

**SPECIAL MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
JULY 22, 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 July, 22, 2019 at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PRESENT

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

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Nick Bakke, District Engineer; Jennie Morgan, Stormwater Manager; Joan Pariani, Executive Secretary; Mike Parson, Liaison for the City of Central Point.

Absent: Shane Macuk, Operations Manager

CARL SWORE IN NEW BOARD MEMBERS

RESOLUTION 19-05: APPOINTING BOARD OF DIRECTORS CHAIR AND OTHER POSITIONS

Carl recommended the passage of Resolution 19-05 before any other business was conducted, because there was no Chair or Vice-Chair present.

Mike Parker nominated Kay Harrison as Chair. Jim Lewis seconded the nomination. Kay Harrison nominated Wayne Brown for Vice-Chair. Jim Lewis seconded the nomination. Jim Lewis and Wayne Brown appointed to the Regional Rate Committee with the remaining Board members as the alternates. Kay Harrison appointed to be the RVCOG representative with Carl as the alternate.

Wayne Brown motioned and Mike Parker seconded approval of Resolution 19-05. The motion carried with a unanimous vote of the all board members.

CONSENT AGENDA

Jim Lewis motioned and Wayne Brown seconded approval of the consent agenda consisting of minutes of the June 19, 2019 Board Meeting. The motion carried with a unanimous vote of the all board members.

RESOLUTION 19-17: AWARD OF BID MAGNOLIA AVENUE SEWER EXTENSION J276

Five bids were received, Staff recommends awarding the contract to West Coast Pipeline with a bid of 382,829.00

Jim Lewis motioned and Mike Parker seconded approval of Resolution 19-17. The motion carried with a unanimous vote of the all board members.

RESOLUTION 19-18: PROVISION OF SEWER SERVICE TO PORPERTIES OUTSIDE DISTRICT BOUNDARIES

Carl explained that there are eight properties which lie outside of the Shady Cove city limits and currently have sewer service. With the annexation of Shady Cove these properties are outside of RVSS' district boundary. The Board needs to approve providing service to properties outside of the district boundary. This resolution will allow Rogue Valley Sewer Services to continue providing sewer service to these properties under the same conditions as prior to annexation.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 19-18. The motion carried with a unanimous vote of the all board members.

CONSIDERATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF TALENT TO MANAGE THE MS4 PERMIT

Carl explained that RVSS has managed the MS4 permit for Talent under the terms of an agreement signed in 2006. This agreement continues that relationship and is more in line with the recently issued MS4 permit.

Mike Parker motioned and Wayne Brown seconded approval of the intergovernmental agreement with the City of Talent. The motion carried with a unanimous vote of the all board members.

CONSIDERATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF PHOENIX TO MANAGE THE MS4 PERMIT

Carl explained that RVSS has managed the MS4 permit of Phoenix under the terms of an agreement signed in 2006. This agreement continues that relationship and is more in line with the recently issued MS4 permit.

Mike Parker motioned and Jim Lewis seconded approval of intergovernmental agreement with the City of Phoenix. Jim Snyder abstained from voting because he is on the Phoenix City Counsel. The motion carried with a unanimous vote of the remaining Board members..

CONSIDERATION OF AN INTERGOVERNMENTAL AGREEMENT WITH JACKSON COUNTY TO MAINTAIN STORM DRAINAGE SYSTEMS IN THE WHITE CITY AREA

Carl explained that The White City Industrial Storm Drain Area was established in 1989. The ordinance that established the area divided maintenance responsibilities as follows: RVSS maintained all storm drain pipes and ditches that were not accessible from a public road; Jackson County maintained all ditches that are accessible from a public road. We believe that there was an IGA signed by RVSS and Jackson County that covers this. We have copies of the agreement but neither RVSS nor Jackson County have been able to locate a signed copy.

This agreement will re-establish the relationship between Jackson County and RVSS in the White City area. One significant change is being made. Under the new agreement, RVSS will assume responsibility for all ditches in the area. The White City Storm Drain fund has adequate resources to cover this work, and we believe that taking responsibility for all of the ditches will make the operation of the utility more efficient.

Mike Parker motioned and Jim Lewis seconded approval of the intergovernmental agreement with Jackson County. The motion carried with a unanimous vote of the all board members.

CONSIDERATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF TALENT TO PREPARE A STORMWATER MASTER PLAN.

Carl explained that the city of Talent asked RVSS to help with writing a Stormwater Master plan. This work will be primarily done by Jennie Morgan and Nick Bakke. We have given the City a conservative schedule that we believe will allow us to complete this work without detracting from other duties. We believe that by doing this master plan we will be able to integrate the plan with the MS4 permit to the benefit of both Talent and RVSS.

Mike Parker motioned and Jim Lewis seconded approval of an intergovernmental agreement with the City of Talent. The motion carried with a unanimous vote of the all board members.

PROJECT UPDATES

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

STORMWATER UPDATES

Jennie gave a presentation on a new Stormwater Incentive Plan program that she would like to provide to the community.

The Board members were pleased with this program. Carl will create a Resolution for the August Board meeting defining the guidelines for this incentive program.

O&M UPDATES

Operations Manager Shane Macuk was absent for this Special meeting. He had created a report for the regular meeting, which is attached.

CLAIMS LISTING

Jim Lewis motioned and Mike Parker seconded to approve the Claims Listing of \$1,074,614.89. The motion carried with a unanimous vote of the remaining board members.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 6:10 p.m. to review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.
ORS 192.660(2)(i) and 192.660(8)

RETURN TO OPEN MEETING

The Board returned to open meeting at 7:30. Jim Lewis motioned and Wayne Brown seconded to award Carl Tappert a \$3,000 bonus in lieu of acost of living adjustment. The motion carried with a unanimous vote of the remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:32 p.m.

ROGUE VALLEY SEWER SERVICES



for 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

July 12, 2019

To: RVSS Board of Directors

From: Nick Bakke, District Engineer

Discussion Items:

5TH Street Sewer Replacement (Gold Hill): This section of sewer is located along 5th street in Gold Hill adjacent to Hanby Middle School. The pipe is 6 inch concrete, approximately 375 feet long, and the school service is connected to the up-stream manhole. The general condition of the pipe is poor with multiple voids and a short section of the pipe is completely missing. The estimated cost to replace the entire section of 6 inch pipe with a new 8 inch main is approximately \$50,000. Alternatively, spot repairing the pipe would be the minimum required action and would cost much less. However, this would only delay the inevitable replacement.

Updates: This project has been presented to the Gold Hill City Council.

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:** West Coast Pipeline had the lowest responsive bid of - \$382,829.00
- **Status:** Construction

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

The existing pump station was retrofit 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:** We are working though the manufacturing process with the vendor.
- **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 once they receive notice from the City of Phoenix
- **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
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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:** Pilot Rock Excavation will begin construction this week.
- **Status:** Construction

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:** Our construction crew has completed the pipe work, stormwater facility grading, and topsoil placement. The facility will be planted this fall.
- **Status:** Planting

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

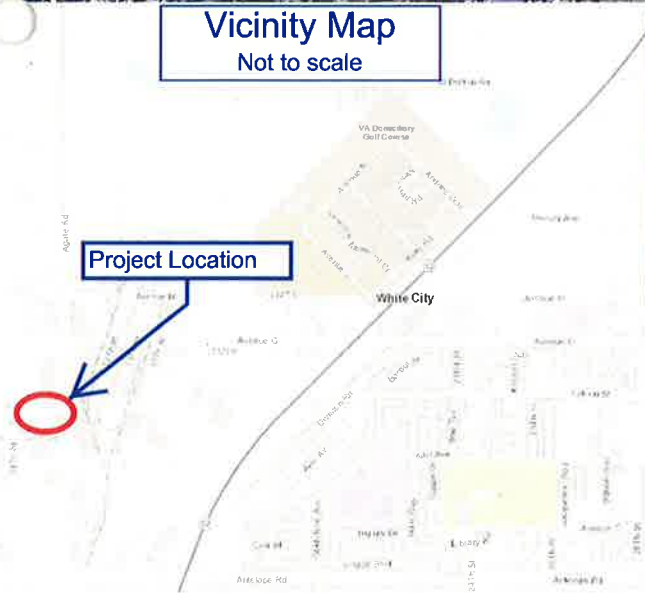
Initially Stormwater management improvements were planned for the existing detention basin to enhance treatment and flow control for the facility. Upon visiting the site it was apparent very little could be done without acquisition of additional space. However, the existing drainage ditch shown on the attached exhibit has become a maintenance issue due to the construction of the adjacent warehouse and use of the property. The ditch will be piped reducing the need for vegetation reduction and continual maintenance. The conveyance pipe will be designed to convey the 10 year, 24 hour storm event. It's anticipated that a 30 - 36 inch pipe will be required.

- **Status:** Design

**11th St. Detention
Basin Rehab
RVSS Job #D003**



Vicinity Map
Not to scale



**J276 Magnolia Ave Sewer
Bid Results**

Apparent Low Bid

Engineers' Estimate	Average	West Coast Pipeline	Central Pipeline Inc	KOGAP Enterprises Inc.	HGC, Inc.	Knife River
Total Bid	Total Bid	Total Bid	Total Bid	Total Bid	Total Bid	Total Bid
\$ 405,697.96	\$ 422,046.80	\$ 382,829.00	\$ 397,992.00	\$ 409,506.00	\$ 414,452.00	\$ 505,455.00



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July 17th, 2019

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

RE: Stormwater Program Update

Talent and Phoenix MS4 IGAs

The cities of Phoenix and Talent have signed MS4 IGA's and it is now up to the RVSS board to sign them.

Talent Stormwater Master Plan Contract

RVSS has prepared a contract for revising Talent's stormwater master plan. This has been reviewed with Talent staff and agreed to by the Public Works Supervisor.

Stormwater Management Incentive Plan

Attached presentation on the incentive plan.

Decision for Board: Should RVSS adopt a Stormwater Incentive Plan?



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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 12,582' and have video inspected 66,369'.
- b. Special Cleaning: Flushed 12,490' and root sawed 1,068'.
- c. Requests: Flushed 1,583' and video inspected 3,139'.
- d. New Construction: Video inspected '.
- e. Complaints: Video inspected 530'.
- f. Lagoons: Received 157,970 gallons of septage, 19,585 gallons of porta potty waste and 22,810 gallons of FOG for a total of \$30,054.75.
- g. Shady Cove:
 - I. Rotational Footages: Flushed 15,145'.
 - II. Special Cleaning: Flushed 1,856'.
- Gold Hill:
 - I. Rotational: Flushed 5,303 and video inspected 1,252'.
 - II. Special Cleaning: Root sawed 367'.
 - III. Requests: Video inspected 41' and flushed 236'.
- h. Special Cleaning Summary: 68 equipment hours and 113 labor hours were spent on special cleaning for a total cost of \$8,673.00.
- i. City of Talent: Clean storm drain lines along bike path.
- j. Grants Pass Irrigation District: Flush and remove roots from miscellaneous irrigation lines.

Pump Stations

- a. West Gregory: Pump failure a result of rags.

FOG Update

- a. Critical facilities and stormwater outfalls. New app was created to simplify the process of data entry and developed a new data base on the cloud.

Vehicles & Equipment

- a. Nothing to report.

