Director's Term Expires Sheet is for the Board's info. only. Blaser did explain that Olsen will not be re-running for office and that a replacement would be needed. Leslie will attend the Oceanside Community Club meeting and discuss the need for a new Board Member. Carlson then suggested that we put an ad in the Headlight Herald and also post on our website.
13. **PUBLIC/BOARD COMMENTS:** None
14. **EXECUTIVE SESSION, PER ORS 192.660(f), IF NECESSARY.**
15. **There being no further business, Wakefield adjourned the meeting at 6:18 P.M.** The next regularly scheduled Board meeting will be February 21, 2019.

Respectfully submitted,



Craig Wakefield, Chairperson

CW/yb

January2019 Board Meeting.doc