



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
March 19, 2024 @ 3:00 PM
South Suburban Sanitary District (SSSD) Office

Meeting Called to Order - 3:00 PM

Roll Call of Directors - Chairman Joe Spendolini and Director Michael Koger. Also present: Dan Scalas (Adkin's Engineering), Brett Blofsky (SSSD District Manager), Nicki Strain (SSSD Finance Director), Sally Bratton (SSSD Treatment Plant Supervisor) and Jason Morrow (SSSD Collections Supervisor) and Jon Lee (SSSD Treatment Plant Operator).

Public Input/Comments - No public present.

Motion by Chairman Spendolini to approve the agenda and the meeting minutes as presented. Jacob's Engineering will be moved to the start of the meeting agenda. Seconded by Director Koger. Motion passed.

Brady Fuller and Craig Massie from Jacob's Engineering - Brady gave an update on the facility upgrade project. Brady then turned the meeting over to Craig Massie. He gave a background on himself. He gave an overview of the Resolution the Board would need to pass to move forward.

Joe asked if we will be ready to proceed after we pass the Resolution. Craig feels that we would be. He then referenced the legal requirements that he discussed with Brett earlier.

Joe asked about the information needed regarding the levy. Brady said that we would not have this information until July. There are a lot of questions that the contractors will have and the District will need to collaborate with them along the way. The 14-day period is just a public comment period on the project. After that time, you adopt the findings and pass a Resolution. It was generally agreed that there are no issues with the findings report. Vicki with Adkin's Engineering will post the report for 14 days. The District will put it on our website as well. Discussion followed on the additional items needed from the District. We need to contact Daneen at Great Basin Insurance. The Resolution should be ready to be signed at the next Board meeting in April in a public hearing. Jacob's Engineering would like to have the items needed by April 4th.

Motion by Chairman Spendolini to approve the findings report and draft Resolution #248, seconded by Director Koger. Motion passed.

Brady recommends doing interviews with each contractor that applies. These should be the same questions for each applicant. Joe would like to have the questions drafted by Dan with Adkin's Engineering and Jacob's Engineering.

Joe asked Brett about the status of our Business Oregon and DEQ loans. He asked that Brett continue to contact these entities regarding our loan status.

Financial Report – Nicki reported that the financial reports in the Board packet have all been generated out of our new software (MIP). The data shell is currently being constructed for our new utility billing software (CUSI). We will have two full months of practice and testing in the system before we go live and send out our first monthly invoices in July.

The District received a letter from SDAO with an estimate of the dues the District will be charged for 2025. According to their new calculation method, the District should save approximately \$524.00 compared to the dues paid in 2024.

SDAO sent out an email asking Districts for letters of support regarding HR 7525. This bill would establish a formal definition of “special district” in federal law as well as require the Office of Management and Budget to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations.

The KDP project advisory team will be contacting us to schedule a time for field work on the special project the Board requested.

There are three Resolutions for review on the agenda. The first one is to accept the unanticipated revenue from the Drought Relief Assistance (DRA) funds received for the North Poe Valley property. The second is to authorize the use of the DRA funds for the computer expense line item in Administration to pay for the redundancy project approved at the last Board meeting. Nicki recommended transferring a portion of these funds to the Audit line item in Administration. The third is an Emergency Resolution to repair the pond aeration/odor issue at the Treatment Plant.

Motion by Director Koger to draft a letter of support of the HR7525 for Chairman Spendolini and Brett to sign. Seconded by Chairman Spendolini. Motion passed.

Motion by Chairman Spendolini to adopt Resolutions #245, #246, #247. Seconded by Director Koger. Discussion followed regarding Resolution #247. Brett discussed the situation that constitutes the emergency. Motion passes.

Tom Daugherty from Triple Point joined the meeting. Brett needs to sign the quote and an additional document Tom will be sending over. Brett will issue a purchase order after the meeting and get it over to Tom. We need to include the project number on the PO. This is going to take some time to get the aerators replaced. The first few will be installed by Triple Point the remainder will be done by the crew.

Discussion followed regarding solar panels and cost of the power bills. We need to check with energy trust of Oregon to check out plan.

Motion by Director Koger to use DRA money up to 30k for the audit line item in Administration. Seconded by Chairman Spendolini. Motion passed

Treatment Plant Report - Sally and Jon gave an update. The biolynceus is contributing to the odor issue we have been experiencing. The additional aeration will help mitigate this. The biolynceus is working according to the tests. Jon’s recommendation is that we continue to use the biolynceus. 50 gallons has been put into pond 3. If the aeration had been increased when the biolynceus was introduced, the odor would not have been as bad. There is an aeration concern in pond 3 as well. Joe is most concerned about the community being affected by this. Sally feels that we are on the right track.

Collections Report- Jason reported on the number of locates for the month of February and the cleaning work that was performed.

Butler Sewer can now do slip line work. Utilizing this was a cost savings to the District.

The AML locator has been received. There is free training in Green Bay. The District would only be responsible for airfare.

District Manager Report - Geo tech was onsite with Jacob's Engineering. He then gave updates to the IT redundancy.

The ARC GIS is still in process. There will be training and a demonstration available.

Brett then discussed the issues with the Allen Bradley VFD's for the influent pumps. The replacement Yaskawa VFD was overnighed and the new one is onsite and ready to be installed.

Brett discussed the tour that he and Joe attended at Klamath Drainage District (KDD). There was a diverse group that attended. Joe would like to see all entities to work together to get the water to the refuge.

Brett has one item under 'other.' Pacific Power & Light (PP&L) had Bully Fence provide a quote to fence off the lot next to the District office. Brett asked PP&L if they would be interested in tying our fences together. They indicated that they would be. There is a 30-foot section that the SSSD crew would have to take care of. The District would have a cost of approximately \$31,600 in fencing. Brett will proceed with getting two other quotes if the Board is interested in pursuing it. This combination of fencing would completely fence off all of the District's property south of the lagoons.

Motion by Chairman Spendolini to obtain additional quotes. Seconded by Director Koger. Motion passed.

The next Board Meeting will be held on April 16, 2024.

Adjourned at 4:27pm

ATTEST:

Brett Blofsky, Secretary

Joe Spendolini, Chairman

Date