



South Suburban Sanitary District
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Board of Directors
Position 1 - Joe Spendolini
Board Chairman
Position 2 - Kenneth DeCrans
Position 3 - Michael Koger

District Manager/Secretary
Brett Blofsky

Regular Board Meeting Minutes
June 18, 2024 @ 3:00 PM
South Suburban Sanitary District (SSSD) Office

Meeting Called to Order - 3:00 PM

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

Public Input/Comments - No public present.

Motion by Director Koger to approve today's consent agenda, seconded by Director DeCrans. Motion passed unanimously.

Opened Budget Hearing - No one from the public was present.

Closed Budget Hearing

Motion by Director DeCrans, to adopt the Fiscal Year 2024/2025 budget as presented, seconded by Director Koger. Motion passed unanimously.

Engineer Report - Dan gave an update for the CIPP project. It has been given to the City of Klamath Falls and we are waiting for a response.

Update on CMGC process - Brady Fuller with Jacobs Engineering was unable to attend the meeting today so Brett gave the update. The staff has submitted questions to ask during the interviews on June 26th. Dan feels that the number of questions should be reduced to approximately six. There were various suggestions as to what questions to ask. It was agreed that the questions would not be given to the contractors before the interviews.

Administration Update – Nicki reported that the engagement letter for the upcoming audit year has been signed and submitted to KDP. We do not have a date scheduled for the audit to begin.

The District is now live with the new utility billing software. Our first monthly bills will be mailed out the first week of July.

The LGIP accounts earned \$161,398.05 in interest during the month of May.

Nicki explained the draw down and reporting processes related to the two loans the District will be using for portions of the facility upgrade project. These two funding streams have been assigned separate line items in the upcoming fiscal year budget.

Treatment Plant Update – Sally gave an update on the recent testing. She is waiting for additional test results. Brett ordered a replacement for Texum pump #1 and the new influent pump #1 has been installed. Pump #4 is the only Wemco pump left. The District hopes to replace this pump in fiscal year 25/26.

Brett will be sharing the new data on the ultrasonic testing at the next Board meeting.

Collections Update - Jason explained to the Board why the Capital Outlay expenses in Collections for fiscal year 2023/2024 are far less than the budgeted amount. He felt it was important to update the Board and particularly Director DeCrans since he is new to the SSSD Board.

He then reported on how many locates were performed by the crew during the month of May. He then explained the maintenance work that the crew has been doing.

The traffic control permit from ODOT has been approved and Bob's Excavating has been doing the flagging for the crew. The County Road Department helped with the manholes on Denver Avenue. There were two manholes that were buried under gravel.

Jason reported that the Collections crew is shorthanded. He and Brett are working on the job description and will be posting the job opening soon.

District Manager Update – Brett reported that he has been focused on the upcoming CMGC interviews and the questions to be asked.

Fencing Update - Brett indicated that Bully Fence will be adding barbed wire to the top of the new fencing. This expense will be shared with Pacific Power. The Treatment Plant Operators are going to fill in the holes under the fence and mow down the weeds when the field dries enough to safely get the tractor out there.

CWSRF Loan – Brett explained that a Resolution must be passed by the District Board in order to proceed with the DEQ CWSRF loan process. Resolution #251 was given to the Board for their review.

Motion by Director Koger to approve Resolution #251 to proceed with the OR DEQ CWSRF loan to finance a portion of the facility upgrade project, seconded by Director DeCrans. Motion passed unanimously.

BizOR Loan – This item was discussed in the Administration Update.

Interviews with CMGC Proposers – the interviews will take place on Wednesday, June 26th at 4:30pm.

Other – Chairman Spendolini shared that he was contacted regarding the Crescent Sewer District. Their remaining Board members are resigning as of July 1st. He would like to see how the SSSD Board and crew feel about visiting the site to lend a hand if asked. Director DeCrans doesn't see an issue with it. Neither does Director Koger. It was generally agreed that the District would assist if asked to.

Nicki asked the Board to allow the District Manager to move forward with three of the Capital projects approved in the upcoming fiscal year budget. The projects will take place in the upcoming fiscal year but need to get scheduled with the vendors now.

Motion by Director Koger to allow District Manager Brett Blofsky to move forward with scheduling and completion of the District office parking lot repair, painting of the District office building and the District office copier replacement capital projects as adopted in the Fiscal Year 2024/2025 budget, seconded by Director DeCrans. Motion passed unanimously.

Next meeting scheduled for June 26, 2024 at 4:30pm.

Adjourned at 3:40pm

ATTEST:

Brett Blofsky, Secretary

Joe Spendolini, Chairman

Date