

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
November 17, 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 November 17, 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
Wayne Brown, Director joined via Zoom at 12:13.

ALSO PRESENT

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.
Absent: Carl Tappert; Manager

CONSENT AGENDA

Mike Parker motioned and Roger Thom seconded approval of the consent agenda consisting of minutes of the October 20, 2021 Board Meeting. The motion carried with a unanimous vote of the all board members.

EMERGENCY PUBLIC HEARING

ORDINANCE 21-03: OAK VALLEY REIMBURSEMENT DISTRICT

Nick Bakke explained that construction is complete at OVRD. The final cost is lower than anticipated. Final assessment for each lot is \$4,851.30. Chair Kay Harrison opened the Public Hearing at 12:05. Nick Bakke asked for comments and general questions. The only comment was from a Zoom participant that requested a copy of the Ordinance after it is recorded. The Public Hearing was closed at 12:08.

Mike Parker motioned approval and Roger Thom seconded approval of Ordinance 21-03. The motion carried with a unanimous vote of the all board members.

STORMWATER QUALITY FACILITY EASEMENT AND AGREEMENT

This is an agreement with A&B Properties to build a regional facility on this property and provide an easement. RVSS will construct and maintain the facility.

Roger Thom motioned approval and Mike Parker seconded approval of the Stormwater Quality Easement and Agreement. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-30: 50kW TRAILER MOUNTED GENERATOR SET

This is replacing the older generator which parts are no longer available.

Mike Parker motioned approval and Roger Thom seconded approval of Resolution 21-30. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-31: WALK BEHIND RUBBER TRACK EASEMENT FLUSHER

This is to replace a similar flusher that was purchased in 1996. The shipping costs are not on this Resolution because the manufacturer is waiting for parts to finish this item and is unsure of what shipping costs will be in the future.

Mike Parker motioned approval with associated shipping costs and Wayne Brown seconded approval of Resolution 21-31. The motion carried with a unanimous vote of the all board members.

FINANCIAL UPDATES

Brenda present the first quarter financial updates.

PROJECT UPDATES

Nick presented the Project updates. Report is attached.

STORMWATER UPDATES

Jennie then updated the Board on Stormwater department activities.

She also explained the MOU for Q015 Coleman Creek to Glenwood Stormwater Facility from ODOT. The intent of this MOU is to demonstrate a commitment to pursue a path forward to the OR99: Glenwood – Coleman Creek project.

Mike Parker motioned approval and Roger Thom seconded approval of the MOU from ODOT for Q015 Coleman Creek to Glenwood Regional Stormwater Facility. 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

In Carl's absence, Nick gave the Manager's report.

Carl has written an update to the Personnel Policies. The on-call policy has been more clarified. The Board was asked if RVSS should celebrate Juneteenth as a paid holiday. Roger Thom asked if any other cities, counties or special districts acknowledge Juneteenth. It was just recognized as a Federal Holiday in June of 2020. The Board wanted an analysis done to see how many other places will be closed.

Carl put together a spreadsheet in regards to costs and reimbursements from the September 8th fire.

DEQ performed an inspection of the Shady Cove Treatment Plant. Everything passed.

Also, Moody's sent their annual issuers comment. Everything is good there, as well.

Gary Hall and Mike Burrill's terms on the Budget committee are up at the end of the year. They are not wanting to recommit. Carl will be looking for two new Budget Committee members.

The SDAO Conference is February 10-13, 2022. Kay would like to attend.

The Board would like to have a Board Dinner sometime in January or February at the Jacksonville Inn. Joan will contact the Inn to see what is available.

CLAIMS LISTING

Mike Parker motioned and Roger Thom seconded to approve the November Claims Listing in the amount of \$1,553,879.31. The motion carried with a unanimous vote of the all remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:05 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors


Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

November 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
- **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 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 installed. O & M documents to DEQ
- **Status:** Administrative

J331, Oak Valley Sewer Reconstruction:

The Oak Valley Subdivision in Talent was completely destroyed in the Alameda 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:** Paving is Complete
- **Status:** Finalize Reimbursement District

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.
- **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 plumbing will continue to be installed. The VFD drives have been witness tested, delivered and installed. Final startup is planned for Early December.
- **Status:** Construction



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

November 17th, 2021

To: RVSS Board of Directors

From: Jennie Morgan, Stormwater Program Manager

RE: Stormwater Program Update

FY21 Annual MS4 Report

DEQ provided the attached review of RVSS' FY21 Annual MS4 report. All comments were positive.

Attachment: DEQ review letter

Q004 Blue Heron Park SW Facility

RVSS has decided to discontinue pursuit of the regional stormwater facility that would have been located at Blue Heron Park. The stormwater outfall here discharges into an existing natural wetland and the stormwater facility would have rerouted the flow through the stormwater facility and back into the natural wetland. It was determined that the costs did not outweigh the benefits for this facility.

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. The property is located within the City of Medford and would discharge into their MS4. Medford has indicated that they have no issues with this. To proceed forward, ODOT has drafted a Memorandum of Understanding (MOU) outlining how that we will work together toward completion of the project. The MOU must be approved by RVSS' board.

Attachments: Proposed facility location and drainage area.

ODOT/Jackson County/RVSS MOU

Action: Request motion to approve the MOU.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

November 17, 2021

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 28,491' and flushed 43,439'.
- b. Special Cleaning: Flushed 12,832', root sawed 245'.
- c. Requests: Flushed 552'.
- d. New Construction: Flushed and video inspected 511'.
- e. Lagoons: Received 211,165 gallons of septage, 52,110 gallons of porta potty waste and 39,410 gallons of FOG for a total of \$45,402.75.
- f. Gold Hill:
 - a. Special Cleaning: Flushed 808'.
- g. Special Cleaning Summary: 42.5 equipment hours and 119 labor hours were spent on special cleaning for a total cost of \$8,655.22.
- h. City of Rogue River: Video inspected/flushed sanitary sewer main lines.

Pump Stations

- a. Justice: Pump failure alarm.

Building & Grounds

- a. Admin building rescheduled for exterior paint on April 4, 2022.
- b. Waiting on contractor to clean gutters on O&M shop.

FOG Update

- a. Nothing to report.

Vehicles & Equipment

- a. Unit #17: Sold 2008 Ford F-550 V10 flatbed crane truck for \$18,000.