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Board of Directors

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

District Manager/Board Secretary

Brett Blofsky

REGULAR BOARD MEETING MINUTES November 23, 2021

1. **Call to Order** by Chairman Harter at 3:00 p.m.
2. **Roll Call of Directors** – Chairman Harter; Directors Spendolini and Koger present. Also present were District Manager Brett Blofsky; Director of Administrative Services Cindy Oden; Treatment Plant Supervisor Sally Bratton; Collections Supervisor Jason Morrow; and Dan Scalas with Adkins Engineering.
3. **Approval of Board Meetings & Board Work Sessions minutes from September 22, 2021 thru November 19, 2021** - Moved to approve by Director Spendolini. Seconded by Director Koger. Approved unanimously.
4. **Approval of Monthly Budget Report & Other Financial Information** Moved to approved by Director Spendolini. Seconded by Director Koger. Approved unanimously.
5. **Staff Reports** – Cindy informed the Board of our new hire, Katelyn Hadley, for the Utility/Billing Clerk position. Sally gave a Treatment Plant report for her department and let the Board know we are not discharging at this time. Jason was officially introduced as the Collections Supervisor and gave the Collection System department report.
6. **Public Input:** No Public Input
7. **Old Business**
 - a. **E3 Technologies Pilot Update** – Ken is still working on getting his equipment up and running. He requested a key to the barscreen building to have for an emergency. We currently don't have a key for just the barscreen building but will look at it when Bell Hardware change the locks.
 - b. **Facility Plan Update** – Preliminary review of West Yost's presentation is causing some concern with their initial cost estimates. These costs will need to be refined before any discussion can take place with potential funding sources. Dan suggested to wait until the pre-design stage cost estimates are completed, however, the 60-day clock for the recently passed infrastructure bill has already started.
 - c. **District Facilities** – Brett informed the Board that Bell Hardware is scheduled to complete the lock changeout of all locks on Monday, December 6, 2021.
 - d. **Newsletter** – The Board would like to investigate receiving email addresses for all our patrons so we can convert our paper newsletter into an electronic newsletter. For now, the newsletter will continue to be sent via USPS until this can be achieved.
 - e. **Rental Update for vacant N. Poe Valley house** – Brett will schedule the heater to be serviced before getting it rented. Director Spendolini made a motion to have Cindy proceed with the district joining the Rental Association to assist us instead of using legal counsel. Also, Chairman

South Suburban Sanitary District

November 23, 2021 – Special Board Meeting

Harter and Director Spendolini informed everyone about filing a police report for a car that destroyed the gate and fence.

- f. **Balin Lease of Bryant Property** – Director Spendolini, Brett, and Cindy will come up with a simple Agricultural Lease.
- g. **Moxon Lease of N. Poe Valley** - Director Spendolini, Brett, and Cindy will come up with a simple Agricultural Lease. We have not received the appraisal from Hank Caldwell yet.
- h. **Harlan Drive Shop over Mainline** – The collections crew went and tried to locate the mainline but the depth is too deep. Director Spendolini will use his drone to take an aerial photo that shows both manholes. We will contact the title company to determine what type of easement is officially recorded on the deed and/or title report. Once this information is obtained, we will pass this along to Murphy Law Group.
- i. **SCADA Update/Radio timeline with TAG, Inc.** – Sally has not received an implementation date yet due to some of the equipment not arriving yet but is expecting a start date soon.
- j. **Lagoon Crossover pipe for Pond 2 & 3** – Pond 3 lowering is not happening quickly enough and has pushed out the construction approximately a week. Dan suggested we investigate a PTO driven pump that can utilize our tractor to increase the rate of flow. Director Spendolini made a motion to purchase a Crisafulli PTO driven pump along with the necessary pipe and fittings. Director Koger seconded the motion. The motion passed unanimously, and the sole source procurement procedure will be followed.

8. New Business

- a. **Reconveyance of Deed for property owners from the Reeder Rd Group** – Cindy informed the Board that the District needs to file a reconveyance on the Deed to each property owner from the Reeder Group to release the option to purchase the property per the Klamath County Assessor's office. Brett will reach out to Rochelle at the County for clarification on whether this is needed since the option to purchase the property expired on September 15, 2021.
- b. **Collection System Vacancy** – Discussion about filling Jason's old position now that he has been promoted to the Collections Supervisor position. Collections will also have an employee retire in a few months causing concern over training two new employees at once. Brett, Sally, and Jason will get together and create non-rotating job descriptions for Treatment & Collections before posting the job opening.
- c. **GIS System** – The District is exploring the costs associated with converting to ESRI from Activov. Dan will reach out to Andersen Perry, who is an ESRI service provider, and have them contact us. The new GIS system must integrate with all existing software programs.
- d. **SSSD Email Addresses for Chairman Harter & Director Koger** – Addresses have been created by Bear Technologies and will be used for all district related business instead of their Gmail accounts. Chairman Harter's address is kevin@sssd.org and Director Koger's address is koger@sssd.org.

9. Other

- a. **Basin Alarm** – Chairman Harter scheduled them to meet with Brett to show them the current camera locations as well as the locations we need to add. The current locations are to be upgraded and the new location is around the Chloring Building. The district is looking for facial recognition quality and license plate zoom quality.
- b. **Fencing Project for entire property** – Dan informed the Board that they have recovered 24 of the 33 known monuments. They may have to set a few more and the ones they haven't recovered are in the railroad easement. Adkins will order a title report to ensure they find all easements. Timeline will be dictated by the title company.

South Suburban Sanitary District

November 23, 2021 – Special Board Meeting

- c. **Sludge Removal Project** – Dan provided final volume removed, total tipping costs, etc. for the project and completed the project in 44 days instead of the estimated 90 days due to Bob’s Excavating being able to acquire more trucks than expected.
- d. **Transfer Station request** – Garry Pinninger has requested to dump their leachate into the treatment plant. This would be a temporary solution for them until they can fully recover from the transfer station fire they experienced. Dan and Sally will investigate this possibility to determine if we can take it without it adversely effecting our treatment ability. They will report back to the Board after fully investigating this matter. We will also revisit the current contracts with BNSF and KP to update our industrial rates as well as our SDCs that coincide with our Facilities Plan.
- e. **Christmas Party** – Director Koger asked about the Christmas Party plan. The Board appreciates all of the hard work being done and would like to show the employees of the District their appreciation for their efforts. Brett, Cindy, Sally, and Jason will meet to come up with a date and after-hours plan for a Christmas dinner.

10. **Adjourn**, Chairman Harter adjourned at 5:02 p.m.

ATEST:

Brett Blofsky, Secretary

Kevin Harter, Chairman

Date