

Summary Notes
North Santiam Sewer Authority
North Santiam Joint Sewer Project Meeting #44
August 6, 2020 at 6pm
Held by Zoom Conference Call (Due to COVID-19)

Meeting Convened at 6:01 PM.

A. Roll Call, Declarations of Conflict of Interests

- Present:
 - Members: Shelley Engle, Tim Kirsch, Jeff Smith, Ken Woodward, Jeff Yohe, Janet Zeyen-Hall, Mcrae Carmichael (MWVCOG)
 - Support Staff: Danielle Gonzalez
 - Guests: John McCormick, Dale Weise
- No Declarations of Conflict of Interest

B. Announcements:

Danielle-

- Will be on vacation 8/2/20-8/30/20
- AmeriCorps RARE volunteer starts in September; the person will be working on broadband with Danielle
- Detroit/Idanha/Marion County jointly worked on a grant proposal from Ziplly Fiber for broadband fiber buildout. It was fully funded at \$627,300. Work must be done by December 31, 2020. (Shelly Engle was tremendous help.)
- Commissioners have confirmed moving ahead on all projects for this fiscal year.

C. Public Comment and Questions- None

D. Action: Review and Approval of Meeting Notes #43 July 2, 2020

Jeff Yohe made a motion to approve the meeting notes; Janet seconded. Shelley indicated her name was spelled incorrectly. (Green highlights on minutes were to note where a person was responsible for taking some action.) Motion passed.

E. Discussion: Engineering and Design Update, Assignment of Individuals to Technical Advisory Group

The technical advisory group (an informal group) involves people being appointed by the NSSA chair.

Dale Weise and Ken Woodward will be on the technical advisory committee.

F. Action: Interim Mayor of Gates Request for NSSA Board to Delay Vote on NSSA Leadership

Acting Mayor of Gates, John McCormick, requests a delay of voting on North Santiam Sewer Authority (NSSA) leadership as they would like to get new representatives from the City of Gates on the board.

Two city councilors are currently engaged in a recall which will be resolved on August 18; the next council meeting is on August 20th.

Discussion- Leaders need to be selected and board rules “ironed out” as an executive session needs to be held. The agenda for tonight is just discussing board rules. A decision could be made tonight in voting in new board officers. Concern was expressed on how much more time is needed by Gates; if extended to accommodate the Mayor’s request, a deadline needs to be set.

Two city councilors up for recall are both are opposed to the sewer authority and system. They feel things have not been done legally up to this point. Currently the city of Gates has a council of 4 members; 2 for, and 2 against, although they have already voted in May to move forward with the sewer system.

Dale Weise has applied to be on the city council.

Gates is involved in a political process that is not germane to what this group wants to accomplish. It is important to move forward at a good pace.

A couple of NSSA members indicated that they would be willing to step aside for someone to replace them once new people are in place on the Gates’ council, if they do make a decision on leadership tonight.

A person from the public can be appointed to the authority by the city; a task committee must have a chair from the Authority Board.

The NSSA has legal registration through the secretary of the state’s office; still need to elect the leadership.

Jeff Yohe made a motion to move forward in electing the leadership for the NSSA without Gates’ representatives (not appointed to date); Shelley seconded. Motion passed.

G. Possible Action: Position Descriptions for NSSA Leadership Positions

Danielle wrote a narrative on position description for everyone to review. For electing officers, there are no hidden votes; it’s a public vote.

It was asked of Danielle to define the difference of a committee chair versus a board chair. Answer- if the board chair designates a subcommittee (for a specific task) then a committee chair can be assigned for that subcommittee.

Subcommittee participants can work on the technical advisory group.

H. Possible Action: Nominations for Position Descriptions for NSSA Leadership Positions

The term positions are for one year.

Tim Kirsch nominated Ken Woodward for Board Chair; Jeff Yohe seconded. There were no other nominations. Motion passed.

Shelley Engel nominated Tim Kirsch for Vice Chair; Ken Woodward seconded. Motion passed.

Shelley Engel nominated Janet Zeyen-Hall for Secretary; Tim Kirsch seconded. Motion passed.

The question was raised about electing a Treasurer. Mill City acts as the Treasurer for the NSSA board. In this scenario, the board Treasurer just needs a representative to obtain the budget documents from Mill City, present the current information to the board, and then send any pertinent information back to the city.

Jeff Smith volunteered to be the Treasurer; Janet is willing to help him. In the future, possibly someone that is appointed from Gates could take over as Treasurer. Jeff was voted in as Treasurer. *(There was no nomination or second.)*

Shelley will continue to be responsible for the web site for now. She is willing to be a committee chair for communications (web site and media.) Jeff Yohe made the motion, [redacted] seconded. Motion passed.

It was suggested having new email addresses instead using current personal email addresses. Currently existing is northsantiamsewer@gmail.com. John suggested adding the person's office they hold listed prior to the website address such as vp_northsantiamsewer@gmail.com for vice president. It was suggested to not have a Gmail account, instead have vicechair@northsantiamsewer.net.

Mcrae Carmichael of Mid- Willamette Valley Council of Governments (COG) will provide services to oversee Keller Associates contract for the Sewer Master Plans. Next steps include a Request for Information (RFI) being developed. This will be sent out next week. Everyone should encourage their cities to respond as quickly as possible; providing data that the city already has. There are some milestone dates, particularly around geo-technical studies.

The comprehensive first kick-off meeting will be held mid-September. Who will be participating? Danielle and Dale will be there. Anyone can call in to the Zoom meeting to listen in. (Although can't have a quorum participating; more than half of the board attending.)

Danielle indicated that Keller should have a lot of information from the initial feasibility study; however, some changes have been made since 2016.

Ken asked once the information has been given, will that move things forward and therefore have an established timeline? Answer- should be given a timeline mid- September.

Ken wants to make sure there is good communication with each community. Dannielle said that is in the contract.

Danielle has requested of the watershed council to send someone that might be a good fit; someone that knows how to talk to rural communities. Danielle will provide Mcrae with a name.

Danielle is working on getting the board training with Special Districts of Oregon.

I. Discussion: Section 8 of IGA Creating NSSA Board Rules and Decorum Policies

Danielle indicated that decisions need to be made regarding basic decorum such as be sensitive; not talk over others, etc.

Now that there is an official board, need to have a signature rule and identify any other board rules needed.

Should there be Treasurer rules such as signature rules? Answer- Mill City is currently taking care of this.

Provide information to Mill City as to what members are holding offices.

Need to set an official date as to the new election year. It will be based on the fiscal year, July 1. It was suggested to take care of it the first meeting in June so that the newly elected officers can take office and start their role the first of July.

More work can be done on this at next month's meeting.

J. Discussion: Funding- Current Financial Resources and Immediate Needs EDA, USDA, EPA, OHA, ODEQ, Philanthropic

- There is a one page summary document on needs for moving forward. Federal CARES money is coming out soon.
- USDA wants to know how much money is needed, and when.
- Have been assigned a Tangent office representative for funding packages- Holly Halligan.
- The immediate need is approximately \$100,000 for operational set-up such as Mill City having the money to pay any upfront costs- legal fees, post office boxes, web site costs, etc.
- Census information, such as household income and population increase, is critical for this project.
- Reaching out to Bonneville Power administration for financial and other support.
- WIFIA and SWIFIA infrastructure funding is also out there.

K. Discussion of Recommended Committees: Grants and Financing, Public Affairs, etc.

- Grants on financing- Danielle needs help with making presentations.
- Shelley asked about funds to pay for web site costs and working with "Project Salem." Danielle said that there are no current funds to utilize. John is willing to

help with the conversion to a vector format for the logo to save money.

L. Next Meeting Topics

Board Training

Board Rules

Emails domain

Technical Advisory (have him come to the October meeting)

Progress on RFI

There are no outstanding bills; currently have a balance of over \$8,000.

M. Adjourn

Comment- relationship with the Gates community is very important; hope to see them at the table next month.

Shelley made a motion to adjourn the meeting; Jeff Smith seconded. Motion passed.

Meeting Adjourned: 7:47 PM

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