

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
January 15, 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 January 15, 2020 at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Mike Parker, Director; Jim Snyder, Director; Wayne Brown, Vice-Chair;
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; John Thorpe, Employee Liaison; Jennie Morgan, Stormwater Manager

CONSENT AGENDA

Jim Lewis motioned and Wayne Brown seconded approval of the consent agenda consisting of minutes of the December 18, 2019 Board Meeting. The motion carried with a unanimous vote of the all board members.

FINANCIAL UPDATES

Brenda wanted to confirm the date of April 22, 2020 for the Budget Committee meeting. This was approved by all Board members. This meeting will take place at noon.

PROJECT UPDATES

Nick presented the Project updates. Report is attached.

Also, he presented the Board with an Extinguishment of Easement for a property in Talent. The easement was for a service lateral, which should have been dedicated to the benefited property and not RVSS. The pipe originally placed in the easement has been moved due to development in this area so the easement is no longer needed.

Jim Lewis motioned and Mike Parker seconded approval of the Extinguishment of Easement. The motion carried with a unanimous vote of the all board members.

STORMWATER UPDATES

Jennie presented the Public Education & Involvement plan. This is required with the current Stormwater permit.

O&M UPDATES

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

MANAGER'S REPORT

Carl spoke to the Board about the Performance Incentive Plan for Employee bonuses. He recommended to change the statistical timeframe from calendar year to fiscal year starting now.

This will still be paid out at the end of the year. The new Performance Incentive Plan is more in line with the Strategic Plan.

Mike Parker motioned and Jim Lewis seconded approval of the new Performance Incentive Plan. The motion carried with a unanimous vote of the all board members.

The Oregon Legislature passed bill 479 which creates specific requirements for reporting workplace harassment. Carl has updated the Personnel policies to include the changes from the bill. He also went through a few other items in the Personnel policy that needed to be updated and/or more defined. He will bring this back at the February Board meeting in a Resolution for Board approval.

Carl reminded the Board of the SDAO conference. Also of the Board Dinner, which will take place February 16th at the Jacksonville Inn.

The City of Gold Hill has adopted their facilities plan. They have not decided whether or not to go with a pump station. They have requested an estimate of SDC costs, if they were to connect to RVSS.

Carl wanted to caution the Board of upcoming insurance costs. In the SDAO meetings that he has attended, the forecast is for significantly higher health care costs.

CLAIMS LISTING

Mike Parker motioned and Wayne Brown seconded to approve the Claims Listing of \$896,591.33. The motion carried with a unanimous vote of the all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:55 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

January 10, 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.

- **Status:** Design

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.

- **Status:** Design

J281, West Gregory Pump Station Rehab (Jackson County):

The existing pump station was retrofit in 2004 in anticipation of a full rehab at some point. This project will install a new fiberglass wetwell insert, Flyght pumps, level sensor, and variable frequency drive pump controls. The existing valves and vault installed in 2004 are in good condition and will remain in place. Construction is planned for this summer.

- **Updates:** Flow meter is installed.
- **Status:** Complete

J292, Church Street Sewer Replacement (Phoenix):

The City Of Phoenix will reconstruct North Church Street from 1st Street to 6th 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:** Paving is done. Manhole testing will be completed shortly.
- **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:**
- **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 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.

- **Status:** Design



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January 15th, 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. 28th, 2020.

Action: Review/Discuss

**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.

Edited: December 31, 2019

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

Edited: December 31, 2019



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January 15, 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 52,503' and have video inspected 47,758'.
- b. White City Storm Drain: Cleaned 46 catch basins.
- c. Special Cleaning: Flushed 8,731'
- d. Requests: Flushed 719' and video inspected 751'.
- e. New Construction: Video inspected 1,158'.
- f. Lagoons: Received 246,270 gallons of septage, 22,135 gallons of porta potty waste and 27,555 gallons of FOG for a total of \$44,394.00.
- g. Gold Hill: Video inspected 590'
 - i. Rotational: Video inspected 590'
 - ii. Complaints: Flushed 504'
 - iii. Special Cleaning: Flushed 909'
- ii. Special Cleaning Summary: 27.5 equipment hours and 71 labor hours were spent on special cleaning for a total cost of \$4,980.00.
- i. Harbor Sanitary District: Trained their staff on pump station operation and maintenance.

Pump Stations

- a. Luthy: Relay on backup level sensor went bad and we are awaiting part for replacement.

FOG Update

- a. (12) Annual, (4) Periodic & (10) Compliance inspections were performed. There were no violations.

Vehicles & Equipment

- a. Nothing to report.