



*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
Position 2 - Kevin Harter
Board Chairman
Position 3 - Michael Koger*

District Manager/Secretary
Brett Blofsky

**Regular Board Meeting Minutes
September 21, 2023 @ 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: Jason Morrow (SSSD Collections Supervisor), Sally Bratton (SSSD Treatment Plant Supervisor), Brett Blofsky (SSSD District Manager), and Nicki Strain (SSSD Finance Director).

Public Input/Comments: No one from the public present.

Review Today's Agenda and previous Meeting Minutes (8/15/2023 a.m. meeting, 8/15/2023 p.m. meeting): Chairman Spendolini and Director Koger reviewed the meeting minutes and the agenda.

Motion was made by Director Koger to approve the meeting minutes from both 8/15/2023 meetings and the agenda for 9/21/2023 as presented. Seconded by Chairman Spendolini. Motion passed.

Engineer Report - Jacob's Engineering Scope & Fee, Collection System Modeling, etc. - Mr. Blofsky gave the report in Dan Scala's (Engineer of Record) absence. It does not appear that Flow Tech is going to be able to finish the CIPP Phase 4 project. We will be considering this contract to be in default and pursuing legal action. Mr. Scalas will also be looking for another company to replace them. CIPP Phase 5 is being wrapped up and will be ready to go out to bid. The Jacob's Engineering agreement was then discussed. It was generally agreed that the rates in the proposal are on the high end. The \$4 million dollar amount in the proposal is the 'do not exceed' amount. Mr. Scalas feels that the price should not stop us from accepting the proposal. Mr. Blofsky explained the additional work that we are asking Jacob's Engineering to perform. This will add to the cost as well. Mr. Blofsky shared his conversation with DEQ and that we are waiting on approval of the amendment before we can move forward. No agreement can be signed until this happens. We are hoping to have an answer by the end of the month. Most likely this will not happen. Adkin's Engineering feels that the risk is low. It was generally agreed that we should have the approved amendment before we move forward with signing the agreement. Discussion followed regarding the cost. The District is only going to pay for work that is actually performed. The sooner we start, the less it will cost the District. Chairman Spendolini stated that we need to add a termination clause in case we do not get DEQ approval. Mr. Blofsky will contact all parties involved regarding adding a termination clause to the contract. This will protect the District in case DEQ does not approve our amendment.

Administration & Monthly Financial Report - Ms. Strain reported that the interest on the Local Government Investment Pool (LGIP) reserve accounts is up to 4.80%. She is moving money to this account as often as practical.



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The auditors are currently in the middle of field work for our annual audit. They are helping cleanup a lot of areas to help make things easier and transparent moving forward. Discussion followed regarding the depreciation list and the items that can be removed. This list will be simplified and reorganized as well.

Ms. Strain then gave an update on the new software systems. MIP will be coming online no later than January 2024. CUSI will not go live until July 2024. We are unable to switch utility billing systems in the middle of the fiscal year since the full annual bill was done in Springbrook.

Ms. Strain then shared information she received from Klamath County Grant Administrator, Natalie Parker regarding a septic system replacement grant program. The County is working with the Department of Environmental Quality (DEQ) to allocate funds for moderate to low income residents to assist them in replacing their failing septic systems. After discussion among SSSD staff, it was determined that there are fewer than 10 residences within our District that are currently on septic systems. It was generally agreed that this program would not benefit any of the citizens within our District at this time.

There are currently two retirement plans that are no longer contributed to by the District. Each of these plans have two remaining retirees with balances in their accounts. It is unclear what the District's obligation is at this point. Item is tabled until clarification can be made.

Discussion then turned to the Financial reports for August 2023. Ms. Strain reported that there was a fraudulent check incident and detailed the steps the District is taking in conjunction with Washington Federal Bank to ensure this does not happen again. The District was fully reimbursed for the fraudulent transaction. The remainder of the Financial reports were then reviewed and discussed.

Motion was made by Director Koger to approve the Financials for August as presented. Seconded by Chairman Spendolini. Motion passed.

Collections Report - Mr. Morrow gave an update on the Oregon Department of Transportation (ODOT) traffic control plan. Dan Scalas with Adkin's Engineering helped create draft plans which finally got approved.

The Collections crew were finally able to clean out the lines on South 6th Street out by Sonic and Albertson's. This has been an issue for quite some time. Mr. Morrow explained the process and the steps that have been taken to improve this.

The crew has been working on their routine flushing along with some of the trunk mainlines. This is time consuming and has to be done in stages. Mr. Morrow then reported that the Crest Street project is finally finished. It is agreed that this turned out great.



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He then pointed out that there was an odor complaint over at the new RV park at the Fairgrounds. Donnie Monroe, Crew Lead, went there to check it out and possibly trace it. There was some type of fuel or degreaser smell that was detected. Mr. Morrow visited six businesses in the vicinity of the main line to educate them on what can and cannot be put down the drains. If this happens again, the crew will collect a sample of the substance before it disappears.

Treatment Plant Report - Ms. Bratton reported that the Treatment Plant operators started the Biolyneus Probiotic on August 8th. She described the process of where and how the product was introduced to the system. She feels that we are already starting to see a decrease in the BOD and is encouraged by the results. She wants to perform more tests to see how it is going.

The bar screen motor burnt up so they had to bypass the flow. The motor was replaced and then a blower belt broke. There was also a pulley that was cracked and replaced. It is now fixed and running again.

The floating baffle was removed by District from Pond 3. It is currently laying out in the field to dry. The cement blocks were left in the bottom of the pond. It was generally agreed that this would not be an issue. The only time it might be an issue is during sludge removal. The stabilizer poles have been removed as well.

Ms. Bratton then reported on the transients using the shower and the water at the Treatment Plant. One of the vehicles was rummaged through as well. Mr. Blofsky indicated that Bear Technologies is giving us a quote for more cameras in various locations at the Treatment Plant. Director Koger asked if the current cameras we have are recording at all times. He is wondering if we could be notified if there is motion detected. The system has this capability but is currently not set up for that. Discussion followed as to how transients are getting onto the Treatment Plant property. Chairman Spendolini suggested that we get a hold of Union Pacific regarding this issue. Mr. Blofsky indicated that they were contacted last week. It was generally agreed that there needs to be a fence installed to prevent this from happening. There is fencing in place but not adequate to keep people out. Ms. Bratton suggested adding 1000 feet each year until the property is completely enclosed. Director Koger feels that camera notifications would be a must in order to catch people in the act. Chairman Spendolini suggested that we do some research regarding potential grant funds to pay for security at the Treatment Plant. Mr. Blofsky indicated that he would do so. It was agreed that the west side of the Treatment Plant needs to be secured first and then the north side. Discussion continued regarding how sensitive the current cameras are. There is a concern that the alerts would be going off for animals, trains, etc. Audio would also be a nice feature so that trespassers could be told to leave the premises while they are onsite.

Items before the Board of Directors - Old & New Business

Update from Governor's Staff & Elected Officials meeting last month - No update on the Governor's staff meeting. Chairman Spendolini had nothing new to report other than Representative Cliff Bentz is now involved.



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DEQ's Clean Water State Revolving Fund - Mr. Blofsky reported that he spoke with Sam Brown at DEQ. Mr. Brown stated that he feels our application will 'fly' through the process. The applications will be scored on October 2nd. There is approximately a 2-3 month process to get on the intended use plan. A recap was given regarding the funds we are seeking and from which entities.

Business Oregon Water/Wastewater Funds - Mr. Blofsky then gave an update on our pre-application for Business Oregon application. It was accepted. We should receive the official application next week.

Facility Plan Amendment - Covered in discussion earlier in the meeting.

Wetland Mitigation (N Poe Valley) - Chairman Spendolini feels that this has been going on far too long. Mr. Blofsky recapped his most recent discussion with Andrea at Rabe Consulting. She is waiting for new guidance to complete the exemption list. He also spoke to Stoel Rives Attorney David Filippi who indicated that the Sackett vs. EPA case is what is holding up Rabe Consulting. Mr. Filippi feels that this could take years to resolve. He offered to work with Rabe Consulting on this. Mr. Filippi also recommended that we ask her to finalize her report as of today's ruling. Chairman Spendolini recommended that Andrea at Rabe Consulting get a hold of Mr. Filippi and work this out to protect the District and her.

Director Koger asked Mr. Blofsky if we have contacted a realtor to sell the Hwy 39/Bryant property. Mr. Blofsky indicated that he would do that.

WEFTEC Conference - Chicago, IL October 2-5, 2023 - Mr. Blofsky reported that he, Director Koger, Jon Lee and Dan Scalas will be attending this event in Chicago. They will be leaving next week. Chairman Spendolini will not be attending. Doug Barber with Jacob's Engineering is going and set up a lot of informative meetings.

Other - No other business to discuss.

Adjourn - 4:06 p.m.

ATTEST:

Brett Blofsky, Secretary

Joe Spendolini, Chairman

Date