

**REGULAR MEETING OF BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
October 16, 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 October 16, 2019 at noon.

**PLEDGE OF ALLEGIANCE**

**PRESENT**

Kay Harrison, Chair; Mike Parker, Director; Jim Snyder, Director; Jim Lewis, Director

Absent: Wayne Brown, Vice-Chair

**ALSO PRESENT**

Carl Tappert, Manager; Jennie Morgan, Stormwater Manager; Joan Pariani, Executive Secretary; Nick Bakke, District Engineer; Shane Macuk, Operations Manager; Kevin James, Treatment Plant Manager;

Absent: Brenda Baldovino, Finance Director

**CONSENT AGENDA**

Jim Snyder motioned and Mike Parker seconded approval of the consent agenda consisting of minutes of the September 18, 2019 Board Meeting. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 19-25: PUBLIC RECORDS POLICY**

There has been new legislation in regards to Public Record requests. This Resolution will create a policy for the updated legislation. The primary change is that there are specific time limits for complying with public records requests and we can now require requests to be made in writing.

Jim Lewis motioned and Mike Parker seconded approval of Resolution 19-25. The motion carried with a unanimous vote of the all board members.

**RESOLUTION 19-26: AWARD OF CONTRACT FOR DUNN PUMP STATION REPLACEMENT**

Last month Resolution was passed to negotiate a contract with RH2 Engineering to do the design for the Dunn Pump Station Replacement. The Resolution will award RH2 Engineering the contract with a price of \$234,000.

Mike Parker motioned and Jim Snyder seconded approval of Resolution 19-26. The motion carried with a unanimous vote of the all board members.

**PROJECT UPDATES**

Nick presented the Engineer's report, which is attached.

**STORMWATER UPDATES**

Jennie presented the Board with the annual MS4 stormwater report that is submitted to DEQ. She asked the Board to approve this report before it is forwarded.

Mike Parker motioned and Jim Lewis seconded to approve the annual MS4 stormwater report. The motion carried with a unanimous vote of the all board members.



Jenny also presented the annual 1200-C report. This also required approval from the Board. Jim Lewis motioned and Mike Parker seconded to approve the annual 1200-C report. The motion carried with a unanimous vote of the all board members.

The Stormwater Quality Incentive Program was reviewed. The policy has been modified to reflect changes recommended by the Board at the July meeting. Board members expressed approval with the changes. Jennie will create a formal Resolution for acceptance for the November Board meeting.

#### **O&M UPDATES**

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

#### **MANAGER'S REPORT**

Carl presented the draft Strategic Plan and reviewed the process to date. Carl met with the entire staff to conduct a Strength-Weakness-Opportunity-Threat analysis. This was followed by meetings with employees in small groups to better define the strengths, etc. Once these factors were identified, the management team met to identify specific goals to build on strengths, minimize weaknesses, act on opportunities and mitigate threats.

The final step will be for the Board to review the plan. He asked the Board to take the packet home and look through it.

Gold Hill has fallen behind on their maintenance fee payments. Carl is having difficulty getting responses from the City Manager and has contacted our attorney, Joe Kellerman. Joe has a conflict because one of his partners represents Gold Hill so Joe recommended we work with Kendall Ferguson. Carl has been in contact with Kendall who is aware of the situation.

Gold Hill's attorney has indicated that the City has the checks cut and is waiting for a second signer, who is out of town, to sign the checks. They expect this to be done no later than Monday. If the check is not received by Monday, Carl will schedule a special executive session with Kendall Ferguson to determine how the Board would like to proceed to collect the past due amount.

Carl noted that there are two vacancies on the Budget Committee and asked the Board members for recommendations of people who could these positions.

Carl made a presentation to inform the Board with whom RVSS currently has Intergovernmental Agreements and why.

#### **CLAIMS LISTING**

Mike Parker motioned and Jim Lewis seconded to approve the Claims Listing of \$934,092.65. The motion carried with a unanimous vote of the all board members.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:12 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

October 10, 2019

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

## **Flow Monitoring Equipment Purchase:**

Our FY 2020 budget includes funds to upgrade our flow monitoring equipment. We currently operate Hach flow monitoring equipment which generally includes flow sensors, data loggers and software. This equipment has served us well for over 15 years but has been surpassed by newer technology.

We've tested the latest monitoring equipment from two different manufactures for over a month. Flows were measured just up-stream of the Gold Hill treatment plant allowing the data from the plant to be used as a baseline. The two manufactures tested were, LazerFlow from Teledyne ISCO and the newest Hach equipment and software.

In the end, we've decided to move forward with upgrading our existing Hach equipment as it provided consistent flow data which more closely matched the treatment flows. In addition, we can continue using our existing sensors and only upgraded data loggers and software, making the Hach upgrade about half as expensive per unit.

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

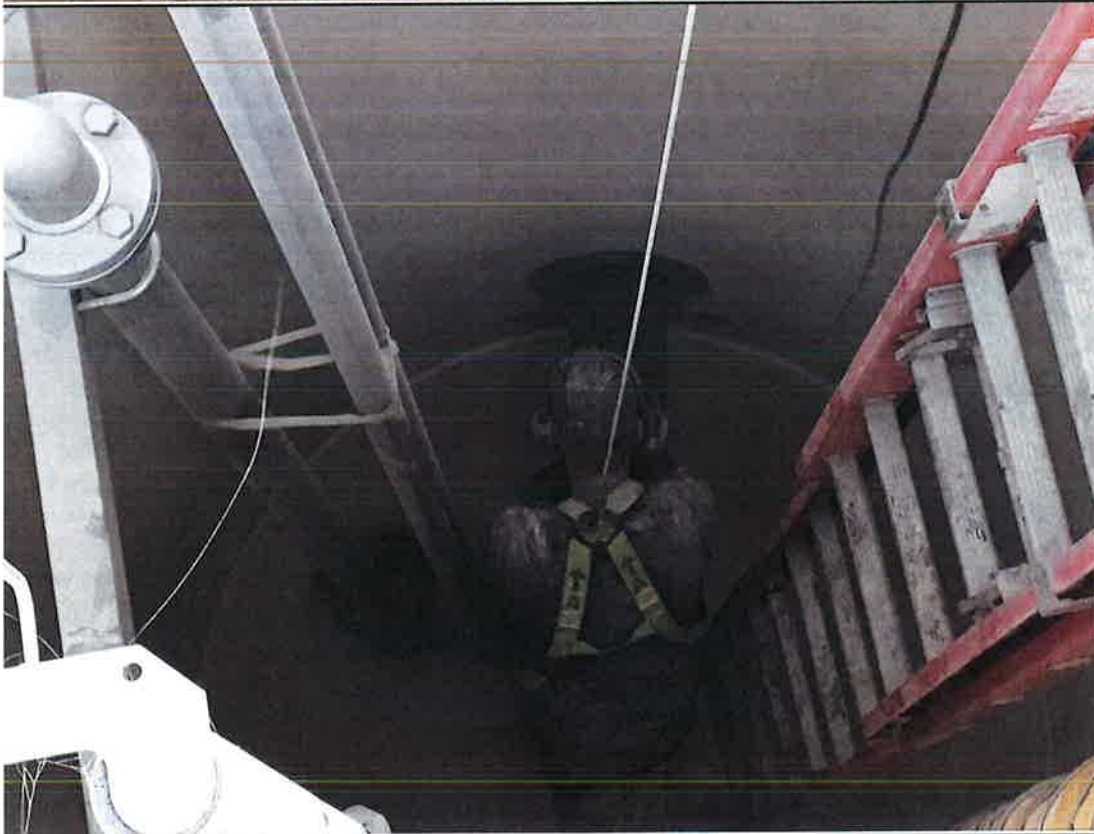
This project will install 1936 feet of new 8 inch gravity sewer replacing the existing 4 inch effluent line and 18 STEP/STEG tanks. Three additional properties currently on septic will have the option to connect to gravity sewer. We plan to begin construction this summer.

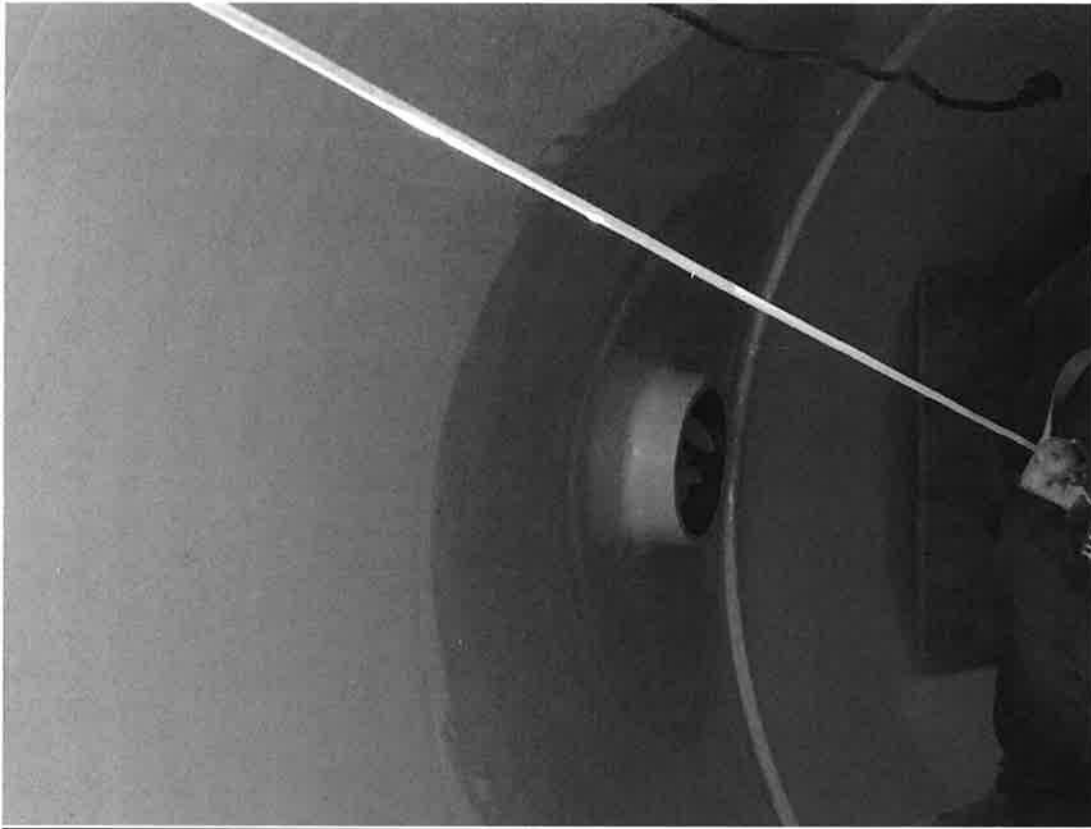
- **Updates:** A few sections of rock approximately 2' thick have been encountered so far. We have a rock excavation clause in our contract which establishes a fixed price of \$100 per cubic yard of rock excavation. The contractor is approximately 75% complete with the project.
- **Status:** Construction

## **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:** Our crews have completed the substantial construction for this project. The wet well is in place and the new pumps are running. Remaining work includes installing the communication system and discharge flow meter.
- **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

**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 is complete.
- **Payments:** Final Payment - \$24,500.22 (final retainage and additional materials. Payment will be made upon receipt of release forms)
- **Original Bid:** \$201,796.00
- **Final Project Cost:** \$290,038.81







# ROGUE VALLEY SEWER SERVICES

Location: 138 West Vilas Road, Central Point, OR - Mailing Address: P.O. Box 3130, Central Point, OR 97502-0005  
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

October 16<sup>th</sup>, 2019

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

## **RE: Stormwater Program Update**

### **Colver Park Stormwater Facility, Q005**

A volunteer event was held during the Bear Creek Stewardship Day September 28<sup>th</sup> to plant the Colver Park swale. 450 gallon size plants were installed by volunteers and an additional 600 were installed by City of Phoenix public works staff. This project is now complete.

### **Talent Stormwater Master, R016**

We have begun surveying the stormwater system in Talent.

### **Annual Municipal Separate Storm Sewer System (MS4) Phase 2 Report to DEQ**

Action: Need Board approval

### **Annual 1200-C, CN Agent Report to DEQ**

Action: Need Board approval

### **Stormwater Quality Incentive Policy**

Action: Board discussion/input needed. We will bring back a resolution next month.

October 16, 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 725' and have video inspected 16,053'.
- b. White City Storm Drain: Flushed 4,540' and video inspected 16,215'.
- c. Special Cleaning: Flushed 18,594' and root sawed 5,550'.
- d. Requests: Flushed 170'
- e. Lagoons: Received 116,900 gallons of septage, 26,770 gallons of porta potty waste and 34,556 gallons of FOG for a total of \$26,773.90.
- f. Gold Hill: Nothing to report
- g. Special Cleaning Summary: 106 equipment hours and 205 labor hours were spent on special cleaning for a total cost of \$15,444.22.
- h. City of Rogue River: Cleaned pump stations and flushed main line.
- i. Grants Pass Irrigation District: Flushed line on "B" Street.

**Pump Stations**

- a. West Gregory: Rehab is complete.
- b. No pump station alarms.

**FOG Update**

- a. (34) Annual, (1) Initial & (13) Compliance inspections were performed. There were (5) violations of no updated log book & (3) violations of no interceptor maintenance.

**Vehicles & Equipment**

- a. Propane Kit Update: Unit #35 is currently getting kit installed.

# Payroll

## Pay Type Register

User: Joan  
Printed: 11/25/2019 - 10:55AM  
Check Date Range: All  
Period Date Range: 01/01/2019 to 11/25/2019  
Batch Info: All  
Pay Types: 5%OT, BO, OC, OC30, OC40, OC50, OC60, OH, OT, OT10, OT20, OT30, OT35, OT40, OT50, OT60

Pay Type	Description	Hours	Amount
OC40	On-Call Dept 40	4.00	168.00
OT40	Overtime Dept 40	58.50	2,668.59
		<hr/> <hr/>	<hr/> <hr/>
		<b>Report Total</b>	<b>62.50</b>
		<hr/> <hr/>	<hr/> <hr/>
			<b>2,836.59</b>



# Payroll

## Pay Type Register

User: Joan  
Printed: 11/25/2019 - 11:01AM  
Check Date Range: All  
Period Date Range: 01/01/2019 to 11/25/2019  
Batch Info: All  
Pay Types: CZ

Pay Type	Description	Hours	Amount
CZ	COMP TIME PAYOUT	43.50	1,328.46
		<u>43.50</u>	<u>1,328.46</u>
<b>Report Total</b>		<u>43.50</u>	<u>1,328.46</u>



## MEMORANDUM

**DATE:** October 30, 2019  
**TO:** SDAO Board of Directors  
**FROM:** Jennifer Quisenberry  
**SUBJECT:** 2020 SDAO Annual Conference Update

The following is an update of this year's conference planning activities.

### **Pre-Conference Sessions**

We have scheduled two full-day pre-conference sessions to take place on Thursday, February 6.

- Board Training: George Dunkel, SDAO and Eileen Eakins
- Risk Management Training: SDAO Risk Management Staff

### **Keynote Address**

Nice Bike – Making Connections  
*Mark Scharenbroich*

The Conference Committee selected Mark Scharenbroich as this year's keynote speaker. Mark creates authentic connections and inspires his audience to transform workplace culture. By discovering the power of connections, leaders are moved to connect more effectively with their team and the team in turn connecting with the customer. Mark's "Nice Bike" metaphor is a memorable principle that helps create raving fans one customer at a time. (Taken from his website.)

Mark was the keynote speaker at the California Special Districts Association Annual Conference in September and was very engaging. His message was well received, and he was given a standing ovation. Special District Association of Colorado also had him as their keynote speaker in recent years.

### **Awards Banquet and Entertainment**

We will hold the Awards Banquet on Saturday evening followed by our entertainment. This year, the committee has chosen to have an improv comedy group perform. We have selected ComedySportz and are looking for other entertainment options to supplement their act.

### **Conference Sessions At-A-Glance**

Included with this memo is a schedule of this year's breakout sessions. We will have several returning speakers that have consistently received positive feedback as well as a few new presenters.

2020 Conference At-a-Glance

Thursday, February 6

Risk Management Training  
SDAO Staff

Board & Management Staff Training  
George Dunkel and Eileen Eakins

8:30am-4pm

SDAO HR Alliance Network Meeting  
Monica Harrison, SDAO

2-5pm

Welcoming Reception

5-6pm

Friday, February 7

Keynote Speaker: Mark Scharenbroich  
Nice Bike - Making Connections

8:30-10am

Ethics  
Tammy Hedrick, Oregon Ethics Commission

10:30am-12pm

How Effective Boards Meet and Speak  
Judy Clark, HR Answers

1:30pm-3pm

Caucus Meetings

3:15-5pm

Exhibitor Reception

5-6pm

Stress Presumption and First Responders  
Gina Westcott & Panel

Firefighter Employee Assistance Program  
Phil Downs, ESI Employee Assistance Group

10:30am-12pm

Top Ten Labor and Employment Issues  
Christy Manson and Mark Wolf

Employment Liability  
SDAO PC Department

Healthcare Proposals for the 2020 Candidates  
Katie Peterson, The Partners Group

1:30pm-3pm

Small Business Advocate  
Trevor Leahy, Office of Small Business Advocate

3:15-5pm

Saturday, February 8

Why You Need an Accessible Website & How to Get There  
Sloane Dell'Orto, Streamline

Life Cycle of a CEO  
George Dunkel, SDAO

8:30-10am

Emergency Planning  
Oregon Emergency Management

Public Records  
Todd Albert, Oregon Public Records Advocate

10:30am-12pm

Financial Awareness for Board Members  
Summer Sears, CPA

1:30pm-3pm

Annual Business Meeting

3:15-4pm

Awards Banquet & Entertainment

6-10pm

Employment Legislation Update  
Monica Harrison, Ron Downs, and HR Answers

Employee Misconduct Investigations  
Dee Rubanoff and Chandra Hatfield

Collective Bargaining 101  
Chris Duckworth, Bullard Law

8:30-10am

Urban Renewal  
Mark Landauer & Panel

Finance  
David Ulbricht, SDAO

Legislative Summary  
Mark Landauer & Hasina Wittenberg

8-9am

Sunday, February 9

Breakfast and Raffle Drawing

8-9am