

**REGULAR MEETING OF BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
May 16, 2018**

**TIME AND PLACE OF MEETING**

A 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 May 16, 2018 at 7:00 a.m.

**PLEDGE OF ALLEGIANCE**

**INTERESTED CITIZENS**

Mike Sullivan, Rob Horton

**PRESENT**

Bob Dunn, Chairman; Wayne Brown, Director; Bill Stults Vice Chairman;  
Kay Harrison, Director

**NOT PRESENT**

Jim Lewis, Director

**ALSO PRESENT**

Carl Tappert, Manager; Nick Bakke, District Engineer; Brenda Baldovino, Finance Director;  
Jennie Morgan, Stormwater Manager; Dan Hammond, Employee Liaison

**PUBLIC COMMENT**

Mike Sullivan introduced himself as a local developer wanting to appeal a permit penalty issued to his builder, Rob Horton. According to Mr. Sullivan, Mr. Horton had no intention of violating permit requirements and was unaware that he was in violation. Mr. Sullivan stated that to avoid potential liability he wants to minimize the time trenches are open, so he would have the trench ready and as soon as the permit is issued install the pipe.

Manager Tappert reported the Plumbing Code requires that a permit be issued before any work is done on the pipe. RVSS code imposes a penalty when pipe is installed without a permit. The penalty is double the permit fee for a first offence, typically \$60, and \$1,000 for a second offence.

Director Stults asked if digging a trench counted as sewer work under the code, Manager Tappert stated that it would not, but any pipe installation would count as sewer work.

Manager Tappert reported that Mr. Horton came in last Monday, May 7 to purchase a permit for a house in White City. When he purchased the permit he also said that it was ready for inspection. Mr. Horton was assessed a \$60 permit penalty for installing pipe without a permit.

Two days later Mr. Horton came in for another permit in Phoenix and asked for an inspection. RVSS Development Specialist Shannon Hertel asked if the pipe was in the ground, and that if it was it would be a second offence. Mr. Horton gave vague answers to this question.

RVSS Inspector Dan Hammond reported that he visited the site within an hour after the permit was issued and the pipe was installed and connected. There was no equipment on site and no evidence of recent construction activity. Inspector Hammond determined that the pipe had been installed well before the permit was issued.

Manager Tappert reported that based on the information provided by staff, a \$1,000 penalty was issued for installing pipe prior to issuance of a permit. This fine was paid by Mr. Sullivan.

Mr. Sullivan stated that they had learned a valuable lesson and would be sure to never do this again. He further stated that \$1,000 is a lot of money and asked for relief from the penalty.

After some discussion, Vice Chairman Stults moved and Director Brown seconded that the penalty be reduced by \$500. The motion carried with a unanimous vote of the all board members.

#### **CONSENT AGENDA**

Vice Chairman Stults moved and Director Brown seconded approval of the consent agenda consisting of Minutes of the April 18, 2018 Board Meeting and a Service agreement with ROK Technologies. The motion carried with a unanimous vote of the all board members.

#### **RESOLUTION 18-08: Transfer of Appropriations**

Finance Director Baldovino reported that there were budget over-runs in Funds 6, 9 and 10 totaling \$55,000. Money will be transferred from budgeted contingencies to avoid negative balances.

Vice Chairman Stults moved and Director Brown seconded approval of Resolution 18-08. The motion carried with a unanimous vote of the all board members.

#### **RESOLUTION 18-09: Declaration of Covenants for the Operation and Maintenance of Stormwater Facilities**

Stormwater Manager Morgan reported that certain stormwater quality facilities are privately owned and are required to be operated in perpetuity. Owners are required to sign an Operations and Maintenance agreement to ensure this. The previous O&M agreement was vague. The new agreement was created in consultation with the City of Medford and has been reviewed by our attorney. The new agreement provides much more clarity on the responsibilities of the property owner.

Vice Chairman Stults moved and Director Harrison seconded approval of Resolution 18-09. The motion carried with a unanimous vote of the all board members.

#### **RESOLUTION 18-10: Appointment of Insurance Agent of Record**

Manager Tappert reported that we were approached last fall by a competing insurance agent asking us to change our agent of record. At the time we were in the midst of the renewal period and it would have been disruptive to change at that stage. We did issue a Request for Qualifications and got responses from our current agent, Payne West, and Brown and Brown. Both agents are well qualified. Since there was no compelling reason to change agents Staff recommends that we continue to use Payne West as our Agent of Record. Manager Tappert noted that agent commissions are set by statute so there is no competition on cost. In the near future we expect our total insurance premiums to exceed \$100,000 per year which will put us in a different category and allow agents to compete on price.

Director Harrison moved and Director Brown seconded approval of Resolution 18-10. The motion carried with a unanimous vote of the all board members.

#### **PROJECT UPDATES**

District Engineer Bakke updated the Board on current projects. District Engineer Bakke had pumps on display to demonstrate the differences between the new E-One grinder pumps and the old septic tank effluent pumps. See Engineer's report attached.

#### **STORMWATER UPDATES**

Stormwater Manager Morgan updated the Board on the actions of the Stormwater Program. See Stormwater Report attached. In addition to the information included in the Stormwater Report, Stormwater Manager Morgan reported that she also conducted another Erosion and Sediment Control Inspector training course with 15 attendees.

**O&M UPDATES**

In the absence of O&M Manager Macuk, Manager Tappert delivered the O&M report. See O&M Report Attached.

**MANAGER'S REPORT**

Manager Tappert updated the Board on annexation discussions with Shady Cove.

Manager Tappert and Treatment Manager Kevin James will be meeting with DEQ tomorrow to review progress on the Gold Hill Facilities Plan. The Board expressed concern as to what DEQ would do if Gold Hill fails to fulfill their obligations to upgrade their treatment system. Manager Tappert reported that DEQ does have the authority to take control of the system, but that is an extreme measure and they are reluctant to do that. DEQ is hopeful that having RVSS involved will ensure that the needed work is done.

We do not have any details of the pending lawsuit against the treatment plant. However, the City of Medford has indicated that it is likely that the City will need to conduct a comprehensive study of nutrients in the river, which could cost \$1 million. Medford has floated the idea of adding a temporary surcharge to the treatment charge to pay for this. This will be discussed at next Monday's Regional Rate Committee meeting. Manager Tappert noted that the latest financial reports from Medford show that the treatment plant's operational budget shows an ending fund balance of over \$2 million.

Director Harrison left the meeting at 7:50 a.m.

**CLAIMS LISTING**

Director Brown moved and Vice Chairman Stults seconded to approve the Claims Listing of \$702,471.72. The motion carried with a unanimous vote of the remaining board members.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:10 a.m.

ROGUE VALLEY SEWER SERVICES



Bob Dunn, Chairman  
Board of Directors

  
Joan Parahi, 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

June 19, 2018

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

**Engineering Department Update:** Dashton Peccia will be starting as our summer engineering intern July 9<sup>th</sup>. Dashton will be graduating from Portland State University this spring with a degrees in Environmental Engineering and Chinese and will start his Master's Degree at Southern Oregon University in the fall.

## Update on Current Work:

### J094 Sarah Lane Sewer Extension (Eagle Point):

This project will replace  $\pm 550$  feet of shallow asbestos and concrete sewer in poor condition as well as abandon a  $\pm 400$  feet of 8 inch backyard sewer and one creek crossing. The new sewer will connect to the existing system at the future intersection of Sarah Lane and Buchanan Avenue.

- **Updates:** Construction is underway. The City of Eagle Point has proposed partnering with RVSS to repave Sarah Lane with the project. An agreement between RVSS and the City of Eagle Point will be completed once the paving approach has been established.
- **Status:** Construction

### J232 Lozier Lane Street Improvements (Medford):

Jackson County and the City of Medford will be reconstructing Lozier Lane from West Main St to Stewart Ave. RVSS system relocations include:

- Sewer laterals found to be in conflict with proposed improvements.
- A short section of 8 inch main on Prune Street.

Work on the existing sewer system will be coordinated through an add work agreement with the City and will be completed under the Lozier Lane contract.

- **Updates:** Sewer laterals will continue to be relocated as needed.
- **Status:** Construction

### J256, OR62 Rogue River Drive to Cleveland Street (Shady Cove):

This project includes sewer work associated with the Hwy 62 roadway and sidewalk improvements through Shady Cove. Work involves 14 manhole adjustments as well as one manhole abandonment and various lateral adjustments. Manhole adjustments will be completed via an add-work agreement with ODOT and the manhole abandonment will be completed by our crews.

- **Updates:** RVSS will continue to work with ODOT and the contractor to resolve any sewer conflicts.
- **Status:** Construction

**J272, OR99 Rapp Rd to North Main (Talent):**

This project includes sewer work associated with the Hwy 99 road diet extension through Talent. Work involves various manhole and lateral adjustments. Manhole adjustments and select lateral relocations will be completed via an add-work agreement with ODOT. The remainder of the work will be completed by our crews.

- **Updates:** Construction is underway. RVSS will be monitoring storm drain installation in close proximity with our main line.
- **Status:** Construction

**J274, Wilson Way Sewer Extension (White City):**

This project includes 5,837 feet of new 10 and 8 inch main. The new 10 inch pipe will be bored across Highway 62 and constructed to the intersection of Dutton Road and Wilson Way. 8 inch main will be extended along Dutton Road replacing the existing 4 inch effluent sewer to just past Dutton PS #1. In addition to the immediate benefits, this project also will facilitate the future decommissioning of 20 STEP/STEG tanks along Dutton Road and Crater Lake Highway as well as the small 'Pony Farm' pump station maintained by RVSS.

- **Updates:** The contractor anticipates starting construction the week of May 21<sup>st</sup>.
- **Status:** Construction

**J275, Breckenridge Drive Sewer Realignment (Phoenix):**

This project will abandon one un-accessible manhole and 465 feet of backyard sewer in Phoenix. This will be accomplished by installing 150 feet of new 8 inch mainline and realigning one service lateral. This work will be performed by our construction crew this summer.

- **Updates:** Construction will begin after the Hartley Road Grinder pumps have been installed.
- **Status:** Construction

**J277, Hartley Road Grinder Pumps (Jackson County):**

This project will replace four problem STEP systems with new grinder pumps along Harley Road. A company representative will be on site to demonstrate the grinder pump installation and assist our crews with the installation process. A few benefits of the EOne grinder pump system:

- **Updates:** Grinder Pumps will be installed this week. Installation will be demonstrated by the manufactures representative.
- **Status:** Coordination

**J278, FY 2018 CIPP Projects (Phoenix & Talent):**

This project will utilize Cured in Place Pipe technology to line approximately 4,800 feet of existing 8, 10 and 12 inch sewer in Phoenix and Talent. CIPP technology will be utilized as an alternative to traditional trenching or pipe realignment as many of the pipes are directly adjacent to or under existing mobile homes or other structures.

- **Payments:** A \$167,000 payment has been made to Insituform for work performed in April.
- **Updates:** All main line pipe lining is complete. Service connections will be lined shortly.
- **Status:** Construction

**J289, E. Pine Street Improvements (Central Point):**

The City of Central Point is widening the E Pine Street sidewalks adding planters and intersection bulb-

outs from 1<sup>st</sup> Street to 6<sup>th</sup> Street. Sewer service cleanouts were to be constructed with the project for the future rehabilitation of each service lateral using trenchless CIPP tee-liners. However, during construction some of the laterals were found to be in such poor condition that installing a liner would not be an option. To avoid cutting the street in the future, the City has agreed to have the contractor replace each existing asbestos services from 6<sup>th</sup> Street to 2<sup>nd</sup> Street on a time and materials basis. Our inspector will be on site tracking all equipment materials and labor required to perform the work.

- **Updates:** Sewer laterals between 4<sup>th</sup> and 3<sup>rd</sup> Street will be replaced or abandoned shortly.
- **Status:** Construction

**J290, C Street Sewer Relocation (Jacksonville):**

This project will install approximately 866 feet of 8 inch sewer along East C, D & 9th Street in Jacksonville. The new sewer will allow the abandonment of approximately 450 feet of backyard sewer with chronic root intrusion and is also located adjacent to and under several structures. Approximately nine services will be relocated and tied into the new sewer within the public right-of-way.

- **Updates:** ProLawn Landscaping has completed the irrigation repairs and re-seeded the damaged areas. One sewer easement must be signed and recorded to accept the project.
- **Status:** Construction

**Q001, Wagner Creek Bridge, Water Quality Facility (Talent):**

This is a joint project with the City of Talent, Friends of Wagner Creek and RVSS. The project will install a water quality facility in Wagner Creek Park adjacent to the proposed pedestrian bridge. RVSS will provide design and specifications for construction of the facility and Friends of Wagner Creek will vegetate the facility once constructed. Once complete, the facility will have the capacity to treat 1.62 acres of impervious surface which is equivalent to the future buildout of Rapp Road from Wagner Creek Park to west Wagner Creek Road.

- **Updates:** Roxy Ann Rock has won this project with a bid of \$95,293. Cost associated with the swale construction are \$10,898.
- **Status:** Design

**17-01 Table Rock Road Sewer Extension (Jackson County):**

Approximately 2000 feet of new 8" sewer will be installed along Table Rock Road from Airport Way south to the Lone Pine Creek crossing. Construction will be coordinated through an add work agreement with Jackson County and ODOT.

- **Updates:** Construction of the sewer is complete. Manholes will be tested once pavement is placed.
- **Status:** Construction



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May 16<sup>th</sup>, 2018

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

## **RE: Stormwater Program Update**

### **Rogue Valley Earth Day**

RVSS sponsored a booth at Rogue Valley earth Day at Science Works which reached 90+ individuals. In addition, RVSS assisted the City of Phoenix with their earth day event which included blackberry removal at a potential future regional stormwater management area.

### **Stormwater Summit**

RVSS assisted with the planning and carrying out of the Association of Clean Water Agencies annual Stormwater Summit in Eugene. The Summit was attended by 145 stormwater managers, engineers and educators from around Oregon and included speakers from the National Association of Clean Water Agencies as well Oregon DEQ to provide information on the national and local fronts regarding stormwater regulation and implementation.

### **Annual Newsletter is Out**

The annual newsletter will be mailed out to all customers this week and includes articles on upcoming capital improvement projects, our work at Gold Hill, proper disposal of Carpet Cleaning waste as well as what to know about sewer laterals.

### **Rogue River Watershed Council Thank You**

The RRWC sent a letter thanking RVSS for our annual donation.

### **Post Construction SW Management: Declaration of Covenants**

RVSS has worked with the City of Medford, and RVSS' attorney Joe Kellerman, to update the Declaration of Covenants for operation and maintenance of stormwater management facilities in perpetuity. This document is signed and notarized by the property owner and RVSS and recorded on the deed of the property. The updated document more clearly lays out the responsibilities of the property owner for maintaining the facility. The Declaration of covenants is part of a larger document that includes specific instructions for maintaining the facility.

**Action Requested:** Approve resolution no. 18-09 Declaration of Covenants for the Operation & Maintenance of Stormwater Facilities



# ROGUE VALLEY SEWER SERVICES

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May 16, 2018

To: RVS Board of Directors

From: Shane Macuk, Operations Manager

## **RE: Operations & Maintenance Report**

### Collection System

- a. Rotational Footages: Staff have flushed a total of 142,975' and have video inspected 68,517'.
- b. Special Cleaning: Flushed 5,047'
- c. Lagoon Septage: Received 306,490 gallons of hauled septage for a total of \$45,973.50.
- d. Shady Cove:
  - I. Septage: The plant received 12,800 gallons of hauled septage for a total of \$1,920.00.
  - II. Rotational Footages: Video inspected 538'
- e. Gold Hill:
  - I. Collection System: Nothing to report
- f. Special Cleaning Summary: 36.5 equipment hours and 61.5 labor hours were spent on special cleaning for a total cost of \$4,435.00.

### Pump Stations

- a. Phoenix: Mission Telemetry is installed and operational.
- b. Annual testing

### FOG Update

- a. Critical facilities.

### Vehicles & Equipment

- a. Nothing to report