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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

April 19, 2022

4:00 PM

MINUTES

1. **Call to Order** – Chairman Harter called the meeting to order at 4:00pm
2. **Roll Call of Directors** – Chairman Harter present, Directors Spendolini & Koger present. Also present were District employees Brett Blofsky, Cindy Oden, Sally Bratton, Jason Morrow, and Jon Lee.
3. **LG Sonic Presentation** – Kole Peterson made a presentation to the Board remotely about their MPC Buoy for controlling our algae levels in our lagoons. WWTF Supervisor Bratton will include the MPC Buoy in the upcoming proposed budget for FY 2022-2023.
4. **Approval of March 15, 2022 Board Meeting minutes & Monthly Budget Report** – Director Spendolini informed the Board of a couple typo's in the minutes that need to be corrected. He also had a couple comments on the monthly budget report pointing out some of our line items are over budget and need to be closely monitored. Manager Blofsky will continue to work closely with the department supervisors to ensure each department stays within their overall budget. Director Koger made a motion to approve the corrected minutes and monthly budget report, and Chairman Harter provided a second to the motion. It passed unanimously.
5. **Administration, Treatment, & Collection Systems – Staff Reports**
 - a. Cindy reported that the Board had all the information from her department in the monthly budget report previously discussed. No other questions were asked.
 - b. Sally reported that the treatment plant is performing well and all steps in the treatment train are operating under standard operating procedures. All tests continue to come in under the limits of our permit.
 - c. It was at this time Chairman Harter asked Brett to bring up his idea about the District having Southern Oregon Solutions provide us with a Professional Services proposal to assist with the legislative work that needs to be done in order to meet the Facility Plan requirements. Director Spendolini recused himself from the meeting due to a conflict of interest before any discussion took place. Manager Blofsky will reach out to the Oregon Government Ethics Commission to find out if Director Spendolini can remain a Board Member before we proceed with requesting a proposal from Southern Oregon Solutions.
 - d. Jason reported on last month's activities from the Collection Department which included footage of both flushed and TV'd sewer lines. Additionally, the training for our 2 new employees is continuing and they are getting up to speed quickly.

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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.*
 - a. No public attendance or input.

7. **Old Business**
 - a. Facility Plan Update – DRAFT was turned in to DEQ. Should receive comments in 90 days or so.
 - b. E3 Pilot Project Update – Chairman Harter and Manager Blofsky met with Ken today to see if they will be ready to test on Friday, April 22nd. They were down for approximately 8 days waiting for a replacement pump that had failed, but Ken felt confident they would be ready if nothing else happens.
 - c. Hathaway Larson \$ estimate for legal advice on the two property matters – Manager Blofsky informed the Board we received a rough estimate of \$7,500 from Greg Hathaway.
 - d. Fencing Bid Package from Adkins Engineering – Dan Scalas is finalizing the details of the Bid Package and will get it to the Board by the end of the month. Director Spendolini may have some potential funding for this project.
 - e. Evaluation of District Manager – Chairman Harter will put together a plan to complete the evaluation. Each board member received a copy of the score sheets from Cindy, Director of Administrative Services.
 - f. Automatic Gate at District Office – Brett offered a new variation to the gate at the District Office that was previously approved by the Board. This new variation would require a new electrical circuit and underground boring for the electrical conduit. This would increase the overall cost by approximately \$8,000 and the Board determined the additional cost could not be justified.
 - g. Newsletter – Director Spendolini agreed to assist Brett with putting together a newsletter to send to all our patrons.

8. **New Business**
 - a. Resolution #235 – Regular Board Meeting Times
 - i. This resolution states the new regular board meeting times will be on the 3rd Tuesday of each month at 4:00pm. Director Spendolini made a motion to approve the resolution as written. Director Koger seconded the motion and it passed unanimously.
 - b. Volunteer Resolution – from SDIS
 - i. The Board passed a resolution extending Workers’ Compensation coverage to volunteers of the District. This new resolution will be #236. Director Spendolini made a motion to approve the resolution and it was seconded by Director Koger. The motion passed unanimously.

9. **Other**
 - a. The Board discussed if any modifications to the SDC Ordinance were needed. We have a patron who wants to add a bathroom (1 toilet and 1 sink) to his 6,000 square foot warehouse which would cost him approximately \$9,000. The patron is unwilling to pay this amount. After some discussion, the Board declined to make any modifications to the SDC Ordinance.
 - b. Brett and Sally informed the Board we hired a new Maintenance Technician and he will start on May 2nd.
 - c. The Board also had some discussion on how to expand our service boundary. More research is needed as soon as possible to make this happen.
 - d. Cindy reminded the Board we need to put together our list of projects that may be eligible for potential funding.

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10. **Adjourn**, set next meeting date and time.

- a. Chairman Harter adjourned the meeting at 6:34pm. The next scheduled meeting will be the Budget Committee meeting on May 10, 2022 at 5:00pm.

ATTEST:

Brett Blofsky, Secretary of the Board

Kevin Harter, Chairman of the Board

Date