

**REGULAR MEETING OF BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
February 19, 2020**

**TIME AND PLACE OF MEETING**

The regular meeting of the Board of Directors of the Rogue Valley Sewer Services, Jackson County, Oregon, was held at the Rogue Valley Sewer Services Office, 138 West Vilas Road, Central Point, Oregon February 19, 2020 at noon.

**PLEDGE OF ALLEGIANCE**

**PRESENT**

Kay Harrison, Chair; Wayne Brown, Vice-Chair; Mike Parker, Director; Jim Snyder, Director; Jim Lewis, Director

**ALSO PRESENT**

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

**CONSENT AGENDA**

Mike Parker motioned and Wayne Brown seconded approval of the consent agenda consisting of minutes of the January 15, 2020 Board Meeting. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 20-01: AWARD OF BID PLATT PLACE SEWER REHABILITATION J244**

Six bids were received for the Platt Place Sewer Rehab. West Coast Pipeline was the apparent low bidder at \$222,925.46.

Rogue Valley Sewer Services received a Formal Bid Protest from Central Pipeline. The low bidder did not acknowledge receipt of an Addendum. Central Pipeline argued that because of this the bid should be considered non-responsive and thrown out. Carl explained that the Board has a great deal of discretion over whether or not a bid irregularity renders in non-responsive. Because this irregularity had no effect on the bid price and was subsequently corrected by the low bidder, Carl is recommending that the Board deny the bid protest and award the contract to the West Coast Pipeline.

Jim Lewis motioned and Mike Parker seconded approval of Resolution 20-01. The motion carried with a roll call vote Harrison, Brown, Parker and Lewis voted 'yes', Snyder voted 'no'.

**RESOLUTION 20-02: AWARD OF BID ONYX STREET SEWER REHABILITATION J164**

Four bids were received for the Onyx Street Sewer Rehab. MC Carlton Contracting Inc. was the apparent low bidder at \$195,550.49.

Mike Parker motioned and Wayne Brown seconded approval of Resolution 20-02. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 20-03: ADOPTION OF PERSONNEL POLICIES**

Carl updated the Board on changes of the Personnel Policies. Several comments arose from last month's presentation and have been addressed.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 20-03. The motion carried with a unanimous vote of the all board members.



## **FINANCIAL UPDATES**

Brenda presented the second quarter financials.

## **PROJECT UPDATES**

Nick presented the Project updates. Report is attached.

## **STORMWATER UPDATES**

Jennie presented the public outreach portion of the Stormwater Management Plan to the Board for approval.

Mike Parker motioned and Wayne Brown seconded approval of Stormwater Management Plan. The motion carried with a unanimous vote of the all board members.

Jennie then updated the Board on Stormwater department activities. Report is attached.

## **O&M UPDATES**

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

## **MANAGER'S REPORT**

Gold Hill has asked RVSS how the fees would be calculated if they were to hook up to the system. Carl has had discussion with Medford and will present to the regional rate committee on Monday a proposal to charge Gold Hill the Regional Treatment SDC as a single connection based on flow, rather than as separate buildings. The assessment would be using the flow identified in the facilities plan. This would save Gold Hill a significant amount and more accurately reflect the impact that the connection would have on the system. RVSS would use the same methodology for calculating the interceptor and collection SDCs.

As a condition of being allowed to connect Gold Hill would need to call for an annexation vote within 2 years. In the event that this vote fails there will need to be back-up plan to ensure that RVSS remained responsible for maintenance of the collection system and that Gold Hill complied with the industrial pre-treatment ordinance.

Carl asked for a general consensus from the Board regarding the methodology of the agreement. All Board members were in agreeance.

Carl also spoke about the maintenance issue in Gold Hill. Right now their agreement does not allow for any major capital improvements in the collection system. There are places in the system that need repair. There are funds available in the Gold Hill Fund cover this. Carl would like to alter the agreement to say that RVSS is authorized to make capital improvements at RVSS' discretion. The Board was in agreeance with this. Carl will take it to Gold Hill for approval and then bring it back for Board approval.

Carl worked with RVCOG to do a survey of various other agencies. Carl asked for a COLA adjustment at 2.50%. He asked for an additional position for the Treatment Department. Also, based on the compensation study, he asked for scale increases certain positions. This would be effective at the beginning of the fiscal year.

Mike Parker motioned and Wayne Brown seconded approval proceed with the studies recommendations in preparation of the fiscal year 21 budget. The motion carried with a unanimous vote of the all board members.

Carl suggested that RVSS develop a style guide. This would standardize the look of our public-facing image. Things like our logo, standard letterhead, standard email format, etc.. Jennie has gotten a couple professional quotes. It would be anywhere between \$4,000-\$8,000. There are funds in the professional services budget.

Jimi Lewis motioned and Mike Parker seconded approval of developing a style guide. The motion carried with a unanimous vote of the all board members.



**CLAIMS LISTING**

Mike Parker motioned and Wayne Brown seconded to approve the Claims Listing of \$839,101.09.  
The motion carried with a unanimous vote of the all board members.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:04 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair  
Board of Directors

Joan Pariani, Executive Secretary





# ROGUE VALLEY SEWER SERVICES

Location: 138 West Vilas Road, Central Point, OR - Mailing Address: P.O. Box 3130, Central Point, OR 7502-0005  
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

February 13, 2020

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

## J164, Onyx Sewer Rehab (Eagle Point):

This project will replace approximately 1000 feet of 8 inch concrete sewer, associated manholes, and 4 inch services in the right of way. The existing concrete lines are in poor condition and on the special cleaning list. The project will be constructed this spring. Map attached.

- **Updates:** Intent to Award to MC Carlton Contracting Inc - \$195,550.49
- **Status:** Bid

## J244, Platt Sewer Rehab (Eagle Point):

This project will install approximately 1450 feet of 8 inch sewer, associated manholes, and 4 inch services in the right of way. The new sewer will replace existing 8 inch concrete sewer in poor condition as well as shared 4 and 6 inch services currently serving approximately 12 properties. The project will be constructed this spring. Map attached.

- **Updates:** Intent to Award to West Coast Pipeline - \$222,925.46
- **Status:** Bid

## J292, Church Street Sewer Replacement (Phoenix):

The City Of Phoenix will reconstruct North Church Street from 1<sup>st</sup> Street to 6<sup>th</sup> Street providing an opportunity to replace the deteriorating unreinforced concrete sewer within the project footprint. Approximately 1,100 feet of 8 inch concrete sewer and associated manholes will be replaced with the project. For efficiency, the City's consultant will perform the sewer design. RVSS will reimburse the City for costs associated with design and construction of the sewer.

- **Updates:** Sewer Construction is complete. Final payment for sewer construction will be coordinated with the City of Phoenix.
- **Status:** Sewer - Complete

## J312, FY 2020 CIPP Projects (South Valley)

This project will utilize Cured in Place Pipe technology to line approximately 6,500 feet of existing 8", 10" and 12" sewer in Jackson County, Talent and Phoenix. CIPP technology will be utilized as an alternative to traditional trenching or pipe realignment where pipes are directly adjacent to or under existing mobile homes or other structures. Pipes in high traffic roadways requiring long term traffic control are also good candidates for CIPP.

- **Status:** Design

## J315, Shasta Sewer Replacement (Eagle Point):

This project will replace approximately 20-30 ft of existing 8" sewer and raise the connection at  
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existing MH EP106 along Shasta Avenue. The 8" pipe experiences constant backwater at the manhole due to the larger flow conveyed by the adjacent 10" pipe connected at the same manhole. The backwater causes a significant amount of FOG to accumulate and in turn this pipe is on the special cleaning list. Design and construction will be completed "in-house" within the next few weeks.

- **Updates:** An un-located Century Link cable was encountered during construction which is in direct conflict with trenching. We've coordinated the relocation with Century Link and resumed construction.
- **Status:** 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 for this project as a large portion of this project includes electrical and system control design. Design will be completed in Fiscal Year 2020 and construction is anticipated in Fiscal Year 2021.

- **Updates:** RH2 consulting Engineers has finalized the preliminary design report and adjusted the pump pricing for each of the top three pump options, i.e. Flygt (3-Vane centrifugal), KSB (2-Vane centrifugal) Hidrostal (Screw impellor). The original pricing (previously reported) was largely skewed due to a miscommunication between the consultant and the pump suppliers. Once adjusted, the preliminary technical data shows the Flygt and Hidrostal pumps are comparable with the Flygt pumps being \$160,000 (70%) less expensive.

After talking with both pump vendors and multiple other municipalities we are currently leaning toward the Hidrostal screw impellor pumps. However, we'll move forward with an informal bidding process with both pump vendors in hopes of tightening up the final pricing.

- **Status:** Design







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February 19<sup>th</sup>, 2020

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

## **RE: Stormwater Program Update**

### **Stormwater Management Plan Development: Public Education and Involvement**

Rogue Valley Sewer Services has developed the Public Education and Outreach and Public Involvement portions of its Stormwater Management Plan, which will be presented for review and discussion at the January board meeting. The plan will be voted on at the February board meeting and must be implemented by Feb. 28<sup>th</sup>, 2020.

**Action:** Approve the public education and outreach and public involvement sections of the stormwater management plan.

### **Talent Stormwater Master Plan**

We have nearly completed mapping the stormwater conveyance system in Talent and will be moving into modelling the system. We provided an opportunity for public input on the plan at Talent's Community Development Fair where residents shared stormwater concerns with us. We are working with the Public Works Director to develop standard operating procedures that will comply with the requirements of the MS4 permit.

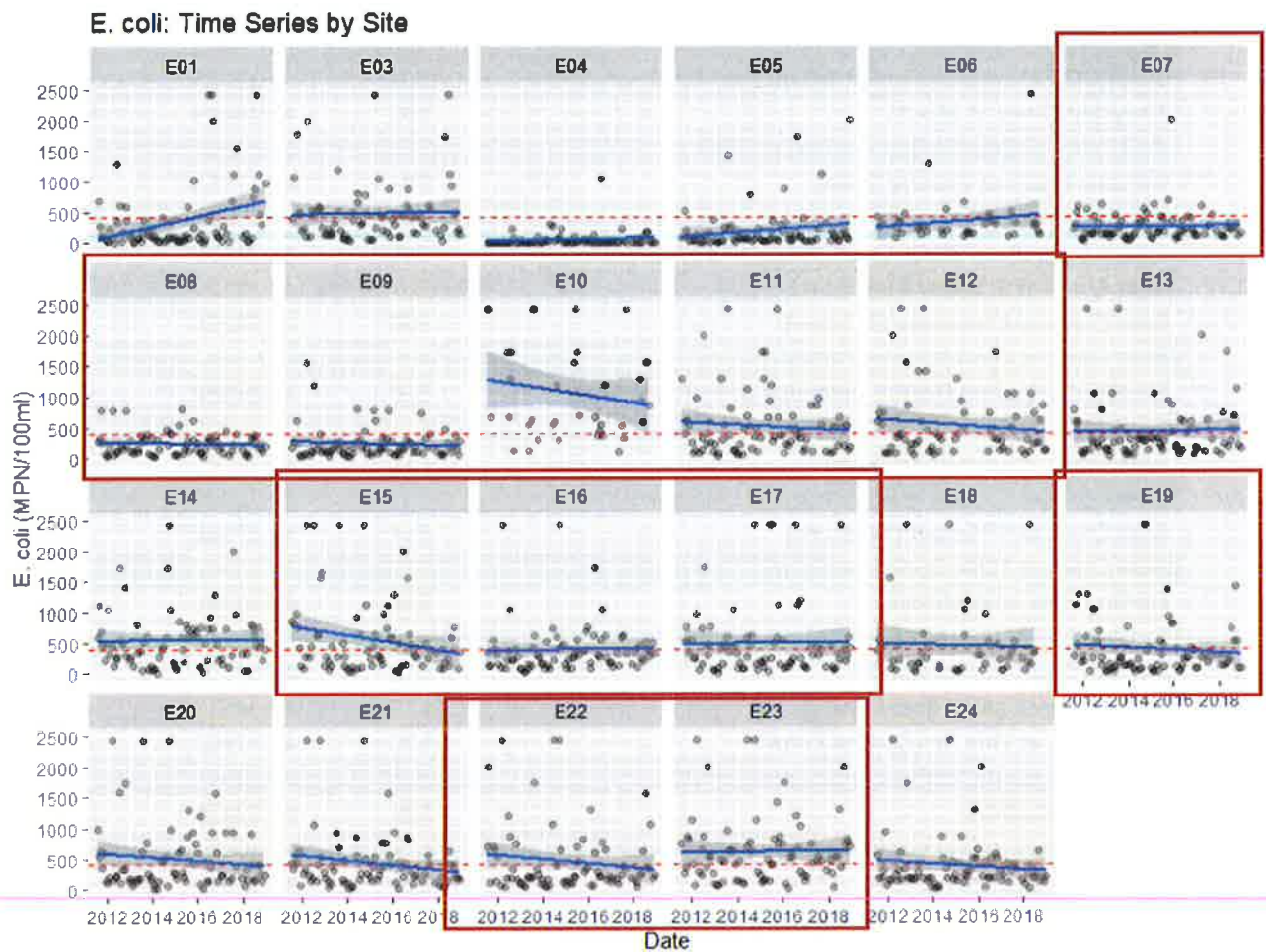
### **Bear Creek Water Quality Analysis**

RVSS partnered with Oregon DEQ, Rogue Valley Council of Governments and USEPA on a technical advisory committee to analyze the water quality of Bear Creek with regard to the Total Maximum Daily Load standards for E. coli and Total Phosphorus.

- For both E. coli and total phosphorus, the majority of sites did not have a statistically significant trend over the period of analysis.
- Median E. coli concentrations on Bear Creek between the City of Phoenix and the City of Medford (sites E11-15; E20-21) were higher than at the mouth of Bear Creek near Kirtland Road (site E24).

**Table 1. Name and location of water quality sample locations. Highlighted rows are within RVSS' MS4 boundary.**

Site Name	Site Number	Latitude	Longitude
Walker Creek on Dead Indian Memorial Highway	E01	42.19343	-122.651
Emigrant Creek at Mouth	E02	42.18889	-122.643
Neil Creek at Dead Indian Memorial Highway	E03	42.18557	-122.654
Ashland Creek at Granite Street	E04	42.17953	-122.717
Ashland Creek below STP	E05	42.21467	-122.716
Talent Irrigation District Canal at Eagle Mill Road	E06	42.21537	-122.711
Bear Creek at S. Valley View Road	E07	42.22127	-122.74
Bear Creek at Greenway (S. Talent)	E08	42.23258	-122.76
Bear Creek at Lynn Newbry Park	E09	42.2452	-122.776
Medford Irrigation District Diversion at Suncrest Road	E10	42.25268	-122.786
Bear Creek at Blue Heron Park (Phoenix)	E11	42.27305	-122.812
Bear Creek at Fern Valley Road	E12	42.28045	-122.819
Bear Creek at Coyote Trails Center* (S. Medford)	E13	42.29806	-122.84
Bear Creek at 9 <sup>th</sup> Street (Medford)	E14	42.32548	-122.869
Bear Creek at Table Rock Road	E15	42.36447	-122.885
Griffin Creek at Beall Lane	E16	42.36249	-122.921
Jackson Creek at Beall Lane	E17	42.36273	-122.928
Jackson Creek at Jacksonville	E18	42.32174	-122.957
Jackson Creek at W. Ross Lane	E19	42.34545	-122.932
Bear Creek at Pine St. (Central Point)	E20	42.37862	-122.898
Bear Creek above Griffin Creek (Central Point)	E21	42.39544	-122.925
Griffin Creek at I-5	E22	42.39458	-122.925
Jackson Creek at Blackwell Road	E23	42.40487	-122.939
Bear Creek at Kirtland Road	E24	42.42698	-122.957



**Figure 1. Time series of E. coli concentrations by site.** The dashed red line displays the water quality criterion of 406 MPN/100ml. The solid blue line shows a linear regression trend line (concentration by date) and gray shaded background displays the linear regression line's 95% confidence interval. Due to sample procedures, the maximum reporting value for E. coli concentrations was greater than or equal to 2,419 MPN/100ml; therefore, the values should be interpreted as being at least 2,419 MPN/100ml.

# **STORMWATER MANAGEMENT PROGRAM (SWMP) for RVSS in Compliance with the Municipal Separate Storm Sewer System (MS4) Phase 2 Permit**

## **PUBLIC EDUCATION & OUTREACH**

Description: RVSS has a long-standing and robust public education and outreach program and will continue to implement this program to inform the public about the impacts of stormwater discharges on waterbodies and the steps that people can take to reduce pollutants in stormwater runoff. This section of the Stormwater Management Program (SWMP) outlines the education and outreach strategies that Rogue Valley Sewer Services (RVSS) will implement to satisfy the conditions of the Municipal Separate Storm Sewer System (MS4) Phase 2 permit.

Stormwater Education & Outreach Strategy: The objective of the RVSS education and outreach program is to engage customers, residents, and business owners and their employees within the RVSS jurisdictional boundary, to increase their awareness of human impacts on stormwater quality and influence their behavior to reduce actions that have negative impacts on water quality.

All Public Education and Outreach activities will be tracked and reported quarterly to our partners and annually to DEQ. The Annual Report will assess the program's implementation progress including the number of events, type of event, message delivered, number of people and type of audience reached. At least one education and outreach activity taking place during the reporting timeframe will be evaluated using a pre and post poll, survey, test, or other method to quantify the effectiveness of the message delivery.

In addition to the specific audiences and messages identified below, RVSS will create materials and content for electronic and physical distribution through both the RVSS and Stream Smart websites and social media channels and events to include:

- a. RVSS annual newsletter in English & Spanish (print & electronic)
- b. Monthly posts to RVSS and Stream Smart social media (electronic only)
- c. Annually update RVSS website Stormwater pages (electronic only)

Through the audiences and modes of contact identified below, RVSS has set the following annual (fiscal year) goals:

- a. Number of direct contacts by RVSS staff: 1000
- b. Number of engagements with RVSS electronic content: 200

RVSS will distribute the following educational messages to the specified audiences:

*Edited: December 31, 2019*

General Public:

**Specific Audience #1: Homeowners and landscape contractors:**

Specific topic/message #1: Best management practices should be followed for proper use, application and storage of pesticides and fertilizers to reduce negative impacts on stormwater quality.

Methods/means of contact:

- Presentations and participation in events and trainings on Integrated Pest Management and other best management practices for proper use, application and storage of pesticides and fertilizers.
- Creation, distribution, and display of printed and electronic materials related to Integrated Pest Management and other BMPs related to use of yard chemicals.

**Specific Audience #2: Auto shop owners:**

Specific topic/message #2: practice pollution prevention BMPs to reduce negative impacts on stormwater quality.

Methods/means of contact:

- Promote and administer EcoBiz certification of shops in RVSS jurisdiction.

**Specific Audience #3: Dog/pet owners:**

Specific topic/message #3: pick up pet waste to reduce negative impacts on stormwater quality.

Methods/means of contact:

- Sponsorship of pet waste station with signage at local dog walking locations.
- Creation, distribution, and display of printed and electronic materials related to proper disposal of pet waste.

**Specific Audience #4: School-age children:**

Specific topic/message #4: nothing but rain into storm drain inlets and grates to reduce negative impacts on stormwater quality.

Methods/means of contact:

- In-class presentations and site tours.
- Teach Salmon Watch station.

Local Elected Officials, Land Use Planners and Engineers:

Specific topic/message: Describe purpose and benefit of RVSS Stormwater Program and how others can be involved in implementing or supporting the SWMP or how their activities or business can engage with Stormwater Program.

Methods/means of contact:

- Request an opportunity to present to city councils, county commissioners in RVSS jurisdiction once/year.

*Edited: December 31, 2019*

- Continue to contribute and promote quarterly Stormwater Advisory Team (SWAT) meetings and invite interested individuals and groups to provide feedback on and participate in the development and implementation of the SWMP.

Construction Site Operators:

Specific topic/message: how to design, install and maintain erosion prevention and sediment control BMPs at construction sites.

Methods/means of contact:

- Offer Erosion Prevention and Sediment Control Inspector Certification Class and Inspector Certification Renewal class at least once/year. The EPSC class is targeted to construction site operators and design engineers. Topics include appropriate selection, design, installation, use and maintenance of erosion prevention and sediment control measures and inspection frequency and documentation requirements.

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## **PUBLIC INVOLVEMENT & PARTICIPATION**

Description: The RVSS public involvement and participation program provides opportunities for the public to participate in the development of the SWMP control measures. When implementing a public involvement participation process, RVSS will comply with public notice requirements. RVSS will track public involvement and participation activities and assess progress towards implementation of the program in its Annual Report.

### Stormwater Advisory Team (SWAT)

As a part of Public Involvement and Participation, the SWAT will continue to meet quarterly and RVSS will actively invite participation from entities and individuals who may have interest in stormwater pollution prevention in the region. The goal of inviting non-permitted entities to the SWAT meetings is to increase public involvement in developing, reviewing, and implementing the SWMP, the Rogue Valley Stormwater Design Manual, and other related SWAT activities and work products.

### Publically Accessible Website

RVSS will maintain and promote its own stormwater related content on the RVSS website and will contribute to the Stream Smart website. The RVSS website will continue to include information on the RVSS SWMP and its implementation, including the SWMP Document, contact information, and educational materials. The RVSS website will be maintained with current information and be updated at least annually. The website will include the following:

- How to file an Illicit Discharge Complaint or Report
- Draft documents issued for public comment, and final reports, plans and other official SWMP policy documents.
- Links to all ordinances, policies, and/or guidance documents related to the construction and post-construction stormwater management control programs, including education, training, licensing, and permitting.
- RVSS's contact information for relevant staff, including phone numbers, mailing addresses, and email addresses.

### Stewardship Opportunities

RVSS will develop and implement, either individually or in partnership, one stewardship opportunity each year that may include:

- Stream clean-up
- Storm drain marking
- Riparian planting
- Stormwater management facility enhancement or maintenance



February 19, 2020

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

**RE: Operations & Maintenance Report**

**Collection System**

- a. Rotational Footages: Staff have flushed a total of 81,245' and have video inspected 50,513'.
- b. Special Cleaning: Flushed 8,179' and root sawed 178'.
- c. Requests: Flushed 412' and video inspected 674'.
- d. New Construction: Video inspected 1,547' and flushed 1,563'.
- e. Lagoons: Received 254,300 gallons of septage, 16,545 gallons of porta potty waste and 24,010 gallons of FOG for a total of \$44,228.25.00.
- f. Gold Hill:
  - i. Complaints: Flushed 500'
  - ii. Special Cleaning: Flushed 1,685'
- g. Special Cleaning Summary: 31.5 equipment hours and 61.5 labor hours were spent on special cleaning for a total cost of \$4,710.00.
- h. Rogue Valley Transit District: Cleaned 18" storm drain pipe in their lot.

**Pump Stations**

- a. Luthy: Relay is installed on back up sensor and back in operation.

**Building & Grounds**

- a. O&M flooring: We received one quote for the concrete floor polish & seal from Cut & Break Construction for \$4,445.00. And we received a quote for the office carpet tiles from Completely Floored for \$1,991.23. Old asphalt tiles were removed by O&M staff.

**FOG Update**

- a. (45) Annual & (4) Periodic inspections were performed. There was (1) violation of log book not updated & (1) violation of interceptor requiring maintenance.

**Vehicles & Equipment**

- a. New GMC 2500HD: Has arrived and currently getting up fitted.
- b. Unit #12: Sold for \$11,500.
- c. New Chevrolet 5500HD Crain Truck: Will finally be finished at Carco Industries and arrive at the end of the month.

