

**REGULAR MEETING OF BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
July 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 138 W Vilas Rd, Central Point, Oregon on July 15, 2020 at noon.

**PLEDGE OF ALLEGIANCE**

**PRESENT**

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

**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;

**COMMENTS FROM INTERESTED CITIZEN**

Central Point Liaison, Mike Parsons, made a comment saying that he finds RVSS to be well positioned, financially secure and a well-run company.

**CONSENT AGENDA**

Jim Lewis motioned and Wayne Brown seconded approval of the consent agenda consisting of minutes of the June 17, 2020 Board Meeting and an extinguishment of a sewer easement. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 20-20: APPOINTING BOARD OF DIRECTORS CHAIR AND OTHER POSITIONS**

Jim Lewis nominated Kay Harrison as Chair. Wayne Brown seconded the nomination.  
Jim Lewis nominated Mike Parker for Vice-Chair. Jim Snyder seconded the nomination.  
Jim Lewis and Wayne Brown was appointed to the Regional Rate Committee with the remaining Board members as the alternates.  
Kay Harrison appointed to be the RVCOG representative with Carl as the alternate.

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

**RESOLUTION 20-09: GENERAL OVERHEAD RATE, BILLING RATE FOR LABOR AND EQUIPMENT**

The Resolution was held over from June's Board Meeting. Carl presented the Board with the spreadsheet that shows the numbers for these rates.

Mike Parker motioned and Wayne Brown seconded approval of Resolution 20-09. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 20-18: STORMWATER QUALITY DESIGN MANUAL**

This manual is updated regularly to address changes in regulations and to provide better clarity to designers. Jennie presented a spreadsheet summarizing the proposed changes.

Wayne Brown motioned and Jim Snyder seconded approval of Resolution 20-18. The motion carried with a unanimous vote of the all board members.-



## **RESOLUTION 20-19: PROVIDING ASSISTANCE FOR SKYRMAN ARBORETUM IN CENTRAL POINT**

The City of Central Point has requested that RVSS waive the fees for this project. RVSS has done this in the past for other parks as a community service.

Mike Parker motioned and Jim Snyder seconded approval of Resolution 20-19. The motion carried with a unanimous vote of the 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**

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

## **MANAGER'S REPORT**

Carl updated the Board on what RVSS is doing for Phase II of the COVID-19 pandemic. He feels that things are going well. There is good separation between all humans.

Carl wants to get involved in testing effluent waste water for the presence of Corona Virus. Jackson County Health department has indicated that they do not have the staff available to make use of this data. In spite of this Carl feels that there will come a time that we wished we had the data and that it is worth the risk to start collecting it now. The cost for the testing is \$1,020 per test. To implement a comprehensive testing program we would want to test Shady Cove and Gold Hill every other week and the three main interceptors, Upper BCI, Lower BCI, and the White City Trunk, weekly. We expect this cost to be reimbursed through the CARES act but this is not guaranteed. The question is if the Board wants to pursue this testing knowing that it is expensive and there is no assurance that it would be useful to health officials. Board members felt that the potential benefit of gathering this information is worth the risk that we would not be reimbursed through the CARES act.

Jim Lewis motioned and Wayne Brown seconded approval of the testing for Corona Virus. The motion carried with a unanimous vote of the all board members.

RVSS has received their first reimbursement from the CARES Act. The checks was for a little over \$50,000.

We continue to monitor revenue trends to see if there is any adverse revenue impact from the pandemic. We still have not seen any.

Carl is still working on the industrial pre-treatment agreement with Medford. This is expected to be ready for next month.

Gold Hill is leaning toward rebuilding their treatment plant instead of building a pump station, but still pushing for annexation.

Another revision was presented on the style guide. The Board decided a new logo which includes a larger mouth salmon on a lighter blue and green background. (See attached.)

Mike Parker motioned and Jim Lewis seconded to approve the attached new logo.. The motion carried with a unanimous vote of the all board members.

Carl had taken a phone call from a customer complain about her account. She has made sporadic payments for a while and just recently learned that she could be on an quarterly bill.



She wanted to be credited back as a quarterly bill since the start of her service. This would amount in a refund to the customer of under \$8. This is against normal policy and the front office handle this accordingly. The Board agreed to refund the customer, but wanted to make sure that the front office knows that they handled this situation appropriately.

**CLAIMS LISTING**

Mike Parker motioned and Jim Lewis seconded to approve the July Claims Listing in the amount of \$750,565.93. The motion carried with a unanimous vote of the all board members.

**ADJOURNMENT TO EXECUTIVE SESSION**

The Board adjourned to Executive Session at 1:26 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 execution 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)

**RETURN TO OPEN MEETING**

The Board returned to open meeting at 2:18. By unanimous decision, the Board awarded Carl Tappert a \$5,000 bonus in lieu of a cost of living adjustment.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:22 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

July 9, 2020

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

### J188, 6<sup>th</sup> Street Sewer Replacement (Phoenix):

This project will replace approximately 184 feet of 8 inch sewer at the intersection of 6<sup>th</sup> Street and S Pacific Highway in Phoenix. The pipe is on the special cleaning list, has poor grade and is in very poor structural condition. Open trench construction will be a little tricky as the pipe crosses S Pacific Highway at a very busy intersection. This project will be constructed this summer.

- **Updates:** Given the location and the probability of night work we will likely obtain a contractor through an informal solicitation process which is allowed on projects with estimated construction costs under \$100,000. The code also allows us to waive performance and payment bonds under this process. That said, contractors we know and trust will be allowed to submit quotes by invitation only.
- **Status:** Design

### J291, OR140 Exit 35 to Blackwell :

ODOT will be realigning Blackwell Road from Exit 35 to Tolo Road as a part of the Highway 140 extension project. A new creek crossing will be installed and will require approximately 125 feet of 8" PVC sewer to be replaced with ductile iron pipe to protect the sewer at the creek crossing. This project will also require 13 manhole adjustments and service relocations as needed. The manhole adjustments and service relocations will be performed during construction in 2021 through an add work agreement with ODOT and the 8" main replacement will be performed by our crews this summer.

- **Status:** Design

### J303, Sowell Drive Sewer Realignment (Shady Cove)

This project will realign approximately 300 feet of existing 8 inch sewer at the intersection of Sowell Drive and Kinworthy Drive in Shady Cove which is currently running across the corner property near the residence. The opposing service line has adverse grade within the right-of-way and is exposed in the roadside ditch. The current sewer configuration will not allow the service to be fixed without trenching diagonally across the corner property and large cut bank. This project will relocate the main into the right-of-way and allow the existing service line with to be repaired with proper grade. This project will be constructed this summer.

- **Updates:** O & M and the construction crew have put all hands on deck to complete this project before the City resurfaces Sowell Drive and Kinworthy Drive next week.
- **Status:** Under Construction

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

This project will utilize Cured in Place Pipe technology to line approximately 4,300 feet of existing 8",  
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10" and 12" sewer in Jackson County & Jacksonville. 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.

- **Updates:** The contract began lining the mains last week.
- **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 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 Year 2021.

- **Updates:** RHT Engineering has installed to monitor existing energy consumption. This information will be used to complete the energy analysis and apply for Energy Trust of Oregon funding. RVSS and RH2 engineering will continue to work toward a fall project bid and Spring Construction.
- **Status:** Design

**G008, Riverside Sewer (Gold Hill):**

This project will replace approximately 250 feet of 6" sewer which was lined as a part of the Gold Hill Collections Capital Improvement Project. The lined pipe coupled with the insert-a-tee service lateral connections do not allow our camera to pass. This pipe is also on the special cleaning list and has backed up multiple times. Funding for this project will come from surplus funds in the Gold Hill collection fund. Our crew will complete the work this summer.

- **Status:** Design

**G009, 5<sup>th</sup> & Hays Sewer (Gold Hill):**

This project will replace a 370 foot section of 8 inch sewer along 5<sup>th</sup> Street downstream of Hanby Middle School. The pipe is in very poor structural condition with one substantial hole near the downstream manhole. Funding for this project will come from surplus funds in the Gold Hill collection fund. Our crew will complete the work this summer.

- **Status:** Design is complete





# ROGUE VALLEY SEWER SERVICES

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July 15<sup>th</sup>, 2020

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

## **RE: Stormwater Program Update**

### **Blue Heron Park Project**

This project was highlighted in a Mail Tribune article July 2<sup>nd</sup>, see attached. We are in the process of evaluating whether a stormwater facility can be built within the park entrance area to enhance treatment of runoff from a stormwater outfall.

### **Illicit Discharge Detection and Elimination**

Summer sampling has begun, we will be visiting known flowing outfalls along Bear and Wagner Creek and analyzing for E. coli.

### **Post-Construction Stormwater Management**

The Stormwater Advisory Team (SWAT) has approved a list of changes (see next page) to the Rogue Valley Stormwater Design Manual. The process for approval is that changes are recommended by the post-construction working group to the SWAT for approval. SWAT voting members consist of MS4 permittees and a majority vote is required for approval. The revised manual with the incorporated changes is available on our website if you would like to take a look, or you can reach out to me for more details.

<https://www.rvss.us/pilot.asp?pg=StormwaterDesignManual>

*Action: Adopt Resolution 20-18.*

**Rogue Valley Stormwater Design Manual, revised 2018**  
**Post-Construction Working Group Recommended Amendments to the Design Manual**

Item	Page/ Section	Change	Reason	Proposed	Approved by SWAT
12	4.4.2	Revised UIC Authorization paragraph	Put the onus for determining whether a facility is a UIC on DEQ.	7/17/2019	7/17/2019
13	Definitions	Added Effective porosity, field capacity and total porosity	Effective porosity is used in section 3.3.1, which is a factor of field capacity and total porosity.	7/17/2019	7/17/2019
14	General Notes for Vegetated BMPs	Revised the Stormwater Growing Medium Spec. to improve clarity.	Needed to clarify to which portion of the mix the sieve analysis applied.	7/17/2019	7/17/2019
15		Added AASHTO T2 as the specification for soil sampling.	Needed to specify how soil should be sampled.	7/17/2019	7/17/2019
16		Added AASHTO T27 and T11 as the specification for Sieve analysis	Needed to specify what analyses are acceptable.	7/17/2019	7/17/2019
17		removed requirement for weed free soil from the specification	Hilton does not guarantee weed free, only free of noxious weeds.	7/17/2019	7/17/2019
18		removed requirement for organic matter from 8-10% by weight in the topsoil	organic matter will be present in the compost	7/17/2019	7/17/2019
19		removed requirement for CEC >= 5meq./100g dry soil		7/17/2019	7/17/2019
20		removed text specifying 2-5% clays fines content in topsoil	this is covered in the sieve analysis spec.	7/17/2019	7/17/2019
21		Standard Drawings	Created BMP 9.01 Roadway Curb Opening	See item 11.	7/17/2019
22	General Notes for Pervious Surfaces	Added Notes to Design Manual	Inadvertently left out of July 2018 revision.	7/17/2019	1/15/2020

**Rogue Valley Stormwater Design Manual, revised 2018**  
**Post-Construction Working Group Recommended Amendments to the Design Manual**

Item	Page/ Section	Change	Reason	Proposed	Approved by SWAT
23	3.3 Flow Control	added design requirements for detention basins built exclusively for flow control language to	language does not exist for detention basins designed exclusively for flow control	4/17/2020	4/17/2020
24	3.4	removed design methodology language	now stated in section 3.3	4/17/2020	4/17/2020
25	4.4.2	increased required spacing of observation wells from 50 to 200ft.	50ft spacing was unnecessary	4/17/2020	4/17/2020
26	4.4.2	added void space language of 35%	to be consistent with pervious paving section	4/17/2020	4/17/2020
27	6.6	added statement that provided template must be used	increase consistency	4/17/2020	4/17/2020
28	BMP 2.01	removed 35% void space text	this is a design requirement and should be in the design manual not on the std. drawing	4/17/2020	4/17/2020
29	BMP 2.02	removed 35% void space text	this is a design requirement and should be in the design manual not on the std. drawing	4/17/2020	4/17/2020
30	BMP 2.03	removed 35% void space text	this is a design requirement and should be in the design manual not on the std. drawing	4/17/2020	4/17/2020
31	BMP 6.01	added UIC authorization language	directs designer to DEQ for UIC verification	4/17/2020	4/17/2020
32	BMP 6.02	added UIC authorization language	directs designer to DEQ for UIC verification	4/17/2020	4/17/2020
33	App A. Irrigation	clarified required duration of irrigation for establishment	consistency throughout manual	4/17/2020	4/17/2020
34	4.4.4 pg 4-33	clarified required duration of irrigation for establishment	consistency throughout manual	4/17/2020	4/17/2020
35	General Notes for Vegetated BMPs	changed soil requirements to be consistent with ODOT	ease of local soil obtainment	4/17/2020	4/17/2020

# Blackberry removal enhances Phoenix park, Bear Creek

by Tony Boom for the Mail Tribune

Thursday, July 2nd 2020

Removal of invasive blackberries along a half-mile stretch of Bear Creek in Phoenix's Blue Heron Park has opened up the park's space and will lead to enhanced water quality in the creek.

Under the direction of Rogue Valley Watershed Council, a contractor finished blackberry removal earlier this month, the first step in a multiyear effort by the council, Rogue Valley Sewer Services and the city of Phoenix to enhance the park and creek. Bear Creek Greenway runs through part of the cleared area.

"It's expanded the usable areas in the park. We got trail access to the water. Before that it was just impossible," said interim City Manager Eric Swanson. "It's kind of nice to see it wide open with easy access."

"There were a ton of blackberries," said John Speece, project manager with the council. Blackberry plants towered over people's heads, made it impossible for visitors to explore areas and had prevented RVSS from determining whether a detention facility could be installed to treat stormwater runoff.

Improvement of the area was ranked as the second-highest priority project for the watershed council in a Bear Creek restoration initiative developed in 2019. The city had approached the council in 2018 about helping develop the park after creation of a parks master plan in 2016. One small area north of the main park entrance off Highway 99 has been improved, while the rest of the work runs southeast along the creek with Bear Creek Greenway bisecting it.

Cost for the entire effort will be \$125,000. The city and RVSS has contributed toward the project, and the watershed council secured grants from the Reser Family Foundation, Schwemm Foundation, Oregon Watershed Enhancement Board and Oregon Community Foundation.

Plant Oregon was chosen to do the blackberry removal and will do planting of native vegetation along the stream bank. The company will do follow-up work in the coming years to handle return of blackberries, but the ultimate plan is for city of Phoenix workers to maintain the area, said Speece.

"We'll do riparian planting to establish a forest of native trees and shrubs to provide shade for the stream. Trout and salmon need shaded, cool water to survive," said Speece. The council has consulted with Oregon Department of Fish and Wildlife on the project.

Besides blackberry removal and plantings, the project will include environmental education and community outreach components, although what those will look like is still being determined in view of the COVID-19 pandemic.

“All the work that is being done across the Greenway is increasing public safety,” said Speece. “That’s about removing the blackberries.”

The undertaking will help achieve water quality objectives by cooling the stream and getting rid of pollutants, but it is also creating partnerships with the different agencies and community involvement, said Speece. He expects it to serve as a model for other projects.

RVSS was particularly interested in getting the area north of the entrance cleared so it can determine whether a stormwater retention facility can be installed where the city’s storm drain system discharges. RVSS has an agreement with the city to improve stormwater quality before it enters Bear Creek and has collaborated on several other projects.

“Our overall goal is to implement the treatment of the stormwater runoff. It currently flows into without treatment,” said Jennie Morgan, stormwater program manager with RVSS. The agency aims to capture and treat runoff where it can so it’s as clean as it can be.

An initial look at the site suggested such a plan may be feasible, but detailed studies are being conducted.

“We are pretty sure we are going to be able to do something. We are looking to find what is best, most efficient, most effective,” said Morgan. The agency will also look at installing interpretive signs and a nature trail.

A detention facility, if feasible, may be similar on one recently completed by the city near the new Community Center. City workers completed putting plants into a bioswale there last week. The project was a collaboration with RVSS, which also paid for part of the permeable material used in an adjacent parking lot. The bioswale provides treatment of stormwater runoff before it flows into Bear Creek.

Phoenix has set aside \$10,000 for water quality projects in its budget for fiscal year 2020-21. Blue Heron Park already has community gardens, parking, a gazebo and the Greenway. There are plans for more parking and other upgrades.

“Blue Heron is a gem. It’s kind of nice to see it wide open with easy access,” said Swanson.

*Reach Ashland freelance writer Tony Boom at [tboomwriter@gmail.com](mailto:tboomwriter@gmail.com).*



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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 82,912' and have video inspected 81,314'.
- b. Requests: Flushed 3,454'.
- c. Special Cleaning: Flushed 11,482' and root sawed 1,409'.
- d. New Construction: Video inspected 657'.
- e. Lagoons: Received 159,365 gallons of septage, 24,930 gallons of porta potty waste and 32,687 gallons of FOG for a total of \$32,547.30.
- f. Gold Hill:
  - a. Special Cleaning: Flushed 2,352'.
- g. Special Cleaning Summary: 38 equipment hours and 84 labor hours were spent on special cleaning for a total cost of \$6,070.00.
- h. Grants Pass Irrigation District: Flushed pipe in grants Pass and Rogue River.

### **Pump Stations**

- a. Vashiti: Pump failure caused by rags.
- b. Dunn: New A/C unit installed.

### **Building & Grounds**

- a. Second car charging station has been installed in back as well as a station at the SC Treatment Plant.

### **FOG Update**

- a. Critical facilities and trunk line paralleling the river in Shady Cove.

### **Vehicles & Equipment**

- a. Nothing to report.