

**REGULAR MEETING OF BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
December 18, 2019**

**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 the Rogue Valley Sewer Services Office, 138 West Vilas Road, Central Point, Oregon December 18, 2019 at noon.

**PLEDGE OF ALLEGIANCE**

**PRESENT**

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

**ALSO PRESENT**

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Joan Pariani, Executive Secretary;  
Shane Macuk, Operations Manager; Kevin James, Treatment Plant Manager; Nick Bakke, District  
Engineer; John Thorpe, Employee Liaison  
Interested Citizen: Dick McGregor, City of Shady Cove  
Paul Nielson, CPA, Isler  
Absent: Jennie Morgan, Stormwater Manager

**CONSENT AGENDA**

Mike Parker motioned and Wayne Brown seconded approval of the consent agenda consisting of minutes of the November 20, 2019 Board Meeting. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 19-27: ADOPTION OF STRATEGIC PLAN**

Carl presented the updated Strategic Plan which was tabled from the November Board meeting. He added tasks to Shady Cove Treatment Plant (Goal 7) and in the White City Lagoon site (Goal 9).

Mike Parker motioned and Jim Snyder seconded approval of Resolution 19-27. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 19-29: APPOINTING NEW BUDGET COMMITTEE MEMBERS**

There are two vacancies on the Budget Committee. Michael Parsons and Dick McGregor have volunteered to fill these positions.

Also, Gary Hall and Mike Burrill, Jr terms expire at the end of the year, they both have agreed to be re-appointed. All terms will expire 12/31/22

Mike Parker motioned and Wayne Brown seconded approval of Resolution 19-29. The motion carried with a unanimous vote of the all board members.

**FINANCIAL UPDATES**

Paul Nielson from Isler presented the FY19 audit. His opinion is that there were no material errors in the financial statement. The board was pleased.

**PROJECT UPDATES**

Nick presented the Project updates. Report is attached.

**STORMWATER UPDATES**



In Jennie's absence, Carl presented the stormwater report. He asked the Board if they still wanted to participate in the Rogue Drinking Water Partnership. The program seeks to work with industries to improve stormwater runoff from their sites. This work meshes well with our stormwater program, particularly in the White City area. There would be not financial commitment to the partnership.

Mike Parker motioned and Wayne Brown seconded approval of the Rogue Drinking Water Partnership. 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**

Carl reminded the Board that Kay, Wayne and Jim Snyder have been signed up for the SDAO conference in February. All accommodations have been booked.

Carl will be working with the RVCOG for the Compensation Study. His goal is to be completed with it by February in time for the budget preparation.

The date for the Board dinner still needs to be set.

There are at least two sections of pipe in Gold Hill that have been identified as needing replacement. The agreement with Gold Hill states that the City is responsible for major capital improvements in the collection system. Carl approached the City last summer about funding one of these projects and has not gotten any response. The Gold Hill fund has a surplus and Carl suggested that a change in the terms of the contract that would allow us to use surplus funds for collection system improvements would be a good use of the money. The Board directed Carl begin a discussion with the City about amending the agreement.

Carl gave a quick explanation of the incentive program. For next year, he will be changing it to be in line with the Strategic Plan. Also, he wants to change the timeframe to a calendar year instead of the fiscal year.

Jim Snyder motioned and Wayne Brown seconded approval of the performance incentive in the amount of \$16,497.65 to be distributed to employees. The motion carried with a unanimous vote of the all board members.

#### **CLAIMS LISTING**

Mike Parker motioned and Wayne Brown seconded to approve the Claims Listing of \$935,232.46. The motion carried with a unanimous vote of the all board members.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:00 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

December 13, 2019

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.

- **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.

- **Status:** Design

## J276, Magnolia Avenue Sewer Extension (Jackson County):

This project will install 1936 feet of new 8 inch gravity sewer replacing the existing 4 inch effluent line and 18 STEP/STEG tanks. Three additional properties currently on septic will have the option to connect to gravity sewer.

- **Updates:** Sewer construction is complete. Final paving will be performed in the spring pending adequate temperatures.
- **Payments:** Final Payment - \$54,713.25  
Total Sewer Construction Cost - \$360,789.00  
Original Bid - \$382,829.00
- **Status:** Waiting to Pave.

## J281, West Gregory Pump Station Rehab (Jackson County):

The existing pump station was retrofitted in 2004 in anticipation of a full rehab at some point. This project will install a new fiberglass wetwell insert, Flyght pumps, level sensor, and variable frequency drive pump controls. The existing valves and vault installed in 2004 are in good condition and will remain in place. Construction is planned for this summer.

- **Updates:** Remaining work includes installing a discharge flow meter and Air release valve. A vault has been ordered to enclose these items for quick access. Delivery and construction is anticipated this week.
- **Status:** Construction

**J292, Church Street Sewer Replacement (Phoenix):**

The City Of Phoenix will reconstruct North Church Street from 1<sup>st</sup> Street to 6<sup>th</sup> Street providing an opportunity to replace the deteriorating unreinforced concrete sewer within the project footprint. Approximately 1,100 feet of 8 inch concrete sewer and associated manholes will be replaced with the project. For efficiency, the City's consultant will perform the sewer design. RVSS will reimburse the City for costs associated with design and construction of the sewer.

- **Updates:** The contractor has completed the sewer construction. Sewer manholes will be adjusted after final paving 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 for this project as a large portion of this project includes electrical and system control design. Design will be completed in Fiscal Year 2020 and construction is anticipated in Fiscal Year 2021.

- **Updates:** Our crews have installed a data logger inside the station on the force main to record pressure characteristics during normal operation. The consultant has collected the required data and performed various start and stop scenarios to determine design characteristics of the existing force mains, check valves, etc...
- **Status:** Design



**ONYX ST.  
REHABILITATION  
RVSS JOB #164**

REPLACE EXT'G  
SEWER LINE  
TYP.

REPLACE  
SUNKEN MH &  
PIPES.

REPLACE EXT'G  
MH'S TYP.





**PLATT AND FARGO REHAB  
RVSS JOB #244**

REPLACE EXT'G  
SANITARY SEWER  
PIPE TYP.

REPLACE EXT'G  
SANITARY SEWER  
MANHOLE TYP.

REPLACE EXT'G  
SHARED 6 INCH  
SERVICE.

REPLACE EXT'G  
SHARED 4 INCH  
SERVICE.







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December 18<sup>th</sup>, 2019

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

## **RE: Stormwater Program Update**

### **Rogue Drinking Water Partnership**

Rogue Valley Sewer Services has been participating in this partnership since its inception a year ago, as stormwater runoff has the potential to impact downstream drinking water quality. They have asked for partners to sign onto a Statement of Commitment which essentially says that where it makes sense, we agree to cooperate and collaborate. Below is a description of the partnership.

*The overall goal of the Rogue Drinking Water Partnership (RDWP) is to protect sources of drinking water and improve drinking water quality in the Rogue River Basin by sustaining a collaborative partnership of drinking water providers and other organizations concerned with clean drinking water. Protecting the quality and quantity of our drinking water resources not only serves public health, but also benefits nature. It is the underlying intent of the RDWP to develop and support strategies designed to protect the lakes, streams, rivers and aquifers used for drinking water and the land which protects and recharges these sources of water. To ensure that the RDWP is useful to our members and other users, we have developed a Statement of Commitment (SOC), the **Rogue Drinking Water Partnership Commitment**, between participating drinking water providers and other interested organizations committing to engagement and cooperation in drinking water source protection. This agreement was created through an open and collaborative process in RDWP meetings and discussions between members. This SOC asks for a commitment to engage and cooperate. A major benefit of the collaboration will be a common understanding of the greatest threats to drinking water sources and agreement on the highest priority actions to protect source water. This SOC describes the purpose, vision, structure, principles, operations, and outputs of the RDWP.*

**Action: Decide whether or not to sign onto the Statement of Commitment for the Rogue Drinking Water Partnership.**



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December 18, 2019

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 21,639' and have video inspected 31,851'.
- b. White City Storm Drain: Flushed 4,508'' and video inspected 6,881'.
- c. Special Cleaning: Flushed 8,387' and root sawed 2,154'.
- d. Requests: Flushed 2,628' and video inspected 1,400'.
- e. New Construction: Flushed 1,219' and video inspected 1,257'.
- f. Lagoons: Received 230,702 gallons of septage, 20,495 gallons of porta potty waste and 39,290 gallons of FOG for a total of \$43,573.05.
- g. Gold Hill: Flushed 344' per a complaint.
- h. Special Cleaning Summary: 50 equipment hours and 98 labor hours were spent on special cleaning for a total cost of \$7,470.00.
- i. City of Jacksonville: Flushed storm drain culverts and cleaned catch basins.
- j. City of Grants Pass: Lateral launched and located 27 service laterals.

## Pump Stations

- a. Nothing to report.

## FOG Update

- a. (41) Annual, (2) Initial & (13) Compliance inspections were performed. There were (9) violations of log book not updated & (5) violations of interceptors requiring maintenance.

## Vehicles & Equipment

- a. Nothing to report.