

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
November 16, 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, November 16, 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; Joan Pariani, Executive Secretary; Jennie Morgan, Stormwater Manager; Shane Macuk, Operations Manager; Nick Bakke, District Engineer

APPEARANCE OF INTERESTED CITIZ3ENS

Bob Fellows from Bob Fellows Construction and Schuyler Van Wart from Central Pipeline appeared before the Board in regards to a Brown Tag and fine which they received. They were confused with RVSS' procedure due to the Brown tag being emailed to them and then a fine issued so quickly. Schuyler tried to rectify the situation and contact Jennie Morgan, but his phone calls were not returned.

Jennie explained that a Brown tag was issued on Friday. On the following Tuesday, Bron Johnson and Jennie went out to the job site and the problem had not been corrected and a fine was assessed. Per protocol, Schuyler is the designated inspector on the job so he was the only one contacted.

Carl also explained that when there is a project that requires a 1200C permit, the permit itself has a designated inspector, which is the person on the job site in charge of making sure that all the conditions are being met. This is RVSS' point of contact. Because Schuyler was the designated inspector on this permit, he was the only one contacted through email. Carl feels that RVSS can do more to make sure that the information gets there accurately. Carl feels that Bob and Schuyler weren't trying to dodge the problem, it didn't get fixed well enough within the timeframe given.

Jim Lewis motioned and Wayne Brown seconded to uphold the Brown tag fine. The motion carried with a unanimous vote of the board members.

CONSENT AGENDA

Jim Lewis motioned and Bill Stults seconded approval of the consent agenda consisting of Minutes of the October 19, 2016 Board Meeting. The motion carried with a unanimous vote of the board members.

RESOLUTION 16-22: AWARD OF BID FOR FY2017 CIPP PROJECTS

Nick explained that this Project will cover two areas: the Crater Lane and Roadhouse Grill Projects. The Iron Horse Group was the only bidder. Carl also noted that there was an irregularity on the bid. The unit prices written in words did not match the unit prices written in numbers for one item, and the calculation of the total bid price was not accurate. By rule, the words take precedence over the numbers, which in this case would have increased the contract cost by \$30 million. Joe Kellerman was contacted regarding this issue. Since the intent of the bid is clear and there were no other bidders, it is allowable to have the contractor correct the bid and accept it. This is staff's recommendation.

Kay Harrison motioned and Jim Lewis seconded to approval of Resolution 16-22: Award of Bid for FY 2017 CIPP Projects. The motion carried with a unanimous vote of the board members.

PROJECT UPDATES

J200 Southern Oregon Ready Mix Bank Protection: This is wrapping up soon. RVSS has made a payment of \$212,033.35 for this job.

J232 Lozier Lane St. Improvements: There are a couple of lateral conflicts and a short section of eight-inch pipe that will be relocated. This will continue in the Spring of 2017.

J262 Hwy 62 Bypass: There is a lot on rock on this project. It is going slower than anticipated.

J270 Hwy 62 Bypass: Only one manhole needs to be relocated.

17-01 Table Rock Sewer Ext: Comments from Jackson County and ODOT have been received.

ODOT is planning a road "diet" from Rapp Road to North Main the Talent. RVSS has a 12-inch pipe on the south side of the Highway that is a concern for this project.

STORMWATER UPDATES

Jennie is participating the beginning of a statewide collaboration to develop messaging on stormwater topics that would be the same through the state. It's being organized by the OACWA.

The Perlite in the stormwater treatment filter units has been replaced. Stormwater vaults are cleaned once a year, usually in the fall. The Perlite is changed out every 2-3 years.

Five Brown tags were issued in October. These include Storage-R-U's, Patriot Station, Dollar General and Lisk Estates.

O&M UPDATES

RVSS Maintenance staff have flushed 3,298 feet of pipe and the video inspection crew has inspected 61,816 feet.

The Special Cleaning Staff have flushed a total of 10,528 feet of pipe.

Roseburg Lumber had a near spill that RVSS' crew discovered while doing routine video inspection. This has been a long term issue which requires multiple sections of the mainline downstream to be on the special cleaning list. This needs to be cleaned about every three month and this work is billed to Roseburg Lumber.

During the last major rain events, various cities around the valley had serious stormwater issues. The cities of Central Point, Phoenix and Talent called RVSS to help flush and video their storm drains.

Shady Cove Treatment Plant received 129,850 gallons of hauled septage in the month of October for a total of \$19,477.50.

The crews worked on flushing 2,038 feet of storm drains in the city of Shady Cove.

The clarifier at the Shady Cove Treatment Plant was shut down for a couple days. There was an issue with the skimmer arm shuttering. The entire basin was drained and cleaned out. The problem was the motor, which has now been replaced.

The special cleaning totals for October are 81 combined hours of labor & equipment for a total cost of \$2958.69.

The new Mission Communication Systems have been installed at Ashland #1 & #2, and Justice Pump Stations. Wilson will be installed in the coming weeks.

Seven FOG Inspections were completed in the last 30 days. Of those three were in violation of not maintaining their interceptor and two were in violation of not maintaining a maintenance log book.

RVSS has purchased a new Cloud based software to create a FOG database. This will allow the FOG program coordinator to collect all data at the point of inspection, then print and/or send compliance letters directly after inspection. Carl stated that this is something that he has been looking for a long time. This asset management tool will be able to have the entire pipe network on it, including all the pump station information. Anyone will be able to go out to any pump station with a tablet, log on and then call the Operations Specialist and have them walk through the issue. It will keep records of all maintenance. Carl is very excited about what this software can do.

The 2000 Ford Explorer has been sold for \$2,300.

Shane is looking to sell the old Onan III generator from the White City Pump Station. This could go for as much as \$20,000. In addition, the old street cutting saw needs to be sold. Shane is still checking on the price.

Kay Harrison left the meeting @ 7:50.

MANAGER'S REPORT

The Budget Committee terms for EJ McManus and Tim Lichlyter expire at the end of 2017. EJ is moving to Medford and will not be able to continue. No response has been received from Tim. Jim Lewis suggested that Carl contact Bruce Sophie.

Carl presented the update on the annual performance incentive. This is doing better than last year.

At the last SDAO meeting which Carl attended, the benefits of social media was discussed. Carl would like to start having more of a social media presence.

Carl has still been exploring the issue of grease trap waste. Travis has found some equipment that vacuum dries it and then it could be disposed at the landfill. The equipment costs and the setup this project could cost as much as \$450,000. It may bring in some revenue from tipping fees. Carl is still looking into this matter.

CLAIMS LISTING

Bill Stults motioned and Wayne Brown seconded to approve the Claims Listing of \$846,605.02.
The motion carried with a unanimous vote of the remaining board members.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to executive session at 8:08 to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

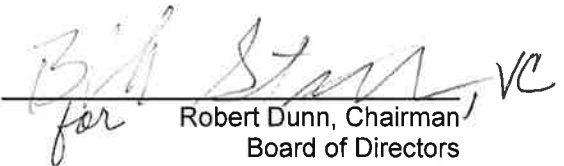
RETURN TO OPEN MEETING

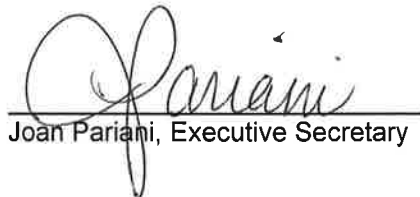
The Board returned to open meeting at 8:40.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:41 a.m.

ROGUE VALLEY SEWER SERVICES


for Robert Dunn, Chairman
Board of Directors


Joan Pariani, Executive Secretary