

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

FEBRUARY 17, 2022

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the February 17, 2022 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 John Prather, Board Chairperson. The meeting was held in the NOSD Board Room.

BOARD MEMBERS PRESENT:

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

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent	Brian Mello, Ass't Lead Operator
Yvonne Blaser, Office Manager	Tyler Hotchkiss, Operator
Leacon Loving, Preferred Worker	Shawn Parker, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** Deb Galardi with Galardi Rothstein Group, Re: System Development Charge study. At this time Deb Galardi did a presentation on the Sanitary Sewer System Development Charges. After a brief discussion Deb Galardi will send Mello a chart which shows what other communities are charging for their System Development Charges.

1. Notification of Intended Adoption of Sanitary Sewer System Development (SDC) Methodology, Fees and Project List.
2. Revised SDC Schedule.

Both 1 & 2 were explained in the presentation.

The other Guest was Clark Balfour the Districts Attorney to discuss the IGA between NOSD and FWHA in an Executive Session.

4. **EXECUTIVE SESSION: To conduct deliberations with person designated by the Board to negotiate real property transactions per ORS 192.660(2)(e).**

At this time Prather called an Executive Session and left the regular meeting at 5:54 p.m. The Executive Session ended at 6:30 p.m. and Prather went back into the Regular Board meeting at 6:30 p.m.

5. **PUBLIC COMMENTS:** None

6. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**

7. The Board reviewed the previously distributed **Minutes** of:

A. The January 20, 2022 Regular Board Meeting.

Keene Moved to approve the January 20, 2022 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 January 31, 2022 for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction. **Wakefield Moved to approve the January 31, 2022 Financial Statement as presented. Keene seconded. Motion passed by a vote of 4 to 0.**

9. January 2022 **Board Audit** for review:

January 2022

General Fund in the amount of:	\$125,624.60
Capital Resources in the amount of:	\$ 19,012.99
Debt Service Fund in the amount of:	<u>\$118,905.00</u>
Total	\$263,542.59

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

10. **BUDGET DISCUSSION FOR FY 2022-23:** Blaser made copies of the proposed budget documents for the Board, however Carlson did not receive them because he was on video. After a brief discussion outlining the new rates and costs. This budget discussion will be tabled to the March 17, 2022 Board meeting, so that all of the Board has a change to review the documents. **Blaser to deliver a copy to Carlson and put all documents in the next Board meeting packets.**

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

- January 2022 Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 2mg/L and 6mg/L of BOD for the month of January 2022. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 98% TSS and 97% BOD; the permit is a minimum of 85% removal.

Collection System:

Mello stated that there is no collection system inspection and cleaning scheduled for February.

Pump Stations:

Mello reported that the Netarts pump station had a failure of the air compressor that controls the surge arrestor level for the force main. The new air compressor has been delivered. The Automation Group (TAG) will need to swap over the Pelco control panel from the old compressor to the new replacement. TAG has relocated the Pelco control panel onto the wall and will come back after we have set the new air compressor in place.

Mello also stated that the check valves and maintenance parts for the pump stations has been received.

Mello stated that the generator at the Main pump station has been repaired. The recommendation is to change the built-in battery maintainer. The cost estimate is \$2,977.83. This estimate is attached.

Mello also stated that the Netarts pump station generator has an engine oil leak and will need repaired and serviced. The cost estimate just for the diagnostic is \$2,023.46. This estimate is attached.

All other pump stations are operating without issues.

Treatment Plant:

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

Capital Improvement Projects:

Mello stated that Westech has started on the Oceanside pump station emergency portable generator and future main electrical line upgrade/replacement design. Westech will try to get us specifications for the portable generator by the end of the month.

New Equipment Purchase/Repair Request:

None

Office Equipment Purchases and Updates:

None

Personnel:

Mello stated that we have had no applications for the open operator position. We started advertising for the position on September 29th.

Operations Summary:

Mello reported that the Districts Treatment plant has been in operation for nine plus years and is now requiring more than normal maintenance. Along with some pump stations that have been in service since 2005 from their last major updating. The Netarts pump station had its control panel updated this year. Happy Camp and Ocean Highlands pump stations are the last of the obsolete multitrode control panels. The District should budget approximately \$60K each, to upgrade these control panels over the next three to five years. This can be accomplished by scheduling to change one in a single budget year, opposed to both in one year.

Mello stated that 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 cost of disposal. Mello has attached the sludge survey report.

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

Mello reported that 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 will need to increase that to approximately \$60K and add an additional Operator to keep up with the repairs.

Mello also reported that with the increased maintenance of the WWTP and pump stations, we do not have enough Operators 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. Operation positions are becoming increasingly difficult to fill, due to a larger demand for Operators throughout the State.

12. **OLD BUSINESS:**

1. Covid-19 Policy update: Prather has completed the final Covid-19 Policy for the approval by the Board. **Wakefield Moved to approve the updated Covid-19 Policy. Keene seconded. Motion passed by a vote of 4 to 0.**

2. IGA Discussion between NOSD and Western Federal Lands Highway Division (FWHA). After a brief discussion regarding the IGA **Keene Moved to approve the IGA between NOSD and FWHA with corrections on page 1. Carlson seconded. Motion passed by vote of 4 to 0. Mello to send the IGA to Douglas Taylor with FWHA for their signature. Blaser to register with Delphi e-invoicing so that we can invoice FWHA and receive monthly payments.**

13. **NEW BUSINESS:**

- A. Marie Mills Janitorial Agreement Renewal: The new monthly rate will be \$451.00 starting March 1, 2022 **Wakefield Moved to approve the Marie Mills Janitorial Agreement. Carlson seconded. Motion passed by a vote of 4 to 0.**

14. **CORRESPONDENCE:** 2022 SDIS Best Practices Program

15. **PUBLIC/BOARD COMMENTS:** At this time Carlson stated that he is concerned about one of the Districts Board members not in attendance and after a brief discussion, Prather stated that this is an elected position and he doesn't know what can be done. Prather will discuss at the next Board meeting. Blaser then stated that she does call all Board members to remind them of the meeting.

16. **There being no further business, Prather adjourned the meeting at 7:21 P.M.** The next Regularly scheduled Board meeting will be March 17, 2022.

Respectfully submitted,



John Prather, Board Chairperson
JP/yb

February 2022 Board Meeting.doc