

**NETARTS-OCEANSIDE SANITARY DISTRICT  
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**REGULAR BOARD MEETING**

Minutes of the May 16, 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 5:04 P.M. by Craig Wakefield, Chairperson. The meeting was held in the NOSD Board Room. **It was a consensus of the Board to approve that we start the meeting at 5:04 instead of 5:30, and if we get guests, we will open it up for comment at the end of meeting.**

**BOARD MEMBERS PRESENT:**

Jim Carlson, Member-At-Large  
David Kratovil, Treasurer  
Craig Leslie, Member-At-Large  
Craig Wakefield, Chairperson

**EMPLOYEES PRESENT:**

Daniel Mello, District Superintendent  
Yvonne Blaser, Office Manager  
Brian Mello, Operator  
Jessica Ayotte, Ass't Office Specialist  
Erin Tucker, Office Specialist  
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 April 18, 2019 Regular Board Meeting. **Leslie Moved to approve the April 18, 2019 Minutes as presented. Kratovil seconded. Motion passed by a vote of 4 to 0.**

7. The Board reviewed the **Financial Statements** through April 30, 2019 for all Funds. Mello and Blaser answered all questions to the Board's satisfaction.

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

General Fund in the amount of:	\$ 86,143.69
Capital Resources in the amount of:	<u>\$ 9,511.03</u>
	\$ 95,654.72

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 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):

- April 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 April 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 stated that we have no I & I scheduled for May.

Mello reported that Clark Balfour has sent the letter to the property owner on regarding the sewer easement encroachment. No response from the property owner yet and there is no date set for the surveyor to do the survey.

**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 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 on July 19, 2018 PNCWA had a Plant Profile tour and training event at NOSD and as a result of that event, NOSD has won the Wastewater Treatment Plant of the year Award. The District's operators have been invited to attend the awards ceremony in Cottage Grove Oregon on August 24, 2019. **Carlson would like to them to get a picture and put it in the Headlight Herald.**

Mello also stated that we had a DEQ inspection on May 9, 2019. They grabbed samples to run in their lab for a side by side check in results. They also completed an inspection of the District's record keeping and a Plant walk through. As a result, DEQ said that the District was well kept, and we would be receiving a positive letter for compliance.

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. Attached is the email from Sanitare with their opinion.

**Capital Improvement Projects:**

Mello reported that Westech Engineering has advertised for bids for the new shop building.

Mello stated that Westech Engineering has completed the Emergency Preparedness Plan as Required by USDA Rural Development.

**New Equipment Purchase/Repair Request:**

Mello also reported that the District's new crew cab pickup has the new steps and seat covers installed. We have the quotes for the new toolboxes for the new crew cab pickup. (See attached)

**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:**

- A. 1<sup>st</sup> Reading of Ordinance 19-01. “An Ordinance establishing a Sanitary Sewer User Fee Increase.” At this time Wakefield did the 1<sup>st</sup> reading of Ordinance 19-01 for the record. The 2<sup>nd</sup> Reading will take place at the June 20, 2019 and will be adopted at that time.
  
- B. Resolution 18-04 “ Resolution Adopting Oregon’s “A guide for Public Officials” and “Financial Monitoring Policies.” At this time Wakefield read for the record Resolution 18-04. **Kratovil Moved to approve Resolution 18-04 “Resolution Adopting Oregon’s “A Guide for Public Officials” and “Financial Monitoring Polices.” Carlson seconded. Motion passed by a vote of 4 to 0. Blaser to send it to the Oregon Secretary of State Audit Division with a letter.**

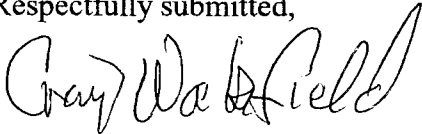
**12. CORRESPONDENCE:** None

**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 5:41 P.M.** The next Regularly scheduled Board meeting and next Budget Hearing Meeting to adopt the budget will be June 20, 2019.

Respectfully submitted,



Craig Wakefield, Chairperson

CW/yb

May2019 Board Meeting.doc