

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
December 15, 2021**

TIME AND PLACE OF MEETING

The regular meeting of the Board of Directors of the Rogue Valley Sewer Services, Jackson County, Oregon, was held on December 15, 2021 at noon. This meeting was held both in person and via Zoom.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Jim Snyder, Director; Roger Thom, Director; Mike Parker, Vice-Chair
Absent: Wayne Brown, Director

ALSO PRESENT

Carl Tappert; Manager; Brenda Baldovino, Finance Director; Joan Pariani, Executive Secretary; Nick Bakke, District Engineer; Jennie Morgan, Stormwater Manager; Shane Macuk, Operations Manager; Mike Parson, Central Point Liaison.

CONSENT AGENDA

Mike Parker motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the November 17, 2021 Board Meeting. The motion carried with a unanimous vote of the all board members.

FINANCIAL UPDATES

Paul Neilson from Isler CPA presented a draft of the annual audit report via Zoom. A few minor errors were noted. This will be corrected for the final document.

PROJECT UPDATES

Nick presented the Project updates. Report is attached.

STORMWATER UPDATES

Jennie then updated the Board on Stormwater department activities. Report is attached.

O&M UPDATES

Shane updated the Board on what's going on in the Maintenance Department. Report attached.

MANAGER'S REPORT

Carl asked the Board about making Juneteenth a paid holiday, since it is a Federal holiday. He gave a short history of Juneteenth. The Board decided postpone a decision on this matter.

There have been no changes on the COVID policies.

Carl has received one positive response for one of the positions on the Budget committee. This was from a City of Talent council member. We are still looking for a volunteer for the second vacancy.

The stormwater Tech, Engineering Tech and the Staff Engineer positions are still needing to be filled.

Kay leaves the meeting at 1:00 p.m.

Back in October Carl asked the board for addition staff and the Board agreed. At that time, he also mentioned to the Board that he would be addressing wage scale increases for certain positions for the new fiscal year. Carl has now decided that this topic is more urgent than he earlier thought. In part because it will make it easier to attract and keep employees. If these changes are made, they would fit within the current budget. He would like to bring this back next month as a Resolution for the Board approval. Mike Parsons commented that this would be a wise move to be proactive instead of reactive. The cost of replacing employees is expensive. The remaining Board members agreed to have Carl go ahead with this Resolution.

The Board Dinner is tentatively set for February 5th.

CLAIMS LISTING

Roger Thom motioned and Jim Snyder seconded to approve the December Claims Listing in the amount of \$951,725.42. The motion carried with a unanimous vote of the all remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:36 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Parani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

December 9, 2021

To: RVSS Board of Directors
From: Nick Bakke, District Engineer

J124, West Glenwood Pump Station Rehab:

West Glenwood Pump Station is a small duplex station installed in 1981 and serves 5 tax lots. The station was identified on the FY 2021 capital improvement plan but was not completed due to shifting of resources to the Almeda Fire recovery. Coincidentally, four of the five existing lots were burned in the Almeda Fire and the pump station was relatively undamaged. Due to the size, this pump station will be rehabbed with duplex EOne grinder pumps which are the same core pumps used to replace existing STEP systems. This will allow for easy pump replacement and standardization of our pressure systems. The new pumps will be installed inside the existing wet well and the force main will be sized and replaced to provide adequate scouring velocities.

- **Updates:** Design is approved by DEQ. Equipment is being purchased.
- **Status:** Pump procurement

J176, Shady Cove Pump Station #6 Rehab:

Shady Cove Pump Station #6 was installed sometime between 1970s and early 1908s to serve 3 lots on Crater Lake Hwy adjacent to the Rogue River. The original station is a 3 foot diameter wet well equipped with one solids handling pump. The existing pumps discharge into a 3 inch diameter force main which runs approximately 50 feet west and connects to a 10" sewer main along Crater Lake Highway. Due to the size, this pump station will be rehabbed with duplex EOne grinder pumps which are the same core pumps used to replace existing STEP systems. This will allow for easy pump replacement and standardization of our pressure systems. The new pumps will be installed inside the existing wet well and the force main will be sized and replaced to provide adequate scouring velocities.

- **Status:** Design Submittal to DEQ

J178, Shady Cove Pump Station #4 Abandonment:

This project will install approximately 1300 LF of 8" gravity sewer and 675 LF of 4" force main to abandon existing Shady Cove Pump Station #4. Pump Station #4 was last upgraded in 2001 with a new wet well, controls, and pumps. The upstream sewershed area has approximately 160 residential units and consists of mostly mobile homes. Collins Way pump station was installed in 2020 downstream of PS #4 with the Flycaster Place Subdivision and was designed with the intent accepting the flows from PS #4 once abandoned.

- **Status:** Design

J325, Arborwood Pump Station:

This pump station electrical panel was more or less completely destroyed in the Almeda Fire. After investigating further, it appears the wet well is has a substantial leak which was likely not caused by the fire. The pump station will be completely rebuilt with a new fiberglass wet well and integrated valve vault, new flight pumps and Smartrun VFD's. Construction is planned for the fall of 2021.

- **Updates:** Pump station is complete. Fence needs to be installed and final O & M documents need to be sent to DEQ.
- **Status:** Fence & Administrative

J331, Oak Valley Sewer Reconstruction:

The Oak Valley Subdivision in Talent was completely destroyed in the Almeda Fire in 2020. This project will replace the existing sub-standard sewer system with approximately 3,100 LF of new 8 inch sewer and associated manholes and services. RVSS will pay for the cost to construct the new sewer system and will be partially reimbursed over time through the formation of a Reimbursement District approved by the RVSS Board of Directors in March of 2021. Upon reconnection, individual property owners will be responsible for paying the fair share of the sewer system cost minus 50% which will be paid through an RVSS contribution also approved by the RVSS Board in March of 2021.

- **Updates:** Project is complete

J332, CP Force Main Rehab:

The existing 12 inch concrete sewer which runs from Hamrick Road across private property to Gebhard Road and on to the Lower Bear Creek Interceptor and was originally used as a force main. The old Central Point pump station has been subsequently abandoned and the pipe was converted to a gravity sewer main. The remaining pipe has poor grade and is largely oversized making it a source of hydrogen sulfide production. This project will install a total of 1,500 feet of 8" and 10" pipe. Large portions of the existing main will also be abandoned.

- **Updates:** This project is substantially complete. Punch list items have been sent to the contractor for completion.
- **Status:** Under Construction

I004, Dunn Pump Replacement:

This project will upgrade the existing Dunn Pump Station motors, pumps, and controls. RH2 Engineering will perform the pump, motor, and system control design as a large portion of this project includes electrical and system control. Design will be completed in Fiscal Year 2020 and construction is anticipated in Fiscal Years 2021 & 2022.

- **Updates:** All four pumps have been placed and are running in auto. Final testing is scheduled for this week. During initial startup Pump 3 failed to run due to a sensor issue. The pump was sent back to the manufacture's facility and was returned within a week.
- **Status:** Construction



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

December 15th, 2021

To: RVSS Board of Directors

From: Jennie Morgan, Stormwater Program Manager

RE: Stormwater Program Update

DEQ MS4 Audit

DEQ has completed their audit of the stormwater program, the attached review letter indicates that all requirements are being met. A suggestion was made to provide a means for the public to report spills via our website. DEQ also recommended that RVSS work with Jackson County to ensure all applicable planning actions are submitted to RVSS for proper review and stated that Jackson County should have a procedure in place to compel compliance from the construction site operation.

Attachment: DEQ review letter

L006 Lagoon Public Access Project

We have received a submission from the contractor and will be reviewing the proposal with the Advisory committee.

Q011 Fire Stormwater Protection

In October the collaborating partners were awarded the grant that we applied for last winter from the Oregon Watershed Enhancement Board. The funding will allow us to sample stormwater outfalls in the burn zone for two more years. The first set of samples was collected in November. RVSS will also be funding analysis of these samples for a newly identified toxin to Coho salmon, 6ppd quinone.



NPDES Inspection Report Narrative

Northwest Region – Water Quality
700 NE Multnomah St. Ste. 600
Portland, OR 97232-4100

DEQ Inspector: Ryan Johnson
Phone: 503-229-5347

Permit Registrant: Rogue Valley Sewer Services

Inspection Date(s):

Meeting Dates: 8/18/21 & 11/18/21

Report Date: 12/3/21

Introduction

Given the current situation with Covid-19 and the resulting inability to conduct onsite inspections, DEQ initiated a remote inspection on Rogue Valley Sewer Service's (RVSS) MS4 which started with a kickoff web meeting on August 18, 2021. This inspection procedure is in line with the EPA's recommendations for compliance assurance activities "Office of Enforcement and Compliance Assurance Recommended Processes for Adjusting Inspection Commitments Due to the COVID-19 Public Health Emergency" that was revised on April 5, 2021. The inspection was conducted using DEQ's inspection forms which were given to RVSS to complete. The purpose of this inspection was to review compliance with the terms and conditions of the National Pollutant Discharge Elimination System Phase II MS4 general permit effective March 1, 2019. For this inspection, DEQ evaluated four of the permit measures from Schedule A of the general permit: public education and outreach, public involvement and participation, illicit discharge detection and elimination, and construction site runoff control. As requested, RVSS presented the completed inspection form to RVSS Co-implementers at their Board of Director's meeting on October 20, 2021. RVSS provided a complete remote inspection form as well as a substantial amount of supporting documentation to DEQ.

Permit Verification, Recordkeeping, and Reporting Evaluation

DEQ issued the first NPDES MS4 phase II individual permit (permit #116270, EPA# ORS116270) to RVSS on February 25, 2007. The permit was administratively extended after it expired on January 31, 2012. RVSS became a registrant of the NPDES MS4 phase II general permit on March 1, 2019. The permit was modified on March 12, 2021. The expiration date of the general permit is February 29, 2024. RVSS is the registrant of the permit and a co-implementer with the City of Phoenix, the City of Talent and Jackson County.

RVSS submitted an annual report on October 26, 2021 for the period of July 1, 2020 - June 30, 2021. RVSS also provided a draft Stormwater Management Program Document (SWMP) as required with the second annual report. RVSS is required to maintain records related to the permit measures onsite. Required documentation requested in the remote inspection form was provided to DEQ as email attachments.

Previous Inspection

No previous MS4 related inspections have been conducted to date.

Permit Requirements: General (Schedule A.2)

RVSS has a current SWMP (approved by RVSS' Board of Directors in October 2021) that meets the permit requirements. RVSS has Intergovernmental Agreements (IGAs) in place with all co-implementers. The IGAs with Talent and Phoenix were updated in 2019 to reflect the changes in the current permit. The IGA with Jackson County was renewed during the inspection window on November 3, 2021.

Permit Requirements: Minimum Control Measures (Schedule A.3)

(a) Public Education and Outreach

RVSS offers appropriate public education and outreach messages and activities for area residents. RVSS is addressing the three audiences as required. In spite of the difficulties presented by Covid-19, RVSS has reached all audiences and is performing well beyond what is required by the permit. In addition, RVSS' Stormwater Manager presented MS4 related messages to both the Phoenix and Talent City Councils during the current permit term which meets the requirement to provide educational messages to local elected officials. Messages provided to the general public are relevant and appropriate and are also available in Spanish. RVSS developed their own construction site erosion control curriculum called the Designated Erosion Control Inspector Certification class and trains erosion control inspectors throughout the state as well as local construction site operators. RVSS also created educational materials related to the Alameda fires which educated construction site operators and the public about protecting stormwater during site clean-up.

Recommendation:

Continue to implement the successful education and outreach program. Continue to provide educational materials in languages other than English.

(b) Public Involvement and Participation

RVSS partners with the Clean Rivers Coalition Steering Committee, the Rogue Valley Council of Governments, and the regional Stormwater Advisory Team (SWAT). RVSS works closely with these local SWAT partners, who are also MS4 permit registrants, and attends quarterly meetings as well as monthly meetings with a post-construction measure focused working group to update the Rogue Valley Stormwater Design Manual. RVSS' website has been updated within the last year and contains the information required by the MS4 phase II general permit.

Recommendation:

Update the website with the modified MS4 phase II general permit and consider providing a way to report illicit discharges via an email address or online form.

(c) Illicit Discharge Detection and Elimination

RVSS has a complete IDDE program in place and responds appropriately to reports of illicit discharges. The illicit discharges are properly documented and available for inspection. RVSS uses escalating enforcement as appropriate to gain compliance when necessary and uses both SOP 14.06 and Resolution 21-06 to meet the requirements of general permit schedule A.3.c.iv. The website provides the public with information for reporting discharges via a phone number based on where they are located in the Rogue Valley. The map of the MS4 is currently being updated. RVSS inspected 52 outfalls during the most recent reporting period and prioritized outfalls located in areas impacted by the Almeda fire. Staff with IDDE responsibilities are properly trained. RVSS brought in an ODOT trainer in 2019 to present Hazardous Materials Awareness Training to 52 RVSS staff. RVSS invited representatives from Rogue Valley MS4s to attend the training as well. RVSS has developed appropriate Pollutant Parameter Action Levels and provided them to DEQ.

Recommendation:

Ensure the illicit discharge Code 4.05.100 meets the requirements of the new IDDE ordinance. Consider allowing the public to report illicit discharges via email or through a web-based pathway.

(d) Construction Site Runoff Control

RVSS reported that the Almeda fire burned through its MS4 area starting on September 8, 2020. RVSS reported that 8% of the MS4 area was impacted. As a result of the fire, the MS4 area saw a much larger number of active construction sites during the rebuilding process. RVSS responded with additional inspections of small construction sites (less than an acre) and proactively installed stormwater drain and inlet protection as the inspectors deemed necessary. RVSS reported in the second year annual report (reporting period July 1, 2020-June 30, 2021) that an estimated 200 drains and 200 inlets in the MS4 were protected by RVSS staff with stormwater BMPs. RVSS also increased their efforts to educate construction site operators and site owners about stormwater protection and the specific requirements related to construction activities.

RVSS currently relies on Code 4.05.110 as the regulatory mechanism for its construction site runoff program for sites greater than one acre and for common plan of development sites that disturb one or more acres. RVSS has effective Erosion and Sediment Control Plan (ESCP) review procedures, inspection procedures, and enforcement procedures as well as applicable templates and worksheets in place. Site inspections for sites over an acre are being documented appropriately. Sites less than an acre are required to obtain a small site stormwater permit that lists BMPs but is not site specific. RVSS is working on creating an ESCP document or

worksheet for sites less than one acre. RVSS is in a good position to meet the 2023 deadline but need to ensure that staff from Jackson County are forwarding all applicable construction projects for RVSS staff review as appropriate and as required by the MS4 permit. Staff are appropriately trained to review ESCPs and inspect sites as necessary. Inspections of sites one acre and above are being documented but site inspections below the one acre threshold are not documented. Staff have escalating enforcement procedures available but generally do not use stop work orders even as they are sometimes necessary. RVSS has developed their own curriculum for the Designated Erosion Control Inspector Certification class and trains erosion control inspectors throughout the state.

Recommendation:

Continue exceptional programs related to educating the public and construction site operators about the importance of stormwater protection. Update the current ordinance with the thresholds of the MS4 phase II general permit. Continue to work on ESCP template or worksheet as appropriate. Ensure roles between RVSS and Jackson County are clearly defined in the updated IGA and match up with permit requirements prior to the implementation deadline of February 28, 2023. Jackson County needs to ensure that all applicable planning applications are submitted to RVSS for proper review. Ensure RVSS is using necessary compliance and enforcement mechanisms to gain compliance and consider revising if necessary.

Summary

RVSS has a mature and effective MS4 program in place. The stormwater program manager and related staff are well trained and put a great deal of effort into all of the required permit measures. RVSS provides a great deal of support to the Rogue Valley MS4 community and is helping other phase II MS4s meet permit requirements through its participation in the SWAT as well as the post-construction working group. RVSS did an excellent job inspecting small construction sites in the area impacted by the recent fires. DEQ appreciates the efforts RVSS spent protecting the storm drains and inlets in the area during such a difficult time. DEQ also appreciates the efforts put into training co-implementers and specifically the first time training that was put on by RVSS for Jackson County planning and code enforcement staff in 2021. DEQ recommends continuing the training for co-implementers in the future as implementation deadlines get closer. DEQ also recommends that Jackson County and RVSS work together to ensure that all stormwater management controls are installed properly by construction site operators as required by the permit. If controls are not installed properly the County should have a procedure in place to compel compliance from the construction site operator.

The stormwater program is functioning well, but with some procedural and regulatory updates, RVSS will be in a great position to meet the general permit requirements that will be due by

February 28, 2023. Thank you for your commitment to improving the water quality in the Rogue Valley.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

December 15, 2021

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 38,587' and flushed 50,842'.
- b. Special Cleaning: Flushed 6,213'.
- c. Requests: Flushed 1,004'.
- d. Lagoons: Received 307,820 gallons of septage, 50,015 gallons of porta potty waste and 31,500 gallons of FOG for a total of \$58,400.25.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 808'.
- f. Special Cleaning Summary: 23 equipment hours and 54 labor hours were spent on special cleaning for a total cost of \$4,115.78.

Pump Stations

- a. Nothing to report.

Building & Grounds

- a. Break in.

FOG Update

- a. Nothing to report.

Vehicles & Equipment

- a. Nothing to report.

