

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
June 16, 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 June 16, 2021 at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Jim Snyder, Director; Jim Lewis, Director. Mike Parker, Director

Absent: Wayne Brown, 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; Roger Thom

CONSENT AGENDA

Mike Parker motioned and Jim Lewis seconded approval of the consent agenda consisting of minutes of the May 19, 2021 Board Meeting, Resolution 21-15: Permit Fees and Resolution 21-11: Miscellaneous Charges. No changes were proposed for these annual resolutions. The motion carried with a unanimous vote of the all board members.

PUBLIC HEARING FOR RESOLUTION 21-07: ESTABLISHMENT OF METHODOLOGY FOR CALCULATING SYSTEM DEVELOPMENT CHARGES

Chair Kay Harrison opened a public hearing of the Resolution 21-07 at 12:03. With there being no comments, the hearing was closed at 12:06 pm.

Carl explained that the methodology was updated due to the addition of Shady Cove and to make things more transparent.

Jim Lewis motioned and Mike Parker seconded approval of Resolution 21-07. The motion carried with a unanimous vote of the all board members.

PUBLIC HEARING ON RESOLUTION 21.14 ADOPTION OF FY2022 BUDGET AND MAKING APPROPRIATIONS

Chair Kay Harrison opened a public hearing of the Fiscal Year 2022 budget at 12:14. Carl Tappert noted that no changes had been made from the proposed budget approved in April. The hearing was closed at 12:15 am.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 21-14. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21.08: SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES

Carl is recommending an increase for the Collection system fee to \$800, a decrease to the Eagle Point Trunk fee to \$650 and an increase in the Shady Cove fees to \$1,659.57. The original Resolution had the incorrect figures on it.

Mike Parker motioned approval as amended and Jim Snyder seconded approval of Resolution 21-08. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-09: SCHEDULES FOR SANITARY SEWER AND STORMWATER CHARGES

This Resolution will increase the sewer rate to \$23.00 per month for all areas except Shady Cove. Their rate will increase to \$42.06 per month

Mike Parker motioned and Jim Lewis seconded approval of Resolution 21-09. The motion carried with a unanimous vote of the all board members.-

RESOLUTION 21-10: GENERAL OVERHEAD RATE, BILLING RATE FOR LABOR AND EQUIPMENT

This is a Resolution that is updated every year. An attachment was presented to show the individual rates.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 21-10. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-12: EMPLOYEE COMPENSATION PLAN

This compensation plan includes the COLA for all employees. Also, the rate for the Finance Director position was incorrect.

Jim Lewis motioned to approve as amended and Jim Snyder seconded approval of Resolution 21-12. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-13: CAPITAL IMPROVEMENT PLANS FOR ALL AREAS

This is the same CAP that was included in the budget. Nick presented an updated spreadsheet that showed how much of the project is dedicated to future growth. Although the Resolution itself was not amended, there was additional information on the spreadsheet explaining costs.

Jim Lewis motioned and Mike Parker seconded approval of Resolution 21-13. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-16: ADOPTION OF STORMWATER QUALITY DESIGN MANUAL

This was discussed at the May Board meeting, but the resolution to accept was not created.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 21-16. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-17: CONTRACTING OUT WITH PRIVATE SECTOR FIRMS, RENEWAL OF PERSONAL SERVICES CONTRACTS

This is the annual update for private companies and corporations that RVSS has private contracts with for services.

Mike Parker motioned and Jim Snyder seconded approval of Resolution 21-17. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-18: CERTIFICATION OF ELECTION

The Special Election was held in May and Roger Thom won a seat on the Board. Unfortunately, Jim Lewis will no longer be a Board Member. Carl thanked him for his service to the Board and everything else he has done in the valley. Jim was very gracious and has offered to help out in any way possible in the future. Jim was also presented with a Toilet Paper Cake, which he shared with everyone.



Jim Lewis motioned and Jim Snyder seconded approval of Resolution 21-18. 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

OSHA met June 15th and has decided that when the state meets the target of 70% of the population being vaccinated, then they will change their guidelines on mask and capacity restrictions. Once this is lifted, Board meetings will return to normal. Carl also plans on opening the office back up to the public once the restrictions are lifted.

All claims have been submitted to FEMA for the Almeda fire. Carl is still waiting on the final outcome of this. All claims submitted to the insurance have been paid,

RVSS has issued permits for 222 reconnections in the Almeda Fire area.

Carl would like to join the Southern Oregon Cooperative. This is a mutual aid agreement with other government agencies. What this means is if one agency needs help, another within the group will help, if they can. This is coordinated by Jackson County. The Board was in agreeance.

Carl asked the Board if they wanted to go back to Board education. This happened pre-Covid. Carl would set up an informational session during each Board meeting. All Board members liked the idea, especially with a new Board member joining next month.

An update on Board Member Wayne Brown was given.

Also, Carl wanted the Board to know that the maintenance department will be working on a smaller staff for a few weeks. There are a couple employees out on medical leaves and there has been a couple on the job injuries, There has been no time loss for the job related injuries.

Carl asked the Board if they would like to have an Executive Session at the July meeting to perform the Manager's Annual Review.

CLAIMS LISTING

Mike Parker motioned and Jim Lewis seconded to approve the June Claims Listing in the amount of \$1,086,484.43. The motion carried with a unanimous vote of the all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:17 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Pariani, Executive Secretary



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CLEAN WATER · HEALTHY COMMUNITIES

June 9, 2021

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

J325, Arborwood Pump Station:

This pump station electrical panel was more or less completely destroyed in the Almeda Fire. After investigating further, it appears the wet well is has a substantial leak which was likely not caused by the fire. We are currently exploring either to rehab the station to bring it up to our standards or abandon the station with a substantial gravity sewer extension which includes a bore across the railroad.

- **Updates:** Shop drawing review and DEQ approval.
- **Status:** Design

J326, Almeda Fire Service Abandonment:

Sewer services to buildings completely destroyed by the Almeda Fire will be abandoned at an existing cleanout or at new cleanout installed at the abandonment. Property owners will reconnect the service when they rebuild. We will enter a contract with a private contractor for approximately 225 service abandonments to assist our crews in this effort.

- **Status:** Still in process. Rebuilding and FEMA housing projects are underway. As anticipated, rebuilding is fast and furious and is keeping us very busy.
- **Updates:** Under Construction

J327, Gangnes Sewer Rehab (Talent):

This project will rehabilitate the sewer system along Gangnes Street in Talent. The entire neighborhood was destroyed by the Almeda Fire allowing construction in areas previously covered by landscaping, fences, trees, homes, etc.... The existing system is constructed of approximately 1900 ft of 6" and 8" concrete and asbestos concrete pipe and has multiple shared services along existing alleys and along backyards. The existing 8" pipe leaving the neighborhood crosses under an existing house foundation and Wagner creek. Rerouting the sewer northeast to the adjacent property owned by Talent Urban Renewal will allow us to abandon the existing creek crossing and foundation conflict.

- **Status:** Complete
- **Payments:** \$11,876.65 (Final Payment)

J331, Oak Valley Sewer Reconstruction:

The Oak Valley Subdivision in Talent was completely destroyed in the Almeda 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:** Construction is planned for the first week in July.
- **Status:** Project administration/construction

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 rehab, abandon, and/or replace large portions of the existing main.

- **Status:** Design & coordination with stakeholders. This project is planned for FY 2022 construction.

J337, Shafer Lane Rehab:

This project will replace approximately 281 LF of deteriorated 6 inch concrete sewer in Medford.

- **Updates:** Design is complete, construction will begin in July.
- **Status:** Design/construction.

J340, Talent Mobile Estates, TA:

This project will replace approximately 550' of existing 8 inch sewer running through Talent Mobile Estates. There are currently 29 service connections along the existing main which is in poor shape and runs between two rows of trailers making it inaccessible for maintenance. The owner of the park is not planning on a redesign of the park perpetuating the already poor situation. We've worked with the owner to relocate the existing main into the drive isle and dedicate a new easement. The owner will make new connections as needed once the park is redeveloped.

- **Status:** Design.

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:** The contractor is planning to setup the bypass pumping operations the week of June 14th.
- **Status:** Construction



June 8, 2021

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

RE: Stormwater Program Update

1. Resolution to Adopt changes to the Rogue Valley Stormwater Design Manual

The Stormwater Advisory Team (SWAT) voted in April to approve two changes to the Rogue Valley Stormwater Design Manual. The changes are outlined below. A full version of the Design Manual can be viewed on our website here:

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

Section	Proposed Change	Reason for Change	SWAT proposal date	SWAT Approval Date
2.3	Raised the threshold for requiring Flow Control to 10,000sf of redevelopment or development.	To ease the burden on development.	4/14/2021	4/14/2021
4.4.6	Removed allowance for devices certified for Pre-Treatment. Only devices certified for Basic Treatment by TAPE meet the requirements of this manual.	WATAPE program changed the standards for pre-treatment so that they no longer require removal of 80% TSS, which is a MS4 permit requirement.	4/14/2021	4/14/2021

Action: Board approval of the Resolution adopting changes to the Rogue Valley Stormwater Design Manual is requested.

2. Bear Creek Restoration Initiative (BCRI) Memorandum of Agreement (MOA)

The BCRI is a collaborative working group that aims to coordinate efforts over the entire Bear Creek corridor for restoration. RVSS has been participating in the BCRI since its inception in 2019. Among the items of restoration interest to the group is provision of improved stormwater treatment at the many outfalls that empty into the riparian corridor of Bear Creek and its tributaries. The Blue Heron Park stormwater treatment facility pursued by RVSS was enhanced through participation as a stakeholder in



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this group partnering with the Rogue River Watershed Council. The BCRI has written an MOA (attached) and is asking for stakeholder organizations to sign on.

Action: Review and discussion. If the RVSS board would like to sign the MOA, I will bring it back for signature in July.

Memorandum of Agreement – Bear Creek Restoration Initiative

Background of the Bear Creek Restoration Initiative

In early 2019, Rogue River Watershed Council (RRWC) approached the Rogue Valley Council of Governments (RVCOG) to assist them in leading a project involving local organizations to develop a prioritized list of riparian restoration projects along Bear Creek and its tributaries. Riparian restoration is not a new effort along Bear Creek and has been a part of regional Clean Water Act implementation activities (TMDL) since at least 2003. Several existing plans and guiding documents, as well as ordinances, spell out where, what, and when restoration actions should occur along Bear Creek and its tributaries. Implementation of actions has been largely opportunistic and reactive rather than planned and proactive over the entire length of Bear Creek. Work on restoration projects identified the need to establish a collaborative working group to coordinate efforts over the entire Bear Creek corridor for restoration. In addition, there are other factors along Bear Creek that add complexities to restoration and management of the corridor that need to be included in the restoration/management discussion.

The Bear Creek Initiative (Initiative) is an outgrowth of the 2019 effort focusing a renewed effort taking traditional restoration perspectives and adding a social and public safety component to the mix to address the issues facing Bear Creek, the most urbanized creek in southwest Oregon. The undertaking of a large-scale project in the urban portions of Bear Creek area may take different strategic planning and collaboration than projects have in the past. Bringing in additional resources from public safety and human health practitioners may provide a more diverse and comprehensive prescription to the complex set of issues we are facing.

Purpose, Mission and Vision of Initiative

The Initiative is a voluntary working group whose purpose is to be a local resource providing leadership in restoration efforts to improve and restore Bear Creek's riparian corridor and water quality, while contributing to meaningful conversations about public usability and safety, considering both ecological and social factors.

The Initiative's mission is to address environmental and social issues that come with managing urban stream restoration in the Bear Creek Watershed.

Our vision for the Bear Creek Corridor is to strive to balance the "environmental and social factors" to create an asset for the community that is connected through parks and trails, emphasizes conservation of natural resources, creates recreation and education opportunities, and improves aquatic and terrestrial habitats for the benefit of Bear Creek and the communities it serves. Specifically, the Bear Creek Corridor the Initiative envisions is:

- A natural setting, free of encampments, refuse, and large expanses of invasive plant species.
- The centerpiece of the communities of Ashland, Talent, Phoenix, Medford, and Central Point such that commercial and residential developments face the creek.
- An inviting and safe place for people of all ages to ride a bike, jog, take a stroll, and splash in the shallows.

- An urban forest that incorporates enough infrastructure along its length as well as planned “defensible space” to allow emergency responders to contain fires.
- A wide belt of native trees and shrubs, clean water, and complex habitat conditions that allow large numbers of salmon, Pacific Lamprey, American beaver, and other native fish and wildlife to thrive.
- An area maintained through a private/public partnership that promotes entry-level job opportunities for members of the unsheltered population while engaging volunteer opportunities for local businesses and community members to provide stewardship of the greenway area.

The Initiative will accomplish this vision by:

- Forming closer working relationships with each other.
- Identifying new partner opportunities needed to accomplish our overall goals.
- Collectively working together to obtain funding for restoration of the Bear Creek Corridor.
- Emphasizing public outreach and education efforts to promote our vision.
- Sharing in costs to realize economies of scale.
- Speaking in one voice regarding issues effecting the Bear Creek Corridor.
- Holding one another accountable, in a constructive manner, for following through on commitments.

The Initiative Agreement is intended to be:

- A living document to be maintained and modified by the Initiative.
- A procedural guide, describing the operation of the Initiative’s collaborative work and how core working group commit to interact constructively in good faith.
- An informal, non-binding agreement among Initiative partners.
- A public document, available for anyone to read and review.

Initiative Structure, Composition

The Initiative:

- Is a voluntary group whose purpose is to be a local resource providing leadership in restoration efforts to improve and restore Bear Creek.
- The structure consists of a core working group and stakeholders.
- The Core working group is structured to be a high-functioning and collaborative team that is able to be responsive in a timely and effective manner.
- The Core working group is governed by this MOA and makes decisions and/or recommendations.
- The stakeholder group is a broader group that meets less frequently and serves as the broader planning body that looks at the overall needs of Creek restoration including consideration of public safety, the unhoused population, and other factors.
- Will include representatives across different sectors in restoration planning discussions.
- Will work with partners to take appropriate actions to achieve the long-term vision for the Bear Creek Corridor.

Core Working Group Members

Jackson County Parks
Jackson Soil and Water Conservation District
Lomakatsi Restoration Project
Rogue Riverkeeper
Rogue River Watershed Council
Rogue Valley Council of Governments
Rogue Valley Sewer Services
The Freshwater Trust

Stakeholders

City of Ashland
City of Central Point
City of Phoenix
City of Talent
City of Medford City of Medford Police Department, Livability Team
Cow Creek Band of Umpqua Tribe of Indians
Jackson County Continuum of Care
Jackson County Fire Districts
Jackson County Vector Control
Oregon Department of Transportation
Oregon Department of Fish and Wildlife
Oregon Department of Forestry
Oregon Stewardship
Police Departments (all local communities)
Rogue Basin Partnership
Rogue Fly Fishers
Rogue Retreat
Rogue Valley Audubon

Roles and Responsibilities

The Initiative will be coordinated by an organization or individual acceptable to the core working group. The Coordinator will be responsible for convening and facilitating meetings; summarizing meetings; soliciting, researching, and summarizing end user needs and feedback; developing and disseminating Initiative-related materials; and other coordinating tasks as necessary.

Initiative organizations will appoint a member who will serve as the main point of contact to their respective organizations, gathering needs and suggestions from their organizations, keeping their organizations informed of relevant Initiative activities; and bringing information and perspectives from their organizations to inform Initiative business. If possible, another person from the organization will be available to fill in for the primary representative if the primary point of contact is unable to attend a meeting or participate in an activity.

Core working group representatives are expected to read all meeting preparation materials before the meetings take place and to attend 75% of all regularly scheduled meetings. Additional roles and tasks for individual representatives may be identified and agreed upon by the Initiative.

Meetings and Communications

Meetings will be held as frequently as the Initiative decides is useful to advancing the goals of the Initiative and ensuring a productive collaborative process. As of January 2021, the anticipated schedule is monthly meetings of approximately 2 hours in length. All meetings will be held in locations convenient for the majority of the Initiative, and off-site participation will be made available upon request when possible.

Meeting notes will be drafted by the coordinator or designated notetaker and reviewed at the following meeting by the Initiative before being considered a part of the Initiative record or being distributed to organizations and individuals outside the Initiative.

Each meeting will end with a brief and informal dialogue to ensure that progress is being made and that representatives feel that their time is used wisely.

In addition to regularly scheduled meetings, core working group representatives may be asked from time to time to review documents, offer opinions, or consult individually or in groups with the Coordinator and other representatives.

Operating Protocols and Consensus Decision Making

Core working group representatives will strive for consensus when making decisions on substantive issues and recommendations. We define consensus as a judgment arrived at by most of those concerned. For the purposes of the Core Working Group members, consensus decisions will be made on a super-majority vote (at least 2/3 of members present). Characteristics of consensus decision-making include collaboration, cooperation, inclusion and participation.

Conflict Resolution

Should disagreement arise among representatives (e.g., over data sources or interpretation, Initiative outputs, etc.), the group will strive to first resolve the disagreement internally with the assistance of the Initiative coordinator. Should conflict remain, other appropriate conflict resolution methods will be explored, e.g., professional facilitation or mediation.

Outputs

Meeting Records

Meeting agendas and meeting notes with action items, decisions, and recommendations will be distributed to Core working group representatives and kept by the coordinator. These notes and other documents produced by the Initiative will serve as the sources of documentation for the collaborative process. Representatives must review and refine these notes and documents before they are made public.



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CLEAN WATER · HEALTHY COMMUNITIES

June 16, 2021

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 33,179' and flushed 73,487'.
- b. Special Cleaning: Flushed 7,791' and root sawed 4,624'.
- c. Requests: Video inspected 250' and flushed 5,184'.
- d. New Construction: Flushed & video inspected 718'.
- e. Lagoons: Received 145,815 gallons of septage, 48,985 gallons of porta potty waste and 29,325 gallons of FOG for a total of \$33,618.75
- f. Gold Hill:
 - a. Special Cleaning: Flushed 808'.
- g. Special Cleaning Summary: 49.5 equipment hours and 92 labor hours were spent on special cleaning for a total cost of \$6,592.96.

Pump Stations

- a. Shady Cove #6: High water alarm. Pump was ragged up.

Building & Grounds

- a. Interior painting has been completed.

FOG Update

- a. Have begun to re-establish inspections.

Vehicles & Equipment

- a. New construction crew truck on schedule for delivery mid-June.
- b. Backhoe trailer scheduled to arrive at the end of June.

