

**North Santiam Sewer Authority Board Meeting and
Sewer Project Update #62
March 7, 2022, at 6:00 pm
SUMMARY NOTES**

A. Roll Call and Declarations of Conflicts of Interest

Present: Ken Woodward, Chair, Detroit; Jeff Yohe, Idanha; Jeff Smith Idanha; Danielle Gonzalez, Marion County; Janet Zeyen-Hall, Mill City, Secretary; Brian Gander Treasurer, Sarah Allaben COG, Ameri Corps RARE, Mary Camarata DEQ, Arthur, Ron Carmichael Mayor; Gates and Deny Nielsen Detroit

No declarations or conflicts currently.

B. Announcements

Jeff Smith is retiring; this is his last meeting. Tony will be stepping in for him.

C. Public Comment and Questions (please limit Public Comment to 3 minutes each)

None **Action:**

D. Action: Review and Approval of Meeting Summary Notes from 2/7/2022

Held for review at the meeting on April 4, 2022.

E. Action: Treasurer Report- review and pay bills if necessary

No changes

Old Business:

F. Update: OAWU Conference in Sunriver

The conference was very successful. Very informative conference. Several people stayed after with lots of questions.

G. Update: Work by AmeriCorps RARE Member Sarah Allaben

- **Logo**

There was a vote on the Logo #1 and #2. Logo #2 wins a 5 to 4 vote.

- **Video**

The video is still in progress. Ten interviews have been completed.

- **Website**

The website is coming along, and the FAQ has been updated. Still waiting on photos of board members. (Only 3 have been submitted).

- **Funding List and Best Practices**

Sarah is still researching grant opportunities on a state and federal level, and she is also researching ORS 190 best practices.

H. Financial Policies Development and Maturity of Organization

A checking account was opened and \$100 was deposited.

Brian and Janet have been working on a living Financial Policies document. Currently they have reviewed financial policies from COG and nonprofits. This is a living document that is blended and needs to be honed. This draft includes all the policy levels, revenue expenditures, capital improvement, operating budget, long range, physical policy, risk management, reserving contingency funding protocols, some investments, fixed assets, and how to identify and manage and catalogue those.

Danielle provided feedback and Denny will be sending feedback also.

I. Future Staffing of the NSSA

The NSSA would like to start with what can be done with Mill City. This will need to be proposed to the city council. This position will start part time 20 hours per week.

New Business:

J. Next meetings topics

- Approval of 2/7/22 – 3/7/22 summary notes.
- Review financial policy
- Staffing requirements
- Future meetings

Meeting adjourned: 7:14pm

Upcoming Dates: Sewer Meeting First Monday of the month

Date	Event	Where
April 4, 2022 6:00 pm	North Santiam Sewer Authority Meeting	Via Zoom or In Person- TBD
May 2, 2022 6:00 pm	North Santiam Sewer Authority Meeting	Via Zoom or In Person- TBD
June 6, 2022 6:00 pm	North Santiam Sewer Authority Meeting	Via Zoom or In Person- TBD