



North Santiam Sewer Authority

northsantiamsewer@gmail.com

northsantiamsewer.net

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

NSSA Board Meeting #88

April 1st, 2024, at 6:00 pm

<https://zoom.us/j/93414748822?pwd=MjJkM3VyY21YS1BDK2doVEplZ25uUT09>

Meeting ID: 934 1474 8822

Passcode: 454959

- A. Roll Call and Declarations of Conflicts of Interest
- B. Public Comment
- C. Announcements

Action Agenda:

Old Business

- D. Consent Agenda
 - a. Approval of March 4th Board Meeting Summary Notes.
- E. Treasurer's Report (Evans)
 - a. Approval of March Financials
 - b. Approval to use Contingency for Cable Huston Invoice
 - c. Approval to pay Cable Huston Invoice

New Business

- F. Supplemental Budget Process (Conroy)
- G. Budget Process (Conroy)
- H. NSSA Officer Elections (Kirsch)
- I. County Update (Einmo)
 - Request for Letter of Support
- J. COG Staff Report (Conroy)
- K. IGA Progress (All)
- L. Set Meeting Schedule for May and June (Conroy)

M. 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 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 directed not to report on any deliberations during the Executive Session. No decision may be made in executive session. At the end of the executive session, we will return to the open session and welcome the audience back into the room.

Upcoming Events:

Date	Event	Location
April 15 th	NSSA WS	TBD
May	NSSA Board Meeting #89	TBD



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Sewer Authority**

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**NSSA Board Meeting #87
Summary Notes
March 4, 2024 at 6:00 PM
City Hall and via Zoom**

Meeting called to order at 6:01 p.m.

- A. Roll Call and Declarations of Conflicts of Interest
Present: Tim Kirsch, Chair, Mill City; Ken Woodward, Vice-Chair, Detroit; Janet Zeyen-Hall, Mill City, Secretary; Denny Nielsen, Detroit, Communications Chair; Ron Evans, Gates; Tony Morones, Idanha; Emily Scofield, Gates.

Absent: None

Cable Huston: Tommy Brooks

Marion County: Brian Nicholas, Chris Einmo

DEQ: Mary Camerata

Business Oregon: Arthur Chaput

COG Staff: Laura Conroy, McRae Carmichael

No conflicts of interest were declared.

- B. **Announcements:** None

- C. **Public Comments:** None

Old Business:

- A. Consent Agenda

a. Approval of February 5th Board meeting Summary Notes.

b. Approval of February 21 Work Session Summary Notes

c. January Financial Report

Motion to approve the Consent Agenda by Ron Evans, seconded by Emily Scofield

Motion passed. **In favor:** All present. **Opposed:** None. **Abstained:** None.

- B. Treasurer's Report (Evans)

Motion to approve the Treasurer's Report by Janet Zeyen-Hall, seconded by Tony Morones

Motion passed. **In favor:** All present. **Opposed:** None. **Abstained:** None.

New Business:

- A. IGA for ownership, operation and maintenance and rates regarding the North Santiam Canyon treatment facility and collection system (Brooks)

Motion to adopt the IGA as a draft and present to member cities by Denny Nielsen, seconded by Janet Zeyen-Hall.

Motion passed. **In favor:** Tim Kirsch, Ken Woodward, Janet Zeyen-Hall, Denny Nielsen, Ron

Evens, Emily Scofield. **Opposed:** None. **Abstained:** Tony Morones.

- B. Marion County Update
- C. DEQ Update
- D. Reports from Gates representatives (Evans/Scofield)
- E. COG Staff Report (Conroy)

Adjourned: 7:53 p.m.

Upcoming Events:

Date	Event	Location
April 1, 6-8 pm	NSSA Board Meeting #88	Mill City, City Hall



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Mill City, OR 97360

NSSA TREASURY

NSSA TREASURY STATUS

AS OF

March 2024

PREPARED BY:

Ronald V. Evans

NSSA Treasurer

CityofGateswater@gmail.com

NSSA TREASURY

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NSSA TREASURY

NSSA FINANCIAL ACTIVITY

NSSA 2024 ADMINISTRATION RECORDS								
Date	Starting Balance	Deposits		Invoices Paid	Check #	Invoice #	US Bank Balance	COMMENTS
January 12, 2024	102,040.73			\$1,274.00	1024	2967	\$100,766.73	MWVCOG, Nov. charges
January 12, 2024	100,766.73			\$456.00	1026	2998	\$100,310.73	MWVCOG December charges
January 12, 2024	100,310.73			\$317.25	1027	2999	\$99,993.48	MWVCOG December charges
January 14, 2024	99,993.48			\$16.95			\$99,976.53	Single point maintenance
February 14, 2024	99,976.53			\$17.95			\$99,958.58	Single point maintenance
February 22, 2024	99,958.58			\$3,509.67	1028	2997	\$96,448.91	MWVCOG January charges
February 22, 2024	96,448.91			\$1,837.65	1029	3061	\$94,611.26	MWVCOG February charges
February 22, 2024	94,611.26			\$0.00	1030	AIE20049	\$94,611.26	Govt. Ethics - Check not cleared
February 22, 2024	94,611.26			\$216.00	1031	68749	\$94,395.26	LGLG
March 14, 2024	94,395.26			\$17.95			\$94,377.31	Single point maintenance
March 18, 2024	94,377.31			\$75.66	1030	AIE20049	\$94,301.65	Govt. Ethics - Check cleared
Total		\$0.00		\$7,739.08				

NSSA TREASURY

INVOICES RECEIVED IN MARCH

Cable Huston – Invoice # 13892	\$ 39,560.96
GOVT. ETHICS – INVOICE # AIE20049	Cleared March 18

CHARGES IN MARCH

Deposit from Marion Co.	\$ 80,000.00 received 12 March 2024
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This will be added to the budget for Legal Services. This will be used to clear the current Cable Huston account balance.

Check # 1030	\$ 75.66 Government Ethics
Single Point service charge	\$ 17.95

NSSA TREASURY

CHECK STATUS- 2024

Available	169700853677	169700853677	1024	Check	\$1,274.00	01/22/2024	8014397611
Available	169700853677	169700853677	1025	Check	\$5,545.00	01/18/2024	8913824227
Available	169700853677	169700853677	1026	Check	\$456.00	01/22/2024	8014397613
Available	169700853677	169700853677	1027	Check	\$317.25	01/22/2024	8014397612
Available	169700853677	169700853677	1028	Check	\$3,509.67	02/27/2024	8314131427
Available	169700853677	169700853677	1029	Check	\$1,837.65	02/27/2024	8314131426
Available	169700853677	169700853677	1030	Check	\$75.66	03/18/2024	8014523707
Available	169700853677	169700853677	1031	Check	\$216.00	02/27/2024	8315392263



North Santiam Sewer Authority

Oregon

2023-24 Proposed Supplemental Budget

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SUPPLEMENTAL BUDGET MESSAGE

OVERVIEW

The proposed supplemental Budget is for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and includes the addition of \$80,000 in new revenue from an IGA with Marion County, and adjustments to the beginning fund balance and the Materials and Services expenditures. Budget law provides an opportunity for the Board of Directors to adopt a supplemental budget, when necessary, without convening the Budget Committee. The supplemental budget represents the best assessment of the obligations and financial capacity of the North Santiam Sewer Authority (the NSSA) for the remaining fiscal year.

SUPPLEMENTAL BUDGET SUMMARY

On April 22nd, the NSSA Board of Directors will be presented with the resolution to adopt this supplemental budget recognizing an additional \$80,000 in revenue from Marion County and adjustments to the expenditures.

TOTAL RESOURCES (REVENUES)

Beginning Fund Balance is updated to \$146,926 to reflect the account balance on 7/1/2023.

REQUIREMENTS (EXPENDITURES)

Personnel Services – None we have no direct staff.

Materials and Services - \$156,500 which includes the addition of \$80,000 in restricted funds for legal services and eliminates the \$12,000 set aside for the audit which will not be used and has been placed in contingency.

Capital – None, NSSA currently does not have any capital purchases planned.

Debt – None, NSSA currently has no debt.

Contingency - In October 2022, the Board of Directors adopted a policy establishing a method for determining a contingency, establishing the target at no less than three (3) months of total operating expenses for the general fund. Based on that methodology the appropriate contingency is now \$19,125. The supplemental budget shows a contingency of \$43,050 which includes the \$12,000 previously budgeted for audit and the \$8,926 of additional beginning fund balance.

SUMMARY

This supplemental budget, when approved by the Board of Directors, will direct and empower the staff to carry out the direction of the board. I would like to thank the Board of Directors for their continued excellent public service to the North Santiam canyon communities.

Respectfully submitted,

Laura Conroy, Project Manager and Budget Officer

THE SUPPLEMENTAL BUDGET PROCESS

A supplemental budget as defined by Oregon State Law (Oregon Revised Statutes (ORS), Chapter 294), is required when the agency receives new revenue or the agency plans to change its budget appropriations by more than 10%. The North Santiam Sewer Authority (NSSA) is required to budget all funds and for each fund to have a balanced budget. The state of Oregon defines balanced budgets as one in which total resources, including beginning resources, current resources and debt proceeds, equal total requirements, including current year expenditures, capital outlay, transfers, debt service and any other requirements such as debt service reserves.

As a rule, local governments in Oregon operate on a fiscal year that begins on July 1 and ends the following June 30. The NSSA budget operates on this schedule. Budgeting is critical to NSSA because it requires the organization to evaluate plans and establish priorities in relation to available financial resources.

The North Santiam Sewer Authority supplemental budget will accomplish each of the four major purposes of Oregon Local Budget Law (ORS 294.305 – 294.555 and 294.565) including:

- Establish standard financial procedures
- Outline programs and services in conjunction with the fiscal policy and implement those policies
- Provide methods of estimating revenue, expenditures, and proposed tax levies
- Encourage public involvement in the budgeting process before budget adoption

North Santiam Sewer Authority prepares and adopts its annual budget in accordance with its organizational IGA, Oregon Law and the Government Finance Officers Association budget guidelines.

Before the budget can accomplish these goals a schedule for preparation is developed. This schedule is called the budget calendar.

2023-24 SUPPLEMENTAL BUDGET CALENDAR

Action	Proposed Date
Staff prepares DRAFT supplemental budget	February through March
Publish legal notices in newspaper. (Publish twice, 1 newspaper (8-14 days before the meeting, and web (10 days before the meeting)	Per state budget law requirements
Proposed supplemental budget document available and posted online	April 8, 2024
Board adopts budget, makes appropriations, imposes, and categorizes property tax	Monday April 22, 2024

In April staff prepared a draft supplemental budget. A summary of the recommended supplemental budget is published in the local newspaper. The Board then holds a hearing on the supplemental budget.

SUPPLEMENTAL BUDGET RESOLUTION

Blank intentionally to reserve space for the Board Resolution when the document is adopted.

SUPPLEMENTAL BUDGET SUMMARY

General Fund Revenue							
Description	FY 19-20 Actuals	FY 20-21 Actuals	FY22-23 Adopted Budget	FY 23-24 Proposed Budget	FY 23-24 Approved Budget	FY 23-24 Adopted Budget	FY 23-24 Supplemental Budget
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 138,000	\$ 138,000	\$ 138,000	\$ 146,926
MARION COUNTY IGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER LOCAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUE	\$ -	\$ -	\$ -	\$ 138,000	\$ 138,000	\$ 138,000	\$ 226,926

General Fund Expenditures							
Materials and Services	FY 19-20 Actuals	FY 20-21 Actuals	FY22-23 Adopted Budget	FY 23-24 Proposed Budget	FY 23-24 Approved Budget	FY 23-24 Adopted Budget	FY 23-24 Supplemental Budget
MANAGERIAL -- ADMIN. ASST.	\$ -	\$ -	\$ -	\$ 69,000	\$ 69,000	\$ 69,000	\$ 49,000
AUDIT SERVICES	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
LEGAL	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 105,000
MANAGEMENT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRAVEL - OUT OF REGION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER PROFESSIONAL & TECH	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
CONSUMABLE SUPPLIES & MAT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DUES & FEES (MWVCOG, LOC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LIABILITY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	\$ -	\$ -	\$ -	\$ 88,500	\$ 88,500	\$ 88,500	\$ 156,500

Contingency	FY 19-20 Actuals	FY 20-21 Actuals	FY22-23 Adopted Budget	FY 23-24 Proposed Budget	FY 23-24 Approved Budget	FY 23-24 Adopted Budget	FY 23-24 Supplemental Budget
CONTINGENCY	\$ -	\$ -	\$ -	\$ 22,125	\$ 22,215	\$ 22,215	\$ 43,050
Total Contingency	\$ -	\$ -	\$ -	\$ 22,125	\$ 22,215	\$ 22,215	\$ 43,050

Reserves	FY 19-20 Actuals	FY 20-21 Actuals	FY22-23 Adopted Budget	FY 23-24 Proposed Budget	FY 23-24 Approved Budget	FY 23-24 Adopted Budget	FY 23-24 Supplemental Budget
RESERVES	\$ -	\$ -	\$ -	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,376
Total Reserves	\$ -	\$ -	\$ -	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,376

TOTAL GENERAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ 110,625	\$ 110,625	\$ 110,625	\$ 156,500
TOTAL BUDGETED EXPENDITURES	\$ -	\$ -	\$ -	\$ 138,000	\$ 138,000	\$ 138,000	\$ 226,926
TOTAL BUDGETED REVENUES	\$ -	\$ -	\$ -	\$ 138,000	\$ 138,000	\$ 138,000	\$ 226,926
BALANCED BUDGET (REVENUES - EXPENDITURES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0

FY 2024-25 Budget Schedule

Date	Action	Who
<i>4/1/24</i>	<i>Budget Schedule Adopted</i>	<i>Board of Directors</i>
<i>4/22/24</i>	<i>Budget Committee Appointed</i>	<i>Board of Directors</i>
<i>4/15/24</i>	Notice of Budget Committee meeting emailed to Statesman Journal	Linda
<i>4/25/24</i>	<i>Budget printed</i>	Laura
<i>5/6/24</i>	<i>Budget Committee reviews budget</i>	<i>Budget Committee</i>
<i>5/13/24</i>	Notice of Budget Hearing emailed to Statesman Journal	Linda
<i>5/24/24</i>	<i>Notice of Budget Hearing published in Statesman Journal</i>	<i>Statesman Journal</i>
<i>6/3/24</i>	<i>Budget hearing and adoption.</i>	<i>Board of Directors</i>
<i>6/30/24</i>	<i>Budget submitted to Oregon Dept of Revenue</i>	<i>Amber</i>



MARION COUNTY DEPARTMENT OF PUBLIC WORKS

North Santiam Sewer Agency Board Meeting, April 1, 2024 Project Update

Funding Update

The County is seeking directed (federal) funding through a Community Project Funding Request. This program can provide up to \$3 million in funding. The County has submitted the request and has requested letters of support from the Cities of Mill City and Gates as well as the NSSA.

The County also is in the process of identifying and pursuing any and all other potential relevant funding sources. The Community Development Block Grant program is one key potential source, among others. The County will continue to update the NSSA Board on these efforts and may seek additional assistance from the Board in advocating for specific funding requests.

Finalized Alignment for Gates to Mill City Force Main

The County and team have revised the location of the force main (pipeline) from Gates to Mill City. The pipeline will now be located almost entirely in Linn County and will generally parallel to Kingwood Avenue. County staff and its consultants are coordinating with Linn County staff and to date, Linn County has been supportive of these efforts. Survey crews will be working along Kingwood Avenue during the next month. The team is scheduled to conduct test drilling along the alignment in approximately late April.

Detroit Commercial Septic Update

Design work continuing for the current septic applicants, including (1) design concept revisions for Kane's Marina conveyance and holding tank, (2) replat in support of the Mountain High/motel complex, (3) Cedars site footprint, (4) Detroit Lake RV Park. Septic consultant working with property owners on their development goals and the best available information on future site development.

Marion County will be sending out letters and follow-up contacts to set a grant program intake deadline of May 1 to allocate Project design resources.

Additional Project Updates

Other project activities include the following:

- Physical demonstration of Infiltration Basin (Pilot). Excavation contractors will be digging test pits and testing infiltration of water into the soil at the proposed site of the new Infiltration Basin in late April.
- Water Pollution Control Facilities Plan Review. DEQ staff currently are reviewing the draft plan. Once they have provided comments back to Marion County and their team, they will post the plan for public review and comment.

Call to Action

Sign letter of support to Representative Chavez DeMeres for (federal) directed funding through a Community Project Funding request.



North Santiam Sewer Authority

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P.O. Box 256
444 S 1st Ave
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March 29, 2024

The Honorable Lori Chavez-Deremer
United States Congresswoman for Oregon
1722 Longworth House Office Building
Washington, DC 20515

Subj: North Santiam Canyon - Sewer Project Funding
Letter of Support

Congresswoman Chavez-Deremer,

The North Santiam Sewer Agency (NSSA) seeks your continued support in securing funding for the North Santiam Sewer project in the form of a Community Project Funding Request. The North Santiam Canyon was devastated by the Beachie Creek and Lionshead fires of 2020 which destroyed thousands of homes and businesses. One of the major challenges of rebuilding our communities is establishing municipal sewer systems to allow for redevelopment to occur in a cost-effective and environmentally sound manner.

The current septic systems and existing treatment facility in the canyon represent a costly, limiting, and inefficient approach to wastewater treatment. Installing a new system will address a major hurdle to rebuilding the Canyon communities. Our organization is working closely with the cities of Mill City and Gates and Marion County to leverage community resources and support to secure funding for and building these facilities. This will ensure that we can continue to protect the water quality of the North Santiam River which is vital to the health of the natural environment and to the residents of our community, as well as those who live, work and recreate in our region and downstream.

A project is already underway with \$50 million in ARPA funds from the state legislature and approximately \$600,000 from Marion County. In addition, our organization is providing significant time and energy into this effort. However, additional funding is needed to fully build the facilities and bring them online. We are seeking up to \$3 million of additional federal funding, although any additional available funding will be of great help in sustaining our communities.

Your support would build a critical piece of the recovery solution by allowing for completion of facilities needed for our community, as well as our neighboring community of Gates. Additional funds also can be used to plan for subsequent improvements in the upstream communities of Detroit and Idanha which face similar issues. The NSSA fully supports this project and requests your consideration in continuing to pursue adequate funding to complete the North Santiam Canyon Sewer Project.

Sincerely,

Tim Kirsch, Chair, North Santiam Sewer Agency Board

March 29, 2024

The Honorable Lori Chavez-Deremer
United States Congresswoman for Oregon
1722 Longworth House Office Building
Washington, DC 20515

Subj: North Santiam Canyon - Sewer Project Funding
Letter of Support

Congresswoman Chavez-Deremer,

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The current septic systems in our community and others in the canyon represent a costly, limiting, and inefficient approach to wastewater treatment. Installing a new system will address a major hurdle to rebuilding the Canyon communities. It also will ensure that we can continue to protect the water quality of the North Santiam River which is vital to the health of the natural environment and to the residents of our community, as well as those who live, work and recreate in our region and downstream.

A project is already underway with \$50 million in ARPA funds from the state legislature and approximately \$600,000 from Marion County, but additional funding is needed to fully build the facilities and bring them online. We are seeking up to \$3 million of additional federal funding, although any additional available funding will be of great help in sustaining our communities.

Your support would build a critical piece of the recovery solution by allowing for completion of facilities needed for our community, as well as our neighboring community of Mill City. Additional funds also can be used to plan for subsequent improvements in the upstream communities of Detroit and Idanha which face similar issues.

The City of Gates fully supports this project and requests your consideration in continuing to pursue adequate funding to complete the North Santiam Canyon Sewer Project.

Sincerely,

Ron Evans, Mayor

City of Gates

March 29, 2024

The Honorable Lori Chavez-Deremer
United States Congresswoman for Oregon
1722 Longworth House Office Building
Washington, DC 20515

Subj: North Santiam Canyon - Sewer Project Funding
Letter of Support

Congresswoman Chavez-Deremer,

Our community seeks your continued support in securing funding for the North Santiam Sewer project in the form of a Community Project Funding Request. The North Santiam Canyon was devastated by the Beachie Creek and Lionshead fires of 2020 which destroyed thousands of homes and businesses. One of the major challenges of rebuilding our communities is establishing municipal sewer systems to allow for redevelopment to occur in a cost-effective and environmentally sound manner.

The current septic systems and existing treatment facility in our community and others in the canyon represent a costly, limiting, and inefficient approach to wastewater treatment. Installing a new system will address a major hurdle to rebuilding the Canyon communities. It also will ensure that we can continue to protect the water quality of the North Santiam River which is vital to the health of the natural environment and to the residents of our community, as well as those who live, work and recreate in our region and downstream.

A project is already underway with \$50 million in ARPA funds from the state legislature and approximately \$600,000 from Marion County, but additional funding is needed to fully build the facilities and bring them online. We are seeking up to \$3 million of additional federal funding, although any additional available funding will be of great help in sustaining our communities.

Your support would build a critical piece of the recovery solution by allowing for completion of facilities needed for our community, as well as our neighboring community of Gates. Additional funds also can be used to plan for subsequent improvements in the upstream communities of Detroit and Idanha which face similar issues.

The City of Mill City fully supports this project and requests your consideration in continuing to pursue adequate funding to complete the North Santiam Canyon Sewer Project.

Sincerely,

Tim Kirsch, Mayor

City of Mill City



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Date: March 29, 2024
To: NSSA Board
From: Scott Dadson, Executive Director
Laura Conroy, Project Manager
Subject: March Staff Report

Introduction

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

Regulatory Pathway Meetings

COG staff continue to coordinate with County staff and Salem staff regarding collaboration for a response to the EPA guidance resulting from the Supreme Court's *Maui* decision and its impact on the Three Basin rule. COG staff is also in regular communication with Business Oregon, DEQ and Regional Solutions Team Coordinator Beth Wytoski.

Construction Funding

The 2024 Oregon Legislative short session did not end with any additional appropriation of funding for the canyon project. COG staff continued to meet with county staff, business Oregon and the regional solutions team coordinator regarding other funding sources.

NSSA Finance Activities

COG staff assisted with the Treasurer with the preparation of financial reports. COG staff also developed a process for NSSA board to review and implement a supplemental budget, and drafted the supplemental budget for review and adoption. These actions are required in order for the NSSA to expend the 80k consistent with Oregon budget law. COG staff also developed a 24-25 budget development calendar for the board to review and adopt.

IGA for Wastewater Treatment Facilities Adoption

COG staff and Cable Huston attorney Tommy Brooks met with the Gates City Council and Mill City council to review and discuss the IGA for wastewater treatment facilities.

Communications

COG staff worked with the county's public relations contractor MIG to create videos of the open houses in Gates and Mill City for placement on the website. Updates to the website are ongoing with a focus on updating the project workflow documents and images.