



## North Santiam Sewer Authority

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P.O. Box 256  
444 S 1st Ave  
Mill City, OR 97360

### NSSA Board Meeting #92

July 1, 2024, at 6:00 pm

Mill City, City Hall

<https://zoom.us/j/93414748822?pwd=MjJkM3VyY21YS1BDK2doVEplZ25uUT09>

Meeting ID: 934 1474 8822

Passcode: 454959

- A. Roll Call and Declarations of Conflicts of Interest
- B. Announcements
- C. Public Comment

### Old Business

- D. Consent Agenda
  - Approval of June 3<sup>rd</sup> 12pm Budget Meeting Minutes
  - Approval of June 3<sup>rd</sup> Regular Board Meeting Minutes

### New Business

- E. Treasurer's Report (Evans)
- F. Staff Report (Conroy)
- G. County Update (Einmo)
- H. Mill City Construction Delivery Agreement Update (Kirsch)
- I. Agency Updates (DEQ, Business Oregon, Regional Solutions Coordinator)

### Upcoming Events:

Date	Event	Location
July 1 <sup>st</sup>	NSSA Regular Board Meeting	Mill City, City Hall and Zoom
July 15 <sup>th</sup>	NSSA Work Session	Mill City, City Hall and Zoom



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**NSSA Budget Hearing by the Board  
Summary Notes: June 3, 12:00 p.m.**

**Roll Call and Declarations of Conflicts of Interest**

**Members Present:** Tim Kirsch, Emily Scofield, Janet Zeyen Hall, Ron Evans, Tony Morones

**COG Staff Present:** Amber Mathiesen, Deza'Rae Collins, Kyle Robertson, Laura Conroy, Linda Hansen, McRae Carmichael, Scott Dadson

**Conflicts of Interest:** None declared.

**Meeting Called to Order** at 12:00 p.m.

**Public Hearing of the 2024-25 Fiscal Year Budget:** opened at 12:05 p.m.

No one from the public was in attendance either online or in-person.

The Public Hearing was closed at 12:06 p.m.

**Presentation of Budget** by Budget Officer **Laura Conroy**

**Budget Committee Deliberations and Motion to Approve Proposed Budget**

Motion to: **Adopt Resolution number 2024-02 adopting the North Santiam Sewer Authority Budget for fiscal year 2024-25** by Scofield and seconded by Zeyen-Hall.

Motion passed. **In favor:** Kirsch, Morones, Scofield, Zeyen-Hall. **Opposed:** None.

**Abstained:** None.

**Meeting Adjourned** at 12:11 p.m.



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**NSSA Board Meeting #91 Minutes**

**June 3, 2024 at 6:00 PM**

**Mill City, City Hall and Zoom**

Meeting called to order at 6:02 p.m.

**A. Roll Call and Declarations of Conflicts of Interest**

**Present:** Tim Kirsch, Chair, Mill City; Janet Zeyen-Hall, Mill City, Secretary; Ron Evans, Gates, Emily Scofield, Gates; Tony Morones, Idanha.

**Absent:** Denny Nielsen, Detroit, Communications Chair; **Cable Huston:** Timmy Brooks;

**Marion County:** Chris Einmo, Tsigereda Woldegiorgis

**DEQ:** Mary Camarata

**Keller Associates:** Pam Villarreal, Peter Olsen

**COG Staff:** Laura Conroy, McRae Carmichael, Deza'Rae Collins, Scott Dadson, Amber Mathiesen

**Others:** Stephen Floyd

No conflicts of interest were declared.

**B. Announcements:** None

**C. Public Comments:** None

**Old Business:**

**D. Consent Agenda**

**Motion to approve the Consent Agenda** by Evans, seconded by Scofield; Unanimous Motion passed. **In favor:** All present. **Opposed:** None. **Abstained:** None.

Approval of May 6th Budget Committee Summary Notes.

**Motion to approve the May 6th Budget Committee Summary Notes** by Evans, seconded by Scofield; Unanimous

Motion passed. **In favor:** All present. **Opposed:** None. **Abstained:** None.

Approval of May 8th Board Meeting Minutes

**Motion to approve the May 8th Board Meeting Minutes** by Scofield, seconded by Scofield; Unanimous

Motion passed. **In favor:** All present. **Opposed:** None. **Abstained:** None.

## **New Business:**

### **E. Officer Elections**

Ron Evans nominates Emily Scofield as Vice-Chair, seconded by Tim Kirsch  
Tim Kirsch nominates Ron Evans as Treasurer, seconded by Janet Zeyen-Hall  
Janet Zeyen-Hall nominates Tim Kirsch as Chair  
Ron Evans nominates Janet Zeyen-Hall as Secretary, seconded by Tim Kirsch  
Ron Evans nominates Denny Nielsen as communications chair

### **F. Gates Connection Ordinance Update (Evans/Scofield)**

Gates Connection Ordinance has been approved, just waiting for the public approval number. Some public comments have been received such as affordability concerns for residents. Chris Einmo reminded the group that residents can still apply for septic sewer reimbursement, if it is a result of the wildfire, and applications submitted before the upcoming deadline.

### **G. Mill City Construction Delivery Agreement Update (Kirsch)**

Deliberations are underway with Marion County to ensure key elements are included in the agreement such as the correct permits, operator training and construction costs. Chair Kirsch prefers that the construction team is prepared in advance before building a new water treatment plant. A document is not available yet and will be shared when there is. Mill City also met with Keller Associates to review and discuss construction design. Discussions about the delivery agreement remain ongoing.

### **H. Treasurer's Report (Evans)**

Ron Evans received an invoice last month from Cable Huston which will be reviewed with Laura Conroy and MWVCOG Finance Director Amber Mathiesen to confirm the correct amount(s) due.

### **I. Staff Report (Conroy) (see packet)**

The 2024/2025 Budget has been adopted. We are also continuing to support the efforts that Mill City and the county are undergoing as part of the construction delivery agreement. Lastly, we are continuing to work with the county and interested parties, including downstream communities, on a regulatory pathway for the 3-basin rule amendment. Conversations are going well, and the county will prepare communications with the board and other interested parties when completed. The toolkit will include frequently asked questions about what the Three-Basin rule is and why now is a good time to update the rule considering the Supreme Court's decision in Maui. Lastly, we're continuing to meet with county staff, Business Oregon, and Regional Solutions Coordinator regarding all the funding sources and keeping our ear to the ground, to make sure that when and if there's an opportunity for this body to support a funding request, you are promptly ready to do that. A supplemental staff report has also been developed with our finance director, Amber Mathiesen, and will be presented later in the meeting.

## **J. County Update (Einmo)**

Chris Einmo provided a brief update on the process of permitting and sorting through tensions between federal and state rules. The intent is to find a permitting process that will work not only for the proposed Mill City system, but for Detroit as well and incorporating the Gates Connection Ordinance. There has been a great deal of outreach in Detroit in the last month for property owners. A new consultant will take over since Brandon is leaving. The plan is to get all applications for permits under review before his transition and get them permitted and ready to start shopping for contractors. Detroit central commercial core should have a good number of contracts going in the next couple months.

Detroit property owners following the grant program will go out and obtain their own contractor of choice to complete the work that Marion County reimburses. Consulting is also provided such as excavation and surveying where needed, inspections part of the design process and assistance through the permitting process.

To date, Marion County has continued to secure different funding sources. Discussions are underway with potential partner agencies to grow the grant and help decrease the funding gap. Always subject to change depending on design process, so still focusing on real time estimates through the design process.

In Gates, surveying and predesign is being completed. Thus far, there are 2 types of interactions, one with surveyors and the other, utility locators. The surveyors are familiar with the project, know what's happening, and make contact. However, the utility locator works for the gas company or city and said they don't know much about the projects. More surveying is underway and now starting in the private rows after notice has been posted. Surveyors reported some very good interactions, such as thumbs up or comments about the project. Residents are happy to get sewer.

## **K. Peter Olsen, Keller Associates, North Santiam Canyon Sewer Project updates via PowerPoint**

### **Subsurface Exploration**

An infiltration basin pilot test will be conducted at the proposed WPCF site this summer.

- Will provide important data for groundwater modeling that will support permitting efforts and confirm feasibility of design.

### **Sampling Efforts**

Additional sampling has been conducted at DEQ's request. This will provide information on baseline water quality and background conditions:

- Nitrate, BOD, TSS, TDS, and pH – April 2024
- PFAS – May 2024

Property acquisition efforts for the proposed WPCF site are underway:

- An offer was made on April 30, 2024.
- Currently in the 40-day review period and awaiting a counter-offer to begin negotiations.

## **Mill City/Gates Preliminary Site Investigation Activities**

### **Mill City WPCF**

- Survey – Completed March 2024
- Geotechnical Investigation –Completed March 2024
- Environmental Due Diligence – In Progress

### Mill City/Gates Force Main

- Survey – In Progress
- Geotechnical Investigation – In Progress
- Environmental Due Diligence – In Progress

### Gates Collection System

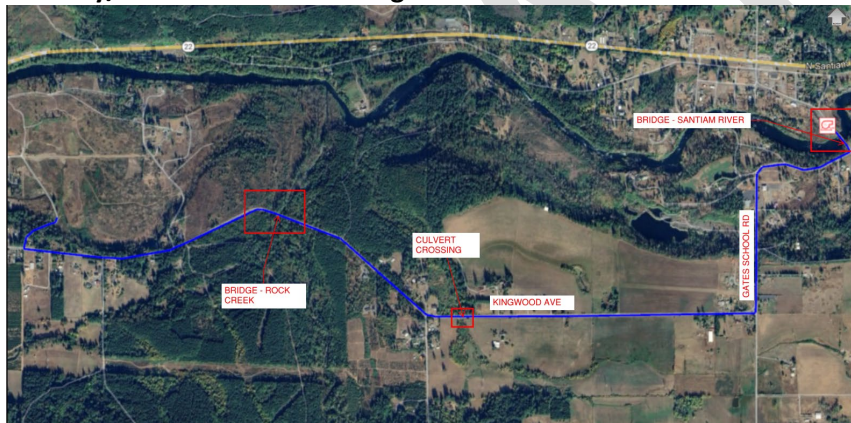
- Survey – In Progress
- Geotechnical Investigation – In Progress
- Environmental Due Diligence – In Progress

### Mill City WPCF Design

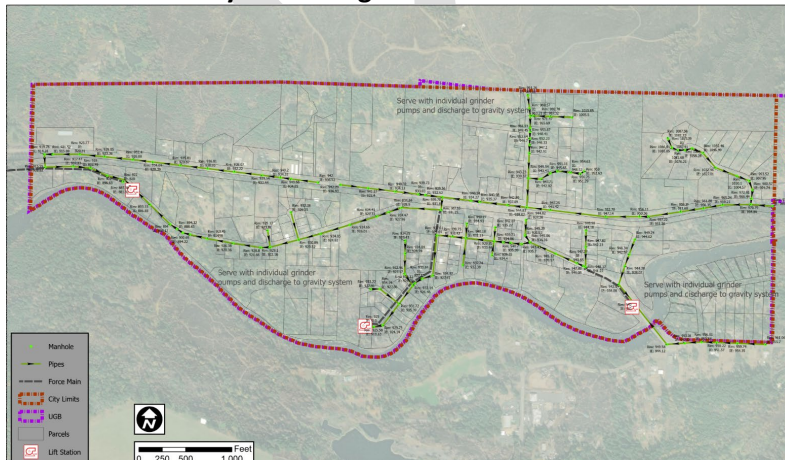
#### Preliminary Schedule

- Preliminary Engineering Report - June 2024
- Pre-Procurement – May 2024
  - SBR Process Basins
  - Sand Filters
- 30% Design – July 2024
- 60% Design – January 2025
- 90% Design – May 2025
- Start Construction – Spring 2025

### Mill City/Gates Force Main Design



### Gates Collection System Design



#### **Detroit Commercial Septic Reimbursement Program update**

- Of the 55 identified commercial properties, 17 applications for the Commercial Septic Grant Program have been received by Marion County.
- Aqua Resource Design Consultants has been conducting site investigation and existing system evaluations to determine next steps and design needs for commercial property owners.
- Two septic permits have been approved by Marion County to date. The property owners are obtaining quotes and will complete construction/repairs on their septic systems this summer.
- Survey and environmental due diligence is in progress for the ODOT R/W along the commercial corridor.

#### **Detroit Kane's Marina update**

- Due to costs associated with the original holding tank/on-site lift station concept, the design was revised:
  - Two 3,000-gallon holding tanks with intertie on western portion of property.
  - One 1,500-gallon holding tank on eastern portion of property.
  - Design will use plumbing codes as basis.
  - On-site sewer lines will be constructed from 6-inch Schedule 40 PVC.
  - Each RV stall will have a dedicated sewer hook-up with a 3.5-inch cleanout.
- CM/GC has provided preliminary costs for revised design.
- Keller will begin final design as soon as the cost is reviewed and approved. County involving Independent Cost Estimator in review

#### **L. DEQ Update**

No updates. Mary Camarata noted that work is going well with Chris Einmo and looking forward to the filtration pilot study with Keller Associates being completed to review results and confirm systems are working correctly. The first WPCF will be done after the study is completed. The Blue River project is being completed along the Mckenize River and so far so good, just determining which permits are needed otherwise, no questions or concerns.

#### **M. Budget Expansion Proposal**

Amber Mathiesen presented an expanded budget proposal to take to Marion County at \$301,500, which includes 4 critical changes. (1) Projecting \$80,000 for a manager and managerial support with one of the key changes including an operator. (2) Increasing legal services to \$65,000 with the anticipation of continued need for legal support. (3) Additional items are advocacy for funding and permitting such as informing the public and providing information throughout the process. There is anticipation with the additional spending that NSSA is doing, there is going to be a financial audit or at least a short review process. (4) Lastly, there needs to be support for the treasurer to ensure that all the reports needed to move forward and accommodate additional funding are available, if and when it comes.

**Meeting Adjourned: 7:04 p.m.**



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**Date:** June 27, 2024  
**To:** NSSA Board  
**From:** Laura Conroy, Project Manager and Budget Officer  
**Subject:** June Staff Report

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## Introduction

This memo provides an overview of staff activities for June in support of the NSSA. Staff prioritized the proposal to the county for continued funding for NSSA and funding for operators, engaging interested parties in a three-basin rule update, and the right-of-entry process for the City of Gates.

## NSSA Budget and County Funding Proposal

COG staff filed the 2024-25 adopted budget with the Department of Revenue which concludes the budget process for 2024-25.

Staff, consistent with the board's direction at its June 3<sup>rd</sup> meeting, submitted a revised 195k proposal to Marion County. Marion County Commissioners Bethell and Willis reviewed the proposal and indicated they were not willing to continue to fund NSSA through lottery dollars but understood that Mill City and Gates may need funding for operators and community outreach for the project. Commissioner Cameron was not present. The commissioners requested additional conversation with the Mayors and key staff of Mill City and Gates. Efforts to schedule that meeting are underway. Conversation is underway to determine if funding for NSSA could be sourced from the construction project's ARPA allocation.

## Legal Services

IGA for Ownership and Operation of Treatment and Collection Facilities - COG staff and Cable Huston attorney Tommy Brooks are waiting for Mill City feedback.



Construction Delivery Agreement between Marion County and Mill City – COG staff are aware that the county public works staff and Mill City staff are continuing to negotiate this agreement.

### **Communications**

COG staff have advised the county to coordinate the display of lawn signs on commercial and residential properties to raise awareness and encourage participation in the program now as the program will close at the end of the September due to ARPA deadlines.

COG staff are drafting an outreach and engagement plan for consideration by the County and the Gates City Council and staff to inform the Gates community about the transition to sewer and to secure right-of-entry agreements. It is important to secure the right-of-entry agreements to allow county contractors to enter properties to survey, excavate, trench and construct the laterals and to decommission the existing tanks and drainfields. Efforts to secure right-of-entry agreements will be active this summer as these are needed as far as advance of construction as possible.

COG staff is continuing to coordinate with MIG, Kellar's communications contractor to provide updates to the website with a focus on updating the project workflow documents and images.

### **Regulatory Pathway Meetings**

COG staff continue to coordinate with County staff, DEQ and interested parties in support of a petition to update the Three Basin Rule in response to the Supreme Court's *Maui* decision and draft EPA guidance to ensure the treatment facilities being designed and constructed can be permitted to operate. COG staff recently hosted an initial conversation with the Grande Ronde tribe and continue to look to ways to assist in the engagement process.

### **Construction Funding**

COG staff continued to meet with county staff, business Oregon and the regional solutions team coordinator regarding other funding sources.