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**NSSA Board Meeting Summary Notes #69
October 3, 2022, at 6:00 pm**

Recording: https://www.youtube.com/watch?v=BC_wAJdWRFU

A. Roll Call and Declarations of Conflicts of Interest

- Janet Zeyen - Hall, Mill City; Ken Woodward, Detroit; Denny Nielsen, Detroit; Tim Kirsch, Mill City; Tony Morones, Idanha; Brian Gander, Gates, Silas Lobnibe, MWVCOG; Mcrae Carmichael, MWVCOG; Lari Rupp;

B. Announcements

- None

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

- None

Action:

D. Review and Approve Summary Notes for July 11, 2022, August 1, 2022, and September 19, 2022

- Gander expressed concern about public access to past summary notes and Zoom links. Woodward noted that the board is seeking to address the issue and to update summary notes to the public as the board moves forward.

E. Draft Financial Policies:

- Ross Williamson, "Local Government Law Group" attorney, introduced himself to the board. Describing twenty-one years practicing law and thirteen representing local governments working in land use, public contracting, council training, and IGA negotiation.

- Williamson said he was looking for overpromises in the financial policy and noted that the current draft sets a good tone for the future. Williamson said he was happy to assist in reviewing the policy if the NSSA finds it necessary in the future.
- Rupp noted that this is an initial set of financial policies. As Gander works on a comprehensive collection of Board policies to phase in, further details on the language and schedule and additional operational policies are added as the board grows
- Kirsch motioned to approve the draft financial policy; Morones seconded.
- **Discussion:**
 - o Gander commented on the need to incorporate details of the board-required bonding and insurance policy into the comprehensive set
 - o Nielsen acknowledged Gander’s point on the need for further explicit policy and suggested that pending the board securing insurance, details on the policy language guiding future members will be added.
- **Approve:** Zeyen – Hall, Kirsch, Woodward, Morones, Gander, Nielsen.
- **Oppose:** None
- **Motion passes.**

F. Update [Brian Nicholas] Marion County Public Works:

- The County secured a scoping fee from *Keller and Associates* to begin “fast-start-tasks” for the Mill City/Gates engineering assessment. This must be done in conjunction with the larger project. Keller and Associates are ready to proceed following signature approval from the county, anticipated to come Oct 19th. The County will also reach out to Mill City to begin its coordination effort.

- Detroit Commercial septic work is underway, with two commercial owners [Keynes - Marina] and [Sean – Mountain High Grocery] beginning the permitting process with Marion County Public works to start building their commercial septic systems. Mountain High Grocery anticipates purchasing multiple commercial properties in the community, highlighting the urgent need for a temporary system.
- Once the change order for the commercial septic work is added to the contract, the County will discuss with City-stake holders on moving further actions.

G. Review of draft Quarterly Report [Mcrae Carmichael]:

- Carmichael met with Nielsen and Woodward two weeks prior to complete the first quarterly report as required as part of the Inter-Governmental Agreement with Marion County.
- The current report notes that \$500 was paid to the MWVCOG to become one of its members. The following quarterly report is due January 2023.
- Zeyen – Hall moved to approve the quarterly report to Marion County for July – Sept 2022, seconded by Nielsen.
- **Approve:** Zeyen – Hall, Kirsch, Woodward, Morones, Gander, Nielsen.
- **Oppose:** None
- **Motion passes.**

H. Update on Insurance Coverage: CIS Application made on 9/22:

- The Board received an invoice of \$500 from the League of Oregon Cities to join their membership and to access insurance requirements.

- Gander moved to pay \$500 to the league of Oregon Cities, and Morones seconded.
- **Approve:** Zeyen – Hall, Kirsch, Woodward, Morones, Gander, Nielsen.
- **Oppose:** None
- **Motion passes.**

I. Appointment of Treasurer, Budget Officer, Ken Woodward:

- There remains an open treasurer position on the NSSA. This position would work with COG to fulfill Board finance and administrative requirements.
- Woodward is assigned temporary treasurer, with Zeyen - Hall assisting them temporarily.

J. Grant prospecting discussion, Silas Lobnibe, MWVCOG:

- Lobnibe described a potential grant opportunity for the NSSA to pursue in the [Ford Family Foundation Technical Assistance Grant](#), providing up to \$5000 in funding toward helping organizations build their internal capacity through developing additional leadership expertise, engaging in strategic planning or hiring outside consultants with specialized expertise.
- Morones motioned to pursue the [Ford Family Foundation Technical Assistance Grant](#), and Kirsch seconded
- **Approve:** Zeyen – Hall, Kirsch, Woodward, Morones, Gander, Nielsen.
- **Oppose:** None
- **Motion Passes**

Old Business:

K. Draft IGA with MWVCOG: update on staffing [Carmichael]:

- The COG is actively recruiting an administrative professional to provide for the NSSA and invites. Members from the NSSA are invited to participate in the search.

New Business:

L. Draft Procedures and Policies Rupp]:

- Current draft policy remains similar to the previously passed operations and procedure policy apart from few additional formatting changes and an addition to the conflict-of-interest language.
- Rupp brought up defining Board roles and responsibilities during the Oct 17th work session.

Next Meeting Topics:

M. Detroit, Temporary system information, desired to finish White Paper:

- Nielsen to provide an update on the NSSA White Paper; he further expressed the community’s desire for information on the Detroit temporary system.

Upcoming Events:

Date	Event	Location
October 17, 2022	Admin Work Session (if needed)	Zoom or In Person
November 7, 2022	Board Meeting (if needed)	Zoom