

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
May 18, 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 May 18, 2022 at noon. This meeting was held both in person and via Zoom.

PRESENT

Jim Snyder Director; Roger Thom, Director; Mike Parker, Vice-Chair

Absent: Kay Harrison, Chair;

ALSO PRESENT

Carl Tappert; Manager; Brenda Baldovino (remote), Finance Director; Joan Pariani, Executive Secretary; Nick Bakke (remote), District Engineer; Jennie Morgan (remote), Stormwater Manager; Shane Macuk (remote), Operations Manager; Kevin James (remote), Treatment Plant Manager; Mike Parson, Central Point Liaison; Jerry Breckinridge, Gold Hill City Manager.

Absent: Carole Balzer, Network Administrator

CONSENT AGENDA

Roger Thom motioned and Jim Snyder seconded approval of the consent agenda consisting of minutes of the April 20, 2022 Board Meeting and the April 27, 2022 Budget Committee minutes. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-07: A RESOLUTION TO FILL THE BOARD VACANCY

A consensus of the Board members at the April meeting was to invite Jim Lewis to fill the vacant left by Wayne Brown.

Roger Thom motioned and Jim Snyder seconded approval of Resolution 22-07. The motion carried with a unanimous vote of the all board members.

RESOLUTION 22-06: AWARD OF BID FOR L003 WHITE CITY LAGOON & WETLAND IMPROVEMENTS

Four bids were received for this project. Central Pipeline was the apparent low bidder at \$869,678.45. Staff recommends awarding this bid to Central Pipeline, Inc.

Jim Snyder motioned and Jim Lewis seconded approval of Resolution 22-06. 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 requested approval of a support letter to Rogue River Watershed.

Jim Lewis motioned and Roger Thom seconded approval of a letter of support. The motion carried with a unanimous vote of the all board members

Jennie also updated the Board on the Eagle Point IGA. Report is attached

O&M UPDATES

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

MANAGER'S REPORT

Carl introduced Jerry Breckenridge, Gold Hill City Manager. Carl and Kevin James attended a work session with the city Monday the 18th. The city has still not decided on what to do as for as the treatment plant. (RVSS' agreement ends 06/30/22.) Two options were agreed upon, one being the regional connection and the other is rebuilding the current plant. The city's engineer is going to update the cost analysis for these two options. Carl proposed to the council to extend the current agreement for five more years with an annexation clause. The council asked if it was possible to be on a month to month contract. Carl doesn't think that this is a prudent way to approach the issue. Jerry spoke to the Board. He appreciates working with RVSS. He is trying to keep costs down for their rate payers. That is why the council is looking at all their different options. Jerry asked the Board for a year extension so that all options can be researched. Kevin James remarked that the treatment plant is very broken down. This plant is extremely difficult to operate. It takes all if Kevin's time just to keep the plant in compliance. After much discussion, a motion was made.

Jim Lewis motioned that RVSS extend the agreement for one year with an annexation clause. Jim Snyder seconded approval the motion. The motion carried with a unanimous vote of the all board members

Jerry Breckenridge left the meeting at 12:54.

Carl spoke about the easements that RVSS has on Jackson County Airport. The airport wants to combine all of the easements and make them subordinate to airport activities. Our attorney (Joe Kellerman) has concerns that subordinating the easement will result in us relinquishing easement rights we currently enjoy. Joe is working with the County attorney to resolve this.

Last month Carl spoke about the Retirement Health Savings Plan (RHS). He now has the agreements created that will need approval.

Jim Snyder motioned to approve the agreement for the RHS with Mission Square. Jim Lewis seconded approval the motion. The motion carried with a unanimous vote of the all board members

Last month no decision was made on the discussion of the maintenance of the Stormwater facilities. This is turning out to be a very complicated issue. Carl hopes to propose a comprehensive policy in the next few months. meeting.

CLAIMS LISTING

Jim Lewis motioned and Jim Snyder seconded to approve the May Claims Listing in the amount of \$1,511,727.01. The motion carried with a unanimous vote of the all remaining board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:03 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors


Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

May 12, 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 Alameda Fire recovery. Coincidentally, four of the five existing lots were burned in the Alameda 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
- **Payments:** April - \$127,547.00

- **Updates:** The contractor has run into unstable trench conditions causing the trench walls to cave in along the entire length of the gravity main installation. This is not uncommon and unfortunately will result in additional costs for excavation and material. Construction completion is still on schedule.

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

J279, 8th & Cherry St Sewer Replacement, CP:

This project will replace a sunken manhole and approximately 200' of 8 inch sewer currently on the special cleaning list. The manhole and adjacent sewer system will be raised to proper grade and removed from the special cleaning list. Construction is planned to begin once West Glenwood Pump Station is rehabbed this spring.

- **Status:** Complete

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:** Under Construction
- **Updates:** This project is substantially complete. The contractor is waiting for dryer weather to avoid tearing up the adjacent private property outside our easement.

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:** Contract Award
- **Updates:** The lowest responsive bidder - Central Pipeline, Inc. - **\$869,678.45**



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

May 18th, 2022

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

RE: Stormwater Program Update

Rogue River Watershed Council Letter of Support

The Rogue River Watershed Council is proposing a project along Bear Creek to reconnect the waterway with the floodplain. The desired future condition is a well-connected floodplain enabling the creek to spill into the floodplain during high water events so that downstream velocities and discharge rate are reduced and infiltration and filtration can take place. The network of side channels and native vegetation that would line them would provide improved water quality and salmon habitat (federally listed coho and others). Edge of floodplain transitions would be managed to be fire durable oak dominated plant communities that are easy to manage and provide wildlife benefits. The water and sediment that is captured by the floodplain will feed the vegetation growth and the habitats will gain in complexity while also becoming more durable to future disturbance.

Action: Approve letter of support for Rogue River Watershed Council

Draft Eagle Point IGA

I have drafted an Intergovernmental Agreement with Eagle Point based on the IGA's that we currently have with our other co-implementers. The IGA and a document explaining some discussion points are attached.

Action: Review and discussion



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SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

Oregon Watershed Enhancement Board
775 Summer St. NE
Salem, OR 97301

Subject: Bear Creek River Mile 19.0 Post-Fire Restoration

To whom it may concern:

Rogue Valley Sewer Services (RVSS) supports the Bear Creek River Mile 19.0 Post-Fire Restoration project as proposed. As part of our stormwater management program, we identify areas without stormwater treatment and detention and design and construct projects to provide treatment and detention. RVSS is currently planning a stormwater project 150 feet downstream of the proposed project location.

Since the Almeda fire, RVSS has contributed a significant number of resources throughout the fire footprint to address immediate water quality concerns including protection of stormwater inlets and area drains to reduce pollutants from flowing off the burned area into the stormwater system, hydroseeding steep slopes for in the riparian area for stabilization and mapping damaged infrastructure for repair.

RVSS is supportive of the Bear Creek River Mile 19.0 Post-Fire Restoration goals in restoring the area to a more functional and resilient ecosystem for a benefit to our local drinking water providers, local residents of Talent and other communities, and the fish and wildlife that are present in the Bear Creek Watershed. This project will complement our on-going work to treat stormwater runoff in the area.

The proposed project is one that brings together a diverse group of partners to achieve mutually beneficial outcomes. In this case, it's improving aquatic and terrestrial habitat, protecting water quality from lingering post-fire effects, and is doing so with an eye towards the future and increasing water storage capacity through reconnecting floodplains.

Please accept this letter as support of the project and contact me with any questions that you have.

Sincerely,

Jennie Morgan, PhD
Stormwater Program Manager



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CLEAN WATER · HEALTHY COMMUNITIES

May 10th, 2022

To: Eagle Point Manager, Aaron Prunty
From: Jennie Morgan, Stormwater Program Manager

RE: Discussion Items for Eagle Point IGA

RVSS Issuance of 1200-C and 1200-CN Permits

RVSS is the MS4 Permit Registrant and legally liable entity for its co-implementers, City of Talent, City of Phoenix and Jackson County. The co-implementers do not hold MS4 permits themselves.

RVSS is an Agent of DEQ for the 1200-C permit, which enables RVSS to issue 1200-C permits for projects disturbing five or more acres directly to the applicant. RVSS also administers the 1200-CN permit on behalf of DEQ enabling us to directly issue permits for projects disturbing one to five acres of area. Directly administering these permits enables RVSS to charge lower fees, be more responsive to applicants and better protect water quality. In order to act as an Agent of DEQ and an Administrator of the 1200-CN permit, RVSS holds an IGA and an MOA with DEQ. The IGA and MOA stipulate that the 1200-C Agency and 1200-CN Administration only apply within RVSS' MS4 boundary.

To enable RVSS to issue 1200-C and 1200-CN permits within Eagle Point, Eagle Point will need to transfer its MS4 permit to RVSS. DEQ has a permit transfer process that requires completing a transfer and providing it to DEQ.

Payment for MS4 Services: There are three options for payment of MS4 services to RVSS.

Option 1: RVSS takes over billing for sanitary sewer and MS4 services. RVSS would bill for MS4 services using the same rate structure that we applied in our co-implementer areas.

Option 2: Eagle Point will provide billing for stormwater quality services for all customers with a City stormwater charge. The total fee would be provided to the City and the City would determine how to collect the fee. RVSS would update the impervious surface layer and provide the updated fee every six months. All proceeds received for supplying MS4 services shall be paid over to RVSS by the 10th of the month following receipt. RVSS would measure impervious surface area and calculate a fee using the rate structure applied in our co-implementer's areas.

Option 3: Eagle Point will provide billing for stormwater quality services for all customers with a City stormwater charge. Eagle Point will pay an annual fee of \$70,000 in equal monthly installments of \$5,833. RVSS may increase this fee by an amount no more than three percent (3.0%) annually to cover increased costs and growth within the city. In the event that RVSS adopts a general stormwater quality rate increase, the fee assessed to Eagle Point will be increased by the same percentage.



Fee Calculation: RVSS calculates MS4 services fees as outlined in section 4.05.070 of our code, which is pasted below for your reference. The \$70,000 annual fee for RVSS to provide MS4 services to Eagle Point, is based on the amount of impervious surface that RVSS measured within Eagle Point and the number of single family residences. RVSS measured a total of 6.9 million square feet of non-single family residence impervious surface from 156 tax lots and used the monthly billing reports provided to RVSS by Eagle Point to estimate that there are 3,500 single family residences.

Table 1. Fee Calculation for MS4 Services by RVSS to Eagle Point

	# SFRs	Monthly Fee	Annual Fee
# SFRs	3,500	\$ 3,500.00	\$ 42,000.00
Non-SFR impervious area (Sf)	6,914,777.15	\$ 2,304.93	\$ 27,659.11
Total Charge		\$ 5,804.93	\$ 69,659.11
Rounded Charge		\$ 5,833.00	\$ 70,000.00

RVSS Title 4 Code Excerpt

“Equivalent residential unit (ERU)” is equal to 3,000 square feet of impervious surface area. This is based on an average single-family residential parcel with an impervious surface area of 3,000 square feet.

4.05.070 System of rates and charges.

A. Service Fees Imposed. The district will impose stormwater quality fund rates and charges on each parcel of real property within the RVSS MS4 Boundary except publicly owned streets. However, any property determined by the RVSS manager or designee to be more costly in time and/or money to bill than would be justified will be temporarily exempt. The charges shall fund the administration, planning, design, construction, water quality management, operation, maintenance, and repair of existing and future stormwater facilities, as well as development and implementation of the SWMP.

B. Methods of Determining Contribution of Stormwater.

- 1) Contributions of stormwater from nonresidential parcels, and residential parcels larger than duplexes, will be determined by measuring the amount of impervious surface.*
- 2) Contributions of stormwater from residential parcels with one or two dwelling units will be set at one ERU.*

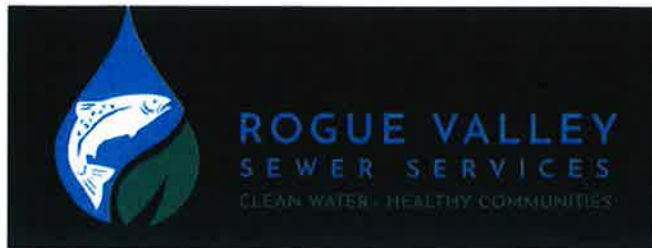
C. Method of Determining Service Fee Rates. Stormwater service fees shall be applied to each



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parcel of real property within the district, unless temporarily exempt, except government-owned streets. Service fees shall be differentiated according to the following classifications:

- 1) Residential Parcels. Single-family residential and duplex units located on one taxlot, and not part of a larger common plan of development, shall constitute one ERU.*
- 2) Parcels with no impervious surface. Parcels with no impervious surface shall be considered temporarily exempt and have no charges applied.*
- 3) Other Parcels. Charges for all other parcels shall be computed by multiplying the total ERUs for a parcel by the monthly rate. Total ERUs are calculated by dividing total square feet of impervious surface by 3,000 square feet (one ERU).*
- 4) Credits for on-site mitigation shall be determined in accordance with the Rogue Valley Stormwater Quality Design Manual. [Ord. 06-03, 2006; Ord. 04-08 § 1(7), 2004.]*



May 18, 2022

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 51,569' and flushed 65,880'.
- b. Special Cleaning: Flushed 4,745' and root sawed 145'.
- c. New Construction: Flushed and video inspected 1,259'.
- d. Lagoons: Received 341,850 gallons of septage, 45,395 gallons of porta potty waste and 35,618 gallons of FOG for a total of \$63,429.45.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 1,616'.
- f. Special Cleaning Summary: 21 equipment hours and 44 labor hours were spent on special cleaning for a total cost of \$3,395.00.

Pump Stations

- a. Nothing to report.

Building & Grounds

- a. Exterior painting of the admin building is now scheduled for June 6th.

Vehicles & Equipment

- a. One of the new dump trucks is here and ready to go.
- b. New easement flusher is waiting for one hydraulic part before it will ship.

