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### **Board of Directors**

Position 1 – Mike Griffith  
Position 2 – Jim Bellet, Board Chairman  
Position 3 – Charles R. Dehlinger

### **District Manager/Secretary**

Michael Fritschi

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## **REGULAR BOARD MEETING MINUTES October 20, 2020**

- 1. Call to Order** – Director Bellet called the meeting to order at 5:00 P.M.
- 2. Roll Call of Directors** - Director Griffith, Director Bellet, and Director Dehlinger was present. District Manager Michael Fritschi, District Council Mike Rudd, Jolene Moxon with PVID, Mika Blain representing PVID, and Daneen Dail with Great Basin Insurance were also in attendance.
- 3. Meeting Minutes September 8, 2020** – The Board reviewed the meeting minutes from the September 8, 2020 Board Meeting. Director Griffith moved to accept the minutes, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- 4. Board Workshop Meeting Minutes October 9, 2020** – The Board reviewed the meeting minutes from the October 9, 2020 Board Workshop Meeting. Director Dehlinger moved to accept the minutes, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- 5. Monthly Financial & Investment & Accounts Payable**  
The Board reviewed the September 2020 financial and accounts payable report. Director Dehlinger moved to accept the report, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- 6. Public Comment** – Jolene Moxon Secretary to the Poe Valley Improvement District (PVID) informed the Board that the District has voting rights and could assume a Board position with PVID due to the amount of land that the District has purchased within the PVID. Ms. Moxon mentioned that the annual PVID meeting is at 5:30 on October 29, 2020 at the Lost River Ranch. Ms. Blain mentioned that the Board can use a proxy for voting.

**New Business Item 7.a.vi. 2.** Director Griffith then made a motion to authorize Director Dehlinger to vote and represent the District with PVID, and to authorize Director Bellet as an alternate, Director Bellet seconded the motion, and the motion was approved by a unanimous vote.

Ms. Moxon mentioned that she would like to keep 93 head of cattle plus calves on the land until December 1<sup>st</sup>. Ms. Moxon also stated that the scale is off by about 100 LB, she is going to have it looked at.

**New Business Item 7.a.iv.1.** The Board directed the Secretary to get a copy of the current contract for the Ground Lease with Ms. Moxon for the District and Mr. Rudd to review and the District will extend the lease until December 1, 2020.

## **7. New Business**

### **a. North Poe Valley Property**

- i. The Board reviewed the itemized material property recently obtained in the procurement of 18704 N. Poe Valley Road for replacement cost and coverage premium as supplied by Daneen Daily with Great Basin Insurance. The Board directed Daneen to provide the material coverage per the provided amounts with the following two exceptions: Removed Scheduled Irrigation Equipment for \$342,800 coverage and \$1900 premium, and increased coverage of the shop from \$134,601 to \$160,000.
- ii. The Board discussed the options for renting 18704 and 18552 N. Poe Valley Road. After some discussion, the Board directed the Secretary to provide rental offer to Jason Chapman to extend habitation of 18704 N. Poe Valley until March 31<sup>st</sup>, 2021 and to extend the offer to inhabit 18552 N. Poe Valley to the current tenants until March 31, 2021. After March 31<sup>st</sup>, 2021 the rentals will be listed for rent in a public and competitive manner. Mr. Rudd requested that the Secretary obtain any prior lease agreements for review if any exist. The Secretary proposed to utilize property management company to manage the rentals, the Board took no exception.
- iii. Non-livable structures were discussed in 7.a.1.
- iv. Land Lease
  1. The Board discussed renting out the corral/chute for the winter. Ms. Moxon mentioned that the corral can house 400 calves. The Board directed the secretary to advertise for the winter corral use and maintenance responsibilities and to do the advertisement through the Capital Press publication. Mike Rudd to draw up a standard contract once there is an interested party.
  2. In addition to the lease extension for Ms. Moxon's cattle the Secretary mentioned that the District will likely need to advertise for next season grazing by December 2020. Ms. Moxon confirmed this, and the Board took no exception.
- v. The Board discussed the internet tower owned by Fireserve that is currently on the land. The Secretary desires to have a written lease agreement including language requiring indemnification and liability coverage. The Board took no exception. The Secretary will contact Fireserve and negotiate a contract for Mr. Rudd to write up for a formal land lease.
- vi. Irrigation Districts

1. The Board discussed the Klamath Irrigation District (KID) and Klamath Basin Improvement District (KBID) voter representation. Director Griffith made a motion to have Director Dehlinger represent the District for Irrigation Districts, Director Bellet seconded the motion, and the motion was approved by a unanimous vote. Director Dehlinger will fill out the various forms and send that information in to KID and KBID.
  2. PVID was discussed during public comment.
- vii. There were no further additional items discussed.
- b. HWY 39 Property
- i. The Board discussed the land lease regarding the current lease holder Scott Balin. The Board directed the Secretary to enter into an agreement with the same terms as the previous lease agreement, with the exception of non-renewal after 2022. Director Dehlinger moved to have the lease drawn up as previously stated between Balin and Bryant with the exception of elimination of the renewal option, Director Griffith seconded the motion and the motion was approved by a unanimous vote.
  - ii. Irrigation representation was previously discussed in 7.a.vi.1
- c. The Board reviewed Task Order #23 Phase 3 Cured in Place Pipe Project with Adkins Engineering. Director Dehlinger moved to approve the Task Order, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- d. The Board reviewed Task Order #24 Monitoring Wells for District Property with Adkins Engineering. Director Dehlinger moved to approve the Task Order, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- e. The deed restriction for 6320 Harlan drive will be tabled until Mr. Rudd obtains the SORT report ordered for the property. The Secretary informed the Board that a structure was built on top of a 10-inch District sewer main due to the contractor not calling in utility locates and the County not requiring an LUCS sign off for the structure. The Secretary mentioned that the District may need to access this mainline for repairs in the future and that the District needs the right to be able to legally do so moving forward. Mr. Rudd advised that a dedicated easement allowing access to the mainline would best serve the District moving forward.

## **8. Old Business**

- a. The Secretary updated the Board on the status of the Skyline Sewer Extension Project. A total of 63 low pressure pumps have been tested to date and the contractor will be beginning to decommission septic tanks while they connect the residents to the new low-pressure system. The County has relaxed some of the more stringent paving restoration requirements, this has allowed for a contract deduction of almost \$65,000, to be saved by the District.
- b. The Secretary mentioned that the LUBA hearings are scheduled for November 10, 2020 for Site 1 & Site 2. Mr. Rudd mentioned that the County has not filed a response to the District's filing of errors for site 1.

- c. The Secretary informed the Board that he has filed with the small claims court for the non-performance of Vision Municipal Systems.

**9. Other Business**

- a. The Board reviewed the Treatment and Collection System Staff Reports and thanked the supervisors for their reports.
- b. The Board asked about correspondence with 7637 Skyline if the resident has remitted what was owed for their SDC since the letter was sent requesting payment for the opt-in, which was previously requested by the property owner at the August board meeting. The Secretary informed the Board that he had yet to hear back from the resident or son (of the resident) regarding the funds owed to the District.
- c. The Secretary notified the Board that the annual Christmas Eve Party has been cancelled by the Safety Committee due to State indoor COVID-19 restrictions. The Secretary mentioned that he planned to allow the employees to take the full Christmas Eve holiday off with pay on a one-time basis in lieu of the Christmas Eve party. Historically the District holds a Christmas Eve Party in the morning and employees are allowed to take ½ day off as a holiday afterward. The Board took no exception to the proposal.
- d. Director Bellet inquired regarding the intent to provide turkeys to employees for Thanksgiving and hams to employees for Christmas this year. The Secretary advised that it is a nice time-honored tradition that is affordable to the District. Director Griffith moved to approve providing turkeys to employees for Thanksgiving and hams to employees for Christmas, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.

**10. Adjourn** – Director Griffith moved to adjourn, Director Dehlinger seconded the motion, and the motion was approved. The meeting was adjourned at 7:10 P.M. The next regular board meeting is set for November 17, 2020, at 5 P.M.

Secretary \_\_\_\_\_

Board Representative \_\_\_\_\_