



**South Suburban Sanitary District**  
**2201 Laverne Avenue**  
**Klamath Falls, OR. 97603**  
**Phone 541.882.5744 Fax 541.882.5013**

**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**  
**August 20, 2024 @ 12:00PM**  
**South Suburban Sanitary District (SSSD) Office**

**Meeting called to order at 12pm.**

**Roll Call of Directors:** Chairman Spendolini, Director DeCrans and Director Koger. Also present: Brett Blofsky (SSSD District Manager), Nicki Strain (SSSD Finance Director), Jason Morrow (SSSD Collections Supervisor), Sally Bratton (SSSD Treatment Plant Supervisor). Brady Fuller (Jacobs Engineering) and Dan Scalas attending virtually.

**Review Today's Agenda, Meeting Minutes for 7/16/2024 and July 2024 Monthly Financials**

**Motion by Director Koger to approve today's Agenda, 7/16/2024 Meeting Minutes, and the July 2024 Monthly Financials as presented. Seconded by Director DeCrans. Motion passed unanimously.**

**Public Input -** Gregg Sherill with Unlimited Pheasants of the Klamath Basin approached the Board. Unlimited Pheasants would like permission to plant pheasants on land owned by SSSD (North Poe Valley). He explained that the District would be protected and not be held liable in the event something happened. Brett reported that he spoke to the current leasee Jolene Moxon. She would like to speak with Gregg to discuss details as she has some concerns. Chairman Spendolini suggested that Gregg speak with Jolene to iron out the details.

**Engineer Report -**

**Floodplain Elevations Discussion -** Brady explained the design decision that needs to be made by the Board. There was discussion on FEMA's 100-year & 500-year flood maps and any concerns that may arise due to this. There are additional costs that the Board will need to consider related to design to head off potential problems. Jacobs presented suggestions on how this should be designed to prevent flooding issues. The Board wants to make sure that the District's infrastructure does not cause hardships to citizens or businesses. Sally recalled a time that flooding was an issue and how it was remedied. Dan indicated that he would support whichever design the Board votes to pursue. Brady recommends not touching the existing dike.

**Motion by Director DeCrans to approve the finished floor elevation of 4092 as recommended by Jacobs Engineering. Seconded by Director Koger. Motion passed unanimously.**

**30% Design Review Update -** Brady discussed who will be participating in the tour that the SSSD crew is attending. He encouraged asking a lot of questions. Brett then discussed the meeting with DEQ that took place this morning. The District will have a new point of contact. The addition of the SAF unit would need to be approved by Sam Brown with DEQ. The District should receive the 30% design review package by October 2nd.

**CMGC Contract Update -** Brady gave an update on the contract. Jacobs has been working with Slayden making sure the District is protected. Brett indicated that he forwarded the information to our attorney, and he is waiting to hear back.

**District Updates** - Dan gave an update on the CIPP project. We are waiting to hear from the City of Klamath Falls.

**Department Updates -**

**Administration** – Nicki updated the Board on the following items:

**Utility Billing** – We are in the second month of our new monthly billing cycle. July is historically a busy month for the front office since it is the beginning of the new fiscal year. This year has been much busier than usual due to the changes to our billing. August has been a little less hectic and we expect to see things slow down once our patrons understand the new billing process and payment options. We are encouraging customers to use the online bill pay system. As of August 13<sup>th</sup>, we have 2,593 registered online accounts, 1,153 paperless accounts and 1,128 auto pay accounts.

**Upcoming audit for FY23/24** – The District received correspondence from KDP who will be performing our annual audit again this year. The field work was scheduled to begin in November but has been rescheduled to begin August 26<sup>th</sup>.

**Public Meeting Law Training** – Nicki recently sent out an email regarding the Public Meeting Law Training for Board members. To be eligible to receive 2% off our annual property insurance premium, each Board member must complete this training. It takes approximately 16 minutes and will save the District about \$2,000.00.

**LGIP Interest** – The LGIP accounts earned \$162,601.89 in interest during the month of July. We were recently able to transfer \$200,000.00 from regular checking to the LGIP account due to the amount of revenue coming in.

**Treatment** - Sally reported that the buoys are working great for the algae. There have been substantial cost savings on chemicals since we started using the biolynceus and the ultra-sonic buoys. The buoys will be left in place until winter.

She is waiting for the results from the WET analysis. The metals and toxicity results have been received. Algae sampling has been completed with great results. There is 30% reduction in the sludge. Sally feels that we need more aeration in pond 4. The 32 additional aerators have arrived and should be installed before winter. The purchase of the additional 32 aerators was approved in the FY24/25 budget.

**Collections** - Jason reported that the H2S sensor monitor has been purchased. He explained what this will be used for. Three new manholes have been installed. He would like to get the additional 3 manholes that are in the new fiscal year budget installed as well before the prices go up. Discussion followed regarding the unfinished road projects in Klamath Falls.

**District Manager** - Brett reported his conversation with Energy Trust of Oregon. They are working on a proposal for the District.

**Items before the Board of Directors - Old & New Business -**

**Resolution #252 and #254** - Surplus Property – District Office Canon Copier IRADVC5240A & Kenmore Refrigerator

**Resolution #253** – Authorization to use Oregon Business Development Department (BizOR) Loan to finance WWTP Improvement Project

**Resolution #255** – Internal Control Procedures

The Board reviewed the four Resolutions brought before them.

**Motion by Director DeCrans to approve all Resolutions as presented. Seconded by Director Koger. Motion passed unanimously.**

**CWSRF Loan Update** - Brett and Nicki gave an update on the email received from Sam Brown with DEQ. The loan documents are currently being reviewed by underwriting.

**WaterIQ Ultrasonic buoy purchase completed (Ponds 3 & 4)** - The District is currently investigating utilizing ultra-sonic buoys in Ponds 1 & 2 as well. Brett explained the testing that needs to be done before we move forward.

**Discuss ACWA Conference (July 24-26)** - No discussion.

**Site visits to see SAF technology on 8/21/24 (Graton, CA) & 8/22/24 (Yuba City)** – Brett explained who will be going on the site visit and what they hope to learn.

Other – The Board discussed moving the Regular Board meeting times to noon each month.

**Motion by Director DeCrans to move the Regular Board meeting times from 3:00pm to 12:00pm. Seconded by Director Koger. Motion passed unanimously.**

Next meeting is scheduled for September 17, 2024 at 12:00pm.

Adjourned - 1:09pm

ATTEST:

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Brett Blofsky, Secretary

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Joe Spendolini, Chairman

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Date