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Board of Directors

Position 1 – Joe Spendolini

Position 2 – Kevin Harter

Position 3 – Mike Koger

District Manager/ Board Secretary

Brett Blofsky

REGULAR BOARD MEETING

February 15th, 2022

1. **Call to Order**—Meeting called to order at 4:00pm by Chairman Harter
2. **Roll Call of Directors** – Chairman Harter, Director Spendolini, and Director Koger present. Also present: District Manager Brett Blofsky, District employees Cindy Oden, Sally Bratton, Jon Lee, and Jason Morrow. Also present: Dan Scalas of Adkins Engineering via video call.
3. **Approval of Board Meetings & Board Work Sessions minutes from 12/10/2021 thru 1/26/2022**— Director Koger made a motion to approve the minutes. The motion was seconded by Director Spendolini, and it passed unanimously.
4. **Approval of Monthly Budget Report & Other Financial Information--** Director Harter made a motion to approve Budget Report, all in favor.
5. **Treatment & Collection Systems – Staff Reports**—Jason reported that the crew returned to GIS Tv-ing and cleaning lines. They also installed clean-outs at property lines, fixed broken pipe, and repaired offset joints. Reported that the Sunset Village 15th edition is underway; new mainline, and manholes are being installed for 14 new service addresses. Also did the final one year walk thru with the Skyline properties, and worked on airvac valves, everything looked good.

Sally reported that her crew filled Pond 3 back up and got all four lagoons back in operation. Effluent flow to four was shut off and everything been going to three. All is working well. Reported that Jon and Alex did very well taking care of everything while she was out. There is a suspected waterline leak that has been marked. Ways to fix this issue were discussed. Also reported that several repairs on buildings, including the loose brick on the Bar Screen Building, were complete and done well.

6. **Public Input**—No public input
7. **Public Hearing**
 - a. **Open Public Hearing-** meeting opened to the public at 4:15pm
 - b. **Motion to read Ordinance # 60 Fees by title only**—Director Spendolini motioned for the 1st reading of Ordinance #60 be by title only, Director Koger second motion, all in favor. Director Koger made a motion for the second reading of Ordinance #60 be by title only, Director Harter second, all in favor.
 - c. **1st Reading of Ordinance #60 Fees**—Director Harter read the Ordinance and opened the floor to public input. No public input.
 - d. **2nd Reading of Ordinance #60 Fees**—Director Harter re-read the Ordinance.

- e. **Take Public Comment**—Director Spendolini read parts of the Resolution #221, which expires on June 30, 2022, and explained why Ordinance #60 is necessary. Director Spendolini wanted to make it clear to the citizens that the District is making an effort to protect them from an extreme rate increase, despite the issues that Resolution #221 now presents. States that he believes the point of the Resolution was to aid the past Board Members in the election since there was no financial justification to support it. Ways on how to explain these issues to the public and how to have our employees educated to answer questions were discussed.
- f. **Close Public Hearing-** meeting close to public at 4:30pm

8. **Old Business**

- a. **Facility Plan Update**—Invoices from West Yost were discussed. All seemed surprised at the amount billed considering West Yost has said that they haven't had time to work on our plan yet. Dan weighed in that we need a list of services rendered to help us better understand what we're paying for. Chain of Command for dealing with West Yost in the future was discussed. Brett to contact West Yost to get the services rendered list.
- b. **E3 Pilot Project Update**—Director Harter suggested giving E3 a deadline on when we want things done. Reasonable timeline expectations were discussed. Brett to reach out to Ken with E3 about getting an updated MBA and insurance.
 - i. **If necessary, Executive Session ORS 192.660 (2) (f) Consider Exempt public records – Proprietary Information in discussion.** – Nothing came up during the E3 Pilot Project discussion that warranted entering an Executive Session.
- c. **Rental Update**—Brett reported that the kerosene tank has been filled. Chimney inspections are done. Cindy reported that cleaning is scheduled for the 19th.
- d. **Property Appraisals N. Poe Valley & Bryant Properties**—Brett reported no new information on the Bryant Property. Appraisal on N. Poe Valley property came back at \$4.2mil. Director Spendolini wanted to make it clear that it was the past board that bought the property for much more than it was worth.
- e. **Property partition with DeJong's on N. Poe Valley property**—Director Harter reported that it was denied because of BLM property located within the property boundaries. Director Harter suggested seeking legal counsel on this issue, all agreed.
- f. **Harlan Drive Shop over Mainline**—Director Spendolini made a motion to ensure the Board directs our attorney to respond to the resident's attorney following the advice she gave the Board, Director Koger seconds, all in favor.
- g. **GIS System** – Shapefiles received from Aktivov. Contract to be terminated. Public access site will be provided.
- h. **SCADA Update –with TAG, Inc.** – Not providing Solar wireless. Sally reported that she spoke with Rick who said that the solar is strictly set up for radio. Brett to reach out to solar company to see what it would take to change it.
- i. **Fencing Bid Package from Adkins Engineering** – Brett reported that they are working on talking to some of the property neighbors. Ricks Smoke Shop owner agreed to letting the District onto his property for fence construction. Maywood South gave permission to tie into their fence, and we have yet to receive a response from Pinewood. Still needs to

contact Nature Conservancy and the OC&E parks, and Fredrick Fahner Trustee. Dan reported specs are on hold until they hear back from neighboring properties.

- j. **CIPP Project**—Dan reported they are wrapping up and ready to go to bid
- k. **Hermiston Wastewater Treatment/West Extension Irrigation District tour Feb. 16-17, 2022**—Leaving office at 10. Staying one night. Should be done around mid-afternoon and return Thursday night.

9. New Business

- a. **Ordinance #60 Fees Discussion**—Board discussed earlier with readings
- b. **COLA for Employees**—Cindy included in the packet a report on CPI based on 10-year average. Cindy requested 7.4% increase which is accurate with said 10-year average. Director Harter requested to see budgets with different amounts to see the monetary impact. Discussion on whether this kind of increase is justifiable was held.
- c. **Presentation of 2020-2021 Audit Report**—Cindy stated that the report is not yet finished. Discussion to be held once it is.
- d. **Appoint Budget Officer**—Director Harter stated that it is the District Manager’s responsibility. All in agreement.
- e. **Evaluation of District Manager**—Directors said they would review course on what can be discussed and how to run the evaluation.
- f. **Springbrook Upgrade**—Invoice for upgrade was included in the meeting packet. Must be upgraded to be able to work with the file server upgrade which is required for data backup and malware protection. Brett described different options with Springbrook and GSI integration. The manual integration is free. Director Spendolini motioned to approve the update, Director Koger seconded, all in favor.
- g. **Influent Pump #1 – Repair Quote from Xylem**—Quote was less than originally thought. Director Spendolini made a motion to approve the repairs, Director Koger seconded, all in favor.
- h. **DD Probes/Stations and Chlorine Tablet System**--. Jason had identified everything we have that as of little to no value to the District. Director Harter moved to approve, Director Koger seconded, all in approval to dispose of such property by auction. Donation of the Chlorine System to a local city pool was discussed. Director Spendolini moved to add the DD Probes/Stations and Chlorine Tablet System to the Resolution, Director Harter seconded, all in favor.
- i. **SDAO Annual Conference feedback**—Director Spendolini reported that it was worthwhile despite some technical difficulties.

10. Other –

- a. Leadership Klamath from the Chamber of Commerce would like to set up a tour with the District for March 17, 2022, to discuss potential obstacles we are facing with the increasing environmental requirements from DEQ. Brett will get this scheduled and let the Board know the tour time.
- b. Cindy brought up getting the Budget Committee together and setting a date for the meeting. Two new public members are needed for the Committee. Cindy will put an Ad in the Herald and News, and everyone else will get the word out too.
- c. Brett requested hiring a second crew member from those we interview for Gary’s position to replace Jason which was never done when he moved up. All in approval.

South Suburban Sanitary District

February 15, 2022 - Regular Board Meeting

11. **Adjourn**—Director Harter moved to adjourn at 6:07pm

ATTEST:

Brett Blofsky, Secretary

Kevin Harter, Chirman

Date