



South Suburban Sanitary District
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Board of Directors
Position 1 - Joe Spendolini
Board Chairman
Position 2 - Vacant
Position 3 - Michael Koger

District Manager/Secretary
Brett Blofsky

REGULAR BOARD MEETING MINUTES

June 20, 2023 @ 3:00 PM

District Office

Call to Order and Roll Call of Directors - Chairman Joe Spendolini, Director Michael Koger. Also present: Dan Scalas with Adkins Engineering, Brett Blofsky(SSSD), Nicki Strain (SSSD), Jason Morrow (SSSD), Sally Bratton (SSSD) and Brad Martin with Springbrook via Teams.

Chairman Spendolini opened the meeting at 3:00 pm. Public input was moved until after the Budget Hearing. The Regular Meeting was recessed.

Chairman Spendolini opened the Budget Hearing and asked three times if there was anyone who wanted to speak in favor, opposition or neutral position on the Budget. Hearing none, the comments portion of the Budget Hearing was closed. Mr. Blofsky read the Budget Resolution for the record. Clarification was made on why the budget for the Treatment Plant is higher than the other departments. This is related to our facility upgrade plan required by the DEQ.

Motion was made by Director Koger to adopt the Budget for Fiscal Year 2023/2024 as presented, seconded by Chairman Spendolini. Motion passed.

Budget Hearing adjourned at 3:05 pm.

Regular meeting resumed at 3:05 pm.

Motion was made by Director Koger to approve the agenda for today's meeting, seconded by Chairman Spendolini. Motion passed.

Engineer Report - Dan Scalas described the pre-proposal meeting. Discussion followed on the addendum regarding the mandatory attendance of the engineers meeting. There is also a class A requirement added. Discussion followed regarding if DEQ was notified of the class A requirement. Need to have discussion with DEQ and consultant regarding class A and the discharge into the river. Discussion followed regarding the consultants that have responded to the RFP due the 29th. Mr. Scalas has some ideas of who will do the ranking. The applicants can be interviewed if the District would like to do so.

CIPP - have not heard from our current CIPP lately. We executed a change order based on guidance. Mr. Scalas will follow up.

Survey data will be collected on the model. They should be continuing work on that now.

The South 6th Street traffic control plan got approved with the Oregon Department of Transportation (ODOT). It took a year to get this approved.

Administration & Monthly Financial Report -

In-depth Audit - Moss Adams was on-site on June 2nd to begin the in-depth audit. There are a few items of note that they are looking into. They discovered that a lot of the journal entries are 'work-arounds' because Quickbooks is either not set up correctly or not being used properly. The auditors strongly suggest that we discontinue using Quickbooks since it is not designed for fund accounting.

Utility Billing/Financial Software Update - The District received three quotes from the different software companies. Ms. Strain explained these quotes to the Board. Discussion followed regarding the ongoing issues with Springbrook and the upgrade from version 7.16 to 7.18. The upgrade was supposed to be completed in August of 2022. The District is working in the old version of Springbrook and should be going live with version 7.18 on July 17th.

The Board reviewed the software quotes and Ms. Strain gave her recommendation. She recommended that the District accept the proposal from CUSI and MIP based on research and conversations with other Districts in Oregon that use them. The Districts that use them are very happy with the system as well as their customer service.

Motion was made by Director Koger to accept the proposal from CUSI/MIP, seconded by Chairman Spendolini. Motion passed.

Discuss Change to Billing Cycle (monthly) - Ms. Strain explained that we will have to continue with annual/quarterly billing until we are able to switch software. We can then switch to monthly billing if the Board chooses to do so. Discussion followed regarding the benefits of switching to monthly billing vs. annual/quarterly billing. There was also discussion regarding how online bill pay will work for our customers.

Public Input - Chairman Spendolini opened public comment. No one from the public was present.

Narcan - Ms. Strain reported that she received an email from the Oregon Health Authority confirming that they would be sending us a supply of Narcan at no cost. This supply will be enough to cover the Treatment Plant, Collections and the District office. Director Spendolini suggested that we contact Jennifer Little at Klamath County Public Health for any additional Narcan as needed.

Treatment Plant - Ms. Bratton reported that we purchased a new influent pump. They will be moving the two existing pumps to different positions. They also purchased a chlorine pump and new sodium bisulfate building. The old building will be the new influent building. Dike maintenance was performed throughout the facility.

Mr. Blofsky pointed out the BOD rates are in compliance now. The levels are in the low to mid 20's on BOD.

Chairman Spendolini has some questions on the pond 3 curtain. Discussion followed on removing the curtain and what it would take to remove it. Discussion then turned to the amount of sludge in pond 3. Chairman Spendolini asked Mr. Scalas if he had any concerns regarding this. Mr. Scalas is concerned about the bottom being stirred up by the curtain. He indicated that it could increase TSS numbers. Our levels have been in the 20's for TSS. Ms. Bratton said they

would rent an excavator and pull the curtain out. Chairman Spendolini recommended that we have a plan in place to address the removal of the curtain. Chairman Spendolini suggested that Ms. Bratton and Mr. Blofsky have a recommendation ready for the next Board meeting.

Collections - Mr. Morrow indicated that Collections performed as it should for the month of May. The manhole has been installed at the Crest street road project. He shared that Wyatt Martin passed the DEQ test. All operators are now certified with DEQ. Chairman Spendolini asked where we are in the certification process since Ms. Bratton may be retiring. Alex Grounds still needs some additional certifications. Discussion followed regarding what they need to study before taking the certification tests. Jon Lee will be taking his Grade 2 in July. Justin Hawkins is also interested in getting certified. Discussion followed regarding the need to get someone certified up to Grade 3 within two years.

Financials - Ms. Strain gave an update on the various financial reports for May. Payables are processed on Thursday or Friday each week.

Motion by Director Koger to approve the May financials as presented, second by Chairman Spendolini. Motion passed.

Legislative Update (HB2765) - Chairman Spendolini discussed HB2765 and described all his visits to Salem and what has transpired. Our Bill is still sitting in the Rules Committee. There is a new Amendment submitted to get added to HB2010. It would have been a -5 amendment to HB2010. It did not happen. This will not be taken up this session. Chairman Spendolini explained the amendment. The Governor is concerned that this is going to set a precedent for other Wastewater Districts. ORS 538 would address this concern. The Governor's staff indicated that they would try to find our district 20 million dollars to pipe the water instead of discharging it as presented in HB2765. There are also agencies across the state trying to find the funding for us to pipe the water instead. It is generally agreed that this makes a lot less sense. In the discussion it was stated by Water Watch of Oregon that we don't have the right to discharge into the river. This is not the case. There are a lot of misconceptions by other entities on how this would work. Mr. Blofsky stated that every Legislator has been discussing our Bill. It is due to the effectiveness of the team we have. Arguments have been respectful and cordial. We will be waiting for the next session to get an answer. Our Bill has not been voted against so there is still hope. We need to work on the Governor's staff to garner support for the Bill or obtain the funding to pay for the piping the water. The importance of keeping our customers informed was discussed.

Facility Plan Amendment - It is still under review with DEQ.

Wetlands Mitigation N. Poe Valley - Mr. Blofsky indicated that Rabe Consulting is in a holding pattern due to a lawsuit in Idaho. The outcome could change the mitigation plan. Chairman Spendolini suggested that we get with our water attorney and gave Mr. Blofsky direction to do so.

Kings Way/Bryant Property Easement - The easement has been completed. Chairman Spendolini suggested that the District sell the property and recover some of the citizens' money. Mr. Blofsky will obtain the current value.

Harlan Drive Sewer Easement - Mr. Blofsky explained the way easements are checked. We are in the process of finding out when the last locate was called in. Discussion followed regarding the history of our infrastructure on this property. Chairman Spendolini thought this had already

been done. He then indicated that he thought Mike Rudd had already done this. Mr. Blofsky will check on the server to see if we can find a record of this. Chairman Spendolini feels this is pretty straight forward. The shop on this property was built over the easement line. There is a tort claim related to this. The Board wants to work this out with the property owner.

Revisit Resolution #208-Sick Leave to Deferred Compensation - Mr. Blofsky recommended that we continue Resolution #208 for another fiscal year. Anything over 300 hours of sick leave can be paid out to the employee or paid to their deferred compensation plan.

Motion made by Director Koger to continue Resolution #208 for Sick to Deferred Compensation for another fiscal year, seconded by Chairman Spendolini. Motion passed.

Cell Phone Policy - Mr. Blofsky discussed what he recommends regarding District issued cell phones. He would like to eliminate the District issued cell phones and start paying cell phone stipends to those who utilize District cellphones instead. Discussion followed regarding the cost. Different levels of stipends were discussed for different amounts of cell phone use. Ms. Bratton wants the on-call people to have either a stipend or a tablet. It was generally agreed that eliminating District issued cell phones is acceptable but we need to figure out what the needs are and the cost.

Capital Project Purchases-influent pump #3, Chlorine Channel Pump, Probiotic Scrubber II - Mr. Blofsky stated that pump #3 has been purchased as well as the channel pump and the probiotic scrubber. We purchased a 6 month supply of the probiotic scrubber. Discussion followed on what the District hopes to achieve with the probiotic scrubber. This will be at least a 6 month process before we see results.

Resolution #243 Surplus Property for Treatment Plant Copier IR2200 - Mr. Blofsky explained that this Resolution is to surplus the old copier located at the Treatment Plant. It will be removed at no expense to the District by the company we purchased the new copier from.

Motion was made by Director Koger to approve Resolution #243 to surplus the Canon IR2200 copier located at the Treatment Plant, seconded by Chairman Spendolini, motion passed..

Other - None.

Adjourn - meeting adjourned at 4:37pm. The next Regular Meeting will be July 18, 2023.

ATTEST:

Brett Blofsky, Board Secretary

Joe Spendolini, Board Chairman

Date