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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 May 19, 2020

- 1. Call to Order** – Director Bellet called the meeting to order at 10:00 A.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, Anna Hawkins and Courtney Shaw with Coldwell Banker were also in attendance.
- 3. Meeting Minutes April 21, 2020** – The Board reviewed the meeting minutes from the April 21, 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 April 2020 Monthly Financial & Investment & Accounts Payable reports were reviewed by the Board. Director Dehlinger moved to approve the reports, Director Griffith seconded the motion and the motion was approved unanimously.
- 5. Public Comment** – There was no public comment received

Director Bellet moved to item F on Old Business

f. Anna Hawkins and Courtney Shaw mentioned that the District could request a 45-day extension on the escrow closure on the Kings Way property due to the Site 1 Planning Commission meeting postponement by the County. The Planning meeting was postponed from February 26, 2020 to June 23, 2020 based on inadequate capacity and COVID 19 concerns. The Board was in consensus to request the extension. The Secretary updated the Board on the status of the District Recycled Water Project. Klamath County has rescheduled both Planning Commission meetings to June 17th and June 23rd for Site 2 and Site 1 respectively. The District has submitted the draft recycled water plans to DEQ and is in the process of integrating feedback. The District expects to receive the Draft NPDES permit soon based on the pre-draft comments provided by the District.

Director Bellet moved to New Business

- 6. New Business**
 - a. The Secretary requested that the Board allow District employees to carry over an additional 40 hours of vacation in each of their existing employment years due to COVID 19 restrictions.

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Director Dehlinger moved to allow District employees to carry over an additional 40 hours of vacation in each of their current employment years, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.

- b. The Secretary requested that the Board move the June 16th meeting to the 18th of June to accommodate his vacation. The Board took no exception.
- c. Director Griffith moved to approve agreements with Hathaway Larson, LLP and Richard Stevens & Associates, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.

7. Old Business

- a. The Director of Administrative Services notified the Board that Vison was presented with a 30-day notice to comply and that they did not respond. Another letter was sent by the District on the 5th to request a full refund, at which they responded that they would like to fix the problems. Mr. Rudd mentioned that it is customary to wait 30 days before responding with a letter from the District attorney. The Board took no exception.
- b. The Board discussed the Writ of Mandamus process and took no action.
- c. Director Dehlinger moved to approve Resolution #21 *Adopt Results of the 2020 Salary Survey*, Director Griffith seconded the motion and the motion was approved by a unanimous vote.
- d. Dan Scalas gave a summary of the District Cured in Place Project. The project has begun with minor point patch repairs and the District is awaiting the video inspection files. Mainline lining will likely occur toward the end of May.
- e. The Secretary mentioned that the Skyline Sewer Extension Project bid opening is scheduled for May 29th. The owner of 2550 Watson Street is requesting a payment plan for the connection fees. The Secretary has suggested that the Board allow this, the Board agreed with the Secretary's suggestion by consensus. The owner of 2536 Western Street has requested the ability to opt out of the project and claims that he was never made aware of the project when he purchased the house last December. The Secretary informed the owner that the District has already purchased the pump to serve the residence and included the residence in the design. The Secretary recommends to not allow the opt out, but to allow that person to utilize the payment plan for the connection fee if they so desire. The Board took no exception to the Secretary's recommendation.

8. Other Business

- a. The Board reviewed the Treatment and Collection System staff reports and had no questions.
- b. The Secretary presented the approved Task Order #21 with Adkins Engineering for a time and materials not to exceed \$5,000 to assist with the 1-year warranty walk through for the Texum Pump Station. The Board took no exception.

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- c. The Secretary requested approval for an unbudgeted expense of a disinfection system to attach to the District flush truck to help protect the flush crew from COVID 19 and any other pathogenic organism that may be transferred to the flush hose and mist generated while flushing. The unit is about \$16,000 and about \$1200 for a drum of the disinfectant. The Board took no exception to the expenditure. The Secretary mentioned that based on discussions with the Safety Committee, that the District will continue to stay closed to the public for at least the next few weeks and will begin bringing more employees back in to work next week with a very small stay at home reserve.

9. Public Hearing

- a. Director Bellet called the Public Hearing to order at 11:02 AM
- a. Director Bellet read Ordinance #58 – Sewer Fees by title and selected portions of the Ordinance.
- b. Director Bellet called for public comment and received none.
- c. Director Dehlinger moved to adopt Ordinance #58, Director Griffith seconded the motion, and the motion was approved unanimously
- d. The Public Hearing was closed at 11:06 AM

10. Executive Session ORS 192.660 (2)(i) – Executive Session was not used

- e. **Adjourn** – Director Bellet moved to adjourn, Director Griffith seconded the motion and the motion was approved. The meeting was adjourned at 11:07 A.M. The next regular board meeting is set for June 18, 2020, at 5 P.M.

Secretary _____

Board Representative _____