



2201 Laverne Avenue  
Klamath Falls, OR. 97603  
Phone 541.882.5744 Fax 541.882.5013  
[www.sssd.org](http://www.sssd.org)

### **Board of Directors**

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

### **District Secretary**

Brett Blofsky

---

## **REGULAR BOARD MEETING MINUTES**

### **December 20, 2022**

### **4:00 PM**

**Call to Order and Roll Call of Directors** – Chairman Harter called the meeting to order at 4:00pm. Chairman Harter and Directors Koger and Spendolini were present. Also present were Brett Blofsky, Cindy Oden, Sally Bratton, Jason Morrow, and Dan Scalas.

**Approval of November 9, 2022 Work Session and November 15, 2022 Board Meeting minutes, and Monthly Budget Report/Accounts Payable** – Chairman Harter made a motion to approve the November 9, 2022 Work Session Minutes, the November 15, 2022 Board Meeting minutes, and the monthly Budget Report/Accounts Payable as presented. Director Koger seconded the motion and it passed unanimously by the Directors.

### **Administration, Treatment, & Collection Systems – Staff Reports**

**Collections System Report** – Jason reported the amount of footage televised and cleaned was lower than normal due to their efforts working on the Industrial User Survey for DEQ. The crew made multiple follow-up visits to several locations to ensure completion of the survey in a timely manner. The crew was also able to catch up on updating the collection infrastructure maps and complete some housekeeping projects around the shop due to the adverse weather and road conditions we experienced.

**Administration Report** – Cindy gave the administration report and reported all departments are operating within budget. She is still working with SpringBrook to ensure our custom code is working properly. The cyber security policy has been completed and the Board will vote to formally adopt the resolution to accept the policy later in this meeting. Cindy also completed a salary survey and sent a copy to the directors prior to the meeting. The Board wanted more time to look at the information and requested to discuss it at a later date. They will contact Cindy directly if they have any questions about the information she put together.

**Treatment Plant Report** – Sally reported the plant met all NPDES permit limit requirements again this past month. The crew assisted in contacting businesses regarding the Industrial User Survey, and also assisted with servicing the Henley Pump Station generator and the back-up generator at the Plant. Sally also informed the Board that the crew collected and shipped the three 5-gallon bucket samples of our effluent to Aqua-Aerobic Systems but we have not received their report yet. Director Spendolini requested that Sally include the Total Treatment Plant Expenses to date on her report moving forward, which she agreed to do.

**Public Input** – SSSD Patron Jesse Withers was present for the meeting. He owns approximately 15 properties served by the District. He would like the District to look into alternatives for property owners who have vacant properties that are not utilizing sewer services while vacant. He feels it is unreasonable that the current ordinance requires having a plug installed temporarily. The Board agreed to investigate other potential alternatives and provide feedback to Jesse.

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

Legislative Update from Southern Oregon Solutions – Joe provided an update that he met with Rep Reschke after modifying the bill text per legislative counsels request. Rep Reschke informed us that this will receive a bill number soon and will let us know when he delivers it.

Addendum to Facility Plan – Master Agreement will be fully executed with Jacobs Engineering tomorrow, December 21<sup>st</sup>. A kick-off meeting will be scheduled after January 1<sup>st</sup>.

Industrial User Survey – The survey is almost complete. We have a couple more businesses that Jason and Brett will follow up with this week. Once completed, we will finish the report and get it submitted to DEQ.

DEQ Mercury Minimization Plan – Officially requested from DEQ an extension to the 12/15/2022 deadline. The revised deadline date we request must be met. Brett will get with Adkins Engineering and determine a feasible deadline that can be achieved.

TriplePoint NitrOx System – Site visit summary from Dan, Brett, Joe, and Jon’s visit to De Soto, Iowa site that was completed on December 15<sup>th</sup>. The visit was very informative and provided a lot of insight. Even though the De Soto site is a lot smaller than our site, the system is designed based on overall flow rate and is easily scalable. The concern we had with temperature was erased by what they have learned to date. They are still achieving 100% ammonia removal without running their system heaters. Additionally, the Public Works director provided us with contact information from Iowa’s DEQ for assisting us in working with Oregon DEQ representatives. Brett will continue to work with TriplePoint to see if we can tour another site closer in size to our flow rate. The group also visited Dallas Center, Iowa site with the Nexom SAGR system. The Nexom system is not as flexible as the NitrOx system and would require a new footprint and would be more costly.

Aqua-Aerobics – Effluent samples sent on November 28<sup>th</sup>. We are still waiting to receive their report. The report will be presented at the next board meeting.

Current WWTF Class 2 and Collections Class 3 Classifications – Explain/Discuss DEQ generated worksheet for Operator Certification – Brett explained to the Directors how we are scored at a Class 2 Treatment Plant. He also let the Board know if we add both nitrate and phosphate removal processes to our existing treatment train it would bump us up to a Class 3 plant, but not into the Class 4 category. The District will plan accordingly for achieving Class 3 status when the facility upgrade is complete.

LG Sonic Update – Received case study data from 3 sites. The buoy does not eliminate algae, it controls it keeping it out of bloom stage. We are still waiting to hear back from a few of the contacts in the United States that are utilizing these buoys.

Wetlands Mitigation N. Poe Valley – Dan has asked Rabe Consulting to work up a scope. She needs a little more time to put it together. Dan will check back in with her after the new year.

CIPP Phase 4 not completed – The Board discussed what type of liquidated damages we potentially need to assess to the contractor. Currently, they are being assessed \$250 per day in liquidated damages and will not be able to complete the remaining work until Spring 2023. Adkins Engineering has officially put the contractor on notice, but we need to find a solution to complete this phase. After some discussion, the Board decided to grant them an extension change order in return for a discount.

IGA between SSSD and Klamath County – Stearns Corridor Project. Brett gave the Directors draft copies of the proposed IGA with Klamath County for the Stearns Corridor Project to see if there was any verbiage that needed to be revised. No action was taken since we are still waiting for the actual costs.

Holiday/Year-End Newsletter – SmithBates is trying to get the newsletter to our patrons by Christmas.

Hwy 39 Bryant Property Easement with Parks & Ratliff – Matt Parks has not completed the filing for the utility easement on the property. There was some confusion around whether or not it could be filed as the property owner. But the County confirmed a utility easement could be filed.

Harlan Drive Easement – Greg Hathaway is working directly with Rhine-Cross to understand exactly how the survey was completed. He will provide an update to the Board, along with another recommendation once completed.

**South Suburban Sanitary District**  
**December 20, 2022– Board Meeting Minutes**

---

Resolution #241 – Modify personnel manual for DEQ Certification Tests – Director Spendolini requested we clarify that the District will pay for up to 3 attempts per certification level and made a motion to approve the resolution with that clarification. Director Koger provided a second to the motion and it passed unanimously. Resolution #240 – Cyber Security. The District needs to update their Cyber Security policy to comply with our insurance company. After some discussion, the Board agreed to proceed with the policy. Director Spendolini made a motion to adopt the resolution. Director Koger provided a second to the motion and it passed unanimously.

**Other**

Christmas Party – Brett reminded everyone of the upcoming Christmas Party on December 22, 2022.

Christmas Hams – The hams will be available for pick-up on December 22, 2022.

Cindy Oden – Director of Administrative Services announced her retirement, effective January 3, 2023.

**Adjourn** – The meeting was adjourned at 5:24pm. The next meeting is scheduled for January 17, 2023.

**ATTEST:**

\_\_\_\_\_  
Brett Blofsky, Board Secretary

\_\_\_\_\_  
Kevin Harter, Board Chairman

\_\_\_\_\_  
Date