



**North Santiam  
Sewer Authority**

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P.O. Box 256  
444 S 1st Ave  
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**NSSA Monthly Board Meeting Agenda #83  
November 6th, 2023, at 6 PM**

**HYBRID**

**In-Person Location:** Mill City, City Hall 444 S 1<sup>st</sup> Ave, Mill City, Or

**Virtual:** <https://zoom.us/j/93414748822?pwd=MjJkM3Vyb21YS1BDK2doVEplZ25uUT09>

Meeting ID: 934 1474 8822

Passcode: 454959

- A. Roll Call and Declarations of Conflicts of Interest
- B. Announcements
- C. Public Comment and Questions (please limit Public Comments to 3 minutes each)

**Action Agenda**

- A. October Summary Notes (Motion Needed)
- B. Treasurer's Report (Evans)
- C. Legal Services
- D. COG Staff Report (Dadson/Conroy)
- E. County update

**Upcoming Events:**

Date	Event	Location
November 20 <sup>th</sup> , 6-8 pm	NSSA Work Meeting	TBD
December 4 <sup>th</sup> , 6-8 pm	NSSA Board Meeting	TBD



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**Board Meeting**

**Summary Notes**

**October 2nd at 6:00 PM**

<https://zoom.us/j/93414748822?pwd=MjJkM3VyY21YS1BDBK2doVEpZ25uUT09>

Meeting ID: 934 1474 8822

Passcode: 454959

Called to order 6:03 p.m.

Adjourn 8:00 p.m.

- A. Roll Call and Declarations of Conflicts of Interest  
**Present:** Kirsch, Gander, Evans, Zeyen-Hall, Nielsen, Woodward  
**Absent:** Morones  
**Zoom:**  
**Guests:** Mary Camarata, DEQ, Beth Wyratoski, Regional Solutions Coordinator for Polk-Yamhill-Marion County, Slayden Construction, K & E Excavating, Marion County Public Works, Brian Nicholas Public Works Director and Chris Einmo Project Manager, Peter Olsen, Keller Associates Engineering, Gordon Wilson, FCS consultants

**Announcements**

None

**B. Public Comment**

**C. Action:**

1. September Summary Notes were approved. Gander moved to accept. Ron Seconded. Motion passed unanimously.
2. Treasurer Report: Gander Moved  
Zeyen-Hall Second  
Approved - unanimous.
3. September 28<sup>th</sup> Legislative Breakfast Debrief  
Ken Woodward created a one-page document with a funding request.  
COG legislative committee will write a letter of support for the funding request.

Motion for COG to create scope of work and process to procure an attorney firm to assist with interim operating agreements and related work to prepare to receive sewer system assets. Motion by Brian Gander. Second by Denny Nielsen. Motion passed unanimously.

4. Slayden Constructors Introduction and Presentation: Jeff Wall, Slayden, Tom Paul, Slayden, K & E Excavating, Kerry Kuenzi
5. Marion County:
  - Presented information about the overall process including the outreach pursuant to the submission of the facility plan.
  - Presented updated FCS report.
6. Ron Evans introduced his draft operational plan. The board will discuss the plan in detail at future work sessions.
7. The topic of commercial septic in Gates was tabled for a future meeting.  
The topic of staff for NSSA was tabled for a future meeting.

Adjourn 8:02

**Upcoming Events:**

Date	Event	Location
October 16 <sup>th</sup> , 6-8 pm	NSSA Board Work Session	Mill City
November 6 <sup>th</sup> , 6-8 pm	NSSA Board Meeting	TBD
November 20 <sup>th</sup> , 6-8 pm	NSSA Board Work Session	TBD
December 4 <sup>th</sup> , 6-8 pm	NSSA Board Meeting	TBD



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**Date:** November 3, 2023  
**To:** NSSA Board  
**From:** Scott Dadson, Executive Director  
Laura Conroy, Project Manager  
**Subject:** October Staff Report

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## Introduction

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

## County Coordination Meetings

### October 24<sup>th</sup> and 25<sup>th</sup> Open Houses and City Presentations

COG staff assisted the County in preparing its materials for City Council presentations for Detroit, Gates, and Mill City. Staff assisted with materials and preparations for the Open Houses held at Santiam High School on October 24<sup>th</sup> and Gates Fire Station on October 25<sup>th</sup>. Staff also attended these events. These presentations are part of the preparation for design to be submitted to DEQ. Presentations focused on Project A – the Gates and Mill City system.

### Detroit and Idanha

COG staff attended the bi-weekly Kellar project meetings and encouraged the county and Kellar to provide updates on the Detroit Ranger Station and McCoy Creek explorations to the NSSA board. The County is also working on materials to share with Detroit and Idanha residents regarding interim and long-term sewer system development efforts.

## **NSSA Board member transitions**

Staff coordinated with the City of Gates regarding the transition of representatives to the NSSA Board. Gates City Councilor Emily Scofield has joined the NSSA board following Brian Gander's resignation.

## **Legal Services**

At the October 4<sup>th</sup> NSSA Regular Board Meeting, County Public Works Director Brian Nicholas confirmed the County could not hire a firm to provide legal services to NSSA using ARPA dollars. Instead, the County's community development department would prepare an amendment to the current IGA with NSSA to include legal services and additional administration services through 12/26. The county requested that NSSA prepare a budget request to support these needs.

At the October 16<sup>th</sup> Work Session, COG staff prepared a draft budget and presented it to the NSSA board at the 10/16 Work Session for Review and Comment. The draft budget included a request for funding for sewer system operations staff beginning in June 2026. The County indicated a willingness to immediately fund the request for legal services and administration staff and deferred a decision to fund operations staff to a later date. The week of October 16<sup>th</sup>, COG staff implemented an intermediate procurement process pursuant to ORS 279B for legal services by contacting three law groups; Local Government Law Group, Northwest Local Governments Legal Advisors, and Cable Huston. The scope of work the board had previously approved for use for this purpose was shared with the law groups. Local Government Law Group and Northwest Local Governments Legal Advisors declined representation for the focused scope of work.

At the October 30<sup>th</sup> meeting the NSSA board placed the topic of funding for legal services on the 11/2 agenda. The NSSA board will determine whether to fund legal services from its existing funds or whether it will wait for the execution of an amended IGA with the county before hiring legal services.

## **Quarterly Report**

COG staff in cooperation with board member Ron Evans prepared the NSSA's quarterly report for Marion County.