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## **Board of Directors**

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

## **District Secretary**

Brett Blofsky

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## **REGULAR BOARD MEETING MINUTES**

**June 21, 2022**

**4:00 PM**

1. **Call to Order** – Chairman Harter called the meeting to order at 4:00pm.
2. **Roll Call of Directors** – Chairman Harter and Directors Koger and Spendolini were present. Also present were District employees Brett Blofsky, Kate Hadley, Jason Morrow, and Sally Bratton; and the District's Engineer of Record Dan Scalas.
3. **Approval of Budget Committee Meeting Minutes May 10, 2022** – Director Koger made a motion to approve the minutes as presented. Director Spendolini provided a second to the motion and it passed unanimously by the Board.
4. **Approval of Board Meeting minutes – April 19, 2022; May 6, 2022; & May 17, 2022** - Director Koger made a motion to approve all three sets of the minutes as presented. Director Spendolini provided a second to the motion and it passed unanimously by the Board.
5. **Approval of Monthly Budget Report & Accounts Payable** – Director Koger made a motion to approve the monthly budget report and accounts payable as presented. Director Spendolini provided a second to the motion and it passed unanimously by the Board.
6. **Administration, Treatment, & Collection Systems – Staff Reports**
  - a. **Administration** – Brett informed the board that everyone is working on getting the requested information to Cindy to close out the books for the end of the fiscal year. Director Spendolini asked if there were any concerns with going over the approved budget in any of the departments. Brett had no concerns and mentioned we will come in under budget for all departments.
  - b. **Collections** – Jason informed the Board the collections crew is focusing on flushing as many areas as possible with the nice summer weather. The GIS and TV'ing will slow down due to this and will pick back up in the fall/winter. Sunset Village 15<sup>th</sup> Addition sewer mains have been completed and inspected. The District is currently assisting our two new collections operators to obtain their Class B CDL License with the additional federal requirements recently enacted. We are testing out an independent contractor who charges \$50 per hour, instead of the operators attending a 4-week off-site school which costs \$5,000. Another update will be given at the next Board meeting. Director Spendolini thanked us for our quick response for completing a locate he requested as a citizen thru 811.
  - c. **Treatment** – Sally informed the Board the treatment process in our lagoons is performing well, all tests are coming in well below the NPDES permit limits, and she has no concerns at this time. All equipment has been ordered for the Pond 1 seepage test that has to be completed this summer. The evaporation pan will not be delivering until the end of June, but the rest of the equipment is

already here. All the large rip-rap dike maintenance has been completed for this fiscal year, and the crew will begin conducting the “finishing” dike maintenance starting after July 1<sup>st</sup> with the ¾ - 0 rock. The automatic gate has not been working correctly so we’re waiting to hear back with a quote for a replacement unit from Bully Fence.

**7. Public Input**

- a. There was no public input.

**8. Old Business**

- a. Hatchet Haus System Development Charges – Patrick from the Hatchet Haus was present for the discussion and explained in more detail how his business operates. His business falls under the Bar/Restaurant category under the current ordinance due to them allowing alcohol/food to be consumed on their premises, but it doesn’t produce the same pressure on our system that a typical bar/restaurant does. The SDC under the current ordinance for having a change of use from retail to bar/restaurant is approximately \$21,000. However, during the feasibility study to determine the start-up costs for the business, the Hatchet Haus was not informed by the city or county that they needed to come to SSSD to find out what fees were required to connect to our system. The space has the same number of fixtures as the previous retail store. After some lengthy discussion, the Board decided to grant the Hatchet Haus a 2-month grace period to give the District time to determine what all is involved with modifying the SDC Ordinance. Director Spendolini made a motion to grant the Hatchet Haus a 2-month grace period and Director Koger provided a second to the motion, which passed unanimously.
- b. Facility Plan – Still waiting on comments from DEQ.
- c. E3 24-hour test – All of the sample test bottles are here but it is still unclear when E3 will be ready to perform the 24-hour test. The Directors discussed the progress E3 Water has made since arriving on site back in September 2021 to test and evaluate their technology. After 9 months, we have not received any results and we do not know when we will receive them. Because of this, the Director’s unanimously decided to implement an end date for this study. A motion was made by Director Spendolini to make July 8, 2022 the drop-dead end date to be done and gone from our facility. The motion was seconded by Director Koger, and it passed unanimously. Brett will draft the letter and email it to the entire E3 Team.
- d. Hathaway Larson – The Directors read the official opinion letter from Greg Hathaway regarding the Tort Claim notice we received regarding the Harlan Drive sewer main. Director Spendolini made a motion to accept Greg Hathaway’s official opinion and have District Manager Blofsky inform him to proceed with reaching out to the House’s attorney to see if we can mutually agree on a solution that protects both of our interests. Chairman Harter provided a second to the motion and it passed unanimously. Greg is still working on the land partition issue with the N. Poe Valley property and is hoping to have an official opinion by the next board meeting.
- e. Fencing Bid Package completed – Adkins has requested us to mow the property line in a few areas so they can finish staking the perimeter and marking the culvert locations. Once completed, we’ll inform Adkins how long it will take to install the culverts and they’ll get the package out to bid. Adkins will provide some calculations to ensure all culverts are sized correctly for potential storm events.
- f. Newsletter – The Directors read the rough draft of the newsletter that is in process of being created by Kate, Brett, and Director Spendolini. A revised version will be sent to the Directors for their approval before taking it to print.
- g. Update from Dan Scalas with Adkins Engineering
  - i. **CIPP Update** – Contractor should be starting the project in mid-July.

- ii. **DEQ** – Dan was speaking with John Gasik of DEQ about another matter, but he informed Dan the comments on our facility plan are basically finished and we should be receiving them any day. He also said it'll include some recommendations to assist us in moving forward.
- iii. **Seepage Test Equipment** – Dan asked if we would be interested in leasing out the equipment through Adkins for another customer (Central Point School District). This would help us recover some of our costs for having to perform our seepage test. The Board requested Brett and Dan to handle it and keep them informed of what transpires.
- iv. **Jacobs Engineering** – They would like to give the Directors a presentation on what to expect in the Design- Build or Alternative Delivery approaches. It will also focus on the process for the owner's rep side of things and what is entailed with that approach. Dan recommended we accept their offer because he feels it will provide all of us with valuable information. Brett will set up the presentation and let the Board know.

**9. New Business**

- a. Resolution #208 Evaluation – Sick leave to deferred comp plan. This resolution is set to expire on June 30<sup>th</sup> but states the Board may re-evaluate the program to determine the overall effectiveness of the program and may decide whether to extend the program at that time. The Board would like more information about the program to be able to evaluate it before deciding. Director Spendolini made a motion to extend the deadline by 2 months while the department heads gather more information. The motion was seconded by Director Koger and it passed unanimously.
- b. Discussion on a possible presentation from Jacobs Engineering (formerly CH2M Hill) explaining Design-Build and/or Alternative Delivery approaches – see above comments in Old Business (8) (g) (iv)
- c. Legislative Update from Southern Oregon Solutions
  - i. Executive Session ORS 192.660 (2) (f) Consider Exempt public records – consideration of information or records that are exempt by law from public inspection. Those present in the Executive Session were all three Board members and District Manager Blofsky.
    1. The Board entered Executive Session at 5:20pm.
    2. The Board exited Executive Session at 5:44pm.

**10. Open Public Budget Hearing** – Chairman Harter opened the Budget Hearing at 5:47pm. There were no public comments.

**11. Close Public Budget Hearing** – Chairman Harter closed the Budget Hearing at 5:48pm.

**12. Resolution #236 – Adopting the FY 2022-2023 Budget** – Director Koger made a motion to approve the FY 2022-2023 Budget with no changes. Chairman Harter provided a second to the motion. Director Spendolini abstained from voting on the motion. The motion passed with 2 yes votes, 0 no votes, and 1 abstention.

**13. Other**

- a. **Bob's Excavating invoice** – Change order dollar amount correction for the 2-3 crossover pipe. The approved amount as presented with both the add and deduct was for \$36,999, but this was incorrect. The actual amount should have been presented as either/or for the add and deduct amounts. The final cost for the 2-3 crossover pipe was for \$49,850. Director Spendolini made a motion to authorize the new cost of \$49,850 for the 2-3 crossover pipe. A second to the motion was provided by Director Koger and it passed unanimously by the Board.

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- b. **SSSD Logo redesign** – Director Spendolini made a motion to have the District Manager work on redesigning our logo that highlights the benefits we provide to this community and the environment. Director Koger provided a second to the motion and it passed unanimously by the Board.

14. **Adjourn** – Chairman Harter adjourned the meeting at 5:58pm. The next Board Meeting is scheduled for July 19, 2022 at 4:00pm.

**ATTEST:**

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Brett Blofsky, Board Secretary

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Kevin Harter, Chairman of the Board

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Date