

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
February 17, 2016**

TIME AND PLACE OF MEETING

A regular meeting of the Board of Directors of the Rogue Valley Sewer Services, Jackson County, Oregon, was held at the Rogue Valley Sewer Services Office, 138 West Vilas Road, Central Point, Oregon, February 17, 2016 at 7:00 a.m.

PLEDGE OF ALLEGIANCE

PRESENT

Bob Dunn, Chairman; Kay Harrison, Director; Wayne Brown, Director; Jim Lewis, Director; Bill Stults Vice Chairman;

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Shane Macuk, Operations Manager; Joan Pariani, Executive Secretary; Jennie Morgan, Stormwater Manager;

CONSENT AGENDA

Kay Harrison motioned and Wayne Brown seconded approval of the Consent Agenda consisting of the Minutes of the Regular Meeting of January 20, 2015. The motion carried with a majority vote of the board members. Chairman Bob Dunn abstained due to his absence in January.

ORDINANCE 16-01: AN ORDINANCE TO AMEND THE ROGUE VALLEY SEWER SERVICES CODE

This is the second reading of Ordinance 16-01.

Bob Dunn opened the public hearing at 7:01 a.m.

Carl explained that there are two major changes to the RVSS' code.

The DEQ requires that RVSS must expand the area covered by the Phase 2 permit to match the "urbanized area" when new census data is available. This expansion covers about 1,000 tax lots and includes the White City Industrial Stormwater Area. RVSS' current code specifically excludes the White City Industrial area from the stormwater quality rules. This exclusion needs to be deleted from the code to comply with DEQ regulations. At the same time, some of the language in Chapter 4 needs to be cleaned up. This includes making "stormwater" one word; updating the definition of "impervious surface"; and updating the implementation of erosion control permits.

The City of Medford is making changes to their Chapter 11, which addresses sewer pre-treatment. By agreement, RVSS Chapter 7 mirrors the City of Medford's code. They have changed their wording on grease interceptors and made some housecleaning changes. RVSS' code has been changed to match this.

Carl read the ordinance by title only.

Bob Dunn closed the public hearing at 7:02.

Bill Stults motioned and Jim Lewis seconded to approval of Ordinance 16-01: An Ordinance to Amend the Rogue Valley Sewer Services Code. The motion carried with a unanimous vote of the board members.

FINANCE UPDATE

Brenda Baldovino presented the 2nd quarter financial report. She noted that the negative fund balance is beginning to get better. Also, the loan payments are right budget. The SDC's are above budgeted figures. This is due to 2 large projects, one of which is in appeal and some of the fees may be refunded. This finance report also shows that over \$450,000 was spent on J182. The reimbursement from the state was received in January and will show on the third quarter financial statement.

PROJECT UPDATES

16-02 Viewcrest Drive Sewer: The main line is complete. Remaining work involves surface restoration. A public hearing is scheduled for March to finalize this project and set the rate for the reimbursement district.

STORMWATER UPDATES

Jennie noted that in 2015, RVS donated \$1,000 to the Rogue River Watershed Council. She is requesting that this donation be made again for the 2016 Fiscal Year

Kay Harrison motioned and Wayne Brown seconded to approval of a \$1,000 donation to RRWC. The motion carried with a unanimous vote of the board members.

Jennie provided the Board with a copy of the revised construction permit. This will be good for five years and coincides with the DEQ's 1200C permit. The Board approved of the new permit.

Erosion and Sediment Control classes are continuing. The Maintenance staff attended a ESC last month.

One brown tag was issued to Twin Creeks.

O&M UPDATES

RVSS Maintenance staff have flushed 53,864 feet of pipe and the video inspection crew has TV'd 57,750 feet.

The Special Cleaning Staff have flushed a total of 10,264 feet of pipe and completed protruding lateral cutting of 15 feet of mainline.

Shady Cove Treatment Plant received 82,700 gallons of hauled septage in the month of January for a total of \$12,450.

The special cleaning totals for January are 79.5 combined hours of labor & equipment for a total cost of \$2,956.24.

RVSS is currently conducting a trial demo of two Mission Telemetry units. One at the Foreign Trade Zone pump station and the other at the Meadows pump station. This allows real time remote access to information via the Cloud.

Seventy-one FOG inspections were completed in the last 30 days. Of those, 15 were in violation of not maintaining their interceptor, 20 were in violation of not maintaining their log books and seven had water temperature higher than 140 degrees. Seven did not have a grease removal device installed.

The Charleston Sanitary District has proposed to purchase Unit 29 for \$120,000.

MANAGER'S REPORT

The City of Shady Cove has issued an RFP to hire an engineer to evaluate the condition of the Shady Cove Treatment Plant. There has not been any further discussion on the contract extension.

Bill, Joan and Carl attended the annual SDAO conference in Sunriver.

Portland State University has developed a software program which calculates the Total Employee Cost for Compensation public sector employees. This would help to see how RVSS's compensation package compares with others in the state. Carl asked for approval to participate in this three year program with a cost of around \$4,000.

Jim Lewis motioned and Wayne Brown seconded to approval to purchase the PSU TECC Program . The motion carried with a unanimous vote of the board members.

When researching the PSU program, Carl realized that a resolution has not been adopted for spending limits. Section 3.05.050 of the Code gives the Manager authority to enter into contracts, but no set monetary amount was ever set. A resolution will be created for next month's Board meeting to clarify limits.

Since the resignation of the District Engineer last year, Carl has been performing all the professional engineering duties. The original plan was to hire an EIT. However, Carl has been in talks with a professional engineer who may be interested in the District Engineer's position. If this works out, an EIT may be something to consider in the future. The Board agreed to hire a District Engineer if possible.

CLAIMS LISTING

Kay Harrison motioned and Jim Lewis seconded to approve the Claims Listing of \$548,276.81. The motion carried with a unanimous vote of all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:40 a.m.

ROGUE VALLEY SEWER SERVICES

Robert Dunn, Chairman
Board of Directors

Joan Pariani, Executive Secretary