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## **Board of Directors**

Position 1 – Mike Griffith  
Position 2 – Kevin Harter  
Position 3 – Mike Koger

## **District Manager/Secretary**

Michael Fritschi

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### **SPECIAL BOARD MEETING July 26, 2021**

1. **Call to Order** – Director Harter called the meeting to order at 4 p.m.
2. **Roll Call of Directors** – Director Koger, Director Griffith and Director Harter were present. District Manager/secretary Michael Fritschi was absent. District employees Cindy Oden, Sally Bratton and Jason Morrow were present. Also in attendance were Joe Spendolini and Laura Spendolini members of the public
  - a. In the absence of Mr. Fritschi, Mrs. Oden will act as Secretary to the Board for this meeting and take minutes for the Board.
3. **Approval of Special Meeting Minutes July 1, 2021 (with changes), July 12, 2021 & Workshop July 14, 2021** – Director Koger moved to approve the minutes for the July 1, 2021, and July 12, 2021, Special Board Meeting with the changes presented, and the July 12, 2021, Workshop minutes.
4. **Public Input:** *No public input.*
5. **Old Business**
  - a. DEQ Extension on Facility Plan - Director Griffith moved to have Director Harter speak with Walt Meyer from West Yost and have them complete the DEQ Extension for the Facility Plan that is due on August 1, 2021. Second by Director Koger. Passed unanimously.
  - b. CIPP Project – The board asked Cindy to contact Dan Scalas with Adkins Engineering to see if the contractor has provided the cost analysis to do the investigation of the wrinkles in the pipe that occurred during the CIPP Project.
  - c. Cell Phone Policy – Director Harter stated Mr. Fritschi and two other district employees have been using their personal cell phones to conduct district business. According to the Oregon Records Retention law the district needs to retain text messages, phone logs and emails. Director Koger indicated he understood this was convenient for the employees to use their personal cell phones, instead of carrying two cell phones, but it was a risk for the district. Director Harter how do we obtain this information from personal cell phones without having to get a court order. Director Griffith it is his understanding all emails are going through the district email exchange server, so we do not have to worry about emails. It would just be text messages. I guess we can ask the employees to provide the text message to district. Director Harter stated he hopes employees would turn them over to the district. Director Koger said it is a small cost to the district to provide cell phones to employees that need them to conduct district business rather than the risk the district would have for them using their personal cell phones. Director Harter stated the cell phone policy should be changed so no personal cell

phones can be used for District business. Director Griffith indicated he would like to see something written up and submitted at the next board meeting on the cell phone policy. Cindy stated the board could direct employees to stop using their personal cell phones for district business immediately and adopt the verbiage for the personnel manual at the next board meeting. Board consensus all district business should stop on personal cell phones immediately and a written policy will be submitted at the August board meeting.

- d. Director Koger indicated there are a view small changes needing to be made to the personnel manual. Director Koger went over each change see attached. It was moved by Director Koger to adopt Resolution #226 Employee Manual Changes. Seconded by Director Griffith. Passed unanimously. Director Koger stated he also thought the board needed to investigate changing the way vacation leave was credited to employees and instead of accrued. Director Koger indicated this would be looked at in New Business.
- e. Director Harter had multiple emails back and forth with Mr. Fritschi regarding the Sludge Removal Project and filling out the WH119 form to self-perform. All Mr. Fritschi sent him was information on the grit project on pond 2 and not the sludge removal on pond 4a. Mr. Rudd did not do his due diligence in advising the board on the number of bids or cost comparison. Director Koger we need to get three bids to see if it is cost effective for us to do the project or to have someone else do the project. We could get 3 quotes from Bob's Excavating, Synagro and Rocky Mountain.

Sally indicated the north side is 6" deep and dry. The other side isn't dry yet and we will be required to move the pipe to move the sludge. We need to rent an Excavator to move sludge around from the dry part to the wetter part to get the sludge to dry out faster. Director Koger rent an excavator. Shouldn't we see if it would be cheaper for a contractor to do the job first. Director Harter it is the district responsibility to the citizens to get three bids. Director Koger we should continue with turning the sludge up for it to dry out and get three bids to continue. Director Harter I do not want to continue to beat a dead horse, but this should have been done early on before the project was started.

Director Griffith I think it will be difficult for us to compare excavator costs because it depends on how experienced the excavator driver is. It will take awhile to get a bid package together with specification and all. I think we should ask Adkins or someone like Adkins how long this will take. Director Koger we can do that and continue to dry the sludge out. Director Harter how long before it is all dry. Sally indicated Alex thought it would take about 2 or 3 weeks. Director Harter asked for a motion to stop the sludge project until we get three bids. Director Koger moved to have Adkins put together a bid package. Director Griffith and stop the project? Director Koger we should continue to turn the sludge for it to dry, that will take about 3 weeks. Sally said about 1/3 of it is close to load the trucks and haul it away. Director Koger stated to get 3 quotes for Adkins to use and part of the bid package. Director Harter indicated it would be about 3,066 cubic yards. Sally said yes.

Sally said she never saw a quote from Bob's Excavating. Director Koger let's get 3 quotes now to haul the sludge and remove and haul away the pipe. Director Harter we need to proceed as the law dictates. Continue to mix the sludge, get 3 bids for hauling the sludge and 3 bids for removing the pipe and hauling it away. Director Koger I agree we should get 3 bids. Director Harter let's continue to turn and dry it out, the pipe needs to be removed. Director Griffith Let's get 3 bids for loading and hauling and 3 bids for removing the concrete pipe and

hauling it away. Director Harter I entertain a motion. Director Harter I move to have Sally get 3 bids to haul the sludge, remove the concrete pipe and haul it away and for Adkins to get bid packet for the over all project cost. Sally can I use the drawings from Adkins to send to these guys. Director Harter yes, they are the district's drawings. Director Griffith I second the motion. Passed unanimously. Director Harter we could ask ZCS Engineering as well.

- f. District Manager opening – the board reviewed and discussed the district manager opening.
  - i. Director Koger moved to accept the job description for the District Manager as presented. Second by Director Griffith. Passed unanimously.
  - ii. Director Griffith moved to accept the Benefit Package. Second by Director Koger. Passed unanimously.
  - iii. Director Koger moved to set the closing date 30 days from today. Seconded by Director Griffith. Passed unanimously.
  - iv. Determine recruitment/hiring process to be conducted:
    1. The Board decided to open the job up to as many people as possible and if anyone internally wanted to apply, they could, but they were going to open it to external recruitment as well. They will have Cindy post the job as per the personnel manual for all job openings and advertise on indeed, LinkedIn, the district website, Special District website, the Herald & News, Oregon Association of Water Utilities, Oregon Association of Clean Water Agencies.
  - v. Determine selection/screening process
    1. The Interview Panel will consist of the Board of Directors. Director Griffith mentioned to have each department submit two questions before the next board meeting for the interview panel. Director Harter asked if Mr. Spendolini would like to be the public volunteer. Mr. Spendolini has 10 years executive experience. Mr. Spendolini stated he would be interested in helping the board with the hiring process and stated he helped with the District Attorneys hiring process. Director Koger asked if he was a rate payer. Mr. Spendolini indicated he was a ratepayer. Board consensus that Mr. Spendolini would help the board the hiring process as they needed.
    2. The Board discussed the scoring of the candidates, and they will develop a set of questions for the interviews at the August Board meeting.

There was some added discussion on the qualification required and the board discussed if the candidates needed to already have their Oregon Department of Environmental Wastewater certification Grade 3 or if the person hired could obtain it while working for the district. Director Griffith moved to amend the job description to say, “ability to obtain within 12 months” Seconded by Director Koger. Passed unanimously.

## **6. New Business**

- a. Vacation Accrual/ Credit – The Board reviewed the current process for crediting vacation up front on the employee's anniversary date for the entire year. The Board discussed changing the vacation credits to accrual. Director Koger mentioned currently employees receive all their vacation for the year up front on their anniversary date and if the employee leaves the district after using all the credited vacation the employee does not have to repay the district for vacation they had not earned to date. Director Koger wanted to give the employees some time to discuss this and present their thoughts to the board. Director Koger moved to table until August 17<sup>th</sup> meeting. Seconded by Director Griffith. Passed unanimously.

**South Suburban Sanitary District**  
**July 26, 2021 – Board Agenda**

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**7. Other**

- a. Director Harter asked about the process of the city annexation of Sonic. Director Griffith explained the District and the City have an intergovernmental agreement and the city will only be providing water not sewer to the properties within the district. However, they require the owner of the property to sign an annexation agreement before they will provide water to the property. Director Harter asked Cindy to please provide them with a copy of the intergovernmental agreement.
- b. Excavator Rental – put on hold until bids are received for the Sludge Removal Project.

8. **Adjourn** – Motion was made by Director Koger to adjourn and seconded by Director Griffith, all in favor. Next meeting will be August 17, 2021, at 5 p.m.

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Secretary

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Kevin Harter, Board Chair