

**REGULAR MEETING OF BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
July 20, 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, July 20, 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; Nick Bakke, District Engineer, Gene Johnson

**CONCERNED CITIZEN**

Gene Johnson came to speak to the Board regarding the new stormwater charge. His complaint is that no one understands stormwater management. He disagrees with the definition of "impervious". He feels that an article in the newspaper would have been more informative.

**CONSENT AGENDA**

Jim Lewis motioned and Wayne Brown seconded approval of the consent agenda consisting of Minutes of the June 15, 2016 Board Meeting, the approval of an assessment order for Steven & Elizabeth McDonald and the renewal of the agreement with the City of Medford for acceptance and disposal of dewatered biosolids. The motion carried with a unanimous vote of the board members.

**ORDINANCE 16-03: AN ORDINANCE TO AMEND THE ROGUE VALLEY SEWER SERVICES CODE TO CHANGE THE RESIDENTIAL TENANT BILLING RULES**

This is the second reading of Ordinance 16-03.

Carl noted that there was one minor change since the first reading. The effective date was changed to August 19 to be 30 days after the approval of the ordinance.

Carl read the ordinance by title only.

Bill Stults motioned and Jim Lewis seconded to approval of Ordinance 16-03: An Ordinance to Amend the Rogue Valley Sewer Services Code to Change the Residential Tenant Billing. The motion carried with a unanimous vote of the board members.

**RESOLUTION 16-14: TRANSFER OF APPROPRIATIONS IN FY2016 BUDGET**

Brenda explained that this transfer is made every year. At the end of the fiscal year a few bills will come in and take certain funds over budget. These amounts are minimal, but to stay in compliance with budget law, funds need to be moved from contingencies.

Kay Harrison motioned and Wayne Brown seconded to approval of Resolution 16-14: Transfer of Appropriations in FY 2016 Budget. The motion carried with a unanimous vote of the board members.

## **RESOLUTION 16-15: AWARD OF BID FOR THE BEAR CREEK BANK PROTECTION PROJECT J200**

Two bids were received for this project. Both were a little over Engineers Estimate. Staff recommends award to Knife River Materials in the amount of \$242,242.

Kay Harrison motioned and Jim Lewis seconded to approval of Resolution 16-15: Award of Bid for the Bear Creek Bank Protection Project J200. The motion carried with a unanimous vote of the board members.

## **PROJECT UPDATES**

Nick Bakke presented the Project Updates.

J111 Crater Lane: Four easement still need to be acquired before the project can start.

J182 Highway 62 Bypass, Phase 1: Knife River just started work on this sewer relocation. It involves about 277 feet of line.

J232 Lozier Lane St Improvements: Jackson County and the City of Medford are reconstructing Lozier Lane. The mainline should not be affected by this reconstruction, although it will affect several laterals.

J260 Buchanan Ave Sewer Improvement: RVSS replaced 136 feet of undersized eight inch sewer line with 12 inch. This project is complete.

J262 Hwy 62 Bypass, Phase 2: Nick just sent off plan set for this. There will be some relocation work just south of Vilas. This job will be bid out and is fully reimbursable.

J266 Misc. CIPP Project: These projects have been put on hold until some of the more pending projects are complete.

## **STORMWATER UPDATES**

Jennie has finally received a public comment draft of the Phase II permit. The public comment version of the permit ends August 8. After that, DEQ will take all the comments from around the state, review them and make any changes they deem necessary. They plan on issuing the permit on September 30<sup>th</sup>. In the last draft the reporting period is changing from fiscal year to calendar year. Another change in the new permit is any development over 5,000 sf or greater will need to create an erosion control plan and have is to be approved by RVSS. Jennie feels that this will be a huge additional workload. Another change is that RVSS would need to investigate 20% of the septic systems within the stormwater boundary. With the expansion of the Stormwater Boundary recently, the RVSS district has more septic systems than ever before. This change would need to be incorporated within three years. Carl has a problem with this change. RVSS has no authority to enter onto properties to investigate septic systems. Jennie will be testifying at a public hearing on August 3<sup>rd</sup>.

Jennie held an Erosion Control Class last month for 12 people.

Jennie and Jonathon started illicit discharge sampling of Wagner Creek. The results are being reported at [www.swimguide.org](http://www.swimguide.org). They are also sampling the East Phoenix Canal.

Three stormwater projects have been approved. They are for Hiatt Lane Apartments in Central Point, Community Bible Church in Central Point and The Village at Valley View in North Ashland.

## **O&M UPDATES**

RVSS Maintenance staff have flushed 28,422 feet of pipe and the video inspection crew has inspected 49,573 feet.

The Special Cleaning Staff have flushed a total of 10,706 feet of pipe and video inspected 710 feet.

The root Saw total for June is 55 feet.

Shady Cove Treatment Plant received 145,950 gallons of hauled septage in the month of June for a total of \$21,892.50. This is a new record.

The special cleaning totals for June are 204 combined hours of labor & equipment for a total cost of \$8,970.

Staff has inspected and flushed 500 feet of 21 inch mainline within the City of Rogue River for the Grants Pass Irrigation District.

The circuit board in the generator at the Dunn Pump Stations is being replaced. FOG Program Coordinator Travis Cox is currently working on a new database for wash racks and oil/water separators connected to the system.

Shane is ordering two new GMC vehicles. A Sierra ¾ ton truck to replace unit 16 and a Terrain to replace unit 1. Both of these purchases are within the FY17 budget. Also, a new Trac Loader is being purchased as budgeted.

Bill Stults motioned and Jim Lewis seconded to approve the approval of the two GMC vehicles and the Trac Loader. The motion carried with a unanimous vote of the remaining board members.

#### **MANAGER'S REPORT**

Another code change will be coming soon. Carl wants to clear up some of the definition of how stormwater is charged for duplexes.

Carl presented a map of the Table Rock area where Jackson County will be doing some road improvements. He is proposing to create a reimbursement district in this area. This project is estimated to cost \$500,000 if it is constructed while the County is improving the road. If this project is postponed, it will be at a much higher cost.

Carl also wants guidance from the Board on how to charge customers for their reimbursement. These properties are within either Medford, Central Point or the County. The city properties are all zoned commercial. The county property is zoned residential, although all of the properties are currently residential use.

RVSS' reimbursement district methodology uses a slightly different formula to calculate the assessment for residential property versus commercial or industrial property. Based on the current zoning, the assessments range from \$15,000-\$40,000. Based on the current uses the assessment would be just over \$10,000 per unit. However, there is a mobile home park in this area that would have to pay over \$200,000. Carl feels that the assessment should be made on the zoning, not on current use. The Board agreed.

A topic of paid leave for salaried employees that are exempt from overtime was discussed. Carl asked the board if they prefer to have salaried employees track their time or to be able to use paid leave after working so many hours in a day. The Board agreed with the latter with a minimum of four hours worked in a day.

SDAO has a checklist on best practices and government ethics to be completed by board members. This could result in a 2% discount in our liability insurance. Carl would also like to update the Board policies.

RVSS took second place in the Central Point 4<sup>th</sup> of July Parade. Carl would like to have a banquet to commemorate the 50<sup>th</sup> anniversary similar to the 40<sup>th</sup> anniversary party.

Kay Harrison left the meeting @ 7:53.

Carl presented the board with copies of a few customer complaints. One customer was upset that the newsletter included a Spanish language insert. Carl feels that since we have a significant number of customers whose first language is Spanish it makes sense to get information to them in Spanish. The Board concurred.

The second complaint was from a customer angry that an unpaid service charge did not show up on his account for nearly a year. When he bought his house a year ago the title company failed to update the previous owner's service charge so that it could be paid through escrow. As a result a fee of \$11 was not paid and ultimately certified. This is an error on the part of the title company and typically happens about five times a year. The title company promptly paid the fee.

#### **CLAIMS LISTING**

Jim Lewis motioned and Bill Stults seconded to approve the Claims Listing of \$907,194.85. The motion carried with a unanimous vote of the board members.

#### **ADJOURNMENT TO EXECUTIVE SESSION**

#### **RETURN TO OPEN MEETING**

Jim Lewis motioned and Bill Stults seconded to award Carl Tappert a 5% merit increase effective July 1, 2016. The motion carried with a unanimous vote of the board members.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:25 a.m.

ROGUE VALLEY SEWER SERVICES



Robert Dunn, Chairman  
Board of Directors



Joan Parjani, Executive Secretary