

NETARTS-OCEANSIDE SANITARY DISTRICT  
1755 CAPE MEARES LP. RD. W.  
TILLAMOOK, OR 97141  
PHONE: (503) 842-8231  
TTY Relay Service: (800) 877-8973

March 19, 2026

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the March 19, 2026, 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 5:31 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  
Simeon Dreyfuss, Secretary

**EMPLOYEES PRESENT:**

Daniel Mello, District Superintendent  
Erin Mello, Office Manager  
Brian Mello, Lead Operator  
LeeAnn McNutt, Office Specialist  
Ramen Pyatt, Operator/Trainee  
Leancon Loving, Operator  
Nick Reneau, Operator  
Jacey Pyatt, Assistant Office Manager  
Shawn Parker, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as amended.**

3. **GUESTS:**

**Ben Nunez**

**Michael (unverified) via video**

4. **PUBLIC COMMENTS: Ben Nunez states that he and some neighbors are wanting to pave part of Highland Dr. in front of their homes. He is attending the meeting to find out from NOSD what we will be requiring. Mello states that we can do a locate to call out our manholes and at the time of paving the district provides manhole riser rings for the work being done. Nunez will contact the district once they get closer to starting the project.**

5. **BOARD QUESTIONS ; COMMENTS ; DISCUSSION : Carlson thanks the Board Chairperson for all his hard work getting everything ready for the Workshop & Board Meetings.**

6. The Board reviewed the previously distributed **Minutes** of:  
February 19, 2026, Regular Board of Directors' Meeting.  
**McBrayer Moved to approve the February 19, 2026, Regular Board of Directors' meeting Minutes as presented. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

7. The Board reviewed the **Financial Statements** for:  
A. **January 31, 2026**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board's satisfaction.  
  
B. New Financial Documents for review and approval. Dan Mello and Erin Mello went over the new Financial Documents for February 28, 2026. **Dreyfuss Moved to approve the February 28, 2026, Financial Statements as presented. Keene seconded. Motion passed by a vote of 5 to 0.**

8. February 2026 **Board Audit** for review:

<b>February 2026</b>	
General Fund in the amount of:	\$136,345.17
System Development Fund in the amount of:	\$2,686.00
Capital Resource Fund in the amount of:	<u>\$765.47</u>
Total	\$139,796.64

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.

February 2026 Discharge Report had no violations.  
The average discharge to the Outfall of TSS was 3.0 mg/L and 4.4 mg/L of BOD for the month of February 2026. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant's removal efficiency is 98.0% TSS and 97.3% BOD: the Permit requires a minimum of 85% removal.

### **Collection System:**

Mello states that Bayside Surveying has finished the easement verification on tax lot three hundred and the district's sewer line is within the easement. The district's as-built maps are not correct.

Mello states that the NWD-NOSD IGA is on the agenda for board review and signature.

Mello states that the sewer easement issue for the four lots off 4<sup>th</sup> Street and Crab Ave in Netarts has been resolved. The district has a recorded sewer easement for the properties and copies are now in our files. **Mello will contact the property owners to notify them that we do in fact have an easement that runs through all four properties.**

Mello states that the lot at 1600 Portland Ave in Oceanside has encroached on the NOSD utility easement. They have built steel and concrete walls and are filled with soil and landscaping that covers the sewer and storm drain piping. This was done by the property owner and their contractor without written permission from the Tillamook County Public Works Department and NOSD. Tillamook County Public Works Department has taken the stance that they will require them to have all the encroached structures and fill removed from the easement. Attached are documents from Tillamook County Public Works.

Mello states that Cougar Ridge Development has submitted drawings to NOSD and Westech for review of their planned phase 2 and 3 sewers for expansion to the remaining lots.

Mello states that the district is receiving requests for portable coffee/food carts to be placed and connected to the sewer system. We currently have no ordinance or SDC rate for these portable carts and they are not considered restaurants. We will need to update the district's ordinances to include these new businesses. **Mello is going to have legal counsel draft an ordinance including coffee/food carts and require them to have grease interceptors. We will have our first reading of the ordinance at the April 16, 2026, meeting.**

### **Pump Stations:**

Mello states that the Main PS has issues with flow failures on one pump train set that we believe is an electrical issue in the control panel. Mello has contacted Xylem to assist with troubleshooting. Mello states that this is an ongoing assessment.

Mello states that the Main PS had a soft start failure on pump 1B again. TAG had to replace the soft start with a new unit. The cost is estimated at about \$10,000.00 with parts and service call. **Mello states that we are in test mode to see if the new soft start fixes the flow failures.**

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 Lower Avalon PS project pre-design was approved by DEQ to move into final design. Email from the engineer on March 3<sup>rd</sup>, below in blue:

We have DEQ approval of the pre-design report.

No, the final design has not yet been submitted to DEQ for review & approval.

I have our CAD tech working on some updated to the site & building plans this week & next week.

Mark Boettcher with Landis is working with TAG regarding the control, telemetry & SCADA system design to match how you have worked out with TAG that you want it to be on your pump station.

Mark indicated that Tillamook PUD has said that they are willing to provide pole mounted transformers for the new pump station, although Landis has not received a final design from TPUD for the 3 phase power extension to the site. Based on information from Mark, the following is the gist from TPUD.

- They have indicated to Mark that the cost to the NOSD will be about \$40K, since they have to install new poles & infrastructure from the highway down to the PS site.
- Mark will verify what the NOSD contractor's responsibilities will be (if any) in relation to the power extension.

I am also having our CAD tech show the alternate alignment options if the backlot sewer main needs to jog over to the east side of the common back lot lines beyond the lots where the NOSD currently has easements already. TAG has completed the evaluation of the NOSD SCADA system. I received the report on February 2, 2026, and I'm in the process of reviewing it.

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

Mello states that attached are three quotes to replace the security cameras at the WWTP and the Main PS. The TAG quote offers the most complete change over and does not require a cloud subscription to use \$49,486.00. **Carlson Moved to approve the TAG quote in the amount of \$49,486.00. McBrayer seconded. Motion passed by a vote of 5 to 0.**

Mello states that the second quote is from Low Voltage NW and requires a cloud subscription of \$179.00 for each camera times thirteen cameras annually \$51,113.00.

Mello states that the third quote is from CenterLogic but does not include electrical work or new cables at \$3,938.00. The district would need to get bids from electrician to complete the project.

Mello states that attached are quotes to purchase a truck with a crane that has ability to lift the pump at the Main PS. The district's current truck crane is unable to pull the pumps out of the wet well at the Main PS. The reason for this request is currently that Xylem has offered NOSD a used truck from their service fleet at a price of \$75,000.00 with an 8000 LB crane and all tools.

**McBrayer Moved to approve the Xylem crane truck in the amount of \$75,000.00. Carlson seconded. Motion passed by a vote of 5 to 0.**

Mello states that the quote from Cues is to upgrade the camera truck for GIS mapping ability. The computer in the van is outdated and can no longer be updated to the latest Microsoft software. The total cost for the upgrades is \$47,648.55. **McBrayer Moved to approve the Cues total quote in the amount of \$47,648.55. Carlson seconded. Motion passed by a vote of 5 to 0.**

Mello states that the joint NOSD/NORFD fueling station has been in service since 2018 and needs maintenance. The maintenance and repair costs are split evenly between the two districts. I am waiting for approval from the fire district before authorizing the work. The attached estimate is \$3,602.35. **Carlson Moved to approve NOSD paying the quote in full and invoicing NORFPD to pay when they have funds available. Dreyfuss seconded. Motion passed by a vote of 5 to 0.**

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

Mello states that we are looking into updating the office copier. Erin Mello will get options and costs for purchase or lease.

#### **Personnel:**

None

#### **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.

## 10. OLD BUSINESS:

A. Avalon Pump Station Project: **Discussed in District Report.**

B. Workshop Update: **Prather stated that we held our Workshop Meeting today March 19, 2026, at 1:00 P.M.**

C. NOSD/NWD IGA Draft: **Keene Moved to approve the Temporary Water Supply Agreement between NOSD and NWD as presented. Carlson seconded. Motion passed by a vote of 5 to 0.**

**11. NEW BUSINESS:**

- A. "Draft" Fiscal Year 2026-27 Budget Calendar:
  
- B. Marie Mills Center, Inc. 2026-27 Janitorial Agreement: **Dreyfuss Moved to approve the Marie Mills Center, Inc. Janitorial Agreement for 2026-27. Carlson seconded. Motion passed by a vote of 5 to 0.**
  
- C. Recreational Immunity Law: **This item has been tabled.**
  
- D. Board Officer Position Change: **Prather states that Keene and Dreyfuss will be permanently changing Officer Positions. Keene will now become Secretary and Dreyfuss becomes Treasurer.**
  
- E. SDAO Annual Conference Attendee Comments: **This item has been tabled.**
  
- F. "Draft" Board Duties & Responsibilities Policy Manual:

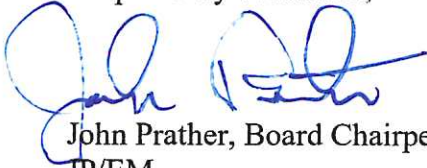
**12. CORRESPONDENCE: NONE**

**13. EXECUTIVE SESSION: NONE**

14. **There being no further business, Prather adjourned the meeting at 7:18 P.M.** The next meeting will be the Budget Meeting to review and take public comments on the Proposed Budget for FY 2026-27 at 5:00 P.M. followed by the Regularly scheduled Board meeting on April 16, 2026.

**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,



John Prather, Board Chairperson

JP/EM

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