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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 June 18, 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 Richard Card a member of the public was also in attendance.
- 3. Meeting Minutes May 19, 2020** – The Board reviewed the meeting minutes from the May 19, 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. Budget Committee Meeting Minutes May 19, 2020** – The Board reviewed the meeting minutes from the May 19, 2020 Budget Committee Meeting. Director Griffith moved to accept the minutes, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- 5. Special Meeting Minutes May 23, 2020** – The Board reviewed the meeting minutes from the May 23, 2020 Special Board Meeting. Director Griffith moved to accept the minutes, Director Bellet seconded the motion, and the motion was approved by a majority vote with Director Dehlinger abstaining.
- 6. Monthly Financial & Investment & Accounts Payable** - The May 2020 Monthly Financial & Investment & Accounts Payable reports were reviewed by the Board. Director Griffith moved to approve the reports, Director Dehlinger seconded the motion and the motion was approved unanimously.
- 7. Public Comment** – Mr. Card requested that he not be charged for a commercial unit that he is no longer using. The secretary mentioned that commercial building units cannot be individually disconnected unless the bathroom drains are permanently disabled, as has been Board policy. Mr. Card mentioned that he preferred not to do this in case the other unit could be rented out in the future. Director Griffith mentioned that a commercial building had been allowed to reduce by a unit charged after an onsite inspection showed that the additional unit no longer existed due to permanent construction changes consisting of removed walls. Mr. Griffith informed Mr. Card that the District must be consistent on how

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policy is implemented. The Secretary suggested that he make an appointment with Mr. Card and inspect the building and bring a determination to the Board at the next regular meeting.

8. New Business

- a. After some minor discussion regarding Mr. Card’s testimony, the Board was in consensus for the Secretary’s idea to perform an onsite investigation of Mr. Card’s building and then to report back to the Board with his findings.
- b. Director Bellet appointed Director Dehlinger to the Audit Committee position for FY 2019-20.
- c. The Board reviewed the annual agreement for drug testing through A-Worksafe Service INC. Director Bellet inquired as to the District listed as “owner/operator”, Mr. Rudd did not have a problem with the designation. Director Dehlinger made a motion to approve the agreement, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.

9. Old Business

- a. Director Griffith moved to approve the District Manager Contract as written for June 7, 2020 to June 6, 2021, Director Dehlinger seconded the motion, and the motion was approved by a unanimous vote.
- b. Mr. Rudd informed that Board of their options for attempting to get back District funds for work not performed from Vision. Mr. Rudd suggested that the first course of action would be to send a letter to Vision requesting funds be returned. The Board was in consensus for that course of action.
- c. Mr. Scalas informed the Board that the CIPP project will likely extend past the project due date, due to a correction required on one of the lined mains. The Secretary presented pay request #1 to the Board for approval. Mr. Scalas recommended approval. Director Griffith moved to approve the pay request, Director Dehlinger seconded the motion and the motion was approved by a unanimous vote.
- d. The Secretary and Mr. Scalas gave a brief update on the Skyline Sewer Extension Project. The District received a single bid from Bobs Excavating for \$1.58 M, just under the low Engineering Estimate. Director Dehlinger made a motion to approve the contract with Bob’s Excavating, Director Griffith seconded the motion and the motion was approved. Construction will begin the third week of June and is scheduled to be completed by Thanksgiving.

The Secretary informed the Board that he has approved 2536 Western Street sewer connection fee for a 5-year payment plan. The Secretary intends to allow anyone else in the project to qualify for the payment plan before June 30. The Board took no exception.

The District and Bob’s Excavating will hold a neighborhood construction meeting on June 22, 2020 at 6 PM at the Klamath Senior Center to inform the project residents of the construction schedule and to answer any questions they may have regarding the project. Proper social distancing shall be enforced, and masks strongly encouraged and provided for the event.

- e. The Secretary briefed the Board on the status of the District recycled water project. The Board discussed the water balance provided by West Yost & Associates and the assumptions made.

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10. Budget Hearing

- a. Director Bellet called the Budget Hearing to order at 6:10 P.M.
- b. The Budget Hearing was closed at 6:15 P.M.

11. Other Business

- a. Director Dehlinger made a motion to approve Resolution #212 Adopt the 2020-21 Budget with the following corrections: reduce Skyline Sewer Extension Project by \$1.0 M, add \$12,000 for COVID 19 testing in the sewer, add \$250,000 in income for the RED Solar Grant, add \$1,100 for hosting CCTV videos to link to GIS/Asset Management program, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- b. The Board reviewed the Treatment and Collection System staff reports and thanked Clay and Sally for their reports.
- c. Mr. Keller a local contractor has requested that the District allow him to submit cash in lieu of a warranty bond for infrastructure transfer. The director of Administrative Services noted that the District would need to open a separate account for this and track it. Mr. Rudd mentioned that the District would need to pass an ordinance to allow this. Mr. Griffith mentioned that he has never heard a request to do so as of yet, so it may make sense to see if additional requests come in to accept cash in lieu of a warranty bond. The Board took no action.
- d. The Secretary informed the Board that the District will be holding its annual Safety Awards Luncheon tomorrow at 12:00. The Secretary mentioned that he intends to let the crew go home paid after the luncheon, and that the Board is invited.

12. Adjourn – Director Griffith moved to adjourn, Director Bellet seconded the motion and the motion was approved. The meeting was adjourned at 6:44 P.M. The next regular board meeting is set for July 21, 2020, at 5 P.M.

Secretary _____

Board Representative _____