

**SPECIAL MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
August 21, 2019**

TIME AND PLACE OF MEETING

A special 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 August 21, 2019 at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Mike Parker, Director; Jim Lewis, Director; Jim Snyder, Director
Absent: Kay Harrison, Chair and Wayne Brown, Vice-Chair
(In the absence of both the Chair and Vice-Chair, the meeting was led by Mike Parker)

ALSO PRESENT

Brenda Baldovino, Finance Director; Nick Bakke, District Engineer; Jennie Morgan, Stormwater Manager; Joan Pariani, Executive Secretary; Shane Macuk, Operations Manager; Kevin James, Treatment Plant Manager; Mike Parson, Liaison for the City of Central Point.

Present via phone: Carl Tappert, Manager;

APPEARANCE OF INTERESTED CITIZENS

Steve and Rebecca Pierce attended the Board meeting to ask for an adjustment on a back bill which they received. They had called over a year ago start service to a recently purchased duplex. The billing department, in error, did not start billing as requested. When the error was discovered RVSS sent a bill for 12 months of service, in accordance with RVSS policy. The Pierces did not receive a bill, but stated that they thought that the renter was receiving the bill. The Pierces also stated that only one unit of the duplex was occupied. Because the duplex has only one water meter and one service lateral there is no way to independently confirm this. After much deliberation, the Board decided to back bill for only six months instead of one year. The Pierce's were happy with this resolution.

CONSENT AGENDA

Jim Lewis motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the July 22, 2019 Board Meeting. The motion carried with a unanimous vote of the all board members.

RESOLUTION 19-19: TRANSFER OF APPROPRIATIONS IN FY2019 BUDGET

Carl explained that this will just transfer money from contingency to cover higher than expected transfers from the general fund in to the regional funds 4 and 7, and higher than expected labor costs in Fund 10.

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

RESOLUTION 19-20: A RESOLUTION TO INITIATE AN INTER-FUND LOAN FOR 2018-19 BUDGET FROM THE GENERAL FUND TO THE SHADY COVE TREATMENT FUND 50

The Shady Cove Fund 50 went over budget \$35,000 in the previous fiscal year. This loan will be repaid quickly.

Jim Snyder motioned and Jim Lewis seconded approval of Resolution 19-20. The motion carried with a unanimous vote of the all board members.

RESOLUTION 19-21: AWARD OF PROPOSAL FOR A TV VAN

Shane is requesting an award of proposal for a TV van from Western Systems in the amount of \$246,615.21

Jim Lewis motioned and Jim Snyder seconded approval of Resolution 19-21. The motion carried with a unanimous vote of the all board members.

FINANCIAL UPDATES

Brenda presented the 4th Quarter financials. The report included Resolution 19-19 and 19-20. Nothing else out of the ordinary to report.

PROJECT UPDATES

Nick presented the project updates. See Engineer's Report attached

STORMWATER UPDATES

Jennie presented the Board with several different designs of signage. Carl would like to start marking the stormwater facilities that RVSS is funding. She presented curb markers, one in plastic with the RVSS logo and one is metal with the same logo,

Jim Lewis motioned and Jim Snyder seconded approval of metal curb markers. The motion carried with a unanimous vote of the all board members.

Also, part of the Stormwater program is education, Carl would like to have signage at Stormwater facilities that RVSS is construction explaining the process. Jennie presented different pictures of signs and boulders with plaques. The Board members liked the idea of both signs and boulders with plaques, if the site permits.

Stormwater report is attached.

O&M UPDATES

Shane presented the O&M report, which is attached.

MANAGER'S REPORT

In September's Board meeting there will be a Resolution to update the Bank account for check signatures.

Jennie received a national award from the Water Environment Federation for outstanding management of a stormwater program. She will be travelling to Chicago in September to receive the award.

The regional agreement that RVSS has with the City of Medford may need to be reviewed. The DEQ is auditing the current agreement and some of the language needs to be cleaned up. This agreement was originally signed 13 years ago.

CLAIMS LISTING

Jim Lewis motioned and Jim Snyder seconded to approve the Claims Listing of \$685,411.60.
The motion carried with a unanimous vote of the all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:15 p.m.

ROGUE VALLEY SEWER SERVICES



Mike Parker, Acting-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

August 15, 2019

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

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. We plan to begin construction this summer.

- **Updates:** The contract has been signed. We will receive project submittals and hold a pre-construction meeting shortly.
- **Status:** Construction

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:** The manufacturing process has begun. The wetwell and pumps should be delivered in 4-5 weeks.
- **Status:** Procurement

J292, Church Street Sewer Replacement (Phoenix):

The City Of Phoenix will reconstruct North Church Street from 1st Street to 6th 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:** Pilot Rock will begin construction soon.
- **Status:** Construction

J296, Northridge Terrace Sewer Realignment (JC north of Phoenix):

There is a poor manhole configuration between multiple pipes currently on our special cleaning list. The configuration creates adverse flow, backwater, and FOG buildup in the pipe. This project will redirect the incoming flow by installing a new manhole downstream of the existing manhole. Three adjacent asbestos concrete pipe segments have multiple sags and intruding services which will also be replaced. A total of 1,217 ft of 8" main and 4 manholes will be replaced.

- **Updates:** Construction has begun. It appears the existing subdivision was built on an old dump site of sorts causing the trench to cave in substantially. A change order has been completed to compensate the contractor for additional material required to backfill the trench.
- **Status:** Construction
- **Payments:** July Payment - **\$81,620.36**

Q005, Colver Park Stormwater Facility (Phoenix):

The existing drainage facilities at Colver Road Park are currently nonfunctional. This project will convey the existing parking lot runoff to be treated and managed in a new stormwater facility within the park. The facility will be designed to accept future expansion if the City were to improve the adjacent Colver Road stormwater conveyance system and/or roadway.

- **Updates:** Construction of the facility is complete. Planting will be completed in the fall.
- **Status:** Planting

D003, 11th Street Ditch Piping (WC Industrial):

Initially Stormwater management improvements were planned for the existing detention basin to enhance treatment and flow control for the facility. Upon visiting the site it was apparent very little could be done without acquisition of additional space. However, the existing drainage ditch has become a maintenance issue due to the construction of the adjacent warehouse and use of the property. The 175 foot ditch will be piped reducing the need for vegetation reduction and continual maintenance. The 36" conveyance pipe has been designed to convey the 10 year, 24 hour storm event.

- **Updates:** Our construction crew has begun prepping the site. Construction will begin once manholes are delivered.
- **Status:** Construction



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August 21st, 2019

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

RE: Stormwater Program Update

Talent Stormwater Master Plan Contract

RVSS received a signed agreement last Thursday from the City of Talent for this project.

Curb Markers for Storm Drain Art

Four-inch round storm drain marker with RVSS logo only: to be attached to curb near storm drain art in Talent and possibly other locations. Quantity: 20 markers

Estimate #1

- Full color RVSS logo on 4" round plastic marker
- Adhesive included (Probably should also use additional adhesive. Most double stick adhesive will not work for extended outdoor usage.)
- Durability: Should last 3-5 years.

Effort to apply: easy

Cost of construction sealant/adhesive: \$12.00

Vendor: Big Sign FX

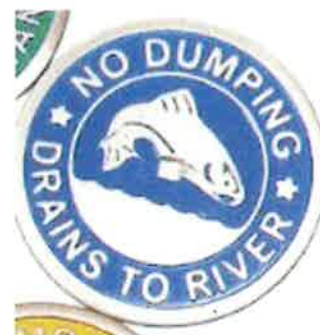
Cost of 20 markers: \$113.60 (\$5.68 each)



Estimate #2: **Staff Recommendation**

20 cast stainless-steel markers to be attached to curb with a single drive rivet that has predrilled hole into curb. This marker will not have logo

- Marker will have fish with wave image (see photo) and text: "Rogue Valley Sewer Services"
- Both image and words in single color paint
- Marker dimensions 4" x .063" with a 1/4" Hole
- Durability: Should last 10 - 15 years.



Effort to apply: moderate

Cost of 20 markers: \$425 (\$26.80 each)

Marker will look like photo but with words "Rogue Valley Sewer Services" instead of "No Dumping Drains to River":

Action Needed: Board Recommendation

Talent Storm Drain Art

RVSS initiated this project and contributed \$1,350 cash as well as extensive labor hours.





SW Feature Signage Options

Sign type 1 and the highlighted items are recommended by staff.

Action Needed: *Board Recommendation on sign options.*

Sign Type 1: Interpretive/Educational Signs: to be installed at stormwater features funded by RVSS.

Current locations:

- Phoenix Civic Center
- Colver Park, Phoenix
- Wagner Cr. Park, Talent

Proposed sign: (example installed signs below)

- Dimensions: 24" x 36"
- Full-color, "vandal proof"
- Mounted at an angle on 2 posts (**metal** or wood) bolted through holes predrilled on sign.

Estimate from Cantel Signs: \$125-\$175

If sign came with print-ready jpeg or pdf file. Image printed and then applied to 0.080 aluminum.

Price dependent upon:

- **multi colored** or single color
- **predrilled holes** or none
- **rounded corners** or none
- exact size
- laminated or not

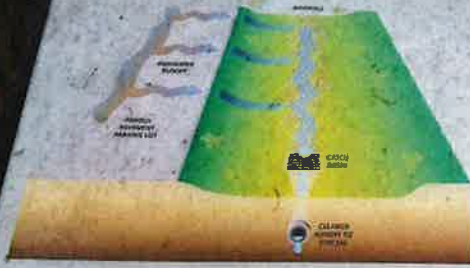
If sign was exactly 2'x3', multi-colored, laminated, with rounded corners and at least 2 drilled holes, price estimate given at \$160

Other possible costs associated with sign:

- Illustration: use free image or **pay for creation of unique image?**
- Graphic services: to produce high quality vector art may not be available in-house
- Mounting hardware & labor: depending upon sign construction and location

Bioswale and Clean Water

LOWER TUALATIN PUMP STATION



This bioswale is a large rain garden, a natural alternative to catch basins and underground pipes for stormwater management. The bioswale captures runoff, filters out pollutants, and lets the clean water soak into the ground. Carefully selected native plants, a special soil mixture, and the shape and size of the bioswale are designed to protect and improve water quality.

The bioswale, porous pavement parking lot and other sustainable features at this site are examples of low impact development approaches that protect the environment.

For more information about water quality in the Tualatin River Watershed and the benefits of rain gardens and native plants, please visit cleanwater.com/owg.

CleanWater Services



CITY OF TUALATIN

Rain Garden

LINCOLN DRIVE PARK



KEEPING POLLUTION OUT OF SPA CREEK



This project was made possible by funding from the Environmental By-Town and Park Branch of Tualatin, Oregon. The project is an example of how the local water pollution prevention program is working with the City of Tualatin and the City of Astoria to improve water quality in the Tualatin River Watershed.

This large rain garden filters stormwater created by rain running over more than an acre of parking lots, roofs and roads. Before the garden was created, oil, grease, toxic metals, bacteria, nutrients and herbicides ran directly into Spa Creek and the Coquille Bay. Now the rain garden, with its mixture of sand and organic matter planted with native plants, absorbs the fast runoff and prevents the greatest amount of pollutants. The pollutants go into the ground and into the plants instead of Spa Creek.

At the same time, this garden, or bio-retention area, soaks over a dozen gallons of stormwater each year and provides a beautiful street and park garden that the neighborhood residents and businesses can enjoy. Native plants such as Sweet Bay Magnolia, Sweet Pepper Bush, and Switchgrass are used because they require very little care and maintenance once established.

Look at the "before" picture to see what a difference this project has made to the neighborhood. It is a source of pride to the community and has set an example for other such projects.

3/16/10

RAIN GARDEN

This garden allows rainwater to collect and soak naturally into the ground before it flows into the river. When water from rain or snowmelt flows over surfaces like sidewalks, streets, and driveways, it picks up pollutants on its way to a storm drain or the river.

Capturing water in the Rain Garden allows the ground to filter the water naturally as it moves through the soil. Rain Gardens absorb 30% more water than the same size area of a lawn!

Can you think of a place in your yard that could use a rain garden?



www.minnetrista.net



Sign type #2: Boulder with affixed metal Signs

Boulders would be placed at stormwater facilities funded by RVSS. A metal sign, 4" x 6" or square 4" x 4", with the phrase: "*This facility provided with assistance from...*" with RVSS logo would be affixed to the boulder.

Boulder, boulder prep and sign attachment by "Leave Your Mark".

- Cost of boulder prep: \$100
- Cost of approx. 2ft x 2 ft 1000 boulder): \$180
- Cost of approx. 3ft x 2 ft 1000 boulder): \$280
- Moving and placing boulder not included in price.

Metal Sign for affixing to Boulder by Superior Stamp & Sign

- Cast metal plaques: 4" x 6", **\$101-113/each** (depending on process). This is a heavy metal sign which should last over 10 years.
- ACM board with direct print color 4"x4": **\$15.00 each** (this same type of sign can also be used for storm drain marker but it does not come in circle, only square or rectangle). This marker should last 3 - 5 years. Printed metal does not last as long as cast and painted metal.



Photo: ACM board
with direct print color



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August 21, 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 37,572' and have video inspected 57,393'.
- b. White City Storm Drain: Flushed 14,629' and video inspected 9,511'.
- c. Special Cleaning: Flushed 10,789' and root sawed 1,296'.
- d. Requests: Flushed 1,409' and video inspected 1,463'.
- e. Complaints: Video inspected 308'.
- f. Lagoons: Received 152,260 gallons of septage, 24,010 gallons of porta potty waste and 29,603 gallons of FOG for a total of \$30,880.95.
- g. Gold Hill:
 - i. Rotational: Flushed 5,881.
- h. Special Cleaning Summary: 61.5 equipment hours and 120 labor hours were spent on special cleaning for a total cost of \$8,731.27.

Pump Stations

- a. No alarms for the month!

FOG Update

- a. (48) Annual, (3) Initial & (7) Compliance inspections were performed. There were (11) violations of no updated log book & (10) violations of no interceptor maintenance.

Vehicles & Equipment

- a. Nothing to report.