

NETARTS-OCEANSIDE SANITARY DISTRICT
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July 18, 2024

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the July 18, 2024, 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
Jeff McBrayer, Member-At-Large
Simeon Dreyfuss, Secretary

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Erin Mello, Ass't Office Manager
Brian Mello, Lead Operator
Leancon Loving, Operator
Jacey Pyatt, Office Specialist

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUESTS: NONE**
4. **PUBLIC COMMENTS: NONE**
4. **BOARD QUESTIONS; COMMENTS; DISCUSSION: McBrayer takes a moment to thank Dan Mello and the NOSD staff for their help with figuring out a radio solution for the Emergency Operations Center.**
6. The Board reviewed the previously distributed **Minutes** of:
June 20, 2024, Budget Hearing to adopt the budget and Regular Board of Directors' Meeting.
Dreyfuss Moved to approve the June 20, 2024, Budget Hearing to adopt the budget & Regular Board of Directors' meeting Minutes as presented. McBrayer seconded. Motion passed by a vote of 4 to 0.
7. The Board reviewed the **Financial Statements** for:
June 30, 2024, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the June 30, 2024, Financial Statements as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**

8. June 2024 **Board Audit** for review:

June 2024

General Fund in the amount of:	\$96,802.20
Capital Resource Fund in the amount of:	<u>\$1,799.25</u>
Total	\$98,601.45

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 is attached. The following additional information was presented and discussed.

June 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 1.0 mg/L and 4.0 mg/L of BOD for the month of June 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 100% TSS and 99% BOD: the Permit requires a minimum of 85% removal.

Collection System:

Underground Tech arrived onsite for I&I work on July 15, 2024. There will be five point repairs and eight manholes are to be sealed and coated. Mello gives an update that only two manholes were repaired.

The Oceanside Hotel project has sent NOSD some flow estimates, and I have sent them to Westech Engineering for review. It does appear 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 July 16, 2024.

Pump Stations:

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate to 42-44 weeks. I was notified on April 10, 2024, that the new Ocean Highlands generator delivery has been pushed out from mid-August to the end of October 2024. As of July 16, 2024, the new revised ship date is still November 13, 2024.

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. I contacted Walker Tree Service and North Coast Lawn for estimates. So far, I have only received one estimate from North Coast Lawn. Mello states that as of July 16, 2024, he has not received any other estimates. **After a discussion the Board has decided that by not having the easement cleared it is at risk. Even though it is a concern the Board has decided to wait until after fire season to proceed. In the meantime, Mello still needs to pursue a second estimate.**

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 states that the contractor has completed the electrical MTS installation at the Oceanside PS and Netarts PS per the design. There are six punch list items to finish the project out to full completion. Attached is a progress payment of \$206,521.95. The remainder of \$17,422.50 will be due upon completion of the punch list and approval of the last pay request. **Prather Moved to approve the Northeast Electric, LLC payment of \$206,521.95. McBrayer seconded. Motion passed by a vote of 4 to 0.**

Mello also states that Westech has started on the predesign report submittal to DEQ for the New Avalon PS project. A draft will be sent to the District for review prior to submitting to DEQ.

New Equipment Purchase/Repair Request:

Mello states that Xylem has provided an estimate for replacing the Ocean Highlands Pump Control panel at \$44,966.92. The estimate for the control panel installation from Cherry City Electric is \$3,745.00. **McBrayer Moved to approve the Xylem estimate in the amount of \$44,966.92 and The Cherry City Electric proposal in the amount of \$3,754.00. Dreyfuss seconded. Motion passed by a vote of 4 to 0.**

Office Equipment Purchases and Updates:

The District's servers require the replacement of the UPS battery backup unit. The PC in the lab room needs replaced and associated materials. Mello states that the quote from Centerlogic is for the two upgrades at a cost of \$8,783.33. **Dreyfuss Moved to approve the Centerlogic, Inc. quote in the amount of \$8,783.33. McBrayer seconded. Motion passed by a vote of 4 to 0. McBrayer brought up his concerns about lithium batteries. Mello is to check and see if the new UPS battery backup units contain lithium or not.**

Personnel:

Fill the open Office Manager Position.

We have an open operator position and have not received any applications that meet the minimal requirements. Mello states that we will advertise for an additional 30 days.

Mello states that he was contacted by Weeks Vocational Inc. requesting if we would train another operator from the Preferred Workers Program. I will meet to interview the new candidate on June 24, 2024. Mello states that the interview went well, and we will need to review any restrictions before moving forward.

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 has 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. Office Manager Position Fill
D. Springbrook Cloud Migration

McBrayer Moved to approve the Springbrook Cloud Migration proposal not to exceed the amount of \$24,524.00. Dreyfuss seconded. Motion passed by a vote of 4 to 0. The Board unanimously agreed that Dan Mello can sign and return the agreement.

11. **NEW BUSINESS: NONE**

12. **CORRESPONDENCE:** A. 2024 Best Practices Program through SDIS.
B. Letter addressed to the Board of Directors.

13. **EXECUTIVE SESSION:** The District will call an executive session, under ORS 192.660(2) (h) litigation and (2) (f) records exempt by law from disclosure. 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.

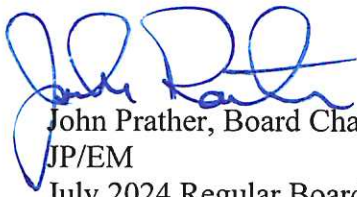
At this time Prather called an Executive Session and left the Regular Meeting at 6:40 P.M. The Executive Session ended at 7:10 P.M. and Prather went back into the Regular Board meeting at 7:10 P.M.

At this time the Board has given Dan Mello, the District Superintendent, their recommendation for the Office Manager position. Unanimously the Board has decided to recommend Erin Mello as Office Manager.

14. **There being no further business, Prather adjourned the meeting at 7:11 P.M.** The next meeting will be the Regular Board Meeting on August 15, 2024.

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

Respectfully submitted,



John Prather, Board Chairperson
JP/EM

July 2024 Regular Board Meeting.doc