



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

Special Board Meeting Minutes – Review CMGC Proposals
June 12, 2024 @ 1:00 PM
South Suburban Sanitary District (SSSD) Office

Meeting Called to Order - 1:00 PM

Roll Call of Directors - Chairman Joe Spendolini and Director Michael Koger. Also present: Brett Blofsky (SSSD District Manager), Nicki Strain (SSSD Finance Director), Sally Bratton (SSSD Treatment Plant Supervisor) and Jason Morrow (SSSD Collections Supervisor), Dan Scalas with Adkin's Engineering and Kenneth DeCrans. Virtual attendees: Brady Fuller and Craig Massie with Jacobs Engineering.

Public Input/Comments - No public present.

The Board reviewed today's meeting agenda.

Motion by Director Koger to approve today's meeting agenda as presented, seconded by Chairman Spendolini. Motion passed.

Board Member Position #2 Vacancy – The Board discussed the letter received from Kenneth DeCrans expressing interest in the vacant position on the SSSD Board. Director Koger asked Mr. DeCrans to share his background and experience that qualifies him for this position. Chairman Spendolini asked Brett if he confirmed that Mr. DeCrans resides in the District. Brett confirmed that he does.

Motion by Director Koger to appoint Kenneth DeCrans to Position #2 on the South Suburban Sanitary District Board of Directors, seconded by Chairman Spendolini. Motion passed.

Chairman Spendolini swore in Mr. DeCrans as an official Board member of the SSSD Board of Directors.

CMGC Proposals from both Slayden and Sundt Construction – Chairman Spendolini turned the meeting over to Brett. Brett asked what general thoughts were among those present that have reviewed the proposals. Chairman Spendolini reminded those present that we do not want to project any decisions in this meeting. The District still needs to score the proposals.

Motion by Chairman Spendolini to make interviews with the two proposers mandatory, seconded by Director Koger. Motion passed unanimously.

Brady feels that the initial scoring should be done off the proposals themselves. He suggested that additional points be awarded during the interviews. Dan agrees. Chairman Spendolini would like some clarification on the scoring process.

Craig Massie joined the meeting. He is going to email examples of questions to ask during the interview from a similar project.

Discussion followed regarding potential dates to hold the interviews. It was agreed that this would take place on Wednesday, June 26th at 4:30pm.

Brady discussed additional questions the interview panel may want to ask. He will email these to those who will be conducting the interviews. Craig suggested that only the 'key people' from each firm be present during the interviews. Approximately 6 per firm would be sufficient.

Discussion followed regarding the references that were listed on each proposal. No concerns were shared by the engineers regarding this. Brady feels that both proposals covered all the requirements.

Craig encouraged the District to contact the references listed on each proposal. Brett has already checked some of the references from both proposals.

Dan asked who would be on the ranking/scoring committee. Brady encouraged the ranking committee to differentiate as well as make observations and justifications to comments. Craig feels that the interview process would help the District employees get an idea of who they would be working with during the entire scope of this project. Interviews can help facilitate value engineering as well.

Sally explained how this process has been done at the District in the past. Brett would prefer that the Board, SSSD Supervisors and Treatment Plant Operators score the proposals and interviews.

Brady gave a brief update on the results of the Geotech testing.

Chairman Spendolini asked that Nicki and Brett investigate matching grants for this project. Brady indicated that Jacobs Engineering has a team that searches for grants. It was agreed that Brady would set up a meeting with Nicki and Brett to discuss this.

It was agreed that interview questions would be finalized by Monday, June 17th.

The next Regular Board meeting will be held on Tuesday, June 18th.

Meeting adjourned - 1:44pm

ATTEST:

Brett Blofsky, Secretary	Joe Spendolini, Chairman	Date
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