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Board of Directors

Position 1 – Mike Griffith
Position 2 – Jim Bellet, Board Chairman
Position 3 – Charles R. Dehlinger

District Manager/Secretary

Michael Fritschi

REGULAR BOARD MEETING MINUTES February 16, 2021

Call to Order – Director Bellet called the meeting to order at 5:00 P.M.

- 1. Roll Call of Directors** - Director Griffith, Director Dehlinger, and Director Bellet were present. District Manager Michael Fritschi and District Council Mike Rudd were present. Paul Simmons and Mark Johnson from the Klamath Water Users Association (KWUA), and Jolene Moxon was also in attendance. Dan Scalas from Adkins Engineering was in attendance virtually via Zoom.
- 2. Meeting Minutes January 19, 2020** – Director Dehlinger moved to approve the minutes, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- 3. Monthly Financial & Investment & Accounts Payable**
The Board reviewed the January 2021 financial and accounts payable report. Director Griffith moved to accept the reports, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- 4. Public Comment** – There was no public comment.
- 5. New Business**
 - a. Paul Simmons and Mark Johnson presented on the mission of KWUA. After some discussion, the Board thanked Mr. Simmons and Mr. Johnson for the information.
 - b. Director Dehlinger moved to approve Resolution #218 Surplus Property, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
 - c. The Secretary asked if the Board needed any additional information regarding the accidental usage of the District credit card. The Board did not request any additional information. Director Bellet mentioned that people make mistakes from time to time. The Secretary mentioned that he has corrected the situation in that the District now has a corporate Amazon account and employees do not need to utilize their own personal Amazon accounts for District purposes.

6. Old Business

- a. N. Poe Valley Property
 - i. The Board and Ms. Moxon discussed land issues related to times when there may be no water or little water available for irrigation. Ms. Moxon proposed that in times of no water and available land idling funding, that the District receive land idling funds and that she be allowed to run dry land cattle if the land would not become overly impacted. In addition to Ms. Moxon's proposal, Director Bellet proposed to utilize a monthly per head fee based on available irrigation in lieu of a fixed annual fee. Ms. Moxon stated that \$45/head/month for irrigated pasture and \$20/head/month for dry ground was fair. The Board directed Mr. Rudd to include the previously mentioned points in the lease agreement. The updated agreement will be presented at the next Board Meeting.
 - ii. Mr. Rudd suggested providing a slight modification on the Fireserve agreement regarding the tenant access improvements. The Board agreed to have the agreement modified by Mr. Rudd and brought to the next Board Meeting.
 - iii. The Secretary informed that Board that per Rhine Cross Group, the Land Partition with DeJong would only delay District initiated land partitions by a period of one year. Director Griffith moved to approve the partition, Director Dehlinger seconded the motion and the motion was approved by a unanimous vote.
 - iv. The Board reviewed the completed lot line adjustment to the west boundary of the N. Poe Valley property with Nonella.
 - v. The Secretary had a few minor comments regarding the Easement for DeJong including language regarding District convenience and a request that a map be created showing the route of the 10-ft easement. Mr. Rudd will make the minor changes and the Secretary is going to contact Ms. Bochi to request that a map be made of the intended easement.
 - vi. The Secretary mentioned that a representative from the Oregon Hunters Association may present at the next Board meeting regarding the possibility of the District allowing hunting on District Property. Ms. Moxon mentioned that while she is leasing property, she takes no issue with people hunting on property, as long as dogs are kept away from her cattle.
- b. The Secretary presented the alternate bid item to remove grit to the landfill to the Board. The Secretary mentioned that while the removal of grit from the treatment lagoon requires specialized equipment and experience to perform while the lagoon is in operation, the District could likely remove lagoon solids in-house from the attenuation lagoons for a great reduction in cost and that the Secretary has proposed approval of a task order with SHN Engineers to assist in evaluating the alternatives.

Director Bellet feels that the Secretary would do an adequate job evaluating the alternatives for biosolids removal and does not feel it necessary to hire SHN to perform the analysis. The Secretary mentioned that he may need some minor technical assistance if a biosolids management plan is required from DEQ.

- c. The Board reviewed time and materials Task Order #13 for Recycled Water Preliminary Design Services from West Yost & Associates. The Secretary mentioned that although the task fee is higher than expected, the individual sub tasks and the corresponding fees appear reasonably estimated. The Secretary also mentioned that this task is much larger than typical preliminary engineering phases and includes all permitting services, up to 30% design for some components, and many other analyses needed to be able to immediately begin final design when complete. Director Griffith mentioned that it was not clear based on the proposed schedule if the analysis would be far enough along for the District to make final decisions on real estate needed/not needed with respect to the Reeder Road properties. Director Griffith made a motion to approve Task Order #13 with West Yost & Associates with the stipulation that West Yost provide a letter satisfactory explaining that analyses supporting property acquisition decisions be completed in time for the Board to examine and evaluate prior to the Board having to make property acquisition decisions, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- d. The Secretary provided the Board with a brief update of the Biosolids applications with Klamath County.
- e. The Board reviewed the task orders to research and begin the land partition process for the residential dwellings on N. Poe Valley Road and to research the easement for 6320 Harlan Drive. Director Dehlinger made a motion to approve both task orders from Rhine-Cross Group, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.

7. Executive Session ORS 192.660 (2)(i): *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

Director Bellet called for Executive Session at 6:32 PM
Regular Session was resumed at 6:36 PM

8. Other

- a. The Board thanked Clay and Sally for their department reports.
- b. Director Bellet informed the Secretary that he has done a good job writing the Chlorine System Analysis, and that it was very understandable.
- c. The Secretary mentioned that the District was approved for plan review exemption for collection system projects due to having a Professional Engineer (PE) on staff and utilizing design standards.
- d. The Board reviewed the letter form Riker for the parcel being offered for sale. The Secretary will forward this correspondence to Walt Meyer and see if he thinks the District would need this parcel and then get back to the Board and/or Riker.

9. Adjourn

Director Bellet made a motion to adjourn, Director Griffith seconded the motion, and the motion was approved by a unanimous vote. The meeting was adjourned at 7:05 PM. The next regular board meeting is set for March 16, 2021 at 5 P.M.

South Suburban Sanitary District
February 16, 2021 – Board Minutes



Secretary _____

Board Representative _____