

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
February 21, 2024**

**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 February 21, 2024, at noon.

**PLEDGE OF ALLEGIANCE**

**PRESENT**

Kay Harrison, Chair; Mike Parsons, Vice-Chair; Roger Thom, Director; John Edwards, Director; John Quinn, Director

**ALSO PRESENT**

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Carole Balzer, Network Administrator/Deputy Manager; Joan Pariani, Executive Secretary; Nick Bakke, District Engineer; Jennifer Bouman-Steagal, Employment Attorney

Absent: Shane Macuk, Operations Manager

**CONSENT AGENDA**

Mike Parsons motioned, and John Edwards seconded approval of the consent agenda consisting of the January 17, 2024 Board Meeting minutes. The motion was carried with a unanimous vote of all Board members.

**AUDIT PRESENTATION**

Paul Neilson from Isler presented the findings from the FY2023 audit. He explained different points of the audit. One significant deficiency was found and has been corrected.

**PROJECT UPDATES**

Nick presented the Engineering updates report. The report is attached.

**O&M UPDATES**

Carl presented the updates for O&M. See attached

**MANAGER'S REPORT**

Funding for the regional inter-tie project is still in process. Loan requests have been increased to cover the cost of the engineering design contract.

The DEQ loan application has been submitted.

Funding for the Cummins Stormwater Facility is ready to go. A grant for \$383,000 is in the works and the remainder of the loan will be forgiven.

Updates on the Gold Hill are as follows:

- A request has been sent to DEQ for an extension on the deadlines of the MAO.
- Loan request with Business Oregon is still pending.
- Gold Hill is still auditing its records to find missing funds.
- Carl is still working on the assumption of the rural development loan
- Service payments from Gold Hill customers last month were up to 85%



Carl informed the Board of the Cost-of-living increase which was 3.1% and the health insurance rate is rising about 10%. Both increases will be reflected in the FY25 budget.

**CLAIMS LISTING**

Mike Parsons motioned, and John Edwards seconded to approve the February Claims Listing in the amount of \$1,345,072.77. The motion was carried with a unanimous vote of all Board members.

**EXECUTIVE SESSION**

To consider information or records that are exempt from disclosure by law, including written advice from your attorney.

ORS 192.660(2)(f).

And

To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.

ORS 192.660(2)(h).

The Board went into Executive session at 12:36 pm.

**OPEN SESSION**

Open session resumed at 1:33 pm. No decisions were made during the Executive session.

Mike Parsons motioned, and John Edwards seconded to direct the Manager to negotiate separation agreements with two O&M employees.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:38 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair  
Board of Directors



Joan Pariani, Executive Secretary





**ROGUE VALLEY**  
SEWER SERVICES  
CLEAN WATER · HEALTHY COMMUNITIES

**February 12, 2024**

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

### Capital Project Updates

#### J084, Antelope Road Rehab, WC:

This is a large project and has been on the capital improvement plan for multiple years. Recent staffing additions have allowed us to start tackling the design. The existing pipeline was constructed during the Camp White era in the 1940's and consists of concrete pipe ranging in size from 24" to 15" in diameter. There is a total of ±15,000 feet of pipe that will be replaced with larger pipes or rehabbed with CIPP liner over the course of multiple years. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Re-Bid
- **Updates:** We have re-bid this project under direction of the board. The project scope has also been reduced in hopes of staying under our state revolving fund loan mount. This project will bid in March and award in April.

#### 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
- **Updates:** We've received comments from DEQ and are making the requested changes to the plans.

#### J309, ODOT Hwy 99 Rose St to Glenwood, PHX:

ODOT will be upgrading this street corridor, adding pedestrian facilities, and resurfacing the roadway. Impacts to our system include pipe/manhole relocations and grade adjustments.

- **Status:** All sewer relocations are complete.

#### J344, Ashland PS #2 Force Main Replacement, TA

This project will replace the existing 4" and 6" PVC Class 160 force main with a new 6" C900 pipe. The existing 4" section of force main is hydraulically problematic and class 160 pipe is thin walled and notoriously brittle. Minor modifications will also be made to the existing station valves. We plan on our construction crew installing this pipe this winter.

- **Status:** Under construction

#### **J359, FY 2024 CIPP Projects**

This project will utilize Cured in Place Pipe technology to line approximately 4,200 LF existing 8" sewer in Jacksonville. CIPP technology will be utilized as an alternative to traditional trenching or pipe realignment where pipes are directly adjacent to or under existing mobile homes or other structures. Older pipes with root intrusion in high traffic roadways requiring long term traffic control are typical candidates for CIPP. We plan on bidding this project in February or March.

- **Status:** Contracts are signed

#### **Q013, Cummins Stormwater Facility, Talent:**

We have been working with the private property owner to construct a regional stormwater facility on the Cummins/Old Wal-Mart property in Talent. The property owner has agreed to donate the property to construct a regional facility which will provide stormwater management for a 50 acre drainage basin. RVSS will design and construct the facility. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Out for bid in March and award in April.

#### **Q015, Glenwood Stormwater Facility, PX:**

We've been working with ODOT to design and construct a regional stormwater facility on Jackson County property in conjunction with the Hwy 99 (J309) improvements. This facility will provide the required stormwater management for highway improvements as well as the entire ±170 acre drainage basin. We anticipate that ODOT will construct the facility and RVSS will contribute funding and provide operation and maintenance of the facility over time.

- **Status:** Design by ODOT.

#### **C012 & C013, SCADA & UV Disinfection, Shady Cove:**

This project will upgrade the SC Treatment plant SCADA system and retrofit the existing Chlorine Gas disinfection facility with a new UV Disinfection system. We will issue an RFQ to obtain a consultant to administer these projects together. We've applied for Clean Water State Revolving Funds for this project.

- **Status - SCADA:** Control Systems Northwest (CSNW) is moving forward with installation.
- **Status – UV Disinfection:** Equipment Pre-Selection is out for bid and will close February 23<sup>rd</sup>.



**ROGUE VALLEY**  
SEWER SERVICES  
CLEAN WATER - HEALTHY COMMUNITIES

February 21, 2024

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

**RE: Operations & Maintenance Report**

**Collection System**

- a. Rotational Footages: Staff have video inspected 60,470' and flushed 106,796'.
- b. Special Cleaning: Flushed 6,215'.
- c. Requests: Video inspected 976'.
- d. Locates: Completed 485.
- e. Gold Hill:
  - a. Special Cleaning: Flushed 2,020'.

**Special Cleaning Summary**

- a. RVSS System: 39 equipment hours and 74 labor for a cost of \$5,439.59.
- b. Gold Hill: 4 equipment hours and 9 labor hours for a cost of \$674.31.

**Treatment**

- a. White City Lagoons: Received 356,480 gallons of septage, 45,080 gallons of porta potty waste and 31,054 gallons of FOG for a total of \$64,892.10.
- b. December Treatment Totals:
  - 1. Shady Cove: 8,674,600 gallons
  - 2. Gold Hill: 2,098,000 gallons

**Pump Stations**

- a. Shady Cove #2: High water alarm, due to the elevated flows from the weekend rain event.
- b. Luthy: High water alarm, a result of the elevated weekend flows.

**IGA/Contract Work**

- a. City of Jacksonville: Flushed miscellaneous storm drain driveway culverts. 4 labor hours and 2 flusher hours were spent at a cost to the city of \$547.80.
- b. City of Shady Cove: Flushed 40' section of 12" storm drain pipe at corner of Kathleen & Hudspeth.

**Building & Grounds**

- a. 3 Phase Service for Electric Vehicles: Waiting on PP&L to perform their work.
- b. Admin Building HVAC Upgrade: Scheduled to begin February 5<sup>th</sup> and last two weeks.



**ROGUE VALLEY**  
**SEWER SERVICES**  
CLEAN WATER - HEALTHY COMMUNITIES

### **Vehicles & Equipment**

- a. TV Van Chassis: Under construction by upfitter.
- b. Electric Trucks: All three may arrive in March.
- c. Skip Loader: Has arrived and is awaiting pickup.