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

North Santiam Sewer Authority

NSSA Monthly Board Meeting Agenda
December 4, 2023 at 6:00 PM
Mill City, City Hall

https://zoom.us/j/934 14748822?pwd=MjJkM3Vyb21YS1BDK2doVEpIZ25uUT09
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

Old Business:

A. November 6th Summary Notes (Motion Needed)
B. Treasurer's Report - (Motion Needed)

New Business:

A. Jan NSSA meeting dates (Kirsch)
B. County Update (Einmo)
C. COG Staff Report (Conroy)
D. Executive Session with Cable Huston

Upcoming Events:

Date	Event	Location
12/18	Work Session	Mill City, City Hall/Zoom
~~1/1~~ TBD	Regular Board Meeting	Mill City, City Hall/ Zoom

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.

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North Santiam Sewer Authority

NSSA Monthly Board Meeting #83
November 6th, 2023, at 6 PM

Summary Notes

Meeting was held in-person at Mill City, City Hall 444 S 1st Ave, Mill City, Or and via zoom.

Attendees: Kirsch, Zeyen-Hall, Woodward, Evans, Scofield, Nielsen
Excused: Morones

The meeting was opened at 6:01pm

A. Roll Call and Declarations of Conflicts of Interest - None
B. Announcements - None
C. Public Comment and Questions (please limit Public Comments to 3 minutes each)- None

Action Agenda

A. October Summary Notes. Commissioner Nielsen moved to accept the October summary notes. Commissioner Evans second. Motion Passed unanimously.

B. Treasurer's Report. NSSA Treasurer Ron Evans presented the treasurer's report. Commissioner Zeyen-Hall moved to accept the report Commissioner Woodward seconded the motion. Motion passed unanimously.

C. Legal Services. Discussion occurred regarding allocation of funds for legal services. Staff reported that an allocation within the managerial allocation could occur without board vote but it was best to have the board's approval to do so. Staff reported an allocation from reserves or contingency would require a board vote and additional process. Board members shared that the county had emailed that it would allocate $80,000 in legal fees to NSSA but the amendment to the IGA and receipt of additional funds had not yet occurred. County staff member Lari Rupp explained it would take five weeks to amend the IGA. Commissioner Nielsen moved to allocate $20,000 of the existing budgeted managerial funds for legal services. Commissioner Evans seconded the motion. Motion passed unanimously.

D. COG Staff Report (Dadson/Conroy)

E. County update

Adjourned: 6:40pm

Upcoming Events:

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

North Santiam Canyon Sewer Project Update, December 4, 2023

Recent Progress and Upcoming Activities

Following is a brief summary of recently completed work products and activities on the near-term horizon.

Recently completed tasks:

Mill City/Gates Water Pollution Control Facility (WPCF)

- The engineering team has completed and submitted technical memos to DEQ staff. These memos prepared by GSI address three topics relevant to the permitting of the new WPCF:
  - Phase III Subsurface Characterization: soil lab measurements from deep samples, monitoring well data, and computer models of aquifer mounding were analyzed to demonstrate the feasibility of the rapid infiltration basin (RIB).
  - Contaminant fate and transport: computer modeling was used to predict trace levels of contaminants downstream of the RIB and estimate the required effluent quality for compliance under Oregon WPCF rules.
- Draft sections of the Wastewater Facility Planning Study (WWFPS) document are currently being reviewed by County staff. The latest sections describe a concept design of the collection system, WPCF and RIB shown on the proposed site. Engineer's final draft of the full WWFPS is expected during the week of 12/4.
- Submittal of the WWFPS to Oregon DEQ is expected in mid-December. County suggests a work session in December to walk through a summary of the WWFPS.
- The design team scheduled meeting with DEQ prior to WWFPS submittal re: the permitting requirements and recently released EPA technical memorandum on the 2021 Maui decision.

Detroit/Idanha Water Pollution Control Facility

- Monitoring well installation completed at the potential McCoy RIB site in Idanha. The design team collected groundwater and soil samples, installed electronic monitoring equipment, and performed slug tests to determine the feasibility of a RIB at this location.
- Test pits and shallow soil sampling performed at the Detroit Ranger Station potential RIB site.

Downtown Detroit – Commercial Septic Program.

The design team has completed document research and field evaluations to gather additional information are well underway for 14 commercial lots. Activities associated with these sites include digging of test pits, underground utility location and video camera inspection, evaluation of existing systems, property corner surveys, and formal site evaluation submittals. Specific sites include:

- Clester Road LS
- Kane's Marina
- Lakeview RV Park
- Post office
- Detroit Lake RV Park
- Mountain High Grocery & connected properties
- Hitchin' Post

Additionally, the design team has prepared 30% plans, cost estimates and value engineering for the Clester Road Lift Station (LS) which is proposed to serve as a holding tank for Kane's Marina, and design of a private sewer system for Kane's Marina.

December project look-ahead:

- Engineering design (90%) drawings and permitting for Clester Road LS/Kane's Marina.
- Permitting meeting with DEQ staff and WWFPS submittal.
- Surveying, environmental/cultural clearance and appraisal for OR-22 surplus right-of-way (downtown Detroit commercial septic).
- Clearing and test pits of Mill City-Gates sewer pipeline alignment.
- Detroit commercial septic design & permitting.
- Amendment #6 of the contract with Keller Associates to include the following:
    - Mill City/Gates WPCF preliminary design work (surveying, geotechnical)
    - Mill City RIB pilot testing
    - Expansion of the commercial septic design scope
    - Gates – Mill City pipeline preliminary design (survey, geotechnical, environmental clearance)
    - Public affairs support (MIG)

MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

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An equal opportunity lender, provider, and employer

Date: December 2, 2023

To: NSSA Board

From: Scott Dadson, Executive Director
Laura Conroy, Project Manager

Subject: November Staff Report

Introduction

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

County Coordination Meetings

Marion County and NSSA IGA Amendment. COG staff Scott Dadson, Executive Director and Laura Conroy, project manager met with county staff members Chris Eppley, Community Development Director, Brian Nicholas, Public Works Director and Chris Einmo, Project Engineer to discuss amendments to the IGA. Discussion focused on timelines of bringing on Cable Huston and when the NSSA board would be discussing decisions about Project A asset ownership, who would operate and maintain Project A assets and system, and the construction delivery contract. The county will be sending draft language to amend the current IGA to the NSSA for review.

Communications. COG staff member Laura Conroy met with county staff member Chris Einmo, Peter Olsen and Matt Hastie with MIG a subcontractor to discuss communications in support of effort to bring sewer solutions to the canyon. We are near the time when documents for Project A will be submitted to DEQ for review. Progress is also being made in the exploratory phase for Project B. Discussions focused on how to convey the technical engineering and regulatory steps to the general community. MIG is working on talking points and a slide deck for the website to assist with this and future communication needs. MIGs scope of work with Keller requires them to assist the county and NSSA with communications as requested.

NSSA Board member orientation

COG staff member Laura Conroy has spoken with Ken Woodward and Ron Evans about creating an orientation to assist new and newer board members in their orientation to the project and the role of NSSA.

Legal Services

At the November 2nd regular meeting the NSSA board allocated $20,000 of its managerial budget to hire a firm to provide legal services to advise it on a number of issues related to the construction of Project a and future construction of Project B. The board agreed to hire Cable Huston to provide these services.

At the November 20th work session the attorneys from Cable Huston introduced themselves and recommended next steps. Chair Kirsch signed the representation agreement with Cable Huston. The attorneys will attend the board's regular meeting on December 2nd.

COG staff Scott Dadson and Laura Conroy met with the attorneys to ensure they had access to the NSSA google folder documents and answered questions regarding those documents and the history of the NSSA. Staff asked the attorneys to prepare a memo for NSSA board members to begin to shape the decisions regarding asset ownership, management, finance, and risk.

Media Response

NSSA received inquiries from Stephen Floyd with Canyon Weekly. At the November 20th work session the board discussed an approach to responding to press with emphasis that inquiries be sent or deferred to COG staff who would work with board leadership to respond. COG staff would also notify board members when a press inquiry was received and processed so that board members were aware of the inquiry and response. Pursuant to that discussion, COG staff coordinated with Chair Kirsch and Vice Chair Woodward to respond to the media inquiries.

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NSSA TREASURY STATUS

AS OF

30 NOVEMBER 2023

PREPARED BY:

Ronald V. Evans

NSSA Treasurer

CityofGateswater@gmail.com

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NSSA FINANCIAL ACTIVITY

NOVEMBER 2023 BANK STATEMENT

U.S. BANK BUSINESS CHECKING

Member FDIC

U.S. Bank National Association

Account Number 1-697-0085-3677

Account Summary

	# Items				
Beginning Balance on Nov 1		$	113,502.88	Number of Days in Statement Period	30
Other Withdrawals	1		16.95-		
Checks Paid	4		11,428.30-		
Ending Balance on Nov 30, 2023		**$**	**102,057.63**		

Other Withdrawals

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

Checks Presented Conventionally

Check	*Date*	*Ref Number*	*Amount*	*Check*	*Date*	*Ref Number*	*Amount*
1020	Nov 7	8314438564	3,246.30	1022	Nov 22	8614537536	4,429.00
1021	Nov 28	8315494680	3,429.00	1023	Nov 20	8016154623	324.00
				Conventional Checks Paid (4)		**$**	**11,428.30-**

Balance Summary

Date	*Ending Balance*	*Date*	*Ending Balance*	*Date*	*Ending Balanc*
Nov 7	110,256.58	Nov 20	109,915.63	Nov 28	102,057.63
Nov 14	110,239.63	Nov 22	105,486.63		

INVOICES PAID IN NOVEMBER

Wix.com LLC	Invoice #1085798755	$ 324.00
MWVCOG	Invoice # 2829	$ 3,246.30
MWVCOG	Invoice # 2907	$ 4,429.00
LGLG P.C.	Invoice # 67846	$ 3,429.00
Total November:		$ 11,428.30

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

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Status

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
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 memership
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 Inskurance
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	Sepember 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	113519.83	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 renual
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