

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
August 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 August 21, 2024, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

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

John Quinn, Director, joined the meeting at 12:05.

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Joan Pariani, Executive Secretary; Nick Bakke, District Engineer; TJ Weber, Operations Manager; Carole Balzer, IT Manager/Deputy Manager

CONSENT AGENDA

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

RESOLUTION 24-19: TRANSFER OF APPROPRIATIONS IN FY2024 BUDGET

This should be the last transfer of appropriations for the FY24 Budget.

John Edwards motioned, and Michael Parsons seconded the approval of Resolution 24-19. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-20: TO INITIATE AN INTER-FUND LOAN FOR THE 2023-24 BUDGET FROM THE GENERAL FUND 01 TO THE GOLD HILL TREATMENT FUND 60

Due to the timing of Gold Hill's annexation, some construction costs were not included in the FY 24 Budget. This inter-fund loan will cover those costs and will be paid back with interest by Gold Hill ratepayers.

Michael Parsons motioned, and John Edwards seconded the approval of Resolution 24-20. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-21: PIPE SIZING REIMBURSEMENT RATES

Carl explained that the District Engineer calculates the yearly pipe sizing reimbursement rates. Rogue Valley Sewer Services requires a developer to build larger pipes than needed to serve a future project upstream, which is to accommodate future growth.

John Edwards motioned, and Michael Parsons seconded the approval of Resolution 24-21. The motion was carried by a unanimous vote of all Board members.

FINANCIAL UPDATES

Brenda updated the Board on the unaudited fourth-quarter finances for FY24.

PROJECT UPDATES

A last-minute Agenda item has been added. The city of Central Point requests that the SDCs for the baseball fields on Hanley Road be waived. RVSS does this for other government agencies and non-profits.

John Quinn motioned, and John Edwards seconded the approval of waiving SDC fees for the Hanley Road Baseball Fields. The motion was carried by a unanimous vote of all Board members.

Then, Nick updated the Board on the progress of projects. The report is attached.

O&M UPDATES

TJ updated the Board on what's happening in the Maintenance Department. The report is attached.

MANAGER'S REPORT

Staffing updates: All positions are currently filled!

The Regional Treatment Rate will increase in September. Carl is unhappy that the City of Medford has decided to raise the rate during budget season. The first increase will be 6.36% and will increase substantially yearly. This is due to the upgrades that the DEQ requires of the Regional Treatment Plant. Carl recommends that RVSS keep their rates the same until the next fiscal year. The increase will then be incorporated into the rate. The Board agreed to wait until next fiscal year to raise rates again.

Ashland #2 Solar Project is still in the design phase.

Carl and Brenda have met with the new city manager of Shady Cove again. The City underbilled its customers last year for the sewer service franchise fee of around \$53,000. RVSS currently pays the City of Shady Cove to bill sewer service. The City also brought to Carl's attention that the 3% raise the city is supposed to give every year has not been paid. Carl decided that the amounts owing by each entity are about the same, so this would be a wash. Carl will amend the billing agreement with the City of Shady Cove for the next fiscal year. Also, the City has filed certifications on their delinquent customers for around \$92,000.

RVSS will take over the City of Jacksonville Sewer service billing in December.

The transfer of assets from the City of Gold Hill is almost complete.

Carl has drafted a memo for the employees regarding the transfer from Mission Square Retirement to PERS. He recommends that this transaction be revenue-neutral by trimming the COLA by the difference in cost to PERS. Nothing was determined. Carl wants to poll the employees to hear their opinions on this matter. There is also an issue of employees closer to retirement age who would not benefit from the PERS transition. A resolution would be brought to the Board defining who would be excluded from PERS and would continue with Mission Square.

CLAIMS LISTING

Michael Parsons motioned, and John Quinn seconded to approve the August Claims Listing for \$1,178,163.43. The motion was carried with a unanimous vote of all Board members.

EXECUTIVE SESSION

To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
ORS 192.660(2)(e)

The Board went into Executive session at 1:15 pm.

OPEN SESSION

Open session resumed at 1:22 pm. No decisions were made during the Executive session.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:23 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Parfani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

August 13, 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. 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. This project has been re-bid with an overall scope of $\pm 7,000$ feet of 24" and 30" sewer main, associated manholes and lateral connections.

- **Status:** Contract administration
- **Updates:** A pre-construction meeting was held this week and construction will begin in the coming months.
- **Payments: Materials on Hand (Pipe) - \$282,750.55**

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:** Construction
- **Updates:** Our crew has installed the bypass and have begun jackhammering out the existing wet well base to install the new station.

J353 Echo Way PS Rehab, Eagle Point

This pump station was installed in 2005 with 5 HP Myers Pumps in a low lying area subject to substantial infiltration and periodic water inundation. The pump station will be brought up to RVSS standard with a new integrated fiberglass wetwell/valve vault, Flygt submersible pumps, variable frequency drives, valves, and an electromagnetic flow meter. Construction is planned for next year.

- **Status:** Design

J360 Misc PS Upgrades

Seven pump stations will receive minor upgrades including but not limited to surge protection, variable frequency drives (VFD's), level sensors, etc...to bring each up to RVSS and DEQ standards. This project will be completed over two to three years. The pump stations to receive upgrades are as follows: Phoenix, Ashland #1, Ashland #2, Airport, Agate, Vashti, and Justice.

J362 4th St Gold Hill RR Crossing Abandonment, GH

This project will install approximately 1,600' of 8 inch sewer along 4th Street in Gold Hill. The new sewer main will replace and re-grade the existing sewer system in order to abandon two existing 6 inch sewer mains which cross the rail road tracks. The existing 6" crossings are on the special cleaning list, sub-standard, and would be cost and administratively prohibitive to replace. The existing crossings to remain will be rehabbed with CIPP liner. This project will go to construction this fall or early next spring.

- **Status:** Design
- **Updates:** Shannon & Wilson, Inc. have completed the subsurface investigation and concluded rock is not present at the two locations investigated. We will use this information to prepare the plans and specifications accordingly.

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:** Construction
- **Updates:** The contractor has complete the pipe installation and will continue working on the manholes and pond grading.
- **Payments – July Payment – \$113,378.70**

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:** Construction
- **Updates:** KRM has completed in the stormwater facility grading the final touches will be provided as the project moves forward.

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) and RVSS continue to identify the final punch list items in hopes of moving forward with project completion.
- **Status – UV Disinfection:** 90% plans and specifications have been submitted and reviewed.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

August 14, 2024

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Collection System:

Flushing:

-In July, 14.73 miles of pipes were cleaned.

TV Inspection:

-In July, 7.2 miles pipes video inspected.

Pump Stations:

-Shady Cove PS #2 project started.

Treatment Plants:

Shady Cove Treatment Plant:

-Staff is working to complete a Punch list on the new SCADA and testing alarm function.

Gold Hill Treatment Plant:

-Nothing to report.

Lagoon:

-July total gallons of Septic and FOG 283,610.

Vehicles & Equipment:

- TV truck, new delivery date set for August 22nd.

-Unit 19, 2007 Chevy Colorado 2WD sold on Oregon State Surplus \$6600.00.

Staff:

-Nothing to report.

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