

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
October 18, 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 October 18, 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; Joan Pariani, Executive Secretary; Shane Macuk, Operations Manager; Nick Bakke, District Engineer; Jennie Morgan, Stormwater Manager;

Absent: Brenda Baldovino, Finance Director;

APPEARANCE OF CONCERNED CITIZEN

Charlene Brown and Melissa Walker attended the Board meeting to discuss a sewer backup into her home on October 23, 2017. A stick in the sewer main caused a backup into the bathroom of Ms. Brown home at 256 Vashti Rd, Medford. RVSS arrived at Ms. Brown's home as soon as the spill was reported. The line was videoed and was determined that there was a faulty backflow valve. Ms. Brown's insurance will not cover this and, because of the faulty valve, SDIS will only cover up to \$5,000. The estimate given by SDIS is over \$13,000. Ms. Brown is asking for monetary help to cover the cleanup and rehabilitation of her home.

The Board agreed to increase the settlement to \$10,000. It was also suggested to Ms. Brown that she replaces the backflow device. Ms. Brown was happy with this decision.

Jim Lewis motioned and Bill Stults seconded approval of a \$10,000 settlement to Charlene Brown. The motion carried with a unanimous vote of the all board members.

Director Harrison left the meeting at 7:52

Carl introduced Dan Hammond. He will be a staff liaison.

CONSENT AGENDA

Jim Lewis motioned and Bill Stults seconded approval of the consent agenda consisting of Minutes of the September 20, 2017 Board Meeting. The motion carried with a unanimous vote of the all board members.

PROJECT UPDATES

J094 Sarah Lane Project: Design is done. Staff is waiting for one more easement to begin construction.

J232 Lozier Lane Street Improvements: Still working on this.

J243 North Central Valley Sewer Replacement: Complete Final project costs came in \$13,000 under budget.

J256 OR 62: Rogue River Drive to Cleveland Street: Still have manhole work to complete.

J272 OR99 Rapp Rd to North Main: No change, RVSS is still working with ODOT and Avista to schedule manhole replacements.

J274 Wilson Way Sewer Ext: With the new design, the sewer will be moved south of the original plan. Pony Farm and another pump station will be eliminated.

J275 Breckenridge Drive Sewer Realignment (Phoenix): This project is ready to go.

17-01 Table Rock Sewer Ext: This job should bid the first week of November.

J290 C Street Sewer Relocation (Jacksonville): Carl designed this project. Staff is currently working on this.

STORMWATER UPDATES

Frances is continuing her in-class room visits ahead of the annual Salmon Watch field trip.

RVSS helped to coordinate the annual Kids and Creeks event 9/23/17.

Frances has been working with facility managers to determine Best Management Practices in the White City Industrial area.

A booth was staffed at the Talent Harvest Festival October 7th.

RVSS organized a Hazardous Materials Training.

The annual Phase 2 MS4 report has been completed and awaiting the Board approval. This is due to DEQ by November 1st.

Jim Lewis motioned and Bill Stults seconded approval the Phase 2 MS4 annual report. The motion carried with a unanimous vote of the all board members.

O&M UPDATES

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

MANAGER'S REPORT

The Teamsters have officially decertified themselves as representatives of RVSS employees. The Union insurance will be terminated November 1st, 2017 for the staff. Carl is recommending that the staff be provided with the same health insurance as management and that an HRA be set up for each employee in the amount of \$1,400 per year with a maximum rollover of \$700. This will make their insurance plan very close to that of the Union insurance plan.

Also, with the new policy, if an employee has group coverage from an alternative source, they can opt out with a waiver. This will save the District money, so Carl feels that some of this savings should be passed on to the employee.

Bill Stults motioned and Jim Lewis seconded approval of the HRA for the staff and also approval of 33% of the cost of the individual insurance premium. The motion carried with a unanimous vote of the all board members.

Carl is updating the Personnel Policies to incorporate the Union Contract and the current Personnel policy. This should be ready for approval at the November Board meeting.

Carl would like to create an annual compensation package as part of the budget process. He also asked if the Board wanted for the General Manager's compensation to be included in the

report, or if the Board wanted to keep it separate. The Board agreed to keep it separate. Carl will create a resolution for November's Board Meeting.

The salary survey is complete. Most positions were within 5% of the average for comparable positions. The Stormwater Manager is below the average. Carl will be recommending an increase in range for this position. Also, Treatment Plant Operator currently does not have a range. Carl would like to establish this to be the same as Stormwater Manager.

RVSS has received a proposal from Jeff Sinclair, who now works for Brown and Brown Insurance, to act as the insurance agent through SDIS. Carl doesn't have preference, but will look to see if there is a savings.

A lot of different ideas have been passed around for FOG disposal in the past year. Carl would like to start a composting program. The septage would be taken from the lagoons and the FOG would be added. This would then need to be de-watered. Then woodchips would be added for composting. This would be a Class A compost that could be used anywhere. The biggest thing is the de-watering. A quote received for de-watering equipment was around \$270,000. Carl would like to see this program pay for itself. He would like to ask Mark Dennett to do a market analysis for RVSS to see if anyone would be interested in this product. The Board was agreeable.

CLAIMS LISTING

Bill Stults motioned and Wayne Brown seconded to approve the Claims Listing of \$1,176,306.03. The motion carried with a unanimous vote of the remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:33 a.m.

ROGUE VALLEY SEWER SERVICES



Bob Dunn, Chairman
Board of Directors



Joan Pariani, Executive Secretary