

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
November 16, 2022**

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 November 16, 2022 at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Mike Parker, Vice-Chair; Jim Snyder, Director; Mike Parsons, Director; Roger Thom, Director

ALSO PRESENT

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

Absent: Shane Macuk, Operations Manager

CONSENT AGENDA

Mike Parker motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the October 19, 2022 Board Meeting. On the roll call vote, Kay Harrison abstained because of her absence in October. The motion carried with a unanimous vote of the remaining board members.

CONSIDERATION OF AGREEMENT

This agreement is to create the stormwater treatment facility in Talent at the old Walmart location. The current owner, West Valley View LLC, has agreed to donate to RVSS .64 acres of land to construct the facility. In exchange RVSS will relocate a storm drain that runs through the middle of the property and construct a stormwater quality facility that meets the owners future requirements.

Michael Parsons motioned and Mike Parker seconded approval of the agreement with West Valley View LLC. The motion carried with a unanimous vote of the all board members.

FINANCE UPDATES

Carl presented the third quarter financial. There were no new items to note.

PROJECT UPDATES

Nick presented the Project updates. Report is attached.

STORMWATER UPDATES

Jennie then updated the Board on Stormwater department activities.

O&M UPDATES

In Shane's absence, Carl gave the Operation and Maintenance report. Report attached.

MANAGER'S REPORT

Carl met with the Gold Hill interim City Manager Monday. Carl gave him a brief history of RVSS' service to the City. The June 30, 2023 is still the date RVSS will no longer be operating the Gold Hill treatment plant and the sewer system.

There is a vacancy on the Budget committee and one of the current member's term ends at the end of the year. Carl asked the Board for any recommendations to fill these positions. He will check with Dick MacGregor, whose term ends, to see if he wants to have another go around. Also, Carl will check with the other City managers for recommendations.

Carl put out a request for qualification for the Shady Cove Disinfection Design Contract. RH2 Engineering was the only response. Carl asked for the Board's approval to go into contract with RH2.

Mike Parker motioned and Michael Parsons seconded approval of the contract with RH2 Engineering. The motion carried with a unanimous vote of the all board members.

Carl let the Board know that he has entered into a Personal Services Contract with Nor-Pac.

Another contract was entered into with Pacific Power for the Lagoon Project.

Part of the DEQ funding for the different projects requires having archeologists identify and protect any cultural resource. Carl entered into a contract with SOULA for this purpose.

In January 2023, the Paid Leave Oregon tax will start. It's a 1% payroll tax, (employee 60%/employer 40%). A comparable plan has been found that will cost what the employer portion would be of this tax would be. If agreed upon, RVSS would pay the full premium. The Board was agreed on this plan.

Carl reminded the Board of the SDAO Conference in February. Chair Kay Harrison would like to attend.

In the past a Board dinner has been planned for January or February. Carl asked the Board if they would like to resume this practice. They agreed this would be nice, but maybe later into March. Also, they asked that other establishment be checked into for this dinner. It's always been held at the Jacksonville Inn.

CLAIMS LISTING

Mike Parker motioned and Michael Parsons seconded to approve the November Claims Listing in the amount of \$1,037,833.74. The motion carried with a unanimous vote of the all board members.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 12:52 p.m. 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 execution 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)(l) and 192.660(8)

ADJOURNMENT

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

ROGUE VALLEY SEWER SERVICES

A handwritten signature in blue ink that reads "Kay Harrison". The signature is written in a cursive style with a large initial "K".

Kay Harrison, Chair
Board of Directors

A handwritten signature in blue ink that reads "Joan Pajani". The signature is written in a cursive style with a large initial "J".

Joan Pajani, Executive Secretary



November 10, 2022

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

J084, Antelope Road Rehab, WC:

This is a large project and has been on the capital improvement plan for multiple years. Recent staffing additions have allowed us to start tackling the design. The existing pipeline was constructed during the Camp White era in the 1940's and consists of concrete pipe ranging in size from 24" to 15" in diameter. There is a total of ±15,000 feet of pipe that will be replaced (likely with larger pipes) or rehabbed with CIPP liner over the course of multiple years. However, it's anticipated that the full scope of the project will be designed once. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Design
- **Updates:** We've made contact with the RR and are working out the details on the submittal and approval process.

J124, West Glenwood Pump Station Rehab, JC/PX:

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 Alameda Fire recovery. Coincidentally, four of the five existing lots were burned in the Alameda 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.

- **Status:** Project is Complete

J176, Shady Cove Pump Station #6 Rehab, SC:

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 replaced with duplex EOne grinder pump station. The EOne cores are the same pumps used to replace existing STEP systems allowing for easy pump replacement and standardization of our pressure systems.

- **Status:** Pump procurement.
- **Updates:** Design Submittal to DEQ has been approved. Equipment is ordered.

J250, Shady Cove Pump Station #2 Rehab, SC:

The pump station was installed in 1997 and is equipped with duplex 25 horsepower pumps and a separate wet well / dry well configuration which requires an operator to enter the dry well to access the pump controls. The existing pumps discharge into an 8" diameter force main which runs approximately 1,660 feet Northwest, crosses the Rogue River and connects to manhole #SC500184A on River St. The Station will be rehabbed with a new Flygt TOP fiberglass base, Flygt submersible pumps, variable frequency drives, valve vault and valves, and an electromagnetic flow meter. Construction is planned for this summer.

- **Status:** Design

J309, ODOT Hwy 99 Rose St to Glenwood, PHX:

ODOT will be upgrading this street corridor, adding pedestrian facilities, and resurfacing the roadway. Impacts to our system include pipe/manhole relocations and grade adjustments.

- **Status:** Design
- **Updates:** We are still working with ODOT to determine scope of sewer relocations. Sewer pot holes will be completed this week.

J343, Vilas Siphon Abandonment, CP:

The existing 18 inch concrete sewer and cast iron siphon were installed in the late 40's along with the old CP force main (see J332) and are oversized for the contributing sewer shed. The Siphon runs under Upton Slough north of the airport and is on the special cleaning list. Given the age and size of the siphon, it's in obvious need of attention. The proposed project will abandon the siphon by replacing the existing sewer system at the intersection of Vilas and Table Rock and will direct flows north to the system along Table Rock Road. In addition, 640' of sewer south of the intersection has just recently shown to have extensive structural damage including missing sections of pipe and will be replaced. The project will install approximately 1340 feet of 8 inch sewer and is scheduled for construction this summer.

- **Status:** Design
- **Updates:** We plan on early spring construction for this project.

L003, Lagoon Process, Wetland & Compost:

This project will start the second phase of a multi-phase project to retrofit the existing south lagoon cell. The overall multi-phased project will expand the current septage & FOG receiving capacity, enhance the wetlands in the southwest portion of the cell, and eventually create a composting facility. This portion of the project will place the majority of the mass grading for the overall facility. Due to the scale of the earthwork, this project will be bid and is anticipated to be constructed this summer.

- **Payments: October Payment - \$126,718.13**
- **Status:** Under Construction
- **Updates:** The construction contract is substantially complete. The contractor will be completing the final punch list items in the coming weeks. We're currently working with the electrician and Pacific Power to

finalize a new 3-phase electrical service and the overall site layout pertaining to the electrical service and conduit locations.

Q010, West Valley View Road, Talent:

The City of Talent is installing a 'Road Diet' from Bear Creek to Hwy 99 along West Valley View Road. Stormwater planters will be installed along the corridor to treat the roadway runoff. RVSS stormwater incentive funds were contributed to the project to construct the stormwater planters/facilities. This project is designed and constructed by the City of Talent.

- **Status:** Construction
- **Updates:** The site was inspected and a bunch list of corrective items was sent to the contractor. A portion of the punch list items have been complete. We're waiting for the final request from the contractor.

Q013, Cummins Stormwater Facility, Talent:

We have been working with the private property owner to construct a regional stormwater facility on the Cummins/Old Wal-Mart property in Talent. The property owner has agreed to donate the property to construct a regional facility which will provide stormwater management for a 50 acre drainage basin. RVSS will design and construct the facility. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Sales agreement & partition application.
- **Updates:** The sales agreement has been signed by the property owner and is included in this board packet. We'll need a decision from the board to move forward with acquiring the property from West Valley View, LLC. The partition application has also been submitted to the City of Talent and deemed complete. We'll be waiting for their approval.

Q014, 7th Street Stormwater Facility, White City:

We have been working with the private property owner to construct a regional stormwater facility on a remnant piece of property adjacent to the 7th Street Station development project on the corner of 7th Street and Antelope Road. The property owner has agreed to provide an easement to construct a regional facility which will provide stormwater management for a 54 acre drainage basin. RVSS will design and construct this facility.

- **Status:** Jennie is coordinating the wetland delineation with the appropriate agencies.

C012 & C013, SCADA & UV Disinfection, Shady Cove:

This project will upgrade the SC Treatment plant SCADA system and retrofit the existing Chlorine Gas disinfection facility with a new UV Disinfection system. We will issue an RFQ to obtain a consultant to administer these projects together. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Carl is moving forward with the State Revolving Fund processes
- **Updates:** We've received one RFQ application for the UV upgrades. RFQ's for the SCADA integrator of record should be received in the coming weeks.



November 16th, 2022

To: RVSS Board of Directors

From: Jennie Morgan, Stormwater Program Manager

RE: Stormwater Program Update

Public Education and Outreach Events

Fall is typically the season for public education and outreach events and we did participate in several this year. RVSS' education and outreach focuses on educating the public about stormwater runoff and specifically actions that individuals can take to help improve or protect runoff quality.

- **Salmon Watch:** Salmon Watch wrapped up the first week of November with classes from Talent Elementary, Phoenix elementary and Talent Middle School attending
- **Designated Inspector Certification Classes:** RVSS put on its November Designated Inspector Certification classes for renewals and first time Inspectors. We offer these classes in November and May each year.
- **City of Phoenix Stormwater Facility Walking Tour** in collaboration with Rogue River Keeper
- **Stormwater Facility Tour and education on pesticide use** in collaboration with Phoenix Industrial Studios
- **Bear Creek Solve Event** at Northridge Terrace
- **Water Solutions Summit:** This was a webinar series organized by the Southern Oregon Pachamama Alliance, which included six different two hour webinar sessions, on understanding the Rogue Valley's water sources, distribution future impacts. One of their interests is in recycled water. Carl and I were asked to lead break-out sessions for three of the webinars.



November 16, 2022

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 72,539' and flushed 104,382'.
- b. Special Cleaning: Flushed 8,605' and root sawed 639'.
- c. New Construction: Flushed and video inspected 344'.
- d. Lagoons: Received 138,175 gallons of septage, 54,820 gallons of porta potty waste and 58,360 gallons of FOG for a total of \$37,703.25.
- e. Gold Hill:
 - a. Rotational: Flushed 4,091'.
 - b. Special Cleaning: Flushed 2,020' and root sawed 373'.
 - c. Special Cleaning Summary: 5 equipment hours and 10 labor hours were spent on special cleaning for a total cost of \$838.46.
- f. Special Cleaning Summary: 38.5 equipment hours and 56 labor hours were spent on special cleaning for a total cost of \$4,979.22.

Pump Stations

- a. Dunn: The stations 480 volt service disconnect breaker replacement has been rescheduled for November 18.

Building & Grounds

- a. Nothing to report.

Vehicles & Equipment

- a. Unit #32 (2015 Silverado 1500 4x4): Appears to be some movement on the new engine. We've been told by the dealership that it's been assembled and awaiting shipment.