

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
October 19, 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 October 19, 2022 at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Mike Parker, Vice-Chair; Jim Snyder, Director; Mike Parson, Director

Via Zoom: Roger Thom, Director

Absent: Kay Harrison, Chair

ALSO PRESENT

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

AUDITOR Q&A

Paul, with Isler CPA, explained to the Board the letter that each member received. This is a new standard and they will be sending it out every year. Nothing has changed in the way the audit is conducted, it's just a new requirement.

CONSENT AGENDA

Michael Parsons motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the September 21, 2022 Board Meeting. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-20: APPOINTMENT TO BOARD OF DIRECTORS

This is an annual update. Three items that changed are:

- 1) Updated Code of Conduct while traveling for the District
- 2) Verbiage on when a new employee's health benefits begin
- 3) Post accidents drug testing has been added to be more in line with the CDL requirements.

Michael Parsons motioned and Jim Snyder seconded approval of Resolution 22-20. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-21: ELECTRICAL VEHICLE POLICY

The Board wanted a policy written regarding employees charging their electric cars. Carl checked with several sources and decided that this benefit would be considered de Minimis. Employees may use RVSS' vehicle charging stations if it is not already being used by a district vehicle.

Jim Snyder motioned and Michael Parsons seconded approval of Resolution 22-21. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-22: PIPE REIMBURSEMENT COSTS

This annual Resolution updates costs involved with pipe reimbursements..

Jim Snyder motioned and Michael Parsons seconded approval of Resolution 22-22. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-23: AWARD OF CONTRACT – LID CODE REVIEW

There is a stormwater permit requirement that says RVSS needs to review land use codes to make sure that there are no conflicts with other entities regarding Low Impact Development. A proposal was received from OTEK. Roger Thom questioned the amount of the proposal. Carl and Jennie both reassured him that the cost was in line with all the work entailed.

Jim Snyder motioned and Michael Parsons seconded approval of Resolution 22-23. The motion carried with a unanimous vote of the all board members.

PROJECT UPDATES

Nick presented the Project updates. Report is attached.

STORMWATER UPDATES

Jennie has finished the FY22 Annual MS4 Report and the FY22 Annual 1200-C/CN Report to send to DEQ.

Jim Snyder motioned and Michael Parsons seconded approval of both reports. The motion carried with a unanimous vote of the all board members.

O&M UPDATES

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

MANAGER'S REPORT

Carl presented the Board with the annual CMOM report.

A reminder of the SDAO conference in February was given. Board members are encouraged to attend

Roger Thom leaves the meeting at 12:56.

Mark Warwick and Melia Biedscheid, citizens of Gold Hill, attended the meeting. Carl gave a quick synopsis of the Gold Hill situation. He has written a termination letter. Both Mark and Melia discussed their opinion on the Gold Hill situation.

Michael Parsons motioned and Jim Snyder seconded approval of the termination letter for the City of Gold Hill. The motion carried with a unanimous vote of the all board members.

CLAIMS LISTING

Michael Parsons motioned and Jim Snyder seconded to approve the October Claims Listing in the amount of \$3,066,184.53. The motion carried with a unanimous vote of the all board members.

EXECUTIVE SESSION

Executive Session was canceled.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:35 p.m.

ROGUE VALLEY SEWER SERVICES

A handwritten signature in blue ink, appearing to read "Mike Parker", written over a horizontal line.

Mike Parker, Vice-Chair
Board of Directors

A handwritten signature in blue ink, appearing to read "Joan Pariani", written over a horizontal line.

Joan Pariani, Executive Secretary



October 13, 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:** Pump procurement
- **Updates:** Design is approved by DEQ. Equipment has arrived and our construction crew will be mobilizing on site this month.

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.

- **Updates:** Earthwork, piping and liner installation is complete. The contractor will be installing the new entrance to the facility this month. We are working with PPL and an electrician to finalize the design of a new power service and electrical needs for the process equipment.

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.

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:** Finalizing the sale agreement for the property owner to donate the property.

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 and will be soliciting for an integrator of record for the SCADA upgrades.



October 19, 2022

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 56,345' and flushed 9,617'.
- b. Special Cleaning: Flushed 9,665' and root sawed 22,351'.
- c. Requests: Video inspected 1,915'.
- d. Lagoons: Received 146,630 gallons of septage, 58,585 gallons of porta potty waste and 28,680 gallons of FOG for a total of \$35,084.25.
- e. Gold Hill:
 - a. Rotational: Flushed 29,620'.
 - b. Special Cleaning: Flushed 1,612' and root sawed 1,791'.
 - c. Special Cleaning Summary: 15.5 equipment hours and 31.5 labor hours were spent on special cleaning for a total cost of \$2,334.03.
- f. Special Cleaning Summary: 149 equipment hours and 83 labor hours were spent on special cleaning for a total cost of \$21,173.00.
- g. ODOT: Video inspected storm drain pipe on Interstate 5 near Ashland Exits.

Pump Stations

- a. Dunn: The stations 480 volt service disconnect breaker lever was broken off during a power bump. A new breaker is available and electrical engineer is coordinating the replacement with PP&L. The part has been in service since 1990 and its current status does not affect the stations normal operations.

Building & Grounds

- a. Nothing to report.

Vehicles & Equipment

- a. Nothing to report.