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Board of Directors

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

District Secretary

Brett Blofsky

REGULAR BOARD MEETING MINUTES

November 15, 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 October 25, 2022 Board Meeting minutes, and Monthly Budget Report/Accounts Payable – Director Spendolini made a motion to approve the Oct 25, 2022 Board Meeting minutes and Monthly Budget Report. Director Koger provided a second to the motion and it passed unanimously.

Treatment Plant Report – Sally reported we received our report back on Blower 1 and the bearings need to be replaced. Our maintenance crew has done everything they can to get it realigned but have been unsuccessful. We will need to have a service tech from Continental Blower fly here from New York to assist us. We will request a revised quote from them to service all 4 Blowers since they will be here. We will decide how many Blowers to service after we receive the quote, but the Board authorized Brett to proceed with Blower 1 at a minimum. Additionally, there was a question around whether or not the District was missing an alignment tool for the blowers. Brett will contact the ex-maintenance employee and confirm whether it was purchased. Sally also presented a copy of the recent sludge judge report that was completed by the treatment crew. Per this report, it appears the amount of sludge build-up in Ponds 3 & 4 is much less than previously reported utilizing sonar measuring tools.

Collection System Report – Jason reported the crew has completed flushing the restaurant list and is going back to mainly TV'ing lines in trouble areas. The crew noticed some higher-than-normal levels in one of the mainlines near Shasta School and found some issues with roots upon further investigation. The crew jetted/flushed the area and eliminated the potential for an overflow. Jason conducted 2 First Aid/CPR classes in-house which saved the District from bringing in an outside person at a significantly higher cost.

Administration Report – Cindy gave the administration report and reported all departments are operating within budget. There are a few repairs still needed at one of the N. Poe Valley houses before we have it cleaned to get it ready for the next tenant. Our intent is to have everything completed by December 1st for the new tenant. The new version of SpringBrook is still being tested because certain items are not working correctly. The cyber security policy is in process and we are waiting for more input from Mike at Bear Technologies before implementing. Cindy also reported to the board we received a clean audit from Wise & Co. and that they did not find anything which caused them concern. This year's audit disclosed the additional note for having a related party with Southern Oregon Solutions (SOS), which we had approved by the Oregon Ethics Commission before we even discussed entering into an agreement with SOS.

Public Input – There was no public input.

Items before the Board of Directors – Old & New Business

Legislative Update/Klamath Basin Adjudication discussion with Legal Counsel David Filippi and Southern Oregon Solutions – Joe informed the other Directors that we are still waiting to hear back from Legislative Counsel regarding the Bill text. Once we hear back from them, we will finalize our strategy moving forward. The Board did not enter Executive Session.

Facility Plan – Final version with all corrections has been sent to DEQ and they have acknowledged receipt. Our work on the Addendum to the Plan has begun.

Industrial User Survey – Brett informed the Board we've received approximately 20 surveys so far and we've been able to eliminate approximately 70 businesses through phone interviews. The crew has also hand-delivered a few to properties that have more than one business to ensure we capture everything. Our goal is to have all of the businesses that are similar to domestic wastewater eliminated by the end of the week. Once completed, we will begin site visits to complete the surveys and/or answer any questions about the survey.

TriplePoint NitrOx System – Brett is working on scheduling a site visit to Iowa to see a NitrOx system installation before the next Board Meeting in December. TriplePoint will pay expenses for two of us to travel (Brett and Dan). The District will need to pay for Board Members expenses if one of them want to travel with us. Additionally, we will try to arrange a site visit to see Nexom's SAGR system on the same trip. Brett also informed the Board we will be sending effluent samples to Aqua-Aerobics for testing after the Thanksgiving Holiday. The test results should be available for the next Board meeting.

LG Sonic – The algae test results were sent to LG Sonic for their feedback. One concern was we may be missing a specie or two due to the time of year these samples were completed. We will probably need to have another test completed in the Spring when the algae species are more prevalent. Brett and Sally have a conference call scheduled with LG Sonic on Thursday, November 17th to discuss further and will provide feedback at the next meeting.

Update from Dan Scalas – Dan did some investigation into the possibility of turning over some of the N. Poe Valley property into the Wetlands Mitigation bank. It has not been a common practice to date in this area but it is possible. This is mainly due to the lack of water in this area which is required year-round for wetlands. This practice is fairly common in the Rogue Valley and is going for as high as \$170,000 per acre. The Board requested Dan to look into a feasibility study and potential cost to see if we can move forward with the wetlands mitigation and report back at a future meeting.

Dan reached out to three engineering firms (RH2, Anderson Perry, Jacobs) to assist us with filing an addendum to our Facility Plan. RH2 and Anderson Perry do not have the capacity currently to assist us, but Jacobs Engineering does. The Board requested Dan and Brett to get back with Jacobs Engineering and iron out the details on the agreement and task order. Once completed, the District will have Matt Parks with Parks & Ratliff provide comments before executing. Director Spendolini made a motion to authorize Brett to sign and execute the agreement once the above is completed. Chairman Harter provided a second to the motion and it passed unanimously by the Directors.

Holiday/Year-End Newsletter – Final content approved and will be dressed up in a Holiday theme. Brett has requested new quotes from Impressions and SmithBates and will deliver the final version to one of them once we receive their quotes. Our patrons should receive the newsletter before Christmas.

SSSD Logo – The Water Drop design was victorious in the employee vote. Brett will work on getting new letterhead and vehicle decals created after the first of the year.

Hwy 39 Bryant Property Easement with Parks & Ratliff – Matt Parks is close to having this completed but he isn't done with it yet. However, the easement should be filed by the next Board meeting.

DEQ Certification Tests – Brett made a recommendation to the Board that the District should pay for up to 3 attempts per certification level. Director Spendolini made a motion for the District to approve the 3 attempts. Chairman Harter provided a second to the motion and it passed unanimously. Brett will draft a resolution stating the above and present it for approval at the next Board Meeting.

South Suburban Sanitary District
November 15, 2022– Board Agenda

16220 N. Poe Valley House – Burn to Learn update – Brett informed the Board the fire district is very interested in using this property for their Burn to Learn program. However, all asbestos needs to be abated before going to the next step. Brett will get more details (cost, timeline, etc.) and report back to the Board.

Other – Brett reminded the Board the District will provide turkeys to all employees and Board members. They will be available for pickup on Friday, November 18th.

Chairman Harter requested that Brett create a Board Meeting Task List after each meeting to help eliminate anything slipping through the cracks.

The Christmas party is being worked on and Brett will let everyone know the date and time as soon as it is finalized.

Adjourn – Chairman Harter adjourned the meeting at 5:12pm. The next Board Meeting is scheduled for December 20, 2022 at 4:00pm.

ATTEST:

Brett Blofsky, Board Secretary

Kevin Harter, Board Chairman

Date