



North Santiam Sewer Authority

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NSSA Board Meeting #66 Summary July 11, 2022, at 6:00 pm

<https://www.youtube.com/watch?v=zTeb8LhevqM>

A. Roll Call and Declarations of Conflicts of Interest:

- Ken Woodward; Tim Kirsch; Brian Gander; Denny Nielsen; Ron Carmickle, Tony Morones; Janet Zeyen-Hall; Mary Camarata; Keith Bedell; Kelly Weese

B. Announcements:

- Morones and Nielsen raised an update on a potential Idanah Board position fill by a volunteer, "Mark Tracy."
- Carmickle shared an event for fire victims, inviting NSSA as a board to attend as liaisons and to highlight the Boards mission.

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

None

Action:

D. Review and Approve Summary notes for May 2, 2022, and June 6, 2022

- Motion moved in approval by Nielsen, seconded by Kirsch
- Approve: Woodward, Kirsch, Gander, Nielsen, Morones, Zeyen – Hall, Carmickle; Oppose: None

E. Vote to Marion County/NSSA IGA Update [Kelli Weese]:

Updates:

- The first grant application deadline was changed to December 21st.
- “Section B” Requirement clarification added for the NSSA to Consult with the County before decisions that would impact the financial stability of the NSSA or the long-term administration of the capital assets.
- Quarterly reports shall be submitted using County Template, including written reports detailing the progress of the work products within the agreement and the next steps.

F. Marion County/NSSA RFP Update

- Morones provided clarification on the RFP deadline for July 12.
- Kelly Weese from Marion County expects the final selection the following week.

G. Marion County Commissioners Meeting/Marketing Video Sarah Allaben

- Ron Carmickle made a motion to accept NSSA Video for upload to the website
- Motion seconded by Morones
- Approve: Woodward, Kirsch, Gander, Nielsen, Morones, Zeyen – Hall, Carmickle; Oppose: None

H. NSSA Treasury Report Brian Gander:

- Current Cash balance of \$717. \$100 remains in the US Bank account, with the remainder of \$617 left in Mill City until an ACH transfer between Marion County occurs. This would expedite check signing progress.
- A debit of \$149.90 was charged to Woodward for opening the NSSA Zoom account. This charge will need to be transferred to the Board once the County passes financial controls.

- Morones motions to approve the treasurer's report, seconded by Nielsen.
- Discussion: Gander asked for clarification on the need for Board permission to have checks made. The point was brought forward for the need for technologically efficient financial policies and board procedures to avoid confusion in the future.
- Approve: Woodward, Kirsch, Gander, Nielsen, Morones, Zeyen – Hall, Carmickle; Oppose: None

I. Zoom/Webpage Account:

- A \$274 charge from WIX for the NSSA website was debited to Woodward, with the annual fee due in November. Gander and Woodward to work out a financial policy to transfer website charges to the NSSA Account.
- Ron Carmickle commented on a Board's need for a secure and flexible way to grant future NSSA administrative person access to the website controls.

J. IGA COG/NSSA Update [Mcrae]:

- Draft contract to be approved next Wednesday. Mcrae to bring IGA to COG for NSSA to join the COG and contract administrative services.
- To share an editable copy of the IGA for future approval at the next board meeting.
- The COG is discussing securing an administrative person to assist NSSA with financial reports, grant administration, meeting notes, and agenda setting.

Old Business:

K. Financial Policies and Procedures:

- With work done by Zeyen – Hall, and Gander on implementing a bonding element and timeline within policies, Board should expect a second draft by the September meeting and finalize it before the September 21st deadline.

L. Banking Transfer Money:

- An ACH transfer is in progress between Marion County and NSSA

New Business:

M. Board Member Assignments:

- Nielsen brought forward the task of developing Talking Points with the assistance of Allaben to propose a unified message that the board will share. Nielsen is designated PR and communications
- Different positions and roles

N. Sarah Allaben Rare Update Talking Points:

- Acknowledgement of the valuable work Allaben has provided to the NSSA. Board to Organize gestures of gratitude.

O. Marion County Commissioners Board Meeting Zoom Link

- Link p

P. July 15th Bi-Weekly Admin Work Session:

- A meeting will be hosted at the MWVCOG as well as online at 8:15, with a recording of the meeting posted in the future

Next Meeting Topics:

- Deadlines for September Financial policies
- Possible Work Session scheduled for the 29th.

Upcoming Events:

Date	Event	Location
July 8, 2022	NSSA Admin Work Session	Zoom Only
July 11, 2022	NSSA Board Meeting #66	Zoom Only

July 13, 2022	Marion County Commissioners Board Meeting	In-Person/Zoom
July 15, 2022, 8:15 pm	NSSA Bi-Weekly Admin Work Session	Zoom