

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
July 19, 2017**

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 July 19, 2017 at 7:00 a.m.

PLEDGE OF ALLEGIANCE

PRESENT

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

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; Tim Hammond, Lead worker.

APPEARANCE OF INTERESTED CITIZENS

Brent Jensen, labor representative for Teamsters Local 223, spoke regarding the contract negotiation. He shared information about points of the contract and explained the reason why the union isn't agreeing to the Fair Share portion of the contract.

CONSENT AGENDA

Jim Lewis motioned and Kay Harrison seconded approval of the consent agenda consisting of Minutes of the June 21, 2017 Board Meeting. The motion carried with a unanimous vote of the all board members.

RESOLUTION 17-14: POLICY GOVERNING ACCESS TO CONFIDENTIAL INFORMATION

Carl explained that this resolution will create a policy to prohibit employees from sharing confidential information.

Bill Stults motioned and Wayne Brown seconded approval of Resolution 17-14. The motion carried with a unanimous vote of the all board members.

RESOLUTION 17-15: AWARD OF PROPOSAL 425 HP, 6X4, AUTOMATIC , 66,000 GVWR TRUCK CHASSIS

Shane noted that our process is to purchase the chassis directly and have the flusher manufacturer install the equipment on the chassis. This helps ensure we get the equipment we want and saves costs. We received four proposals for the chassis. Based on our evaluation of the criteria defined in the request for proposals staff is recommending we purchase the chassis from DSU Pererbilt in the amount of \$129,301.

Kay Harrison motioned and Wayne Brown seconded approval of Resolution 17-15. The motion carried with a unanimous vote of the all board members.

RESOLUTION 17-16: AWARD OF PROPOSAL COMBINATION SINGLE ENGINE SEWER CLEANER WITH POSITIVE DISPLACEMENT VACUUM SYSTEM

This is the second part of the vehicle procurement. We received four proposals for this equipment. Based on our evaluation of the criteria defined in the request for proposals staff is recommending we purchase the equipment from Owens Equipment in the amount of \$323,853

Jim Lewis motioned and Bill Stults seconded approval of Resolution 17-16. The motion carried with a unanimous vote of the all board members.

PROJECT UPDATES

J094 Sarah Lane Project: This project will require easements for a portion of the new mainline. Intern Casey Jones is close to completing this plan.

J232 Lozier Lane Street Improvements: This project is still under construction. Sewer laterals will continue to be relocated as needed.

J243 North Central Valley Sewer Replacement: Pilot Rock has completed the pipe installation and will have the trench paved this week. A payment has been received on this project.

J256 OR 62:Rogue River Drive to Cleveland Street: This project is back on track after ODOT had put it on hold for a short time. One manhole will be abandoned in the coming weeks.

J272 OR99 Rapp Rd to North Main: RVSS is working with ODOT and Avista to schedule manhole replacements.

J274 Wilson Way Sewer Ext: Currently working with the surveyor to identify un-located utilities along Hwy 62. This project will eliminate the Wilson Pump Station.

J275 Breckenridge Drive Sewer Realignment (Phoenix): This project will abandon one inaccessible manhole and 465 feet of backyard sewer. Still in the design phase.

17-01 Table Rock Sewer Ext: Sewer design is complete. The county's consultant will be finalizing the roadway design shortly. A payment of \$307,805.72 will be sent per agreement.

Kay Harrison motioned and Jim Lewis seconded approval of a payment of \$307,805.72 to the County and ODOT. The motion carried with a unanimous vote of the all board members.

STORMWATER UPDATES

The Phase II permit is no longer a priority for DEQ. They are awaiting finalization of the state budget to determine priorities.

The Clean Rivers Coalition is a statewide organization in which RVSS is participating. This is the first year of its existence. Jennie would like to put seed money into the organization and is asking the board to approve a \$2,000 donation. Frances Oyung will be on the steering committee for this organization. Jim Lewis asked how many entities will be involved. Jennie is unsure of the amount that will "sign-on" to the agreement. A workshop which she attended last week had about 60 entities attending. He also asked if all entities will be donating \$2,000 or if it's prorated by population. Jennie explained that the organization asked for around \$1,000 or more per entity. Jennie suggested \$2,000. Jim Lewis also asked about the amount of staffing this coalition would have. Jennie noted that there would be no staff, everything is to be ran by those on the steering committee.

Bill Stults motioned and Jim Lewis seconded approval of an approval of a \$2,000 donation of seed money for the Clean Rivers Coalition. The motion carried with a unanimous vote of the all board members.

Jennie is developing a Source Water Protection Program with Medford Water Commission. This will pilot in the White City Industrial area. The goal of this is to do inspections on industrial

properties to see if there are potential sources of stormwater contamination. If there are, to provide technical assistance. Those who agree to participate in the program will receive a free spill kit.

O&M UPDATES

Shane Macuk gave an update on maintenance operations for the previous month.

MANAGER'S REPORT

Bruce Bischof will phone into the Executive Session to discuss the Union Contract Mediation.

Carole has been working on the PCI Compliance contract. This will also upgrade the firewall.

The major expansion of the GIS program is underway. The goal of this project is to consolidate all the maintenance and operational records into an easily accessible platform. The development costs come to \$123,960. This was included in the current year's budget.

Bill Stults motioned and Jim Lewis seconded to approve the GIS software in the amount of \$123,960. The motion carried with a unanimous vote of the remaining board members.

The Treatment Department has been created. Kevin James is the manager, Brian Christensen and Kevin Kerby have been transferred to the Treatment Department.

Shane has two new employees in the maintenance department.

The City of Medford allows RVSS to deliver biosolids from the Shady Cove Treatment Plant. This material is then disposed at the Dry Creek Landfill at a cost to RVSS of \$1,975 per year plus \$21.96 per ton. Carl asked for a motion to continue this intergovernmental agreement.

Jim Lewis motioned and Kay Harrison seconded to approve an intergovernmental agreement with the City of Medford to dispose of biosolids from the Shady Cove Treatment Plant. The motion carried with a unanimous vote of the remaining board members.

Carl discussed an update to the Mission Statement. The new Mission Statement would be "Manage, maintain and improve storm and wastewater systems to protect and preserve public health, quality of life and economic vitality in our community." The board agreed to this new Mission Statement.

CLAIMS LISTING

Kay Harrison motioned and Jim Lewis seconded to approve the Claims Listing of \$981,015.19. The motion carried with a unanimous vote of the remaining board members.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to executive session at 7:55 to conduct deliberations with persons that has been designated to carry on labor negotiations. ORS 192.660(2)(d) and to review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8)

RETURN TO OPEN MEETING

The Board returned to open meeting at 8:55. Jim Lewis motioned and Wayne Brown seconded to award Carl Tappert a 3% merit increase effective July 1, 2017. The motion carried with a unanimous vote of the remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:56 a.m.

ROGUE VALLEY SEWER SERVICES



Bob Dunn, Chairman
Board of Directors



Joan Pariani, Executive Secretary