

NETARTS-OCEANSIDE SANITARY DISTRICT
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Minutes of the March 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
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:** John Prather (Oceanside)
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:** None
6. The Board reviewed the previously distributed **Minutes** of:
 - A. The February 21, 2019 Regular Board Meeting. **Carlson Moved to approve the February 21, 2019 Minutes as amended. Kratovil seconded. Motion passed by a vote of 5 to 0. Blaser to make a correction on page 3.**
7. The Board reviewed the **Financial Statements** through February 21, 2019 for all Funds. Mello and Blaser answered all questions to the Board's satisfaction.

8. February 1, 2019 through February 28, 2019 **Accounts Payable** were reviewed for:

General Fund in the amount of:	\$121,464.23
Capital Resources in the amount of:	\$ 37,866.09
	\$159,330.32

At this time Mello explained to the Board that the District needs to look into raising the User Fees, as we can no longer run the District on \$49.00 per month going into the General Fund. Mello stated that the operating cost to run the District has gone up, now that we are in our 7th year of operation, we are facing increased O & M costs due to equipment wear. Mello stated that he will work with Kratovil and Blaser regarding the User Fees for up coming Budget.

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):

- February 2019 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 0mg/L and 3mg/L of BOD for the month of February 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 no I & I inspection scheduled in March.

Mello also stated 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 has requested an update from Clark Balfour for the Board Meeting on 3/21/19.

Mello stated that the sewer line from Washington St. to Manhole 309 in Pearl St. has been repaired. Mello also stated that Craig Wakefield and I met with Tillamook County Public Works to discuss the sunken road issue in Pearl St. that has caused the sewer line failure.

At this time Mello stated to the Board that there will be a new subdivision on Highland Dr. of 56 homes. Mello explained that he attended the meeting at the Tillamook County and the Developer has a lot of project planning to do, before this project will take place. Mello will keep the Board updated regarding this matter.

Pump Stations:

Mello reported that the effluent pump has been repaired and returned.

All pump stations are operating without issues.

Treatment Plant:

The Treatment Plant is operating well within its permit limits.

Mello reported that Wedeco had two (2) technicians here on 2/26/19 & 2/27/19 to check and if possible, to make repairs to the UV lamps that have stopped operating. Mello stated that for the 2 days that they were here, they could not conclude what the issues are. Wedeco said they will need to consult with the Engineers in Germany and will get back to the District when they come up with a possible solution. At the meeting Mello gave an update and stated that Wedeco will be here to replace the lamps and ballast cards at their expense.

Capital Improvement Projects:

Mello stated that Westech Engineering is in the process of finalizing the new Shop Design and expects to have them completed and out for bid by mid-February. No change from last month. Mello had an update and stated that the Shop Design has been finalized and is ready for bid, however, when Mello was reading the document, he noticed that NOSD was the only one on the Contract. Mello wanted to discuss if we needed to add NORFPD on the Contract. Mello recommends that the NORFPD is added to the Bid Contracts. After a brief discussion, **Carlson Moved that Mello, Wakefield and Kratovil make any decisions if it has to be decided before the next Board meeting. Olsen seconded. Motion passed by a vote of 5 to 0.**

Mello also stated that he has received a quote from Advanced American Construction for the Annual Outfall Inspection per the NPDES permit. Attached is the quote in the amount of \$12,830.00.

New Equipment Purchase/Repair Request:

Mello stated that C&K Petroleum had the new fuel station installation completed by Tuesday 3/16/19. They have requested for a payment on the equipment which NOSD & NORFD have issued checks for \$33,995.57 each. There is still an outstanding balance of \$8,495.61 that will be invoiced after completion.

Mello reported that the District's 1-ton truck will go in on Monday 3/25/19 for installation of the new crane.

Mello also reported that the District has received its new Crew Cab pickup. We are getting process outfitting the new truck with a liftgate, pipe rack, tool boxes and steps.

Office Equipment Purchases and Updates:

Mello stated that in addition to the quote for the new phone server that he gave to the Board at last month's meeting, attached is a copy of an estimate for the Springbrook billing software upgrade which will be needed for budgeting purpose. (See attached email)

Personnel & Policy Manual:

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

Mello stated that he is in the process of contacting SDAO for review assistance for the policies.

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** Budget Calendar for FY 2019-20: **Blaser to change the time to 5:00 p.m. for the April 18, 2019 and May 16, 2019 Budget Meetings. It was a consensus of the Board to Approve the Budget Calendar for FY 2019-20.**

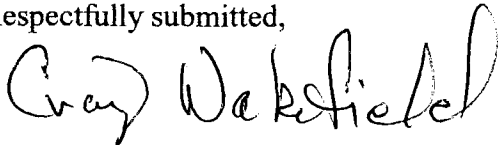
12. **CORRESPONDENCE:** Audit Engagement Letter from Dennis R. Conner, CPA. This is the letter that the District receives from Dennis R. Conner, CPA to perform the Audit for years ending June 2019, 2020 & 2021.

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 6:34 P.M.** The next Regularly scheduled Board meeting and first Budget Committee Meeting will be April 18, 2019.

Respectfully submitted,



Craig Wakefield, Chairperson

CW/yb

March2019 Board Meeting.doc