

**NETARTS-OCEANSIDE SANITARY DISTRICT  
WORKSHOP  
MINUTES  
MARCH 19, 2026**

**Attendees:**

**Board Members:**

Jerry Keene                      Jim Carlson                      Jeff McBrayer  
John Prather                      Simeon Dreyfuss

**Staff:**

Dan Mello – District Superintendent  
Erin Mello – Office Manager  
Brian Mello – Lead Operator

The Workshop meeting of the Netarts-Oceanside Sanitary District (NOSD) Board of Directors was called to order at 1:08 P.M. by John Prather, Board Chairperson. The meeting was held in the NOSD Board Room.

**THE FIRST ITEM ON THE WORKSHOP AGENDA WAS TO REVIEW THE ACTION ITEMS OF THE MARCH 20, 2025, WORKSHOP**

1.     **Budget Structure** – Dan introduced problem that current structure of budget was such that it is difficult to move funds between certain accounts. For example: \$150,000 new pump replacement. This will be funded out of the Capital Resources Fund, Major/Emergency Repairs. However, when insurer provides a reimbursement check at some future date this check cannot under the current structure of the budget, be deposited in the Capital Resources Fund, Major/Emergency Repairs fund. Plan is for Dan to talk to auditor and to attorney to revise budget structure to make for easier movement of money between budget lines. ***Dan/Erin Action***

***Comment and Action:** The problem outlined under Budget Structure was resolved almost immediately after the auditor pointed it out during his annual audit of the NOSD. The format of the financial documentation presented to the Board at it's monthly meeting has been changed to improve clarity. Several Board members offered suggestions for certain prior items to continue to be presented as part of the monthly financial documentation. These suggestions have been incorporated.  
**The Board elected to close this action item.***

2.     **NOSD Components** – Dan went over the Waste Water Treatment Plant, the pump stations, and general collection system. Dan also provided a summary of the pump failure at the main pump station which was a violent destruction of one of the pumps leading to

sewage throughout the pump station, control panel failure and parts of the pump became projectiles scattered through the building.

***Comment and Action:** Superintendent Mello had used this action item which had no specific expected outcome to provide the Board with a consolidated layout and update of NOSD mechanical systems.*

***The Board much appreciated his presentation and elected to close this action item.***

3. **Netarts Water District Rates:** Netarts Water District letter dated Feb. 24, 2025. Addressed NOSD request for a meeting over NOSD water use. Stated NOSD was a customer and as such would be treated like any other customer concerning the rates charged for water service. The matter of tapping hydrants to fill the sewer cleaning truck was not addressed in the letter. The Board and Dan agreed that an IGA covering the relationship between NOSD and NWD would be appropriate. Dan to contact NWD District Manager Justin Kanoff about meeting to discuss an IGA. Jerry to check Oregon Revised Statutes for information concerning Special Districts and intergovernmental agreements. ***Dan/Jerry Action***

***Comment and Action:** The IGA was signed by both parties effective March 19, 2026. There being no further required action, the Board elected to close this action item.*

4. **Lagoon Sludge Removal:** Jim led the discussion of the two sludge lagoons and the time frame for emptying one of the lagoons. Dan said there will be a switch to the second lagoon in two to three years. The first lagoon will then be filled and need to have the sludge removed. Jim expressed concern about what this would cost and where the sludge would be trucked to and the environmental requirements seem to be ever changing. Jim and Dan stated that funds need to continue to be set aside for the sludge removal project and that we need to stay on top of how that removal process might occur and to where the sludge might be hauled. Costs of draining, and removing sludge may increase dramatically over current estimates. ***Dan and Board Action/Tracking***

***Comment and Action:** There was discussion of when and how this process would take place several years from now. The Board asked that Dan prepare a short memo or checklist of the steps that will more than likely need to take place in performing a future Lagoon Sludge removal.*

***The Board agreed to leave this action item open pending Dan's memo.***

**McBrayer arrived at the meeting at 2:13 P.M.**

**At 2:35 P.M. Prather calls for a 10-minute break. At 2:46 P.M. Prather reconvenes the meeting.**

5. **Apprenticeship Program:** The discussion started with the general shortage of waste water operators. There appear to be numerous positions open around the state but not that much interest on the part of young people in becoming waste water operators. Hard to compete with the job of fire fighters, electric power line workers, heavy equipment operators, etc. There was discussion of whether there were any programs in Oregon to train waste water operators. Several Board members thought that Linn-Benton Community College either has or had such a program. A look at their web site did not reveal there was such a program. The Oregon Association of Water Utilities was also discussed as a possible source of support for training waste water operators. It was agreed that NOSD could not support such a training program. The problem would be funding among other issues. However, the idea was brought up that an apprenticeship program might be an appropriate vehicle and approach. Waste water operations combine biology, chemistry, electrical work, computer network knowledge, and large equipment mechanical repair, and adherence to and interpretation of state environmental regulations among other specialties. The thought was that a Board member might approach Tillamook Bay Community College to see if opportunities for an apprenticeship program might exist. Simeon agreed to make contact with TBCC and explore apprenticeship possibilities further. *Simeon/Jim Action*

*Comment and Action:* The Board recognizes there is a shortage of qualified sanitary operators across the state. The Netarts-Oceanside Rural Fire Protection District (NORFPD) operates what amounts to a year long or more apprenticeship/qualification program for individuals new to fire fighting. Program includes housing, training (certifications) and a stipend for food, etc. In return, these individuals form a core of young, capable volunteers for NORFPD. The Board members and superintendent concluded NOSD could not operate such a program. Several Board members also thought TBCC would not support a sanitary operator program due to lack of interest and likely very limited participation.

*The Board elected to close this action item.*

6. **Community Outreach:** The Board agreed there should be more outreach to both the Netarts and Oceanside communities. The thought was Board members could make short five to ten minute presentation at the community clubs in both Netarts and Oceanside concerning that we are now in the budget cycle for 2025/2026, need additional members from the community for the Budget Community and talk generally about what may be expected as far as any rate increases are concerned. Simeon thought to speak to the Oceanside community club and Jim to talk to Netarts community club. All Board members to seek to recruit Budget Committee members. *Simeon/Jim and Board Member Action*

*Comment and Action:* There was discussion of NOSD getting more involved with social media, specifically creating a Face Book page. This would allow NOSD to further reach

*out to the community and create a platform for accurate information where rumors can often have a negative effect. The thought was that staff explore the possibility of creating a Face Book page and report back to Board on what is thought to be the best course of action.*

***The Board agreed to leave this action item open pending a Face Book possibilities update.***

7. **Succession Planning:** Concern was expressed by several Board members as to the process and who might succeed Dan as superintendent of the Sanitary District. Dan said he expected to be with the District for four to six years depending on factors beyond his control like possible health problems and other factors. Having lived through and having worked the development of the new plant now about 12 years ago Dan believes in some respects he will always be a part of the facility. He believes regardless of who might succeed him that he would always be available to offer advice if necessary. The issue of insuring the Sanitary District has the best leadership available will continue to be a concern for the Board.

***Comment and Action:** Succession planning continues to be a Board concern. A subcommittee was formed which includes Jim Carlson, Jeff McBrayer and Dan Mello. The subcommittee is to meet and develop ideas to create a process for replacement of the Superintendent. The thought was to perhaps create a scenario/table top exercise looking at what it would take to replace the Superintendent two and one half years down the road. Subcommittee to report back to the Board on their initial findings at the May 21<sup>st</sup> Board meeting.*

***The Board agreed to leave this action item open pending the subcommittee's report.***

8. **Board Member Expectations Memo:** Board members agreed a memo/form should be prepared for new Board members outlining duties and responsibilities as a Board member of the Netarts-Oceanside Sanitary District. Duties to be outlined should include recruiting new Board members, recruiting members of the Budget Committee and other tasks to be outlined and developed in the memo/form. One Board member mentioned that new Board members receive a fairly extensive digital package of materials to introduce them to the operations of the Board and to the Sanitary District. The proposed memo/form could be made a part of that digital package. **John Action**

***Comment and Action:** John found a template on the SDAO web site entitled "Board Duties and Responsibilities Policy Manual. He reviewed the document made several changes as necessary adapting it to use as a NOSD document. It was presented at the March 19, 2026, Board meeting for Board members to review and provide comments concerning the document at the April 16<sup>th</sup> Board meeting. Following any changes and revisions it is hoped this document will form the basis of satisfying the Board Member Expectations Memo requirement.*

*The Board agreed to keep this action item open pending further review and possible adoption.*

**At 3:20 P.M. Prather calls for a 15-minute break. At 3:34 P.M. Prather reconvenes the meeting.**

**THE SECOND ITEM ON THE WORKSHOP AGENDA WAS TO ADD EMERGENCY PLANNING TO THE LIST OF NOSD WORKSHOP AGENDA ITEMS.**

**9. Planning Summit:**

A. Dan mentioned that both the Netarts and Oceanside Water Districts had met to discuss a possible “Inter-tie” between their two separate systems that could be used during emergencies if one of their systems were to fail. Dan said he had attended their first meeting and was uncertain whether there was a path forward or whether any additional meetings had been held.

B. There was also apparently an effort to bring cell phone tower service to Oceanside but the project had not gone very far forward.

C. A suggestion was made that a Planning Summit be convened. This would include the following Special Districts:

Netarts Water District

Oceanside Water District

Netarts-Oceanside Sanitary District

Netarts-Oceanside Rural Fire Protection District

Tillamook Public Utility District

D. This and future meetings might be held to discuss mutual interests/problems that might occur during emergencies (lesser emergencies/wild fire/tsunami/earthquake/etc.) and how best to deal with them. *Jeff and John to develop possible agenda for meeting. Jerry to help with organizing meeting. Those with assigned tasks to report back to Board at the Thursday, June 18<sup>th</sup> on progress toward setting up planning summit.*

**10. Helicopter Landing Pad:**

A. One Board member noted in an emergency that helicopters could land across the parking area from the main sanitary district office. Dan offered that there were no lighting poles or other obstructions across from the main offices. This was done on purpose during construction of the facility to create a clear area.

B. There was some discussion that a helipad area could be marked and that some sort of wind sock to aid helicopters in determining wind direction during landing operations either be installed or could be installed on short notice if necessary. *Jeff to work this item in coordination with Dan.*

11. **Emergency Food Storage NOSD Employees:**

A. Jeff brought up a concern regarding whether there was sufficient emergency food storage for sanitary district personnel. Should there be a spending account set up for emergency supplies/food for staff?

B. Dan and Jeff to prepare a list of what would be needed to support sanitary district staff.

C. A concern was also expressed about the ability to transport staff to the job site during a major emergency event such as earthquake or tsunami.

D. The idea was expressed that there would need to be better communications between NOSD and the NORFPD in the event of cell phone and land line failures. The thought was that VHF communications might be developed.

12. **Community Support:** What would the NOSD be able to provide to support the Netarts-Oceanside community in the event of a major emergency?

A. If there were major pump station failures due to an earthquake or tsunami sewage could not be pumped to the main pump station and then to the waste water treatment plant.

B. Pump stations include (altitudes are approximate above sea level):

Ocean Highlands (160 feet)	Netarts (20 feet)
Happy Camp (20 feet)	Capes 1 (150 feet)
Capes 2 (150 feet)	Oceanside (20 feet)
Main Pump Station (20 feet)	

C. If toilets fail due to pump station or major line failures wet wells located at each of the above pump stations could become receptacles/dump sites for personal sewage. The wet wells depending on certain conditions might be able to hold 1,000 to 3,000 gallons.

D. Then, the wet wells, once full, would need to be pumped out by truck servicing.

E. The thought was proposed that individual homes have sanitary kits which when full could be hand carried to pump station wet wells for disposal.

F. Thought was to explore what methods the Manzanita, Emergency Volunteer Corps of Nehalem Bay (EVCNB) are using for sanitation. Jerry to explore EVCNB sanitary programs.

G. Dan mentioned that it is critical that residents and users of toilets understand they cannot use ocean salt water to flush toilets. **Use only fresh water.** Salt water will kill the bacteria process used to treat waste water and shut down the waste water treatment plant.

H. If supplies needed to be moved from the Waste Water Treatment Plant site to other locations such as the Oceanside Chapel or the Netarts Friends Church, NOSD staff and vehicles could be used for this purpose.

13. **Use of NOSD Facilities:** There was a discussion of the use of the most rear building on the WWTP facility for possible medical use.

A. The building contains the Netarts-Oceanside Rural Fire Protection District Emergency Operations Center along with one bay devoted to NORFPD vehicles.

B. Additionally, the building contains four bays devoted to NOSD vehicles and use.

C. Several board members thought a concept plan for use of the building in an emergency needed to be developed.

(1) Building currently includes reliable electric power, heat, and two showers

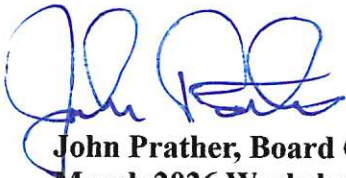
(2) A possible concept for use might include removing vehicles from the various bays. Putting in cots for infirm and medical patients.

(3) Triage those with injuries/critical medical cases.

14. **Plan and Flyer to Community:** Idea presented that a couple of page plan and possibility a flyer with tips to the community could be provided from the NOSD.

**There being no further business, John Prather, Board Chairperson adjourned the meeting at 4:51 P.M.**

Respectfully submitted,



**John Prather, Board Chairperson**  
March 2026 Workshop