

NETARTS-OCEANSIDE SANITARY DISTRICT
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July 17, 2025

REGULAR BOARD OF DIRECTOR'S MEETING

Minutes of the July 17, 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
Simeon Dreyfuss, Secretary
Jeff McBrayer, Member-At-Large

EMPLOYEES PRESENT:

Daniel Mello, District Superintendent
Erin Mello, Office Manager
Brian Mello, Lead Operator
Shawn Parker, Ass't Lead Operator
LeeAnn McNutt, Office Specialist
Jacey Pyatt, Ass't Office Manager
Leancon Loving, Operator
Ramen Pyatt, Operator/Trainee
Nick Reneau, Operator

2. **Oath of Office/Swearing in:**
 - Simeon Dreyfuss read the Oath of Office for Position #1
 - Jeffery McBrayer read the Oath of Office for Position #3
3. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended.**
4. **GUESTS: NONE**
5. **PUBLIC COMMENTS: NONE**
6. **BOARD QUESTIONS ; COMMENTS ; DISCUSSION : NONE**
7. The Board reviewed the previously distributed **Minutes** of:
June 18, 2025, Budget Hearing to adopt the budget and Regular Board of Directors' Meeting.
Carlson Moved to approve the June 18, 2025, Budget Hearing to adopt the budget & Regular Board of Directors' meeting Minutes as presented. Dreyfuss seconded. Motion passed by a vote of 3 to 0. McBrayer was not present at the June meeting; therefore, he did not vote on this matter.

8. The Board reviewed the **Financial Statements** for: **June 30, 2025**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction. **Dreyfuss Moved to approve the June 30, 2025, Financial Statements as presented. Carlson seconded. Motion passed by a vote of 4 to 0.**

9. June 2025 **Board Audit** for review:

June 2025

General Fund in the amount of:	\$137,336.27
System Development Fund in the amount of:	\$2,226.00
Capital Resource Fund in the amount of:	<u>\$14,507.80</u>
Total	\$154,145.07

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

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

June 2025 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 2025. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 99% TSS and 99% BOD: the Permit requires a minimum of 85% removal.

Collection System:

Mello states that on June 30, 2025, we had a call for a plugged sewer in line A-5 across from Terrasea. We discovered a large amount of grit in the manhole located in Hwy 131. We called for Zwald's vac truck to remove the restriction and clean the gravity sewer line. It was also reported to the operators that the last home on the road that their sewer line was still not draining. We discovered that the property was on another sewer line connected to a manhole further down Hwy 131. We found that the District's as-built drawings were not accurate and the sewer line to that property also served a second lot. The District inspected the newly discovered sewer line and confirmed the location and that it did serve the two. There was a large root intrusion, and we had to call a contractor to come and dig it to make the repairs. Mello states that the second issue is that the original as-built drawings show the sewer line and possibly the sewer easement are in a different location. I have sent the original recorded easement to the District's legal counsel for recommended next to correct the issue. **Mello stated that we will have to have the properties surveyed to know if the easements are in the correct locations. Mello will start the process of notifying the property owners and having the easements surveyed.**

Mello called the Netarts Water District and spoke to the Office Manager, Debbie Hess, on Tuesday, April 15, 2025, regarding an IGA or written agreement for the water usage and hydrant connections fees. Debbie said that she would have the new manager call me to discuss it. **Dreyfuss Moved to approve Mello to have NOSD’s Attorney complete a draft IGA with NOSD and NWD regarding the use of water usage and hydrant connection fees. McBrayer seconded. Motion passed by a vote of 4 to 0.**

Pump Stations:

Mello states that the new Ocean Highlands PS generator installation was completed on June 25, 2025, and was successfully commissioned into service. The old generator is currently stored in the back of the front shop.

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 the Avalon Pump Station project is in the design phase. Attached are “DRAFT” drawings.

New Equipment Purchase/Repair Request:

Mello states that NCC Controls Company schedule to replace the office HVAC unit has moved to September.

Office Equipment Purchases and Updates:

Mello states that CenterLogic is recommending us to change from an on-site server to a cloud service. After reviewing the two separate quotes **Dreyfuss Moved to approve the Centerlogic SharePoint quote onetime fee of \$2,625.00 with a monthly charge of \$913.61 and eliminate the On-site server. McBrayer seconded. Motion passed by a vote of 4 to 0.**

Personnel:

Mello states that all staff have completed the CPR/First Aid and AED training on June 24, 2025. Flagging will be the next training.

Operations Summary Updated May 12, 2025:

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. The Ocean Highlands pump station had the pump control panel replaced on May 1, 2025.

We have added additional manual transfer switches to the Netarts and Oceanside pump stations for additional power redundancy. The Happy Camp pump station is the last of the functioning Multitrode Control Panels that are now obsolete.

The district should budget approximately \$85k each to upgrade these control panels over the next three to five years. This cost can be addressed by scheduling to change out a single control panel each budget year.

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 estimated schedule to install the replacement generator is in June 2025. 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. The 2025/26 budget currently has \$185,179 in the line item if approved. 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 of repair exceeds replacement costs. This is also made more difficult with the increasing unavailability 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 predict 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.

11. OLD BUSINESS:

A. Avalon Pump Station Project

B. Conex Site Update: **Mello states that the County did not approve the placement permit due to the setback of the fence. The contractor has created new drawings indicating the property line, not the fence line and has resubmitted the application. Also, the propane tank will be delivered on July 29th.**

C. Workshop Update: **Prather states that he would like to pull the notes and minutes from the March 2025 Workshop Meeting for review.**

12. NEW BUSINESS: NONE

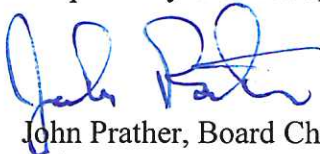
13. CORRESPONDENCE: Letter from customer regarding the FY 2025-26 rate increase.

14. EXECUTIVE SESSION: NONE

15. **There being no further business, Prather adjourned the meeting at 7:02 P.M.** The next meeting will be the Regular Board Meeting on August 21, 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
JP/EM

July 2025 Regular Board Meeting.doc