

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

January 15, 2026

**REGULAR BOARD OF DIRECTOR'S MEETING**

Minutes of the January 15, 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 5:30 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  
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  
Shawn Parker, Operator  
Leancon Loving, Operator  
Nick Reneau, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUESTS: Michael (unverified) via video.**
4. **PUBLIC COMMENTS: NONE**
5. **BOARD QUESTIONS ; COMMENTS ; DISCUSSION : NONE**
6. The Board reviewed the previously distributed **Minutes** of:  
November 20, 2025, Regular Board of Directors' Meeting.  
**Keene Moved to approve the November 20, 2025, 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. **November 30, 2025, and December 31, 2025**, for all Funds. Dan Mello and Erin Mello answered all questions to the Board’s satisfaction. **Keene Moved to approve the November 30, 2025, and December 31, 2025, Financial Statements as presented. Carlson seconded. Motion passed by a vote of 5 to 0.**

B. New Financial Documents for review and discussion. Dan Mello and Erin Mello went over the new Financial Documents for November 2025 and December 2025 and explained to the Board the benefits of the new documents. **After a brief discussion the Board has decided to move forward with the new documents. They would like to see attached page 1, page 3 and page 8 of the old financial statements. Erin Mello will present the requested information at the February 19, 2026, meeting.**

8. November and December 2025 **Board Audit** for review:

**November 2025**

General Fund in the amount of:	\$149,723.43
System Development Fund in the amount of:	<u>\$10,332.25</u>
Total	\$160,055.68

**December 2025**

General Fund in the amount of:	\$139,578.55
System Development Fund in the amount of:	\$14,641.75
Capital Resource Fund in the amount of:	<u>\$132,800.00</u>
Total	\$287,020.30

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.

December 2025 Discharge Report had no violations.

The average discharge to the Outfall of TSS was 2.0 mg/L and 4.0 mg/L of BOD for the month of December 2025. Our Permit allows 30 mg/L monthly average for each. The Treatment Plant’s removal efficiency is 98.6% TSS and 97.4% BOD: the Permit requires a minimum of 85% removal.

**Collection System:**

Mello states that Bayside Surveying said they will not be onsite until the weather conditions improve before they survey tax lot 300.

Mello states that he has informed the district's legal counsel to incorporate the information that NWD has requested into the Draft IGA for the board's review.

Mello stated that he had received a call from the property at 1745 Pearl St. with a clogged sewer. After inspection it was discovered that the lateral had root intrusion on the district's side of the cleanout and made it our responsibility to repair.

Mello states that during the extreme weather in December, we discovered three manholes with large amounts of inflow. This inflow went into the Netarts PS and contributed to all four pumps running for over 15 hours. The pumps could not keep up. We called Underground Tech and they repaired the three manholes. Attached is the cost.

**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 Capes two pump station generator transfer switch is having an issue of not always automatically switching to generator power when there is a power outage in test mode. Cummins was contacted and they had the operator make an adjustment to a sensor in the transfer switch, that seemed to help but the issue has returned and we will contact Cummins to schedule a service call now.

All other pump stations are operating without issues

**Treatment Plant:**

Mello stated that the Treatment Plant is operating well within its permit limits.

Mello states that the district has a maintenance agreement with Wedeco. Wedeco will be onsite January 27, 2026, for maintenance and is planning to finish the onsite evaluation visit.

**Capital Improvement Projects:**

Mello states that the Lower Avalon PS project pre-design was approved by DEQ to move into final pre-design. The final pre-design was submitted to DEQ on 11/3/2025. There has been no response from DEQ as of January 12, 2026.

Mello has requested from TAG two quotes, one for switching telemetry at the Main PS over to the new Tosi system that allows access to the SCADA (Supervisory Control and Data Acquisition) remotely. The second is a complete audit of our SCADA/Telemetry system. It is over thirteen years old and is not fully compatible with our new control panels functions. This is needed for the new Avalon PS project to ensure the SCADA design will function or require updating. Mello stated that TAG has arrived onsite on January 12<sup>th</sup> and is scheduled thru the 15<sup>th</sup>.

**New Equipment Purchase/Repair Request:**

Mello states that NCC Controls Company has completed the new HVAC installation project. They will return in January for a check of the operating system and do any additional programming of the controls if required.

Mello states the we are looking at replacing our portable push inspection video camera for 4" sewer lines. The cost is \$12,700.00. Also, there is a new replacement lifting/lowering pole that needs replaced for an additional \$514.30. Attached is the quote. **McBrayer Moved to approve the Cues quote in the amount of \$13,214.30. Carlson seconded. Motion passed by a vote of 5 to 0.**

**Office Equipment Purchases and Updates:**

None

**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: **After a brief discussion the Board has decided to add Emergency Planning to the Workshop Agenda. The Board has also decided to schedule the next Workshop Meeting for March 19, 2026, at 1:00 P.M.**

C. NOSD/NWD IGA Draft: **It was a consensus of the Board to have Dan let legal counsel know that they approve of the redline changes of the draft IGA.**

D. NORFPD Sewer Availability Draft Response: **Dreyfuss Moved to approve the letter addressed to NORFPD in regard to the sewer connection located at 1275 5<sup>th</sup> Street Loop in Netarts. Keene seconded. Motion passed by a vote of 4 to 0. McBrayer abstained from the motion.**

11. NEW BUSINESS: Approval of Low-Income Assistance Program Applicant: **The Board had a brief discussion regarding a customer that was approved to use the Low-Income Assistance Program.**

**12. CORRESPONDENCE:**

- A. 2026 SDAO Annual Conference : **Prather states that he will be attending the SDAO Annual Conference as well as Dan, Brian and Erin. Dreyfuss will be attending as well and Erin will contact him to get him registered.**
- B. 2026 Calendar of Observed Holidays that the office will be closed.

**13. EXECUTIVE SESSION: NONE**

- 14. There being no further business, Prather adjourned the meeting at 6:33 P.M.** The next meeting will be the Regular Board Meeting on February 19, 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

January 2026 Regular Board Meeting.doc