

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
November 15, 2023**

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 November 15, 2023, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

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

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Carole Balzer, Network Administrator/Deputy Manager; Shane Macuk, Operations Manager; Nick Bakke, District Engineer;

APPEARANCE OF INTERESTED CITIZENS

Tawni Bean, Regional Project Manager for Business Oregon. They are one of the funding agencies providing funds to Rogue Valley Sewer Services for the Gold Hill Intertie project. Business Oregon will be providing \$1.4 million \$700,000 of which is in grants and the balance in loans at approximately 1.17 percent interest. Additional funding may be added after looking at the final construction plans.

CONSENT AGENDA

Mike Parsons motioned, and John Quinn seconded approval of the consent agenda consisting of the October 18, 2023, Board Meeting minutes. The motion was carried with a unanimous vote of all board members.

RESOLUTION 23-35: CREATION OF GOLD HILL DEBT SERVICE FUND

RVSS will be taking over billing in December for the November service. This resolution creates a new Debt Service Fund to track revenue and expenses related to Gold Hill's current and future sewer-related debt. Carl Tappert mentioned the creation of this fund does not require a budget meeting or amendment to the existing budget since there will not be expenses during the current fiscal year.

Mike Parsons motioned, and John Quinn seconded approval of Resolution 23-35 as presented. The motion was carried with a unanimous vote of all board members.

FINANCE UPDATES

Brenda Baldovino presented the first quarter financial report. She pointed to page five that showed an item that is over budget--Interest on Investments—explaining that interest is higher than projected, increasing to 4.9 percent in October.

Ms Baldovino mentioned the audit cost may be about \$6,000 higher than expected due to need for help this year to meet the recommendations of the Governmental Accounting Standards Board (GASB) regarding software subscriptions. The auditor will be helping to clear up and capitalize software assets RVSS is leasing under contract for multiple years.

PROJECT UPDATES

Nick Bakke presented the Engineering updates report. The report is attached. He explained one of the flow monitor locations will need to be moved due to consistent problems reporting accurate flows in its current location.

O&M UPDATES

Shane Macuk informed the Board of what has been going on in the Operations and Maintenance department. The report is attached.

Quote from Engage Electric

Mr. Macuk received a quote from Engage Electric for adding a 600-amp electrical line, which would allow for six charging stations. The existing line has room for one more charging station. Three additional electric vehicles have been ordered, bringing the total EVs to five.

Mike Parsons motioned and John Quinn seconded to approve the quote from Engage Electric in the amount of \$22,440 for EV chargers as presented. The motion was carried with a unanimous vote of all Board members.

Grants Pass Request for Operator of Record Contract

Carl Tappert noted that he, Mr. Macuk, and representatives from the City of Grants Pass will be meeting on November 22, 2023, to get specifics regarding their request for Rogue Valley Sewer Services to become Operator of Record for their collection system. Grants Pass's attempts to hire someone with the proper credentials to replace their current Operator of Record have been unsuccessful.

MANAGER'S REPORT

Gold Hill Intertie Design Engineer Selection

Rogue Valley Sewer Services received three responses to the Request for Proposal for an engineering firm to design the Gold Hill Regional Intertie. After a panel reviewed the submittals and interviewed each firm, they recommended Tetra Tech.

Mike Parsons motioned and John Edwards seconded to direct the Manager to negotiate and personal services contract with Tetra Tech for review and approval by the Board. The motion was carried with a unanimous vote of all Board members.

Gold Hill Annexation Update

The application requesting the transfer of the discharge permit from Gold Hill to RVSS has been submitted to the Department of Environmental Quality (DEQ). After that is completed, Carl Tappert will request from DEQ an extension of the Mutual Agreement and Order deadlines indicating Gold Hill has been in violation of its deadlines for a few years.

Gold Hill has over \$500,000 of outstanding debt with the Infrastructure Finance Authority (IFA). Mr. Tappert has a letter requesting that gets transferred to RVSS. A request for a motion was made in order to move forward with the transfer request.

Mike Parsons motioned and John Quinn seconded to transfer the infrastructure finance load from the City of Gold Hill to Rogue Valley Sewer Services. The motion was carried with a unanimous vote of all Board members.

Gold Hill has another loan from Rural Development through the United States Department of Agriculture. There is a chance RVSS will be required to pay the remaining \$600,000 off. RVSS

has the reserves to cover it through an interfund loan, but that would increase the debt service the citizens of Gold Hill would have to pay back since we would need to charge the same rate we currently receive from the Local Government Investment Pool, currently 4.9 percent.

Brenda and Carl will be meeting with Rural Development after this meeting.

Counselor Joe Kellerman is working on the transfer of assets from Gold Hill to RVSS.

Sewer billing for Gold Hill is ready. Letters explaining the fees have been sent to utility customers in Gold Hill. A few of them will have a significant increase in their rates. One is an RV park that had been billed for one unit, and RVSS will be charging for 78.

Jackson County has been notified that RVSS will be issuing sewer permits for properties served by the Gold Hill sewer.

Budget Committee

Carl Tappert recommended Mark Warwick from Gold Hill, who was instrumental in pushing for the annexation and assisted in the selection of the design engineer to fill the vacancy in the Budget Committee. The Board reached a consensus to do so.

Board Dinner

The Board was asked if they would like to have the annual dinner at Edenvale Winery again. They all agreed. Mr. Tappert will have the Executive Secretary find possible dates for this event.

CLAIMS LISTING

John Edwards motioned, and John Quinn seconded to approve the November Claims Listing in the amount of \$1,031,009.76. The motion was carried with a unanimous vote of all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:43 p.m.

ROGUE VALLEY SEWER SERVICES


Carole Balzer, Recording Secretary


Kay Harrison, Chair
Board of Directors



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

November 2, 2023

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:** SRF Loan Docs
- **Updates:** We plan on bidding this project this winter and beginning constructing in early spring.

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 performed additional surveying to confirm the pump station calculations and plan to submit for DEQ approval of the design in the coming months.

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:** Construction
- **Updates:** Our construction crew has one manhole relocation remaining.

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 design

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:** Design is complete. We have received DEQ approval on the final plans and specs.

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) will be moving forward with installation of the new SCADA next year.
- **Status – UV Disinfection:** We've given notice for RH2 to finalize the UV system design.

I005, Regional Flow Monitory Equipment:

This project will replace and upgrade our regional flow monitoring equipment and migrate the data collection from radio transmission to a third party hosted website. The data collected used for multiple reasons including, modeling, tracking infiltration and inflow and to generate flow reports for the regional treatment plant.

- **Status:** Eight permanent stations have been upgraded. There are two remaining flume stations to be upgraded in the coming months.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

November 15, 2023

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 73,786' and flushed 88,926'.
- b. Special Cleaning: Flushed 8,770'.
- c. Requests: Flushed 472', video inspected 1,336'.
- d. New construction: Video inspected 921'.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 2,449'.

Special Cleaning Summary

- a. RVSS System: 41.5 equipment hours and 82.5 labor for a cost of \$5,981.26.
- b. Gold Hill: 5 equipment hours and 9 labor hours for a cost of \$720.60.

Treatment

- a. White City Lagoons: Received 141,470 gallons of septage, 50,965 gallons of porta potty waste and 42,075 gallons of FOG for a total of \$35,176.50.
- b. September Treatment Totals:
 - 1. Shady Cove: 5,854,200 gallons
 - 2. Gold Hill: 2,015,000 gallons

Pump Stations

- a. Echoes of the Ponderosa: Pump failure due to rags in the impeller.

Contract Work

- a. City of Jacksonville: Cleaned stormdrain inlets and pipe per request. 32 labor hours and 16 flusher hours were spent for a cost to the city of \$4,382.40.

Building & Grounds

- a. 3 Phase Service for Electric Vehicles: See attached quote and agreement.

Vehicles & Equipment

- a. New vehicle orders: UAW strike appears to be over. Still no updates on delivery dates at this time.

