



2201 Laverne Avenue
Klamath Falls, OR. 97603
Phone 541.882.5744 Fax 541.882.5013
www.sssd.org

Board of Directors

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

District Manager/Board Secretary

Brett Blofsky

SPECIAL BOARD MEETING MINUTES October 19, 2021

1. **Call to Order** by Chairman Harter at 3:00 p.m. via Zoom.
2. **Roll Call of Directors** – Chairman Harter through Zoom; Directors Spendolini and Koger present. Board Secretary Cindy Oden via Zoom, District Manager Brett Blofsky; Plant Supervisor Sally Bratton; Don Monroe; Dan Scalas with Adkins. Powell from the public did join the meeting during the E3 discussion.
3. **Approval of Special Meeting Recording October 6, 2021 & Written Emergency Meeting Oct 1, 2021-** Moved to approve by Director Spendolini. Seconded by Director Koger. Approved unanimously.
4. **Approval of Monthly Budget Report & Other Financial Information** Moved to approved by Chairman Harter. Seconded by Director Koger. Approved unanimously.
5. **Staff Reports** – Sally gave a Treatment Plant report for her department. & Don gave the Collection System department report. Director Spendolini gave a report as acting District Manager. Brett Blofsky started as District Manager yesterday. Powley Plumbing went out to 18552 N Poe Valley house and a new 1,100-gallon water reserve tank, new pressure tank and everything is working. Director Spendolini indicated that he did have to go over the District Manager's spending limit of \$5,000 in order to get the water working. Also, got tanks and water delivered for the stock out there as well. Director Spendolini also gave a report on the district's GIS system and fines the district needs to get a different system. Director Spendolini, Brett and Donnie will have a meeting with Arnab from Aktivov to discuss the problems that employees are having with the program.
6. **Public Input:** No Public Input
7. **Old Business**
 - a. **Resolution # 232 Design Standards Update** – Director Spendolini moved to adopt Resolution #232 Design Standards Update. Seconded by Director Koger. Passed unanimously.
 - b. **Sludge Removal Update** - Dan gave an update weight on tipping was 18,494 ton for the project. Volume scan done currently. Sally reported that dye testing was done as close to the toe of the dike as possible. To date no dye coming through. Jon will keep an eye on it through the weekend and document their findings.

Dan reported the crossover pipe project will start tomorrow.
 - c. Dan Scalas Contract has been finished and all is good.

South Suburban Sanitary District

October 19, 2021 – Special Board Meeting

- d. **E3 Technologies Update** – Sally reported E3 is onsite, and their trailers are at the blower building. They have not started sampling yet. E3 is trying to figure out the best place to sample from. Chairman Harter asked Sally if her and Dan had started the standards for E3 to use for the pilot project. Dan answered they are expecting E3 to give them a defined scope of what they are going to do. Once they get the scope, they will refine the scope with what they will need to do to meet DEQ standards. The new power for E3 has been installed. Director Spendolini indicated he wants both Dan and Sally involved in the process of the Scope. Chairman Harter asked District Manager Blofsky to write a letter tomorrow asking E3 to provide a scope of their project before they start in order for the board to proceed. District Manager Blofsky said he would.
- e. **Sanjeev Update** – no update from Sanjeev
- f. **Facility Plan Update** – Kick off meeting next week. Brett will schedule.
- g. **Update of Property valuation Maywood** - Chairman Harter discussed this with a couple real estate agents and they indicate the property is more valuable than the offer. Director Spendolini moved to let the offer on the 3 and ½ acres expire and at this point set on that piece of property and see what happens in the future. Seconded by Chairman Harter. Passed unanimously.
- h. **Update Homeless Camps** – Director Spendolini indicated the clean up of the property was going well. Director Spendolini also indicated the newspaper had reached out to him because one of the homeless people had gotten ahold of the newspaper. Joe reported to the paper we were cleaning up the property for the safety of the public due to fire.
- i. **Update locks on all District Facilities** – Sally reported Bell’s has received all the locks and once we get a copy of their workers compensation insurance, they will be ready to install.
- j. **Newsletter** – Chairman Harter has not been able to follow up with Smith Bates on the pricing of a newsletter.
- k. **Morehouse Property Management Agreement & Rental Update** – The District has taken over the management of the N Poe Valley rental houses. Chairman Harter indicated he was upset and wanted to know how the board felt about contacting Ross about the property management company not turning the power off to the pump in the well.
- l. **Balin Lease of Bryant Property** – District Manager Blofsky received a telephone call from Mr. Balin on the Brant Property. Mr. Balin indicated the lease states no water no rent. Director Spendolini indicated we did final get the entire lease from when Mr. Balin was leasing from Sonja Bryant. In the lease it does indicate Mr. Balin can use the property as grazing. Cindy indicated on the first page of the Bryant/Balin lease it states if no water than a price would need to be negotiated for the lease of the property. Cindy also stated Mr. Balin had the option to sign up for the producers grant for loss of production on the property. This was due on October 15, 2021. Mr. Balin has not paid anything on the lease since the district purchased this property. Brett, Joe, Cindy, and Mr. Balin will meet to discuss further action on the lease.
- m. **Harlan Drive Shop over Mainline** – Tabled until next regular board meeting

8. New Business

- a. **Appoint Board Secretary** – Director Spendolini moved to appoint Brett Blofsky as Board Secretary. Seconded by Chairman Harter. Passed unanimously.

South Suburban Sanitary District

October 19, 2021 – Special Board Meeting

- b. **Maintenance II Job Description** – Cindy indicated the job description for the maintenance II job description to be under the supervision of the Treatment Plant Supervisor and we took out the part stating he needed to be at the supervisor meetings, as voted on by the board in September. Sally also had some additional changes she wanted to have made, so we brought it back to the board. The board wanted Brett to review the job description. Brett reviewed and said he was good with the job description. Director Spendolini moved to adopt the new rewritten Maintenance II job description. Seconded by Director Koger. Passed unanimously
- c. **Resolution #233-Add Brett Blofsky to Bank Signature** – Director Spendolini moved to adopt Resolution #233. Seconded by Director Koger. Passed unanimously

9. **Executive Session ORS 192.660- 2 (a) Employment of Collection Supervisor & Utility Billing Clerk & 2 (n) (C) (ii) – Security**

Chairman Harter moved into executive session at 4:03 p.m.

Adjourned executive session and moved back into regular session at 4:52 p.m.

The board took a 5-minute break.

10. **Other**

- a. **Turkeys & Hams** - Cindy asked the board if they were going to continue the tradition of giving the employees a turkey for thanksgiving and a ham for Christmas. Director Koger moved to provide turkey for thanksgiving and a ham for Christmas. Passed unanimously
- b. **Security Proposal Update SCADA, Henley, Texum & Solar Fence around property** – Director Spendolini moved to reject all quotes for the fencing project around all district property. Seconded by Director Koger. Passed unanimously Chairman Harter want it to be clear to the contractors that quoted the fence the district will be sending this project out for formal bids since the project quotes came in over \$100,000.

Director Spendolini moved to direct Adkins Engineering to create a task order on a scope and bid documents to reissue the bid request for fencing. Seconded by Director Koger. Passed unanimously.

Director Spendolini moved to accept the upgrade to radios for the security improvements we are seeking and accept the quote of \$20,254 from TAG. Seconded by Chairman Koger. Passed unanimously.

Collection System Supervisor position – Application Scoring, Interview Questions, Interview Scoring Sheets, Setup Interviews for all four candidates that applied.

11. **Adjourn**, Chairman Harter adjourned at 5:30 p.m.

ATEST:

Brett Blofsky, Secretary

Kevin Harter, Chairman

Date