

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
March 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, March 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; Shane Macuk, Operations Manager; Joan Pariani, Executive Secretary; Jennie Morgan, Stormwater Manager; TJ Weber, Operations Specialist

CONSENT AGENDA

Jim Lewis motioned and Wayne Brown seconded approval of the Minutes of February 17, 2016 Board Meeting. Bill Stults motioned and Wayne Brown seconded approval of financing for Steve & Betsy McDonald and David Elder. Both motions carried with a unanimous votes of all board members.

ORDINANCE 16-02: FINAL ORDINANCE TO ESTABLISH THE VIEWCREST DRIVE SEWER REIMBURSEMENT DISTRICT

This is the first reading of Ordinance 16-02.

Bob Dunn opened the public hearing at 7:06 a.m.

Carl commented that this project went about \$8,000 over budget due to having to blast through rock. Each residence in this reimbursement district will pay \$18,833.

Carl read the ordinance by title only.

Bob Dunn closed the public hearing at 7:07 a.m..

Jim Lewis motioned and Bill Stults seconded to approval of Ordinance 16-02: Final Ordinance to Establish the Viewcrest Drive Sewer Reimbursement District. The motion carried with a unanimous vote of the board members.

Carl asked the Board for approval of financing for Steve and Debbie Wolf. The Wolfs' are in the Viewcrest Drive Sewer Reimbursement District.

Kay Harrison motioned and Bill Stults seconded to approve the financing for the Wolfs'. The motion carried with a unanimous vote of the board members.

MISSION TELEMETRY EQUIPMENT PRESENTATION

TJ Weber gave a presentation on the Mission Telemetry Equipment, which is installed in two of the 28 pump stations. This replaces the old Antix systems, which work the phone landlines. The

Mission Telemetry works through cell service and can be accessed from any laptop. This is informational only. RVSS cannot control the pump stations remotely. Carl wants it that way so that the security of the system will not be compromised. RVSS is looking into replacing all the old Antix systems with the new technology.

The board was pleased with the presentation and the new equipment.

RESOLUTION 16-02: MANAGER'S AUTHORITY TO AWARD CONTRACTS

Mr. Tappert explained that the RVSS Code gives the Manager authority to enter into contracts up to an amount set by Resolution of the Board. The Board has never established a limit for the Manager to approve contracts. There are times when the function of the district requires entering into contracts with little notice. The proposed resolution would allow the Manager to do this and require him to report any such contracts to the Board at the next regular meeting. The Board discussed the appropriate limit and agreed that \$50,000 would be sufficient.

Jim Lewis motioned and Kay Harrison seconded to approval of Resolution 16-02 with a limit of \$50,000. The motion carried with a unanimous vote of the board members.

STORMWATER UPDATES

Ms. Morgan explained that the MS4 boundary expansion goes into effect March 18th 2016. The first bills will be received by the new customers in July for their June service. A newsletter will be sent out in May informing customers of the expanded boundary. Revenue from the added industrial and commercial areas is estimated at \$187,000. Three of the properties will be charged more than \$10,000 annually. These are The Veteran's Rehabilitation Center in White City, The Jackson County Expo in Central Point and Harry & David/Bear Creek Corporation in Medford. Jennie would like to develop an incentive or rebate program for the customer with high stormwater fees. Director Kay Harrison agreed that this would be a worthwhile program to garner goodwill.

Jennie will be conducting a free Rain Garden Workshop in Talent for residents to learn how to install rain gardens. This is in cooperation with Jackson County SWCD.

Two Brown tags were issued. One for River Lane Homes and the other for Ashland Medford Plumbing. Bob Fellows was issued a brown tag for unmaintained BMPs. A notice of Non-Compliance with a \$500 fine was issued to Buntin Construction for the repeated failure to maintain BMPs in the Clearview Subdivision in Talent. Director Bill Stults asked if the fines were large enough to make a difference. Jennie feels that RVSS' fines are too low. Some contractor find it more cost effective to pay the fine than to be in compliance with the erosion and sediment regulations. Director Kay Harrison would like to see a program to commend those contractors who are consistent in following the erosion control guidelines.

The Technical Advisory Committee has developed a Low Impact Development Guidance Manual and this is endorsed by the Oregon DEQ. The manual can be downloaded from the DEQ's website. RVSS' logo is shown there as one the collaboration entities. RVSS sponsored training for 15 engineers and 22 local city staff. The SWAT will begin working on adapting and adopting the manual.

RVSS approved stormwater management plans for two projects in Central Point. One for Skyrman Arboretum and the other for Kottke Plumbing.

Jennie will be putting on another training in April regarding repairing riparian zones.

O&M UPDATES

RVSS Maintenance staff have flushed 35,772 feet of pipe and the video inspection crew has inspected 47,347 feet.

The Special Cleaning Staff have flushed a total of 11,642 feet of pipe and video inspected 436 feet.

Shady Cove Treatment Plant received 105,350 gallons of hauled septage in the month of February for a total of \$15,802.50.

The special cleaning totals for February are 193 combined hours of labor & equipment for a total cost of \$5,908.28.

A new wet well access hatch was installed at Ashland Pump Station #2

Fifty-three FOG inspections were completed in the last 30 days. Of those, 19 were in violation of not maintaining their interceptor, 21 were in violation of not maintaining their log books and four had water temperature higher than 140 degrees. One did not have a grease removal device installed.

The Charleston Sanitary District has purchased the 2009 International Vac-Con truck (unit 29) for \$120,000. The staff delivered it last week and conducted training to the Charleston Sanitary District Employees.

The Propane kit installation has been tentatively set for May.

Director Kay Harrison left the meeting at 7:50.

MANAGER'S REPORT

There is nothing new to report regarding the contract extension for Shady Cove.

The Regional Rate Committee approved a 50% reduction in the SDCs for the Jackson County Expo RV Park. This decision only affects the Regional SDC. RVSS also collects interceptor SDC and collection systems SDC. Staff is recommending the Board to approve an adjustment to RVSS' SDCs to match that approved by the Regional Rate Committee. This would result in a refund to Jackson County of \$15,525.

Jim Lewis motioned and Bill Stults seconded to approve the reduction in the SDCs for Jackson County. The motion carried with a unanimous vote of the remaining board members.

Carl is proposing a 4% sewer rate increase for the 2017 Fiscal Year. This will result in a \$19.00 per month bill for a single family house, which would be the lowest rate in the state. This is to keep up with the increase from treatment plant fees. This will be approved by the Budget Committee in April.

Staff had requested a change in the code to discontinue sending bills to tenants. This is an ongoing problem.. The current agreements with landlords will be grandfathered in, but will not allow any new tenant agreements. This will change Section 2.05.050 of RVSS code. The Board agrees with the tenant billing change.

Back in the 1990's there were a series of lawsuits and countersuits with Bille Joe Blair. The terms of the agreement were satisfied in December 2006, but a Satisfaction of Judgment was not recorded. With a consensus from the Board, Carl will ask Joe Kellerman to prepare the documents to release this encumbrance from the title. The board gave their consensus

In July, the Board heard an appeal from property owner Nancy Green regarding a certification of her tenant that she felt was unfair. The Board agreed to waive all late fees and reduce the principle amount by half. Ms. Green, somehow convinced the Jackson County Assessors to remove the total charge to her tax bill. Carl plans on recertifying the property, but ask the board

what amount should be certified, the original amount of \$224.95 or the adjusted amount of \$105.28. The board agreed on the original amount.

Nick Bakke has been hired as the new District Engineer. Nick is a graduate of Oregon Tech and has worked in the area for the past 11 years. He is scheduled to start employment April 4th.

The Budget Committee Meeting will be held Wednesday April 27th in the Board Room at RVSS

Carl receive a note regarding a customer who had called late Tuesday afternoon. The Morgans are relocating their home. Mr. Morgan is a disabled Marine who has lost both legs and has won the purple heart. As part of the wounded Warrior Program, a request was made that the \$120 permit fee be waived. The Board agreed.

CLAIMS LISTING

Jim Lewis motioned and Bill Stults seconded to approve the Claims Listing of \$643,803.19. The motion carried with a unanimous vote of the board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:08 a.m.

ROGUE VALLEY SEWER SERVICES

Robert Dunn, Chairman
Board of Directors

Joan Pariani, Executive Secretary