

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
June 15, 2022**

TIME AND PLACE OF MEETING

The regular meeting of the Board of Directors of the Rogue Valley Sewer Services, Jackson County, Oregon, was held on June 15, 2022 at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Jim Snyder, Director (remote); Jim Lewis, Director; Mike Parker, Vice-Chair; Roger Thom, Director

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Joan Pariani, Executive Secretary; Jennie Morgan, Stormwater Manager. Shane Macuk, Operations Manager

Absent: Nick Bakke, District Engineer;

APPEARANCE OF INTERESTED CITIZEN

Dustin Fender appeared before the Board. In 2013 he purchased property at 1900 Cunningham Avenue in Medford. A lien search was performed and stated that there was nothing owing because it was a vacant lot. After the Fenders moved in, they received a bill from RVSS stating that fees were due. The builder had not paid these and this was passed onto the owner of the property. These fees were never collected. When the Fenders sold this home in 2022, the fees were then re-instated. When Dustin called to try to work this out, he was told that Carl Tappert had agreed to waive the fees. Then at closing, they were listed in the closing document. Mr. Fender paid the fees at that time so that the closing of this home was not delayed. Mr. Fender is asking for reimbursement of the fees which were paid, that the Manager of RVSS told him would be waived.

Carl gave the back story to this property. The City of Medford issues the permits for properties inside the City limits. This information isn't available in real time so RVSS charges their fees when notice is sent regarding development. Unfortunately, this house had sold to the Fender's before RVSS was notified of the connection.

Michael Parker commented that since Mr. Fender had been told several times that the fees would be waived, RVSS should reimburse him for the fees paid in closing. Jim Lewis agrees. Kay feels that this should be a learning experience and a reason to fix the current permit/fee system that RVSS has with the City of Medford. The Fender's will be refunded \$1125 through the title company that handled their closing.

CONSENT AGENDA

Mike Parker motioned and Jim Lewis seconded approval of the consent agenda consisting of minutes of the May 18, 2022 Board Meeting and Resolution 22-10: Miscellaneous Charges. No changes were proposed for this annual resolution. The motion carried with a unanimous vote of the all board members.

PUBLIC HEARING ON RESOLUTION 22-10 ADOPTION OF FY2023 BUDGET AND MAKING APPROPRIATIONS

Chair Kay Harrison opened a public hearing of the Fiscal Year 2023 budget at 12:23. Carl Tappert noted that no changes had been made from the proposed budget approved in April. The hearing was closed at 12:25 am.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 22-10. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-08: GENERAL OVERHEAD RATE, BILLING RATE FOR LABOR AND EQUIPMENT

This is a Resolution that is updated every year. An attachment was presented to show the individual rates.

Mike Parker motioned and Jim Lewis seconded approval of Resolution 22-08. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-09: EMPLOYEE COMPENSATION PLAN

This compensation plan includes a 5% COLA for all employees.

Jim Lewis motioned to approve and Mike Parker seconded approval of Resolution 22-09. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-11: SCHEDULES FOR PLAN REVIEW, PERMIT AND INSPECTION FEES

Carl has added an erosion control fee for projects less than an acre to this Resolution. This is in compliance with the MS4 permit. He also noted that the Sewer Connection Permit fee has not been changed in over 30 years. The footage fees have been eliminated.

Mike Parker motioned approval as amended and Jim Snyder seconded approval of Resolution 22-11. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-12: SCHEDULES FOR SANITARY SEWER AND STORMWATER CHARGES

This Resolution will increase the sewer rate to \$24.00 per month for all areas except Shady Cove. Their rate will increase to \$43.22 per month

Mike Parker motioned and Jim Lewis seconded approval of Resolution 22-12. The motion carried with a unanimous vote of the all board members.-

RESOLUTION 22-13: SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES

Carl is recommending an increase in the CSDC to \$850. Also an increase to the Shady Cove Treatment fees to match the increase in the regional treatment charges.

Mike Parker motioned approval and Roger Thom seconded approval of Resolution 22-13. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-14: CAPITAL IMPROVEMENT PLANS FOR ALL AREAS

This is the same CAP that was included in the budget

Mike Parker motioned and Jim Lewis seconded approval of Resolution 22-14. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-15: 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 Lewis motioned and Roger Thom seconded approval of Resolution 22-15. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-16: TRANSFER OF APPROPRIATIONS IN FY2022 BUDGET

This Resolution will allow the transfer of appropriation funds to maintain a balanced budget.

Jim Lewis motioned and Mike Parker seconded approval of Resolution 22-16. The motion carried with a unanimous vote of the all board members.

APPROVAL OF OPERATING AGREEMENT WITH THE CITY OF GOLD HILL

This was discussed at the May Board meeting. It is for one year and includes an annexation clause. Other than that, it is the same as the current agreement, which will expire June 30, 2022.

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

PROJECT UPDATES

In Nick's absence, Carl presented the Project updates. Report is attached.

STORMWATER UPDATES

Jennie then updated the Board on Stormwater department activities.

O&M UPDATES

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

MANAGER'S REPORT

RVSS' attorney has rewritten the easement agreement that is held with the Rogue Valley International Medford Airport.

Mike Parker motioned and Jim Lewis seconded approval of the Airport Easement. The motion carried with a unanimous vote of the all board members.

Carl and Jennie are still working on the maintenance plan for the Stormwater facilities.

Carl recently retained an attorney to conduct an investigation into a sexual harassment allegation. That investigation is complete and the offender has been disciplined. During the course of the investigation Carl gave broad discretion to the attorney to explore any other issues that arise that may be of concern. The final report is not ready yet. When it is complete Carl will send it to the Board for review. We may want to have a special meeting or executive session to discuss the findings.

Carl asked the Board if they would like to have an Executive Session at the July meeting to perform the Manager's Annual Review. The board agreed to hold an executive session at the July meeting.

CLAIMS LISTING

Mike Parker motioned and Jim Lewis seconded to approve the June Claims Listing in the amount of \$1,042,362.49. The motion carried with a unanimous vote of the all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:58 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Pariani, Executive Secretary



June 8, 2022

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

J124, West Glenwood Pump Station Rehab, JC/PX:

West Glenwood Pump Station is a small duplex station installed in 1981 and serves 5 tax lots. The station was identified on the FY 2021 capital improvement plan but was not completed due to shifting of resources to the Almeda Fire recovery. Coincidentally, four of the five existing lots were burned in the Almeda Fire and the pump station was relatively undamaged. Due to the size, this pump station will be rehabbed with duplex EOne grinder pumps which are the same core pumps used to replace existing STEP systems. This will allow for easy pump replacement and standardization of our pressure systems. The new pumps will be installed inside the existing wet well and the force main will be sized and replaced to provide adequate scouring velocities.

- **Status:** Pump procurement
- **Updates:** Design is approved by DEQ. Equipment is estimated to arrive in early May.

J176, Shady Cove Pump Station #6 Rehab, SC:

Shady Cove Pump Station #6 was installed sometime between 1970s and early 1908s to serve 3 lots on Crater Lake Hwy adjacent to the Rogue River. The original station is a 3 foot diameter wet well equipped with one solids handling pump. The existing pumps discharge into a 3 inch diameter force main which runs approximately 50 feet west and connects to a 10" sewer main along Crater Lake Highway. Due to the size, this pump station will be rehabbed with duplex EOne grinder pumps which are the same core pumps used to replace existing STEP systems. This will allow for easy pump replacement and standardization of our pressure systems. The new pumps will be installed inside the existing wet well and the force main will be sized and replaced to provide adequate scouring velocities.

- **Status:** Design Submittal to DEQ

J178, Brophy Pump Station Abandonment, SC:

This project will install approximately 1300 LF of 8" gravity sewer and 675 LF of 4" force main to abandon existing Shady Cove Pump Station #4. Pump Station #4 was last upgraded in 2001 with a new wet well, controls, and pumps. The upstream sewershed area has approximately 160 residential units and consists of mostly mobile homes. Collins Way pump station was installed in 2020 downstream of PS #4 with the Flycaster Place Subdivision and was designed with the intent accepting the flows from PS #4 once abandoned.

- **Status:** Under Construction
- **Updates:** The project is substantially complete. Project retainage will be released once punch list items are complete.
- **Payments:** May - \$178,443.77

J250, Shady Cove Pump Station #2 Rehab, SC:

The pump station was installed in 1997 and is equipped with duplex 25 horsepower pumps and a separate wet well / dry well configuration which requires an operator to enter the dry well to access the pump controls. The existing pumps discharge into an 8" diameter force main which runs approximately 1,660 feet Northwest, crosses the Rogue River and connects to manhole #SC500184A on River St. The Station will be rehabbed with a new Flygt TOP fiberglass base, Flygt submersible pumps, variable frequency drives, valve vault and valves, and an electromagnetic flow meter. Construction is planned for this summer.

- **Status:** Design

J332, CP Force Main Rehab, CP:

The existing 12 inch concrete sewer which runs from Hamrick Road across private property to Gebhard Road and on to the Lower Bear Creek Interceptor and was originally used as a force main. The old Central Point pump station has been subsequently abandoned and the pipe was converted to a gravity sewer main. The remaining pipe has poor grade and is largely oversized making it a source of hydrogen sulfide production. This project will install a total of 1,500 feet of 8" and 10" pipe. Large portions of the existing main will also be abandoned.

- **Status:** Complete
- **Updates:** The contractor has finished the last of the punch list items.
- **Final Payment:** \$47,048.13

J343, Vilas Siphon Abandonment, CP:

The existing 18 inch concrete sewer and cast iron siphon were installed in the late 40's along with the old CP force main (see J332) and are oversized for the contributing sewer shed. The Siphon runs under Upton Slough north of the airport and is on the special cleaning list. Given the age and size of the siphon, it's in obvious need of attention. The proposed project will abandon the siphon by replacing the existing sewer system at the intersection of Vilas and Table Rock and will direct flows north to the system along Table Rock Road. In addition, 640' of sewer south of the intersection has just recently shown to have extensive structural damage including missing sections of pipe and will be replaced. The project will install approximately 1340 feet of 8 inch sewer and is scheduled for construction this summer.

- **Status:** Design

L003, Lagoon Process, Wetland & Compost:

This project will start the second phase of a multi-phase project to retrofit the existing south lagoon cell. The overall multi-phased project will expand the current septage & FOG receiving capacity, enhance the wetlands in the southwest portion of the cell, and eventually create a composting facility. This portion of the project will place the majority of the mass grading for the overall facility. Due to the scale of the earthwork, this project will be bid and is anticipated to be constructed this summer.

- **Status:** Dewatering and administrative submittals



June 15th, 2022

To: RVSS Board of Directors

From: Jennie Morgan, Stormwater Program Manager

RE: Stormwater Program Update

Erosion and Sediment Control Designated Inspector Certification

In May, we returned to in-person training for the First Time Erosion Prevention and Sediment Control Inspector Certification class with 32 attendees. I am continuing to hold the Recertification class on-line as this enables a larger number of people to recertify at one time. The May recertification class had 42 attendees.

Medium Size Construction Storm Drain Protection Permit

The medium size, 7,000sf-0.99acre, permit is drafted and will go into effect July 1st.

Private Stormwater Facility Inspections Underway

Private stormwater facility inspections are underway for fiscal year 22, of a dozen facilities inspected so far only one will require additional maintenance.

Rogue Valley Stormwater Design Manual

The Working Group composed of representatives of most of the jurisdictions using the manual has been meeting for 2.5 years to update the manual to meet the requirements of the 2019 MS4 permit. We have completed the text and are in a final formatting stage, following which it will go out for public comment to engineers, architects, landscape architects, planners, environmental entities and other interested parties.

Rogue River Watershed Council Annual Donation

As in past years RVSS budgeted for a \$1,000 donation to the watershed council in FY22. The watershed council contributed \$5000 to development of the Mudflat Enhancement Plan for RVSS' lagoon project and we continue to collaborate with the watershed council on projects throughout Bear Creek.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

June 15, 2022

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 43,363' and flushed 59,163.
- b. Special Cleaning: Flushed 5,218' and root sawed 240'.
- c. New Construction: Flushed and video inspected 1,462'.
- d. Lagoons: Received 245,355 gallons of septage, 50,833 gallons of porta potty waste and 39,135 gallons of FOG for a total of \$50,298.45.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 2,020'.
- f. Special Cleaning Summary: 28.5 equipment hours and 45.5 labor hours were spent on special cleaning for a total cost of \$4,135.00.
- g. Rogue Valley Transit District: Cleaned storm catch basins and unplugged section of storm pipe.

Pump Stations

- a. Nothing to report.

Building & Grounds

- a. Exterior painting of the admin building has been completed.

Vehicles & Equipment

- a. One of the new dump trucks has been picked up. The other is in transit.
- b. New easement flusher has been delivered.