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Board of Directors

Position 1 – Joe Spendolini

Position 2 – Kevin Harter

Position 3 – Mike Koger

Board Secretary

Cindy Oden

REGULAR BOARD MEETING MINUTES

August 17, 2021

1. **Call to Order** – Director Harter called the meeting to order at 5:00 p.m.
2. **Roll Call of Directors** – Director Koger, Director Spendolini, Director Harter were present. Sally Bratton, Cindy Oden, Clay Northrop, Donnie Monroe, and Jason Morrow all district staff; Dan Scalas, Adkins Engineering; Jolene Moxon were all present.
3. Director Koger moved to appoint Cindy Oden as Secretary to the Board. Seconded by Director Spendolini. Passed unanimously.
4. Director Spendolini had a change to the August 4, 2021, minutes to change under public comment 40 years to 20 years. Director Spendolini moved to approve the July 20th and July 26th minutes as presented and to approve the August 4th minutes as amended. Seconded by Director Koger. Passed Unanimously.
5. Director Spendolini had a question about the 4 Special District checks written. Cindy explained the two checks in the amount of \$24,188.65 were for employee health insurance one for the month of July and August. The check for \$556 is for the new tractor insurance and the check for \$10,579.14 is for our workers compensation insurance for the year. Director Spendolini asked about the difference between the bank balance for July and August, a difference of over \$5 million. Cindy reviewed the two reports and noticed the bank reconciliation submitted for June 2021 was for June 2020 and she will correct this bank reconciliation and submit the proper one. Director Koger moved to except the monthly financial statements and accounts payable as corrected for June 2021. Seconded by Director Spendolini. Passed unanimously.
6. **Public Input:** Director Harter asked if there was any public input, seeing none he moved on to **New Business a)** and asked Jolene Moxon to speak on behave of the lease on N Poe Valley Road.

Jolene indicated it was very dry out on N Poe Valley with the drought and she asked the board to approve a fence repair by the feedlot. She had tried to get three quotes for the fence; Jason Cantrell is too busy building fence because of the fires; High Desert Fencing is working in Washington as a government contractor; and Pedro for \$2,275. After some discussion Director Spendolini moved to accept the fence repair in the amount of \$2,275. Seconded by Director Koger. Passed unanimously.

Jolene made a brief presentation on her contract proposal with NRCS to cover the cost of establishing 5 to 7 stock watering wells on N Poe Valley, possibly some fencing along the Lost River and dry land planting. After some discussion Director Spendolini moved to give Jolene written approval for the NRCS contract for the wells and fencing. Seconded by Director Koger. Passed unanimously.

Jolene told the board the automated irrigation equipment ordered last fiscal year has finally come in and Kerns should be out to the property to install the equipment on the pivot. She has also been talking with Bob's Excavating to have the pivot pipe moved lower into the Lost River to get more water when available. Bob's Excavating indicated they are 10 months out to get her a bid on this project.

Jolene mentioned some of the issue she has been having with the tenants unplugging the hot fence. Discussion on the house leases for N Poe Valley. Director Harter asked Director Spendolini to contact Morehouse Property Management to get copies of the leases. Director Spendolini said he would contact them on Monday, August 23, 2021.

Jolene discussed Old Business (g. Squirrel Shooting – Jolene indicated her squirrel shooting is a common practice for ranching and farming. The board reviewed the information provided by SDAO. Director Harter asked the directors how they felt if Jolene had her insurance and legal counsel write up something indicating the district is covered under her insurance and the district would not be held liable. Director Spendolini moved to have Jolene present a written notice showing the district would be covered under her insurance and would not be liable for anything happening regarding shooting on the property. Seconded by Director Koger. Passed unanimously.

7. Old Business

- a. Director Harter asked Donnie to make his presentation and update the board on information the crew found for the CIPP project. Donnie showed the video the crew took of the wrinkles in the pipe launched upstream. The wrinkles appear to throughout the entire pipe. Measuring the camera wheel, it appears the wrinkles to be about ¼" in depth, plus or minus. Dan gave options to the board on how to progress. Pay \$12,000 for the investigation; pay \$18,536 for the investigation and fix all wrinkles in the flow line that are bigger than ¼", due a material offset. The contractor had already asked for a material offset of \$1,000, which Dan feels is not enough because of the original price to line that pipe and the price given to investigate and repair the line. After long discussion Director Spendolini moved to offer a material offset of \$20,000 to the contractor and to accept the line. Seconded by Koger. Passed unanimously.
- b. Director Koger moved to approve Resolution #229 – Cell Phone policy and Vacation Accrual as presented. Seconded by Director Spendolini. Passed unanimously.
- c. Sally gave an update on the sludge removal project. Pond #4 has a small amount of seepage through the dike and is making things a little harder to get dry in some parts of the lagoon. Dan told Sally she could use hydrogen lime and it will turn hard like concrete. Dan stated he should have the contract documents done by the end of next week and they will include the leveling of the pond in the bid. Dan asked if they could have a longer bid reply instead of 5 days, because it made it hard for the contractors to really look at the plans and bid the project correctly. The board approved a 12-day bid package if the district can get the landfill to move to the end of October. Sally will get in touch with the landfill tomorrow and see if that is possible. Discussion on if the Oregon Buys (the State procurement center) was used for bids and Dan indicated he usually uses Qwest CEN but doesn't have problem looking into using Oregon Buys.
- d. Cindy told the board she was to meet Klamath County out at N Poe Valley to deliver the water tanks to the tenants. The delivery truck for the tanks broke down, so the delivery was never made, and the County will try again this week.

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- e. Walt Meyer sent an email to Cindy letting the district know DEQ has received the letter asking for an extension on the Facility Plan and the entire project. Walt indicated the actual approval requires a permit modification and the fact they are proceeding with the modification would indicate we have a good chance they will approve the extension. Walt indicated the process does require a public notice and in his experience the modification will take some time.
- f. Director Harter asked Clay for an update on the SHN task order on the system design standards. Clay indicated Donnie and himself gave Mr. Fritschi their final comments some time ago and he was unsure what Mr. Fritschi had done with the final comments and markups. Mr. Fritschi had indicated he was too busy to finish with the project before the February deadline and had put a hold on the project. Director Harter asked Clay to please contact SHN and to complete the final comments from the District before August 25, 2021, and to get the Design Standard completed.
- g. Discussed above with Jolene
- h. Director Harter indicated we need more information from legal counsel for both items h. – Balin Lease and i. Land Partition on N Poe Valley DeJong. These items were tabled to the next meeting.

8. New Business

- a. Discussed above with Jolene
- b. The board reviewed Ordinance #59 System Development Charges and the selection to be deleted allowing contractors to not pay their system development charges at the time we sign the Land Use Compatibility Statement for the County and before connecting to our sewer lines. The board discussed and agreed this should be deleted from the ordinance and instructed Cindy to publish in the Herald & News before the next meeting.
- c. The board reviewed the letter from DEQ on the Plan Review Exemption for Gravity Sewers and asked Dan to present a proposal to act as the Engineer of Record. Dan agreed he would present an hourly rate for this task.
- d. The board reviewed the information on Confined Space training and agreed the crew needed this training. Director Spendolini moved to approve the contract with Ritz Safety if Clay was unable to engage a local source, if we can get a local source Clay can engage the local source to do the training and equipment inspections. Seconded by Director Koger. Passed unanimously.
- e. Director Spendolini moved to appoint Cindy Oden as the Registered Agent for the District. Seconded by Director Koger. Passed unanimously.
- f. Director Harter asked the board if they wanted land partition for partitioning the residential houses away from the farmland out on N Poe Valley to be placed on hold until further notice. Consensus of the board was to put it on hold until after d) other business was discussed and the appraisals were done on the property.

9. Other

- a. Treatment plant staff report was reviewed. No report from Collection staff.
 - i. Donnie did discuss the new OSHA requirements for wearing a mask outdoors if the smoke index is too high. Donnie wanted to know if employees would be paid if the district had to send them home because of smoke. The board asked Cindy to please investigate the new rules with OSHA and to get some clarification on the new smoke policy.
- b. After discussion on the proposal presented by our current cleaning company and no other quotes/proposals were returned from any other company. Director Koger moved to approve the proposal from Angelica Valdez Cleaning Service for \$505 per month for the both the Maywood and Laverne facilities.
- c. The Board agreed to meet on August 30, 2021, at 2:45 p.m. to go over the application and resumes of the candidates for Manager. The board agreed to have Cindy make up the application scoring sheet and email to the board for their comments and changes back to her by August 25th. The board agreed to ask Heather Tramp to be on the interview committee as a rate payer of the district. Interview panels will try to be setup on September 1, 2021.
- d. Discussion on doing appraisals for N Poe Valley and Bryant properties Director Harter asked how can we judge the value of the property or decide if we should do a land partition for the houses if we do not know the value of the properties. With no appraisal being done at the time of purchase.

Director Spendolini stated he would like to get an appraisal done on the land holdings as soon as possible.

Director Koger moved to attain an appraisal of our land holdings, as soon as possible. Seconded by Director Spendolini. Passed unanimously. Cindy asked who was going to attain the appraisal. Director Spendolini agreed to get the appraisals going.

- e. Director Spendolini stated he would answer the question on the grant application explaining how our project will improve community development, economic recovery or the housing shortage and get it to Cindy tomorrow.
- f. Matthew Callahan with CID INC emailed a proposal to Sally stating Mr. Fritschi asked him last month to do a proposal for security/firewall upgrade on the wireless/modems for SCADA, Henley, Texum and Solar. Their proposal is for \$29,631.60. The board discussed how important security was to the wireless systems and how the upgrade was needed, but there was not a line item for this project in the budget. Cindy indicated there was not a line item in the budget, but with not purchasing the Reeder Road Group property there should be plenty of money in the budget to pay for this. After additional discussion the board asked Sally to look at additional companies, including RS view and to report back to them. The board also discussed switching to one wireless carrier instead of two carriers. This should be done at the same time as the security upgrade to reduce redundancies.

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- g. Director Spendolini asked staff and the board if there was anything else anyone wanted to share.

10. **Adjourn**, Director Koger moved to adjourn. Seconded by Spendolini. Passed unanimously.
Adjourned at 8:14 p.m. The next regular board meeting will be September 22, 2021, at 3:00 p.m.



Cindy Oden Board Secretary


Kevin Harter, Chair

