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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

REGULAR BOARD MEETING MINUTES July 21, 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, Director of Administrative Services Cindy Oden, and District Council Mike Rudd were also in attendance. Dan Scalas with Adkins Engineering, and Walter & Janet Roland members of the public were also in attendance.
- 3. Meeting Minutes June 18, 2020** – The Board reviewed the meeting minutes from the June 18, 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. Monthly Financial & Investment & Accounts Payable** - The June 2020 Monthly Financial & Investment & Accounts Payable reports were reviewed by the Board. Director Griffith had a question regarding a \$1,000 expenditure on the ODOT highway 39 project, the Secretary stated that the charge was to cover the work to bringing a District cleanout backup to grade after the project is completed. Director Dehlinger moved to approve the reports, Director Griffith seconded the motion and the motion was approved unanimously.
- 5. Public Comment** – Mr. Roland discussed his reasoning for opting out of the Skyline Sewer Extension project and has provided a letter to the District Board requesting to opt-in to the District Sewer Extension Project.

Chairman Bellet moved to Old Business Item d.(i).

The Board asked the Secretary his thoughts on allowing the Rolland's to opt-in to the Skyline Sewer Extension project. The Secretary mentioned that to date he has received letters from two additional residents who had previously opted out, but would like to opt back in. The Secretary advised that if the District allows a single late opt in, that it should be made available to all the previous project opt-outs. Mr. Rudd concurred. The Secretary also advised that anyone opting in after July 1, 2020 will not be allowed to pay the SDC in payments (per the Skyline Ordinance) and that they will need to pay the increased SDC rate of \$2828.48 by August 6th which is the Contractors deadline for adding services under the current project. Director Griffith made a motion to offer all existing project opt-outs an

opportunity to opt in based on the Secretary's recommendations, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.

6. New Business

- a. The Board reviewed the contract with USDA APHIS for wildlife services. Director Griffith moved to approve the contract, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- b. The Board reviewed the master services agreement extension (MSA) and Task Order for providing bid and construction services for the District Grit Removal Project with SHN Engineers. Director Griffith moved to approve the contract, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- c. The Board reviewed Resolution #213 Budget Transfers FY 2019-20. Director Dehlinger moved to approve the resolution, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- d. The Board reviewed Resolution #211 – Surplus Property. The Board inquired if there was any value to the CCTV equipment on the surplus property list, the Secretary mentioned that the CCTV equipment is obsolete and would likely need to be recycled. Director Griffith moved to approve the resolution, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- e. The Board reviewed the Audit contract with Wise & Co. The Secretary mentioned that the contract is standard to what has been used in past fiscal years and that the District was previously informed of the minor increases in audit fee. Director Dehlinger moved to approve the contract, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- f. The Board reviewed Resolution #214 – Employee Personnel Manual Section 18 – Pandemics, which includes a section addressing the District COVID-19 policy. Director Griffith moved to approve the Resolution, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.

7. Old Business

- a. The Secretary informed the Board that Mr. Card had filled in two separate toilet drains with concrete in order to reduce the service charge by 2 services as he has consolidated (3) separate businesses into (1) business at his property located at 4812 S. 6th Street. The Business is now being charged for a single service.
- b. The Board discussed options in dealing with a non-response from Vision from a letter sent earlier in June by Mr. Rudd to address non-performance of contract. The Board directed Mr. Rudd to send a second letter to request reimbursement for non-performance.
- c. The Secretary and Mr. Scalas provided an update to the Board for the District cured in place pipe (CIPP) project. The recent testing for a mainline section CIPP installation that had to be re-lined has indicted minimal failure for several tests. The Secretary advised notifying the contractor of the failed test results and requesting a plan to correct the deficiency in the installed liner. The Board concurred with this course of action.

- d.(ii) The Board discussed the difficulty in obtaining an escrow account for contractor retainage from the Skyline Sewer Extension Project to meet new Oregon Revised Statute requirements. The Secretary mentioned that there is currently no escrow account available for the District to use for this. The Board directed the Secretary to not withhold retention. The Secretary will not withhold retention from the Contractor for the remainder of the project. The Board concurred with that course of action.

The Secretary and Mr. Scalas informed the Board that the Contractor has requested to utilize air testing on project mainlines. Mr. Scalas mentioned that there is no standard for air testing low pressure sewer systems only hydrostatic testing as required in the project specifications. The Secretary mentioned that the District would be taking on increased risk by performing air testing and would possibly want to ask for a maintenance bond and/or umbrella liability coverage if allowing the air testing. The Secretary mentioned that the primary benefit to the District allowing the air testing would be the elimination of long-term holes in customer yards (for months at a time) to facilitate the testing. Mr. Scalas mentioned that the Contractor is supposed to plate those holes per the design. The Board directed the Secretary to require the Contractor to perform the hydrostatic testing per contract.

- e. The Secretary mentioned to the Board that he will update them on the status of the Type II review after this evening's hearing.

8. Other Business

- a. The Board reviewed the Treatment and Collection System staff reports and thanked Clay and Sally for their reports. The Board especially appreciated the opportunity to view the CIPP project pictures and attachments in the Collection System report.
- b. The Secretary mentioned that the Director of Administrative Services (DAS) was able to get the District a grant for roughly \$35,000 for COVID 19 related expenses. The Secretary mentioned that the DAS took the lead and completed the necessary paperwork in order to receive the grant, a job well done.
- c. The Board reviewed the correspondence related to the District NPDES comments on the proposed draft. The Secretary reviewed the document that was sent to DEQ and informed the Board which requested items were granted and which items were not. The Secretary mentioned that overall, DEQ was very flexible on the NPDES items in which they could be.
- d. The Secretary requested that the September Board meeting be moved to the 22nd of September from the 15th of September to accommodate a vacation. The Board had no objection but will take a look at the best September date during the August meeting.
- e. The Board reviewed the solar lease proposal by Green Key Solar. At this time the Board is not interested in leasing ground or lagoon space.

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9. **Adjourn** – Director Dehlinger moved to adjourn, Director Griffith seconded the motion and the motion was approved. The meeting was adjourned at 6:35 P.M. The next regular board meeting is set for August 18, 2020, at 5 P.M.

Secretary _____

Board Representative _____