

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
October 20, 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 October 20, 2021 at noon. This meeting was held both in person and via Zoom.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Jim Snyder, Director; Roger Thom, Director; Mike Parker, Vice-Chair
Absent: Wayne Brown, Director

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; Mike Parson, Central Point Liaison

CONSENT AGENDA

Roger Thom motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the September 15, 2021 Board Meeting. The motion carried with a unanimous vote of the all board members.

RESOLUTION 21-29 ADOPTION OF STORMWATER MANAGEMENT PLAN

Jenny explained that this document is required by DEQ. It outlines how RVSS is going to comply with the MS4 permit that was issued February 2020.

Mike Parker motioned approval and Roger Thom seconded approval of Resolution 21-29. 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. The FY21 annual MS4 report was presented and the staff recommendation is to approve this report that is due to DEQ by November 1st.

Mike Parker motioned approval and Jim Snyder seconded approval of the annual MS4 report. The motion carried with a unanimous vote of the all board members.

O&M UPDATES

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

MANAGER'S REPORT

Nothing has changed regarding the COVID issue. RVSS had no employees test positive for the virus this past month. The State hasn't changed any of their guidance.

Payments have been received from FEMA for the Almeda Fire. This totaled around \$550,000. A project closeout meeting is scheduled for this Friday. FEMA should also reimburse for management cost occurred that are fire related.

Carl presented the CMOM report. This report is a snapshot of the RVSS system. Some of the highlights are total accounts, average age of system, flow data, insurance claims, and energy use, among other things. All in all, the system is doing very well.

Mike Parker asked Carl if there have been any updates on Gold Hill. Carl met with the new city manager a couple weeks ago. Gold Hill is still waiting for their engineer to give an evaluation of the facilities plan. No decisions have been made. RVSS' contract ends in June 2022.

Carl also attended the Ashland City Council meeting. For Ashland to connect to the regional system, Medford would need to add Ashland to their facilities plan. This would cost around \$230,000. Ashland wants to perform their own feasibility study. This could add another \$200,000 to the costs. The City was planning to consider whether or not to approve this expense at the last meeting but ran out of time before anything could be decided.

After performing a Labor and Staffing assessment, Carl feels that RVSS is short on staffing. Overall there is a need to add two positions to our O&M field crew; add one new engineer position; one new GIS position; and one new clerical position to assist the engineering and stormwater departments.

The O&M department is currently conducting interviews for a vacant position. Carl would like to hire another maintenance worker in addition to the vacancy.

The Engineering and Stormwater departments will soon have two vacancies. Carl would like to add another Engineer in addition to the vacancies.

In the next fiscal year, Carl would like to hire an additional GIS Tech and an Engineering Clerk.

Any compensation increase would be addressed in the new budget for FY23.

One of the issues that arises in hiring additional employees is office space. One suggestion was to turn the current Board room into office space and build a new Board room on the back lot. Carl doesn't like this idea because he doesn't want people going through the gates and into the equipment yard. Another option is to extend the current building on the south end. Chair Kay Harrison feels that it is best to invest in people and office space.

Roger Thom motioned approval and Mike Parker seconded approval of two new staffing positions. The motion carried with a unanimous vote of the all board members.

CLAIMS LISTING

Mike Parker motioned and Jim Snyder seconded to approve the October Claims Listing in the amount of \$1,288,881.75. The motion carried with a unanimous vote of the all remaining board members.

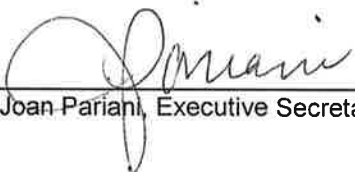
ADJOURNMENT

There being no further business, the meeting was adjourned at 1:22 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors


Joan Pariani, Executive Secretary



October 15, 2021

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

J124, West Glenwood Pump Station Rehab:

West Glenwood Pump Station is a small duplex station installed in 1981 and serves 5 tax lots. The station was identified on the FY 2021 capital improvement plan but was not completed due to shifting of resources to the Almeda Fire recovery. Coincidentally, four of the five existing lots were burned in the Almeda Fire and the pump station was relatively undamaged. Due to the size, this pump station will be rehabbed with duplex EOne grinder pumps which are the same core pumps used to replace existing STEP systems. This will allow for easy pump replacement and standardization of our pressure systems. The new pumps will be installed inside the existing wet well and the force main will be sized and replaced to provide adequate scouring velocities.

- **Updates:** Design is approved by DEQ
- **Status:** Pump procurement

J176, Shady Cove Pump Station #6 Rehab:

Shady Cove Pump Station #6 was installed sometime between 1970s and early 1908s to serve 3 lots on Crater Lake Hwy adjacent to the Rogue River. The original station is a 3 foot diameter wet well equipped with one solids handling pump. The existing pumps discharge into a 3 inch diameter force main which runs approximately 50 feet west and connects to a 10" sewer main along Crater Lake Highway. Due to the size, this pump station will be rehabbed with duplex EOne grinder pumps which are the same core pumps used to replace existing STEP systems. This will allow for easy pump replacement and standardization of our pressure systems. The new pumps will be installed inside the existing wet well and the force main will be sized and replaced to provide adequate scouring velocities.

- **Status:** Design Submittal to DEQ

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. The pump station will be completely rebuilt with a new fiberglass wet well and integrated valve vault, new flight pumps and Smartrun VFD's. Construction is planned for the fall of 2021.

- **Updates:** Pump station is installed. Punch list.
- **Status:** Under Construction

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:** Paving
- **Status:** Under 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 install a total of 1,500 feet of 8" and 10" pipe. Large portions of the existing main will also be abandoned.

- **Updates:** Under Construction
- **Status:** Under 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 Years 2021 & 2022.

- **Updates:** All four pumps have been placed and plumbing will continue to be installed. The VFD drives will be witness tested by our consultant and delivered in the coming weeks.
- **Status:** Construction



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

October 20th, 2021

To: RVSS Board of Directors

From: Jennie Morgan, Stormwater Program Manager

RE: Stormwater Program Update

Stormwater Management Plan Document (SWMP) Document

The MS4 permit requires us to develop a document that outlines how and when we will meet each of the requirements of the permit. We must solicit public input on the plan and submit it to DEQ by Nov. 1, 2021. The attached document states each of the requirements and their due dates, for each requirement I have outlined our plan and timeline for meeting the requirement. Some of the items have already been completed, some are in progress and some have not been started.

Action: Approval of Resolution

FY21 Annual MS4 Report

The report of our activities during fiscal year 21 is attached for your review and approval. This report must be submitted to DEQ by Nov. 1, 2021.

Action: Approval of Annual Report

DEQ MS4 Program Audit

RVSS' MS4 program is currently under audit by DEQ. DEQ began conducting self-audits in 2019, RVSS' audit was delayed until the MS4 permit litigation was resolved. Attached is the self-audit form that we were required to complete and must submit to DEQ by Nov. 1, 2021. DEQ may follow-up on our audit with additional questions. Many of the questions in the audit are identical to those in the annual report, so I have referred to the reader to the annual report for those answers.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

October 21, 2021

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 29,115' and flushed 50,632'.
- b. White City Storm Drain: 3 catch basins cleaned.
- c. Special Cleaning: Flushed 8,365'.
- d. Requests: Flushed 1,582', video inspected 363'.
- e. New Construction: Flushed and video inspected 277'.
- f. Lagoons: Received 185,450 gallons of septage, 27,645 gallons of porta potty waste, 51,525 gallons of FOG and 500 gallons of graywater for a total of \$39,768.00
- g. Gold Hill:
 - a. Special Cleaning: Flushed 808'.
- h. Special Cleaning Summary: 25 equipment hours and 79 labor hours were spent on special cleaning for a total cost of \$4,666.26.
- i. Oregon Department of Transportation: Video inspected/flushed storm drain lines and catch basins ahead of improvement project on Hwy 99 near Phoenix.

Pump Stations

- a. Justice: Pump #1 awaiting impeller replacement.

Building & Grounds

- a. Admin building scheduled for exterior paint October 25th.
- b. Waiting on contractor to clean gutters on O&M shop.

FOG Update

- a. Re-establishing FOG inspections and annual metered accounts.

Vehicles & Equipment

- a. Unit #15: Sold 2011 Ford F-550 construction crew truck for \$20,000.
- b. Equipment Trailer: Sold 1997 Trail King backhoe trailer for \$8,500.