

ROGUE VALLEY SEWER SERVICES

Regular Meeting of the Board of Directors

138 West Vilas Road

Central Point, OR 97502

February 18, 2026

Noon

PRELIMINARY AGENDA

I. CONSENT AGENDA

- a. Minutes of the Regular Meeting of January 21, 2026.

Action: Review/Approval

II. PUBLIC HEARING

RESOLUTION 26-01: ESTABLISHMENT OF METHODOLOGY FOR CALCULATION
SYSTEM DEVELOPMENT CHARGES.

Action: Review/Approval

III. RESOLUTION 26-02: SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES

Action: Review/Approval

IV. RESOLUTION 26-03: APPROVING A CHANGE OF AUTHORIZED CONTACT
FOR MISSIONSQUARE PLANS

Action: Review/Approval

V. PROJECT UPDATE

- a. Updates

Action: Information/Discussion

VI. O&M UPDATES

- a. Collection System
b. Treatment Plants
c. Staff

Action: Information/Discussion

VII. DEPUTY MANAGER'S REPORT

- a. Gold Hill Intertie Project Update
b. Vehicle Shed Solar Power
c. ADA Compliance
d. OSHA Violation
e. Board Dinner
f. GM Expectations

Action: Information/Discussion

VIII. CLAIMS LISTING

- a. Approval of February Listing

Action: Review/Approval

ADJOURNMENT

Notice of Availability of Proposed Ordinances and Resolutions – Copies of Proposed Ordinances and Resolutions are available at the RVS Office upon request.

*This agenda item is provided by the Board of Directors for questions or statements by persons in the audience on any item of business regarding Rogue Valley Sewer Services. Persons wishing to speak are requested to announce their names and residence addresses prior to giving statements. Those wishing to speak on public hearing items should wait for the hearing.

The Mission of Rogue Valley Sewer Services (RVSS) is to:

- “Manage, maintain, and improve storm and wastewater systems to protect and preserve public health, quality of life, and economic vitality in our community.

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
January 22, 2026**

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 January 22, 2026, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; John Quinn, Vice-Chair; John Edwards, Director; Ron Palmer Director; Roger Thom, Director

ALSO PRESENT

Joan Pariani, Executive Secretary; TJ Weber, Operations Manager; Carole Balzer, IT Manager/Deputy Manager; Francie Guerra, Staff Liaison; Brenda Baldovino, Finance Director; Nick Bakke, District Engineer;

APPEARANCE OF INTERESTED CITIZEN

Frank LosPalluto appeared before the Board to request the installation of a bench at the lagoons in honor of Norm Barrett. He was an avid birdwatcher, biologist, and member of the birding community. By general consensus of the Board, they agreed to Mr. LosPalluto's request. The next step is for Mr. LosPalluto to submit the bench design for approval. Chair Kay Harrison suggested that a short bio be written and posted on the kiosk so visitors to the lagoons know why the bench is there.

CONSENT AGENDA

John Edwards motioned, and Ron Plamer seconded approval of the consent agenda consisting of minutes of the December 17, 2025, Board Meeting. The motion was carried by a unanimous vote of all Board members.

FINANCE UPDATES

Brenda updated the Board on the second quarter financials.

PROJECT UPDATES

Nick presented the Project updates. The report is attached.

O&M UPDATES

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

DEPUTY MANAGER'S REPORT

Nick discussed the Gold Hill Intertie and the use of cadaver sniffing dogs. Reference to project updates attached.

SDAO deemed the liability coverage endorsement unnecessary.

ADA; web compliance is still ongoing.

Carole reminded the Board of the SDAO Conference in February.

Carole and Nick are set up on the LGIP to transfer funds. John Quinn still needs to be contacted by LGIP so he can be added.

OSHA violation was addressed by TJ in the OM Report. Reference OM update report attached.

EPGC still has not returned Joan's calls regarding the Board dinner. She will try to contact them in person and inform the Board next month of the outcome.

CLAIMS LISTING

John Quinn motioned, and Ron Plamer seconded to approve the January Claims Listing for \$1,582,537.59. The motion was carried with a unanimous vote of all Board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:00 p.m.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

January 14, 2026

To: RVSS Board of Directors

From: Nick Bakke, District Engineer

Capital Project Updates

G012, Gold Hill Regional Connection, GH:

This project will replace the existing Gold Hill Treatment plan with two new pump stations to convey all sewer flows within the city to the regional collection system and treatment plant. The administrative process for this project has been ongoing for multiple years. This report will cover the engineering and construction portions of the project. We've obtained a consultant (Tetra Tech, Inc.) to complete the engineering for this project and the project will be funded by state and federal funding sources.

- **Status:** Design
- **Updates:** We are currently reviewing the updated 95% plans submitted by the consultant. We've also had some movement on the RR crossing permitting which is pretty good news. Unfortunately, we are still working through the cultural resources process, and it's been determined that the Rogue River Bridge piers require support during construction which will push the project back approximately 8-12 months. This is not necessarily bad news given the status of the cultural resources review.

J177, Shady Cove PS #3 Rehab, Shady Cove

This pump station was rehabbed in 2001 with 13 HP Pumps, valves, and controls. Unfortunately, the station valves were installed inside the existing wet well. The valves are badly corroded and not operable. 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. Design and construction of this station will be quite challenging due to the tight quarters of the existing pump station.

- **Status:** Design

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

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 of the four existing sewer mains which cross the railroad tracks. The existing 6" crossings are on the special cleaning list, sub-standard,

and would be cost and administratively prohibitive to replace. There two existing crossings to remain will be rehabbed with CIPP liner. This project will be under construction this fall or early next spring.

- **Status:** Design
- **Updates:** We've been sidetracked with some other urgent matters but we still plan on bidding this project this spring.

J367, FY 2026 CIPP Projects, JV

This project will utilize Cured in Place Pipe technology to line approximately 3,700 LF existing 8" and 12" sewer in Jacksonville and Gold Hill. CIPP technology will be utilized as an alternative to traditional trenching or pipe realignment where pipes are under existing structures or in high traffic roadways requiring long term traffic control. CIPP is also typically more economical than traditional dig and replace methods.

- **Status:** Construction
- **Updates:** The contractor has completed all the sewer main lining. Unfortunately, the contractor had a specialized equipment failure and needed to postpone the service connections until February.

L014, Lagoon Drying Beds, WC:

The next phase of the lagoon improvements will install drying beds for dredged solids from lagoon cell 1. This project will include placement of fill, grading, and paving to accommodate the new asphalt drying beds. If we move forward with this plan, we plan on bidding this project this winter.

- **Status:** Design
- **Updates:** We will be exploring an alternative plan that will pump the solids to the Medford Treatment Plant Drying Beds.

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

C013, UV Disinfection, Shady Cove:

This project will upgrade the SC Treatment plant with a new UV Disinfection system.

- **Status:** Construction.
- **Updates:** The contractor is currently working on finishing the steel building walls and grating over the UV Flow channel. We will likely issue a substantial completion notice once these items are complete.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

January 14, 2026

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Collection System:

Flushing:

-In December, 9.4 miles of pipes cleaned.

TV Inspection:

-In December, 11.3 miles of pipes video inspected.

Treatment Plants:

Shady Cove Treatment Plant:

-OSHA inspection and follow up onsite visit 1/8/26. We had 1 issue with an undersized guard between a motor and pump. This will result in a small fine. The issue has been addressed and fixed with a new guard.

Gold Hill Treatment Plant:

-Nothing to report

Lagoon:

-December total Septic, FOG, and PPW received 497,133 gallons.

-Fog 40,935

-PPW 49,450

-Septic 406,748

Staff: Mickey passed the Oregon DEQ Wastewater Collections I Certificate.

**ROGUE VALLEY SEWER SERVICES
JACKSON COUNTY, OREGON**

RESOLUTION NO. 26-01

**ESTABLISHMENT OF METHODOLOGY FOR CALCULATING SYSTEM DEVELOPMENT
CHARGES**

WHEREAS, Rogue Valley Sewer Services has completed an updated SDC methodology in a report titled "Rogue Valley Sewer Services System Development Charge Methodology", dated August 7, 2025; and

WHEREAS, this report simplifies the development charges by combining the Collection, Interceptor, Eagle Point Trunk, and White City Trunk SDCs into a single Collection System SDC; and

WHEREAS, this report establishes the methodology for calculating system development charges for the Collection System Development Charge, the Shady Cove Treatment SDC, and the Gold Hill Treatment SDC in accordance with ORS 223.297 through 223.314; and

WHEREAS, this report establishes the basis for adjusting the rate on July 1 of each year, using the Engineering News-Record Construction Cost Index for the 12 months ending January 1 of the same year.

NOW, THEREFORE, BE IT RESOLVED, that the methodology established in the Rogue Valley Sewer Services System Development Charge Methodology, dated August 7, 2025, be adopted.

ADOPTED by the Board of Directors of Rogue Valley Sewer Services at its Regular Meeting held on the 18th of February, 2026.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:

Carole Balzer, Deputy Manager

ROGUE VALLEY SEWER SERVICES JACKSON COUNTY, OREGON

RESOLUTION NO. 26-02

SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES

WHEREAS, Section 2.20.050 of the Rogue Valley Sewer Services Code provides for the establishment of the methodology for calculating system development charges by resolution; and

WHEREAS, Resolution 26-01 adopted by the Board establishes the SDC methodology; and

WHEREAS, Section 2.20.240 of the RVSS Code requires that system development charges be set by resolution of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the system development charges for the collection system and treatment be established as follows for a single-family residence or equivalent:

Collection System Development Charges:

All Areas \$2,100

Treatment System Development Charge

All Areas served by the Regional

Water Reclamation Facility

[rate set by Regional Rate Committee]

Shady Cove

Equal to the Regional Rate Effective July 1 Each Year

Gold Hill

Equal to the Regional Rate Effective July 1 Each Year

BE IT FURTHER RESOLVED, that system development charges for user classifications other than single-family residences be established at a rate proportional to the single-family residential rate. The proportional rate shall be the same as that established by the Regional Rate Committee for the Regional System Development Charge.

BE IT FURTHER RESOLVED, that these rates will go into effect on July 1, 2026.

ADOPTED at the Regular Meeting of the Board of Directors of Rogue Valley Sewer Services this 18th day of February, 2026.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:

Carole Balzer, Deputy Manager

ROGUE VALLEY SEWER SERVICES

JACKSON COUNTY, OREGON

RESOLUTION 26-03

APPROVING A CHANGE OF AUTHORIZED CONTACT FOR MISSIONSQUARE PLANS

WHEREAS, Rogue Valley Sewer Services (RVSS) has the following plans with MissionSquare: 457 (#300368), 401(a) (#108889), Retirement Health Savings (RHS) (#800910), and RHS (#800926); and

WHEREAS, Carl Tappert is currently listed as the authorized contact for the Organization's MissionSquare accounts; and

WHEREAS, RVSS desires to remove Carl Tappert as an authorized contact and designate Carole Balzer as the authorized contact for all MissionSquare plans.

NOW, THEREFORE, BE IT RESOLVED that Carl Tappert is hereby removed as an authorized contact for all MissionSquare plans held by the Organization, effective immediately; and

BE IT FURTHER RESOLVED that Carole Balzer is hereby appointed as the authorized contact for all MissionSquare plans held by the Organization, with full authority to act on behalf of the Organization with respect to those plans, including but not limited to receiving information, executing documents, and communicating with MissionSquare Retirement; and

BE IT FURTHER RESOLVED that the officers of the Organization are authorized and directed to take any and all actions necessary to carry out the intent of this resolution, including providing MissionSquare Retirement with a copy of this resolution and any required documentation.

ADOPTED at the Regular Meeting of the Board of Directors of Rogue Valley Sewer Services this 18th day of February, 2026.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:

Carole Balzer, Deputy Manager



February 11, 2026

To: RVSS Board of Directors

From: Nick Bakke, District Engineer

Capital Project Updates

G012, Gold Hill Regional Connection, GH:

This project will replace the existing Gold Hill Treatment plan with two new pump stations to convey all sewer flows within the city to the regional collection system and treatment plant. The administrative process for this project has been ongoing for multiple years. This report will cover the engineering and construction portions of the project. We've obtained a consultant (Tetra Tech, Inc.) to complete the engineering for this project and the project will be funded by state and federal funding sources.

- **Status:** Design
- **Updates:** The following major items must be completed and/or confirmed prior to securing funding and moving to the bidding process:
 - o Complete the cultural resources review and construction monitoring plan
 - o Complete and sign the railroad crossing agreements
 - o The final plans and specs must be reviewed and completed
 - o The ODOT Rogue River Bridge project is scheduled for September 2026. ODOT has confirmed this project will go through. It should be noted this is only as good as ODOT's confirmation and confidence in their funding.

J177, Shady Cove PS #3 Rehab, Shady Cove

This pump station was rehabbed in 2001 with 13 HP Pumps, valves, and controls. Unfortunately, the station valves were installed inside the existing wet well. The valves are badly corroded and not operable. 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. Design and construction of this station will be quite challenging due to the tight quarters of the existing pump station.

- **Status:** Design

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

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 of the four existing sewer mains which cross the railroad tracks. The existing 6" crossings are on the special cleaning list, sub-standard, and would be cost and administratively prohibitive to replace. There two existing crossings to remain will be rehabbed with CIPP liner. This project will be under construction this fall or early next spring.

- **Status:** Design
- **Updates:** We've been sidetracked with some other urgent matters but we still plan on bidding this project this spring.

J367, FY 2026 CIPP Projects, JV

This project will utilize Cured in Place Pipe technology to line approximately 3,700 LF existing 8" and 12" sewer in Jacksonville and Gold Hill. CIPP technology will be utilized as an alternative to traditional trenching or pipe realignment where pipes are under existing structures or in high traffic roadways requiring long term traffic control. CIPP is also typically more economical than traditional dig and replace methods.

- **Status:** Construction
- **Updates:** The contractor is back on site and is finishing up the project.

L014, Lagoon Drying Beds, WC:

The next phase of the lagoon improvements will install drying beds for dredged solids from lagoon cell 1. This project will include placement of fill, grading, and paving to accommodate the new asphalt drying beds. If we move forward with this plan, we plan on bidding this project this winter.

- **Status:** Design
- **Updates:** We will be exploring an alternative plan that will pump the solids to the Medford Treatment Plant Drying Beds.

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

C013, UV Disinfection, Shady Cove:

This project will upgrade the SC Treatment plant with a new UV Disinfection system.

- **Status:** Construction.
- **Updates:** The contractor is currently working on finishing the steel building walls and grating over the UV Flow channel. We will likely issue a substantial completion notice once these items are complete.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

February 12, 2026

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Collection System:

Flushing:

-In January, 13.2 miles of pipes cleaned.

TV Inspection:

-In January, 5.3 miles of pipes video inspected.

Side Work

-Medford Airport Storm Drains 4hr TV.

-MID 3.5hr TV.

-ODOT 1hr TV.

Treatment Plants:

Shady Cove Treatment Plant:

-OSHA report attached.

Gold Hill Treatment Plant:

-Nothing to report.

Lagoon:

-January total Septic, FOG, and PPW received 495,101 gallons.

-Fog 31,955

-PPW 41,995

-Septic 421,151

Staff: Michael passed the Oregon DEQ Wastewater Collections 4 Certificate.



February 18, 2026

To: RVSS Board of Directors
From: Carole Balzer, Deputy Manager

RE: February Deputy Manager's Report

Consent Agenda:

1. January regular Board Meeting minutes

Resolution 26-01: Adopting SDC Methodology: Carl Tappert presented the SDC Methodology.

Resolution 26-02: Adopting SDC Rates effective July 1, 2026

The Board of Directors usually considers this in June. If the Board agrees to the recommended rates within the SDC Methodology, and since the effective date of this resolution is July 1, 2026, it can be considered today.

Resolution 26-03: MissionSquare Authorized Contact removing Carl Tappert and appointing Carole Balzer. We will need to do this again in March for the new manager.

Gold Hill Regional Intertie Project Update: We continue to finalize the design phase of the project.

A K9 unit will not be available until late February or early March to perform a forensic survey of the site. The timing will be determined by the weather—above 40 degrees and fairly dry.

Vehicle Shed Solar Power Project: True South Solar's engineer determined the vehicle shed will not require an upgrade to support the proposed solar panels. We have reserved the Energy Trust of Oregon funding of approximately \$2,500 and could get a Federal tax credit/rebate of almost \$26,000.

ADA Compliant Website: The website went live on February 12, 2026.

OSHA Violation: As a reminder, we were fined \$2,118 for a guarding issue on a piece of equipment at the Shady Cove treatment plant. The original guard that came with the equipment wasn't sufficient enough to prevent clothing, hands, or rope to catch and cause an incident. Staff took care of the problem quickly and to the satisfaction of OSHA. They recommended sending an appeal in writing and requesting an informal

conference where we could potentially reduce the fine by as much as \$941 to a total of \$1,177.

Included in the Board packet is the citation. Staff recommends paying the full \$2,118.

Board Dinner:

- Eagle Point Golf Course has provided us with a rate of \$1,000 to reserve the restaurant on a Saturday night. The charge for Sunday nights is \$500. Eagle Point requires at least 20 people in attendance.
- Edenvale/Voorhies Mansion is available March 15. Rental fee is \$900 with a per-person fee of \$100.
- We had the dinner on Sunday, March 16, last year. If we had it on the same weekend this year, Sunday would be the 15th. Roger cannot make Saturday the 21 or Sunday the 22.

General Manager Expectaions: Chairman Harrison and I attended the SDAO session on onboarding, which is what happens after orientation. One of the items recommended was a list of expectations. The General Manager job description is in the section after the claims. Expectations could include those listed on the job description and other items that are not.

Oregon Department of Consumer and Business Services

Oregon Occupational Safety and Health Division (Oregon OSHA)

1840 Barnett Road, Suite D

Medford, OR 97504

Phone: 541-776-6030



Citation and Notification of Penalty

To:

Kay Harrison, Chair
Rogue Valley Sewer Services
PO Box 3130
Central Point, OR 97502

Inspection Number: 317742736(96)

Inspection Date(s): 12/16/2025-01/13/2026

Issuance Date: 02/06/2026

Optional Rpt Num: Z0241-009-26

Employer ID No: 5654801-002

Inspection Site:

4660 Rogue River Dr
Eagle Point, OR 97524

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated.

In the interest of assuring a safe and healthy workplace, the Oregon Occupational Safety and Health Division (Oregon OSHA) conducted an inspection at a workplace under your control. During this inspection, violations of the Oregon Safe Employment Act and occupational health and/or safety rules were found.

This citation lists the violations and a date by which they must be corrected. If you are not able to correct the violations by the correction date, you must apply for an extension of the correction date by following the instructions outlined later in this citation. Oregon laws require that under certain conditions violations of occupational safety and health rules carry a civil penalty. If penalties have been assessed on this citation, they have been computed in conformity with Oregon Administrative Rules, Chapter 437, Division 1. If you want to appeal this citation, file your request for hearing within 30 calendar days as outlined on the next page. If you choose not to appeal this citation, it becomes a final order 30 calendar days after receiving it. You must abate the violations referred to in this Citation by the dates listed, and pay the proposed penalties.

An effective Safety and Health program not only assures the correction of cited violations, it also requires actions to prevent violations from recurring. Through continued cooperation of employers, employees and Oregon OSHA, a safe and healthful workplace for all Oregon employees can be achieved.

Renee Stapleton, Administrator
Oregon OSHA

RVSS
FEB 09 2026
RECEIVED

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited has (have) been abated, or for 3 working days (excluding weekends and holidays), whichever is longer.

Penalty PAYMENT - Penalties are due 20 days after the citation becomes final order (which is 30 days after receipt of this citation, unless appealed). Either make your check or money order payable to "Department of Consumer & Business Services (DCBS)", and mail to **DCBS, Fiscal Services Section, PO Box 14610, Salem OR 97309-0445**, or pay online at <http://osha.oregon.gov/rules/enf/Pages/citations.aspx#req>. Please include the Inspection Number on the remittance and return a copy of the invoice with payment. Oregon OSHA does not agree to any restrictions or conditions or endorsements put on any check or money order for less than the full amount due, and will cash the check or money order as if they do not exist.

Employer APPEAL Rights - To appeal a citation, you must clearly state in writing that you are requesting a hearing on the citation and specify the alleged violation(s) contested and the grounds upon which you consider the citation, proposed penalty(ies), or correction period to be unlawful. The request for an appeal must be filed within **30** calendar days of receipt of the citation. You can file an appeal in writing or on-line at <http://osha.oregon.gov/rules/enf/Pages/citations.aspx#req>. An appeal is considered filed on the date of the postmark, if mailed, or on the date of receipt if transmitted by other means. If mailed, the appeal letter should be sent to: **Oregon OSHA, PO Box 14480, Salem OR 97309-0405**.

A request for an informal conference alone is not an appeal of a citation, and any unresolved issues discussed at an informal conference will not be forwarded for appeal unless there is a timely request for hearing filed. **If you do not request a hearing within the required time frame, this citation will become a final order that is not subject to review by any agency or court.**

IMPORTANT NOTE: Appealing a serious violation or the reasonableness of the correction date does not automatically extend the correction date. You may apply for an extension of the correction date through Oregon OSHA or request an expedited hearing on the issue of the correction date with the Workers' Compensation Board Hearings Division (Oregon Revised Statute 654.078(6)).

Letter of Corrective Action - You are required to complete and mail the enclosed Letter of Corrective Action to the appropriate field office on or before the latest correction date on the citation. Please provide a detailed explanation and supporting documentation (if necessary), such as drawings or photographs of corrected violations, purchase or work orders, air sampling results, etc.

EXTENSION of Correction Date - To apply for an extension for correcting a violation, go online to submit a written request to <http://osha.oregon.gov/rules/enf/Pages/citations.aspx#req>, or submit a written request to the **office listed on the "Letter of Corrective Action"** and include:

- (1) Employer name and address.
- (2) The location of the place of employment.
- (3) The inspection number and optional report number.
- (4) The violation number for which the extension is sought.
- (5) The reason for the request.
- (6) All available interim steps being taken to safeguard employees against the cited hazard during the requested extended correction period.
- (7) The date by which you propose to complete the correction.
- (8) A statement that a copy of the request for extension has been posted as required by OAR 437-001-0275(2)(d) and (j) or for at least 10 days, whichever is longer; and, if appropriate, provided to the authorized representative of affected employees; and, certification of the date upon which the posting or service was made.

Your request must be postmarked or received by the Department no later than the correction date of the violation for which the extension is sought.

Employer Discrimination Unlawful - The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint with the Bureau of Labor & Industries (BOLI) no later than 1 year after the discrimination occurred.

Notice to Employees - The law gives an employee or his/her representative the opportunity to object to any abatement date set for a violation if he/she believes the date is unreasonable. The objection letter must be mailed to Oregon OSHA and postmarked within 30 calendar days of the receipt by the employer of this Citation and Notification of Penalty.

Adopting Federal Rules by Reference - Whenever federal rules have been adopted by reference, the federal rule number has been noted in the citation. If information is needed regarding the Oregon standard, contact the Oregon OSHA field office addressed at the top of the first page of this citation.

Posting on the Internet - Federal OSHA publishes information on all inspections and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to your inspection will be available not sooner than 30 calendar days after the Citation Issuance Date. You are encouraged to review the information concerning your establishment at www.osha.gov. If you have any dispute with the accuracy of the information displayed, please contact this office.

If you would like to discuss this citation, call the Oregon OSHA office in your area:

Portland 503-229-5910

Salem 503-378-3274

Medford 541-776-6030

Eugene 541-686-7562

Bend 541-388-6066



Citation and Notification of Penalty

Optional Rpt Num: Z0241-009-26

Company Name: Rogue Valley Sewer Services
Inspection Site: 4660 Rogue River Dr Eagle Point, OR 97524

Citation 1 Item 1 Type of Violation: **Serious**

29 CFR 1910.219(c)(2)(i): Exposed part(s) of horizontal shafting were not protected by stationary casing(s) enclosing shafting completely or by trough(s) enclosing sides and top or sides and bottom of shafting:

a) On or about, and prior to December 16, 2025, the employer failed to ensure that the rotating shaft on a 3 HP Sumitomo Drive Technologies motor was completely enclosed to prevent accidental contact. The exposed shaft was in the sludge dewatering building and was on the motor that provided the rotational force for the progressive cavity pump to move fluid to the dewatering screw press.

THIS VIOLATION WAS COMPLIED WITH AT THE TIME OF INSPECTION

Proposed Penalty: \$2,118.00

Total Proposed Penalty: \$2,118.00

Oregon Department of Consumer and Business Services

Oregon Occupational Safety and Health Division (Oregon OSHA)

1840 Barnett Road, Suite D, Medford, OR 97504

Phone: 541-776-6030



INVOICE/DEBT COLLECTION NOTICE

Company Name: Rogue Valley Sewer Services
Inspection Site: 4660 Rogue River Dr, Eagle Point, OR 97524
Issuance Date: 02/06/2026

Summary of Penalties for Inspection Number 317742736

<u>Citation 1, Serious</u>	<u>\$2,118.00</u>
Total Proposed Penalties	\$2,118.00

PLEASE RETURN COPY OF THIS INVOICE WITH PAYMENT

Oregon Revised Statutes, Chapter 654, the Oregon Safe Employment Act. Subsection 654.086(3) states: "When an order assessing a civil penalty becomes final by operation of law or an appeal, unless the amount of penalty is paid within 20 days after the order becomes final*, it constitutes a judgment and may be filed with the county clerk in any county of this state. The clerk shall thereupon record the name of the person incurring the penalty and the amount of the penalty in the judgment docket. The penalty provided in the order so docketed shall become a lien upon the title to any interest in property owned by the person against whom the order is entered, and execution upon a judgment of a court or record." *(Final order is defined as 30 days after receipt of the citation, unless it is appealed.)

To avoid additional charges, remit the total amount of the uncontested penalties summarized above. Please pay online at <http://osha.oregon.gov/rules/enf/Pages/citations.aspx>, call 503-947-7891 to pay by credit card over the telephone, or remit payment promptly to the mailing address shown below. Make your check or money order payable to: "Department Of Consumer & Business Services (DCBS)". **Please write Inspection Number 317742736(96)** on the remittance and include a copy of this invoice with your payment.

Mail your payments to: **DCBS**
Fiscal Services Section - Oregon OSHA
PO Box 14610
Salem, OR 97309-0445

Employer ID #: 5654801-002
Company Name: Rogue Valley Sewer Services
Opt Rpt Num: Z0241-009-26 Region ID #: 1054196 Fiscal use only 51101 0345

50317742736020620260002118007



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

ORGANIZATION:	Rogue Valley Sewer Services
POSITION:	Full Time
LOCATION:	Central Point, Oregon
DEPARTMENT:	Administration
JOB TITLE:	General Manager

PURPOSE OF POSITION: Oversee the operations of Rogue Valley Sewer Services. The General Manager serves at the will of the Board of Directors

ESSENTIAL JOB FUNCTIONS

- **Coordination with Board of Directors**
 - Take action as needed to meet the policy goals established by the Board of Directors.
 - Provide Board of Directors with all relevant information necessary for the Board to make informed decisions.
 - Maintain compliance with provisions of the Oregon Public Meetings Law, Public Records Law and ethics guidelines for public agents.
- **Personnel Management:**
 - Responsible for hiring, firing, discipline and retention of employees needed to perform the work of the District.
 - Responsible for development of Personnel and other policies for review and approval by the Board of Directors.
 - Responsible for developing procedures and guidelines for directing work of employees
- **Financial Management:**
 - Responsible for the development of annual budget for approval by the Board of Directors and Citizen Budget Committee.
 - Responsible for developing rates and fees for the review and approval by the Board of Directors.
- **Advanced Planning**
 - Responsible for developing capital improvement plans to ensure that the infrastructure has adequate capacity and is in good condition to serve future users.
 - Responsible for developing long range financial plan to ensure that user rates are sufficient to cover expenses without being excessively high.
- **Intergovernmental Communication**
 - Maintain open communications with other public agencies within RVSS district boundaries.

MANDATORY REQUIREMENTS:

- Strong oral and written communication skills. Ability to effectively communicate with a broad spectrum of audiences, including the general public, construction contractors, public officials, and state and federal regulators. Comfortable with public speaking and engaging with challenging individuals.
- Experience managing a staff with diverse backgrounds and skill sets.
- Strong knowledge of regulations governing the operation of public agencies in Oregon.

DESIRABLE REQUIREMENTS

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

- Working knowledge of public agency budget law in Oregon.
- Working knowledge of public works management.
- Working knowledge of civil engineering principles, particularly in regards to municipal sewer systems and stormwater systems.
- Knowledge of communication principles, media, and marketing techniques.

CORE COMPETENCIES: RVSS has identified the following core competencies as essential for success in this position.

INTEGRITY: Must think and act ethically and honestly. Apply ethical standards of behavior to daily work activities. Take responsibility for own actions and foster a work environment where integrity is rewarded.

MISSION FOCUS: Must understand and support RVSS' mission its core purpose for being. Believe in the mission, value it, and be committed to it. Communicate it to staff, stand behind it, and interpret its applications for others. Frequently refer to the mission and incorporate it into daily activities.

ORGANIZING AND PLANNING: Have strong organizing and planning skills that allow them to be highly productive and efficient. Manage time wisely and effectively prioritize multiple competing tasks. Plan, organize, and actively manages meetings for maximum productivity.

COMMUNICATIVENESS: Recognize the essential value of continuous information exchange. Take responsibility for ensuring that staff has current and accurate information needed for success.

POSITIVE IMPACT: Make positive impressions on those around them. Personable, self-confident, and generally likeable. Optimistic and enthusiastic about what they do, excitement is contagious. Energize those around them.

CREATIVITY: Generate original ideas, encourage new ways of thinking, explore options, and develop innovative solutions. Challenge pre-existing conceptions and offer alternatives. Find new ways to look at old problems. Encourage others to challenge old assumptions and try innovative improvements.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. Duties involve moving materials weighing up to 25 pounds on an infrequent basis. Manual dexterity and coordination are required for over 25% of the work period while operating standard office equipment.

WORKING CONDITIONS:

Approximately 80% of the work period will take place in a standard office environment, where the noise level is typical of most office environments with telephones, interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of all district staff. May delegate certain supervisory duties to department heads.

SUPERVISION RECEIVED

Works under the supervision of the Rogue Valley Sewer Services Board of Directors.