

NETARTS-OCEANSIDE SANITARY DISTRICT
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December 19, 2024

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the December 19, 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
Jerry Keene, Treasurer
Jeff McBrayer, Member-At-Large

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

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 : NONE**
6. The Board reviewed the previously distributed **Minutes** of:
November 21, 2024, Regular Board of Directors' Meeting.
Keene Moved to approve the November 21, 2024; Regular Board of Directors' meeting Minutes as amended. Prather seconded. Motion passed by a vote of 4 to 0.
7. The Board reviewed the **Financial Statements** for:
November 30, 2024, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Keene Moved to approve the November 30, 2024, Financial Statements as presented. McBrayer seconded. Motion passed by a vote of 4 to 0.**

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

November 2024

General Fund in the amount of: \$96,321.82

Total \$96,321.82

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.

November 2024 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 4.0 mg/L and 4.0 mg/L of BOD for the month of November 2024. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 96% 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 December 16, 2024.

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. Please see attached correspondence with their office, invoice and the policy they are using to justify this new charge. The NOSD has always asked permission to load water in the jetter truck and which hydrants to use. Mello recommend 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. **Prather states that he did speak with the Netarts Water District's Board Chair and after the first of the year they will schedule a meeting with the two of them and a representative of each district to discuss this matter further.**

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 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 states that he has reached out to ODF but has yet to receive a response.**

Mello states that on October 11, 2024, Capes #1 PS had a pump failure. The pump repair is estimated to be completed this week.

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 on our SCADA/Telemetry system and the pumps could only operate off the redundant high wetwell level probes. Xylem was contacted and after troubleshooting the issue it was determined that the pump controller cannot be repaired. The pump controller is obsolete and cannot be replaced. I have requested a cost estimate for a replacement unit and installation. Mello asked Xylem if there was a controller they could install temporarily that could get the pumps to operate at normal pump cycles and let us regain at least some telemetry monitoring. On December 9, 2024, Xylem installed a demo controller, and we regained pump operation. On December 12, 2024, TAG connected partial telemetry monitoring to the pump station. **After a lengthy discussion Mello will do some research on options to make the change to nonproprietary.**

Mello states that the Main PS generator radiator is showing signs of erosion to the core. Cummins has sent an estimate to inspect the radiator, load bank test the generator, and service the engine.

Mello states that the Netarts PS replacement doors are on order and will ship tomorrow December 20, 2024. There is no exact date yet for the installation.

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 order new plug-ins as the current ones are badly corroded and return to do the repair.

Capital Improvement Projects:

Mello states that he has included the Westech Engineering written proposal to begin the design work for the future Lower Avalon pump station located at Glennwood St. **McBrayer Moves to approve the Westech Engineering written proposal not to exceed \$190,000.00. Prather seconded. Motion passed by a vote of 4 to 0.**

New Equipment Purchase/Repair Request:

Mello states that the new Ocean Highlands Pump Control Panel estimated delivery will be in mid-January 2025 due to parts on back order.

Mello states that the office HVAC control system is failing. Mello spoke to Dan at Ocean Air, and he referred me to NCC Controls Company. Attached is the quote in the amount of \$62,600.00.

Mello states the Oceanside PS manual transfer switch project is complete. Attached is the final payment to Northeast Electric LLC. in the amount of \$17,422.50. Keene **Moved to approve the final payment to Northeast Electric LLC in the amount of \$17,422.50. Carlson seconded. Motion passed by a vote of 4 to 0.**

Office Equipment Purchases and Updates:

Mello states that Low Voltage NW installed the new alarm dialer and has taken over the security account from Benton Electric.

Personnel:

Mello states that the Operator/Trainee that was to start work on December 2nd did not show and we have not heard from him. We are interviewing another candidate on Tuesday, December 17, 2024. **Mello states that the interview on December 17, 2024, will not work out and that we will have to reopen the position for advertisement.**

At this time Mello states that he received a call from DEQ regarding Westech's statement and his comments that were sent in for review. Mello states that DEQ has not only decided to take our permit requirements back to what we have been doing, they have decreased our lab from once a week to once a month. Mello only has one more thing that he is challenging and that is an outfall study that we completed in 2016. However, DEQ could not find a copy of it. Mello has already resent this information and is waiting for a response.

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 decided to defer this topic until the January 18, 2024, meeting.**

11. NEW BUSINESS: Prather takes a moment to ask the other Board Members to try to recruit a potential Budget Member for the upcoming FY 2025-26 Budget year.

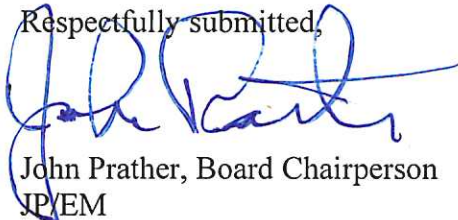
12. **CORRESPONDENCE: 2025 Calendar of Observed Holidays that the office will be closed.**

13. **EXCUTIVE SESSION: NONE**

14. **There being no further business, Prather adjourned the meeting at 6:53 P.M.** The next meeting will be the Regular Board Meeting on January 16, 2025.

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

Respectfully submitted,



John Prather, Board Chairperson

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December 2024 Regular Board Meeting.doc