

NETARTS-OCEANSIDE SANITARY DISTRICT
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February 20, 2025

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the February 20, 2025, 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 Jerry Keene, Treasurer. The meeting was held in the NOSD Board Room.

BOARD MEMBERS' PRESENT:

Jeff McBrayer, Member-At-Large
Jim Carlson, Member-At-Large
Jerry Keene, Treasurer
Simeon Dreyfuss, Secretary

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Erin Mello, Office Manager
Brian Mello, Lead Operator
Nick Reneau, Operator
Jacey Pyatt, Assistant Office Manager
LeeAnn McNutt, Office Specialist
Leancon Loving, Operator
Shawn Parker, Operator

2. Approval of Agenda. **It was the consensus of the Board to approve the Agenda as amended.**
3. **GUESTS: Cherri Lindquist**
4. **PUBLIC COMMENTS: At this time Cherri Lindquist addresses the Board of Directors regarding the connection located at 435 Fall Creek Dr. Cherri states that they connected to the NOSD sewer system back in April 2024, and at that time they did not call for an inspection by NOSD and that they had relied on their plumber, Christensen's Plumbing, to complete all work and handle required inspections. In January 2025, NOSD was made aware of the connection and a District Operator, Shawn Parker had reached out to Cherri informing her that an inspection was required at the time of connection, prior to backfilling. NOSD also found out at that time that the connection was not done correctly. Cherri says that the paperwork provided to her does state that the inspection is required. The Lindquists are going to correct the connection; however, it will take some time since they have to remove the new concrete driveway and coordinate several party schedules. They are asking the Board if the District would allow them to take responsibility for the connection to the mainline until this correction is made. Keene thanked Cherri for reaching out and the Board will have a later discussion and inform her of their decision.**

5. **BOARD QUESTIONS ; COMMENTS ; DISCUSSION : NONE**

6. The Board reviewed the previously distributed **Minutes** of:
January 16, 2025, Regular Board of Directors' Meeting.
It was the consensus of the Board to approve the January 16, 2025, Regular Board of Directors' Meeting Minutes as presented. Motion passed by a vote of 3 to 0. McBrayer was not present at the January meeting, therefore he did not vote on this matter.
7. The Board reviewed the **Financial Statements** for:
January 31, 2025, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **McBrayer Moved to approve the January 31, 2025, Financial Statements as presented. Dreyfuss seconded. Motion passed by a vote of 4 to 0.**
8. January 2025 **Board Audit** for review:

January 2025

General Fund in the amount of:	\$129,662.21
Capital Resource Fund of:	\$68,344.42
Debt Service Fund of:	<u>\$598,951.00</u>
Total	\$796,957.63

Dan Mello and Erin Mello answered all questions concerning the Board Audit to the Board's satisfaction.

9. **DISTRICT REPORT:** A copy of Mello's Operation and Maintenance Summaries are attached. The following additional information was presented and discussed.

January 2025 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 4.0 mg/L and 6.0 mg/L of BOD for the month of January 2025. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 97% BOD: the Permit requires a minimum of 85% removal.

Collection System:

The Oceanside Hotel project has sent NOSD some flow estimates, and Mello has sent them to Westech Engineering for review. It does appear to Westech that the possible flow increases could require pump station modifications to accept the change in pump size, control panel, electrical load on the existing feed lines and force main sizing. We do not have flow estimates for the Motel project on Pacific Ave. to replace the cabins. Mello states that there has been no change in status for these two projects as of February 18, 2025.

Netarts Water District has started to charge NOSD for water usage and their labor costs when we are cleaning and maintaining the sewer lines in their District. Mello recommends with this new change from NWD, NOSD needs to set up an IGA so we know what the charges will be in the future for budgeting this additional maintenance cost. This is still a pending status until NOSD meets with NWD.

Pump Stations:

Mello states that the new replacement Cummins generator for the Ocean Highlands PS was delivered on January 21, 2025. The new replacement control panel for this pump station will be delivered on Wednesday, February 19, 2025. I am working with TAG for a schedule to install the control panel and a cost estimate to install the generator. The goal would be to try and install the control panel and generator on the same visit, if feasible. **Mello states that he spoke with TAG and installing both the control panel and generator on the same visit won't be feasible, they are two different projects. They will install the control panel first and then at a separate time, install the generator.**

Mello states that he had a request from John Prather to get an estimate for brush and tree removal from the PUD easement that was cut by PUD, located at the Main PS hillside. Mello contacted Walker Tree Service and North Coast Lawn for estimates. So far, Mello has only received one estimate from North Coast Lawn. Mello states that on August 12, 2024, he contacted Bill Cloud Tree Service to ask if he would be willing to give an estimate for his work. Mello states that he returned an estimate of \$6,000.00 for the work. **McBrayer will reach out again to Oregon Department of Forestry.**

Mello states that Capes #1 PS backup pump was returned with the correct length power cable installed.

Mello states that the Main PS generator was serviced and load bank evaluated on January 9, 2025. Cummins also inspected the radiator and recommended replacing it. **Mello states that he doesn't feel that it is critical to replace the generator at this time.**

Mello states that the Netarts PS replacement doors have been installed, with the exception of one door that had to be returned to the manufacturer due to a defect. One of the old doors was reinstalled temporarily until the new door arrives.

Mello states that the Plant PS Promag flow meter has been installed, and we are waiting for a date to have it programed and commissioned.

Mello states that the Main PS needs the ten-foot rollup door repaired or replaced. We had it inspected, and the contractor recommended replacing the door with a new unit. The cost of repairing would be more costly than replacing it. Additionally, see the quote to repair a rollup door hood in the shop at the WWTP with inspections of the other rollup doors in both shops. Attached are the quotes. **McBrayer Moved to approve the Overhead Door Company's estimate in the amount of \$12,826.00. Dreyfuss seconded. Motion passed by a vote of 4 to 0.**

All other pump stations are operating without issues.

At this time Mello informs the Board that this week we had a catastrophic failure at the Main PS. Mello proceeds to say that we had one of the dry pit pumps literally blow off the top of the volute piping and landed on the floor. The pump weighs somewhere around 2,800 pounds. It damaged the pump severely and caused follow up problems. It smashed and pinched one of the direct three phase 460-volt cables on the concrete pad for the generator, plus it was submersed in sewer water. It tripped a breaker, blew two of the three-line fuses and damaged our soft start. Mello is working with Xylem to get the pump operational as well as investigating the cause of the issue. Mello will also reach out to SDAO to see what our insurance coverage is on this matter.

Keene takes a moment on behalf of the Board to thank the staff for having to deal with such an unpleasant situation as well as one that caused them to be up all hours. Keene appreciates the staff for being so dedicated and capable.

Treatment Plant:

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

Mello states that the new DEQ permit starts March 1, 2025.

Mello states that the Treatment Plant electrical power feed to the treatment basins have been repaired.

Mello states that the treatment plants EQ basin level sensor has been serviced and did not require replacement.

Capital Improvement Projects:

Mello states that we are currently working to get permission from the lot owners to enter their property for the wetland study required for the lower Avalon PS project. Mello has spoken to the Districts engineer on February 18, 2025, and he thinks we might have enough property owners approval to accomplish the wetland study.

New Equipment Purchase/Repair Request:

Mello states that the office HVAC control system is failing. Mello has contacted NCC Controls Company to verify that the cost estimate we received was still valid and it is no increase. Mello has also contacted Ocean Air and their response is attached. **Dreyfuss Moved to approve the Northwest Control Company, Inc. proposal in the amount of \$120,800.00. McBrayer seconded. Motion passed by a vote of 4 to 0.**

Office Equipment Purchases and Updates:

None

Personnel:

Mello states that we have interviewed four applicants for the operator trainee position and are down to two possible candidates.

Operations Summary:

The District's Treatment Plant has been in operation for ten plus years and is now requiring continual attention. We have replaced the treatment plants Air Valves and replaced or rebuilt the blowers in 2022 and 2023. Several pump stations have been in service since 2005 since their last major update. The Netarts pump station had its control panel updated June 2021 and the generator transfer switch was replaced in January 2023. We have added additional manual transfer switches to the Netarts and Oceanside pump stations for additional power redundancy. The Happy Camp and Ocean Highlands pump stations are the last of the functioning Multitrode Control Panels that are now obsolete. We have planned to replace the Ocean Highlands pump control panel in 2024.

The district should budget approximately \$60k each to upgrade these control panels over the next three to five years. This cost can be addressed by scheduling to change one in a single budget year and the other the following year opposed to both in one year. We have planned to replace the Ocean Highlands pump control panel in 2024.

The Ocean Highlands PS has had a failure of the onsite generator. The generator engine is obsolete as well as parts of the generator itself. On September 22, 2023, an order for a replacement generator was placed at a cost of \$27, 548.81. The district has completed its permit required sludge depth survey. The district should start increasing its budget biosolids line item to approximately \$200k over the next 5 years to meet the costs of disposal.

In 2024 the District added additional power redundancy to the Oceanside and Netarts Pump stations with the addition of Manual Transfer Switches and a portable generator. If there is a utility power failure and the onsite generator fails at Netarts PS, the portable generator can be plugged in and used until repairs are made. If there is a power transmission line failure or disruption to the Oceanside PS, then the portable generator can be connected to the pump station until the transmission line can be repaired. The District has future plans to add these manual transfer switches to all the remaining pump stations.

Although the system overall is performing well, annual costs are increasing for repairs and maintenance. Some of the original equipment is now obsolete or the cost to repair exceeds replacement costs. This is also made more difficult with the increasing availability and long lead times to receive parts. We are facing on average 5-7 weeks and as much as 14-17 weeks for parts and repairs services.

The Districts NPDES permit requires annual maintenance to reduce the inflow and infiltration (I&I) into its collection system. We have spent annually on average \$40K for I & I reduction, but anticipate increasing that to approximately \$60k and adding an additional operator to keep up with the repairs.

With the increased maintenance of the WWTP and pump stations, more operator time is needed to inspect the collection system on a regular time schedule. The video inspection is needed to locate the I & I, root intrusion and potential overflow issues, so we can schedule repairs. Operator positions are becoming increasingly difficult to fill, due to the larger demand for operators throughout the state. We have filled one open operator position, added, and filled an additional operator/trainee position in August and September 2022.

10. OLD BUSINESS:

- A. Avalon Pump Station Project
- B. Oceanside Pump Station Upgrade (Hotels)
- C. Workshop Planning- **The Workshop Meeting has been rescheduled for March 20, 2025, at 1:00 P.M.**
- D. May 20, 2025, Special Election

11. NEW BUSINESS:

- A. Marie Mills Center, Inc. 2025-26 Janitorial Agreement
Dreyfuss Moved to approve the Marie Mills Center, Inc. Janitorial Agreement for 2025-26. Carlson seconded. Motion passed with a vote of 4 to 0.

12. CORRESPONDENCE: Letter addressed to NOSD Board from Daniel & Cherri Lindquist. This topic was discussed under Public Comments.

13. EXECUTIVE SESSION: The District Reserves the right to call an executive session, under ORS 192.355(9) To discuss public records or information prohibited or restricted from disclosure because it is privileged under Oregon law. The applicable privilege is ORS 40.225, attorney client communications.

At this time Keene called an Executive Session and left the Regular Meeting at 6:19 P.M. The Executive Session ended at 6:33 P.M.

14. There being no further business, Keene adjourned the meeting at 6:34 P.M. The next meeting will be the Regular Board Meeting on March 20, 2025.

For full details of this Board Meeting, please visit our website at www.n-o-s-d.com

Respectfully submitted,

Jerry Keene, Treasurer

JK/EM

February 2025 Regular Board Meeting.doc