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Board of Directors

Position 1 – Joe Spendolini
Position 2 – Kevin Harter
Position 3 – Mike Koger

District Secretary

Brett Blofsky

REGULAR BOARD MEETING MINUTES

August 16, 2022

4:00 PM

1. **Call to Order** – Chairman Harter called the meeting to order at 4:00pm.
2. **Roll Call of Directors** – Chairman Harter and Director Koger were present, and Director Spendolini was present remotely. Also present were District employees Brett Blofsky, Cindy Oden, Sally Bratton, and Jason Morrow; and Dan Scalas with Adkins Engineering.
3. **Legislative Update – Southern Oregon Solutions and Stoel Rives**
 - a. **Executive Session ORS 192.660 (2)(f) Consider Exempt Public Records** – consideration of information or records that are exempt by law from public inspection.
 - i. Chairman Harter entered executive session at 4:05pm
 - ii. Chairman Harter exited executive session at 4:32pm
 - b. Chairman Harter and Director Spendolini gave the group present a summary of the executive session that was discussed regarding the legislative effort to save the District the cost of installing a pipeline for our effluent in the future.
4. **Approval of July 19, 2022 Board Meeting minutes, and Monthly Budget Report/Accounts Payable** – Director Koger made a motion to approve the July 19, 2022 Board meeting minutes and the monthly budget report as presented. Director Spendolini provided a second to the motion and it passed unanimously.
5. **Administration, Treatment, & Collection Systems – Staff Reports**
 - a. All departments are operating efficiently and within budget, and all tests are meeting our permit requirements.
 - b. Cindy informed the board about the One-Stop Financing Roundtable opportunity we would be eligible for once we decide on an option in the facility plan.
 - c. The treatment crew completed the 14-day evaporation test for the seepage requirement for Pond 1, and continued prep work needed for installing the culverts.
 - d. In addition to normal flushing and TV'ing, the collection crew corrected the service connection to our mainline at High Lakes Cannibis to help with the problem of solids building up due to low flow in that service. They also fixed two manhole frames that were damaged last winter during snow removal.
 - e. Collection Supervisor Jason Morrow passed his Grade 3 DEQ Collection Exam.
6. **Public Input:** *Any person wishing to speak on an item that is on the agenda, that subject must be pertinent to the Agenda Item and be limited to three (3) minutes. Off-agenda items must be expressed during the public comment period, and those items are limited to three (3) minutes.*
7. **Old Business**

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- a. Fencing Bid Package – Package is out to bid. We extended the date of completion for the project to May of 2023 after the feedback we received from the Pre-Bid meeting. The deadline for receiving bids is August 18, 2022 at 2:00pm. We have not received any bids yet.
- b. Hatchet Haus SDC extension – Director Koger made a motion to extend the grace period another 60 days. Chairman Harter seconded the motion and it passed unanimously.
- c. Facility Plan – West Yost is continuing work on all the DEQ requested changes. We should have the final version by next board meeting. Dan will begin to identify engineering firms that could act as an owner’s rep for us and put together the RFP for the facility plan. Once identified, the Board will speak with each company to determine which firm would be the best fit for the District to move forward with.
 - i. Note - during the facility plan discussion, Sally informed the board that the current permit does not require us to test for turbidity. However, we will need this information moving forward, so the board directed Sally to start testing for turbidity and collecting that data.
- d. CIPP Project Update – The project has been delayed slightly due to a covid outbreak with their crew. The project is now scheduled to start on August 25th.
- e. E3 Test Results Discussion – The test results from the 24-hour composite sampling test came back from Nielson Research Corp. The results met the Class A requirement.
- f. Hathaway Larson – Update on Harlan Drive and Land Partition at N. Poe Valley
 - i. Harlan Drive – One option is to abandon the mainline that is outside the easement. The board directed Brett and Jason to get a quote for installing a new mainline inside the easement and will be discussed in more detail at the next board meeting.
 - ii. Greg Hathaway will participate in next month’s board meeting for the discussion. He will also be able to answer any questions the directors have.
- g. Newsletter – not completed yet
- h. Redesign of SSSD Logo – Quote requested from Matthew Martin & AikenNorth
- i. Hwy 39 Bryant Property – Easement update from Southern Oregon Solutions
 - i. Nothing new to report currently.
- j. Legislative Update from Southern Oregon Solutions
 - i. This item was moved up on the agenda. **See item #3.**
- k. LG Sonic – Information update from Sally per Board request
 - i. Sally presented some case studies from other wastewater facilities.
 - ii. The board would like us to negotiate a lower cost for a pilot study before deciding.

8. New Business

- a. TriplePoint NitrOx System discussion
 - i. Sally gave the director’s the quote we received from TriplePoint for the NitrOx System. The quote did not include installation costs and O&M costs but will be provided at next month’s board meeting.
- b. Property Purchase request from Mark Zimel - Lot adjacent to SE corner of Pond 2
 - i. They would like to purchase a small portion of our property near the SE corner of Pond 2. The board wants to take some time to think about it until the next meeting.
- c. Brown Bear rental? – Newell, CA
 - i. Need to gather more information regarding rental equipment before the board makes a decision.

9. Other

- a. **District Manager contract** – The current contract states the District Manager needs to obtain his DEQ Certification Grade 3 within 12 months of hire. However, DEQ requires an individual to have 12 months on the job before applying for the certification. The board wants to change the

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contract to obtain the DEQ Certification within 24 months of hire and will do so internally without sending it out to legal counsel. The updated contract will be approved at next month's board meeting.

- b. **Seepage Test** – The seepage test was completed on August 15, 2022 and appears to be positive. Dan is putting together the report to file with DEQ and will pass along to everyone once completed.
- c. **Klamath Lake Action Community Services** – Cindy informed the board of a program available with KLACS to assist patrons who qualify with paying their sewer bill. The board agreed to participate in this program and Chairman Harter signed the agreement.

10. **Adjourn** – Chairman Harter adjourned the meeting at 6:09pm. The next meeting is scheduled for September 20, 2022.

ATTEST:

Brett Blofsky, Board Secretary

Kevin Harter, Board Chairman

Date