

**REGULAR MEETING OF BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
September 16, 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 September 16, 2020 at noon.

**PRESENT**

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

**ALSO PRESENT**

Carl Tappert, Manager; Joan Pariani, Executive Secretary; Michael Parsons, Central Point Liaison

**ALSO PRESENT VIA REMOTE ACCESS**

Brenda Baldovino, Finance Director; Nick Bakke, District Engineer; Shane Macuk, Operations Manager; Jennie Morgan, Stormwater Manager; Carole Balzer, Network Administrator;

**CONSENT AGENDA**

Mike Parker motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the August 19, 2020 Board Meeting. The motion carried with a unanimous vote of the all board members.

**PUBLIC HEARING**

Chair Kay Harrison opened the Public Hearing at 12:04 pm. No comments were made. Chair Kay Harrison closed the Public Hearing at 12:05 pm

**ORDINANCE 20-01: CODE UPDATE**

This is the second and final reading of Ordinance 20-01.

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

**RESOLUTION 20-24: AWARD OF STORMWATER INCENTIVE FUNDING TO PHOENIX TALENT SCHOOL DISTRICT**

Phoenix Talent School District applied for funds in the amount of \$50,000 to help construct their Stormwater plan.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 20-24. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 20-25: AMENDMENT OF PERSONNEL POLICIES**

Because of the recent fires, Carl wanted to set up a provision to allow employees to cash out PTO to donate to a charity or another affected employee to support their recovery efforts

Mike Parker motioned and Jim Lewis seconded approval of Resolution 20-25. 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 had prepared her report before the Alameda Fire. In addition to the attached report, Jennie has had meetings with many other agencies to make an action plan. She plans to install BMP's along Bear Creek to mitigate the effects of this fire. The City of Grants Pass has generously donated funds to purchase 100 catch basin inserts.

## **O&M UPDATES**

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

## **MANAGER'S REPORT**

Carl is still conducting the COVID-19 test on the sewer. The results were presented to the Board. These results are also given to the Jackson County Health Department.

The incentive program was presented to the Board for approval. The new employee incentive program now ends at the end of the fiscal year and will be paid out at the end of the calendar year.

Wayne Brown motioned and Mike Parker seconded approval of amounts presented for the employee incentive. The motion carried with a unanimous vote of the all board members.

Carl spoke about what impact the Alameda Fire will have on RVSS. RVSS' GIS Specialist David Forbuss built an app that allowed the maintenance crew to map burned and destroyed buildings in the North Ashland, Talent and Phoenix areas. RVSS maintenance department will be going into every lot effected by the fire, digging up the service line at the property line, putting in a clean-out and then capping it off. All this will be documented on the permit so that when a house is rebuilt on a lot, everything will be easy to find to reconnect.

Only one of four of the pump stations in the area were destroyed. This was Arborwood and Nick wanted to be rid of that pump station anyway. A flow monitor control panel was lost, the flow monitor itself is underground and should still be functional. Eagle Mill Road has a STEP system. The plastic lids on the septic tanks have been replace. RVSS will replace the pumps here with grinder pumps. Hartley Road is an exception in the RVSS system. Several pumps are considered non-compliant and are not owned and/or maintained by RVSS. Three of these pumps were destroyed. When the destroyed homes here are rebuilt, Carl would like to install pumps that are compliant with RVSS standard. Then take over the maintenance of the pumps, as it should have been from the beginning.

David also developed an app for Stormwater management in the burned areas.

This fire event will affect the Budget. Carl is projecting about a \$1,000,000 hit. The will not hurt the day to day operations in any way. RVSS' focus is on restorations for the rest of the year.

During this fire event, RVSS did receive a request from Fire District #5 for water. Shane had restored an old Army surplus 400 gallon water buffalo. This was just being stored on the property. Fire District is currently using it.

During the fire on the greenway behind Costco, Carl sent most employees home. Shane and a couple of his crew stayed, filled up the flusher trucks and stood vigil all night at the office and the subdivision across the street. RVSS has received many accolades for this action

Mike Parson gave Carl and the Board compliments and credit for managing the district so well that it can withstand this crisis.



Engineer Nick Bakke had a meeting with some private developers that are looking at temporary housing. FEMA may be looking at some county owned property to move in temporary housing. Carl wanted to discuss the SDC matter with the Board. No proposal have been made yet. Carl presented three options:

Option #1: defer SDC fees for 18-24 months

Option #2: treat it like a medical hardship that is paid at 10% over 10 years, no interest.

Option #3: Waive fees. Carl does not recommend this option.

Other things to consider to help with temporary housing are waiving or reducing plan review and inspection fees. Would the Board be willing to allow the donation of design work? Jim Lewis likes Carl's plan so far. He wants to help as much as possible and improve things while we can.

#### **CLAIMS LISTING**

Mike Parker motioned and Wayne Brown seconded to approve the September Claims Listing in the amount of \$1,330,291.80. The motion carried with a unanimous vote of the all board members.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:07 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

September 10, 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.

- **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.

- **Updates:** Our Crew has completed the required sewer replacements for this project.
- **Status:** RVSS 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:** This project is currently out for solicitation and will bid in early November.
- **Status:** Bid

## 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:** Complete

## 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

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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:** Complete





# ROGUE VALLEY SEWER SERVICES

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September 16<sup>th</sup>, 2020

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

## **RE: Stormwater Program Update**

### **Stormwater Incentive Funding: Phoenix Talent School District**

We have approved the stormwater incentive funding request for Phoenix Talent School District for stormwater facilities installed at the new high school.

*Action: Approve of the Resolution.*

### **North Ashland Drinking Water Partnership**

The area of North Ashland derives their drinking water from wells and many home and business owners have had concerns with well contamination in recent years. RVSS is partnering with the North Ashland Drinking Water Partnership to provide inspections of potential stormwater contamination issues at participating businesses. Eight inspections were conducted in August of which two had significant issues to address. Participating businesses were provided with technical guidance and spill kits.

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

We have nearly completed our required annual monitoring of stormwater outfalls. We visited outfalls along Bear, Wagner and Horn creeks and have not found any significant issues as of yet.

### **Talent Stormwater Master Plan Update**

In late July we completed TV'ing and flushing of stormwater main lines in Talent as part of the stormwater master plan project. Development of the model of the stormwater system is nearing completion.

**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 $\geq$ 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	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. Irriga	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



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September 16, 2020

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 26,337' and have video inspected 47,055'.
- b. Requests: Flushed 2,671'
- c. Special Cleaning: Flushed 6,724' and root sawed 19,921'.
- d. New Construction: Video inspected 923'
- e. Lagoons: Received 157,560 gallons of septage, 30,550 gallons of porta potty waste and 40,123 gallons of FOG for a total of \$34,234.95
- f. Gold Hill:
  - a. Special Cleaning: Flushed 333'.
  - b. Rotational: Video inspected 4,469' and flushed 1,126'.
  - c. Requests: Flushed 1,039'
- g. Special Cleaning Summary: 144.5 equipment hours and 220.5 labor hours were spent on special cleaning for a total cost of \$17,594.44.
- h. Jackson County Roads: Video inspected irrigation pipe on Foothills Road.

### **Pump Stations**

- a. Annual service on generators was completed.

### **Building & Grounds**

- a. Hepa furnace filters were ordered.

### **FOG Update**

- a. Nothing to report.

### **Vehicles & Equipment**

- a. Annual service on both portable generators and 6" bypass pump was completed.