

**NETARTS-OCEANSIDE SANITARY DISTRICT  
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**JULY 15, 2021**

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the July 15, 2021 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 5:32 P.M. by John Prather, Chairperson. The meeting was held in the NOSD Board Room and was also held via Video and Phone.

**BOARD MEMBERS PRESENT:**

Jim Carlson, Member-At-Large  
Jerry Keene, Member-At-Large  
Craig Wakefield, Treasurer  
John Prather, Chairperson

**EMPLOYEES PRESENT:**

Daniel Mello, District Superintendent  
Yvonne Blaser, Office Manager  
Andrew Hunt, Lead Operator

2. **Oath of Office for newly elected Board Members.**
  - Peter Starkey Position #1 This Board member was sworn in on August 3, 2021 as he was not present at the Regular Board meeting. Starkey and Prather came into the office.
  - Jerry Keene Position #2
  - Craig Wakefield Position #3
3. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended.**
4. **GUEST:** None
5. **PUBLIC COMMENTS:** None
6. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**

7. The Board reviewed the previously distributed **Minutes** of:
  - A. The June 17, 2021 Budget Hearing Meeting to adopt the Budget & Regular Board Meeting. **Wakefield Moved to approve the June 17, 2021 Budget Hearing Meeting to adopt the Budget & Regular Board meeting Minutes as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**
8. The Board reviewed the **Financial Statements** for June 30, 2021 for all Funds. Mello and Blaser answered all the questions to the Board’s satisfaction. **Wakefield Moved to approve the June 30, 2021 Financial Statement as presented. Keene seconded. Motion passed by a vote of 4 to 0.**
9. June 2021 **Board Audit** for review:

**June 2021**

General Fund in the amount of:	\$ 93,140.99
Capital Resources in the amount of:	<u>\$ 33,822.09</u>
	\$126,963.08

Mello and Blaser answered all questions concerning the Board Audit to the Board’s satisfaction.

10. **DISTRICT REPORT:** (A copy of Mello’s Operation and Maintenance Summaries is attached. The following additional information was presented and discussed.

- June 2021 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 6mg/L and 5mg/L of BOD for the month of June 2021. Our permit allows 30mg/L monthly average for each. The Treatment Plant’s removal efficiency is 98% TSS and 99% BOD; the permit is a minimum of 85% removal.

**Collection System:**

Mello reported that we are scheduling collection system maintenance and cleaning for August 2021. Mello also reported that on August 4<sup>th</sup> & 5<sup>th</sup> 2021, they will be on Pearl St. with the camera van to inspect and clean the belly in the pipe. Mello then advised the Board to meet on Pearl St. to see it first hand.

**Pump Stations:**

Mello stated that the new control panel installation for the Netarts pump station is completed.

Mello also stated that the Oceanside pump station had to have one of the check valve flaps replaced. The operators found some SCADA issues that have been corrected. Mello reported that there is an issue with the electrical panel that controls the pumps, and this will require so re-wiring.

Mello reported that the Ocean Highlands pump has been sent in to be repaired. Mello stated that one of the seals leaked water into the pump. Mello will get a price for a new pump from Xylem and he will also see if they have a loaner or a rental pump. Mello stated that it will be approx. \$1,500.00-\$3,000.00 for this repair.

All other pump stations are operating without issues.

**Treatment Plant:**

Mello reported that the Treatment Plant is operating within its permit limits.

**Capital Improvement Projects:**

Mello reported that there are no new projects scheduled.

**New Equipment Purchase/Repair Request:**

Mello reported that The Automation Group (TAG) is working on acquiring the equipment for the changeover to internet telemetry.

Mello stated that attached is a quote in the amount of \$17,605.95 from Cue's for an upgraded lateral launch inspection camera. This camera head will allow us to inspect and locate vertical cleanouts.

**Carlson Moved to approve the upgraded lateral launch inspection camera in the amount of \$17,605.95. Keene Seconded. Motion passed by a vote of 4 to 0.**

**Office Equipment Purchases and Updates:**

Mello stated that we received the Agreement to furnish services from Galardi Rothstein Group to update our System Development Charges.

**Wakefield Moved to approve the Agreement to furnish services from Galardi Rothstein Group. Keene seconded. Motion passed by a vote of 4 to 0.**

**Personnel & Policy Manual:**

None

**Personnel:**

Mello stated that we met with Weeks Vocational Inc. to take on a trainee for Wastewater. Weeks Vocational will request approval from the workers comp carrier for the trainee and then send NOSD an agreement for review.

11. **OLD BUSINESS:** None

12. **NEW BUSINESS:**

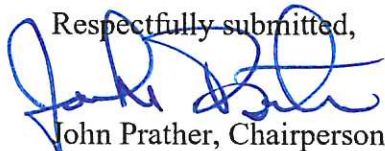
A. Bank Signature forms from Umpqua Bank for the newly elected Board Members. Blaser explained that Umpqua Bank is the Districts Bank and that the newly elected Board members will need to fill out the form and take it directly to the Umpqua Bank in Tillamook.

B. There was a property in Netarts that was certified as one of our delinquent accounts, however

**motion to revise Resolution 21-01A and Resolution 21-02. Carlson seconded. Motion passed by a vote of 4 to 0. Prather will write the letter.**

13. **CORRESPONDENCE:** At this time Prather handed out a list of Board Materials that is on the thumb drive which was handed out to all Board Members at the beginning of the meeting.
14. **PUBLIC/BOARD COMMENTS:** At this time Keene gave an update on the Avalon Heights Subdivision. This was for the Boards information.
15. **EXECUTIVE SESSION, PER ORS 192.660(2)(i), IF NECESSARY.** No Session Held.
16. **There being no further business, Prather adjourned the meeting at 6:38 P.M.** The next Regularly scheduled Board meeting will be August 19, 2021.

Respectfully submitted,



John Prather, Chairperson

JP/yb

July 2021 Board Meeting.doc