

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
December 21, 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 December 21, 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; Shane Macuk, Operations Manager

CONSENT AGENDA

Michael Parsons motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the November 16, 2022, Board Meeting. The motion was carried with a unanimous vote of all the Board members.

AUDIT REPORT

Paul from Isler CPA presented the FY22 Audit report via Zoom. No issues were noted in the audit.

RESOLUTION 22-24: ADOPTION OF ROGUE VALLEY STORMWATER QUALITY DESIGN MANUAL

This manual has been in the works for a long time. This was put together by the SWAT committee which had members from all over Jackson County. Once this is adopted by the Board of RVSS, it then goes back to the SWAT committee for adoption.

Mike Parker motioned and Roger Thom seconded approval of Resolution 22-24. The motion was carried with a unanimous vote of all board members.

RESOLUTION 22-25: ADOPTION OF UPDATED PLAN FOR BUILDING INSPECTION PROGRAM

This is one of the requirements to maintain our permitting programs. Carl has updated this plan.

Mike Parker motioned and Roger Thom seconded approval of Resolution 22-25. The motion was carried with a unanimous vote of all board members.

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 has sent requests to the local City managers regarding a recommendation for RVSS' Budget Committee vacancy. No response has been received. Although, Carl spoke with John Vial, City of Medford Public Works Director, regarding this position and he is interested in being on the Budget Committee. One more seat needs to be filled.

Carl has settled the details with RHS for the Shady Cove Disinfection Design.

An RFQ has been issued to an integrator of record. This position will maintain the SCADA system along with servicing the flow monitoring and pump station telemetry. This will require a Personal Services Contract with Control Systems NW

Mike Parker motioned and Michael Parson seconded approval of a Personal Services Contract for the integrator of record. The motion was carried with a unanimous vote of all board members.

Crater Lake Academy in Eagle Point is interested in the surplus desks from the remodel in O&M. The Board was agreeable to gifting the desks to the school.

Carl still doesn't have the SOULA contracts. This is something that needs to be completed before the applications can be submitted to DEQ for loan reimbursement

A reminder of the SDAO conference was given to the Board members.

The 2023 Board dinner was discussed. Several wineries have been explored. The Board is more interested in Jacksonville Inn. Joan will contact Jacksonville Inn to get details. This will be presented to the Board in January.

CLAIMS LISTING

Mike Parker motioned and Jim Snyder seconded to approve the December Claims Listing in the amount of \$1,060,233.80. The motion was carried with a unanimous vote of all board members.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 1:13 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 executive 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 1:45 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Pariani, Executive Secretary



December 14, 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.

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:** The scope of sewer relocations has been determined. Our crew will perform the required Relocations this spring.

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 bid and 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.

- **The final retainage payment for the construction contract has been released**
- **Status:** Under Construction
- **Updates:** The construction contract is substantially complete. The contractor is currently completing the final punch list items. We're 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. Our crews will be constructing the parking area for wildlife viewing, as well as the informational and safety signs in the coming weeks.

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 corrective punch list items have been completed. Incentive program funding will be released once informational signs are placed at the facilities.

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:** Partition application.
- **Updates:** The partition application has been accepted and approved by the city. We are currently working to complete the final plat and record the associated easements.

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:** Coordinating a scope and fee for the UV design and reviewing SCADA integrator of record applications.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

December 21st , 2022

To: RVSS Board of Directors
From: Jennie Morgan, Stormwater Program Manager

RE: Stormwater Program Update

Rogue Valley Stormwater Quality Design Manual

The Design Manual has been finalized by the post-construction working group and will go to the Stormwater Advisory Team for approval in January. To keep in compliance with the MS4 permit, the manual must be implemented by February 28th, 2023. Per RVSS code, 4.15.020, the Design Manual must be adopted by RVSS' board.

Action: Review/Approve Resolution

DEQ Review of FY22 MS4 Annual Report

RVSS received the review of the FY22 MS4 annual report December 15th. Several items were called out by DEQ as not in compliance with MS4 permit requirements. Some of the items had implementation deadlines that have passed, and as a result a Warning Letter with Opportunity to Correct was also issued. RVSS must provide documentation to DEQ by January 30th, 2023 of how the items will be addressed and must have them addressed by February 28th, 2023. I have attached the Review and Warning letters for your benefit.

Stormwater Incentive Funding

RVSS has approved stormwater incentive funding for a commercial development located between Talent and Ashland. RVSS' policy provides up to \$10,000 for projects that go beyond the base stormwater requirements. Once construction is complete, a resolution will be brought to the board for approval.



December 21, 2022

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 56,400' and flushed 59,615'.
- b. Special Cleaning: Flushed 4,481'.
- c. Requests: Flushed 1,930'.
- d. Lagoons: Received 311,166 gallons of septage, 49,055 gallons of porta potty waste and 37,678 gallons of FOG for a total of \$59,684.85.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 1,616'.
 - b. Special Cleaning Summary: 3 equipment hours and 4 labor hours were spent on special cleaning for a total cost of \$389.23.
- f. Special Cleaning Summary: 20.5 equipment hours and 43.5 labor hours were spent on special cleaning for a total cost of \$3,437.11.

Pump Stations

- a. Dunn: The stations 480 volt service disconnect breaker has been replaced.

Building & Grounds

- a. Nothing to report.

Vehicles & Equipment

- a. Unit #32 (2015 Silverado 1500 4x4): Just received notification that it's ready to be picked up!