



**South Suburban Sanitary District**  
**2201 Laverne Avenue**  
**Klamath Falls, OR. 97603**  
**Phone 541.882.5744 Fax 541.882.5013**

**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**  
**April 16, 2024 @ 3:00 PM**  
**South Suburban Sanitary District (SSSD) Office**

**Meeting Called to Order - 3:01 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), Sally Bratton (SSSD Treatment Plant Supervisor) and Jason Morrow (SSSD Collections Supervisor) and Jon Lee (SSSD Treatment Plant Operator), and Rusty Merritt with Anderson Perry. Virtual attendees: Brady Fuller with Jacobs Engineering.

**Public Input/Comments** - No public present.

**Motion by Director Koger to approve today's meeting agenda with the option to move Brady Fuller from Jacobs Engineering to the start of the meeting. The meeting minutes from the March 19, 2024 Regular Board meeting are approved as presented. Seconded by Chairman Spendolini. Motion passed.**

The group discussed various water-related issues, including challenges with existing hydro rangers, implementation of GIS technology for asset management, ongoing CMGC contractor selection process, and odor issues at the wastewater treatment plant. Speakers highlighted the need for accurate data, efficient asset management, and effective odor control measures.

**Engineer Report**

**ArcGIS system implementation and updates.**

- Rusty Merritt introduces himself as the new ArcGIS administrator.

**GIS technology for asset management and tracking.**

- Anderson Perry implemented ESRI technology for the District, providing non-proprietary GIS capability.
- Fixed assets include conveyance system and land records.
- Mobile devices can track location and movement of assets.

**GIS mapping and manhole location accuracy.**

- Discussed GIS mapping capabilities with City and County officials.
- The importance of accurate location data for utility infrastructure management was emphasized, citing examples of missed manholes and inaccurate plotting.

- Discussed how the mobile app can be used to send a technician to the location of a missing manhole, with a high degree of accuracy.

### **Using ArcGIS Online to manage sanitary system data.**

Description of the data conversion process for manhole and pipe information, which can be visualized on a web app.

- Mentioned the ability to click on a manhole and retrieve information about it, including elevation data.

### **Using GIS for asset management and work order tracking.**

- Staff is excited about using GIS for maintenance scheduling.
- Template made available for different business needs.
- Suggestions regarding using a separate map for field staff to track manhole inspections and work orders.
- The system could interface with ESRI for work order management and asset management.

### **Using high-precision surveying equipment for City projects.**

- Speakers discuss the benefits and costs of using high-precision language translation equipment for surveys.
- Planning to improve data accuracy by checking job-by-job and potentially hiring interns.
- Discuss training interns for 3 months with specific equipment.

### **Selecting a contractor for Facility Upgrade project.**

- Update the Board on CMGC contractor selection, mentioning Craig Massie's draft Request for Qualifications.
- Brett will review the documents this week, with potential advertisement next week if approved.
- Planning to advertise in local paper and Daily Journal of Commerce next week, with pre-proposal meeting a few weeks in.
- Discussed Resolutions and updates for project.

**Motion by Director Koger to adopt Resolution #248 Adoption of the findings supporting an exemption from the invitation to bid requirements and use of the Construction Manager/General Contractor (CM/GC) method of procurement for the construction of the South Suburban Sanitary District Wastewater Treatment Plant (WWTP) Improvements Project. Seconded by Chairman Spendolini. Motion passed.**

### **Process engineering, geotechnical drilling, and dam safety.**

- Concerns discussed about the stability of the dikes due to the risk of overtopping or sudden failure, and suggests additional analysis is needed to address these risks.
- Potential risk of inundation of occupied properties due to dam failure.
- Brady updates team on suspended air flotation facility visit and subconsultant's upcoming visit.

### **Administration & Monthly Financial Report**

**Motion by Director Koger to approve the January and February Financial Reports as presented. Seconded by Chairman Spendolini. Motion passed.**

- Update was given on the two new software programs being implemented.

- Planning for budget committee meeting in May, including sending reminders to committee members.
- Board members discuss energy updates, including increased costs and solar power options.
- Chairman Spendolini proposes moving financials to consent agenda after gaining confidence in new software.

**Motion by Director Koger to approve the March Financial Reports as presented. Seconded by Chairman Spendolini. Motion passed.**

**Collection Staff Report**

- Speakers discuss cost savings and prioritizing tasks with new asset management system.
- Provide the board with a background on how many issues have been found through TV inspections and the potential cost savings compared to adding additional TV crew staff.

**Treatment Staff Report**

- Sally hopes to resolve odor control issue within two weeks after additional aerators are installed.
- Speakers plan to concentrate effort on area with most odor.
- Speakers agree to wait until aeration project is complete before adding odor control probiotic.

**District Manager Report**

- Brett suggests installing pond level measuring sensors to collect data on all four ponds.
- Existing hydro rangers have been giving the group fits for years, and the sensors would provide more accurate data.
- The carefree SCADA system would provide valuable data on pond levels.
- The amount remaining in the budget for the SCADA system is approximately \$21,000.

**Motion by Director Koger to authorize the District Manager to proceed with purchase of the ACS readers in the amount of \$17,616.00. Seconded by Chairman Spendolini. Motion passed.**

- Updates on loans: Delayed to mid-late January, then late March, now third/fourth week of April.
- Discussed bids for fencing.
- Brett recommends proceeding with the quote from Bully Fence. They are the least expensive option.

**Motion by Director Koger to approve the quote from Bully Fence in the amount of \$37,048.53 and authorize the District Manager to execute the contract. Seconded by Chairman Spendolini. Motion passed.**

**Other** – no other business to discuss.

The next Board Meeting scheduled for May 21, 2024 at 3:00 p.m.

Adjourned at 4:37 p.m.

ATTEST:

Brett Blofsky, Secretary	Joe Spendolini, Chairman	Date