

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
October 18, 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 October 18, 2023, at noon.

**PLEDGE OF ALLEGIANCE**

**PRESENT**

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

Absent: John Edwards, 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; Ben Poaster, Stormwater Program Coordinator

**CONSENT AGENDA**

Mike Parsons motioned, and John Quinn seconded approval of the consent agenda consisting of the September 20, 2023, Board Meeting minutes. The motion was carried with a unanimous vote of all board members.

**RESOLUTION 23-32: SCHEDULES FOR SANITARY SEWER CHARGES IN GOLD HILL**

RVSS will be taking over billing in December for the November service. This resolution defines the fees for all services in Gold Hill

Mike Parsons motioned, and John Quinn seconded approval of Resolution 23-32 subject to the approval of the Jackson County order. The motion was carried with a unanimous vote of all board members.

**RESOLUTION 23-33: PROVIDING ASSISTANCE FOR THE CITY OF TALENT FOR KAMERON SPRINGS PUBLIC RESTROOMS**

RVSS regularly pays the SDC fees for restrooms in public spaces such as parks. This was discussed at the September Board meeting and the Board members were all in agreement.

Mike Parsons motioned, and Roger Thom seconded approval of Resolution 23-33. The motion was carried with a unanimous vote of all board members.

**RESOLUTION 23-34: PERSONNEL POLICIES UPDATE**

The personnel policies are updated annually. The updates are as follows:

- 1) Add verbiage regarding the 5% out-of-class pay and nightwork.
- 2) Leave without pay was updated to comply with the new Paid Leave Oregon law
- 3) Post Accident Testing was updated to correspond with the Department of Transportation's guidelines

Mike Parsons motioned, and John Quinn seconded approval of Resolution 23-34. The motion was carried with a unanimous vote of all board members.



**FRANCHISE FEE AGREEMENT**

Carl presented the Board with the Franchise Fee Agreement for the city of Gold Hill. This has been reviewed and approved by the attorneys.

Mike Parsons motioned, and John Quinn seconded approval of the Gold Hill Franchise Fee agreement. The motion was carried with a unanimous vote of all board members.

**PROJECT UPDATES**

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

**MS4 ANNUAL REPORT**

Ben Poaster presented the MS4 report. Everything is in compliance and the Stormwater program is way ahead of their goals.

**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**

Carl updated the Board on Gold Hill. He has received three proposals for the engineering design of the force main connection. We will review these and hope to make a recommendation in the November Board meeting.

Brenda and Carl will be meeting this afternoon with the financing agents for the Gold Hill connection.

The front office has hand-entered all Gold Hill customer information. Everything is on track for billing in December.

The SDAO conference is scheduled for February 9-11. Carl encouraged all Board members to attend.

**CLAIMS LISTING**

Mike Parsons motioned, and John Quinn seconded to approve the October Claims Listing in the amount of \$1,069,169.03. The motion was carried with a unanimous vote of all board members.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:52 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair  
Board of Directors



Joan Pariani, Executive Secretary





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

**October 11, 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

#### **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 completed the major portion of the sewer main relocation and will continue with sewer manhole relocations.

#### **J343, Vilas Siphon Abandonment, CP:**

The existing 18 inch concrete sewer and cast iron siphon were installed in the late 40's along with the old CP force main (see J332) and are oversized for the contributing sewer shed. The Siphon runs under Upton Slough north of the airport and is on the special cleaning list. Given the age and size of the siphon, it's in obvious need of attention. The proposed project will abandon the siphon by replacing the existing sewer system at the intersection of Vilas and Table Rock and will direct flows north to the system along Table Rock Road. In addition, 640' of sewer south of the intersection has just recently shown to have extensive

structural damage including missing sections of pipe and will be replaced. The project will install approximately 1340 feet of 8 inch sewer and is scheduled for construction this summer.

- **Status:** Construction is complete
- **Payments:** Final Payment to PRX – **\$48,696.75**  
Final Total Contract Cost - \$525,535  
Original Bid Amount - \$520,100

#### **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

#### **J350, FY 2023 CIPP Projects, JV**

This project will utilize Cured in Place Pipe technology to line approximately 5,000 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:** Construction is complete
- **Payments:** Final Payment to Insituform – **\$27,623.30**  
Final Total Contract Cost - \$552,466  
Original Bid Amount - \$549,536

#### **L003, Lagoon Process, Wetland & Compost:**

This project will start the second phase of a multi-phase project to retrofit the existing south lagoon cell. The overall multi-phased project will expand the current septage & FOG receiving capacity, enhance the wetlands in the southwest portion of the cell, and eventually create a composting facility. This portion of the project will place the majority of the mass grading for the overall facility. Due to the scale of the earthwork, this project will be bid and is anticipated to be constructed this summer.

- **Status:** Final item for the new lagoon cell operation will be the City of Medford 3 - water connection.

#### **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. Final plans and specs have been submitted to DEQ.

**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 and the three remaining flume stations will be upgraded in the coming months.



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

October 18, 2023

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

**RE: Operations & Maintenance Report**

**Collection System**

- a. Rotational Footages: Staff have video inspected 46,525' and flushed 61,047'.
- b. Special Cleaning: Flushed 9,582' and root sawed 316'.
- c. White City Storm Drain: Flushed 3,269', cleaned 7 catch basins and video inspected 281'.
- d. Requests: Flushed 494'.
- e. Gold Hill:
  - a. Special Cleaning: Flushed 1,616'.

**Special Cleaning Summary**

- a. RVSS System: 46.5 equipment hours and 98.5 labor for a cost of \$7,653.43.
- b. Gold Hill: 1 equipment hours and 5 labor hours for a cost of \$351.51.

**Treatment**

- a. White City Lagoons: Received 128,800 gallons of septage, 48,140 gallons of porta potty waste and 23,650 gallons of FOG for a total of \$30,088.50.

**Pump Stations**

- a. PP&L power outages: Outages were pretty routine in Shady Cove and SW Medford last month. There were no significant issues.

**Contract Work**

- a. Nothing to report.

**Building & Grounds**

- a. Nothing to report.

**Vehicles & Equipment**

- a. New vehicle orders: UAW strike will surely delay fleet vehicle assembly. Obtaining parts hasn't been an issue thus far but is a concern if the strike lingers on for months. No updates on delivery dates at this time.