

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
June 17, 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 remotely due to the COVID-19 virus on June 17, 2020 at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Wayne Brown, Vice-Chair; Jim Snyder, Director; Jim Lewis, Director. All Board members appeared electronically.
Absent: Mike Parker, Director;

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Joan Pariani, Executive Secretary; Nick Bakke, District Engineer; Jennie Morgan, Stormwater Manager.
Absent: Shane Macuk, Operations Manager;

CONSENT AGENDA

Jim Lewis motioned and Wayne Brown seconded approval of the consent agenda consisting of minutes of the May 20, 2020 Board Meeting. The motion carried with a unanimous vote of the all board members.

ORDINANCE 20-01: AN ORDINANCE TO AMEND TITLE 7 OF THE ROGUE VALLEY SEWER SERVICES CODE

There are still a few discrepancies between Medford's code and RVSS'. Carl would like to table this ordinance until everything is worked out.

Wayne Brown motioned and Jim Lewis seconded approval to table Ordinance 20-01. The motion carried with a unanimous vote of the all board members.

PUBLIC HEARING ON RESOLUTION 20-08 ADOPTION OF FY2021 BUDGET AND MAKING APPROPRIATIONS

Chair Kay Harrison opened a public hearing of the Fiscal Year 2021 budget at 12:04. Carl Tappert noted that no changes had been made from the proposed budget approved in April. There were no public comments. The hearing was closed at 12:05 am.

Wayne Brown motioned and Jim Lewis seconded approval of Resolution 20-08. 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 attachment that has the rate were not attached or sent to the Board. Carl asked that this resolution be table and readdressed at the July Board meeting,

Jim Snyder motioned and Jim Lewis seconded approval to table Resolution 20-09. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-10: POLICY FOR PROVIDING TECHNICAL ASSISTANCE

This resolution clarifies our current policy on when RVSS needs to help others. There are three categories. 1) Other public agencies 2) Private interest 3) Routine maintenance agreement. Carl recommends that the Board adopts this resolution.

Jim Lewis motioned and Wayne Brown seconded approval of Resolution 20-10. The motion carried with a unanimous vote of the all board members.-

RESOLUTION 20-11: CAPITAL IMPROVEMENT PLANS FOR ALL AREAS

The Budget document includes the full Capital Improvement Plan, however the resolution adopting the budget does not specifically adopt the CIP. This resolution will adopt the CIP which is the basis of the SDCs.

Jim Snyder motioned and Wayne Brown seconded approval of Resolution 20-11. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-12: EMPLOYEE COMPENSATION PLAN

This compensation plan includes the COLA for all employees. Also, select position will have increases based on the compensation study from February.

Jim Snyder motioned and Jim Lewis seconded approval of Resolution 20-12. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-13: SCHEDULES FOR MISC. FEES

No changes in these fees from last fiscal year.

Jim Lewis motioned and Jim Snyder seconded approval of Resolution 20-13. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-14: SCHEDULE FOR SEWER PERMIT AND INSPECTION FEES

No changes from last year's fees.

Jim Snyder motioned and Jim Lewis seconded approval of Resolution 20-14. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-15: SCHEDULES FOR SEWER PERMIT AND INSPECTION FEES

No changes have been recommended for these fees.

Jim Lewis motioned and Wayne Brown seconded approval of Resolution 20-15. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-16: SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES

The only change in SDC fees is for the Eagle Point Trunk charge to be reduced.

Jim Lewis motioned and Jim Snyder seconded approval of Resolution 20-16. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-17: 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.

Jim Snyder motioned and Wayne Brown seconded approval of Resolution 20-17. 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

In Shane's absence, Carl updated the Board on what's going on in the Maintenance Department. Report attached.

MANAGER'S REPORT

RVSS has moved into Phase II re-opening of the COVID19 pandemic. Many safeguards have been put into place. Sneeze guards have been installed in the lobby, mask will be required for all customers and will be provided if they don't have one. Also, the employee helping the customer will be required to wear a mask and then sanitize the area when the customer leaves. O&M employees are all starting at the same time, but will meet for their morning meeting in the garage or outside. The employees that work independently will still be working from home, only coming in when needed.

Carl asked the Board how they would like to have the Board Meeting in the future. Most Board members will be okay with the meeting being conducted either way. As long as all CDC guidelines are followed, they are good with meeting in person. Carl suggested that the Board room will be opened next month for those who would like to attend in person. If someone would like to call in, that can be arranged, as well.

There is a lot of concern about how the shutdowns will effect utility revenue. RVSS has seen no change.

As part of the CARES Act, RVSS will be reimbursed around \$55,000 for expenses in response to the pandemic.

Gold Hill still has not made a decision on connection. The mayor has now resigned that there are two new council members. Carl has offered to explain the whole process of connection to the new people. There has been no response from anyone in Gold Hill.

Carl presented the revised logos from last month. A consensus was made on one of them.

An Executive session will be planned for the July Board meeting to discuss Carl's performance review.

CLAIMS LISTING

Wayne Brown motioned and Jim Lewis seconded to approve the Claims Listing June in the amount of \$801,353.28. The motion carried with a unanimous vote of the all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:12 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

June 12, 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.

- **Updates:** Corrective work and paving on this project is complete. The City of EP requested the contractor stay on site to perform some additional paving and waterline work. RVSS and the city will pay for their respective paving on an area basis.
- **Status:** Complete
- **Payments:** Final Retainage Payment to Contractor - **\$9,224.49**

J188, 6th Street Sewer Replacement (Phoenix):

This project will replace approximately 184 feet of 8 inch sewer at the intersection of 6th 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. Needs discussion...
- **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.

- **Updates:** Corrective work and paving on this project is complete. The City of EP requested the contractor stay on site to perform some additional paving and waterline work. RVSS and the city will pay for their respective paving on an area basis.
- **Status:** Complete
- **Payments:** Final Retainage Payment to Contractor - **\$10,275.20**

J303, Sowell Drive Sewer Realignment

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

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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.

- **Status:** Design is Complete

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", 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:** Project Pre-TV and cleaning is complete.
- **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:** RH2 Engineering has submitted 90% design plans which have been reviewed and discussed with the consultant. In general, the plans are looking pretty good but the window for construction during the low flow months has passed. RVSS and RH2 agree that bidding the construction project this fall and constructing the project next spring/summer is the right move.
- **Status:** Design



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June 17th, 2020

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

RE: Stormwater Program Update

MS4 Phase II Permit Lawsuit Update

RVSS learned recently that lawsuit has moved forward, the originally scheduled settlement conference that RVSS was to attend did not happen. Instead, the court moved forward with depositions. Jackson County, one of RVSS' co-permittees, and for whom RVSS prepared expert testimony, has given their deposition. We have learned that Jackson County's deposition promoted the "Goo Opinion" as the preferred option for permit language interpretation, and that DEQ is moving forward to settle with revised language based on the "Goo Opinion".

The Goo Opinion refers to Robert Goo, a USEPA scientist, based in Washington DC, who I invited to speak at our Post-Construction Working Group meeting in January. Mr. Goo is a technical expert on stormwater management and worked on the first volumetric control language used in the Phase 1 MS4 permit. The major outcome of the meeting was that Mr. Goo stated he did not interpret the Oregon DEQ MS4 Phase II permit language to require offsite retention when a project site was infeasible for retention. This is the item over which Jackson County filed their suit. Thus, in Jackson County's deposition they cited the "Goo Opinion" as their preferred option.

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>

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
1	1.3	removed: "Existing facilities are only required to implement LID for added impervious surfaces of 2,500sq ft or more."	This sentence confounded the 1st sentence in the paragraph	7/17/2019	7/17/2019
2	1.3	Added second exemption	Can't require LID facilities if field testing reveals soils are not highly infiltrating.	7/17/2019	7/17/2019
3	3.2	Added SCS method as allowable	It was felt manual needed to specifically state that this method was allowed.	7/17/2019	7/17/2019
4	3.3	Added SCS method as allowable	It was felt manual needed to specifically state that this method was allowed.	7/17/2019	7/17/2019
5	3.3.1	added allowance for effective porosity to be used as storage volume	Allowing the effective porosity to be used for storage may reduce required facility volumes. After reviewing available literature, WG chose a value of 20% effective porosity to be conservative.	7/17/2019	7/17/2019
6	4.3.3	Changed from Porous pavement to Pervious Surface. Change made throughout manual.	Pervious surface encompasses porous gravel and flexible paving systems which are included in this section.	7/17/2019	7/17/2019
7	4.3.3 Design	removed minimum design infiltration rates	added a simplified approach for non-vehicular	7/17/2019	7/17/2019
8	4-10		added a performance approach that must be designed by and modelled by an engineer	7/17/2019	7/17/2019
9	4-11	added a recommendation for vertical woven geotextile	to protect adjacent nonpervious structures	7/17/2019	1/15/2020
10	4.3.3 Maintenance	Revised maintenance section to improve clarity.		7/17/2019	7/17/2019
11	4.4.1, pg 4-22	Added Curb Cut Design Criteria	Curb cut design varies widely and not all are effective. WG decided to provide recommended design guidance for curb cuts.	7/17/2019	7/17/2019



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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 62,966' and have video inspected 55,369'.
- b. Special Cleaning: Flushed 8,787' and root sawed 1,891'.
- c. New Construction: Video inspected 2,960' and flushed 2,406'.
- d. Lagoons: Received 140,300 gallons of septage, 23,005 gallons of porta potty waste and 38,225 gallons of FOG for a total of \$30,229.50.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 2,620'.
- f. Special Cleaning Summary: 39.5 equipment hours and 88 labor hours were spent on special cleaning for a total cost of \$6,382.40.
- g. Grants Pass Irrigation District: Flushed pipe in Grants Pass and Rogue River.

Pump Stations

- a. Nothing to report.

Building & Grounds

- a. Nothing to report.

FOG Update

- a. Nothing to report.

Vehicles & Equipment

- a. Nothing to report.

