

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
December 20, 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 December 20, 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; Joan Pariani, Executive Secretary; Shane Macuk, Operations Manager; Nick Bakke, District Engineer

CONSENT AGENDA

Mike Parsons motioned, and John Edwards seconded approval of the consent agenda consisting of the November 15, 2023, Board Meeting minutes. The motion was carried with a unanimous vote of all board members.

RESOLUTION 23-36: BUDGET COMMITTEE

Carl contacted Mark Warwick from Gold Hill to see if he would be interested in being a member of the Budget Committee. Mark worked for the Medford Regional Treatment Plant for many years before retiring and was a driving force behind the move to annex Gold Hill into RVSS. He has agreed to this position.

John Edwards motioned, and Mike Parsons seconded approval of Resolution 23-36. The motion was carried with a unanimous vote of all board members.

RESOLUTION 23-37: AUTHORIZATION TO ACCEPT LOAN FROM THE DEQ

This resolution authorizes us to accept a loan from DEQ for the Cummings Stormwater Project. The majority of this project will be paid for through a Sewer Overflow and Stormwater Reuse Municipal Grant (OSG) from DEQ. The balance will be paid from this loan.

We also expect the full amount of this loan to be forgiven through the DEQ Emerging Contaminants Grant.

John Edwards motioned, and John Quinn seconded approval of Resolution 23-37. The motion was carried with a unanimous vote of all board members.

RESOLUTION 23-38: AWARD OF BID FOR ADMIN BUILDING HVAC SYSTEM UPGRADE

The current HVAC units are over 20 years old, obsolete, and need to be replaced. We solicited bids from local contractors and got one that we considered responsive from Allied Comfort Pro. Staff recommends award of the contract to Allied Comfort Pro in the amount of \$63,381.75.

John Quinn motioned, and Mike Parsons seconded approval of Resolution 23-38. The motion was carried with a unanimous vote of all board members.

PROJECT UPDATES

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

O&M UPDATES

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

MANAGER'S REPORT

The final cost for the design Engineer for Gold Hill has not been received yet. Hopefully, this will be presented at the January Board meeting.

The funding applications are ready to go for the Gold Hill design from Business Oregon. The application for the Clean Water revolving loan fund has been submitted. The USDA development fund cannot be applied for until all the environmental goals have been met. This loan will be handled by the consultant.

Antelope Road Sewer Replacement Loan has been approved. The total loan amount is \$6.6 million, with \$2 million being forgiven and the remaining to be paid back over 30 years at a 1.93% annual interest rate..

Carl updated the Board on what is happening in Gold Hill. In the transfer of assets, the title to the pumper truck has been transferred. Carl is still waiting on the deed to the land. There are some discrepancies in the funds to be transferred to RVSS. Gold Hill's auditors are looking into this. The amount should be somewhere around \$300,000. The city manager asked if the city could pay this to us in four quarterly installments. All Board members agreed with the payment plan. A drop box has been placed at city hall for the convenience of the customers.

Lazy Acres RV park in Gold Hill in the past, has only been charged for one connection. According to the RVSS code, RV parks are to be charged per space. So, subsequently, when RVSS started billing them, their bill went from around \$80 per month to over \$4,000 per month. The current owner of Lazy Acres is asking if they could be charged on occupancy.

Mike Parsons motioned, and John Quinn seconded approval of the request to bill Lazy Acres according to occupancy. The motion was carried with a unanimous vote of all board members.

In looking further into this problem, Carl discovered that RVSS has been billing most RV parks not according to code. He would like to fix this situation and make all billings for this type of service consistent.

Carl asked the Board to approve the Board Chair and Manager to sign loan Documents to the DEQ.

Mike Parsons motioned, and John Quinn seconded to approve the Board Chair and Manager to sign loan documents. The motion was carried with a unanimous vote of all board members.

Rogue River Valley Irrigation District has requested that RVSS supply them with a letter of support. They are trying to get grant money. RVSS has done this in the past.

Mike Parsons motioned, and John Quinn seconded approval of a letter of support for Rogue Valley Irrigation District. The motion was carried with a unanimous vote of all board members.

Voorhies Mansion has several openings for the Board Dinner. The Board decided on March 2, 2024, as the date for the annual Board dinner.

CLAIMS LISTING

Mike Parsons motioned, and John Edwards seconded to approve the December Claims Listing in the amount of \$1,224,694.92. The motion was carried with a unanimous vote of all board members.

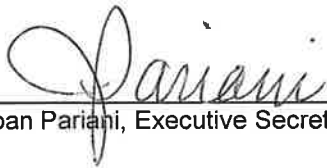
ADJOURNMENT

There being no further business, the meeting was adjourned at 12:56 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

December 14, 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:** Out for Bid
- **Updates:** We will open bids in January and award this project in February after the required DEQ bid review.

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're reviewing wet well options for this station and will move forward once the manufacture's quotes come through.

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:** Design is complete.
- **Updates:** Our crew will begin on this project after the first of the year.

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:** Out for Bid
- **Updates:** January award

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. Waiting on DEQ loan papers.

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:** We've given notice for RH2 to finalize the UV system design.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

December 20, 2023

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have video inspected 77,114' and flushed 25,709'.
- b. Special Cleaning: Flushed 5,753'.
- c. Root Saw: 12,514'
- d. Requests: Flushed 315', video inspected 628'.
- e. Locates: Completed 391.
- f. Gold Hill:
 - a. Special Cleaning: Flushed 1,616'.
 - b. Root Saw: 2,627'.

Special Cleaning Summary

- a. RVSS System: 99.5 equipment hours and 182 labor for a cost of \$15,707.82.
- b. Gold Hill: 18.5 equipment hours and 34 labor hours for a cost of \$3,074.25.

Treatment

- a. White City Lagoons: Received 314,155 gallons of septage, 46,425 gallons of porta potty waste and 28,595 gallons of FOG for a total of \$58,380.00.
- b. October Treatment Totals:
 - 1. Shady Cove: 5,913,500 gallons
 - 2. Gold Hill: 2,038,000 gallons

Pump Stations

- a. Echoes of the Ponderosa: Newly rebuilt pump has been installed and in operation.
- b. STEP/STEG: Retrofitted two existing STEP tanks with EOne grinder systems.

Contract Work

- a. Nothing to report.

Building & Grounds

- a. 3 Phase Service for Electric Vehicles: Under construction.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

Vehicles & Equipment

- a. New vehicle orders: TV van chassis has arrived and has been shipped to the upfitter.