



**South Suburban Sanitary District**  
**2201 Laverne Avenue**  
**Klamath Falls, OR. 97603**  
**Phone 541.882.5744 Fax 541.882.5013**

**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**

**April 18, 2023 @ 4:00 PM**

1. **Announcement** – At 4:00pm, before the meeting was officially called to order, Chairman Harter made an announcement stating he must resign his position because he moved to a location outside of our District Boundary making him ineligible to serve on the District’s Board of Directors. Everyone thanked him for his service to our District and community and wished him the best.
2. **New Board Chair** – Director Koger made a motion to nominate Director Spendolini as the new Board Chair for the District and it passed unanimously.
3. **Call to Order and Roll Call of Directors** – Newly elected Chairman Spendolini called the meeting to order at 4:02pm. Director Koger and Chairman Spendolini were present. Also present were Brett Blofsky, Nicki Strain, Sally Bratton, Jason Morrow, and Dan Scalas.
4. **Klamath County Clerk Letter** – The District received a letter from the Klamath County Clerk notifying us of Kevin Harter’s change of address. The letter is attached to these meeting minutes, and we will notify the County Clerk the changes to our Board of Directors.
5. **Approval of March 21, 2023 Board Meeting Minutes and Monthly Financial Report** – Director Koger motioned to approve the March meeting minutes, Chairman Spendolini seconded, all in favor.
6. **Administration, Treatment, & Collection Systems – Staff Reports**  
Nicki reported that the Admin team is in the process of changing how we do our billing in an effort to simplify and streamline, and working toward being able to accept debit & credit card payments in office. She is working with other supervisors to update the fixed asset listing. The Budget Committee needs two new members, the positions have been advertised in the local newspaper as well as on our website. Admin is also working on reducing our chart of accounts in an effort to simplify and make the budget more transparent. Chairman Spendolini asked why the Surplus item on the balance sheet showed over 50 million dollars. Brett and Nicki to investigate this balance sheet line item to determine what it is. Director Koger asked a questions about how we have been tracking the cost of the GIS system. Jason reported GIS requires that we TV our lines no matter what, and that in the past all of that was recorded as a GIS expense when it shouldn’t have been. The Board would like to see this changed so that it is easier to see the actual cost of the GIS system.  
Jason reported that Collections team had flushed 15,000 ft of mainline for the month of March. All of the lateral work for the Crest St. project has been done and that we are now waiting on the manholes to be installed. Marcus and Wyatt attended a conference that will help with their DEQ exam that is coming up and Marcus is already signed up to take his exam next week. Chairman Spendolini noted that Collections is significantly under budget. Jason reported that Collections will remain under budget even with the Crest St. project which is the biggest Collections expense at this time.  
Sally reported that the Treatment Plant team met all staffing requirements for our permit for March. Continental Blower had been on site to repair service in blowers 1 & 4 and all blowers were checked at



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that time as well. Justin was provided with a list of services that need to be done with the blowers. The Mercury Plan has been completed and submitted.

Brett reported that Admin would like to have someone new do SSSD's audit this year, but within the same company that we've used in the past. The budget is being worked on and should be ready by the scheduled Budget Committee meeting. We are still waiting to hear from anyone who may be interested in joining the Budget Committee. Chairman Spendolini said that he knows of someone he could ask and Brett also said that he knew someone he could ask.

7. **Public Input:** No public input

8. **Items before the Board of Directors – Old & New Business**

- a. **Legislative Update** – HB 2765 Received a hearing on March 7<sup>th</sup> 2023. There were seven people who testified in support of HB 2765 at the hearing, and only one who testified in opposition. There were 67 individual testimonies submitted in writing; 6 were opposed, 4 were neutral, and 57 were in support. On April 3<sup>rd</sup> a work session on HB 2765 was held and voted 8 to 1 to refer the bill to the House Rule Committee without a recommendation. On April 11<sup>th</sup> we received notice that the Speaker of the House did sign our bill to the House Rules Committee. We still do not know when or if the Committee will schedule a meeting for the bill.
- b. **Facility Plan Amendment** – DEQ acknowledged receipt at the end of March. They estimate a 60-90 day turnaround.
- c. **“One-Stop” Meeting request form** – Brett requested input on item C (2) & (3) and item H. Chairman Spendolini requested first that we need to address the significant amount of unspent money in the budget first so that they have a more accurate understanding of the District's financial standing before moving on. Dan added information on how the District should prepare for the One-Stop meeting and what to expect. Dan recommended that the Board attend the One-Stop meeting. Director Koger suggested having just one Board member attend so avoid making the meeting open to the public.
- d. **DEQ Mercury Minimization Plan** – Submitted to DEQ. Justin Sterger will review and provide comments/feedback. Chairman Spendolini asked how long the process usually takes. Dan expects 30-90 days.
- e. **Update from Dan Scalas** – Infrastructure project (Gatewood, Americana, etc.) Dan added some updates to the Agenda
  - i. The CIPP Project- Dan was told that it is supposed to start on May 8<sup>th</sup> which is past our final completion date of April 30<sup>th</sup> . Dan provided options on what to do. The District could terminate and develop a new contract with someone else, or liquidate the damages. Chairman Spendolini would like to continue to work with Insituform as long as it is not damaging the District. Dan to make sure he is within his budget. Chairman Spendolini requested Dan provide a final extension date on the project.
  - ii. RFP for Treatment project – is being worked on and Dan requested authority for him and Brett to finalize it and get the RFP sent out before the next Board meeting. Dan clarified that it is for the MBBR Alternative, and that he and Brett met with DEQ and they have no



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issues with it. Director Koger motioned to approve, Chairman Spendolini seconded, motion passed unanimously.

iii. **Infrastructure project (Gatewood)** - the GIS data was moved into the model much easier than expected. The survey crew is scheduled to come out and hand-check some of the manholes to ensure the data is correct. Dan is worried about the integrity of the data because he has not been able to determine where that data came from. They will go out into the field and verify a sampling of the data to determine if it can be relied upon. He is hoping to have the feasibility study and recommendation completed in the next 2-3 weeks before the next Board meeting.

- f. **Wetlands Mitigation N. Poe Valley** – The agreement has been executed with Rabe Consulting. The weather is holding the study up at the moment, but she will start as soon as the weather allows.
- g. **Annual Audit** – See item 6 above.
- h. **Budget Committee** – See item 6 above.

**9. Other**

- a. **Signature Authorities** – Director Koger made a motion to remove Kevin Harter from all signature cards with the District since he has resigned, and add Nicki Strain as an authorized person on all signature cards with the District. Chairman Spendolini provided a 2<sup>nd</sup> to the motion and it passed unanimously.
- b. **Utility Billing update** – Brett and Nicki showed a sample bill provided by Bend Mailing Services. They are the same company the City of Klamath Falls uses for their utility billing. More information will be provided at an upcoming Board meeting.
- c. The District replaced the old mailbox along side Laverne Avenue with a secure locking mailbox

10. **Adjourn** – Chairman Spendolini adjourned the meeting at 5:28pm. The next meeting was scheduled for May 16, 2023 at 4:00pm.

**ATTEST:**

\_\_\_\_\_  
Brett Blofsky, Board Secretary

\_\_\_\_\_  
Joe Spendolini, Board Chairman

\_\_\_\_\_  
Date



**KLAMATH COUNTY CLERK**  
**305 Main St.**  
**Klamath Falls, Oregon 97601**  
**p: (541) 883-5134 | f: (541) 885-6757**

March 23, 2023

South Suburban Sanitary District  
2201 Laverne Ave  
Klamath Falls, OR 97603

Kevin Harter  
5868 Bartlett  
Klamath Falls, OR 97603

Dear South Suburban Sanitary District and Kevin Harter,

This serves as notification that we received an address update on Mr. Harter. The new address is outside the district boundaries for South Suburban Sanitary District and/or does not pay into South Suburban Sanitary District.

Please review statutes ORS 450.055 (3) and ORS 236.010 (1) (b). Compare these with any by-laws or policies that your district may have in place.

Please notify our office if you determine there will be any changes to your board.

Thank you.

Klamath County Elections

ROCHELLE LONG, Clerk  
Email: [elections@klamathcounty.org](mailto:elections@klamathcounty.org)