

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
November 15, 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 November 15, 2017 at 7:00 a.m.

PLEDGE OF ALLEGIANCE

PRESENT

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

ALSO PRESENT

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

CONSENT AGENDA

Bill Stults motioned and Kay Harrison seconded approval of the consent agenda consisting of Minutes of the October 18, 2017 Board Meeting, Letters of Appreciation and the Contract Renewal for the Oregon Cooperative Procurement Program. The motion carried with a unanimous vote of the all board members.

RESOLUTION 17-20: EMPLOYEE COMPENSATION PROGRAM

Carl created an employee compensation plan from the past Union contract and Personnel Polices. The wages for Exempt employees are consistent with the recommendations of the salary survey study. One change will be to increase the Stormwater Manager's and Treatment Manager's pay scale. The boot allowance has also been changed. Reimbursement will be \$200 per year with a roll over not to exceed \$400. Everything else is the same as the final offer contract.

Wayne Brown motioned and Bill Stults seconded approval of Resolution 17-20. The motion carried with a unanimous vote of the all board members.

RESOLUTION 17-21: PERSONNEL POLICIES

With the decertification of the Union, Carl has updated the Personnel Policies. The significant changes are:

- A: Change in the pre-employment drug screen. This just puts RVSS in compliance with the State law.
- B: Added certifications for on call, along with a daily rate increase.
- C: Conversion to PTO from vacation and sick leave.
- D: Added a floating Holiday

Kay Harrison motioned and Wayne Brown seconded approval of Resolution 17-21. The motion carried with a unanimous vote of the all board members.

PROJECT UPDATES

J094 Sarah Lane Project: Still waiting for one easement.

J232 Lozier Lane Street Improvements: Still working on this.

J256 OR 62: Rogue River Drive to Cleveland Street: RVSS is working with ODOT and the contractor regarding a conflict having to do with an exposed pipe in the stormwater trench.

J266 FY 2017 CIPP Project (Medford/Central Point): This is complete and came in under the original bid.

J272 OR99 Rapp Rd to North Main: Knife River won the bid on this job. It should start in the spring.

J274 Wilson Way Sewer Ext: Neathamer is performing additional survey for the Hoover Avenue alignment

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

17-01 Table Rock Sewer Ext: This will bid November 16th.

J290 C Street Sewer Relocation (Jacksonville): Staff is still working on this with no complaints from homeowners.

Q001 Wagner Creek Bridge: This is a joint project with the City of Talent. A pedestrian bridge is being put in by the City and they requested RVSS to do the design for a water quality feature. Nick is working on the design.

STORMWATER UPDATES

Frances completed the Salmon Watch Program for the year.

The Stormwater Advisory Team voted to adopt the revised SWQ swales design details and specifications. This will be a big change for contractors in the valley.

DEQ has been ordered by the Executive Director to get the Phase II permit done. They should be issuing the permit for public notice by November 27th. The rate for the MS4 permit may be going up substantially due to an increase in staffing at the DEQ.

Jennie spoke on the funding for the Wagner Creek Park project Q001. This is within the CIPP portion of the Stormwater Budget.

O&M UPDATES

Shane Macuk gave an update on maintenance operations for the previous month. Carl also updated the Board on the closure of Hurd Farms to non-local customers. He has a request into DEQ for a temporary increase of the loading rate at the lagoons.

Director Kay Harrison leaves to meeting @ 7:50

MANAGER'S REPORT

Carl received a proposal to change agents for our Property/Liability insurance. Due to the fact that we are currently in the renewal process and there would be no changes in cost, we are recommending no change at this time. Agent fees are set by statute when premiums are below \$100,000 annually. We anticipate that with next year's renewal we will surpass this threshold and the agents will be able to provide competitive proposals. Staff recommended that we issue an RFP next summer to select an insurance agent. The Board concurred.

City of Medford received an "Intent to Sue" notice from the Earthwise Law Center alleging violations of its sewer discharge permit. The City is still evaluating its options, however if the City is required to make major process improvements this will be reflected in the treatment rates which will affect RVSS customers.

Staff has built some test bins and are running compost tests with mixtures of wood chips, waste sludge from Shady Cove and FOG. It seems to be doing what it's supposed to.

Carl discussed the possibility changing the office hours. Currently RVSS is opened from 8:00-5:00. He would like to close the doors at 4:00. Carole has been tracking when customer come and what services they are requesting. Most customer come it to pay bills. Out of 57 people that came in last week, only three came in after 4:00.

Carl reminded the Board of the SDAO conference in February.

SDAO is offering an additional 4% credit to districts that participate in the Board Practices Assessment. This is limited to the first 30 District that request it. The Board agreed to participate in the assessment.

Gold Hill got an extension of the agreement with DEQ until next August. One of the conditions was to have smoke testing completed by November 1st. Carl didn't receive the amended order until October 30th. RVSS smoke tested for the City. Gold Hill will be assessed a fine for not getting the testing done in time.

CLAIMS LISTING

Bill Stults motioned and Wayne Brown seconded to approve the Claims Listing of \$800,685.49. The motion carried with a unanimous vote of the remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 a.m.

ROGUE VALLEY SEWER SERVICES



Bob Dunn, Chairman
Board of Directors



Joan Pariani, Executive Secretary