

NETARTS-OCEANSIDE SANITARY DISTRICT  
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January 16, 2025

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the January 16, 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 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  
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 presented.**

3. **GUESTS: NONE**

4. **PUBLIC COMMENTS: NONE**

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

- A. **At this time Dreyfuss asks what the outcome of the meeting that was held at NOSD with Cybersecurity. Mello and Prather answered with a brief statement that it didn't benefit the District. It was more beneficial for larger industries.**
- B. **At this time Dreyfuss states that he had read in the SDAO Winter 2025 Risk Management Review magazine that by April 24, 2027, the District needs to be in compliance with our website and mobile apps being accessible to people with disabilities. Erin Mello answered that Streamline, our website provider, is making all the changes necessary. Erin Mello and Jacey Pyatt have already done some training on the upcoming changes.**

6. The Board reviewed the previously distributed **Minutes** of:  
 December 19, 2024, Regular Board of Directors' Meeting.  
**Keene Moved to approve the December 19, 2024; Regular Board of Directors' meeting Minutes as presented. Prather seconded. Motion passed by a vote of 3 to 0.**
  
7. The Board reviewed the **Financial Statements** for:  
**December 31, 2024**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the December 31, 2024, Financial Statements as amended. Keene seconded. Motion passed by a vote of 4 to 0.**
  
8. December 2024 **Board Audit** for review:

**December 2024**

General Fund in the amount of:	\$100,346.96
System Development Fund of:	\$3,595.50
Capital Resource Fund of:	<u>\$202.50</u>
Total	\$104,144.96

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.

December 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 11.0 mg/L and 6.0 mg/L of BOD for the month of December 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 92% TSS and 96% 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 January 13, 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. **Prather provides the Board with an email that he has sent to the NWD Board Chair as well as the NWD meeting minutes from November 25, 2024. Prather states that he has yet to get a response. This topic is tabled.**

### **Pump Stations:**

The new Cummins generator was ordered on September 22, 2023, with a new Factory Lead time estimate of 42-44 weeks. Mello 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 December 10, 2024, the ship date is January 6, 2025. Mello states that as of January 13, 2025, there is no scheduled ship date. **Mello states that he received a phone call today from Old Dominion's Freight Lines to deliver two pallets of Cummins products to us on January 21, 2025. At this time Mello is unsure what is being delivered and has an email sent for confirmation.**

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.

Mello states that on October 11, 2024, Capes #1 PS had a pump failure. The pump repair has been completed, and the pump was installed on January 3, 2025. The back-up pump was returned to Xylem to have the correct length power cable installed.

Mello states that on November 25, 2024, the Main PS pump control panel failed. When the pump controller failed, we also lost the ability to monitor the Main PS. Xylem came out on December 9, 2024, and installed a temporary Nexicon controller to regain the ability to operate the pumps correctly and regain partial telemetry. Shortly after the Main PS panel failure, the Effluent PS had the same failure, and both are APP Pannels.

Mello states that while working on the Main PS panel TAG had issues with the required data from Xylem to regain telemetry. Due to the issues between TAG and Xylem we had a team meeting on December 18, 2024. It was discovered that TAG did not believe the APP control panels had totally failed. Mello scheduled TAG to return and run the reboot repair as he suggested. The reboot worked and both pump station control panels began operating correctly. Xylem's control panels are proprietary operating systems, and they are becoming obsolete in a noticeably short time frame, and they stopped manufacturing repair parts.

Mello states that the new Ocean Highlands PS replacement Control panel is complete. Mello, sent to TAG to get the telemetry system portion operational before its installation. This will ensure that the control panel is fully functional before installation and both the pump controls and telemetry work on start-up.



Mello states that the Main PS generator was serviced and load bank evaluated on January 9, 2025. Cummins also inspected the radiator and will draft a report on recommendations for additional repairs or maintenance. **Mello states that he was informed that there is no way to inspect the radiator. You can't see in it the way that it's all bolted together. Keene asks if it has ever been inspected before and Mello states that the Operators have always looked for leakage and for rust. We had no leakage and after they load banked it, nothing happened. Cummin's will send a written recommendation to change it out but as of right now Mello is waiting for the response and to see what the Districts backup plan would be if the generator fails.**

Mello states that the Netarts PS replacement doors are on order. There is no exact date yet for the installation.

Mello states that the Plant PS Promag flow meter has failed. Mello has ordered the replacement flow meter at a cost of \$6,717.96 and the estimated time frame is 20 working days.

All other pump stations are operating without issues.

#### **Treatment Plant:**

Mello stated that the Treatment Plant is operating well within its permit limits. The Treatment Plant is requiring repairs to the electrical power feed to the treatment basins. We have lost power in the light pole plug-ins. The electrician will be here onsite this week to replace the plug-ins and replace a failed breaker in the MCC room panel.

Mello states that the treatment plants EQ basin level sensor has failed. Attached is the purchase order for the replacement. **Mello states that if we have not received the EQ basin level sensor by January 28, 2025, they will bring us a loner to use.**

#### **Capital Improvement Projects:**

Mello states that he and Brian will be at Westech Friday, January 17, 2025, to discuss the new lower Avalon PS projects design for equipment.

#### **New Equipment Purchase/Repair Request:**

Mello states that the office HVAC control system is failing. Mello has contacted NCC Controls Company to make the repairs. Attached is the estimate and correspondence. **After a brief discussion Mello states that for the auditors' purposes he needs to have three bids. Ocean Aire has put in writing that this project is beyond them. Mello has already talked to a third company that wants to tear everything out and replace our system with individual room units. Mello will have them put together a quote. This topic is tabled until all three quotes are available.**

#### **Office Equipment Purchases and Updates:**

Mello states that the 2010 District truck needs its door decals replaced but some scratches in the paint needs repaired due to rust starting. Attached is the quote from E&E Auto Body.

**Personnel:**

Mello states that the Operator/Trainee that was hired to start on December 2, 2024, was a no show. We have readvertised the position for 30 days or until it is filled.

**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: **After a brief discussion the Board has scheduled a workshop for February 20, 2025, at 1:00 P.M.**

**11. NEW BUSINESS:**

- A. May 20, 2025, Special Election
- B. SDAO Annual Conference February 7-9, 2025 (Bend, OR.)

**12. CORRESPONDENCE: NONE**

**13. EXECUTIVE SESSION: NONE**



14. **There being no further business, Prather adjourned the meeting at 6:55 P.M.** The next meeting will be the Regular Board Meeting on February 20, 2025.

**For full details of this Board Meeting, please visit our website at [www.n-o-s-d.com](http://www.n-o-s-d.com)**

Respectfully submitted,



Jerry Keene, Treasurer

JK/EM

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