

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
January 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 January 19, 2022 at noon. This meeting was held both in person and via Zoom.

PRESENT

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

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

Roger Thom motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the December 15, 2021 Board Meeting. The motion carried with a unanimous vote of the all board members.

ORDINANCE 22-01: AN ORDINANCE TO AMEND TITLE 4 OF THE ROGUE VALLEY SEWER SERVICES CODE

First Reading

This is the section of the code that deals with stormwater management. Jennie Morgan explained that these revisions are due to the new MS4 permit. A question was posed to the Board as to when the new requirements of the code should be implemented. The Board decided to make the date July 1, 2022

Roger Thom motioned and Jim Snyder seconded to move this Ordinance to next month for a second reading. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-01: PERSONNEL POLICIES UPDATE

Carl has clarified the on-call section of the personnel policy.

Roger Thom motioned and Jim Snyder seconded approval of Resolution 22-01. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-02: EMPLOYEE COMPENSATION PLAN

Carl explained the new changes to the Employee Compensation Plan. The Maintenance Worker position has been changed to four different levels of Collections System Operator. The Treatment Plant Operator classification has also been expanded. Several position had increases in their pay scales.

Roger Thom motioned and Jim Snyder seconded approval of Resolution 22-02. The motion carried with a unanimous vote of the all board members.-

RESOLUTION 22-03: APPOINTMENTS TO BUDGET COMMITTEE

Eleanor Ponomareff and Anna D'Amato have volunteered to be on the Budget Committee.

Roger Thom motioned approval and Jim Snyder seconded approval of Resolution 22-03. The motion carried with a unanimous vote of the all board members.-

FINANCIAL UPDATES

Brenda Baldovino gave an update on the second quarter financials.

PROJECT UPDATES

Nick introduced Craig Howe to the Board as the new Engineering Tech. And then presented the Project updates. Report is attached.

STORMWATER UPDATES

Jennie asked the Board to approve a revised MOU for Q0015 Coleman Creek to Glenwood Regional SW Facility.

Roger Thom motioned and Jim Snyder seconded approval of an MOU for Q0015. 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 gave a short presentation on the annexation of different cities.

CLAIMS LISTING

Roger Thom motioned and Jim Snyder seconded to approve the January Claims Listing in the amount of \$1,108,345.07. The motion carried with a unanimous vote of the all remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:30 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Pariani, Executive Secretary



January 11, 2022

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 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:

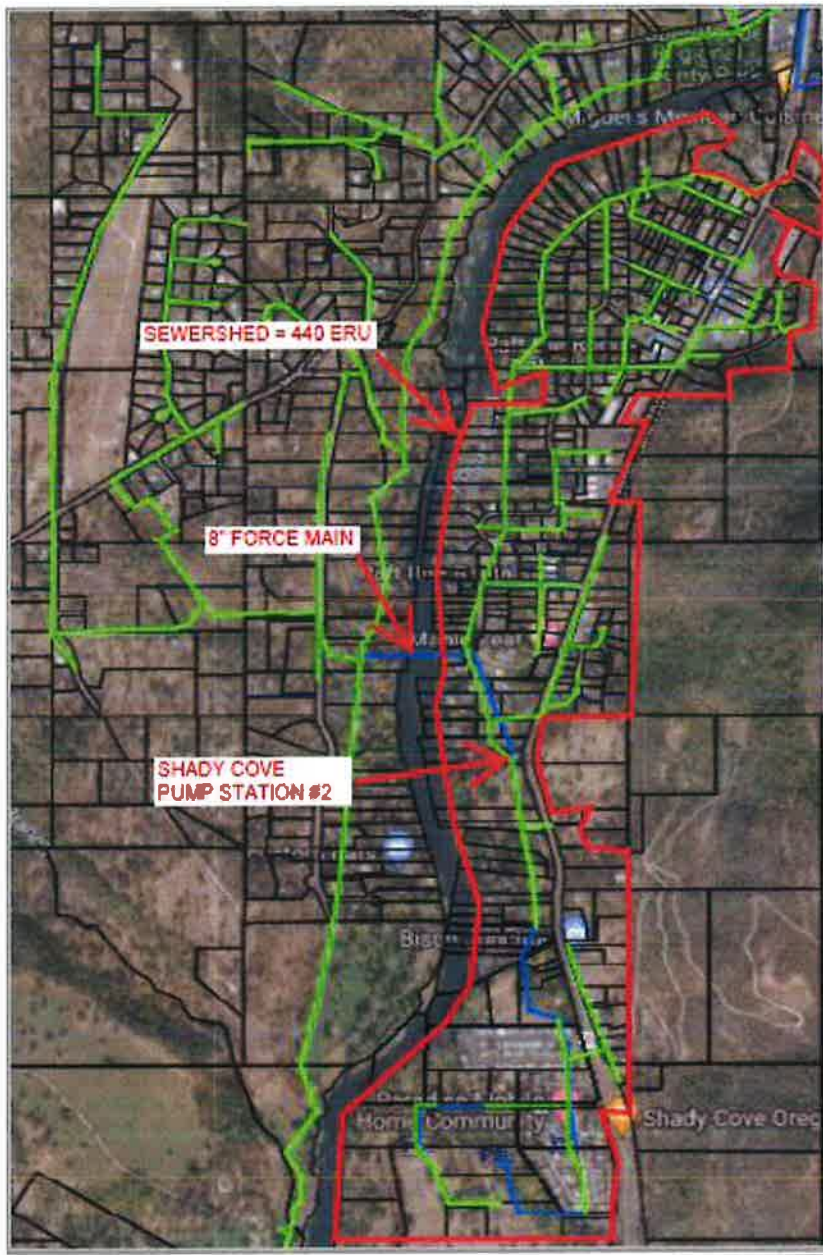
This project will install approximately 1300 LF of 8" gravity sewer and 675 LF of 4" force main to abandon existing Shady Cove Pump Station #4. Pump Station #4 was last upgraded in 2001 with a new wet well, controls, and pumps. The upstream sewershed area has approximately 160 residential units and consists 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

J250, Shady Cove Pump Station #2 Rehab:

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



J279, 8th & Cherry St Sewer Replacement:

This project will replace a sunken manhole and approximately 200' of 8 inch sewer currently on the special cleaning list. The manhole and adjacent sewer system will be raised to proper grade and removed from the special cleaning list. Construction is planned to begin once West Glenwood Pump Station is rehabbed this spring.

- **Status:** Design is Complete

J325, Arborwood Pump Station:

This pump station electrical panel was more or less completely destroyed in the Alameda 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.
- **Status:** Fence & Administrative

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. The contractor is working on punch list items.
- **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. The contract work is substantially complete and the contractor is currently working on final punch list items.
- **Status:** Construction



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

January 19th 2022

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

RE: Stormwater Program Update

Title 4 Ordinance Revision First Reading

Title 4 of RVSS' code addresses stormwater management and was initially adopted in 2004. The revised MS4 permit issued in March 2021 requires permittees to review their ordinances for adherence to permit requirements and update as necessary. Specific areas in which we are required to have ordinance language include:

- Illicit discharge detection and elimination (implementation due date Feb. 28, 2022) – must define the range of illicit discharges that are prohibited and actions to ensure compliance.
- Construction Site Runoff Control (implementation due date Feb. 28, 2023) – must require construction site operators to create and implement a site specific erosion and sediment control plan for sites with minimum disturbance of 7,000sf or more.
- Post-construction runoff control (implementation due date Feb. 28, 2023) – must require stormwater management for development or redevelopment of 5,000sf or more of impervious area
 - Must require long-term operation and maintenance of private and public stormwater management facilities
 - Must have enforcement procedures to ensure compliance

Attached are proposed revisions to RVSS' Title 4 for compliance with the MS4 permit.

Action: Review and discuss proposed revisions. Discuss implementation date of construction site runoff controls down to 7,000sf. The permit requires implementation by Feb. 28th, 2023, however RVSS typically adopts code revisions and permit fee resolutions each June.

Q015 Coleman Creek to Glenwood Regional SW Facility

RVSS is collaborating with ODOT and Jackson County to design and construct a regional stormwater facility that would treat 125 acres of currently developed by untreated area. The facility would be located on Jackson County owned property and would be maintained in perpetuity by RVSS. In November, the RVSS approved a Memorandum of Understanding (MOU) outlining how that we will work together toward completion of the project. In December, Jackson County requested changes to the MOU to detail that the county will bear no financial responsibility for construction of the facility and the county's only maintenance responsibility will be for the recreational aspects of the facility. A revised MOU is attached for your review and approval.

Action: Request motion to approve the revised MOU.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

January 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 55,762' and flushed 43,823'.
- b. Special Cleaning: Flushed 8,761'.
- c. Requests: Flushed 5,392', video inspected 1,140'.
- d. Lagoons: Received 390,890 gallons of septage, 43,095 gallons of porta potty waste and 24,295 gallons of FOG for a total of \$58,633.50.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 1,616'.
- f. Special Cleaning Summary: 42 equipment hours and 88.5 labor hours were spent on special cleaning for a total cost of \$6,877.50.

Pump Stations

- a. Phoenix: Pump failure alarm. Pump #2 had a cleanout cap stuck in volute.
- b. Ross Lane: Pump failure alarm. Pump #1 is bad. Currently waiting for new pump to arrive.

Building & Grounds

- a. New LED lights installed on admin building and two parking lot lamps.

Vehicles & Equipment

- a. Nothing to report.

