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Board of Directors

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

District Secretary

Cindy Oden

SPECIAL BOARD MEETING MINUTES October 6, 2021

1. **Called to Order by Chairman Harter at 3:00 p.m.**
2. **Roll Call of Directors** – Chairman Harter; Directors Spendolini & Koger present. Others present were Cindy Oden, Board Secretary; Sally Bratton; Jon Lee; Donnie Monroe; Dan Scalas; Jenneke & Sabrina DeJong; Jolene Moxon; Brett Blofsky.
3. **Approval of Regular Meeting Recording September 22, 2021**, Director Koger moved to approve the recording. Seconded by Director Spendolini. Passed unanimously.
4. **Public Input:** Jenneke & Sabrina DeJong spoke to the board about renting the houses on N Poe Valley for their hired employees. They represent Bonanza View Dairy & Windy Ridge Dairy. Cindy did report the house the tenants moved out of looks pretty nice, but the house beside it is in bad shape. Klamath County Water Master called because they were back out at the house to check the water level in the house and the property management/tenant had left the power to the pump on. Klamath County pulled the breaker to the pump, but the pump may be burnt up. Director Spendolini will go out tomorrow and take pictures for the board.
5. **Executive Session ORS 192.660- 2 (a) Employment of District Manager & 2 (n) (C) (ii) – Security**
 - a. Moved to executive session at 3:10 p.m.
 - b. Adjourned executive session and back to special board meeting at 3:28 p.m.
6. **Other Business:**
 - a. Director Spendolini moved to accept the employment contract between South Suburban Sanitary District and Brett Blofsky for the District Manager position. Seconded by Director Koger. Passed unanimously. Introduction were made.
 - b. Chairman Harter **moved item # c under New Business up**. Jolene talked to the board about getting water for her cattle that she will be putting into the feedlot. The board agreed to give her the two 500-gallon tanks that the district received from Klamath County Water Master for her to use for her cattle. Joe will meet Jolene out on property at 1:00 p.m. tomorrow. Sally will see if Steve is available to meet with Joe and Cindy will call the water master and order water for delivery before the fourteenth. Cindy wanted to let the board know that the letter for Jolene to apply for the Drought Relief for producers was given to her and supplied a copy to the board.
7. **Old Business**
 - a. Balin Lease of Bryant Property – Cindy indicated that Balin should apply for the Drought Relief for producers. The district is the owner of the property and renting the property to the producer. Director Spendolini indicated that he did have 11,000 documents from Mr. Rudd and still needs to go through the documents.

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- b. Sally requested to have item j. moved up and to let Jon give an update on the homeless camps. Board approved. Jon reported they are about 80% complete. The sheriff's office was back out today, there was one guy that was there this morning that was not present yesterday, so he will be out by tomorrow. Trees will be limbed and moved to a safe area until further notice. Director Spendolini indicated there was one guy that stated he had permission to squat there. He said he talked with the guy that ran the district, named Mike, and he has been squatting there for six years with permission.
- c. **Joe & Kevin's conversation with Sanjeev** – Aqua Pulsar said they would only be effluent treatment and not influent treatment. Joe & Kevin had a conference call with Sanjeev. They gave Sanjeev information on what DEQ was needing from him. This was not an advertised meeting and is brought up now to satisfy public meeting law. Sally asked if it was in the agreement with E3 that they do the effluent as well influent? Chairman Harter said yes, they must do both influent and effluent. Sally and Chairman Harter indicated the information they have received from Aqua Pulsar has been impressive.
- d. **Sludge Removal Update** – Dan reported project is going well. September 5,500 tons, October 1,400 removed to date. The board agreed to buy some dye and test the seepage between the ponds.

Director Spendolini publicly announced that through Klamath Drainage District and Klamath Water Users Association. We have asked Senators Merkley and Wyden to get us \$30 million dollars to treat the water to the level that it is useable through irrigation. It would be, if approved, that money could only be used to get water down to Klamath Drainage District.

- e. **Dan Scalas Contract** – Tabled to October 19th meeting, Director Spendolini to contact attorney tomorrow morning and get back with Dan. The Board moved the contract for The Murphy Law Group. Director Spendolini moved to accept the retainer agreement with The Murphy Law Group. Seconded by Director Koger. Passed unanimously. Director Koger moved that if the Local Law Group cannot fulfill the contract negotiation to allow Director Spendolini to contact The Murphy Law Group and get the contract done. Seconded by Director Spendolini. Passed unanimously.
- f. **Well Quotes N Poe Valley Rental** – Cindy presented two quotes back one from Sevey Well Drilling for \$19,835.00 and one from Chancellor Well Drilling for \$ which includes the pump and Sevey's does not include the pump. They are both out until April and/or May, depending on the weather. Chairman Harter moved to accept the quote from Chancellor and authorize payment of the 50% down to get on their list. Seconded by Koger. Passed unanimously.
- g. **Design Standards Update** – Donnie presented the updated design standards and after reviewing with Dan, Donnie will ask for a change in the standard from SHN. Tabled to October 19, 2021.
- h. **Facility Plan Update** – Chairman Harter moved to approve the Facility Plan Update Task Order from West Yost, not to exceed \$181,000. Director Koger seconded. Passed unanimously.
- i. **Update of Property offer from Fin Investments LLC** – The board agreed to let the offer expire.
- j. Update Homeless Camps – **MOVED ABOVE #b**

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- k. **Update locks on all District Facilities** – Sally reported the locks have been ordered and getting rekeyed. Chairman Harter asked for Sally to have Steve follow up with Bell's and present a report at the October 19th meeting, so we know what the delivery date of the locks are and when they will be installed.
 - l. **Harlan Drive Shop over Mainline** – Tabled
 - m. **Collection System Supervisor position** – Application Scoring, Interview Questions, Interview Scoring Sheets, Setup Interviews. Deadline for applications have been extended until October 20, 2021.
 - n. **American Rescue Grant Committee Letter** – Project denied.
 - o. **Brush Hog** – Chairman Harter asked Sally to have Steve and Jon look at this used brush hog and if everything is in order purchase it. Director Spendolini moved that the purchase of the used brush hog at \$9,000, conditional on the evaluation of our mechanic approving its worth. Seconded by Director Koger. Passed unanimously.
 - p. **Wetlands Delineation** – Both State Lands and Army Corps have both received their reports electronically.
8. **New Business**
- a. **Newsletter** – Chairman Harter contacted Impressions to get a quote on publishing a newsletter for the district. Smith Bates was \$1,500 less than Impressions but is going on an old quote. Chairman Harter will ask Smith Bates to requote.
 - b. **Interest bearing savings account** – To be used for Retainage on contracts over \$500,000. Interest will go to the contractor.
 - c. Jolene Moxon – Water to feedlot, DRA letter from District -**MOVED TO OTHER ABOVE**.
 - d. **Morehouse Property Management Agreement** – The district is on a month-to-month agreement with Morehouse Property Management. Director Spendolini moved to give Morehouse Property Management a 30 letter of termination. Seconded by Koger. Passed unanimously.
 - e. **Proposal for rental N Poe Valley** – This was done in public input.
 - f. **Resolution # 231 – Manager's Discretionary Spending** Director Spendolini moved to approve Resolution #231 Manager's Discretionary Spending. Seconded by Chairman Harter. Passed unanimously.
 - g. **KBID Voting Proxy** – Chairman Harter said he would be attending from here on out. Chairman Harter will also ask them if we can have an alternate.
 - h. **Annual Meeting Poe Valley Improvement District 10-21-21 @ 5:30 p.m.** Chairman Harter said he would be attending.
 - i. **Murphy Law Group PC – Agreement – MOVED to e. Old Business**

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9. Other

- a. **District Manager position** – Cindy asked for the interview scoring sheets for the file
- b. **Security Proposal** Update on SCADA, Henley, Texum & Solar Fence around property waiting for fencing quotes deadline Friday October 15, 2021, on the fence. Director Spendolini moved to go with TAG for the SCADA update. Seconded by Chairman Harter. Passed unanimously.
- c. **Director Koger’s meeting with Mr. Withers** – Director Koger reported on a meeting he had with Jesse Withers a patron of the district.
- d. **Director Spendolini gave a report on building out our GIS** system and how it will enhance our relationship with both the city & the county.
- e. **Sally’s response letter to DEQ** – Letter sent to DEQ from Sally. No response on fines from last fiscal year December 2020 thru May 2021.
- f. Cindy informed the board she received a change of ownership form for the water adjudication n on the N Poe Valley property. Cindy transferred the property from Chapman to South Suburban Sanitary District.
- g. Cindy reported she received a letter of resignation from Winifred John. Her last day will be October 27, 2021. She will be posting the position and how long would the board like the position to stay open. Discussion of the internal controls in currently in place and the steps the district is taking to prevent embezzlement.
- h. Chairman Harter asked Sally, Donnie & Cindy how things were going in their departments. Sally & Donnie said good and Cindy said she could not keep working at the pace and hours she is currently working and she felt it was going to get worse with Freddy leaving the district. Director Spendolini volunteered to help out at the front desk until a replace was hired. Chairman Harter indicated they will close the position on October 15, 2021. Director Spendolini state we should use a hiring service to help fill the position. Cindy agreed she would contact them to help get someone hired.

10. Adjourned at 6:10 p.m.

ATTEST:

Cindy Oden, Secretary

Kevin Harter, Chairman

Date