



**North Santiam
Sewer Authority**

northsantiamsewer@gmail.com

northsantiamsewer.net

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

**NSSA Board Regular Meeting Agenda # 86
February 5, 2024 at 6:00 P.M.**

<https://zoom.us/j/93414748822?pwd=MjJkM3VyY21YS1BDBK2doVEpIZ25uUT09>

Meeting ID: 934 1474 8822

Passcode: 454959

- A. Roll Call and Declarations of Conflicts of Interest
- B. Public Comment and Questions (please limit Public Comment to 3 minutes each)
- C. Announcements
- D. Old Business
 - a. December 4, 2023 and January 3, 2024 Meeting Summary Notes
Requesting Motion to Approve
 - b. December 2023 and January 2024 Treasurer's Report (Evans)
Requesting Motion to Approve
- E. New Business
 - a. COG Staff Report (Conroy)
 - b. Website Update (Nielsen)
 - c. County Update (Einmo)
- F. Executive Session

The NSSA will now meet to hold the following executive session: In accordance with ORS 192.660(2)(f) to consider information or records that are exempt from disclosure by law, including written advice from the NSSA attorney. ORS 192.660(2)(f). Executive Sessions are closed to the public and all members of the audience are asked to leave the room and for those attending virtually we will place you in the waiting room. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.
- G. Adjourn

Upcoming Events:

Date	Event	Location
TBD	February Work Session	Mill City, City Hall/Zoom
3/4/2024	March Board Meeting #87	Mill City, City Hall/Zoom



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**NSSA Board Meeting #84
Summary Notes
December 4th at 6:00 PM @ Mill
City, City Hall and via Zoom**

Meeting called at 6:05

- A. Roll Call and Declarations of Conflicts of Interest
Present: Ken Woodward Detroit; Janet Zeyen-Hall, Mill City: Denny Nielsen, Tim Kirsch, Emily Scofield, Ron Evans
Absent: Morones
County Staff: Brian Nicholas, Chris Einmo, Chris Eppley
COG Staff: Scott Dadson, Laura Conroy
- B. **Announcements**
- C. **Public Comments**

Old Business:
 - 1. **November 6th Summary Notes**
Motion to accept the Summary Notes by Ron Evans, second Denny Neilson
Motion passed
 - 2. **Treasurer's Report**
Motion to accept the Treasure's Report by Janet Zeyen-Hall, Second, Emily Scofield
Motion Passed
New Business:
 - 1. **Jan NSSA Meeting dates (Kirsch)**
The members agreed on the Dates for January 2024
January 3, 2023, 6 pm Board Meeting with Executive Session
January 17, 2023, 6 pm Work Session with Executive Session
 - 2. **County Update (Einmo)**
 - 3. **COG Staff Report (Conroy)**
 - 4. **Executive Session with NSSA attorneys**

Executive Sessions are not recorded. No decisions will be made in the Executive Session.
- D. **Adjourn - 6:45 pm**

Upcoming Events:

Date	Event	Location
December 18 th , 6-8 pm	NSSA WS Meeting	Mill City, City Hall
January 3 rd , 6-8 pm	NSSA Board Meeting	Mill City, City Hall
January 17 th , 6-8 pm	NSSA WS Meeting	Mill City, City Hall



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**NSSA Board Meeting #85
Summary Notes
January 3, 2024 at 6:00 PM
Mill City, City Hall and via Zoom**

Meeting called to order at 6:02

A. Roll Call and Declarations of Conflicts of Interest

Present: Ken Woodward Detroit; Janet Zeyen-Hall, Mill City; Denny Nielsen, Tim Kirsch, Emily Scofield, Ron Evans, Tony Morones

Absent: None

County Staff: Brian Nicholas, Chris Einmo

COG Staff: Scott Dadson, Laura Conroy

NSSA Attorneys: Clark Balfour, Dan Mulvihill

B. Announcements: None

C. Public Comments: None

D. Old Business: None

December 4, 2023, Summary Notes: No motion was made.

Treasurer's Report: No motion was made.

E. Executive Session with NSSA attorneys Executive Sessions are not recorded. No decisions will be made in the Executive Session.

H. Adjourn – 8:00 p.m.

Upcoming Events:

Date	Event	Location
January 17 th , 6-8 pm	NSSA WS Meeting	Mill City, City Hall



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NSSA TREASURY

NSSA TREASURY STATUS

AS OF

31 DECEMBER 2023

PREPARED BY:

Ronald V. Evans

NSSA Treasurer

CityofGateswater@gmail.com

NSSA TREASURY

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NSSA TREASURY

NSSA FINANCIAL ACTIVITY

DECEMBER 2023 BANK STATEMENT

U.S. BANK SILVER - BUSINESS

Member FDI

Account Number 1-697-0085-3677

U.S. Bank National Association

Account Summary

	# Items				
Beginning Balance on Dec 1		\$ 102,057.63	Number of Days in Statement Period		31
Other Deposits	1	0.05			
Other Withdrawals	1				
		16.95-			
Ending Balance on Dec 31, 2023		\$ 102,040.73			

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Dec 21	Electronic Deposit From GOOGLE		\$ 0.05
	REF=233540125664580N00 F770493581ACCTVERIFYUS003Y330		
	1		
Total Other Deposits			\$ 0.05

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
Dec 14	Analysis Service Charge	1400000000	\$ 16.95-
Total Other Withdrawals			\$ 16.95-

Balance Summary

Date	Ending Balance	Date	Ending Balance
Dec 14	102,040.68	Dec 21	102,040.73

Balances only appear for days reflecting change.

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: November 2023

Account Number:	1-697-0085-3677	\$	16.95
Analysis Service Charge assessed to	1-697-0085-3677	\$	16.95

Service Activity Detail for Account Number 1-697-0085-3677

Service	Volume	Avg Unit Price	Total Charge
Depository Services			
Combined Transactions/Items	4		No Charge
Subtotal: Depository Services			0.00
SinglePoint			
SPE Current Day per Item Det	1		No Charge
SPE Pday Det & Sum Mo Maint	1	16.95000	16.95
SPE Previous Day per Item Det	5		No Charge
SP Image Access Mo Maint	1		No Charge
SPE Ext Messaging Mo Maint	1		No Charge
Subtotal: SinglePoint			16.95
Fee Based Service Charges for Account Number 1-697-0085-3677			\$ 16.95

NSSA TREASURY

NO INVOICES PAID IN NOVEMBER

INVOICES RECEIVED IN DECEMBER

Cable Houston invoice # 135063

December 14

\$ 5545.00

Payment is waiting on Jan 3 NSSA meeting for approval.

DEPOSITS IN DECEMBER

Google

December 21

\$ 0.05

CHARGES IN DECEMBER

Single Point service charge

December 14

\$ 16.95

NSSA TREASURY

CHECK STATUS

Status	Account Number	MICR Acct. #	Check Number	Transaction Type	Amount	Date	Sequence #
Available	169700853677	169700853677	0	Check	\$500.00	08/29/2022	8016707985
Available	169700853677	169700853677	1001	Check	\$500.00	10/17/2022	8017029390
Available	169700853677	169700853677	1002	Check	\$1,132.98	10/17/2022	8014903744
Available	169700853677	169700853677	1003	Check	\$276.00	12/14/2022	8613483952
Available	169700853677	169700853677	1004	Check	\$44.34	12/14/2022	8613483951
Available	169700853677	169700853677	1007	Check	\$1,162.00	04/21/2023	9214498045
Available	169700853677	169700853677	1009	Check	\$500.00	08/15/2023	8315777506
Available	169700853677	169700853677	1010	Check	\$43.91	08/17/2023	8913437027
Available	169700853677	169700853677	1011	Check	\$7,787.04	08/14/2023	8016970893
Available	169700853677	169700853677	1012	Check	\$1,684.00	08/14/2023	8016970892
Available	169700853677	169700853677	1013	Check	\$8,757.00	08/14/2023	8016970891
Available	169700853677	169700853677	1014	Check	\$3,839.25	08/14/2023	8016970890
Available	169700853677	169700853677	1015	Check	\$1,178.26	08/29/2023	8313926225
Available	169700853677	169700853677	1016	Check	\$20.00	09/28/2023	8912910564
Available	169700853677	169700853677	1017	Check	\$189.00	10/20/2023	9214476996
Available	169700853677	169700853677	1018	Check	\$4,523.75	10/11/2023	8616815836
Available	169700853677	169700853677	1019	Check	\$4,833.50	10/11/2023	8616815837
Available	169700853677	169700853677	1020	Check	\$3,246.30	11/07/2023	8314438564
Available	169700853677	169700853677	1021	Check	\$3,429.00	11/28/2023	8315494680
Available	169700853677	169700853677	1022	Check	\$4,429.00	11/22/2023	8614537536
Available	169700853677	169700853677	1023	Check	\$324.00	11/20/2023	8016154623

Page
Status

NSSA TREASURY

SUMMARY 2023

Date	Starting Balance	Deposits	Source	Invoices Paid	Check #	Invoice #	US Bank Balance	COMMENTS
January 17, 2023	\$147,552.04			\$15.95			\$147,536.09	SinglePoint service
February 14, 2023	\$147,536.09			\$16.95			\$147,519.14	SinglePoint service
February 22, 2023	\$147,519.14	\$637.05					\$148,156.19	Balance from Mill City to US Bank
February 28, 2023	\$148,156.19					65716	\$148,156.19	Local Govt. Law Group
March 14, 2023	\$148,156.19			\$16.95			\$148,139.24	SoinglePoint Service
March 30, 2023						2383		MWVGOG INVOICE, \$ 7,787.04, Check 1008 issued but not received. A stop payment was issued
April 14, 2023	\$148,139.24			\$16.95			\$148,122.29	SoinglePoint Service
April 21, 2023	\$148,122.29			\$1,162.00	1007	65716	\$146,960.29	LGLG payment cleared
April 30, 2023						2471		MWVGOG INVOICE, \$ 1,684.00
May 12, 2023	\$146,960.29			\$16.95			\$146,943.34	SoinglePoint Service
May 31, 2023						2534		MWVCOG INVOICE, \$ 8,757.00
May 31, 2023							\$146,943.34	May 31 ending balance
July 5, 2023				\$1,178.26		PO-NSSA-I2023-00		CIS Invoice for 2023 - 2024
June 14, 2023	\$146,943.34			\$16.95			\$146,926.39	
June 30, 2023							\$146,926.39	June 30 ending balance
July 17, 2023	\$146,926.39			\$16.95			\$146,909.44	
July 20, 2023						2697		MWVCOG INVOICE, \$ 3,839.25

NSSA TREASURY

SUMMARY 2023 CONTINUED

Date	Starting Balance	Deposits	Source	Invoices Paid	Check #	Invoice #	US Bank Balance	COMMENTS
August 14, 2023	\$146,909.44			\$7,787.04	1011	2383	\$139,122.40	MWVCOG Nov 22 - Mar 23
August 14, 2023	\$139,122.40			\$1,684.00	1012	2471	\$137,438.40	MWVCOG April 23
August 14, 2023	\$137,438.40			\$8,757.00	1013	2534	\$128,681.40	MWVCOG May 23
August 14, 2023	\$128,681.40			\$3,839.25	1014	2697	\$124,842.15	MWVCOG June 23
August 15, 2023	\$124,842.15			\$500.00	1009		\$124,342.15	League of Oregon Cities membership
August 16, 2023	\$124,342.15			\$16.95			\$124,325.20	SinglePoint service
August 17, 2023	\$124,325.20			\$43.91	1010		\$124,281.29	Govt. Ethics Commission Annual
August 29, 2023	\$124,281.29			\$1,178.26	1015		\$123,103.03	CCI Insurance
September 15, 2023	\$123,103.03			\$16.95			\$123,086.08	SinglePoint service
September 29, 2023	\$123,086.08			\$20.00	1016		\$123,066.08	Report in lieu of Audit
September 30, 2023	\$123,066.08						\$123,066.08	September ending balance
October 10, 2023	\$123,066.08			\$189.00	1017		\$122,877.08	Local Govt. Law Group (not cleared th bank yet)
October 10, 2023	\$122,877.08			\$4,523.75	1018	2788	\$118,353.33	MWVCOG
October 10, 2023	\$118,353.33			\$4,833.50	1019	2789	\$113,519.83	MWVCOG
October 16, 2023	\$113,519.83			\$16.95			\$113,502.88	Single point monthly
October 20, 2023	\$113,502.88				1017	67199	\$113,502.88	Local Govt. Law Group check cleared
November 7, 2023	\$113,502.88			\$3,246.30	1020	2829	\$110,256.58	MWVCOG
November 14, 2023	\$110,256.58			\$16.95			\$110,239.63	Single point monthly
November 20, 2023	\$110,239.63			\$324.00	1023	1085798755	\$109,915.63	Wix web site renewal
November 22, 2023	\$109,915.63			\$4,429.00	1022	2907	\$105,486.63	MWVCOG
November 28, 2023	\$105,486.63			\$3,429.00	1021	67846	\$102,057.63	LGLG payment
December 14, 2023	\$102,057.63			\$16.95			\$102,040.68	Single point monthly
December 14, 2023				\$5,545.00		136063		Cable Houston, waiting for Jan 3 payment authorization
December 21, 2023	\$102,040.68	\$0.05	Google				\$102,040.73	Deposit from Google



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Date: February 2, 2024
To: NSSA Board
From: Scott Dadson, Executive Director
Laura Conroy, Project Manager
Subject: February Staff Report

Introduction

This memo provides an overview of staff activities for January in support of the NSSA.

County Coordination Meetings

COG staff continued to meet with county engineering staff regarding progress on the geotechnical studies for the Detroit/Idanha project, sharing information with Gates and Mill City councils regarding surveying and clearing associated with the force main, and efforts to comply with environmental regulations for the treatment plant and collection system for the Mill City/Gates and the Detroit/Idanha projects. COG staff also worked with county communications as they prepare updates on the construction project for sharing.

IGA amendments

COG staff continued to work with Community Development Director Chris Eppley to complete the IGA amendment for an additional 80,000 for legal counsel to assist NSSA in making decisions about asset ownership, rate making authority, and governance. The IGA has been fully executed and funds are forthcoming to the NSSA.

Outreach

COG staff worked with board members Evans and Scofield to begin preparing information for the Gates City Council and community regarding the sewer system and connections.