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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 November 19, 2019

- 1. Call to Order** – Director Bellet called the meeting to order at 5 P.M.
- 2. Roll Call of Directors** - Director Griffith, Director Bellet, and Director Dehlinger were present. District Manager Michael Fritschi, Director of Administrative Services (DAS) Cindy Oden, and Mike Rudd, District Council was also in attendance. Cynthia Eddy, a member of the public was also in attendance.
- 3. Board Minutes**

The minutes from the October 15, 2019 Board Meeting were reviewed. Director Dehlinger moved to approve the minutes with the minor changes of: A. the correct spelling of the word “charges” and B. Director Griffith making a second to the motion of approving Ordinance #57, Director Griffith seconded the motion, and the motion was approved unanimously.
- 4. Monthly Financial & Investment & Accounts Payable** - The October 2019 Monthly Financial & Investment & Accounts Payable reports were reviewed by the Board. Director Bellet inquired about reductions to the ALSCO charges and Texum Pump revenue being at 2,061.5% for the year. The Secretary mentioned that ALSCO has agreed to reduce the monthly bill by \$30. The Secretary also explained that the Texum Pump Project went longer into last fiscal year than expected, and that the City and County portion of the project reimbursement was not received until this current fiscal year (July). The Secretary mentioned that there was really no way of forecasting the later payments when putting the budget together for fiscal year 2019-20, it could have been corrected prior to being passed, however the expectation was that the District would have received payment by June 30 of fiscal year 2018-19. Director Dehlinger asked about the \$1,697 in legal fees (\$1,447.90 over budget) for the Collections department. The Secretary mentioned that the reuse project legal fees are being shared with the collections department. Director Dehlinger moved to approve the reports, Director Griffith seconded the motion and the motion was approved unanimously.
- 5. Public Comment** - Cynthia Eddy informed the Board that the property on 3526 Hilyard that she inherited from her father previously had a single wide with two duplexes onsite. She had taken over the property about three years ago when her father had cancer. She noticed that the taxes seemed higher than usual and found out that the District had been billing for three units and had added the billing plus

penalties for nonpayment of the sewer bills to her property taxes. She had contacted the District several times and the District mentioned the disconnection Ordinance that would allow her to disconnect from the system and to stop being billed for the units that were no longer in place or not in use. She mentioned that she did not have the time or energy to comply with the requirements of the ordinance. She mentioned that she hired a plumber (G&G plumbing) to perform the disconnection steps, but she claims that they never completed the work. The plumber mentioned that when disconnected one of the pipes was completely clean. Director Griffith asked Ms. Eddy to please get to the point of what she would like to request from the Board. Ms. Eddy mentioned that she would like to see if any of the past charges could be reimbursed to her. The Secretary mentioned that once charges are submitted to the County for property tax turn over, that there is nothing that the District can do. Director Dehlinger asked about the location of the property. The Secretary and the DAS discussed the billing history with the Board. The DAS went to check Ms. Eddy's account to see if she was current on her account. Because Ms Eddy had recently successfully complied with the disconnection ordinance, the District had written off the charges for the other two units for the rest of the fiscal year. Director Dehlinger made a motion to write off the two units from the beginning of the fiscal year to current for the amount of \$351.19, director Griffith seconded the motion, and the motion was approved by a unanimous vote. Ms. Eddy thanked the Board.

6. New Business

- a. Director Griffith requested that the Secretary proofread the SDIS composed Workplace Discrimination Policy and bring the revised policy back to the next Board Meeting.
- b. Director Dehlinger volunteered to work with the Personnel Policy Committee in the spring of 2020, to update the District's Employee Personnel Policy Manual.
- c. The Secretary is planning to purchase (17) thanksgiving turkeys for the employees, Board, and the District Council. The Board concurred.

7. Old Business

- a. After some minor discussion regarding the PERS Side Account, the Board took no action.
- b. The Secretary presented the Board with pay request #1 to Sunthurst Energy for the amount of \$347,558.81. The Secretary and MR. Rasmussen (SHN) recommend payment. Director Griffith moved to approve the pay request #1 to Sunthurst Energy, director Dehlinger seconded the motion, and the motion was approved unanimously.
- c. The Secretary discussed the chlorine contact tank stabilization improvements with the Board. The Secretary described two change orders to modify the retaining wall to evenly distribute the weight of the retaining wall blocks on each side of the tank, and to reinstall the guardrails for preventing debris from entering the tank. The two change orders equaled roughly \$11,000. The Board directed the Secretary to reduce the scope of services for the Lagoon #3 dike investigation to dike sealing measures.

- d. The Secretary informed the Board of the December 4th neighborhood meeting for the property owners with thin the Skyline Subdivision & Watson Road Sewer Extension Project. The Secretary will advertise for the meeting as a workshop as more than one Board Member may be present.
- e. The Secretary updated the Board on the status of the NPDES Permit, Recycled Water Plan, and the Facility Plan. The Secretary will take the lead on the conditional use permit and will have Mr. Rudd review the draft. There will be a public meeting on December 18th and property owners bordering the project will receive a written invitation. The meeting will be advertised publicly as a Board Workshop.

8. Executive Session ORS 192.660 (2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Director Bellet called executive session to order at 6:20 PM
The Board came out of executive session at 6:50 PM

The Board has directed the Secretary to approach Wells for property purchase and set up a meeting with Wells, the Secretary, Director Bellet or Director Griffith.

- f. Director Griffith made a motion to approve Task Order #17 with Adkins Engineering for ROW Utility Research and Miscellaneous project support, Director Dehlinger seconded the motion, and the motion was approved unanimously.
- g. Mr. Rudd will continue working on the individual option agreements for the Reeder Group landowners.

9. Other Business

- a. The Board reviewed the Treatment and Collection System staff reports. Director Bellet asked if it was time to replace the 2007 work truck that had required some recent repairs, the Secretary suggested that that particular vehicle could still serve the District well and was not yet reaching the end of its cost-effective life. The Board thanked staff for their reports.
- b. There was no significant correspondence.
- c. The Board will inform the Secretary when they would prefer to add the District Investments discussion to the Board agenda.

10. Adjourn – Director Griffith moved to adjourn, Director Dehlinger seconded the motion and the motion was approved. The meeting was adjourned at 7:00 P.M. The next regular board meeting is set for December 17, 2019, at 5 P.M.

Secretary _____

Board Representative _____