

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
October 15, 2025**

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 15, 2025, at noon.

PLEDGE OF ALLEGIANCE

SWEARING IN OF RONALD PALMER

PRESENT

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

Absent: Roger Thom, Director

ALSO PRESENT

Carl Tappert, Manager; 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; Ben Poaster, Stormwater Coordinator

APPEARANCE OF INTERESTED CITIZENS

Mark Carlton of Carlton Construction appeared before the Board. He was concerned that retainage that is owed to him for the Antelope Road project would not be paid until next month. He wanted to expedite this process. Staff informed the Board that the final payment on this project was approved that morning. The Board granted the request to release the retainage. Mr. Carlton will be paid with the next check run.

CONSENT AGENDA

John Quinn motioned, and John Edwards seconded approval of the consent agenda consisting of minutes of the September 17, 2025, Board Meeting. The motion was carried with a unanimous vote of all Board members.

RESOLUTION 25-34: AUTHORIZED SIGNATURES FOR ROGUE VALLEY SEWER SERVICES CHECKS

This Resolution adds Ronald Palmer as a check signer on RVSS checks. Also, Brenda Baldovino has been added as a second signer.

John Quinn motioned, and John Edwards seconded the approval of Resolution 25-34. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-35: INTERFUND LOAN FOR THE 2025-26 BUDGET FROM THE GENERAL FUND 01 TO THE GOLD HILL TREATMENT FUND 60

An interfund loan is needed to cover some of the intertie costs. This will be reimbursed from Fund 60 when the funds are available.

John Quinn motioned, and John Edwards seconded the approval of Resolution 25-35. The motion was carried with a unanimous vote of all Board members.

COOPERATIVE IMPROVEMENT AGREEMENT

This has been in the works for a long time. This allows RVSS to include sewer work associated with the Gold Hill regional connection in the Rogue River Bridge project administered by ODOT.

John Edwards motioned, and Ron Palmer seconded the approval of the Cooperative Improvement Agreement. The motion was carried with a unanimous vote of all Board members.

ANNUAL STORMWATER REPORT

Ben Poaster presented the Annual Stormwater Report

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.

MANAGER'S REPORT

Carl presented the annual CMOM report. These statistics help ensure the system is up to date and functioning correctly. The Board was pleased with this information.

The Strategic Plan and Performance Incentive Summary was presented. Carl explained how this works. About 75% of the goals were accomplished. The Strategic Plan is tied to the bonuses given to employees around Christmas. The total for this year is \$15,333.

Carl has also updated the Personnel Policies. Some of the items added were sections on At-Will Employment, Professionalism off-work hours, Overtime Compensation, and PTO accrual. Juneteenth has also been added. Carl will bring this back for approval at a later date.

There will be an SDC methodology hearing in February.

Brenda received the Distinguished Budget Presentation Award again this year.

CLAIMS LISTING

John Quinn motioned, and John Edwards seconded to approve the October Claims Listing for \$1,585,093.17. The motion was carried with a unanimous vote of all Board members.

EXECUTIVE SESSION

To review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting. This reason for the executive session may not be used for a general evaluation of an agency's goals, objectives, or operations, or for any directive to personnel concerning those subjects.

ORS 192.660(2)(i) and 192.660(8)

The Board entered an executive session at 1:32 p.m.

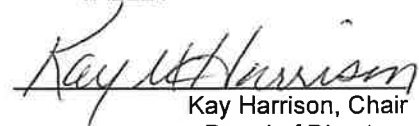
OPEN SESSION

Open session resumed at 1:51 pm. No decisions were made during the Executive session.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:52 p.m.

ROGUE VALLEY SEWER SERVICES


Kay Harrison, Chair
Board of Directors


Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

10/08/2025

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've sent our 90% plan and specification comments back to the consulting engineer.

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 ±7,000 feet of 24" and 30" sewer main, associated manholes and lateral connections.

- **Status:** Complete.
- **Updates:** We are currently working on the final administrative items and DEQ reimbursement requests.
- **Final Project Cost – \$5,926,932** (Original Bid – \$5,890,012)

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 plan on bidding this project this fall or early winter.

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:** Administration
- **Updates:** We are working through material submittals and are waiting for the contractor to schedule a pre-construction meeting.

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. We plan on bidding this project this winter.

- **Status:** Design

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:** Initial startup of the UV system went very well. Out of 18 samples only 3 came back with barely detectable bacteria levels.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

October 8, 2025

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Collection System:

Flushing:

-In September, 6.2 miles of pipes cleaned.

-In September the crew focused on clearing pipes with roots.

TV Inspection:

-In September, 12 miles of pipes video inspected.

Smoke Testing:

-Crews completed smoke testing the system that flows into W. Gregory pump station.

Treatment Plants:

Shady Cove Treatment Plant:

-Training and startup UV disinfection system.

Gold Hill Treatment Plant:

-Nothing to report

Lagoon:

-July total Septic, FOG, and PPW received 298,795 gallons.

-Fog 39,360

-PPW 50,570

-Septic 208,865

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

**RESOLUTION NO. 25-36
APPROVING RETIREMENT FOR MANAGER**

WHEREAS, Manager Carl Tappert will be unable to perform the duties of Manager due to personal health reasons and intends to use short term disability insurance and accrued leave prior to an official retirement date of July 1, 2026; and,

WHEREAS, Board Resolution 23-18 provides an early retirement incentive which covers a portion of a retiring employees health insurance premium based on the number of years of service, provided the employee has reached the age of 60; and,

WHEREAS, Manager Tappert will be 59 years and 7 months old at the time of his retirement; and,

WHEREAS, current RVSS personnel policy limits the amount of consecutive weeks of paid leave as follows:

“Paid leave in excess of 4 consecutive weeks will not be approved unless it is covered under the Oregon Family Leave Act.”

WHEREAS, Manager Tappert currently has approximately 13 weeks of accrued leave.

NOW, THEREFORE, BE IT RESOLVED, that the early retirement incentive described in Resolution 23-18 will be extended to Manager Tappert as if he had reached the age of 60 upon his official retirement on July 1, 2026

BE IT FURTHER RESOLVED that Manager Tappert will be permitted to use the entirety of his accrued leave as needed prior to July 1, 2026.

ADOPTED at the Regular Meeting of the Board of Directors of Rogue Valley Sewer Services this 19th day of November

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair, Board of Directors

COUNTERSIGNED:

Carl Tappert, Manager