



South Suburban Sanitary District
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Board of Directors
Position 1 - Joe Spendolini
Board Chairman
Position 2 - Vacant
Position 3 - Michael Koger

District Manager/Secretary
Brett Blofsky

Regular Board Meeting Minutes
January 16, 2024 @ 3:00 PM
South Suburban Sanitary District (SSSD) Office

Meeting Called to Order - 3:00 PM

Roll Call of Directors - Chairman Joe Spendolini and Director Michael Koger. Also present: Dan Scalas (Adkin's Engineering), Brett Blofsky (SSSD District Manager), Nicki Strain (SSSD Finance Director), Jason Morrow (SSSD Collections Supervisor) and Sally Bratton (SSSD Treatment Plant Supervisor). Mike Weiskopf (Bear Technologies) arrived at 3:45 PM.

Public Input/Comments - No public present.

Review Today's Agenda and previous Meeting Minutes (12/19/2023 Regular Board Meeting)

Motion by Director Koger to approve the agenda and meeting minutes with minor clarifications, seconded by Chairman Spendolini. Motion passed.

Engineer Report - Dan and Brett updated the Board on the meeting that will be taking place with Jacob's Engineering. Dan then discussed CIPP Phase 4 and the fees involved. He sent the notice but has not heard anything back. Adkin's is waiting for certified payrolls from Insituform. They are also waiting on the Task Order from the City of Klamath Falls.

Adkin's Engineering is working with Rusty at Anderson Perry. The two data sets will be merged. Rusty is going to hold a 'jump start' meeting with District employees.

Chairman Spendolini would like information gathered on GPS for the equipment. This would be part of the asset management piece.

Dan reported that he is going to try to attend the SDAO Conference next month.

Administration & Monthly Financial Report –

DRA Grant Update – The funds have been received from the DRA Grant for the North Poe Valley property. Those funds have been received and moved to the LGIP.

Accounting Software Update – January payroll is being processed out of MIP and we will begin using the other modules February 1st. Training will begin with the new utility billing software (CUSI) in March with a go-live date of July 1st. We will start the monthly billing schedule at that time.

Audit Update – KDP submitted our finalized audit report to the Secretary of State on December 22nd ahead of the December 31st deadline. There was a finding that required a Corrective Action Plan which was approved by the Board at our January 9th Special Board meeting to discuss the audit. The Plan was submitted to the Secretary of State on January 10th.

The financial reports for November and December were reviewed. Various items were discussed and clarified. **Motion by Director Koger to approve the financials for November and December, seconded by Chairman Spendolini to approve the financials for November and December. Motion passed.**

Treatment & Collection Staff Reports - Jason gave his report for the month of December. He described the plug-up and where it was located. Randy from Butler Sewer and Drain Cleaning was able to get a picture of it. Bob's Excavating helped with the emergency dig. There were pieces of wood in the service line. These may have been put into the clean-out on purpose by a disgruntled renter. It cost the District \$1100 to repair. Jason has never seen this happen in his 20-years of experience. He spoke to the homeowner and explained that if there is another plug up at that location, it will be at their expense.

Jason then referenced the new V drive for videos recorded during TV'ing. Mike with Bear Technologies is setting up a system to automatically place any new videos on the V drive.

He then reported that the Collections Crew wished to thank the Board for the Christmas party and the hams. It was very much appreciated. Chairman Spendolini said that they are very welcome.

Sally reported that the December lab analysis turned out fine. She was worried because of the wind and weather. There was an issue in Colorado with mail delivery to get the samples there.

The SCADA is in full operation. There is a portion of the agreement she is concerned about. The VFD needs to be replaced. She wants to make sure that those are covered. The notifications are now coming in the way they are supposed to. She receives emails each day with updates.

District Manager Report – Chairman Spendolini asked for an update on where things stand with DEQ. Brett gave an update. We need to give DEQ a new date for completing the preliminary design report. Whatever date we give DEQ, we will be held to. If we cannot meet the deadline then we would have to file a permit modification request. August 1st of this year is the final design date. We know that we will not meet that deadline. We will have to request a modification of that date.

He then referenced the items that were just turned in. We are on track to meet the current deadlines. Chairman Spendolini has a suggestion that once Dan and Brett are confident in what they receive from Jacob's Engineering, we need to schedule a meeting with DEQ.

Brett then reported that the Bryant (Hwy 39) sale is still in the closing process.

Items before the Board of Directors - Old & New Business

There are no new updates on the Water Re-use Project.

Ultrasonic Buoy - Brett indicated that the price of the buoy is \$6000. He called the company and indicated that we may want to try it in all four of our ponds for that price. We are going to pay \$3000 for the trial and try the dual unit. Brett described where the buoys will be placed and how they will work. Discussion followed how this will kill the algae before it gets to the other ponds. Sally indicated that this would not affect the chemicals. However, they may need to turn up the aeration. Brett indicated that this is more of an informational update since we are now using more buoys. This will be a 4-month trial.

Sally referenced the amount budgeted for the Lagoons. Discussion followed as to what these funds were budgeted for.

Other - Mike from Bear Tech arrived at the meeting to discuss the data backup and retention with CUSI and MIP. He also discussed the need for the District to have a secondary internet connection for back up in case one provider goes down. It was generally agreed that this is a necessary step to ensure the District stays operational in the event of an outage. Mike will get quotes for equipment and services needed for the District to review.

Adjourn - 4:35 PM

ATTEST:

Brett Blofsky Joe Spadolini 2/27/2024
Brett Blofsky, Secretary Joe Spadolini, Chairman Date

