

ROGUE VALLEY SEWER SERVICES

Regular Meeting of the Board of Directors

138 West Vilas Road

Central Point, OR 97502

October 15, 2025

Noon

PRELIMINARY AGENDA

I. **CONSENT AGENDA**

- a. Minutes of the Regular Meeting of September 17, 2025.

Action: Review/Approval

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

Action: Review/Approval

III. **STORMWATER UPDATE**

- a. Annual Stormwater Report Presentation

Action: Information/Discussion

IV. **PROJECT UPDATE**

- a. Updates

Action: Information/Discussion

V. **O&M UPDATES**

- a. Collection System
- b. Treatment Plants

Action: Information/Discussion

VI. **MANAGER'S REPORT**

- a. Board Vacancy
- b. Gold Hill Intertie Project Update
- c. Annual CMOM Report
- d. Strategic Plan and Performance Incentive Summary
- e. Personnel Policy Update
- f. SDC Methodology Hearing

Action: Information/Discussion

VII. **CLAIMS LISTING**

- a. Approval of October Claims Listing

Action: Review/Approval

VIII. 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)

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
September 17, 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 September 17, 2025, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; John Quinn, Director; John Edwards, 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

APPEARANCE OF INTERESTED CITIZENS

Joining the meeting via Zoom were Richard Romick from Eagle Point and Alicia Van Riggs from Central Point. Both had applied for the empty Director's seat.

CONSENT AGENDA

John Quinn motioned, and John Edwards seconded approval of the consent agenda consisting of minutes of the August 20, 2025, regular Board Meeting. The motion was carried with a unanimous vote of all Board members.

RESOLUTION 25-30: PIPE UPSIZING REIMBURSEMENT RATES

The District Engineer calculates the yearly pipe sizing reimbursement rates. Rogue Valley Sewer Services requires a developer to build larger pipes than needed to serve a future project upstream, which is to accommodate future growth.

After some discussion, John Edwards motioned, and John Quinn seconded the approval of Resolution 25-30. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-31: AWARD OF PROPOSAL – SUPERJET TRUCK MOUNTED JETTER

This jetter-truck will replace an older one. It's smaller, so it will fit into more places.

John Edwards motioned, and John Quinn seconded the approval of Resolution 25-31. The motion was carried with a unanimous vote of all Board members.

RESOLUTION 25-32: AWARD OF BID: FY 2026 SOLAR POWER PROJECT B015

This will approve the installation of+ solar panels to power the electric car chargers.

John Edwards motioned, and John Quinn seconded the approval of Resolution 25-32. The motion was carried with a unanimous vote of all Board members.

RESOLUTION 25-33: BOARD APPOINTMENT

Due to the death of Michael Parsons, a seat on the Board needs to be filled. Richard Romick, Ronald Palmer, and Alicia Van Riggs applied for the position. Ronald Palmer was not able to

attend the meeting. Both Richard and Alicia introduced themselves and gave a short bio. Both volunteered to leave the meeting so that the Board could discuss each candidate.

After much discussion, the Board decided to offer Ronald Palmer the seat.

John Edwards motioned, and John Quinn seconded the approval of Ronald Plamer as a Director. The motion was carried with a unanimous vote of all Board members.

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

The final transition for the City of Gold Hill is the transfer of the USDA loan. This is done.

Carl presented the Board with a list of loans and grants for the intertie. He explained the order in which these government programs are used and how they all work.

Carl updated the Board on his health. His availability may be limited in the near future.

CLAIMS LISTING

John Quinn motioned, and John Edwards seconded to approve the September Claims Listing for \$1,439,813.48. The motion was carried with a unanimous vote of all Board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:01 p.m.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

09/10/2025

To: RVSS Board of Directors
From: Nick Bakke, District Engineer

Stormwater Update

We've sent our agency/permit registrant comments to DEQ. In general, the permit is unchanged but there are a couple of new requirements that are contentious and will cause issues for MS4 agencies across the state. Hopefully, DEQ will acknowledge these issues and adjust the permit accordingly. Next steps will be the public comment period and hopefully an acceptable MS4 permit.

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 90% plan set is currently under review.

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

- **Status:** Construction is complete.
- **Updates:** We are currently working on the final administrative items.

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 in October.

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:** The contract has been signed.

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 is scheduled for the 15th of September.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

September 10, 2025

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Vehicle:

Resolution No. 25-31: SuperJet Truck Mounted Jetter

Collection System:

Flushing:

-In August, 11 miles of pipes cleaned.

TV Inspection:

-In August, 13.2 miles of pipes video inspected.

Treatment Plants:

Shady Cove Treatment Plant:

-Preparation for UV startup.

Gold Hill Treatment Plant:

-Nothing to report

Lagoon:

-July total Septic, FOG, and PPW received 343,920 gallons.

-Fog 53,945

-PPW 48,325

-Septic 241,650

Staff and Training:

-Sam & Allen passed the Oregon DEQ Wastewater Collections II Certificate.

ROGUE VALLEY SEWER SERVICES JACKSON COUNTY, OREGON

RESOLUTION NO. 25-34

AUTHORIZED SIGNATURES FOR ROGUE VALLEY SEWER SERVICES CHECKS

WHEREAS, the bank used by RVSS, Umpqua Bank, has merged with Columbia Bank.

WHEREAS, the Board has deemed it prudent to add Brenda Baldovino, Finance Director, as a check signer.

WHEREAS, The newly appointed Board member, Ronald Palmer, needs to be added as an authorized check signer.

WHEREAS, that all checks in excess of \$500 on the Columbia Bank to the account of the Rogue Valley Sewer Services shall be signed by two of the following seven persons, with only one representing RVSS staff.

Kay Harrison, Chair, Board of Directors
Rogue Valley Sewer Services

John Edwards, Director, Board of Directors
Rogue Valley Sewer Services

John Quinn, Vice-Chair, Board of Directors
Rogue Valley Sewer Services

Roger Thom, Director, Board of Directors
Rogue Valley Sewer Services

Ronald Palmer, Director, Board of Directors
Rogue Valley Sewer Services

Carl Tappert, Manager
Rogue Valley Sewer Services

Brenda Baldovino, Finance Director
Rogue Valley Sewer Services

NOW, THEREFORE, BE IT RESOLVED, any one of the above are authorized to sign checks in the amount of \$500 or less, except for Brenda Baldovino. Brenda Baldovino is only authorized to be a second signer. Additionally, Carl Tappert and Brenda Baldovino are not authorized to sign the same check over \$500.

ADOPTED at the Regular Meeting of the Board of Directors of Rogue Valley Sewer Services this 15th day of October 2025.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:

Carl Tappert, Manager

COOPERATIVE IMPROVEMENT (UTILITY) AGREEMENT
Project Name OR99: Rogue River Bridge, Gold Hill Spur

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT," and the Rogue Valley Sewer Services, acting by and through its Elected Board of Directors, hereinafter referred to as "RVSS," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. OR-99 Gold Hill Spur, is a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC).
2. By the authority granted in Oregon Revised Statutes (ORS) [190.110](#), [366.572](#) and [366.576](#), ODOT may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
3. ODOT, by ORS [366.220](#), is vested with complete jurisdiction and control over the roadways of other jurisdictions taken for state highway purposes. By the authority granted by ORS [373.020](#), the jurisdiction extends from curb to curb, or, if there is no regular established curb, then control extends over such portion of the right of way as may be utilized by ODOT for highway purposes. Responsibility for and jurisdiction over all other portions of a city street remains with the Agency.
4. By the authority granted in ORS [366.425](#), ODOT may accept deposits of money or an irrevocable letter of credit from any county, city, road district, person, firm, or corporation for the performance of work on any public highway within the State of Oregon. When said money or a letter of credit is deposited, ODOT shall proceed with the Project. Money so deposited shall be disbursed for the purpose for which it was deposited.
5. ODOT is conducting a project to widen and strengthen the bridge deck on the bridge identified on ODOT's statewide bridge inventory as Bridge No. 576 to allow for all emergency vehicles to cross and improve traffic safety. While the bridge is under construction, ODOT will use this opportunity to install two sewer lines, hangers and sleeves on the bridge, including RVSS's non-reimbursable sewer lines.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, ODOT and RVSS agree that ODOT or its contractor shall install RVSS's non reimbursable sewer lines as required to complete ODOT's bridge and paving project,

hereinafter referred to as the "Project." The location of the Project is approximately as shown on the sketch map attached hereto, marked Exhibit A, and by this reference made a part hereof.

2. The Project will be financed at an estimated cost of \$557,140.50 in RVSS funds. The estimate for the total Project cost is subject to change. RVSS shall be responsible for all waterline associated work as described in Exhibit B, attached hereto, and by this reference made a part hereof.
3. RVSS and ODOT shall coordinate Change Order(s) affecting the Utility's facilities. The fillable Contract Change Order, form 734-1169, is available at the following web site:

<https://www.oregon.gov/odot/construction/pages/index.aspx>
4. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.

RVSS OBLIGATIONS

1. RVSS grants ODOT the right to enter onto RVSS right of way for the performance of duties as set forth in this Agreement.
2. RVSS shall upon receipt of a fully executed copy of this Agreement and upon a subsequent letter of request from ODOT, forward to ODOT an advance deposit or irrevocable letter of credit in the amount of \$557,140.50 for the Project, said amount being equal to the estimated total cost for the work performed by ODOT at RVSS's request under ODOT Obligations, paragraph 2. RVSS agrees to make additional deposits as needed upon request from ODOT. Depending upon the timing of portions of the Project to which the advance deposit contributes, it may be requested by ODOT prior to Preliminary Engineering, purchase of right of way, or approximately 4-6 weeks prior to Project bid opening.
3. Upon completion of the Project and receipt from ODOT of an itemized statement of the actual total cost of ODOT's participation for the Project, RVSS shall pay any amount which, when added to RVSS's advance deposit, will equal 100 percent of actual total ODOT costs for the Project. Any portion of said advance deposit which is in excess of the ODOT's total costs will be refunded or released to RVSS.
4. All RVSS sewer and appurtenances installed by ODOT or its contractor will require inspections by RVSS. RVSS personnel will work directly with ODOT personnel. RVSS shall not contact or communicate with ODOT's contractor without ODOT's consent. RVSS will provide all necessary documentation to ODOT. ODOT shall present to RVSS any Contract Change Order for review and written approval by RVSS within 5 business days of receipt of ODOT's request.
5. RVSS acknowledges and agrees that ODOT, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books,

documents, papers, and records of RVSS which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment (or completion of Project -- if applicable.) Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.

6. RVSS's Project Manager for this Project is Nicholas R. Bakke, PE, District Engineer, Rogue Valley Sewer Services, 138 West Vilas Rd., PO Box 3130, Central Point, OR 97502, nbakke@rvss-or.gov or assigned designee upon individual's absence. RVSS shall notify the other Party in writing of any contact information changes during the term of this Agreement.

ODOT OBLIGATIONS

1. ODOT, or its consultant, shall conduct the necessary field surveys, environmental studies, traffic investigations, preliminary engineering and design work required to produce and provide final plans, specifications and cost estimates for the Project; identify and obtain all required permits; perform all construction engineering, including all required materials testing and quality documentation; prepare all bid and contract documents; advertise for construction bid proposals; award all contracts; pay all contractor costs, provide technical inspection, project management services and other necessary functions for sole administration of the construction contract entered into for this Project.
2. ODOT shall, upon execution of the agreement, forward to RVSS a letter of request for an advance deposit or irrevocable letter of credit in the amount of \$557,140.50 for payment of sewer facilities. Requests for additional deposits shall be accompanied by an itemized statement of expenditures and an estimated cost to complete Project.
3. Upon completion of the Project, ODOT shall either send to RVSS a bill for the amount which, when added to RVSS's advance deposit, will equal 100 percent of the total ODOT costs for Project or ODOT will refund to RVSS any portion of said advance deposit which is in excess of the total ODOT costs for Project.
4. ODOT shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
5. ODOT shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, ODOT expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V](#) and [Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#), as amended, and ORS [659A.142](#); (iv) all regulations and administrative rules established

pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

6. ODOT's Project Manager for this Project is Nicole Frankl, State Utility Liaison, ODOT – Technical Services, 4040 Fairview Ind. Drive SE, MS#2 Salem OR 97302, 503-385-6594, Nicole.Frankl@odot.oregon.gov, or assigned designee upon individual's absence. ODOT shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by either Party upon thirty (30) days notice, in writing and delivered by certified mail or in person.
2. Either Party may terminate this Agreement effective upon delivery of written notice to the other Party, or at such later date as may be established by that Party, under any of the following conditions:
 - a. If the other Party fails to provide the services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If the other Party fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the other Party fails to correct such failures within ten (10) days or such longer period as the other Party may authorize.
 - c. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow that Party, in the exercise of its reasonable administrative discretion, to continue to advance this Project or the terms of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or RVSS is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or RVSS with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation,

defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

5. With respect to a Third Party Claim for which ODOT is jointly liable with RVSS (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by RVSS in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of RVSS on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of RVSS on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.
6. With respect to a Third Party Claim for which RVSS is jointly liable with ODOT (or would be if joined in the Third Party Claim), RVSS shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of RVSS on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of RVSS on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. RVSS's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver,

consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

10. Electronic Signatures. The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the Agreement and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. ODOT reserves the right at any time to require the submission of the hard copy originals of any documents.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2024-2027 Statewide Transportation Improvement Program (STIP), (Key #22630) that was adopted by the Oregon Transportation Commission on September 9, 2022 (or subsequently by amendment to the STIP).

SIGNATURE PAGE TO FOLLOW

ODOT/ RVSS

Agreement No. 73000-00050036

Rogue Valley Sewer Services, by and through
its Elected Board of Directors

By _____

Title _____

Date _____

**LEGAL REVIEW APPROVAL (If required in
RVSS's process)**

By _____
RVSS Counsel

Date _____

RVSS Contact:

Nicholas R. Bakke, PE
District Engineer
Rogue Valley Sewer Services
138 West Vilas Rd. | PO Box 3130
Central Point, OR 97502
nbakke@rvss-or.gov

STATE OF OREGON, by and through
its Department of Transportation

By _____
Darrin Neavoll, Region 3 Manager

Date _____

APPROVAL RECOMMENDED

By _____
Nicole Frankl, State Utility and Rail Liaison

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

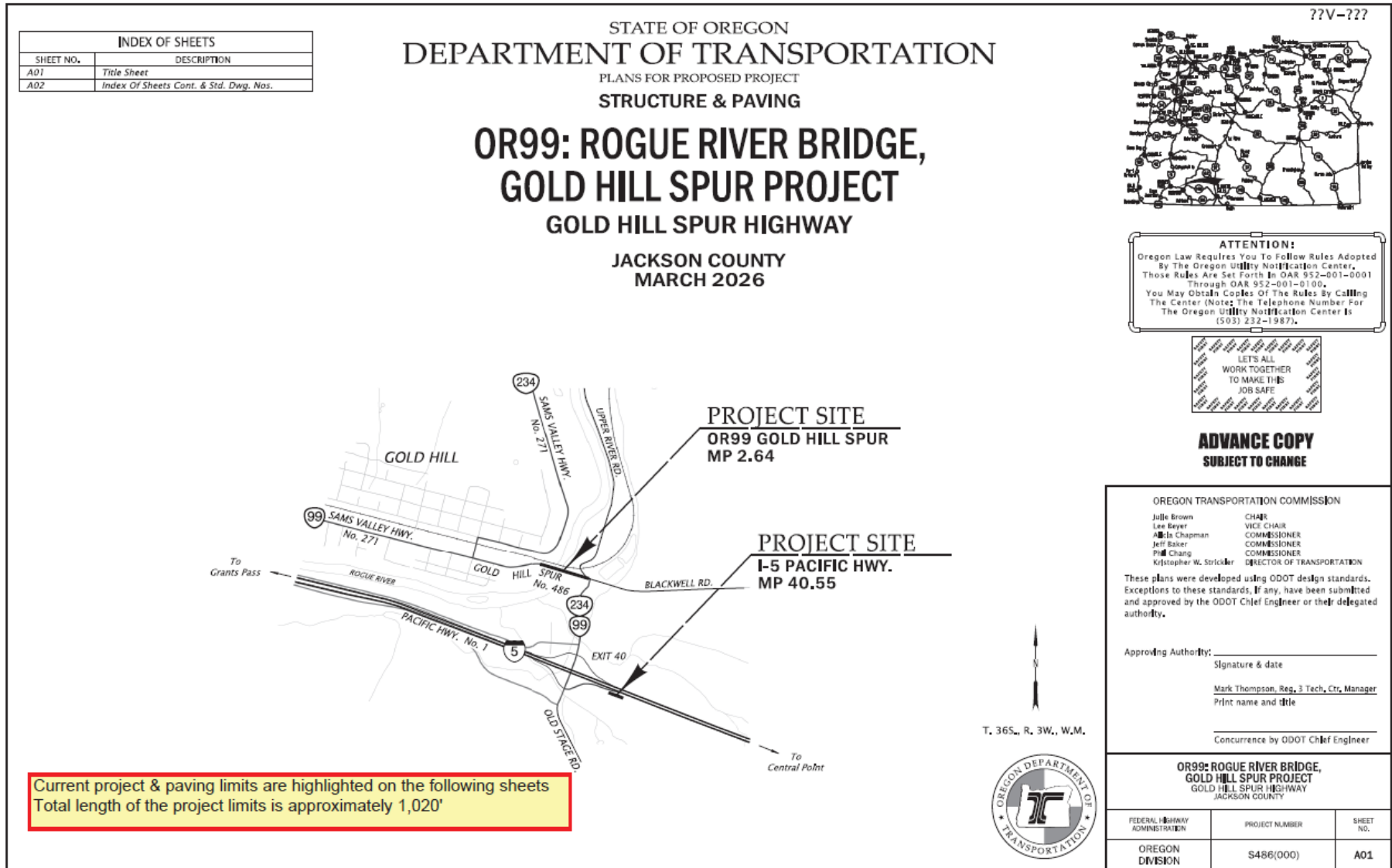
By _____
Assistant Attorney General (If Over
\$250,000)

Date _____

ODOT Contact:

Nicole Frankl
State Utility and Rail Liaison
ODOT – Technical Services
4040 Fairview Ind. Drive SE MS#2
Salem OR 97302
503-385-6594
Nicole.Frankl@odot.oregon.gov

EXHIBIT A – Project Location Map



PE003454 000

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FINAL ELECTRONIC DOCUMENT
AVAILABLE UPON REQUEST

EXHIBIT B – Cost Estimate

Agreement Total = \$557,140.50

PROJECT NAME:	OR99: ROGUE RIVER BRIDGE, GOLD HILL SPUR							
PROJECT NUMBER:	S486(000)							
BID ITEM NUMBER	ITEM	UNIT	QUAN	UNIT COST	ITEM COST			
	SANITARY SEWER SYSTEMS - TWO PIPE TRENCH							
	6 Inch Ductile Iron Pipe with Restrained Joints	Foot	580	\$ 190.00	\$ 110,200.00			
	6 Inch Plug Valve	Each	4	\$ 2,500.00	\$ 10,000.00			
	BRIDGE NO. 576							
	Utility Attachment on Structures, 6 Inch Sanitary Force Main	LS	1	\$ 88,500.00	\$ 88,500.00	896 ft	(\$150/ft)	
	Utility Attachment on Structures, 14 Inch Steel Casing	LS	1	\$ 39,780.00	\$ 39,780.00	306 ft	(\$130/ft)	
	SANITARY SEWER SYSTEMS - BRIDGE							
	6 Inch Ductile Iron Pipe with Restrained Joints on Structure	Foot	896	\$ 200.00	\$ 179,200.00			
	14 Inch Welded Steel Casing	Foot	306	\$ 270.00	\$ 82,620.00			
	Ductile Iron Pipe Bend, 6 Inch	Each	8	\$ 500.00	\$ 4,000.00			
	4 Inch Linear Expansion Joints, 6 Inch	Each	2	\$ 5,000.00	\$ 10,000.00			
	8 Inch Linear Expansion Joints, 6 Inch	Each	2	\$ 7,000.00	\$ 14,000.00			
	SUB-TOTAL OF ITEMS				\$ 538,300.00			
	Construction Engineering				\$ -			
	Subtotal of biddable Items and CE				\$ 538,300.00			
	Contingencies (@3.5%)				\$ 18,840.50			
	Total				\$ 557,140.50			



MS4 – Phase II General Permit Annual Report

RID 77228

Submitter

Carl Tappert

 **ctappert@rvss-or.gov**

 **5416646300**

 **541-664-6300**

 **Rogue Valley Sewer Services**

 **138 West Vilas Road, Central Point, OR 97502**

Certification and Signature

Permit Registrant(s)

Rogue Valley Sewer Services

Legally Authorized Representative

Carl Tappert

Title

General Manager

Phone

541-727-6881

Email

ctappert@rvss-or.gov

Registrant Information

Permit Registrant(s)

Name

**ROGUE VALLEY SEWER SERVICES STORMWATER,
MS4**

Site ID

304515

Physical Location

MUNICIPAL STORMWATER AREA, PHOENIX, OR 97535 (42.2667,-122.817)

Type(s)

Special District

Registrant Type

Existing Registrant

Community Type

Large Community

EPA Permit No

ORS116270 / ORS126232 (Eagle Point)

DEQ Permit No

116270 / 126232 (Eagle Point)

Point of Contact

Benjamin Poaster

 **Rogue Valley Sewer Services**

COOPERATIVE IMPROVEMENT (UTILITY) AGREEMENT
Project Name OR99: Rogue River Bridge, Gold Hill Spur

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT," and the Rogue Valley Sewer Services, acting by and through its Elected Board of Directors, hereinafter referred to as "RVSS," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. OR-99 Gold Hill Spur, is a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC).
2. By the authority granted in Oregon Revised Statutes (ORS) [190.110](#), [366.572](#) and [366.576](#), ODOT may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
3. ODOT, by ORS [366.220](#), is vested with complete jurisdiction and control over the roadways of other jurisdictions taken for state highway purposes. By the authority granted by ORS [373.020](#), the jurisdiction extends from curb to curb, or, if there is no regular established curb, then control extends over such portion of the right of way as may be utilized by ODOT for highway purposes. Responsibility for and jurisdiction over all other portions of a city street remains with the Agency.
4. By the authority granted in ORS [366.425](#), ODOT may accept deposits of money or an irrevocable letter of credit from any county, city, road district, person, firm, or corporation for the performance of work on any public highway within the State of Oregon. When said money or a letter of credit is deposited, ODOT shall proceed with the Project. Money so deposited shall be disbursed for the purpose for which it was deposited.
5. ODOT is conducting a project to widen and strengthen the bridge deck on the bridge identified on ODOT's statewide bridge inventory as Bridge No. 576 to allow for all emergency vehicles to cross and improve traffic safety. While the bridge is under construction, ODOT will use this opportunity to install two sewer lines, hangers and sleeves on the bridge, including RVSS's non-reimbursable sewer lines.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, ODOT and RVSS agree that ODOT or its contractor shall install RVSS's non reimbursable sewer lines as required to complete ODOT's bridge and paving project,

hereinafter referred to as the "Project." The location of the Project is approximately as shown on the sketch map attached hereto, marked Exhibit A, and by this reference made a part hereof.

2. The Project will be financed at an estimated cost of \$557,140.50 in RVSS funds. The estimate for the total Project cost is subject to change. RVSS shall be responsible for all waterline associated work as described in Exhibit B, attached hereto, and by this reference made a part hereof.
3. RVSS and ODOT shall coordinate Change Order(s) affecting the Utility's facilities. The fillable Contract Change Order, form 734-1169, is available at the following web site:

<https://www.oregon.gov/odot/construction/pages/index.aspx>
4. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.

RVSS OBLIGATIONS

1. RVSS grants ODOT the right to enter onto RVSS right of way for the performance of duties as set forth in this Agreement.
2. RVSS shall upon receipt of a fully executed copy of this Agreement and upon a subsequent letter of request from ODOT, forward to ODOT an advance deposit or irrevocable letter of credit in the amount of \$557,140.50 for the Project, said amount being equal to the estimated total cost for the work performed by ODOT at RVSS's request under ODOT Obligations, paragraph 2. RVSS agrees to make additional deposits as needed upon request from ODOT. Depending upon the timing of portions of the Project to which the advance deposit contributes, it may be requested by ODOT prior to Preliminary Engineering, purchase of right of way, or approximately 4-6 weeks prior to Project bid opening.
3. Upon completion of the Project and receipt from ODOT of an itemized statement of the actual total cost of ODOT's participation for the Project, RVSS shall pay any amount which, when added to RVSS's advance deposit, will equal 100 percent of actual total ODOT costs for the Project. Any portion of said advance deposit which is in excess of the ODOT's total costs will be refunded or released to RVSS.
4. All RVSS sewer and appurtenances installed by ODOT or its contractor will require inspections by RVSS. RVSS personnel will work directly with ODOT personnel. RVSS shall not contact or communicate with ODOT's contractor without ODOT's consent. RVSS will provide all necessary documentation to ODOT. ODOT shall present to RVSS any Contract Change Order for review and written approval by RVSS within 5 business days of receipt of ODOT's request.
5. RVSS acknowledges and agrees that ODOT, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books,

documents, papers, and records of RVSS which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment (or completion of Project -- if applicable.) Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.

6. RVSS's Project Manager for this Project is Nicholas R. Bakke, PE, District Engineer, Rogue Valley Sewer Services, 138 West Vilas Rd., PO Box 3130, Central Point, OR 97502, nbakke@rvss-or.gov or assigned designee upon individual's absence. RVSS shall notify the other Party in writing of any contact information changes during the term of this Agreement.

ODOT OBLIGATIONS

1. ODOT, or its consultant, shall conduct the necessary field surveys, environmental studies, traffic investigations, preliminary engineering and design work required to produce and provide final plans, specifications and cost estimates for the Project; identify and obtain all required permits; perform all construction engineering, including all required materials testing and quality documentation; prepare all bid and contract documents; advertise for construction bid proposals; award all contracts; pay all contractor costs, provide technical inspection, project management services and other necessary functions for sole administration of the construction contract entered into for this Project.
2. ODOT shall, upon execution of the agreement, forward to RVSS a letter of request for an advance deposit or irrevocable letter of credit in the amount of \$557,140.50 for payment of sewer facilities. Requests for additional deposits shall be accompanied by an itemized statement of expenditures and an estimated cost to complete Project.
3. Upon completion of the Project, ODOT shall either send to RVSS a bill for the amount which, when added to RVSS's advance deposit, will equal 100 percent of the total ODOT costs for Project or ODOT will refund to RVSS any portion of said advance deposit which is in excess of the total ODOT costs for Project.
4. ODOT shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
5. ODOT shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, ODOT expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V](#) and [Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#), as amended, and ORS [659A.142](#); (iv) all regulations and administrative rules established

pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

6. ODOT's Project Manager for this Project is Nicole Frankl, State Utility Liaison, ODOT – Technical Services, 4040 Fairview Ind. Drive SE, MS#2 Salem OR 97302, 503-385-6594, Nicole.Frankl@odot.oregon.gov, or assigned designee upon individual's absence. ODOT shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by either Party upon thirty (30) days notice, in writing and delivered by certified mail or in person.
2. Either Party may terminate this Agreement effective upon delivery of written notice to the other Party, or at such later date as may be established by that Party, under any of the following conditions:
 - a. If the other Party fails to provide the services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If the other Party fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the other Party fails to correct such failures within ten (10) days or such longer period as the other Party may authorize.
 - c. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow that Party, in the exercise of its reasonable administrative discretion, to continue to advance this Project or the terms of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or RVSS is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or RVSS with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation,

defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

5. With respect to a Third Party Claim for which ODOT is jointly liable with RVSS (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by RVSS in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of RVSS on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of RVSS on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.
6. With respect to a Third Party Claim for which RVSS is jointly liable with ODOT (or would be if joined in the Third Party Claim), RVSS shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of RVSS on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of RVSS on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. RVSS's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver,

consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

10. Electronic Signatures. The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the Agreement and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. ODOT reserves the right at any time to require the submission of the hard copy originals of any documents.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2024-2027 Statewide Transportation Improvement Program (STIP), (Key #22630) that was adopted by the Oregon Transportation Commission on September 9, 2022 (or subsequently by amendment to the STIP).

SIGNATURE PAGE TO FOLLOW

ODOT/ RVSS

Agreement No. 73000-00050036

Rogue Valley Sewer Services, by and through
its Elected Board of Directors

By _____

Title _____

Date _____

**LEGAL REVIEW APPROVAL (If required in
RVSS's process)**

By _____
RVSS Counsel

Date _____

RVSS Contact:

Nicholas R. Bakke, PE
District Engineer
Rogue Valley Sewer Services
138 West Vilas Rd. | PO Box 3130
Central Point, OR 97502
nbakke@rvss-or.gov

STATE OF OREGON, by and through
its Department of Transportation

By _____
Darrin Neavoll, Region 3 Manager

Date _____

APPROVAL RECOMMENDED

By _____
Nicole Frankl, State Utility and Rail Liaison

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

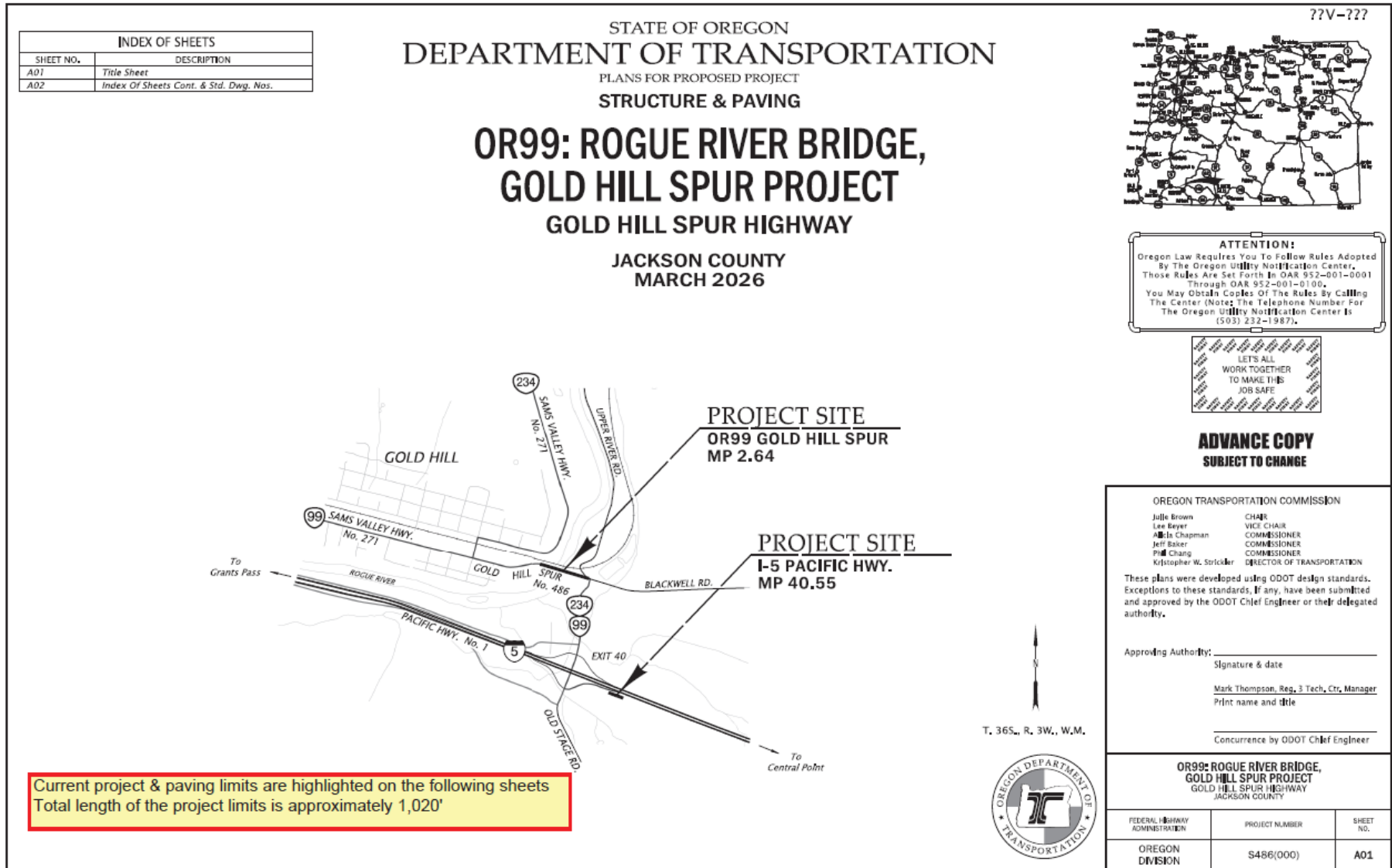
By _____
Assistant Attorney General (If Over
\$250,000)

Date _____

ODOT Contact:

Nicole Frankl
State Utility and Rail Liaison
ODOT – Technical Services
4040 Fairview Ind. Drive SE MS#2
Salem OR 97302
503-385-6594
Nicole.Frankl@odot.oregon.gov

EXHIBIT A – Project Location Map



PE003454 000

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FINAL ELECTRONIC DOCUMENT
AVAILABLE UPON REQUEST

EXHIBIT B – Cost Estimate

Agreement Total = \$557,140.50

PROJECT NAME:	OR99: ROGUE RIVER BRIDGE, GOLD HILL SPUR							
PROJECT NUMBER:	S486(000)							
BID ITEM NUMBER	ITEM	UNIT	QUAN	UNIT COST	ITEM COST			
	SANITARY SEWER SYSTEMS - TWO PIPE TRENCH							
	6 Inch Ductile Iron Pipe with Restrained Joints	Foot	580	\$ 190.00	\$ 110,200.00			
	6 Inch Plug Valve	Each	4	\$ 2,500.00	\$ 10,000.00			
	BRIDGE NO. 576							
	Utility Attachment on Structures, 6 Inch Sanitary Force Main	LS	1	\$ 88,500.00	\$ 88,500.00	896 ft	(\$150/ft)	
	Utility Attachment on Structures, 14 Inch Steel Casing	LS	1	\$ 39,780.00	\$ 39,780.00	306 ft	(\$130/ft)	
	SANITARY SEWER SYSTEMS - BRIDGE							
	6 Inch Ductile Iron Pipe with Restrained Joints on Structure	Foot	896	\$ 200.00	\$ 179,200.00			
	14 Inch Welded Steel Casing	Foot	306	\$ 270.00	\$ 82,620.00			
	Ductile Iron Pipe Bend, 6 Inch	Each	8	\$ 500.00	\$ 4,000.00			
	4 Inch Linear Expansion Joints, 6 Inch	Each	2	\$ 5,000.00	\$ 10,000.00			
	8 Inch Linear Expansion Joints, 6 Inch	Each	2	\$ 7,000.00	\$ 14,000.00			
	SUB-TOTAL OF ITEMS				\$ 538,300.00			
	Construction Engineering				\$ -			
	Subtotal of biddable Items and CE				\$ 538,300.00			
	Contingencies (@3.5%)				\$ 18,840.50			
	Total				\$ 557,140.50			

 Stormwater Program Coordinator

 bpoaster@rvss-or.gov

 541-727-6876

Mailing Address

 PO Box 1130, Central Point, OR 97502

Municipal Separate Storm Sewer System (MS4) Information

Estimate the area in square mileage served by the MS4 **33.4** square miles

Estimate the population served by the MS4 **50000**

MS4 Stormwater Discharge Information

1	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Agate Slough	5	Yes	Yes	E. coli, harmful algal blooms
2	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Anderson Creek	0	Yes	Yes	E. coli
3	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Bear Creek	71	Yes	Yes	Temp (Sum), fecal coliform (YR), E. coli (YR), flow mod, habitat mod, dissolved O2 (YR), excess algal growth, aquatic Life Toxics
4	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Coleman Creek	3	Yes	Yes	Temp (Sum), fecal coliform (YR)

5	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Griffin Creek	0	Yes	Yes	Fecal coliform (YR), E. coli, dissolved O2 (YR)
6	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Jackson Creek	0	Yes	Yes	Temp (YR), fecal coliform (YR), E. coli, dissolved O2, biocriteria, harmful algal blooms
7	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Little Butte Creek	1	Yes	Yes	Temp (Sum), E coli (YR), fecal coliform (YR)
8	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Payne Creek	9	Yes	Yes	Temp (Sum), fecal coliform (YR)
9	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Rogue River	8	Yes	Yes	Temp (YR), fecal coliform, biocriteria, methylmercury
10	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Wagner Creek	21	Yes	Yes	Temp (YR), dissolved O2, pH, E. coli

11	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Whetstone Creek North Fork	1	Yes	Yes	E. coli, harmful algal blooms

12	Receiving Waterbody	# of Outfalls	Impaired waterbody 303d listed	Impaired waterbody TMDL issued	Impairments
	Little Butte Creek	30	Yes	Yes	Dissolved Oxygen, Phosphorus, Sedimentation, Temperature, E. coli

Coordination Among Registrants and Joint Agreements

Is there a joint agreement in place for the implementation of one or more stormwater management program control measures?

Yes

If yes, has there been any change to the joint agreement(s) submitted previously?

Yes

Stormwater Management Program Information

Discuss the status and overall progress of establishing legal authority to control pollutant discharges into and discharges from the MS4 and to implement and enforce the conditions of this permit

Rogue Valley Sewer Services (RVSS) established legal authority to regulate pollutant discharges into and from the MS4 with the initial permit issuance in 2007. This authority is codified in the RVSS Code, which is reviewed and updated on a regular basis to ensure alignment with current permit requirements and best practices. The most recent update occurred in March 2023. Effective January 1, 2025, the City of Eagle Point entered into an intergovernmental agreement (IGA) with RVSS, bringing its MS4 area under RVSS's legal jurisdiction. The IGA is attached to this report. This expansion further strengthens RVSS's ability to implement and enforce the conditions of the permit across its service area.

RVSS Code: <https://www.rvss-or.gov/leadership/code>

Is an updated SWMP Document attached?

No

Identify the publicly accessible website where the SWMP Document is posted?

Yes

Explanation

<https://www.rvss-or.gov/stormwater-quality-documents-information>

Does the SWMP Document include an implementation schedule for control measures that have yet to be or are partially implemented?

Yes

Describe the method used to gather, track, and use SWMP information to set priorities or assess compliance

RVSS maintains integrated MS Access and GIS databases to track both 1200 C/CN permitted projects and projects subject to construction and post construction stormwater requirements. These systems capture key milestones, including plan review and approval dates, installation records, and inspection and maintenance histories.

The databases are queried on a weekly basis, and results are reviewed during staff coordination meetings. This process ensures that project status, site conditions, and compliance issues are consistently evaluated in real time. Information from the SWMP tracking system is then used to:

- Assess compliance with permit requirements,
- Identify and prioritize sites requiring follow up or enforcement, and
- Guide resource allocation for inspections, plan reviews, and program implementation.

This structured approach provides a clear, documented framework for setting priorities and maintaining compliance across the MS4 program.

Have adequate finances, staff, equipment and other support capabilities been provided to implement the permit?

Yes

During this monitoring year was compliance with the requirements of this permit evaluated?

Yes

During this monitoring year was it determined or reported that discharge from the MS4 caused or contributed to an exceedance of an applicable water quality standard?

No

Public Education and Outreach

Provide a brief summary of the ongoing public education and outreach program

RVSS implements a year round public education and outreach program designed to increase community awareness of stormwater issues and their impact on local water quality and quality of life. Program content is regularly developed and updated to promote practices that protect, restore, and enhance water resources within the Rogue Valley.

To broaden reach and engagement, RVSS partners with the Rogue Valley Council of Governments (RVCOG) and the Clean Rivers Coalition (CRC), including participation on the CRC Steering Committee. These partnerships support classroom education, youth engagement, and community outreach through social media and other platforms.

Key program efforts include the RVSS-developed Erosion and Sediment Control Instruction Certification Course and the Salmon Watch Program, which provide targeted education for both professionals and students.

Were the required components in place by the implementation date?

Yes

Provide the number of education and outreach activities conducted

133

During this reporting year

39

During the permit term

133

Explanation

RVSS consistently exceeds established education and outreach activity goals and continues to expand program scope and effectiveness. Ongoing efforts include broadening partnerships, diversifying communication channels, and developing new initiatives to further engage the community and strengthen awareness of stormwater and water quality issues.

Indicate target audiences addressed during this reporting year

- ☒ General public, homeowners, homeowner association, school children, and businesses
- ☒ Local elected officials, land use planners and engineers
- ☒ Construction site operators
- ☐ Other

Have each target audience been addressed during the permit term?

Yes

Indicate target topics addressed during this reporting year

- ☒ Impacts of illicit discharges on receiving waters and how to report them
- ☒ Impacts from impervious surfaces and appropriate techniques to avoid adverse impacts
- ☒ BMPs for proper use, application and storage of pesticides and fertilizer
- ☒ BMPs for litter and trash control
- ☐ BMPs for recycling programs
- ☐ BMPs for power washing, carpet cleaning and auto repair and maintenance
- ☒ Low impact development/green infrastructure
- ☐ Information pertaining to maintenance of septic systems
- ☒ Watershed awareness and how storm drains lead to local creeks and rivers, and potential impacts to fish and other wildlife
- ☒ Other

Other – Explanation

Riparian area importance, water quality parameters, Salmon biology and life cycle, macroinvertebrate study, and history of water quality regulation.

Describe the types of educational messages or activities distributed and/or offered during this reporting year

General Public, Homeowners, HOAs, Schoolchildren, and Businesses

- RVSS distributes monthly educational messages through utility bills, reaching approximately 13,000 mailed and 12,000 paperless customers. These messages promote local cleanup events, water quality initiatives, and good housekeeping practices.
- The Salmon Watch Program remains a cornerstone of school outreach, teaching students about watershed health, riparian area importance, water quality parameters, macroinvertebrate populations, and the life cycle of native salmon.
- RVSS participates in the Clean Rivers Coalition (CRC), a statewide consortium of MS4 permittees, Soil and Water Conservation Districts, Watershed Councils, and nonprofit organizations. Through CRC, RVSS helps fund and deliver consistent statewide messaging on clean water topics, with a strong emphasis on social media engagement.

Local Elected Officials

- In connection with the integration of Eagle Point into the RVSS MS4 jurisdiction, RVSS conducted meetings with city leadership to provide education on MS4 permit requirements and RVSS program processes.

Land Use Planners, Engineers, and Construction Site Operators

- RVSS offers four Erosion Prevention and Sediment Control Inspector Certification Courses annually, this was increased to six courses for FY26 due to demand in FY25. Each 6.5 hour course

covers:

- o History and implementation of stormwater regulations
- o Environmental impacts of stormwater runoff
- o Fundamentals of stormwater and erosion control
- o NPDES permit submittal requirements
- o Development of erosion and sediment control plans
- o Inspector responsibilities
- o Common best management practices (BMPs)

Was outreach to construction site operators working within your community offered during this reporting year?

Yes

Total number during the permit term

4

Identify and describe the assessment/evaluation of, at least, one education and outreach activity that occurred during this reporting year. Include the assessment process or metric for evaluation, and why this activity was considered successful

RVSS evaluated the Erosion Prevention and Sediment Control Inspector Certification Course, which is targeted at construction site operators, engineers, and county/city employees. The course includes classroom instruction, a field based practical application with skills demonstration, and a certification exam requiring a minimum passing score of 80%. This course has evolved significantly since being

Assessment Process The evaluation cycle for this activity follows a structured sequence:

- **Pre Test – establishes a baseline of participant knowledge and prepares attendees for course content.**
- **Classroom Instruction – delivery of regulatory background, stormwater fundamentals, and BMP requirements.**
- **Practical Application – participants demonstrate skills in the field by correctly installing BMPs.**
- **Post Test – measures knowledge gained and verifies competency for certification.**
- **Feedback – participants provide evaluations of course content, instruction, and applicability.**
- **Revision – course materials and delivery are updated based on assessment results and participant feedback.**

Evaluation Metrics and Outcomes

- **Knowledge Gain – comparison of pre and post test scores consistently demonstrates measurable improvement.**
- **Skills Demonstration – field evaluations confirm participants' ability to apply BMPs effectively.**
- **Certification Achievement – successful completion of the exam validates participant competency.**
- **Participant Feedback – overwhelmingly positive responses highlight course value and relevance.**
- **Behavioral Outcomes – follow up observations on active sites indicate improved compliance and BMP implementation.**

Conclusion RVSS considers this activity successful because it combines objective data (test scores, field performance) with qualitative measures (participant feedback, community demand). The program not only increases knowledge and skills but also translates into observable improvements in stormwater management practices at construction sites. Since being taken over by the new Stormwater Coordinator in 2024, the course has evolved significantly in both content and delivery, incorporating updated practices and enhanced instructional methods. In FY26, RVSS will conduct a comprehensive evaluation of the course to align with the new 1200 C permit requirements, ensuring that training remains current, effective, and responsive to regulatory changes.

Will the assessment be used to inform future stormwater education and outreach efforts?

Yes

Explanation

The assessment process is actively used to guide and improve future stormwater education and outreach activities. Instruction and course materials are evaluated through student feedback and analysis of certification test response trends, which highlight areas of misunderstanding or content

needing clarification. Based on these findings, the instructor revises and refines both the delivery and the materials to strengthen effectiveness. Course content is also updated throughout the year as new regulatory information, technical guidance, or program efficiencies are identified. This continuous improvement cycle ensures that the training remains current, responsive to participant needs, and aligned with evolving permit requirements. As a result, the assessment process not only validates the success of the current program but also directly informs the design and delivery of future stormwater education and outreach efforts.

Public involvement and participation

Provide a brief summary of the overall progress towards implementation of this control measure

RVSS continues to make strong progress in implementing this control measure through active regional collaboration, public engagement, and stewardship initiatives. As a founding and leading member of the Stormwater Advisory Team (SWAT), RVSS participates in quarterly meetings to guide development and implementation of the Rogue Valley Stormwater Management Plan and Design Manual. In FY25, RVSS worked with co implementers, partners, and the public to review and propose revisions to the regional Design Manual.

Beyond SWAT, RVSS engages in multiple collaborative efforts, including RVCOG's Stream Smart program, the Salmon Watch Program, ACWA, the Pesticide Stewardship Partnership, and the Bear Creek Stewards cleanup events. RVSS also serves on the Clean Rivers Coalition Steering Committee, supporting the statewide Follow the Water campaign to connect communities with rivers, link behaviors to water quality, and promote clean water practices.

RVSS maintains a publicly accessible website with SWMP information, complaint reporting, draft and final documents, guidance materials, and staff contacts, ensuring transparency and accessibility. Additionally, RVSS is working with the City of Eagle Point and RVCOG to develop a new stewardship program tailored to local schools, expanding public involvement and participation beyond Bear Creek jurisdictions.

Collectively, these efforts demonstrate measurable progress in regional coordination, public education, and stewardship, while strengthening RVSS's role as a leader in stormwater management implementation.

Were the required components in place by the implementation date?

Yes

Is the SWMP Document posted on a publicly accessible website?

Yes

Web Address

<https://www.rvss-or.gov/stormwater-quality-documents-information>

Was the publicly accessible website updated during this reporting year?

Yes

Does the publicly accessible website include illicit discharge complaint/reporting information or procedures?

Yes

Does the publicly accessible website include draft documents issued for public comment, final reports, plans and other official SWMP policy documents?

Yes

Does the publicly accessible website include links to all ordinances, policies and/or guidance documents related to the construction and post-construction stormwater management control programs, including education, training, licensing, and permitting?

Yes

Does the publicly accessible website include contact information for relevant staff, including phone numbers, mailing addresses and email addresses?

Yes

During this reporting year, was a stewardship opportunity created or partnered with another entity?

Yes

Explanation

During this reporting year, RVSS continued to create and strengthen stewardship opportunities through active partnerships with regional and statewide collaborators. RVSS serves as a leading member of RVCOG's Stream Smart collaborative, an educational campaign designed to promote behavior changes that protect water quality in the Rogue Valley. RVSS also participated in Bear Creek Stewards cleanup events, which engage community members in hands on watershed stewardship. In addition, RVSS actively promoted the Follow the Water and What's Your Lawn Style campaigns through the Clean Rivers Coalition (CRC), expanding the reach of clean water messaging across the region. These efforts demonstrate RVSS's ongoing commitment to collaborative stewardship and to leveraging partnerships that amplify education, outreach, and community engagement.

Illicit Discharge Detection and Elimination

Provide a brief summary of the overall progress towards implementation of this control measure

Since 2007, RVSS has implemented its Illicit Discharge Detection and Elimination (IDDE) program through dry weather sampling of stormwater outfalls, following the protocols outlined in the Center for Watershed Protection's 2004 IDDE Manual. Program data and inspection histories maintained in MS Access are currently being integrated with new GIS solutions. This transition includes verification and updates to data entry processes, with the goal of creating a single, accessible platform for input and review of site data, inspection records, sampling results, and photos—available to staff both in the office and in the field.

For local reporting and response, RVSS and their co-implementors maintain publicly available contact information and procedures on its website. All complaints and IDDE reports are investigated promptly, with staff typically responding within hours. These efforts demonstrate continued progress toward a more efficient, transparent, and responsive IDDE program.

Were the required components in place by the implementation date?

Yes

Is the MS4 map(s) current?

Yes

Describe the MS4 map(s) format(s)

Yes, the RVSS MS4 map is current based on all known information. The system is maintained in GIS format, and RVSS is actively working toward migration into ESRI Stormwater Foundations to improve functionality and integration.

Is the MS4 map(s) included as attachment?

No

Or are the digital shapefiles available for electronic submittal?

Yes

Explanation

In addition to internal use, RVSS provides a digital stormwater map on its public website, ensuring transparency and accessibility for the community and stakeholders. The public map is available at <https://www.rvss-or.gov/maps>

Is the digital inventory of all known outfalls, with the associated receiving waterbody current?

Yes

Indicate if the following features are included on your MS4 map

- ☒ Location of all known outfalls
- ☒ Stormwater collection and conveyance system

- ☒ Stormwater structural controls
- ☐ Location of known chronic discharges

Explanation

Yes, the RVSS MS4 map is current based on all known information . As part of the migration process, RVSS is refining the dataset by eliminating pipe outlets that are part of conveyance systems but not considered outfalls for illicit discharge detection and elimination purposes. Outfalls with year round discharge and/or 1200 Z coverage will be incorporated into the new mapping solution. At present, there are no known chronic illicit discharges within the RVSS MS4 jurisdiction. For the City of Eagle Point, RH2 Engineering has been selected to develop the City's Stormwater Master Plan (SWMP). The contract has been negotiated and is scheduled for Council approval on September 23, 2025, with work to begin immediately following approval. The project is scheduled for completion in March 2027. As part of the SWMP development, Eagle Point's MS4 map will be created in two phases: Phase 1 (FY26): Major system infrastructure mapping. Phase 2 (FY27): Completion of the full MS4 map.

Have non-stormwater discharges into the MS4 been prohibited through enforcement of an ordinance or other regulatory mechanism?

Yes

Explanation

Non-stormwater discharges into the MS4 are prohibited through enforcement of the RVSS Code, which establishes the legal authority to regulate and control discharges. In addition, certain facilities are regulated under the 1200-Z Industrial Stormwater General Permit, which provides specific coverage and requirements for authorized non-stormwater discharges, though RVSS has no oversight of the 1200-Z facilities.

Indicate which of the following have an ordinance or other regulatory mechanism to prohibit discharge to the MS4

- ☒ Septic, sewage, and dumping or disposal of liquids or materials other than stormwater into the MS4
- ☒ Discharges of washwater resulting from the hosing or cleaning of gas stations, auto repair garages, or other types of automotive services facilities
- ☒ Discharges resulting from the cleaning, repair, or maintenance of any type of equipment, machinery, or facility, including motor vehicles, cement-related equipment, and port-a-potty servicing, etc.
- ☒ Discharges of washwater from mobile operations, such as mobile automobile or truck washing, steam cleaning, power washing, and carpet cleaning, etc.
- ☒ Discharges of washwater from the cleaning or hosing of impervious surfaces in municipal, industrial, commercial, or residential areas (including parking lots, streets, sidewalks, driveways, patios, plazas, work yards and outdoor eating or drinking areas, etc.) where detergents are used and spills or leaks of toxic or hazardous materials have occurred (unless all spilled material has been removed)
- ☒ Discharges of runoff from material storage areas, which contain chemicals, fuels, grease, oil, or other hazardous materials from material storage areas
- ☒ Discharges of pool or fountain water containing chlorine, biocides, or other chemicals; discharges of pool or fountain filter backwash water
- ☒ Discharges of sediment, unhardened concrete, pet waste, vegetation clippings, or other landscape or construction related wastes
- ☒ Discharges of trash, paints, stains, resins, or other household hazardous wastes

☒ Discharges of food-related wastes (grease, restaurant kitchen mat and trash bin washwater, etc.)

All categories are covered. In response to the requirements of the modified MS4 permit issued in March 2021, RVSS adopted Ordinance 22 01, which repealed and replaced Title 4 of the RVSS Code addressing Stormwater Management. The revised Title 4 explicitly prohibits all discharges to the MS4 other than stormwater and those identified as allowable non stormwater discharges in the MS4 permit, thereby providing comprehensive legal authority across all categories.

Is the written escalating enforcement and response procedure included as an attachment?

No

Indicate which of the following are included in the complaints or reports tracking documentation

☒ Phone number(s)

☒ Webpage(s)

☐ Other communication channels

Explanation

The written escalating enforcement and response procedures are not included as an attachment with this report. These procedures were previously submitted with the FY21 Annual Report and remain available upon request.

Provide the number of complaints received during this reporting year

23

On average, how many days did it take to respond to complaints? Schedule A.3.c.v.B In working days

0

Provide the number of complaints that included notification of the Oregon Emergency Response System during this reporting year

2

Provide the number of complaints where staff performed an investigation during this reporting year

17

On average, how long did it take to conduct an initial investigation

1

Provide the number of illicit discharges discovered and eliminated during this reporting year

6

On average, how long did it take to eliminate an illicit discharge

1

Provide the number times escalating enforcement procedure was used to eliminate illicit discharge during this reporting year

0

Do any of the illicit discharges involve the repair or replacement of the wastewater and/or storm sewer conveyance systems?

Yes

Explanation

One incident was reported by Boise Cascade, where a small amount of water, sawdust material, and glue solvent entered the storm drain system. The facility immediately vacuumed the material and flushed the pipe. RVSS staff conducted follow-up, flushing and cleaning the affected pipe to

ensure the system was fully restored. This incident was promptly addressed and resolved, with no long-term impacts to the conveyance system.

Provide the number of illicit discharges that were referred to another entity during this reporting year

8

On average, how long did it take to notify the entity(s)

1

Explanation

On average, it took one day to notify the appropriate entity. In most cases, agencies were notified the same day as the investigation, once it became clear that the issue fell under another jurisdiction. Again for this reporting year, many of these complaints were related to continuous 1200 Z discharges and were referred directly to the DEQ investigator for follow up.

Indicate which of the following are included in the complaints or reports tracking documentation

- ☒ Date the complaint was received and, if available, the complainant's name and contact information
- ☒ Name of staff responding to the complaint ☒ Date the investigation was initiated
- ☒ The outcome of the staff investigation ☒ Corrective action(s) taken to eliminate the illicit discharge
- ☒ The responsible party for the corrective action(s)
- ☒ The status of enforcement procedure(s), when necessary
- ☒ The date the corrective action(s) was completed and staff who evaluated final compliance

Explanation

All of the above elements are included in RVSS's tracking documentation to ensure thorough documentation, accountability, and compliance with MS4 permit requirements.

Provide percentage of outfalls inspected

31

Known outfalls screened this reporting year

44

Known outfalls screened during the permit term

349

Explanation

The total number of known outfalls screened during the permit term includes repeat inspections of outfalls damaged during the 2020 Alameda Fire, those with normal dry season discharge requiring additional monitoring, outfalls with chronic issues that necessitate more frequent checks, and outfalls located near other scheduled work that were screened opportunistically to maximize efficiency and ensure comprehensive coverage.

Provide percentage of outfalls inspected as part of field screening of priority location

0

Priority location outfalls screened this reporting year

0

Priority location outfalls screened during the permit term

120

Explanation

During the permit term, 120 priority location outfalls were screened, though none were screened during this reporting year. No outfalls were designated as priority prior to September 2020; however, following the Alameda Fire, 75 outfalls within the burn zone were identified as priority locations and several were inspected multiple times to ensure system integrity and water quality protection. As post-fire recovery actions concluded and conditions stabilized, RVSS transitioned back to its regular dry-weather outfall monitoring procedures. Looking ahead, new priority locations will be established as RVSS refines and updates outfall data through ongoing GIS data migration efforts.

Indicate which of the following dry-weather field screening activities have been performed in the last year

- ☒ General observation
- ☒ Field Screening and Analysis
- ☒ Pollutant Parameter Action Levels
- ☒ Laboratory Analysis

Explanation

All dry-weather field screening activities were performed as part of RVSS's regular program.

If flow is observed and the source is unknown, provide a brief description of the field investigation and analysis process

During the dry-weather season, RVSS collects water samples at all inspected stormwater outfalls with sufficient flow and analyzes them for E. coli and in situ water quality parameters. If results exceed the pollutant parameter action levels established in the SWMP, staff conduct a follow-up investigation to determine the source of the flow. Because the Rogue Valley has consistently high groundwater, most observed dry-weather flows originate from groundwater, irrigation runoff, or industrial discharges authorized under the 1200-Z permit. Field investigations typically include conveyance tracking—both electronically and on site—to trace the flow upstream, with additional water testing conducted along the conveyance to help identify and address potential sources of illicit discharge.

Have pollutant parameter action levels been established and are they included as an attachment?

Yes

Are all persons responsible for investigating and eliminating illicit discharges and illicit connections into the MS4 appropriately trained to conduct such activities?

Yes

Explanation

Yes. Pollutant parameter action levels have been established and were previously submitted with the FY21 Annual Report. They are not included as an attachment to this report but remain available upon request. All persons responsible for investigating and eliminating illicit discharges and illicit connections into the MS4 are appropriately trained prior to conducting such work, ensuring they are qualified to carry out investigations and corrective actions in accordance with permit requirements.

Are all new staff working to implement the IDDE program trained within 30 days of their assignment to this program?

Yes

Explanation

Yes. All new staff assigned to implement the IDDE program are trained within 30 days of their assignment. This ensures that personnel are fully prepared to conduct investigations, respond to complaints, and carry out enforcement activities in compliance with MS4 permit requirements. Training covers program procedures, field investigation techniques, documentation standards, and enforcement protocols, providing staff with the knowledge and skills necessary to effectively support the IDDE program.

Provide a brief summary of the overall progress towards implementation of this control measure

RVSS has maintained a robust Construction Site Runoff Control Program since issuance of the initial Phase II permit in 2007. As a 1200-C Agent since 2006, and with implementation of the 1200-CN permit beginning in 2010, RVSS conducts in-house reviews of Erosion and Sediment Control Plans (ESCPs) for 1200-C and 1200-CN sites, as well as reviews and issuance of Medium Site Storm Drain Protection Permits (SDPP-M) for projects disturbing between 7,000 square feet and one acre. All permitted sites are inspected regularly to ensure compliance. In addition, RVSS continues to provide the long-standing Designated Erosion and Sediment Control Inspector Course, which has been offered for over a decade due to strong regional demand and serves to educate contractors, engineers, and public works staff on proper erosion prevention and sediment control practices. During this reporting year, the program was expanded to include construction sites in Eagle Point, further strengthening regional consistency and oversight.

Were the required components in place by the implementation date?

Yes

Do ordinances or other regulatory mechanisms require erosion controls, sediment controls, and waste materials management controls to be used and maintained at all qualifying construction projects?

Yes

Explanation

Yes. Ordinances and regulatory mechanisms adopted by RVSS require that erosion controls, sediment controls, and waste materials management controls be implemented and maintained at all qualifying construction projects. These requirements are codified in Title 4 of the RVSS Code (Stormwater Management).

Indicate the minimum land disturbance where construction site operators are required to complete and implement an Erosion and Sediment Control Plan (ESCP) for construction project sites

7000 ft²

For construction projects that disturb one or more acres (or that disturb less than one acre, if it is part of a "common plan of development or sale" disturbing one or more acres), provide a brief description how these projects are referred to DEQ or the appropriate DEQ agent, to obtain a NPDES Construction Stormwater General Permit

RVSS serves as a DEQ Agent for the 1200 C Permit and administers the 1200 CN Permit. Construction projects that disturb one or more acres—or are part of a common plan of development disturbing one or more acres—are referred to RVSS by co implementer planning departments during the plan review phase. Sewer and stormwater construction plans are reviewed for compliance with RVSS and other applicable standards. Once plans meet requirements and all submittals are complete, RVSS issues a plan approval letter to the project engineer along with a project agreement that defines the responsibilities of both RVSS and the developer. The agreement must be signed by the developer prior to construction. A permit is issued and construction may begin once the following conditions are met: the project agreement is signed, associated fees are paid, a digital copy of the signed plans is received by RVSS, and a pre construction meeting with the RVSS inspector has been completed. As an Agent, RVSS refers only those projects that disturb more than five acres to DEQ following the review and prior to issuance of the permit letter.

Provide the written specifications that address the proper installation and maintenance of such controls during all phases of construction activity as an attachment?

No

Provide the Erosion and Sediment Control Plan template as an attachment?

Yes

Explanation

RVSS developed a new Erosion and Sediment Control (ESC) Plan template for projects disturbing more than 7,000 square feet but less than one acre. This template is attached to this report to assist developers and contractors in preparing ESC plans that meet RVSS and MS4 permit requirements. RVSS served on an ACWA committee in 2013 to develop the ACWA Construction Site Stormwater

Guide, which has historically been distributed during RVSS's Designated Erosion and Sediment Control Inspector Certification classes and is also available on the RVSS website. The Guide was previously provided with the FY19 Annual Report and is therefore not included as an attachment to this report.

Indicate which of the following are required for qualifying construction projects

- ☒ Site operator required to complete a ESCP template prior to beginning construction/land disturbance
- ☒ Site operator required to keep the ESCP on site
- ☒ Site operator required maintain and update the ESCP as site conditions change, or as needed
- ☒ Site operator required to provide the ESCP to the permit registrant, DEQ, or another administrating entity

Explanation

All of the above requirements apply to qualifying construction projects to ensure proper erosion prevention, sediment control, and compliance with MS4 permit conditions.

ESCP templates from construction projects that will result in land disturbance of one or more acres (or that disturb less than one acre, if it is part of a "common plan of development or sale" disturbing one or more acres) are reviewed using a checklist or similar document to determine compliance?

Yes

Provide the ESCP review template as an attachment?

No

Indicate the minimum land disturbance where you require the ESCP to be reviewed, if different than one acre

7000 **ft²**

Explanation

For 1200-C and 1200-CN projects, RVSS uses the DEQ-provided template to ensure all required elements are included in the Erosion and Sediment Control Plan (ESCP). The checklist used to verify these elements was previously submitted with the FY24 Annual Report and is therefore not included as an attachment to this report, but it remains available upon request.

All construction projects [that will result in land disturbance of one or more acres (or that disturb less than one acre, if it is part of a "common plan of development or sale" disturbing one or more acres)] are expected or scheduled to be inspected at least once per permit term.

Number of inspections completed to comply with this requirement during the permit term

829

Indicate the number of inspections completed to comply with this requirement during this reporting year

158

Explanation

All SDPP-M, 1200-CN, and 1200-C sites are required to hold a pre-construction meeting with RVSS erosion and sediment control (ESC) inspectors prior to construction to ensure BMPs are properly installed. Each site also undergoes an on-site termination inspection and is inspected at least once during the active construction phase. In addition, RVSS's goal is to conduct drive-by inspections approximately every three months, while inspectors are also on the road daily monitoring for outstanding issues.

Are construction projects with visible sediment in stormwater/dewatering discharge or when a complaint is received inspected?

Yes

Indicate number of projects that were inspected based on this inspection trigger

9

Explanation

If turbid water or evidence that sediment has left a site is observed during inspection, the site is issued a Code Violation warning or a Stop Work order. All complaints are taken seriously and investigated the same day whenever possible. Any violations identified are assigned timelines for corrective action to ensure compliance and protection of water quality.

Indicate the total number of construction projects that were inspected this monitoring year

212

Indicate the total number of construction projects that were inspected during the permit term

934

Indicate which of the following are documented during an inspection

- ☒ That the ESCP is reviewed to determine if the described
- ☒ Control measures were installed, implemented, and maintained appropriately
- ☒ Assessment of the site's compliance with the ordinances or requirements
- ☒ Visual observation of any existing or potential non-stormwater discharges, illicit connections, and/or discharge of pollutants from the site
- ☒ Recommendations to the construction site operator for follow-up
- ☒ Education or instruction provided to the site operator related to stormwater pollution prevention practices

Explanation

All of the above elements are included as part of RVSS's standard inspection documentation process to ensure compliance and effective stormwater management.

If available, provide a copy of the written or electronic inspection report form?

Yes

Explanation

A new inspection form was developed during this reporting year and is attached to this report

Provide the written escalating enforcement and response procedure as an attachment?

No

Was the escalating enforcement procedure used to achieve compliance at any construction projects?

Yes

Indicate number of times during this reporting year

4

Indicate number of times during the permit term

7

Explanation

The escalating enforcement and response procedures were previously submitted with the FY21 Annual Report and remain available upon request. During this reporting period, four projects required escalating enforcement. One case was a continuation of an issue first reported in FY24, which has since been resolved. The remaining three cases involved construction sites in Eagle

Point, where operators were initially resistant to newly enforced permit regulations; these issues have also been resolved.

Were all persons responsible for ESCP reviews, site inspections, and enforcement appropriately trained to conduct such activities?

Yes

Explanation

All personnel responsible for ESCP reviews, site inspections, and enforcement are trained prior to conducting work to ensure they are qualified and consistent in applying permit requirements. In addition, RVSS collaborates with planning departments and MS4 representatives from co-implementers to ensure correct implementation of procedures and alignment across jurisdictions.

Were all new staff working to implement the construction site runoff control program appropriately trained within 30 days of their assignment to this program?

Yes

Post-Construction Site Runoff for New Development and Redevelopment

Provide a brief summary of the overall progress towards implementation of this control measure

The Rogue Valley Stormwater Quality Design Manual (Design Manual) was first implemented in 2006 to meet MS4 permit requirements and has since been adopted by most MS4 jurisdictions in the Rogue Valley. Jurisdictions that formally adopt the Design Manual become voting members of the Stormwater Advisory Team (SWAT), which oversees its development and implementation. The City of Eagle Point was added as a voting member of SWAT during this reporting period.

A revised Design Manual was adopted on February 28, 2023 to meet the requirements of the most recent MS4 permit and is posted on the RVSS website. SWAT continues to address issues and updates at quarterly meetings and provides an updated version annually, ensuring the manual remains current and effective.

In addition, RVSS reviews and approves stormwater management plans and conducts installation and maintenance inspections of both private and public stormwater management facilities to verify that they are properly maintained and functioning as designed.

RVSS Design Manual URL: <https://www.rvss-or.gov/stormwater-development/rogue-valley-stormwater-quality-design-manual>

Were the required components in place by the implementation date?

Yes

For projects creating or replacing impervious area, indicate the area (or threshold) where the site is required to implement the post-construction site runoff program requirements

In square feet **5000** ft²

Explanation

For projects creating or replacing impervious area, the revised Rogue Valley Stormwater Design Manual established thresholds that trigger post-construction site runoff program requirements: sites located within city limits must implement the program when creating or replacing 5,000 square feet or more of impervious area, while sites located within RVSS's MS4 but outside of city limits must comply when creating or replacing 10,890 square feet or more. The area commonly referred to as White City, which includes residential and industrial areas north of Medford but is not an incorporated city, follows the 10,890-square-foot threshold.

Indicate which of the following are required for qualifying construction projects

☒ **The use of stormwater controls**

- ☒ A site-specific stormwater management approach that targets natural surface or predevelopment hydrological function through the installation and long-term operation and maintenance of stormwater controls
- ☒ Long-term Operations and Maintenance of stormwater controls at project sites that are under the ownership of a private entity

Explanation

All of the above requirements are included as part of RVSS's post-construction stormwater management program to ensure ongoing effectiveness and compliance.

Were ordinance(s), code(s) and development standards reviewed to identify, minimize or eliminate barriers that inhibit design and implementation techniques intended to minimize impervious surfaces and reduce stormwater runoff?

Yes

If barriers were identified or if necessary, provide an explanation

Ordinances, codes, and development standards are regularly reviewed to identify, minimize, or eliminate barriers that may inhibit design and implementation techniques intended to minimize impervious surfaces and reduce stormwater runoff. RVSS has always been open to comments and discussion from the general public as well as from the design, planning, and engineering communities regarding unclear requirements or potential barriers in our code or design manual. Updates and revisions to regulations are continually suggested and discussed at the quarterly Stormwater Advisory Team (SWAT) meetings, ensuring that this requirement is consistently met and that the Design Manual remains responsive to both regulatory needs and stakeholder input.

Provide an explanation of the timeline for removal of barriers or if removal is outside your authority

No specific barriers that inhibit design and implementation techniques are currently identified for removal. RVSS continues to advocate for the use of regional stormwater facilities as a means to improve and streamline both water quality and quantity management efforts across the Rogue Valley, ensuring long-term effectiveness and consistency in meeting MS4 permit requirements.

Indicate which of the following technical standards are used to determine the retention requirement

- ☐ Volume-based method
- ☒ Storm event percentile-based method
- ☐ Annual average runoff-based method

Explanation

The revised Rogue Valley Stormwater Quality Design Manual defines the Retention Storm as 0.46 inches in 24 hours, which corresponds to the 80th percentile storm event.

For projects that are unable to meet the retention requirement, is the remainder of the rainfall/runoff treated prior to discharge with a structural stormwater control?

Yes

Was the stormwater structural control designed to remove, at minimum, 80 percent of the total suspended solids?

Yes

Are the allowable structural stormwater controls and specifications available for review?

Yes

Indicate if they are attached or the location where they can be viewed

☐ Attached

Location

<https://www.rvss-or.gov/stormwater-development/rogue-valley-stormwater-quality-design-manual>

Have alternatives for projects complying with the retention requirement been approved?

Yes

If yes, are the written technical justifications evaluated?

Yes

Provide a brief description of the factors of technical infeasibility or site constraints that prevented the on-site management of the runoff amount stipulated in the stormwater retention requirement or a portion thereof

Technical infeasibility criteria are established for depth to seasonal high groundwater and bedrock, steep slopes, distance to drinking water wells, jurisdictional planning requirements, projects that would require the purchase of right-of-way for a Retention Facility, measured infiltration rates less than 1.5 inches per hour, contaminated soils, and other requirements on the site such as SLOPES. Within our MS4, it's not uncommon to review projects that meet retention infeasibility criteria due to either seasonal high groundwater or measured infiltration rates less than 1.5 inches per hour. A number of our permitted sites will meet these criteria every year, FY25 is no exception.

Before the allowance of alternative compliance, were mitigation options established?

No

If applicable, indicate which of the following mitigation options have been used and provide a narrative description of the implementation of the mitigation option

☒ Off-Site Mitigation ☐ Groundwater Replenishment Projects

Explanation

Not Applicable, but an answer is required here for form completion. Neither off-site mitigation nor groundwater replenishment projects were used during this reporting year.

Was a procedure developed for the review and approval of structural stormwater control plans for new development and redevelopment projects?

Yes

Explanation

A procedure has been developed for the review and approval of structural stormwater control plans for new development and redevelopment projects. This process is incorporated into the existing Erosion and Sediment Control (ESC) permitting review, ensuring that stormwater controls are evaluated and approved as part of the overall project permitting process.

Indicate the minimum land disturbance or creation of new impervious area where plans are required to be reviewed
5000ft²

Are all sites that use alternative compliance to meet the retention requirement reviewed?

Yes

Explanation

For all projects claiming retention infeasibility, justifications are evaluated, and projects are still required to treat all runoff generated by the Treatment Storm from new and redeveloped impervious surfaces, with Green Infrastructure prioritized as the treatment mechanism. RVSS does not have standardized mitigation options; if neither retention nor treatment is technically feasible for a project site, designers may propose alternative approaches to the local jurisdiction to satisfy retention and treatment standards, which are reviewed and approved on a case-by-case basis. No projects in FY25 required the use of a mitigation option.

Indicate if an inventory and implementation strategy is used to ensure that all stormwater controls are operated and maintained to meet the site performance standard in Schedule A.3.e.iv of the permit?

Yes

Explanation

An Operation and Maintenance (O&M) Manual is required for every project approved through the RVSS post construction stormwater management review process. Each manual includes facility details, maintenance requirements, standard inspection guidelines and recording templates, contact information, and a Declaration of Covenants recorded on the parent tax lot of the project.

RVSS conducts installation and acceptance inspections to verify facilities are constructed per approved plans, after which they are entered into the RVSS geodatabase. All privately owned and operated facilities in the database are inspected at least once every three years to ensure long term operation and maintenance, while RVSS maintained facilities are inspected annually.

Indicate which of the following strategies have been developed to ensure that all stormwater controls are operated and maintained to meet the site performance standard

- ☒ Legal authority to inspect and require effective operation and maintenance of privately owned and operated stormwater controls
- ☒ Inspection procedures and an inspection schedule to ensure compliance with the Operations and Maintenance requirements of each stormwater control operated by the permit registrant and by other private entities
- ☒ A tracking mechanism for documenting inspections and the Operations and Maintenance requirements for each stormwater control
- ☒ Reporting requirements for privately owned and operated stormwater controls that document compliance with the Operations and Maintenance requirement

Explanation

RVSS maintains the legal authority to inspect and require the effective operation and maintenance of privately owned and operated stormwater facilities (SWFs). Established inspection procedures and schedules ensure compliance with Operations and Maintenance (O&M) requirements, supported by a tracking mechanism that documents inspections and O&M obligations for each facility. Reporting requirements are also in place, under which private facility owners must maintain inspection and maintenance logs and provide them to RVSS upon request, though annual self-reporting is not currently required. During this reporting year, RVSS conducted a full audit of all SWFs within its jurisdiction and updated its tracking and inspection processes. Newly constructed Eagle Point SWFs are now included in this system, and historic Eagle Point SWFs will be incorporated in the upcoming fiscal year.

Are the location of all public and private stormwater controls installed during this permit term documented on the MS4 Map?

Yes

Explanation

All known facilities that fall under the MS4 permit jurisdiction are included; however, this currently excludes facilities in Eagle Point. RVSS is actively working to add those facilities to the MS4 Map to ensure full coverage and compliance.

Were all persons responsible for performing post-construction runoff site plan reviews, administering the alternative compliance program, or performing Operations and Maintenance practices or evaluating compliance with long-term Operations and Maintenance requirements appropriately trained to conduct such activities?

Yes

Explanation

All persons responsible for performing post-construction runoff site plan reviews, administering the alternative compliance program, conducting Operations and Maintenance (O&M) practices, and evaluating compliance with long-term O&M requirements are appropriately trained to conduct these activities

Were all new staff working to implement the post-construction site runoff for new development and redevelopment program appropriately trained within 30 days of their assignment to this program?

Yes

Explanation

All new staff assigned to implement the post-construction site runoff program for new development and redevelopment projects are appropriately trained within 30 days of their assignment

Pollution Prevention and Good Housekeeping for Municipal Operations

Provide a brief summary of the overall progress towards implementation of this control measure

RVSS and most co implementors have reviewed, updated, and officially adopted Standard Operating Procedures (SOPs) for Best Management Practices in Operations and Maintenance to ensure compliance with Schedule A.3.f.iv of the MS4 permit. RVSS provides a template SOP for each target activity, which co implementors have either adopted as is or tailored and published to meet their specific jurisdictional needs. SOPs from RVSS and most co implementors were previously submitted and remain available upon request. Work is currently underway with the City of Eagle Point to review, update, or add SOPs required by the MS4 permit, ensuring full alignment across all co implementing jurisdictions.

Were the required components in place by the implementation date?

Yes

Were Operations and Maintenance strategies for existing controls developed for both permit registrant-owned controls and controls owned and operated by another entity discharging to the MS4?

Yes

Explanation

Standard Operating Procedures (SOPs) have been developed by RVSS and its co-implementers for all required elements under Schedule A.3.f.iv.. SOPs for RVSS, Phoenix, and Talent were submitted with the FY21 Annual Report, and Jackson County SOPs were submitted with the FY22 Annual Report. All SOPs remain available upon request. RVSS is currently working with the City of Eagle Point to update and finalize their SOPs to ensure full compliance with MS4 permit regulations.

Indicate the percentage of catch basins inspected/cleaned

Percentage inspected this reporting year	Percentage cleaned
31	14
If known, estimate of material removed	58cy units
Percentage inspected during the permit term	Percentage cleaned
217	147
If known, estimate of material removed	427cy units

Explanation

Some catch basins were inspected and cleaned multiple times during the permit term, resulting in a cumulative total that exceeds 100 percent. The estimated volume of material removed is based on the MS4 jurisdiction average of approximately 0.1 cubic yards per catch basin cleaning. All inspected catch basins that require cleaning are scheduled and completed to ensure proper function and compliance with permit requirements.

Indicate if a catch basin inspection prioritization system and/or an alternate inspection frequency has been established?

Yes

Explanation

A catch basin inspection prioritization system and alternate inspection frequencies have been established across the MS4 jurisdiction. Each jurisdiction is responsible for mapping, inspecting, and cleaning catch basins within its boundaries. RVSS maintains the White City Industrial stormwater system, inspects all hotspots and culverts annually, and schedules flushing when sumps are 50% or more full; the area is divided into five basins, with one basin flushed and

TV-inspected each year. Talent inspects approximately 10% of its stormwater system annually, with identified maintenance needs addressed within six months. Phoenix inspects 30% of its system annually, with maintenance completed within one month of inspection. Jackson County inspects 30% of catch basins in White City residential areas annually and performs maintenance within the year, while the Rogue Valley International–Medford Airport inspects and sweeps all catch basins regularly. Eagle Point divides the city into quadrants and inspected all catch basins in two quadrants (east of Butte Creek) this year, ensuring all requiring cleaning were addressed.

During the permit term were existing procedures for inspection and maintenance schedules reviewed/updated to ensure pollution prevention and good housekeeping practices were conducted for the following activities?

- ☒ Pipe cleaning for stormwater and wastewater conveyance systems
- ☒ Cleaning of culverts conveying stormwater in roadside ditches☒ Ditch maintenance
- ☒ Road and bridge maintenance☒ Road repair and resurfacing including pavement grinding
- ☒ Dust control for roads and municipal construction sites
- ☒ Winter road maintenance, including salt or de-icing storage areas
- ☒ Fleet maintenance and vehicle washing☒ Building and sidewalk maintenance including washing
- ☒ Solid waste transfer and disposal areas☒ Municipal landscape maintenance
- ☒ Material storage and transfer areas, including fertilizer and pesticide, hazardous materials, used oil storage, and fuel
- ☐ Fire fighting training activities
- ☒ Maintenance of municipal facilities including public parks and open space, golf courses, airports, parking lots, swimming pools, marinas, etc.

Explanation

All required Standard Operating Procedures (SOPs) are in place with the exception of Eagle Point, where RVSS is actively working to bring operations into compliance. Firefighting training activities are conducted by the individual Fire Districts, which are distinct special districts and not under the jurisdiction of RVSS or its co-permittees; therefore, SOPs for these activities are not required as part of MS4 permit compliance.

Do any permit registrant-owned facilities have coverage under DEQ's I200-Z Industrial Stormwater Discharge Permit?

Yes

Are practices in place to reduce the discharge of pollutants to the MS4 associated with the application and storage of pesticides and fertilizers?

Yes

Explanation

Practices are in place to reduce the discharge of pollutants to the MS4 associated with the application and storage of pesticides and fertilizers. Each jurisdiction has implemented its own approach to meeting this requirement, consistent with permit standards. These practices have been documented and submitted previously, and remain in effect to ensure proper handling, storage, and application procedures that minimize pollutant discharge. RVSS is currently working with Eagle Point to ensure their efforts are fully documented and aligned with MS4 permit requirements.

Are methods/practices in place to reduce the discharge of litter within the jurisdiction?

Yes

Explanation

Methods and practices are in place across the MS4 jurisdiction to reduce the discharge of litter. Each jurisdiction has implemented its own approach to meeting this requirement, and these practices have been submitted previously. Eagle Point has also adopted practices to address litter reduction, and RVSS is currently working with the City to ensure their efforts are fully documented and aligned with MS4 permit requirements.

Are practices in place to ensure that collected material or pollutants removed in the course of maintenance are managed and disposed of in a manner such as to prevent such pollutants from entering the waters of the state in accordance with state and federal rules?

Yes

Explanation

Practices are in place to ensure that all collected material and pollutants removed during maintenance activities are managed and disposed of properly in accordance with state and federal regulations. Materials are handled in a manner that prevents re-entry into the MS4 or waters of the state, including proper containment, transport, and disposal at approved facilities. These procedures are incorporated into jurisdictional Standard Operating Procedures (SOPs) and are consistently applied to ensure compliance with pollution prevention and good housekeeping requirements.

Were all persons responsible for evaluating Operations and Maintenance practices, evaluating compliance with long-term Operations and Maintenance requirements or ensuring pollution prevention at facilities and during operations appropriately trained to conduct such activities?

Yes

Explanation

All persons responsible for evaluating Operations and Maintenance (O&M) practices, assessing compliance with long-term O&M requirements, and ensuring pollution prevention at facilities and during operations were appropriately trained to conduct these activities.

Were all new staff working to implement the pollution prevention and good housekeeping for municipal operations program appropriately trained within 30 days of their assignment to this program?

Yes

Explanation

All new staff assigned to implement the pollution prevention and good housekeeping for municipal operations program were appropriately trained within 30 days of their assignment.

Monitoring

Was municipal stormwater monitoring performed at outfall locations, in the receiving waterbody, or to demonstrate compliance with this permit?

Yes

Is Monitoring Data attached?

Yes

Water Quality Standards

During this monitoring year was it determined or reported that the MS4 discharge caused or contributed to an exceedance of an applicable water quality standard?

No

How and when did the exceedance of an applicable water quality standard occur?

Not Applicable, but an answer is required here for form completion. This did not occur; therefore, no exceedance event is applicable for this reporting period.

Was the exceedance self-reported or did DEQ send written notification?

Self-reported

Within 48 hours was an investigation started into the cause of the water quality exceedance?

Yes

Explanation

An answer is required here for form completion, though these items did not occur. No exceedance of an applicable water quality standard occurred during this monitoring year. Therefore, there was no self-reporting by RVSS, no written notification from DEQ, and no investigation required within 48 hours. These items do not apply to RVSS for this reporting period.

Within 30 days of becoming aware of the exceedance, was DEQ notified in writing, if self-reporting?

Yes

Explanation

Not Applicable, but an answer is required here for form completion. This did not occur; therefore, no exceedance event is applicable for this reporting period.

Within 60 days of becoming aware of or being notified of the exceedance, was a report submitted to DEQ that documents the following

- ☐ The results of the investigation, including the date the exceedance was discovered
- ☐ A brief description of the conditions that triggered the violation or the cause
- ☐ Corrective actions taken or planned, including the date corrective action was completed or is expected to be completed

Were the corrective actions implemented in accordance with the schedule approved by DEQ?

No

Provide any additional comments or narrative description

Not Applicable, but an answer is required here for form completion. No exceedance of an applicable water quality standard occurred during this monitoring year; therefore, no corrective actions were required, and no DEQ-approved schedule applied.



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
CLEAN WATER - HEALTHY COMMUNITIES

October 7, 2025

To: RVSS Board of Directors
From: Carl Tappert, Manager

RE: October Managers Report

Consent Agenda:

1. September regular Board Meeting minutes

Board Vacancy: Last month the Board appointed Ronald Palmer to fill the Board vacancy. We will start this month's meeting by swearing in Mr. Palmer so that we can have a full Board of Directors.

Gold Hill Regional Intertie Project Update: The grant money approved by USDA was transferred to the Oregon office of USDA and obligated to this project prior to the federal government shutdown. We are still working on satisfying the letter of conditions to receive this money but we will not be able to get any assistance from USDA until the government re-opens.

Since the money has already been obligated we still expect it to be available to us once the government re-opens but I do want to be aware of the possibility that this could fall victim to some compromise in Washington DC to fund the government.

Check Signer Resolution: We will have a resolution to update our check signers. We will add both Ronald Palmer and Brenda Baldovino as signers, and remove Mike Parsons.

Brenda's role will be limited to "second signer", which means that she could sign any check that needs two signatures. She would not be authorized to sign any checks that only require one signature. We verified with our auditors that this arrangement is acceptable.

Annual CMOM Report: I will present our annual CMOM (Capacity, Management, Operations, and Maintenance) report. This is a statistical summary that attempts to capture key performance measures of our operations.

Strategic Plan and Performance Incentive Summary: I will present the final review of our 2019 Strategic Plan and Performance Incentive Summary. The total amount earned by staff for achieving goals in the Strategic Plan is \$15,333, which will be distributed among employees at our December staff meeting.

Personnel Policy Update: I have prepared a draft revision of our personnel policies for consideration. There are significant changes from the current personnel policy as outlined in the attached memo. My intent is to bring this back to the Board in November for approval after everyone has had a chance to review the changes.

ADA Compliant Website: We are working towards making our website ADA compliant in advance of the April 2026 deadline. One issue that seems to present significant difficulties is the video of our Board meetings.

Zoom has automatic transcription of the dialogue but it is often garbled and unintelligible because more than one person is speaking or the speaker (usually me) is facing away from the microphone.

One way to correct this and ensure we would be ADA compliant would be to have separate microphone for each speaker. The microphones would normally be muted but each speaker would need to un-mute to speak.

Another way to maintain ADA compliance is to simply not put our meeting recordings on the website. We are required to livestream our meetings but we are not required to post the recordings on our website.

We would like direction from the Board on how to move forward with this. On one side, adding the additional equipment would be expensive and somewhat cumbersome to use but it would increase our transparency and accessibility.

On the other side, not including our videos on our website is very easy and would not cost anything, but would decrease our transparency. Even with this approach we do recommend upgrading our camera and microphone hardware to make the livestream more intelligible.

SDC Methodology Hearing: We have issued the public notice for a hearing to adopt the updated SDC methodology. The hearing is set for the February Board meeting. If nobody requests a hearing the Board can adopt without a hearing.

Executive Session: We will hold an executive session to review the performance of the General Manager. I will provide more detailed information on my current health status and my plans moving forward.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**Rogue Valley Sewer Services
Oregon**

For the Fiscal Year Beginning

July 01, 2025

Christopher P. Morill

Executive Director

Annual Report on Operations

Rogue Valley Sewer Services

Fiscal Year 2025



ROGUE VALLEY
SEWER SERVICES

The Capacity Management, Operations and Maintenance Program (CMOM) is an effort promoted by the US Environmental Protection Agency to improve the performance of sewer collection systems and prevent sewer overflows. There is no regulatory requirement to develop or implement a CMOM program but it is considered a good management practice and collection system operators are encouraged to develop a CMOM program.

Operating under the principal that “you get what you measure” we have developed a comprehensive set of statistics that cover nearly every aspect of our operations. This information allows us gauge our effectiveness and to identify areas of weakness that need more attention.

The following statistical report covers 14 areas of performance. A brief description of each of the data sets is included in each section.

Service Area

RVSS provides sanitary sewer and stormwater service to different areas of the region. There are six distinct service areas within RVSS:

- RVSS Core: This is the area that is served by the Regional Water Reclamation Facility.
- Shady Cove: This is defined by the city limits of Shady Cove. It is served by Shady Cove Sewer Treatment Plant and was annexed into RVSS effective July 1, 2019
- Gold Hill: This is defined by the city limits of Gold Hill. It is currently served by the Gold Hill Sewer Treatment Plant, however plans are underway to construct a regional intertie that would connect to the core system and abandon the treatment plant. Gold Hill was annexed into RVSS in October 2023
- MS4 Stormwater Area: This is the area that falls under the MS4 Stormwater permit. It includes the cities of Talent and Phoenix, and the “urbanized” unincorporated areas of Jackson County, as defined by the US Census Bureau.
- White City Industrial Storm Drainage Area: This is the industrial side of White City. The boundary of the area was defined when the storm drainage utility was formed in 1989.
- Sycamore Properties: This is a small community septic system near Gold Hill. RVSS assumed responsibility for operating the system at the request of DEQ in 1979.

Sanitary Sewer Collection System

RVSS maintains an inventory of the various components of the sewer collection system. The collection systems for the RVSS Core, Shady Cove, and Gold Hill are tracked separately.

The mapping system at RVSS is constantly being updated and improved. Variations in the quantities of infrastructure from year to year reflect a combination of changes to the physical system and changes in the accuracy of the maps.

Stormwater System

RVSS is responsible for maintaining the public water quality facilities within the MS4 system, and monitoring the private water quality facilities. RVSS is also responsible for monitoring outfalls from the stormwater system into streams.

The MS4 boundary includes Talent, Phoenix, and portions of Jackson County. Prior to 2020 it also included Central Point.

RVSS is not responsible for maintaining stormwater collection systems outside of the White City Storm Drainage Area, so no data on these systems is provided.

RVSS is responsible for maintaining the drainage system in the industrial portion of White City.

Pressure Systems

Pump station alarms provide a measure of the integrity of the upstream collection system and the condition of the pump station. Alarms have traditionally been recorded on a spreadsheet. As most of the stations are now equipped with Mission telemetry the alarm records are stored on the Mission website. Many conditions that trigger alarms are self-correcting and do not require a response. As a result, the number of alarms reported by Mission is far higher than what was previously recorded by hand.

The low-pressure systems consist of a series of pumps which each serve a single service connection. STEP tanks are effluent pumps inside a traditional septic tank. The pump discharges the effluent into a small-diameter pressure main while the solids remain in the tank.

STEG tanks are located such that a pump is not needed to discharge the effluent into the small-diameter main. Like STEP tanks, the solids remain in the tank.

Grinder pumps pass all of the waste to the small-diameter main.

There are areas where customers have installed pressure systems that do not meet RVSS standards. In these cases RVSS has not assumed any maintenance responsibility. If the customer chooses to improve their system to meet RVSS standards they will be considered public facilities and RVSS will assume maintenance responsibility.

Flows

Flow data is collected at each of the permanent flow monitoring stations. Dry weather is measured from May to October, wet weather is measured from November to April. The peak factor is the peak wet weather flow divided by the average daily flow. Peak factors in excess of 3.5 are highlighted and considered excessive flow.

Flow monitors have experienced some mechanical problems over the past few years so some of the data is incomplete.

Most of our pump stations are now equipped with flow monitors that help describe the flow characteristics of smaller drainage basins.

Preventative Maintenance

This page is a summary of preventative maintenance activities. Specific targets for these tasks have been identified as follows:

- CCTV Inspection: complete entire system $\leq 18''$ pipe once every 5 years. Total is given in both total miles of pipe and as a percentage of the system.
- Flushing: complete entire system $\leq 18''$ pipe once every 3 years. Total is given in both total miles of pipe and as a percentage of the system.
- Root Saw: complete entire root saw list annually
- Special Cleaning: complete entire special cleaning list monthly
- STEP/STEG tanks inspected: Inspect all tanks once every 3 years, pump as needed.
- Stormwater Quality Facilities: Inspect all publicly maintained facilities annually, clean as needed.
- Stormwater Quality Facilities: Inspect all privately maintained facilities once every 3 years.
- White City Storm Drain: Inspect all storm drainage facilities once every 3 years, clean as needed.
- Fats, Oils, and Grease: Our approach to the FOG program has changed from a proactive program to a reactive program. Inspections of restaurants are only scheduled when our tv crew or flusher crew identify specific areas that have FOG issues.

Repairs and Rehabilitation

Repair orders are system defects that are identified by our maintenance crews. They are prioritized based on the severity of the defect and are typically completed by our construction crew.

Rehabilitation projects are typically larger projects. They can be completed by contractors or our construction crew.

Blockages and Overflows

RVSS is required to file a report with DEQ whenever there is a sewer main blockage that leads to an overflow. Blockages in service laterals are not required to be reported, however RVSS has chosen to report these as well to build a better record of the system performance.

Stormwater illicit discharges are reported to RVSS for any type of discharge within the MS4 area. Each of these reports are investigated by RVSS to determine what action, if any, is needed.

Stormwater violations are issued by RVSS for violation of our illicit discharge or construction site stormwater control rules.

New Construction

Sewer projects are any new construction project that involves the construction of public sewer mainline.

Inquiries are requests made by customers to calculate sewer connection permit fees, they are normally done in advance of issuing the connection permit.

Utility locate requests are made by anyone digging in the vicinity of a sewer main. RVSS is required to mark the location of the underground pipes to minimize the chance of damage.

SWQ projects are construction projects within the MS4 Stormwater area that require preparation of stormwater management plan. There is some overlap between sewer projects and SWQ projects, but it is not perfect.

1200-C permits are issued to construction sites that disturb 5 acres of land or more.

1200-CN permits are issued to construction sites that disturb between 1 and 5 acres of land.

Medium lot stormwater permits are issued for construction projects that disturb between 7,000 sq.ft. of ground and 1 acre. This is a new permit for this year and replaces the old small lot permits which were issued by partner agencies for any project less than 1 acre.

Treatment

RVSS operates three treatment facilities: The Shady Cove Sewer Treatment Plant; the Gold Hill Sewer Treatment Plant; and the White City Lagoon. This page includes summary data from the monthly monitoring reports.

Level of Service

Level of service includes a variety of factors that relate to RVSS' interaction with our customers.

- Staff level is the total number of employees within each department. In FY 2023 the organizational structure of RVSS was updated. Stormwater and Treatment departments were moved under the Engineering and O&M Departments, respectively.
- The residential sewer rate is set by the Board of Directors. The rates for Shady Cove and Gold Hill were previously set by the respective City Councils. Since both of these cities are now annexed the rates are set by the RVSS Board of Directors.
- The median household income is shown to assess the affordability of the sewer bill. EPA guidance is that sewer bills less than 2% of median household income are considered "affordable". Median household income comes from the US Census bureau and is a five year average from 2018-2022.
- The percent of income to pay sewer includes franchise fees imposed by individual cities, where applicable.
- Complaints come to RVSS from customers for a variety of reasons. Each complaint is investigated to determine what, if any, action is needed.
- Insurance claims provide an indication of instances where RVSS actions have caused some sort of harm to an individual.

Financial

RVSS is subject to Oregon Budget Law. The budget is prepared annually and approved by the Board of Directors each June. End of year financial statements are audited by an independent auditor. All of the figures on this page are extracted from the budget.

- The annual revenue shows all of the money that comes in to RVSS from various sources.
- The annual expenses are separated to show the primary functions of RVSS.
- Personnel expenses is a subset of expenses. This shows all personnel costs from all functions.
- Training expenditure is a measure of the investment RVSS makes to train employees.
- The operating cost gives a measure of the cost to operate the collection system, based on the miles of pipe in the system and based on the number of residential equivalents.
- The treatment expense detail provides a measure of the cost per residential equivalent to operate the various treatment plants.
- The infrastructure expense detail shows where capital expenses are made.
 - The cost of privately funded projects is typically the labor expended during the plan review and inspection of private projects, but it also includes the cost of construction for projects build through the local improvement district process or through a reimbursement district sponsored by RVSS. RVSS expects to recoup these costs through plan review fees and assessments.
 - The 'other' costs are typically reimbursable costs associated with sewer repairs or contracted work. RVSS expects to recoup most of these costs through contract provisions or invoices for damages.
- The reinvestment rate is the amount of money spent on capital improvements divided by the total value of the system.

Safety

RVSS files an annual report with OSHA detailing the number of labor hours worked and the number of safety incidents at each of our work locations. These reports are based on the calendar year.

Environmental Impact

The environmental impact of RVSS operations is measured by the consumption of natural resources, specifically energy, and by the emission of carbon dioxide.

To provide a common basis for comparison, all energy consumed is converted into kilowatt-hours.

Carbon dioxide emissions are based on direct emissions from the use of energy. Indirect emissions, i.e. the carbon emitted during the manufacture and delivery of pipe, is not measured.

While the data presents energy consumption for wastewater treatment it does not include the Medford treatment plant, which treats the vast majority of wastewater conveyed by RVSS.

Rogue Valley Sewer Services
Annual Report - Fiscal Year 2025

1. General Information				
	Agency Name	Rogue Valley Sewer Services		
	Agency Address	138 West Vilas Road		
		Central Point	OR	97502
	Contact Person	Carl Tappert	Manager	
		541-664-6300		
		ctappert@rvss-or.gov		

Rogue Valley Sewer Services
Annual Report - Fiscal Year 2025

2. Service Area	FY 2021	FY 2022	FY2023	FY2024	FY 2025
2.1 District Area (sq. mi.)	191.78	191.78	191.78	192.55	192.55
2.2 Population Data - RVSS Core					
Population served (est.)	84,557	83,595	82,124	86,630	86,419
Residential Units	32,151	31,785	31,226	32,939	32,859
Commercial/Industrial Accounts	1,850	1,875	1,907	1,929	1,909
Total ERU	35,990	36,367	36,682	37,393	36,219
Total Accounts	23,857	25,105	25,498	25,764	25,778
2.3 Population Data - Shady Cove					
Population served (est.)	3,081	3,070	3,070	3,071	3,070
Residential Accounts					
Commercial/Industrial Accounts					
Total ERU	1,571	1,571	1,577	1,507	1,561
Total Accounts					
2.4 Population Data - Gold Hill					
Population served (est.)	1,335	1,352	1,354	1,359	1,345
Residential Accounts				415	513
Commercial/Industrial Accounts				24	58
Total ERU	574	574	574	561	580
2.5 MS4 Stormwater Area					
Total Area (sq. mi.)	30.41	30.41	30.41	30.41	30.41
Total Area (acre)	19,462	19,462	19,462	19,462	19,462
Assessed Impervious Area (acre)	5,937	2,780	5,100	5,052	5,431
Residential Impervious Area (acre)	1,190	1,194	539	584	546
# of Commercial/Multi-Family Accounts	8,198	7,265	939	966	931
# of Single Family Residential Accounts	17,277	17,334	7,830	8,476	7,652
2.6 White City Industrial Storm Drainage					
Total Area (acres)	1,291	1,163	1,224	1,047	1,224
Assessed Impervious Area	594	594	1,080	588	556
Assessed Pervious Area	698	569	144	459	269
# of Accounts	278	277	474	267	278
2.7 Sycamore Properties					
Residential Accounts	9	9	9	9	9
2.8 Owned Land					
	Tax Lot	Map	Address		Area (acre)
Main Office	1000	362W36CD	138 West Vilas Road, Cp		3.75
vacant lot behind main office	500	362W36CD	128 West Vilas Road, CP		1.01
Dunn Pump Station	1202	362W21	3201 Kirtland Road		1.32
White City Lagoon	801	362W14	Kirtland Road		40.39
White City Lagoon	101	362w23	Kirtland Road		10.00
White City Pump Station	802	362W14	Kirtland Road		0.07
Ashland #2 Pump Station	1800	381W25D	South Pacific Hwy		0.22
Shady Cove Treatment Plant	204	341W29	4660 Rogue River Hwy		3.19
Gold Hill Treatment Plant			2177 Second Avenue, Gold Hill		3.57
Cummings Stormwater Facility	1905	381w23D	W Valley View Road		0.47

Rogue Valley Sewer Services
Annual Report - Fiscal Year 2025

3 Collection System - RVSS Core					
3.1 System Inventory	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Miles of Gravity Sewer	398.9	400.3	401.7	405.4	411.4
Miles of Force Main	16.1	17.1	16.2	16.2	15.8
Number of Manholes	8,724	8,801	8,898	9,045	9,187
Number of Pump Stations	19	19	19	20	20
Number of Siphons	12	12	12	11	11
Number of Creek Crossings	78	78	78	78	72
Number of Railroad Crossings	29	29	29	29	29
Number of Freeway Crossings	6	6	6	6	6
Number of Air/vac valves	16	16	16	16	16
Number of Design Overflows	2	2	2	2	2
Number of Grinder Pumps	12	19	24	19	34
Number of STEP Tanks	65	54	51	41	41
Number of STEG Tanks	15	20	19	19	19
3.2 Age Distribution of Collection System (miles)					
Gravity Sewer					
0-25 years	190.5	177.2	177.2	150.3	144.6
26-50 years	166.3	161.7	161.7	161.1	159.7
51-75 years	17.6	43.0	43.0	66.5	77.1
>76 years	13.4	7.5	8.4	13.8	13.9
no data	11.1	11.3	11.3	13.6	16.2
Average age of system	31.8	32.5	33.6	34.0	35.4
Pressure Sewer					
0-25 years	4.4	4.5	4.2	4.2	4.2
26-50 years	11.0	11.5	10.5	8.6	8.6
51-75 years	-	-	-	1.8	1.8
>76 years	-	-	-		-
no data	0.8	1.1	1.5	1.5	1.2
Average age of system	30.9	31.8	32.4	32.8	34.4
Pump Station					
0-15 years	11	11	10	8	8
16-20 years	4	4	6	7	7
21-25 years	1	1	2	3	3
>25 years	3	3	1	1	1
no data	-	-	-	-	-

Rogue Valley Sewer Services
Annual Report - Fiscal Year 2025

3.3 Size Distribution of Collection System (miles)					
Gravity Sewer	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
8 inches or less	285.8	293.3	288.6	292.9	296.6
9 -18 inches	66.9	67.0	67.2	68.3	70.6
19-36 inches	25.3	26.0	26.0	26.0	26.0
> 36 inches	18.8	18.2	18.2	18.2	18.2
no data	2.2	1.6	1.7		-
Force Mains					
8 inches or less	9.2	9.4	9.3	9.3	10.5
9 -18 inches	1.5	1.5	1.4	1.4	1.5
19-36 inches	3.7	3.7	3.7	3.7	3.7
> 36 inches		-	-		
no data	1.7	1.7	0.5	0.5	-
3.4 Material Distribution of Gravity Mains (miles)					
Plastic (all types)	260.3	263.7	266.0	270.0	273.9
Concrete	79.6	79.4	79.0	75.3	77.7
Asbestos Cement	42.8	41.2	42.5	41.5	41.6
Clay	5.1	5.1	5.1	5.1	5.2
Cured in place lined	5.7	5.9	6.0	10.8	11.5
Other	0.6	0.6	0.5	0.4	1.6
no data	4.9	3.7	2.5	2.3	-
3.5 Material Distribution of Pressure Mains (miles)					
Plastic	11.5	11.5	11.0	11.0	11.7
Ductile Iron	1.9	1.9	1.8	1.8	1.8
no data	2.7	2.5	3.4	3.4	2.2

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3A Collection System - Shady Cove					
3A.1 System Inventory	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Miles of Gravity Sewer	20.9	20.9	20.9	20.9	22.0
Miles of Force Main	0.9	0.7	0.7	0.7	1.1
Number of Manholes	490	490	490	486	519
Number of Pump Stations	5	6	5	5	5
Number of Siphons	-	-	-	-	-
Number of Creek Crossings	10	10	10	10	12
Number of Railroad Crossings	-	-	-	-	-
Number of Freeway Crossings	-	-	-	-	-
Number of Air/vac valves	-	-	-	-	-
Number of Design Overflows	-	-	-	-	-
Number of Grinder Pumps	-	-	2	2	3
Number of STEP Tanks	1	1	1	1	1
Number of STEG Tanks	-	-	-	-	-
3A.2 Age Distribution of Collection System (miles)					
Gravity Sewer					
0-25 years	0.4	0.4	0.4	0.3	0.7
26-50 years	16.9	16.9	16.9	17.0	17.0
51-75 years		-			-
>76 years		-			-
no data	3.5	3.5	3.5	3.5	4.2
Average age of system	38.2	39.0	40.1	40.5	41.3
Force Mains					
0-25 years	0.5	0.3	0.3	0.0	
26-50 years	0.3	0.3	0.3	0.7	1.1
51-75 years		-	-	-	-
>76 years		-	-	-	-
no data	0.0	0.0	0.0	0.0	0.1
Average age of system	30.2	31.1	32.2	32.6	37.0
Pump Stations					
0-15 years		1	2	2	3
16-20 years					-
21-25 years					-
>25 years					2
no data	5	5	3	3	-

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3A.3 Size Distribution of Collection System (miles)					
Gravity Sewer	FY 2021	FY 2022	FY 2023		
8 inches or less	16.9	16.9	16.9	16.9	17.8
9 -18 inches	4.0	4.0	4.0	4.0	4.2
19-36 inches		-	-	-	-
> 36 inches		-	-	-	-
no data	0.0	-	-	-	-
Pressure Sewer					
8 inches or less	0.2	0.2	0.0		1.1
9 -18 inches					-
19-36 inches					-
> 36 inches					-
no data	0.7	0.7	0.7	0.7	-
3A.4 Material Distribution of Gravity Mains (miles)					
Plastic (all types)	17.3	17.3	17.7	17.7	19.0
Concrete	1.2	1.2	1.2	1.2	2.1
Asbestos Cement	-	-	-	-	0.2
Clay	0.1	0.1	0.1	0.1	0.1
Other	-	-		-	0.6
no data	2.3	2.3	1.9	1.8	-
3A.5 Material Distribution of Pressure Mains (miles)					
Plastic	0.9	0.7	0.7	0.7	0.7
Ductile Iron					-
Other	-	-			0.4

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3B Collection System - Gold Hill					
3B.1 System Inventory	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Miles of Gravity Sewer	7.1	7.4	7.4	7.4	7.5
Miles of Force Main	0.2	0.2	0.2	0.2	0.2
Number of Manholes	174	175	175	174	186
Number of Pump Stations	-	-	-	-	-
Number of Siphons	-	-	-	-	-
Number of Creek Crossings					
Number of Railroad Crossings	7	7	7	7	7
Number of Freeway Crossings	-	-	-	-	-
Number of Air/vac valves	-	-	-	-	-
Number of Design Overflows	-	-	-	-	-
Number of Grinder Pumps	1	1	1	2	2
Number of STEP Tanks	1	1	1	1	-
Number of STEG Tanks			-	-	-
3B.2 Age Distribution of Collection System (miles)					
Gravity Sewer					
0-25 years				-	-
26-50 years					-
51-75 years					-
>76 years					-
no data	7.1	7.4	7.4	7.4	7.5
Average age of system					
Pressure Sewer					
0-25 years					
26-50 years					
51-75 years					
>76 years					
no data					0.2
Average age of system					

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3B.3 Size Distribution of Collection System (miles)					
Gravity Sewer	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6 inches or less	3.5	3.5	3.5	3.4	3.5
8 inches	2.5	2.6	2.6	3.0	3.1
12 inches	1.0	1.0	1.0	1.0	1.0
no data	0.1	0.2	0.2		-
Pressure Sewer					
6 inches or less					0.2
8 inches					
12 inches					
no data					
3B.4 Material Distribution of Gravity Mains (miles)					
Gravity Sewer					
Plastic (all types)	3.0	3.2	3.2	3.3	3.4
CIPP	1.7	2.0	1.7	1.7	2.1
Concrete	2.0	2.0	2.0	2.0	1.8
no data	0.4	0.5	0.1	0.4	0.2
(most 'no data' presumed to be concrete)					
Pressure Sewer					
Plastic (all types)					
CIPP					
Concrete					
no data					0.2
(most 'no data' presumed to be concrete)					

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4. Stormwater System						
MS4 Area						
Note: Beginning in FY 2025 the description of stormwater facilities has been standardized. Previous data is not considered reliable.						
4.1 Stormwater Facilities - RVSS Maintained						
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	
Total					54	
Bio-Filtration					-	
Bioswale					5	
Detention Basin					-	
Filtration Device					10	
Infiltration Basin					1	
Infiltration Feature					-	
Other					-	
Pervious Pavement					-	
Settling Basin					1	
Treatment Vault					37	
Total Drainage Area (acres)					732	
4.1 Stormwater Facilities - Other Publicly Maintained						
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	
Total					48	
Bio-Filtration					3	
Bioswale					27	
Detention Basin					2	
Filtration Device					2	
Infiltration Basin					10	
Infiltration Feature					-	
Other					-	
Pervious Pavement					2	
Settling Basin					2	
Treatment Vault					-	
Total Drainage Area (acres)					852	
4.2 Stormwater Facilities - Privately Maintained						
Total					148	
Bio-Filtration					2	
Bioswale					69	
Detention Basin					3	
Filtration Device					5	
Infiltration Basin					17	
Infiltration Feature					6	
Other					3	
Pervious Pavement					5	
Settling Basin					20	
Treatment Vault					18	
Total Drainage Area (acres)					380	

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4.3 Number of Stream Outfalls	157	202	136	137	137	
Agate Slough	5	8	5	5	5	
Anderson Creek	1	1	-	-	-	
Bear Creek	80	80	71	71	71	
Coleman Creek	13	17	3	3	3	
Crooked Creek	8	7	-	-	-	
Daisy Creek	-	-	-	-	-	
Elk Creek	-	13	-	-	-	
Gore Creek	5	5	-	-	-	
Griffin Creek	-	-	-	-	-	
Horn Creek	-	-	-	-	-	
Jackson Creek	-	-	-	-	-	
Little Butte Creek				1	1	
MID Canal	-			-	-	
Mingus Creek	-	-	-	-	-	
North Fork Whetstone	1	1	-	1	1	
Payne Creek	8	8	9	9	9	
Phoenix Canal	9	21	16	16	16	
Rogue River		8	8	8	8	
Upton Slough	2	-	-	-	-	
Wagner Creek	21	29	21	21	21	
Whetstone Creek	4	4	3	2	2	
4.4 White City Industrial Area						
Miles of Pipe	7.4	7.4	7.4	7.4	8.4	
# of Manholes					165	
# of Catch Basins					380	
# of Culverts					525	
Miles of culvert					6.1	
Miles of Open Ditch					20.1	

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5. Pressure Systems					
5.1 RVSS Core					
Pump Station Alarms	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Total	2	3			
Pump Failure	2	3		1	
Motor Failure	-	-			
High Water	-	-		1	
Other	-	-			
High Water Alarms - Mission	99	97	72	68	85
Pump Failure - Mission	128	223	180	204	228
Power Failure - Mission				102	11
Number of Pump Stations Flow Tested	-	8	3	-	4
Frequency of Inspections					
Number of PS with capacity redundancy	18	18	19	19	19
Number of PS with backup power on site	3	3	3	3	3
Number of PS with flow meters	3	3	12	12	12
Number of PS with remote monitoring	19	19	19	19	19
Number of PS with run time meters	19	19	19	19	19
Force Mains Inspected (miles)	-	-	-	-	-
Force Mains Cleaned (miles)	-	-	-	-	-
Air Relief Valves Inspected	-	-	-	-	4
5.2 RVSS - Shady Cove					
Pump Station Alarms					
Total	3	-		1	
Pump Failure	2	-			
Motor Failure	-	-			
High Water	1	-		1	
Other	-	-			
High Water Alarms - Mission	6	7	22	9	6
Pump Failure - Mission	63	56	129	12	5
Power Failure - Mission				44	-
Number of Pump Stations Flow Tested	-	-	3		1
Frequency of Inspections					
Number of PS with capacity redundancy	4	4	5	5	5
Number of PS with backup power on site	1	1	1	1	1
Number of PS with flow meters	1	1	1	2	2
Number of PS with remote monitoring	4	4	5	5	5
Number of PS with run time meters	6	6	5	5	5
Force Mains Inspected (miles)	-	-	-	-	
Force Mains Cleaned (miles)	-	-	-	-	
Air Relief Valves Inspected	-	-	-	-	-

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	STEP Tanks	STEG Tanks	Grinder Pumps	Owner Maintained System	
5.3 Low Pressure Systems					
Alpine Way, Project 78-38	1	-	-	1	
Camp Baker Road, Project 89-15	21	-	10	-	
Dutton Road, 91-06	-	3	-	-	
Dutton Road, 94-14	-	2	-	-	
Dutton Road, 97-35	-	6	-	-	
Stanfield Extension, 00-23	1	-	2	-	
Eagle Mill Road, 92-09	2	6	-	-	
Hartley Road, 83-05	-	-	4	1	
Hartley Road, 88-05	-	-	7	-	
Highbanks Road, 91-08	1	-	4	-	
Highbanks Road, 08-21	1	-	-	-	
Highbanks Road, 12-07	2	-	-	-	
Highbanks Road, 20-04			1		
Hillside Drive, 89-11	1	-	-	-	
Hillside Drive, 99-07	-	1	-	-	
Magnolia Ave, Project 90-12	-	-	-	-	
Hyacinth Ave, 05-37	2	-	-	-	
Newland Road, 94-22	-	-	2	-	
Old Stage Road, Project 89-18	5	1	-	-	
Peace & Justice, 79-15	-	-	-	10	
Peace & Justice, 79-27	-	-	-	9	
Ross Lane, 98-37	-	-	1	-	
Sycamore Properties, 79-25	-	-	-	9	
Truax Road, 77-08	-	-	1	-	
Vilas Road, 78-27	1	-	-	1	
138 West Vilas Rd, 72-04	1				
2312 Gramercy Dr, 85-08	1				
2522 Reed Lane			2		
2550 Lakeshore Dr, 87-01	1				
Hudspeth Lane, 19-04 (Shady Cove)			3		
Aunt Carolines Park	1				
Ambrose Street (Gold Hill)	-		2	1	
Total	42	19	39	32	

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6. Flows					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Annual Rainfall (inches)					
Medford Airport	13.30	16.35	13.20	18.86	21.91
Ashland #2 P.S.	n/a	13.99	16.45	14.71	15.91
Agate P.S.	n/a	16.14	14.43	19.27	21.93
Meadows P.S.	n/a	14.58	13.50	18.46	18.38
UPPER BEAR CREEK INTERCEPTOR					
UB-04 - Talent					
Average Daily Flow (MGD)	n/a	0.49	0.52	0.60	0.77
Peak Instantaneous - Wet Weather	n/a	0.92	1.31	1.50	3.31
Wet Weather Peak Factor	n/a	1.87	2.54	2.49	4.31
UB-03 - Phoenix/Talent					
Average Daily Flow (MGD)	0.54	0.46	0.53	0.62	0.98
Peak Instantaneous - Wet Weather	1.02	1.12	1.85	2.95	3.769
Wet Weather Peak Factor	1.89	2.43	3.49	4.76	3.85
UB-02 - SOUTH MEDFORD BASIN					
Average Daily Flow (MGD)	1.65	1.43	1.42	1.95	2.0146
Peak Instantaneous - Wet Weather	3.15	2.42	3.14	5.69	7.2
Wet Weather Peak Factor	1.91	1.69	2.21	2.92	3.57
UB-01 MEDFORD BASIN (MEDFORD COLLECTION SYSTEM)					
Average Daily Flow (MGD)	5.98	5.57	5.92	4.17	4.86
Peak Wet Weather Flow (MGD)	13.07	9.54	11.21	10.49	25.10
Wet Weather Peak Factor	2.19	1.71	1.89	2.52	5.16
UB-00 NORTH MEDFORD BASIN					
Average Daily Flow (MGD)	13.55	7.42	8.01	11.42	9.91
Peak Wet Weather Flow (MGD)	33.80	31.4	41.56	54.73	35.19
Wet Weather Peak Factor	2.49	4.23	5.19	4.79	3.55

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LOWER BEAR CREEK INTERCEPTOR					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
JE-01 JACKSONVILLE BASIN					
Average Daily Flow (MGD)	0.19	0.18	0.16	0.86	0.69
Peak Wet Weather Flow (MGD)	0.83	0.78	0.77	2.23	2.18
Wet Weather Peak Factor	4.37	4.33	4.92	2.61	3.16
CP-01 WEST MEDFORD BASIN					
Average Daily Flow (MGD)	0.75	n/a	n/a	1.19	1.4375
Peak Wet Weather Flow (MGD)	1.93	n/a	n/a	3.76	5.875
Wet Weather Peak Factor	2.57	n/a	n/a	3.16	4.09
NM-01 BURSELL BASIN (MEDFORD COLLECTION SYSTEM)					
Average Daily Flow (MGD)	0.55	0.62	0.56	0.69	n/a
Peak Wet Weather Flow (MGD)	1.99	4.10	2.98	2.12	n/a
Wet Weather Peak Factor	3.62	6.61	5.32	3.07	n/a
LB-00 CENTRAL POINT BASIN					
Average Daily Flow (MGD)	4.17	4.05	3.86	4.19	4.70
Peak Wet Weather Flow (MGD)	9.43	9.55	8.67	14.34	25.50
Wet Weather Peak Factor	2.26	2.36	2.25	3.42	5.43

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OLD MEDFORD TRUNK					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
OM-02 DOWNTOWN MEDFORD (MEDFORD COLLECTION SYSTEM)					
Average Daily Flow (MGD)	0.98	0.97	0.90	1.19	1.36
Peak Instantaneous Flow	4.57	4.74	7.57	8.82	9.50
Wet Weather Peak Factor	4.66	4.89	8.41	7.41	6.99
OM-01 WHETSTONE BASIN					
Average Daily Flow (MGD)	1.73	1.69		1.99	2.46
Peak Instantaneous Flow	5.48	7.36		14.51	16.33
Wet Weather Peak Factor	3.17	4.36		7.29	6.64
WHITE CITY TRUNK					
EP-01 EAGLE POINT BASIN					
Average Daily Flow (MGD)	0.72	0.69	0.76	0.82	0.85
Peak Wet Weather Flow (MGD)	1.96	2.73	2.14	2.37	3.49
Wet Weather Peak Factor	2.72	3.96	2.83	2.88	4.13
WHITE CITY BASIN					
Average Daily Flow (MGD)	1.93	1.91	1.80	2.65	2.82
Peak Instantaneous Flow	7.02	6.25	8.75	10.56	10.58
Wet Weather Peak Factor	3.64	3.27	4.86	3.98	3.75

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TREATMENT PLANTS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Shady Cove					
Average Daily Flow (MGD)	0.46	0.44	0.44	0.59	0.75
Peak Dry Weather Flow (MGD)	0.41	0.41	0.35	0.65	0.46
Peak Wet Weather Flow (MGD)	0.74	0.93	0.87	1.32	1.70
Wet Weather Peak Factor	1.61	2.13	1.99	2.26	2.28
Gold Hill					
Average Daily Flow (MGD)	0.080	0.078	0.093	0.092	0.115
Peak Dry Weather Flow (MGD)	0.065	0.069	0.066	0.067	0.063
Peak Wet Weather Flow (MGD)	0.096	0.099	0.120	0.151	0.291
Wet Weather Peak Factor	1.20	1.27	1.29	1.64	2.53

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PUMP STATION FLOWS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Airport (meter installed 3/23)					
Average Daily Flow			47,064	47,481	50,877
Average Dry Weather Flow (GPD)			51,464	47,045	50,927
Average Wet Weather Flow (GPD)			42,664	48,158	50,817
Peak Daily Flow			80,990	65,949	81,346
Wet Weather Peak Factor			1.6	1.4	1.6
Arborwood (Meter installed 10/22)					
Average Daily Flow			3,733	4,721	8,678
Average Dry Weather Flow (GPD)			3,519	4,902	9,229
Average Wet Weather Flow (GPD)			3,947	4,537	8,141
Peak Daily Flow			6,319	9,790	14,329
Wet Weather Peak Factor			1.8	2.0	1.6
Ashland #1 (Meter installed 3/23)					
Average Daily Flow			33228	28,207	28,711
Average Dry Weather Flow (GPD)			30,158	27,374	22,369
Average Wet Weather Flow (GPD)			36,297	29,146	35,121
Peak Daily Flow			48,327	41,741	73,514
Wet Weather Peak Factor			1.6	1.5	3.3
Ashland #2 (Meter installed 6/24)					
Average Daily Flow				45,525	49,774
Average Dry Weather Flow (GPD)				45,525	44,731
Average Wet Weather Flow (GPD)				n/a	54,895
Peak Daily Flow				63,300	176,400
Wet Weather Peak Factor				1.4	3.9
Eagle Point - Luthy					
Average Daily Flow			756,029	822,533	845,493
Average Dry Weather Flow (GPD)			723,158	697,196	639,880
Average Wet Weather Flow (GPD)			788,900	949,247	1,054,381
Peak Daily Flow			2,143,000	2,386,000	3,494,000
Wet Weather Peak Factor			3.0	3.4	5.5
Foreign Trade Zone (meter installed 3/23)					
Average Daily Flow			101,023	106,199	112,415
Average Dry Weather Flow (GPD)			95,499	96,513	94,388
Average Wet Weather Flow (GPD)			106,546	115,992	130,685
Peak Daily Flow			119,794	259,524	316,484
Wet Weather Peak Factor			1.3	2.7	3.4
Justice (meter installed 3/23)					
Average Daily Flow			17,223	20,216	27,222
Average Dry Weather Flow (GPD)			16,238	16,206	15,044
Average Wet Weather Flow (GPD)			18,208	24,271	37,398
Peak Daily Flow			79,655	124,244	176,576
Wet Weather Peak Factor			4.9	7.7	11.7

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PUMP STATION FLOWS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Pioneer (meter installed 10/22)					
Average Daily Flow			12,524	14,025	14,057
Average Dry Weather Flow (GPD)			12,504	15,119	14,255
Average Wet Weather Flow (GPD)			12,543	12,918	13,874
Peak Daily Flow			21,716	22,517	20,648
Wet Weather Peak Factor			1.7	1.5	1.4
Shady Cove #2					
Average Daily Flow			79,511	80,964	106,587
Average Dry Weather Flow (GPD)	66,753		72,105	68,120	62,393
Average Wet Weather Flow (GPD)			86,917	93,951	138,406
Peak Daily Flow	90,913		128,000	257,000	600,300
Wet Weather Peak Factor	1.4		1.8	3.8	9.6
Collins Way (meter installed 10/22)					
Average Daily Flow			16,548	17,711	20,055
Average Dry Weather Flow (GPD)			16,912	17,601	15,508
Average Wet Weather Flow (GPD)			16,185	17,822	24,680
Peak Daily Flow			26,522	41,296	89,623
Wet Weather Peak Factor			1.6	2.3	5.8
West Glenwood (meter installed 3/23)					
Average Daily Flow			473	486	637
Average Dry Weather Flow (GPD)			576	444	637
Average Wet Weather Flow (GPD)			371	529	
Peak Daily Flow			1,157	1,602	1,068
Wet Weather Peak Factor			2.0	3.6	1.7
West Gregory					
Average Daily Flow			11,419	18,693	26,961
Average Dry Weather Flow (GPD)			10,436	11,861	11,314
Average Wet Weather Flow (GPD)			12,402	25,601	43,052
Peak Daily Flow			109,114	124,244	125,579
Wet Weather Peak Factor			10.5	10.5	11.1

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7. Preventative Maintenance of System					
	Note: Beginning in FY 2025 preventative maintenance of sewer collection system is not segregated by City				
	FY2021	FY2022	FY 2023	FY 2024	FY 2025
CCTV (miles)	97.23	105.77	120.62	126.08	125.82
Percent of system	23%	25%	28%	29%	29%
Routine Flush (miles)	131.62	136.38	135.13	138.37	91.64
TV'd - No flush needed	0	0	0	0	52.84337
Total Routine Pipe Cleaned	131.62	136.38	135.13	138.37	144.49
Percent of system	31%	32%	31%	32%	33%
Root Saw (miles)	11.27	8.16	16.07	11.04	12.14
Special Cleaning (miles)	20.16	23.96	20.53	21.82	19.90
STEP/STEG Tanks Inspected	14.00	35.00	13.00	35.00	-
STEP/STEG Tanks Pumped	3.00	9.00	4.00	9.00	-
Smoke Testing	-	-	-	-	-

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7.4 MS4 Area					
Proprietary Structures Inspected	31	38	42	47	53
Proprietary Structures Cleaned	8	11	11	12	37
Private Structural SWQ Facilities Inspected	24	9	11	28	28
Private Non-Structural SWQ facilities inspected		29	31	22	40
Pipes Cleaned (Miles)	0.6	1.4	-		-
Catch Basins Inspected		23	-	-	79
Catch Basins Cleaned	23	20	-	-	70
Outfalls Inspected	47	75	60	53	44
Outfalls Sampled	15	15	2	6	7
7.5 White City Industrial Storm Drain Area					
Miles of Pipe cleaned	0.03	1.36	0.91	2.18	-
Miles of Ditch cleaned		0	0	0	0
Catch basins cleaned		23	27	36	0
7.6 Sycamore Properties					
STEP/STEG Tanks Inspected	0	0	0	0	
STEP/STEG Tanks Pumped	0	0	0	0	
7.7 Fats, Oils, and Grease					
# of Food Service Establishments in System			0	0	0
FSE Initial Inspections	1	48	0	0	0
FSE Annual Inspections	8		0	0	0
Violations	4	0	0	0	0
No Log Book Updated	3				
Inadequate Maintenance	4				
Water Temp > 140d	0				

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8. Repairs and Rehabilitation					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
8.1 Repair Orders					
Priority 1 Repairs	9	12	12	4	0
Priority 2 Repairs	22	32	34	22	11
Priority 3 Repairs	21	19	22	8	7
8.2 Sewer Rehab Projects					
Projects Complete	6	6	3	2	6
Projects in progress					8
Pipe replaced (feet)	2,503	4,386	1,264	1,355	475
Pipe relined (feet)	4,318	-	-	5,458	4,196
Pump Stations Rehabilitated		2	1	-	1
Pump Stations Removed		-	1	-	-
STEP Tanks Eliminated	13	7	3	6	-
STEG Tanks Eliminated	-	-	-	-	-
Cost of Rehab Projects		\$ 3,267,687	\$ 1,397,536	\$ 2,053,228	\$ 7,298,117
8.3 Stormwater Rehab Projects					
Projects Complete					
Projects in progress					
Pipe replaced (feet)					
Cost of Rehab Projects		\$ 54,596	\$ 214,498	\$ 95,380	\$ 432,271
8.4 Shady Cove Treatment Plant Rehab Projects					
Projects Complete		0	0	1	
Projects in progress		1	1	1	1
Cost of Rehab Projects		\$ 124,757	\$ 128,616	\$ 344,891	\$ 424,922
8.5 Gold Hill Treatment Plant Rehab Projects					
Projects Complete		0	0		
Projects in progress		0	1	1	1
Cost of Rehab Projects		\$ 30,877	\$ 10,934	\$ 381,595	\$ 1,161,310
8.6 White City Lagoon Rehab Projects					
Projects Complete		0	0	1	0
Projects in progress		1	2	1	2
Cost of Rehab Projects		\$ 10,191	\$ 1,152,806	\$ 109,095	\$ 31,886

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9. Blockages and Overflows					
RVSS - Core	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
9.1 Number of Overflows	0	0	0	0	2
Weather					1
Grease					
Roots					
Debris					
Pipe Failure					
Equipment Failure					1
3rd Party Actions					
Service Lateral					
Estimated Gallons of Overflow	0	-	-		51,500
RVSS - Shady Cove					
9.2 Number of Overflows	0	0	0	0	0
Weather					
Grease					
Roots					
Debris					
Pipe Failure					
Equipment Failure					
3rd Party Actions					
Service Lateral					
Estimated Gallons of Overflow	0	0	0		0
RVSS - Gold Hill					
9.3 Number of Overflows	0	0	1	0	0
Weather					
Grease					
Roots					
Debris			1		
Pipe Failure					
Equipment Failure					
3rd Party Actions					
Service Lateral					
Estimated Gallons of Overflow	-	-	100		-
9.4 Stormwater Illicit Discharge Reports (other than s	6	1	6	6	15
Number of Discharges				4	5
Construction Related		1		2	4
Oil/grease	2	0	3	2	0
Gray Water		0		0	0
Fertilizer	1	0		0	0
Cross connection		0		0	0
Other	3	0	3	2	1
9.5 Stormwater Violations					
Brown Tag	39	10	1	10	28
Notice of Non-Compliance	1	6	0	0	0
Stop Work Order	0	1	0	9	7

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10. New Construction					
10.1 RVSS - Core	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Projects Initiated	20	14	28	19	21
Projects Completed	23	15	7	20	17
Residential Lots Completed	364	307	175	229	353
New Pipe Completed	14,088	7,743	5,615	17,518	12,134
Cost of Completed Projects	\$ 1,953,663	\$ 1,224,046	\$ 588,271	\$ 3,144,747	\$ 2,872,099
Number of Inquiries	625	271	199	445	375
Number of Permits Issued	643	554	310	359	294
Utility Locate Requests	9,382	6,929	6,026	5,246	5,470
10.2 RVSS - Shady Cove					
Projects Initiated	-	1	1	-	-
Projects Completed	1	-	-	-	-
Residential Lots Completed	6	-	-	-	-
New Pipe Completed	436	-	-	-	-
Cost of Completed Projects	\$ 36,400	\$ -	\$ -	\$ -	\$ -
Number of Inquiries	12	13	8	8	9
Number of Permits Issued	16	15	9	10	4
Utility Locate Requests	216	179	178	162	355
10.3 Gold Hill					
Projects Initiated	-	2	-		-
Projects Completed	-	1	-	1	-
Residential Lots Completed	-	2	-	2	-
New Pipe Completed	-	406	-	300	-
Cost of Completed Projects	-	\$ 72,957		\$ 75,000	\$ -
Number of Inquiries	11	2	1	11	3
Number of Permits Issued	11	7	1	9	3
Utility Locate Requests	187	180	149	123	98

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10.4 MS4 Area					
# of SWQ Projects Initiated	29	38	37	28	22
# of SWQ Projects active				69	58
# of SWQ Projects completed	15	23	20	22	32
# of 1200-C permits issued	4	5	7	7	2
# of 1200-C permits active				14	20
# of 1200-C permits renewed	5	0	0	no longer tracked	
# of 1200-C permits terminated	0	3	2	4	3
# of 1200-CN permits issued	11	18	16	15	13
# of 1200-C permits active				21	25
# of 1200-CN permits renewed	18	10	0	12	22
# of 1200-CN permits terminated	9	11	14	13	18
# of Mid-Sized Lot SW Permits				7	6
# of Mid-Sized Lot SW Permits active				12	13
# of Mid-Sized Lot SW Permits terminated				5	11
# of Small Lot SW Permits	469	135	47	no longer tracked	
10.5 White City Industrial Storm Drain Area					
Storm Drain Project Completed	0	0	0	0	0
New Pipe Completed	0	0	0	0	0
Cost of Completed Projects	0	0	0	0	0

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11. Treatment					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
11.1 SHADY COVE TREATMENT PLANT					
Volume of Waste Treated (MG)	110.23	112.98	103.30	112.08	140.17
Hauled Waste Received (Gallon)	-	-	-		0
Pounds of BOD Removed	155,814	242,647	198,003	187,925	179,824
BOD Removal Rate	98.75%	99.21%	98.84%	98.41%	98.24%
Pounds of TSS Removed	120,620	208,473	173,874	178,455	184,621
TSS Removal Rate	98.64%	99.21%	99.05%	98.99%	98.29%
Pounds of BOD Discharged	2,235	1,993	2,375	3,460	4,140
Pounds of TSS Discharged	1,666	1,733	1,716	2,174	4,721
Pounds of Nitrogen Discharged	14,572	13,398	13,458	13,849	14,061
Pounds of Phosphorus Discharged	1,960	2,103	2,438	1,782	1,884
Dry Tons of Biosolids Generated (calendar year)	41.17	42.18	24.25	55.59	
Pounds of Chlorine Used	4,005	4,049	3,843	4,410	5,005
Pounds of Sodium Bisulfate Used					
Pounds of Polymer Used					
Total Energy Used (kw-hr)	445,040	453,240	437,360	454,000	462,000
kW-hr per Million Gallons	4,038	4,012	4,234	4,051	3,296
kW-hr per lb BOD Removed	2.86	1.87	2.21	2.42	2.57
11.2 GOLD HILL TREATMENT PLANT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Volume of Waste Treated (MG)	23.33	22.77	23.77	24.74	26.47
Pounds of BOD Removed	61,626	54,399	62,084	53,489	49,196
BOD Removal Rate	97.78%	97.68%	97.95%	98.01%	97.80%
Pounds of TSS Removed	41,343	38,727	44,349	41,208	40,123
TSS Removal Rate	95.41%	94.98%	95.53%	95.59%	95.77%
Pounds of BOD Discharged	1,407	1,297	1,296	1,096	1,136
Pounds of TSS Discharged	1,994	2,027	2,061	1,905	1,773
Pounds of Nitrogen Discharged					
Pounds of Phosphorus Discharged					
Dry Tons of Biosolids Generated (Calendar year)	15.64	11.72	14.22	12.86	
Pounds of Chlorine Used	1,770	1,893	1,997	1,868	2,066
Pounds of Sodium Bisulfate Used					
Total Energy Used (kw-hr)	181,520	172,320	256,240	285,760	277,120
Energy per Million Gallons	7,781	7,568	10,780	11,551	10,470
Energy per lb BOD Removed	2.95	3.25	4.36	4.36	4.36

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11.3 WHITE CITY LAGOON	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Hauled Waste Received (gallons)					
Domestic Septage	2,655,378	3,224,455	2,757,991	3,062,150	3,407,100
Chemical Toilet	477,115	585,388	524,096	574,480	552,910
Fats, Oils, and Grease	430,291	385,118	417,680	401,180	456,332
Gray Water	-	500	-	-	6,500
Total	3,562,784	4,195,461	3,699,767	4,037,810	4,422,842
Piped Waste					
Raw Sewage (from DPS)	4,280,000	-	18,316,667	10,500	-
Treated Effluent (from Medford	9,667,912	6,589,320	-	4,184,488	17,535,902

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12. Level of Service					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
12.1 Staff Levels (FTE)	38	38	39	40	39
O&M/Treatment	17	17	18	18	18
Engineering/Stormwater/Construction	4	4	14	15	14
Stormwater	2.5	2.5			
Treatment	5	5			
Admin/Finance/IT/Customer Service	9.5	9.5	7	7	7
12.2 Residential Sewer Rate					
RVSS Core	\$ 21.50	\$ 23.00	\$ 24.00	\$ 25.50	\$ 27.00
RVSS - Shady Cove	\$ 41.12	\$ 42.06	\$ 43.22	\$ 46.73	\$ 48.13
RVSS - Gold Hill	\$ 58.86	\$ 58.86	\$ 58.86	\$ 75.12	75.12
Residential Stormwater Rate (MS4 area)	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
12.3 Affordability	Median Household Income	Median Household Income	Median Household Income		% of Income to Pay Sewer
	(2017-2021)	(2018-2022)	(2019-2023)		
Jackson County	\$ 61,020	\$ 69,152	\$ 71,666		0.45%
Medford (97501)	\$ 57,424	\$ 58,722	\$ 61,971		0.52%
Medford (97504)		\$ 76,246	\$ 81,233		0.40%
Central Point (97502)	\$ 73,534	\$ 77,810	\$ 79,146		0.41%
Talent (97540)	\$ 47,957	\$ 54,672	\$ 57,686		0.56%
Phoenix (97535)	\$ 40,691	\$ 47,044	\$ 60,451		0.54%
Jacksonville (97530)	\$ 79,770	\$ 92,644	\$ 95,300		0.34%
White City (97503)	\$ 57,869	\$ 62,678	\$ 65,040		0.50%
Eagle Point (97524)	\$ 73,159	\$ 77,608	\$ 81,944		0.40%
Shady Cove (97539)	\$ 53,962	\$ 59,740	\$ 45,837		1.26%
Gold Hill (97525)	\$ 62,703	\$ 67,012	\$ 68,512		1.32%
Notes on Income: Median Household income is reported by the US Census Bureau in Table B19013.					
Data covers the years 2019-2023 adjusted to 2023 dollars.					
Data is reported by Zip Code, not city limits.					

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	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
12.4A Complaints - RVSS Core	58	38	43	26	17
Clogged line	15	14	13	7	7
Flusher Mishap	2	-	1	-	-
Odors	12	5	5	6	3
Sinkhole	3	-	-	3	1
STEP/STEG	11	6	5	5	5
Surface Water	4	5	7	2	1
Other	11	8	12	3	-
12.4B Complaints - RVSS Shady Cove	6	1	3	-	4
Clogged line	1	1	2	-	
Flusher Mishap	-	-	-	-	
Odors	2	-	1	-	1
Sinkhole	-	-	-	-	
STEP/STEG	1	-	-	-	
Surface Water	2	-	-	-	2
Other			-	-	1
12.4C Complaints - Gold Hill (Contract)	9	-	1	3	5
Clogged line	5	-	1	2	4
Flusher Mishap		-			
Odors		-			
Sinkhole		-			
STEP/STEG		-			
Surface Water	2	-		1	1
Other	2	-			
12.5 Insurance Claims (# of claims)	5	2	4	4	2
General Liability	0	-	1		1
Auto Physical Damage	1	-	1	3	
Auto Liability	0	-	1		
Workers Comp	2	1			
Property	2	1	1	1	1
Incurred Loss (insurance)	\$ 91,758	\$ 7,330	\$ 17,082	\$ 4,353	\$ 3,182
Collection (RVSS)	\$ 5,811	\$ -	\$ -	\$ 1,000	\$ -

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13. Financial					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
13.1 Annual Revenue					
Sewer Service Charges (RVSS Core)	\$ 9,199,728	\$ 9,872,239	\$ 10,510,330	\$ 11,370,063	12,303,468
Sewer Service Charges (Shady Cove)	\$ 770,849	\$ 799,775	\$ 801,000	\$ 847,908	900,587
Sewer Service Charges (Gold Hill)	\$ 360,000	\$ 360,000	\$ 390,060	\$ 386,034	511,527
System Development Charges	\$ 604,262	\$ 835,557	\$ 708,977	\$ 687,364	890,323
Hauled Waste Fees	\$ 525,036	\$ 629,693	\$ 589,102	\$ 603,470	66,844
Regional Fees	\$ 435,181	\$ 440,877	\$ 440,185	\$ 433,898	400,477
Interest	\$ 88,859	\$ 65,632	\$ 335,098	\$ 642,934	662,950
Contracted Services	\$ -	\$ -	\$ -	\$ -	
Other Sewer Fees	\$ 370,363	\$ 315,892	\$ 375,832	\$ 191,209	129,371
White City Storm Drain	\$ 77,670	\$ 78,612	\$ 80,733	\$ 77,661	78,372
Stormwater Quality Fee (MS4)	\$ 362,875	\$ 364,442	\$ 371,685	\$ 392,270	420,242
Stormwater Permit Fees	\$ 61,728	\$ 68,908	\$ 63,178	\$ 80,460	50,580
Loans and Grants				\$ 81,652	6,272,285
Grants					
Total Revenue	12,856,551	13,831,627	14,666,180	15,794,923	22,687,026
13.2 Annual Expenses					
Collections (dept. 30, 40)	\$ 3,489,078	\$ 3,688,186	\$ 3,325,836	\$ 4,192,275	\$ 4,727,698
Treatment (dept. 60)	\$ 4,104,903	\$ 4,383,244	\$ 4,617,173	\$ 5,150,999	\$ 6,263,619
Stormwater (dept. 35)	\$ 290,252	\$ 259,135	\$ 247,056	\$ 222,410	\$ 210,977
Administration (dept. 10, 20)	\$ 2,164,394	\$ 2,588,717	\$ 2,324,190	\$ 2,494,582	\$ 2,697,016
Infrastructure Capital (dept. 50)	\$ 3,200,816	\$ 3,520,124	\$ 2,942,845	\$ 3,092,963	\$ 9,302,096
Debt Service	\$ 510,905	\$ 457,529	\$ 2,041,358	\$ 126,294	\$ 127,575
Total Expenses	\$ 13,760,348	\$ 14,896,935	\$ 15,498,458	\$ 15,279,523	\$ 23,328,981
% of Expenses for Collections	25.4%	24.8%	21.5%	27.4%	20.3%
% of Expenses for Treatment	29.8%	29.4%	29.8%	33.7%	26.8%
% of Expenses for Stormwater	2.1%	1.7%	1.6%	1.5%	0.9%
% of Expenses for Administration	15.7%	17.4%	15.0%	16.3%	11.6%
% of Expenses for Capital Improvements	23.3%	23.6%	19.0%	20.2%	39.9%
% of Expenses for Debt	3.7%	3.1%	13.2%	0.8%	0.5%
13.3 Annual Personnel Expenditure	\$ 4,228,141	\$ 4,599,756	\$ 4,783,525	\$ 5,347,311	\$ 5,516,931
Wages	\$ 2,687,472	\$ 2,940,681	\$ 3,041,853	\$ 3,527,808	\$ 3,586,106
Benefits	\$ 1,540,669	\$ 1,659,075	\$ 1,741,672	\$ 1,819,503	\$ 1,930,825
Benefits as % of total personnel expense	36%	36%	36%	34%	35%
Personnel as % of total expense	30.7%	30.9%	30.9%	35.0%	23.6%
Personnel as % of Sewer Rate Revenue	41%	42%	41%	42%	40%
Annual Training Expenditure	\$ 5,918	\$ 35,699	\$ 49,565	\$ 39,573	\$ 45,955

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13.4 Operating Costs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Collection System Operating Cost per Mile of Pipe	\$ 8,172	\$ 8,607	\$ 7,736	\$ 9,666	\$ 10,722
Collection System operating Cost per ERU	\$ 96.95	\$ 101.42	\$ 90.67	\$ 112.11	\$ 130.53
13.5 Treatment Operations Expense	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
RVSS Core	\$ 3,663,011	\$ 3,821,771	\$ 3,976,161	\$ 4,453,570	\$ 5,549,060
Shady Cove	\$ 369,581	\$ 391,794	\$ 357,608	\$ 345,904	\$ 407,838
Gold Hill	\$ 253,177	\$ 324,204	\$ 305,655	\$ 298,235	\$ 350,180
White City Lagoon	\$ 136,575	\$ 149,297	\$ 120,419	\$ 128,196	\$ 134,010
Treatment Cost per ERU					
RVSS Core	\$ 101.78	\$ 105.09	\$ 108.40	\$ 119.10	\$ 153.21
Shady Cove	\$ 235.25	\$ 249.39	\$ 226.76	\$ 229.53	\$ 261.27
Gold Hill	\$ 441.07	\$ 564.82	\$ 532.50	\$ 531.61	\$ 603.76
13.6 Infrastructure Expense Detail					
Privately Funded Projects	\$ 4,478	\$ 73,033	\$ 73,065	\$ 72,059	\$ 20,843
Collection System	\$ 2,176,351	\$ 2,070,458	\$ 1,401,341	\$ 1,923,317	\$ 7,288,204
Interceptor System	\$ 646,666	\$ 1,132,123	\$ 19,759	\$ 107,127	\$ 8,162
Shady Cove Treatment Plant	\$ 96,264	\$ 124,756	\$ 103,502	\$ 357,809	\$ 422,559
White City Lagoons	\$ 16,603	\$ 66,570	\$ 1,150,882	\$ 109,095	\$ 31,886
Gold Hill Treatment Plant	\$ 5,420	\$ 30,877	\$ 6,658	\$ 381,595	\$ 1,097,642
Gold Hill Collections	\$ 88,749	\$ -	\$ -	\$ -	\$ -
Storm Drainage	\$ -	\$ -	\$ -	\$ 20,699	\$ -
Stormwater Quality	\$ 170,389	\$ 26,948	\$ 187,618	\$ 52,727	\$ 432,262
Building & Grounds	\$ 1,050	\$ 19,915	\$ -	\$ 57,089	\$ 3,102
Other	\$ (5,153)	\$ (24,556)	\$ 872	\$ 8,695	\$ (2,564)
Total	\$ 3,200,816	\$ 3,520,124	\$ 2,943,697	\$ 3,090,212	\$ 9,302,096
Current Value of System	\$ 95,530,341	\$ 98,756,000	\$ 101,700,000	\$ 103,085,000	\$ 109,573,000
Re-investment Rate	3.35%	3.56%	2.89%	3.00%	8.49%

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14. Safety					
14.1 RVSS Main Office	2020	2021	2022	2023	2024
Total Labor Hours	54,587	57,980	61,863	62,355	65,876
Number of Incidents	-	1	-	-	-
Number of Lost Time Incidents	-	-	-	-	-
14.2 Shady Cove Treatment Plant					
Total Labor Hours	3,058	3,604	3,484	3,023	3,261
Number of Incidents	-	1	-	-	-
Number of Lost Time Incidents	-	-	-	-	-
14.3 Gold Hill Cove Treatment Plant					
Total Labor Hours	2,602	2,523	3,059	2,877	2,970
Number of Incidents	-	-	-	-	-
Number of Lost Time Incidents	-	-	-	-	-
*Note: OSHA Form 300A filed based on calendar year.					

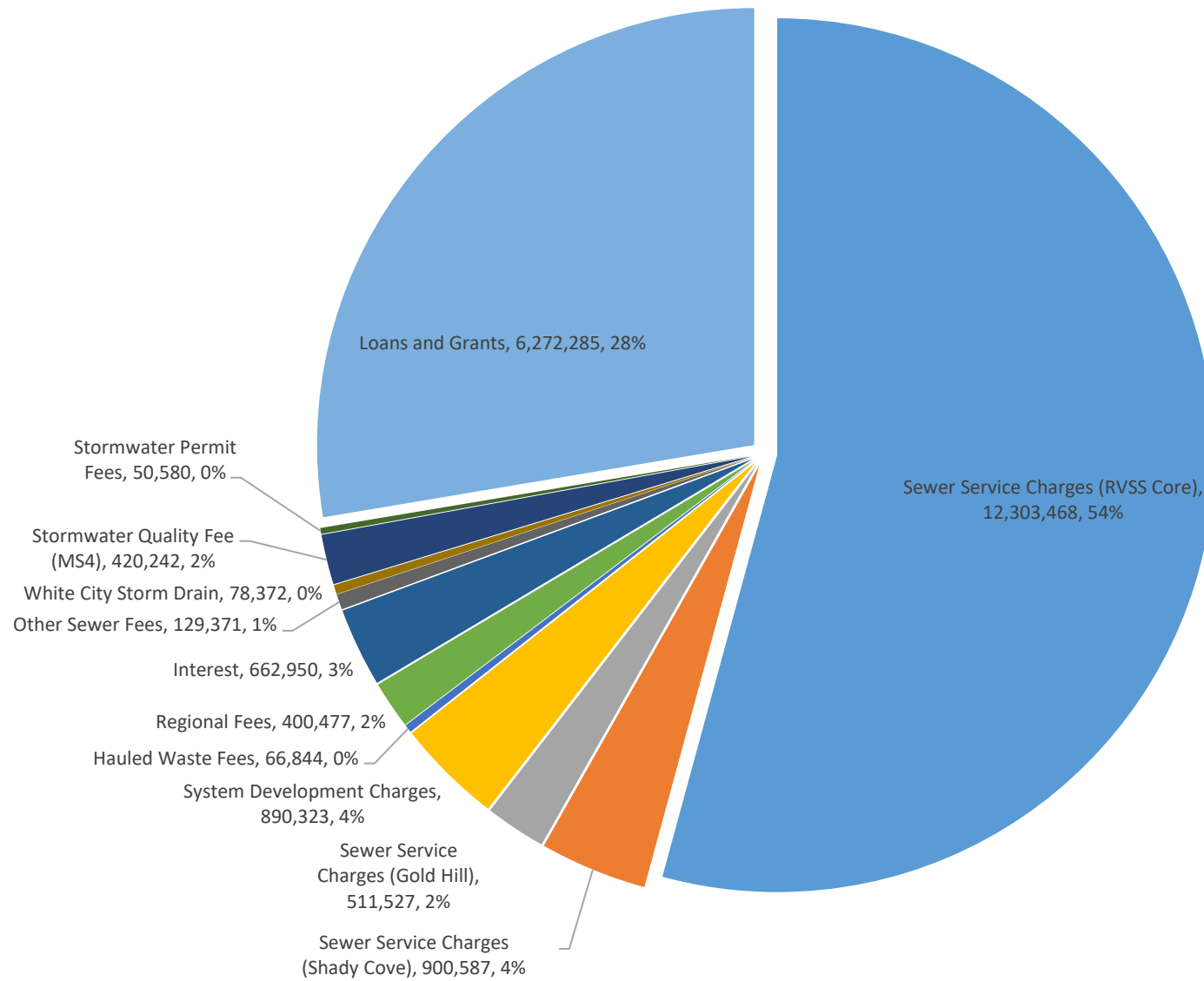
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15. Environmental Impact					
Energy Use (all energy converted to kw-hr)					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
15.1 Transportation					
Gasoline	113,386	89,001	104,094	97,199	66,269
Diesel	784,287	723,674	682,318	821,680	793,383
Natural Gas	6,541	3,428	-	4,668	1,999
Propane	154,910	155,414	119,684	105,106	67,232
Electricity	2,794	4,317	5,545	4293	32,552
Total Transportation	1,061,918	975,834	911,641	1,032,946	961,435
15.2 Pumping					
RVSS Core (utility power)	670,491	657,706	584,759	631,424	707,419
RVSS Core (solar power)	156,729	79,225	146,349	143,675	135,383
Shady Cove	52,772	51,572	26,111	27,978	27,570
Total Pumping	879,992	788,503	757,219	803,077	870,372
15.3 Treatment					
Shady Cove Electricity	445,040	453,240	437,360	454,000	462,000
Gold Hill Electricity	181,520	172,320	256,240	285,760	277,120
White City Lagoons	3,246	3,259	4,585	91,853	134,760
Total Treatment	626,560	625,560	693,600	739,760	739,120
15.4 Office					
Electricity (utility)	261	(17,478)	(23,235)	(35,258)	(8,382)
Electricity (solar)	95,958	88,173	91,380	84,322	83,298
Natural Gas	65,557	80,490	72,590	53,869	80,268
Total Office	161,776	151,185	140,735	102,933	155,184
RVSS Operations (Total KW-HR)	2,730,246	2,541,082	2,503,195	2,678,716	2,726,111
RVSS Operations (Purchased KW-HR)	2,477,559	2,373,684	2,265,466	2,450,719	2,507,430

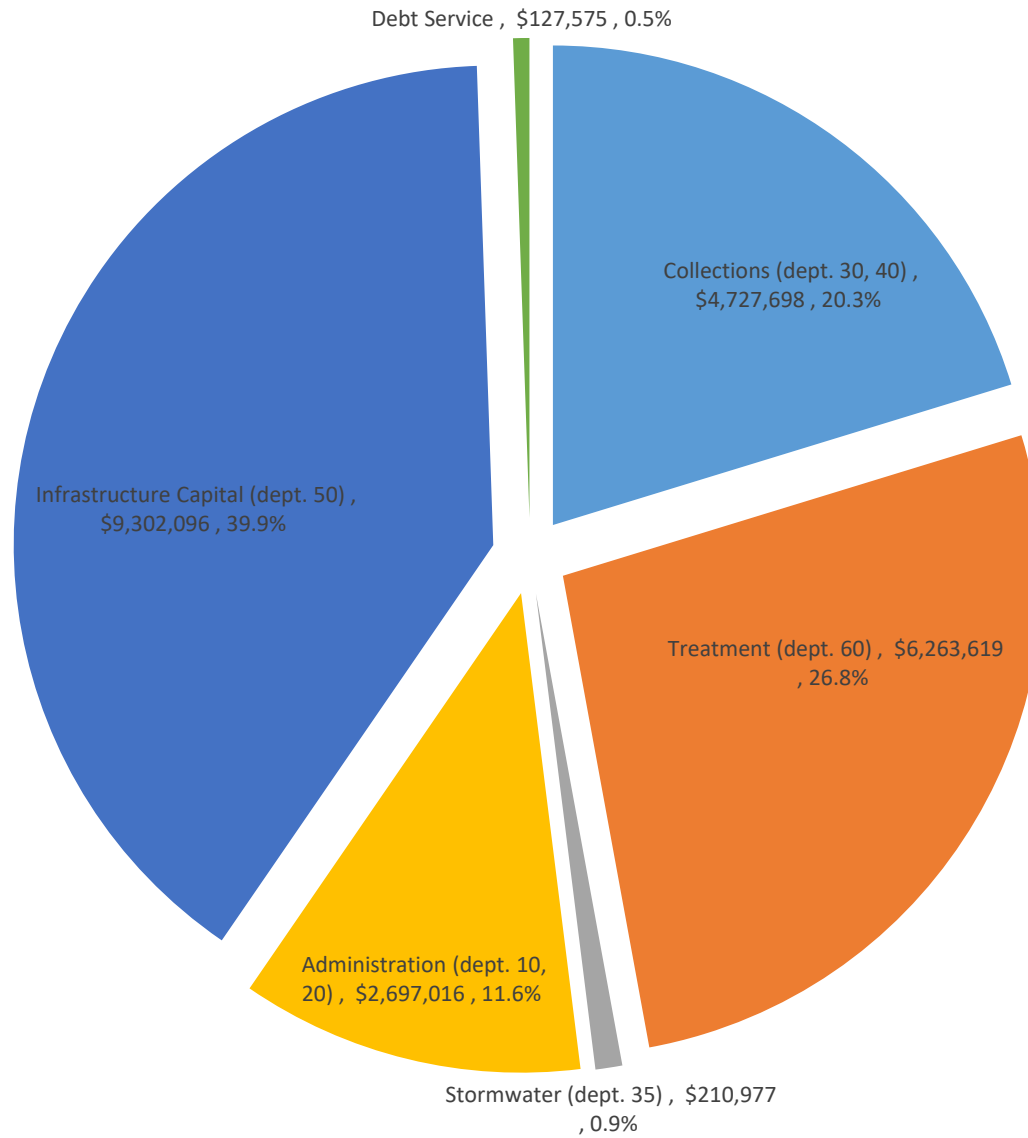
Rogue Valley Sewer Services
Annual Report - Fiscal Year 2025

Carbon Emissions (tons of CO2)					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
15.5 Transportation					
Gasoline	30.80	24.16	28.30	26.39	17.99
Diesel	231.80	213.86	201.60	242.82	234.46
Natural Gas Vehicle	1.20	0.63	-	0.86	0.37
Propane Vehicle	36.90	37.00	28.50	25.03	16.01
Electric Vehicle	0.40	0.77	0.84	0.77	5.81
Total Transportation	301.10	276.43	259.24	295.86	274.63
15.6 Pumping					
RVSS Core	119.62	117.34	104.32	112.65	126.21
Shady Cove	9.41	9.20	4.66	4.99	4.92
Total Pumping	129.03	126.54	108.98	117.64	131.13
15.7 Treatment					
Shady Cove	79.40	80.86	78.03	81.00	82.42
Gold Hill	32.38	30.74	45.71	50.98	49.44
WC Lagoons				16.39	24.04
Total Treatment	111.78	111.60	123.74	148.36	155.90
15.8 Office					
Electricity	0.05	(3.12)	(4.15)	(6.29)	(1.50)
Natural Gas	12.14	14.90	13.44	9.97	14.86
Total Office	12.18	11.78	9.29	3.68	13.36
Total RVSS Operations	554.10	526.35	501.25	565.55	575.03

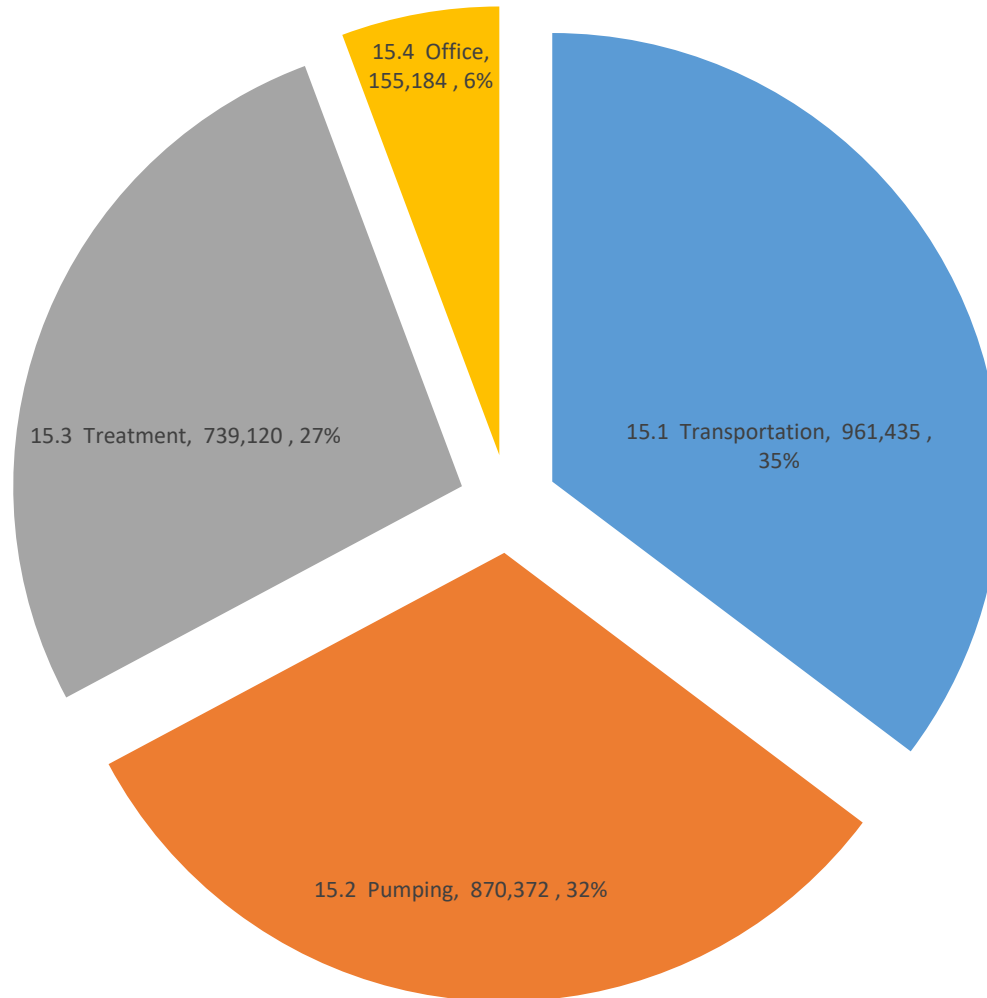
FY 2025 Revenue Sources



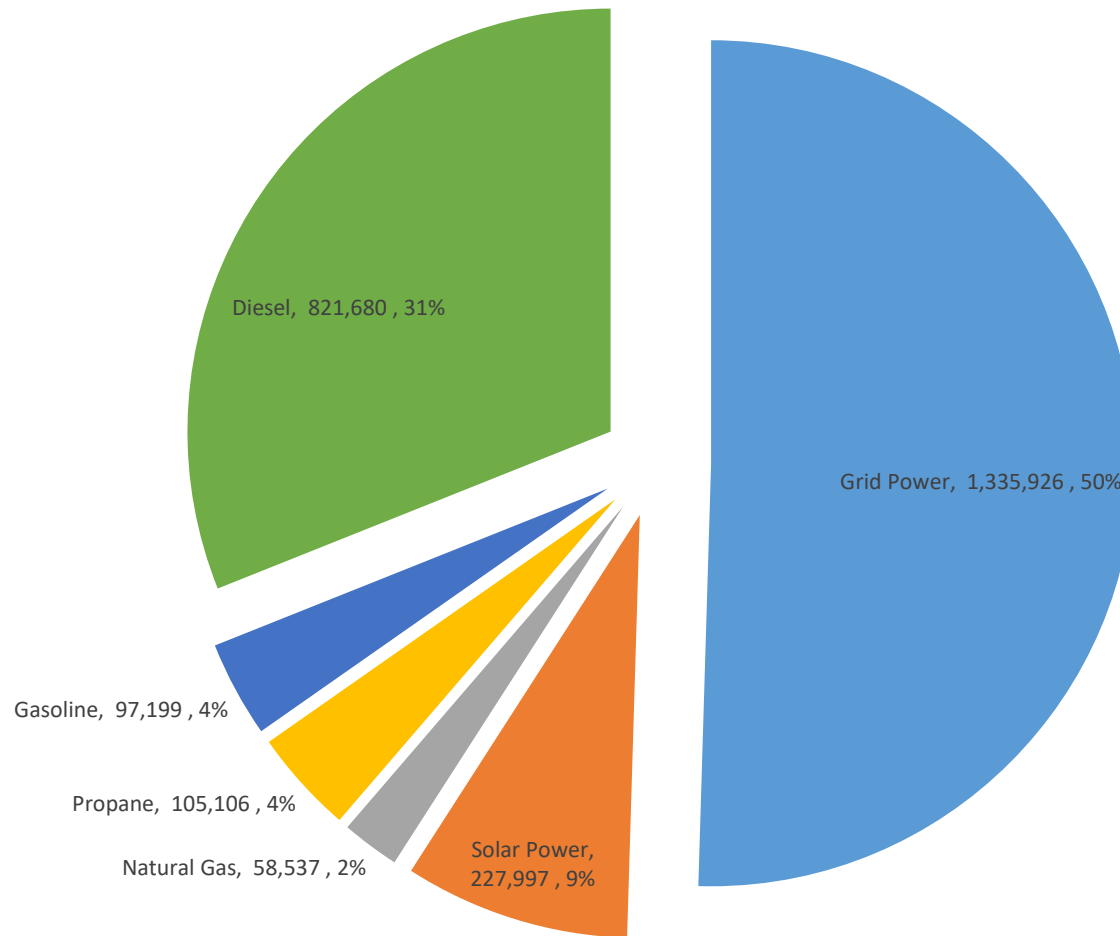
FY 2025 Expense Category



FY 2025
Energy Use by Function



Fiscal Year 2024
Energy Use by Source
Converted to kW-hr





ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

September 23, 2025

To: RVSS Board of Directors
From: Carl Tappert, Manager

RE: Strategic Plan Final Progress Report

Rogue Valley Sewer Services adopted a 5 year strategic plan in December 2019 (RES 19-27). The plan defined our organization values as: System Integrity; Customer Service; Fiscal Responsibility; Environmental Protection; Innovation; Employee Empowerment; and Joy. Within each value we identified a series of goals and tasks. In total, there were 31 strategic goals. Within these goals we defined 107 distinct tasks. Some of these tasks are one-time events, such as replacement of a pump station, while others are expected to be completed every year, such as updating our capital improvement plan.

All of the goals outlined in the strategic plan were expected to be complete by June 30, 2025. The time frame for implementing the strategic plan has passed. With this final report I will identify tasks that were completed and not completed and explore the reasons why certain tasks remained unfinished.

It is important to recognize the environment we have been working under for the past 5+ years. The strategic plan was adopted just a few months before the Covid-19 pandemic hit. We implemented appropriate safety protocols that involved employees working split shifts and alternating work days in an effort to ensure that the virus did not spread through the workplace. We sacrificed some level of productivity but were successful in that we did not have any reported incident of employees transferring Covid to other employees at work.

This time frame also brought us the Alameda Fire. We lost over 5% of our customer base over night and most of our staff spent the next 6 months dedicated to the recovery and restoration of services.

Finally, this time period saw the departure of our Stormwater Manager and O&M Manager. Additionally, our staff engineer left to work for the Water Commission leaving our Engineering Department shortstaffed, but he did return a few years later.

Along with the adoption of the strategic plan, the Board tied our employee incentive program to completion of the strategic plan. The incentive program allocates a maximum to \$4000 for each of five organization values. The actual amount of the incentive is based on the percentage of tasks completed under the System Integrity, Customer Service, Fiscal Responsibility, Environmental Protection, and Employee Empowerment values. We did not assign any incentive to the Innovation or Joy values as these goals are more aspirational and more difficult to define.

SYSTEM INTEGRITY

Goal #1: Ensure that the sewer collection system has adequate capacity to support future growth.

Task 1.1 The first task under this goal was to develop a computer model of the collection system. Separate models would be made for the Core area, Shady Cove, and Gold Hill

This task was not completed. This was an ambitious goal and we simply did not have the personnel available to complete it. This task is included in the new Strategic Plan but will be broken into smaller units of the collection system to make it more manageable.

Task 1.2 The second task under this goal was to install flow meters at all pump stations.

This task was not completed. Although we made a valiant effort. We did get flow meters installed at 11 pump stations but still have 10 that do not have flow meters. All of the pump stations without flow meters serve relatively small areas. We have active projects for the rehabilitation of two of these stations.

Goal #2: Ensure that the sewer collection system is maintained in a way that minimizes blockages and system failures.

Task 2.1 This task was to eliminate half of the 84 STEP and 22 STEG systems. This would be done by either replacing them with normal gravity sewers or with packaged grinder pumps.

This task was not completed. We did manage to eliminate 42 of the 84 STEP systems but were only able to eliminate 3 of the 22 STEG systems.

Task 2.2 This task was to eliminate an average of 10 pipe sections per year from our special cleaning and root list.

This task was completed. This was done primarily through the use of cured-in-place pipe rehabilitation technology.

Task 2.3 This task identified four pump stations that needed to be upgraded with smart-run technology.

This task was not completed. Three of the four pump stations have been upgraded. The fourth station is currently under design and scheduled to be completed in FY 2026.

Task 2.4 This task identified four pump stations that needed to have their telemetry

systems upgraded.

This task was completed.

Task 2.5 This task identified three minor pump stations that could be replaced with standard duplex grinder systems. These pump stations only serve a handful of connections

This task was not completed. Two of the three stations have been upgraded.

Task 2.6 Conduct annual inspections on critical facilities. We define critical facilities as those for which emergency repairs would be very difficult, These include creek crossings, railroad crossings, freeway crossings, and siphons.

This task was completed.

Task 2.6 Annually flush 1/3 of all pipes 18" in diameter or less, annually TV 1/5 of all pipes 18" or less.

This task was completed.

Task 2.7 Correct system defects – review and update annual work plan and tracking software.

This task was completed.

Goal #3: Protect infrastructure from damage

Task 3.1 Convert record maps to NGVD 88

This task was not completed. We have identified gaps in the data that do not match NGVD 88 but have not yet surveyed the system to fill in those gaps.

Task 3.2 Survey Shady Cove Manholes to put on proper coordinate system and datum.

This task was not completed.

Task 3.3 Complete contractor locate requests on time.

This task was completed. Over 800 locate requests were received, all were done on time and there were no damages to our facilities resulting from inaccurate locates.

Goal #4: Ensure storm drainage systems have adequate capacity to avoid flooding.

Task 4.1 Transfer of ACAD system map for the White City Storm Drain into GIS.

This task was completed.

Task 4.2 Prepare storm drain master plan for White City Industrial Area

This task was not completed.

Goal #5: Ensure storm drainage systems are maintained to avoid blockages.

Task 5.1 Identify open ditches that are classified as jurisdictional waters of the state

This task was not completed.

Task 5.2 Clean all pipes and ditches

This task was completed.

Goal #6: Manage stormwater quality facilities to minimize discharge of pollutants into streams.

Task 6.1 Inspect public water quality facilities to determine if there is a need for maintenance.

This task was completed.

Task 6.2 Clean/maintain public water quality facilities identified in inspection.

This task was completed.

Task 6.3 Inspect private water quality facilities to determine if there is a need for maintenance.

This task was completed.

Task 6.4. Conduct dry season screening of SW system for cross connections

This task was completed.

Goal #7: Maintain mechanical systems at treatment plants to ensure continuous operation.

Task 7.1. Develop routine maintenance schedule for all pump and motors at plants.

This task was completed.

Task 7.2. Maintain stock of spare parts to ensure that any mechanical failure can be remedied using stock on hand.

This task was completed. This is an ongoing need and is also part of the current Strategic Plan

Task 7.3. Develop facilities plan for Shady Cove Treatment Plant. The City of Shady Cove

This task was completed. A partial facility plan was developed as part of the current UV disinfection project. The strategic plan called for a full facility plan within 2 years after the issuance of the new NPDES discharge permit. This permit has not been renewed.

Goal #8: Ensure systems can resume operations following a natural disaster.

Task 8.1. Develop a pump station priority list based on the average time to overflow without power.

This task was completed.

Task 8.2. Conduct a 'Fragility Analysis' of collection system to identify potential risks to system during an earthquake.

This task was not completed.

Task 8.3. Identify facilities located within flood plains to identify potential risks to system during

This task was not completed.

Task 8.4. Develop Disaster Response Plan

This task was completed. This was completed as a requirement for certain federal funding opportunities we have used.

Goal #9 Develop master plans for RVSS properties.

Task 9.1 Develop master site plan for 138 West Vilas Road to address anticipated office and equipment storage needs.

This task was not completed. However it is included as part of the current strategic plan.

Task 9.2. Develop master plan for White City Lagoon site.

This task was completed. A significant portion of the master plan has already been implemented.

Task 9.3. Develop plan for Dunn Pump Station site.

This task was not completed.

Summary of System Integrity

The tasks identified under System Integrity were very ambitious. Of the 48 specific tasks identified we were able to complete 30. Of the 18 tasks that were not completed, 2 are currently in the process of completion, 9 have been carried forward onto the current strategic plan, and 7 are no longer considered priorities.

CUSTOMER SERVICE

Goal #10: Ensure that the general public has ready access to information.

Task 10.1 Maintain public website with relevant information.

This task was completed The RVSS website has been completely rebuilt and now provides much better access to relevant information. The website is regularly updated.

Task 10.2. Respond timely to public records request

This task was completed We get very few formal public records requests. However we do get a fair number of questions about our operations from our info@rvss-or.gov email. All of these are responded to within a day or two.

Task 10.3. Develop public-facing development tool that will allow the public to track progress of both public and private construction projects.

This task was completed Our website now includes a map that shows the progress of capital projects under construction. The map showing private development projects has been created but is not yet on our website.

Task 10.4. Publish annual newsletter

This task was not completed. This was done for the first couple years but staff determined that it is more cost effective to include relevant information on the actual bills.

Task 10.5. Use notes on monthly bill to provide key information to customers.

This task was completed

Task 10.6. Develop Social Media Policy

This task was not completed.

Task 10.7. Develop Public Information Policy

This task was not completed.

Task 10.8. Provide public Wi-Fi access to Board room.

This task was completed

Task 10.9. Reorganize electronic filing system to make information easier to locate

This task was completed

Goal #11: Ensure that customer complaints are resolved quickly and professionally.

Task 11.1. Include a discussion of customer complaints and how they were resolved at monthly staff meetings.

This task was completed

Goal #12: Ensure timely response to customer inquiries

This task was completed All project submittals are reviewed within 1 week of receipt.

Summary of Customer Service

Customer Service included 12 specific tasks, 9 of which were completed. The three that were not completed are not currently considered high priority.

FISCAL RESPONSIBILITY

Goal #13: Manage financial resources in an open and transparent way.

Task 13.1. Post financial documents online.

This task was completed

Task 13.2. Complete annual audit by end of calendar year.

This task was completed

Task 13.3. Present quarterly financial statements to Board within 2 months of end of quarter.

This task was completed

Task 13.4. Develop policy for purchase of supplies.

This task was completed

Goal #14: Manage financial resources to ensure long-term financial stability

Task 14.1. Make capital investments that improve operational efficiency

This task was completed

Task 14.2. Review rate structure annually to ensure adequate resources.

This task was completed

Task 14.3. Review System Development Charge rates annually to ensure adequate resources.

This task was completed RVSS has recently developed an updated methodology that will be scheduled for a public hearing in early 2026.

Task 14.4. Review all automatic recurring expenses to confirm that the services we are paying for are still needed and appropriate.

This task was completed

Goal #15: Ensure financial records and information are safe from cyber-attack.

Task 15.1. Provide on-going staff training on internet security.

This task was completed

Task 15.2. Maintain anti-virus software and firewalls for all internet-connected devices.

This task was completed

Task 15.3. Maintain PCI compliance.

This task was completed

Task 15.4. Back-up electronic files to a secure location to facilitate recovery in the event of a cyber-attack.

This task was completed

Goal #16: Expand revenue base by providing additional services

Task 16.1. Develop a policy for presentation to Board that addresses provision of services to outside entities.

This task was completed

Goal #17: Implement security measures to discourage criminal activity

Task 17.1. Provide security alarms for all buildings (Operations Manager)

This task was completed

Task 17.2. Provide security cameras for all buildings

This task was completed

Summary of Fiscal Responsibility

Fiscal Responsibility included 15 specific tasks, all of which were completed.

ENVIRONMENTAL PROTECTION

Goal #18: Have resources available to respond to a spill.

TASK 18.1. Provide spill kits for all vehicles.

This task was completed

TASK 18.2. Conduct spill response training exercises.

This task was not completed. Trainings have been conducted but not at the frequency described in the strategic plan.

TASK 18.3. Ensure adequate emergency pumping capacity.

This task was not completed. The size of the pumps needed has been identified but we have not yet purchased them.

Goal #19: Operate treatment plants in compliance with discharge permit limits.

Task 19.1. File monthly DMR

This task was completed

Task 19.2. File annual biosolids report

This task was completed

Task 19.3. File annual I&I report

This task was completed

Goal #20: Manage stormwater program to minimize discharge of pollutants into streams.

Task 20.1. Investigate feasibility of becoming a DEQ agent for implementation of 1200-Z Permits.

This task was completed It was determined that it is not practical for RVSS to become an agent of DEQ to implement the 1200-Z permits.

Task 20.2. File annual MS4 permit report

This task was completed

Task 20.3. Ensure all O&M activities by RVSS are compliant with all applicable portions of the

MS4 permit

This task was completed

Goal #21: Minimize consumption of natural resources.

Task 21.1. Survey RVSS facilities to determine potential to generate solar power.

This task was completed. The study identified potential at the Ashland #2 pump station, Foreign Trade Zone pump station, Truax-Peter Robinson Pump station, Agate Pump Station, and the Shady Cove Treatment Plant.

Task 21.2. Develop solar energy to maximum potential.

This task was not completed.

Task 21.3 Convert existing light-duty trucks to dual-fuel propane. Currently units 31, 32, 34, and 36 use propane.

This task was completed. Units 33 and 35 have been converted to dual fuel.

Task 21.4. Replace obsolete light-duty vehicles with electric vehicles. (Operations Manager)

This task was completed. Three new electric vehicles have been added to the fleet.

Task 21.5. Replace incandescent and fluorescent light fixtures with energy efficient LED lights.

This task was completed

Task 21.6. Minimize use of office paper by converting to electronic format,

This task was not completed.

Goal #22: Develop beneficial use of biosolids from treatment plants.

Task 22.1. Research current issues related to adverse impacts of land application of biosolids.

This task was not completed.

Task 22.2. Conduct testing of biosolids to constituents of concern.

This task was not completed.

Task 22.3. Develop Class B sludge management plan

This task was not completed.

Goal #23: Remove barriers to fish passage caused by creek crossings

Task 23.1. Retain consultant to assess the extent of fish passage obstructions and risk to pipe

This task was not completed.

Task 23.2. Develop construction plans to protect pipe and improve fish passage.

This task was not completed

Task 23.3. Construct all pipe protection/fish passage projects (

This task was not completed

Summary of Environmental Protection

Fiscal Responsibility included 24 specific tasks, 14 of which were completed. We have included some of these tasks in the current strategic plan, while others are no longer considered priorities.

INNOVATION

Goal # 24: Find effective way to keep solids out of the lagoon

Task 24.1. Develop dewatering process for the lagoon to minimize the introduction of biosolids into the lagoon.

This task was completed. The completion of the new aerated lagoons has minimized the introduction of solids into the lagoon.

Goal #25: Develop training videos for general public

Task 25.1. Develop a series of short training videos for use by the general public.

This task was not completed

Summary of Environmental Protection

Innovation included 2 specific tasks, 1 of which was completed. Innovation was not considered in the annual performance bonus.

EMPLOYEE EMPOWERMENT

Goal # 26: Ensure that all staff have adequate training.

Task 26.1. Develop employee training policy.

This task was not completed

Goal # 27: Include staff input in major organizational decisions.

Task 27.1. Include discussion of pending decisions at the monthly staff meetings to solicit staff feedback.

This task was completed.

Task 27.2. Review annual capital improvement plan with field staff as part of the annual budget process.

This task was completed.

Goal # 28: Foster open lines of communication between all departments.

Task 28.1. Conduct annual review/update of strategic plan.

This task was completed.

Task 28.2. Clearly define areas of responsibility for each department.

Goal #29: Ensure competitive compensation for employees

Task 29.1. Conduct compensation studies at least once every four years.

This task was completed.

Goal #30: Provide opportunities for career advancement

Task 30.1. Fill higher level vacancies with qualified internal candidates whenever possible.

This task was completed.

Task 30.2. Post recruiting announcements for job opportunities with other agencies.

This task was completed.

Summary of Employee Empowerment

Innovation included 8 specific tasks, 7 of which were completed. The one task not completed has been included in the current strategic plan.

JOY

Goal # 31: Ensure that RVSS is an enjoyable place to work.

Task 31.1. Organize two staff activities per year, one in the winter and one in the summer.

This task was not completed Organizing group activities outside of work began but was derailed by the Covid pandemic.

Summary of Environmental Protection

Joy included 1 specific task which was not completed. Joy was not considered in the annual performance bonus.

FINAL SUMMARY

The Strategic Plan was coupled with a Performance Incentive Plan where employees were able to build an incentive pool based on completion of specific tasks. A maximum of \$20,000 could be earned, \$4,000 each for the five values.

The following table summarizes the completion of tasks outlined in the Strategic Plan

Value	Total Tasks	Completed Tasks	Performance Incentive
System Integrity	48	30	\$2,500
Customer Service	12	9	\$3,000
Fiscal Responsibility	8	8	\$4,000
Environmental Protection	24	14	\$2,333
Employee Empowerment	8	7	\$3,500
Total	100	68	\$15,333

Based on our Performance Incentive Plan we will divide this \$15,333 among our staff. Each employee's share is adjusted based on seniority.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

October 7, 2025

To: RVSS Board of Directors
From: Carl Tappert, Manager

RE: Personnel Policy Update

I have prepared a draft Personnel Policy update. The overall format of the proposed new policy is very different from the current policy, but in most cases the substance of the policy has not changed.

That said, there are some significant changes that you need to be aware of.

Part 1 – Introduction

At-Will Employment The new policy puts an emphasis on at-will employment. This is the law in Oregon. The intention here is not to instill fear in the staff but to stick close to the current law.

Part 3 – Orientation

3.6 Staff Meetings – We currently hold monthly staff meetings where RVSS provides lunch to employees. This has become a hot topic with people focused on public officials ethics. We've added a clause that says that food and beverages provided are considered part of an employee's compensation package which should resolve the ethics issue.

Part 5 – **Professionalism**

Integrity Extends to Off-Work Hours – This section clarifies that if an employee's behavior outside of work impacts their own or others ability to do their jobs they may be subject to discipline.

Part 6 – Time on the Job

6.8 Payday – clarifies when the start of the work week is for those working an irregular schedule, such as the eight-nine schedule

6.9 Overtime Compensation – Changes to overtime rules from any time in excess of the daily schedule to any time in excess of 40 hours per week. This maintains consistency with state employment law.

6.16 Flex Time – This goes hand in hand with the change in overtime rules. It allows

employees to work extra hours on one day and fewer on another, so long as the shift is within the same work week.

Part 7 Leave Away from the Job

7.3 PTO Accrual – Changes allows newly hired employees to begin earning their full allotment of PTO starting day 1. There are several reasons for this. With the emphasis on at-will employment there is no reason to classify anyone as a probationary employee or introductory employee. Also, with the change to PERS employees must wait 6 months before they are considered a PERS member, while employees must wait 1 year before they are eligible for the Retirement Health savings plan or the 457 plan.

7.5 Holidays – added Juneteenth as a paid holiday. We would now recognize all federal holidays except Columbus Day, which was traded for the day after Thanksgiving years ago. We also have a floating holiday which we usually take on Christmas Eve or the day after Christmas.

The proposed new policy does not include some sections that are in the current policy, notably:

- All references to compensation amounts, retirement benefits, etc. have been removed. Compensation amounts are included in our annual compensation resolution, which will be added each year to the employee handbook.
- The section on Blood-Borne pathogens has been removed. A supplemental policy on blood-borne pathogens will be included in the employee handbook
- The section on Discipline and Discharge has been removed. The part that addresses progressive discipline is good practice but it is entirely up to management to implement so does not need to be in the personnel policy. The part that addresses appeals of discipline anticipates a much larger organization than we are, it is ineffectual in practice with an organization of our size.

Employees who believe that they have been wrongly disciplined still have legal recourses through BOLI or the EEOC

ROGUE VALLEY SEWER SERVICES

Employee Handbook

2025

2025

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<i>By signing below, I confirm that I received a copy of this Employee Handbook and was given an opportunity to ask questions. I understand that I will be held accountable to the performance and conduct expectations in this Handbook and to the other expectations and directions RVSS may set for me</i>	
	1

DRAFT

1. INTRODUCTION

Welcome to RVSS. We hope your employment will be a source of great personal and professional satisfaction. Your work directly impacts the quality of services we provide and our overall success, and we appreciate and value the contribution you undoubtedly will make.

If you ever have any concerns or questions about our policies and procedures, we encourage you to speak with your Department Head or Executive Secretary. The Executive Secretary also serves as the Director of Human Resources. We want to make our time together a positive work experience for all.

Thank you for being part of our incredible team.

1.1 About This Handbook

This Employee Handbook contains information about current RVSS employment policies and procedures, and we expect you to read it carefully because it is a valuable reference for understanding your job. As you become more familiar with your job, you may notice that not all policies and procedures are set forth in this Handbook. No handbook or manual can include all policies of a business in detail, and we have not tried to do so here.

Instead, we summarized some of the more important policies, and those that are listed in this Handbook are designed and intended to provide you with a general understanding of what types of conduct we expect and what behavior we will not tolerate.

1.2 Policies May Change in the Future

This Handbook applies to all employees, regardless of position or location, and supersedes any previously issued personnel materials, manuals, or inconsistent policy statements. **We continuously review our benefits and policies, and we may make changes from time to time. This Handbook is not intended to be (nor should it be considered by you to be) an employment contract or a guarantee of specific**

treatment in any given situation. We reserve the right, in our sole discretion, to revise, delete, add, and make exceptions to the policies described in this Handbook without prior notice to you and without your consent. Abiding by these policies is a condition of your employment.

1.3 Personnel Administration Generally

The Board of Directors has authority over all matters of personnel administration through the adoption of the District Budget, compensation plans, ordinances, and resolutions adopting and/or amending the personnel rules and regulations.

The General Manager is charged with the responsibility for the interpretation and application of the policies.

The General Manager may specifically delegate in writing the authority for the enforcement of rules and policies.

The General Manager shall be responsible for ensuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations. The Board delegates to the General Manager broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board.

1.1 At-Will Employment

This Handbook does not guarantee employment for any specific length of time. Although we hope our employment relationship with you will be long-term, **employees are employed “at will,” which means either we or you can end the relationship at any time, with or without notice, and with or without reason, to the extent allowed by law.**

NOTE: *Nothing in this Handbook is intended to unlawfully restrict an employee’s right to engage in concerted protected activity for the purposes of the mutual aid and/or protection of employees, and RVSS will not interpret, apply, or enforce these policies in a manner that interferes with, restrains, or coerces employees in violation of the National Labor Relations Act or other state or federal law.*

2 WHO WE ARE

A Little About RVSS

Rogue Valley Sewer Services is a Sanitary Authority organized under ORS 450.705 to 450.980. It is governed by a Board of Directors consisting of five members elected from within the district and managed by a General Manager and four department managers.

Company Mission

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

2.1 Our Core Values

The core values of the organization are:

- **System Integrity** – The primary function of RVSS is to manage the sewer and stormwater infrastructure to ensure reliable service. This commitment ensures that we have state-of-the-art equipment and a proactive capital improvement plan.
- **Customer Service** – RVSS treats all of our customers with respect and honesty.
- **Environmental Protection** - RVSS works to protect our natural resources in all aspects of our operations.
- **Innovation** – RVSS draws on the creativity of our employees to develop new and innovative approaches to doing our work.
- **Employee Empowerment** – RVSS believes giving employees more responsibility improves efficiency and strives to engage staff to develop their individual talents and to participate in company decisions
- **Joy** – RVSS believes that the work environment should be enjoyable.

2.2 Our Code of Ethics

RVSS believes that all people should be treated with consideration, respect, and dignity, and we expect our team members to meet the highest standards of professionalism and outstanding customer service. RVSS strives to maintain a high standard of business ethics. As a representative of RVSS, you are expected to accept responsibility for the appropriateness of your own behavior and to always exhibit a high degree of personal and professional integrity. We ask that you conduct yourself in a manner that leaves a favorable impression on others. Friendliness, patience, courtesy, and cooperation encourage customers to use RVSS in the future and to recommend us to others.

This policy does not prohibit communications regarding general working conditions or other protected concerted activities.

2.3 Foster a Culture of Accountability

Working independently and collaboratively, your position plays an integral role in executing our mission, philosophy, and commitment to creating a culture of accountability. A culture of accountability generally includes the following positive team dynamic attributes:

- Open communication with team members intended to elicit feedback and solutions from everyone, coupled with a genuine effort to try to understand the perspective of others.
 - Alignment of work efforts with business goals. Couples with demonstrated diligence in identifying and exploring opportunities to make a substantive contribution, including consistently asking “what else can I do to be helpful?”
 - Following through on stated promises, commitments, and expectations
 - Ownership of responsibility for actions, conflicts, misunderstandings, decisions, and outcomes in which an employee may have played a role. Deflecting responsibility and shifting blame to others are examples of what not to do.
 - Highly ethical standards of behavior in the
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performance of duties and consistent exhibition of personal and professional integrity.

All employees are encouraged to foster a team-oriented culture of accountability through positive interactions, active listening, meaningful collaborations, and the constructive exchange of ideas. This policy does not prohibit communications regarding general working conditions or other protected concerted activities.

3 ORIENTATION

This Handbook is designed to provide you with general information about working for RVSS. You should keep it handy as an ongoing reference. We want to be clear that violating any policy in this Handbook can lead to disciplinary action, up to and including possible separation of employment.

Nothing in this Handbook is intended to prevent employees from discussing their wages, hours, and working conditions, and it is not intended to prohibit any communication allowed by law.

3.1 Employee Personnel Information

Personnel Records & Files

Please report all changes of address, telephone number, or family status (such as births, marriage, death, divorce, or legal separation) to the Executive Secretary at your earliest opportunity so that we can keep your personnel records up to date. These changes may affect your income tax and group benefits.

No negative or derogatory documents will be placed in an employee's personnel file without that employee's knowledge. Employees may add their own documents refuting or explaining their version of events that led to the negative documents.

Upon reasonable notice, employees may review their personnel file onsite in the presence of the Executive Secretary. When an employee requests a copy of their personnel file in writing, it will be provided to the employee within 45 days of the request. The requesting employee may be charged for the cost of making the copies.

Medical Records

Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee's personnel

file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and accommodations.

Confidentiality

Contents of employee personnel files and medical files are generally considered exempt from public disclosure and will not be released to third parties without the consent of the employee.

Personnel records may be released to the public if required under the Oregon Public Records Law.

Employment Applications and Background Checks

RVSS relies on the accuracy of information contained in the employment applications it receives, as well as the accuracy of other data provided throughout the hiring process and during an employee's employment.

This includes the information we may receive when we check your references, work history, and background checks, when applicable, performed at the appropriate stage of the hiring process.

Background Check

All offers of employment and continued employment are contingent upon satisfactory results of the background check.

If RVSS determines either before or after you are hired that you made misrepresentations, falsifications, or material omissions in any of the information or data you provided, you may be disqualified from consideration or, if hired, subject to discipline, up to and including termination. If background check results are not satisfactory or otherwise include disqualifying information, regardless of when received, your employment will be terminated.

Physical Examination

An offer of employment may be contingent upon an applicant's successful completion of a medical examination to determine if the applicant is able to perform the essential

functions of the job with or without reasonable accommodation and without direct threat to the health or safety of the applicant or other persons. If required, this examination will be provided by the District at District expense. Any information gathered will be treated as a confidential medical record. The scope of the post-offer medical examination may include a baseline physical exam and other inquiries into the applicant's physical and/or mental condition.

Physical examinations for all positions classified as safety-sensitive will include a drug screen.

In order to ensure continued qualification for employment, the District may require employees to submit to a medical examination when the examination is job-related and consistent with business necessity. Medical examination may be required to support family medical leave situations, including requests for fitness for duty certifications, as provided by family medical leave laws.

3.2 Use of Cell Phones

If personal cell phone use is necessary for a legitimate reason, please limit it to avoid interfering with customer care or work. We also ask that you lower the volume of your phone ringtone to silent or vibrate during work hours, step away from your work area to take private or personal calls, and keep your voice volume low when talking around others. When possible, family, friends, and others who may need to reach you should call the office line and leave a message for you.

RVSS-Owned Electronic Devices

RVSS-owned and issued cell phones and electronic devices should only be used in support of official RVSS business, except for incidental personal and emergency use. RVSS-issued cell phones and electronic equipment remain RVSS property, and RVSS expects you to exercise reasonable precautions to prevent equipment theft, unauthorized use, and vandalism of the phone or electronic equipment provided to you. Remember that cell phones and other electronic device communications are not

necessarily secure, and you should be extra diligent when using them to relay confidential business or customer information.

Employees have no reasonable expectation of privacy on an RVSS-owned device. Organization-related business conducted on any device, including a personal device, may be subject to disclosure under Oregon's Public Records laws.

3.3 Personal Use of RVSS Property

Use of RVSS tools, supplies, and equipment for personal business is strictly prohibited without the express authorization of your manager. If you receive permission to use our tools, supplies, or equipment for personal purposes, you must adhere to the applicable safety regulations and agree to be solely responsible for the cost of any damages that may occur while you are using these items for a personal purpose.

3.4 Personal Property

If you use or keep personal property on our premises, you do so at your own risk. We are not liable if it is lost, damaged, or stolen.

3.5 Smoking

No smoking, vaping, or aerosolizing of inhalants of any kind is permitted inside RVSS's office building or inside RVSS vehicles. RVSS also prohibits smoking, vaping, and aerosolizing of inhalants within 10 feet of all RVSS building entrances, exits, windows, access ramps, and air vents.

Smoking, vaping, and chewing should be limited to rest breaks and meal periods. Employees who have strong cigarette, tobacco, or pipe odors on their physical person or clothing may be asked to change into clothes that do not have a similar odor.

3.6 Staff Meetings

Your presence may also be required at designated internal and external meetings for purposes of sharing information, policy changes, conflict resolution, business

development, safety training, continuing education, and other purposes designed to maintain a cohesive team and contribute to the success of our business. We are better able to improve our processes, grow our trust in each other, and explore opportunities for expanding our connections with the community when everyone is welcomed and encouraged to bring their ideas and perspectives to the conversation. When meetings are designated as mandatory, you are expected to attend unless you have received prior authorization for your absence.

When meetings are scheduled around lunch time, Management may, at its sole discretion, provide food and beverages. In such cases, the food provided is considered part of the employee's official compensation package.

4 A GREAT PLACE TO WORK

4.1 Commitment to Diversity

RVSS is committed to creating and maintaining a workplace in which all employees have the opportunity to participate and contribute to the success of our business and are valued for their skills, experiences, and unique perspectives. This commitment is embodied in our policies, expectations, communications, interactions, and the way we do business. **It is the responsibility of each employee, including you, to embody our commitment to diversity, equity, and inclusion and to give real meaning to our EEO policies.**

4.2 Equal Employment Opportunity Employer

RVSS does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of employment, including recruiting, hiring, total compensation, performance management, discipline, training, transfers, layoffs, terminations, and dispute resolution.

We provide equal employment opportunities to all qualified persons without regard to race, color, national origin, religion, sex, gender, gender identity (including gender expression), sexual orientation, pregnancy, age, disability, injured worker status, marital status / familial status, veteran's status, genetic information or history, or any other protected status in accordance with local, state, and federal law. RVSS makes employment decisions based on an individual's qualifications, ability to perform the job, and overall contribution to the RVSS. and other non-discriminatory business factors and criteria, including at-will employment status, that may be permissible under applicable law.

State and federal laws also prohibit discrimination against members of the public while providing services and in places of public accommodation based on protected class

status. As such, employees are prohibited from harassing, discriminating, or retaliating against our customers, vendors, contractors, and others with whom we may do business.

Employees are expected and encouraged to bring instances or concerns of discrimination and harassment to the attention of their manager immediately and without fear of retaliation.

4.3 Employment Eligibility Verification

Our policy and commitment to providing equal employment opportunities extend to those individuals who are legally authorized to work in the United States. RVSS requires all newly hired employees to complete an I-9 form and provide supporting verification documents. Current employees may be asked to submit updated verification documentation if their prior documentation expires during the term of their employment.

4.4 Religious Accommodations

RVSS acknowledges the diversity of faiths, religions, and belief systems represented by our employees and our customers, and we are committed to creating a workplace where those differing views and values are treated with respect and dignity. Regardless of your own personal views, we expect our employees to be kind and considerate in conversations and interactions in which the topic of religion, spirituality, or philosophy may come up. To that end, comments, conduct, and behavior that are demeaning, dismissive, derogatory, or disparaging of another person's religion (or lack thereof), or another person's spiritual or philosophical belief system, will not be tolerated and may be grounds for discipline.

If you need a workplace or policy modification due to your sincerely held religious beliefs, RVSS will consider and provide reasonable religious accommodations unless doing so would create an undue hardship on our business. Requests for accommodation should be submitted to the General Manager. Religious accommodation is not guaranteed long-term or for the same repeated annual events. Decisions regarding requested religious accommodations remain within the sole discretion of RVSS.

4.5 Disability and Reasonable Accommodations

RVSS will provide reasonable accommodations for qualified individuals with a disability as required by law, unless doing so would create an undue hardship on RVSS, and assuming the individual does not pose a direct threat to the safety of the employee or others. Should you request or need an accommodation, RVSS has the right to gather more information and confirmation about your disability from a health care provider to better evaluate your accommodation needs and opportunities to meet those needs.

Requests for any accommodation should be submitted to your Department Head or the Executive Secretary. Disability-related accommodations are subject to change as your needs and conditions change. We expect you to provide periodic updates at least once per year and whenever things change for you to ensure we can meet your needs appropriately. An accommodation granted or authorized in one instance may be changed or denied later if your needs, our business needs, or circumstances change. Decisions regarding requested disability-related accommodations remain within the sole discretion of RVSS. Employees are expected to communicate with management regarding accommodation requests and engage in good faith in a mutual, interactive process.

4.6 Pregnancy-Related Accommodations

RVSS will provide reasonable accommodations for pregnant women as required by state or federal law for pregnancy and pregnancy-related conditions, unless doing so would create an undue hardship on RVSS.

Oregon employees may request reasonable accommodation for known physical or mental conditions related to, or affected by, or arising out of, pregnancy, childbirth, or a related medical condition. Conditions may include current pregnancy, past pregnancy, potential or intended pregnancy (e.g., infertility, fertility treatments, and use of contraception), labor

and childbirth, lactation, breastfeeding, miscarriage, stillbirth, abortion, post-birth pregnancy-related conditions, and more. Requests for any pregnancy-related accommodation should be submitted to your Department Head. Should you request or need accommodation, RVSS has the right to gather more information about your condition from a health care provider.

RVSS will provide a requested reasonable accommodation that would enable the employee or applicant to perform the essential functions of their job, unless the accommodation would impose an undue hardship on RVSS's business operations.

Reasonable accommodations may include, but are not limited to, modifications or adjustments to the job application process and work environment or the manner or circumstances under which the job is or will be performed. For example, accommodations may include:

- More frequent or longer breaks and/or meal periods, including rest breaks for nursing mothers;
- Seating for jobs that generally require standing or sitting for jobs that generally require sitting;
- Schedule changes, reduction in hours, or modifications to job assignments;
- Paid or unpaid leave;
- Light duty or assistance with manual labor;
- Worksite modifications to make facilities or the work environment more accessible, including the acquisition or modification of equipment or devices;
- Job restructuring.

RVSS will decide in its sole discretion whether accommodation can be made, and if so, in what form. The list above is not a guarantee that all or any of these possible accommodations can be provided.

We are not required to create positions that do not already exist or to displace other employees from their positions to facilitate a particular accommodation for you. In the event you are eligible to take family leave and have time

available, you are not required to use it (although you may choose to) if an alternate reasonable accommodation is available to assist you in performing your job duties at work.

RVSS will decide, in its sole discretion, which, if any, accommodation(s) to provide and for how long, consistent with applicable law.

4.7 Pay Equity

RVSS is committed to compensating employees fairly and in compliance with applicable equal pay laws.

Pay increases are not automatic or guaranteed at any time. If pay increases are given, they will be based on available funding, budgetary considerations, overall performance, and an individual's contribution to the practice in terms of production, positive team dynamic, and outstanding customer service, among other business-related factors. Questions about wages, benefits, and total compensation packages should be directed to your Department Head.

RVSS may not base your salary on your previous salaries with other employers, before hire, and will comply with transparent wage policies to the extent required by law.

4.8 Harassment and Discrimination Prohibited

RVSS employees may not engage in any form of harassment or discrimination.

Sexual assault, or any other form of sexual conduct inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation, will result in immediate termination and possible criminal repercussions.

Harassment and discrimination of any employee because of the employee's race, color, national origin, religion, gender, gender identity (including gender expression), sexual orientation, pregnancy, age, disability, injured worker status, marital status / familial status, veteran's status, genetic information or history, or any other status protected by local, state, and federal law is strictly prohibited.

Conduct prohibited by this policy is not only unacceptable in the workplace but also in any work-related setting outside the workplace, including other job sites, business trips, business meetings, business-related social events, and RVSS-sponsored events. ***Employee violations of this policy may result in discipline up to and including termination.***

Helpful Definitions

"Harassment" is unwelcome verbal, nonverbal, or physical conduct, based on a person's protected class, that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating, or offensive working environment. Protection against harassment extends to the person harassed, as well as other people affected by the offensive conduct.

"Workplace harassment" means conduct that constitutes discrimination prohibited by ORS 659A.030, including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.082 or 659A.112.

Examples of Prohibited Protected Class Behavior

Harassment includes sexual assault, sexual harassment, as well as other forms of harassment based on the individual's protected class status. Examples of conduct based on protected class status that are prohibited by this policy, regardless of whether sexual or non-sexual in nature, include:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex, sexual orientation, gender or gender identity and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal, non-verbal, or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating, or offensive working environment.

- Unwelcome intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, rubbing, brushing against, etc.).
- Unwelcome questions or comments about another person's sexual activities, dating, personal or intimate relationships, appearance, race, religion, age, disability, or any other category protected by law.
- Unwelcome whistling, staring, or leering at another person. Unwelcome sexually suggestive or flirtatious gifts, letters, notes, e-mail, text messages, or other forms of instant messaging, or voice mail. Unwelcome sexual advances or flirtations.
- Conduct or remarks that are sexually suggestive or that otherwise demean or demonstrate hostility toward another person (regardless of whether sexual in nature) for any protected class reason (e.g., jokes, taunts, negative stereotyping, and threats).
- Displaying or circulating pictures, objects, or written materials (e.g., graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, etc.) that are sexually suggestive, demeaning, or otherwise demonstrate hostility toward another person (regardless of whether sexual in nature) for any protected class reason.
- Slandering, libeling, ridiculing, maligning, or spreading similarly negative and derogatory information about a person or that person's family, or spreading rumors and gossip about individuals.
- Expressing or communicating sentiments of hate towards a person or protected class group of people, or that is intended to disparage, demean, or denigrate another person or group of people based on their protected class.
- Any other unwelcome gestures, symbols, comments, name-calling, or behavior that is directed towards another person, relates to another person, or that negatively impacts another employee's ability to work productively and efficiently.

Although this policy provides examples of

possible harassment type behaviors, it is not intended to be a complete list.

Prohibitions Apply to Conduct Outside of Work

Employees are prohibited from using social media platforms, regular media, telephone calls, text messages, recordings, and personal interactions outside of work to share, post, or publish information that rises to the level of harassment, discrimination or retaliation expressly prohibited by this policy against an employee, community partners, and others with whom we may work, regardless of whether the comments are directed specifically at the person or made in direct or indirect reference to the person. This policy applies regardless of when the information was shared, posted, or published (i.e., before or after your scheduled shift, weekends, holidays, etc.).

Employees are also prohibited from sharing, posting, or publishing information publicly to others that is inconsistent with our commitment to creating a harassment-free and discrimination-free workplace marked by respect and dignity for all people, cultures, and demographics. For example, social media posts, videos, recordings (audio, visual, digital, etc.), and first-hand observations by others of behavior by an employee that expresses or communicates hate or is intended to disparage or denigrate another person's protected class demographic, may lead to discipline, up to and including termination. Social media posts, videos, recordings (audio, visual, digital, etc.), and first-hand observations by others of an employee threatening violence, engaging in violence, or inciting others to engage in violence towards another person, group of people, or a protected class demographic will similarly be grounds for discipline, up to and including termination.

This policy does not prohibit communications regarding general working conditions or other protected concerted activities.

Reporting Complaints

Documenting Complaints

Employees who experience or observe what they believe to be incidents of sexual assault or

possible unlawful discrimination, harassment, or retaliation on the basis of protected class status are encouraged to document the incidents and share that information with their manager or any other person designated below to receive complaints of that nature. Leadership staff who receive reports or complaints of possible discrimination, harassment, sexual assault, or retaliation should similarly document the concerns and forward the information to the appropriate person designated below.

Resources available for employees reporting potential workplace harassment include our Employment Assistance Program (EAP) and community resources, such as Oregon Law Help, the Oregon Crime Victims' Compensation (CVC) Program, the Oregon Bureau of Labor and Industries (BOLI) complaint process, and county services.

Designated Persons Responsible for Receiving Complaints

The Executive Secretary is designated as the primary person responsible for receiving reports of alleged unlawful harassment, discrimination, sexual assault, and retaliation, with your Department Head serving as an alternate resource.

Concerns or complaints of this nature involving the Executive Secretary should be reported to the General Manager.

Concerns or complaints relating to conduct by the General Manager should be reported directly to the Board of Directors.

If at any time you believe you have been subjected to sexual assault or unlawful harassment, discrimination, retaliation, or any other conduct prohibited under this policy, you must report the matter immediately to your Department Head. Complaints may be made orally or in writing, and the sooner we are aware of the issue, the sooner we can address it. If you do not feel comfortable making a report to your Department Head, you may bypass that person and report the complaint directly to another member of leadership.

Other Reporting and Remedy Options

Nothing in this policy precludes employees from also seeking remedies for unlawful conduct through state or federal administrative agencies or the courts.

Complaints alleging violations of ORS 659A.030, 659A.082, 659A.112 or Section 2 of the Oregon Workforce Fairness Act must be filed with the Oregon Bureau of Industries (BOLI) or in civil court no later than five years after the occurrence of the alleged violation. Civil actions and BOLI complaints alleging unlawful employment actions *other than* a violation of ORS 659A.030, 659A.082, 659A.112, or Section 2 of the Oregon Workforce Fairness Act must be filed no later than four years after the occurrence of the alleged unlawful employment practice.

Filing deadlines differ and are considerably shorter for complaints filed with the federal EEOC and the federal Department of Labor. Additionally, an advance Notice of Claim must be provided to us and to other entities in accordance with ORS 30.275 before filing a claim.

Investigation

Once RVSS receives a report or complaint of alleged sexual assault, unlawful harassment, discrimination, or retaliation, RVSS will look into the matter and determine what, if any, action to take to address the situation. To ensure compliance with rules that protect employees in the workplace, RVSS expects you and all employees to cooperate fully with any investigation. Dishonesty during an investigation will be grounds for immediate termination.

Confidentiality will be maintained throughout the investigatory process as much as possible and to the extent consistent with an adequate investigation, appropriate corrective action, and freedom to discuss workplace conditions. We won't share your employee story with other employees; do not expect us to share another employee's story with you.

RVSS will follow up with a victim of alleged harassment once every three months for the calendar year following the date on which the organization received a report of harassment, to determine whether the alleged harassment has stopped or if the victim has experienced retaliation.

RVSS must inform the victim that management will follow up with the victim in the manner described here until and unless the victim objects to such action in writing.

Retaliation Prohibited

RVSS strictly prohibits retaliation against any individual who reports alleged sexual assault, unlawful discrimination, and harassment, or who participates in an investigation of such reports.

Retaliation may take the form of overt, direct, or indirect acts or adverse treatment towards an individual that serves to punish, demean, discredit, intimidate, or otherwise harm an individual because of reporting prohibited conduct, participating in an investigation into prohibited conduct, or testifying about prohibited conduct.

These policies may not be used as a basis for excluding or separating individuals from participating in business or work-related social activities or discussions to avoid allegations of harassment, discrimination, or retaliation.

If you believe you have been retaliated against in violation of this policy, please report it immediately to your Department Head. Any employee who engages in retaliation or knowingly makes a false report of sexual assault, harassment, discrimination, or retaliation will be subject to discipline, up to and including immediate termination.

Prohibited Non-Disparagement and Non-Disclosure Agreement Language

RVSS will never require, coerce, or intimidate you into entering an employment agreement or separation agreement as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a non-disclosure or non-disparagement provision (or any similar language) that would have the purpose or effect of preventing you from disclosing facts or information relating to:

- Sexual assault or alleged discriminatory conduct prohibited under ORS 659A.030, ORS 659A.082 or ORS 659A.112;
- Conduct between employees, or between you and an RVSS representative, that may have occurred in the workplace or at an

off-site work-related event; or

- Conduct that may have occurred between you and an RVSS representative off-site in a non-work-related situation or capacity.

Non-disparagement generally means refraining from conduct (other than protected concerted activity) that could damage RVSS's reputation and goodwill in the industry or community. Non-disclosure refers to an expectation that you will keep certain information confidential and will not disclose or disseminate that information to others who may not be authorized to have it.

An employee alleging harassment, discrimination, or retaliation may voluntarily request to enter into a nondisclosure agreement, with seven (7) days to revoke the agreement.

RVSS must provide to any employee who requests such an agreement a copy of all Handbook policies relevant to harassment, discrimination, and retaliation. The agreement must follow the provisions of ORS 243.323 and may not override federal rights, such as the right to discuss workplace conditions.

4.9 Workplace Violence Prohibited

RVSS does not tolerate workplace violence. It is expected that you treat all employees and other people associated with RVSS in a non-threatening manner at all times. This includes refraining from engaging in aggressive behavior or heated arguments and disagreements with co-workers, customers, or other visitors to our sites. We also expect you to refrain from fighting, horseplay, or other conduct that may be dangerous to you or others.

Weapons Prohibited

Regardless of whether you possess a concealed weapon permit or are otherwise allowed by law to possess and carry a weapon, the possession, sale, or use of weapons on RVSS property, in RVSS vehicles, and at RVSS-sponsored events or job sites is strictly prohibited. "**Weapons**" include, but are not limited to, guns of any kind, knives with blades **over 3 inches** in length, explosives, and any chemical or device whose purpose is to cause harm to another person.

This prohibition does not extend to tools used for work, such as multi-function tools like a

Leatherman, or utility knives, nor does it extend to approved medical devices as long as they are used for a business purpose and not in a manner that would threaten or harm another person.

Violence Prohibited

“Violence” includes physically harming another person, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities, **regardless of intent**. If you are subjected to or threatened with violence by a co-worker, customer, vendor, or anyone affiliated with RVSS, or if you are aware of another individual who has been subjected to or threatened with violence, please report this information to your Department Head or the Executive Secretary as soon as possible.

Keep Us Informed

All employees are responsible for notifying RVSS of any threats witnessed, received, or discussed. Even without an actual threat, employees should report behavior they witness that appears threatening or violent when that behavior is job-related or carried out in the workplace. The relationship between the people involved never excuses the obligation to report the behavior.

Individuals who apply for or obtain a protective restraining order listing the workplace location as a protected area should provide the Executive Secretary with a copy of the protective or restraining order. RVSS understands the sensitivity of the information requested and will take reasonable steps to protect the privacy of the reporting employee.

4.10 Whistleblower Protection

Whistleblower protection is intended to encourage employees to report improper actions of RVSS employees and management in good faith without fear of retribution. Individuals who knowingly make false or malicious complaints under this policy may be subject to discipline, up to and including termination.

“Improper Action” Defined

“Improper action” means any action by an employee undertaken in their official duties that violates any federal, state, or local law or rule, is an abuse of authority, or is of substantial and specific danger to the public health or safety. This includes actions by any RVSS employee or the Board of Directors.

Reporting Procedure

If you become aware of improper actions, you should raise the issue with your Department Head. We may also ask you to submit a written statement detailing the basis for your belief that an improper action has occurred. If you reasonably believe the improper action involves your Department Head, you may bypass that person and raise the issue directly with any other RVSS manager.

Employees may also report improper actions to a relevant State or Federal regulatory agency, a law enforcement agency, or an attorney licensed to practice law in Oregon.

RVSS will promptly investigate a report of improper action. RVSS employees and agents involved in the investigation will keep the identity of reporting employees confidential as much as possible, and to the extent consistent with an adequate investigation.

Retaliation Prohibited

RVSS employees are prohibited from retaliating against another employee because that employee has, in good faith, reported an improper action. “Good faith” means that the individual reporting the improper action has a reasonable basis for believing there has been a violation of law. An individual is not acting in good faith if the person:

- Knowingly provides or reports, or who reasonably ought to know the employee is providing or reporting, information that is malicious, false, inaccurate, or frivolous;
- Provides or reports information with reckless disregard for the truth; or
- Knowingly distorts or omits relevant information. If you believe you have been retaliated against for reporting an improper

action, please report the matter to your manager or Human Resources.

4.11 General Problem-Solving Procedures

If you need assistance or advice in resolving issues concerning your employment, RVSS is ready and willing to listen and assist you. We encourage all employees to discuss any problems or concerns they may have using the following Problem-Solving procedure:

- Raise your concerns with your Department Head first. Very often, that person is in the best position to handle specific problem(s) satisfactorily.
- If your Department Head is unable to solve the problem, or if the problem is not resolved to your satisfaction, you should bring the issue to the attention of the General Manager

If you do not feel comfortable talking with a particular person listed in the steps above, or if there is any other reason that you cannot follow the steps outlined above, you may speak with any member of management

Employees using these problem-solving procedures may do so without fear of restraint, interference, discrimination, or retaliation.

While we encourage open communication, please note that certain topics, such as accommodations and medical leave, for example, are private personnel matters that will not be shared with other employees.

4.12 Performance Management Policy

Your Department Head will review your job performance periodically to encourage and coach you on the performance of your job duties. Our goal is to ensure that you have all the tools and information you need to do your job well.

Unsatisfactory performance, poor work habits, overall bad attitude, conduct or demeanor, violation of our policies, procedures, or

guidelines, or any other behavior or conduct deemed inappropriate might lead to discipline, up to and including termination.

While we strive to give employees a reasonable opportunity to correct behavior and improve performance, we will determine in our sole discretion and on a case-by-case basis what form of performance management measure or tool, if any, to use in any given situation. Nothing in this performance management process is meant to change the at-will nature of the employment relationship or to constitute a contract.

5 PROFESSIONALISM

Being able to do our best work requires many things from our employees, including maintaining a healthy and appropriate separation between personal and professional issues, upholding agreements regarding performance of duties, remaining sensitive to the needs of others, directing professional concerns to the appropriate person, abiding by our policies, and supporting our values in our words and actions.

5.1 Professional Communication

RVSS employees are expected to maintain open and honest communications. We expect all employees to use their best efforts to ensure that their personal views and opinions on socially significant topics (e.g., politics, religion, LGBTQ rights, immigration, environment, gun rights, etc.) do not negatively impact our team dynamic and operations or otherwise interfere with the employee's ability, or the ability of other team members, to do their best work. **Communications between employees at all levels, both at work and outside of work, are expected to be honest, courteous, respectful, and professional.**

Examples of professional communication include, but are not necessarily limited to:

- Exercising tact, courtesy, and diplomacy when interacting with customers, contractors, vendors, and others with whom we may work, especially at times when our perspectives and opinions may differ from those of the other person;
- Providing exceptional customer service at all times, including in situations involving a dissatisfied customer, while enhancing the RVSS's public image; and
- Ensuring reactions and responses to both emergency and non-emergency situations, stress, ambiguity, frustration, disappointment, and disagreements serve as an example to others of appropriate and professional workplace communications.

Personal attacks, negative or derogatory name-calling, insults, abusive language of any kind, threats of violence, and profanity are examples of inappropriate and unprofessional communication.

This policy does not limit communications regarding general working conditions or other protected activities.

Gossip-Free Zone

Gossip prohibited by this policy includes personal information about one person disclosed to another person or other people that a reasonable person would consider negative, inflammatory, derogatory, embarrassing, demeaning, hurtful, or otherwise private. This type of behavior conflicts with our notions of teamwork, integrity, respect, professionalism, and diversity.

Be Honest

Dishonest communications and deceitful conduct are contrary to our standard for professional communication and will not be tolerated. Examples of dishonest communication and deceitful conduct include, but are not limited to:

- Failing to abide by legal compliance and billing policies and practices.
- Using or misusing RVSS property and/or security access (e.g., keys) entrusted to the employee in an unauthorized manner or allowing other unauthorized persons to gain access to customer property or RVSS property.
- Knowingly making a false complaint about another employee or knowingly giving false information during an investigation or legal proceeding;
- Stealing, taking, diverting, or otherwise misappropriating RVSS confidential, proprietary, or trade secret business information, equipment, money, services, or other property belonging to RVSS without authorization;
- Using RVSS funds or credit for personal purposes without prior, express authorization from the General Manager;
- Knowingly submitting false or inaccurate time records or expense reimbursement documentation;

- Falsifying, altering, destroying, and/or otherwise concealing RVSS records, forms, or other types of information for the purpose of deceiving or misleading others, or avoiding detection, review, or consequences;
- Engaging in any form of criminal conduct, whether convicted of the offense or not, that tends to cast doubt on your honesty and integrity or the reputation of RVSS; or
- Intentionally engaging in deceitful or deceptive behavior or tactics when interacting with customers, other employees, and others with whom we may work.

Violations of this policy will subject you to discipline, up to and including termination.

Insubordination

It is against our policy for you to refuse to follow the directions of a member of leadership unless doing so would place your safety or the safety of another person at risk.

The term insubordination describes behavior that generally falls into one of the following categories.



Disobeying Orders

Employee refuses, without justification, to comply with lawful and reasonable orders of their supervisor.

- **Disputing or Ridiculing Authority**
Employee makes statements or remarks that damage or tend to damage the District's interests.
- **Exceeding Authority**
Employee commits an act that exceeds the authority either expressly granted or implied by the employer's failure to object to a particular course of conduct.
- **Vulgar or Profane Language**
Employee addresses vulgar, profane, insulting, obscene, derogatory, or offensive language towards a supervisor when such remarks are unjustified under the circumstances and not within the normal exchange and customary good-natured banter between the employee and supervisor.

Insubordination in any form will not be tolerated. Employees engaged in insubordinate behavior will be subject to discipline up to and including termination. Employees are permitted and encouraged to engage with their supervisors in a respectful and professional manner regarding any aspect of the District operations.

Integrity Extends to Off-Work Hours

Employees who engage in illegal, immoral, or unethical behavior while off duty may be subject to discipline, up to and including termination of employment. Similarly, if your off-duty behavior outside of work (e.g., social media posts disparaging other people or demographics, disruptive social interactions at public events, DUI, criminal activity, etc.) or if your behavior outside of work impacts your ability or the ability of others to do their best work for RVSS, you may be subject to discipline.

This policy does not prohibit communications regarding general working conditions or other protected activities.

5.2 Dress Code & Grooming

We expect employees to present a professional appearance to promote a positive image to customers and others with whom we do business. RVSS expects you to use good judgment and taste in matters of personal grooming and to wear appropriate attire and footwear for the workplace, given your specified job duties.

Appropriate Attire

Office attire should be clean, well-fitting, and modest with no visible undergarments or excessive bare skin. Footwear should similarly be clean and in good repair and appropriate for the nature of work you perform.

Clothing for field work should be appropriate for the weather and safety concerns.

Clothing should not include any logos or images other than official RVSS logos and images.

Clothing or accessory items that could be deemed harassing or offensive to others are also prohibited.

Tattoos & Piercings

RVSS reserves the right to require you to cover offensive tattoos and remove excessive facial piercings while working. Offensive tattoos include, but are not limited to, vulgar language, racial or other discriminatory slurs, epithets, symbols or images, hate speech or symbols, depictions of violence, pornography, sexually graphic or explicit images, and any other images RVSS may, in its sole discretion, deem inappropriate for the workplace.

Personal Hygiene

We expect employees to bathe/shower regularly, maintain appropriate oral hygiene, use perfumes, lotions, scents in moderation, and take appropriate steps to mitigate other strong odors.

Uniforms

Depending on your position with us, we may provide you with a uniform to wear during working hours.

When wearing our company uniform, please be sure you are clean and look professional and well-groomed.

Enforcement & Accommodations

If you violate this Dress Code & Grooming policy, RVSS may send you home without pay and/or ask you to change clothing before completing the rest of your shift. You may also be subject to discipline.

If you have questions about whether your attire, tattoos or personal hygiene complies with this policy, please speak with your Department Head ***If your religious beliefs or medical conditions require deviation from this policy, please contact the Executive Secretary***

5.3 Conflicts of Interest

Conflicts of interest are to be avoided, which means you should avoid pursuing individual interests that may conflict with the best interests of RVSS. Conflicts may arise when employees develop personal or financial relationships with our customers or with each other. Conflicts can also occur when

employees work closely with friends or immediate family members.

If you believe your conduct or activities may create a conflict of interest, disclose the details to your Department Head. Violations of this policy may lead to discipline, up to and including termination.

This policy does not limit communications regarding general working conditions or other protected activities.

5.4 Political Activities

Employees are prohibited from soliciting money, influence, services, or contributions in any form or otherwise aiding or promoting any political candidate, political party, ballot measure, or the nomination or election of any person to public office, while on the job or during working hours. We also expect employees to remain mindful of the fact that employees may disagree about political affiliations, platforms, issues, and political agendas, and those conversations and disagreements in the workplace may negatively impact morale and our ability to focus on providing quality services to our customers.

5.5 Employment of Relatives

RVSS will not give preferential treatment or special consideration to relatives of RVSS employees who may apply for positions with RVSS. All applicants will be given equal consideration for RVSS open positions. "Relative" is defined to include an employee's spouse, domestic partner, parents, siblings, children, aunts, uncles, nephews, nieces, cousins, grandchildren, grandparents, relatives by marriage, and any person with whom the employee lives in a relationship substantially equivalent to marriage.

In the event an employee's relative is considered the most qualified or best candidate for a position, that person will be considered for the position ***only if***:

- Neither employee will supervise, appoint, remove, or discipline the other as part of their assigned duties. Limited exceptions may be permitted in the event of an emergency.
- Neither relative will evaluate or audit the work of the other; and
- The working relationship will not create a

conflict of interest or the opportunity for favoritism.

- If, after hiring, two employees become relatives under circumstances that may create a conflict, one or both will be transferred, reassigned, laid off, or terminated as RVSS deems appropriate.

5.6 Personal Relationships at Work

Supervisory Role

You are prohibited from dating or pursuing romantic or sexual relationships with another employee whom you may supervise, either directly or indirectly. Additionally, you may not participate in, or provide any input on, decisions related to the employment, job assignment, performance measurement, or compensation review of any other employee when you have a dating, romantic, or sexual relationship with that person.

If two employees become related (typically by marriage or a substantially similar domestic partner relationship), or are simply dating and/or in a non-marital intimate relationship, and their continued employment might or does create a conflict of interest or the appearance of favoritism, RVSS may transfer one of the employees to another open position. If a position is not available, one of the two employees may be asked to resign or may be required to seek employment outside RVSS. Failing to disclose the existence of a relationship contemplated by this policy is considered a form of dishonesty and may be grounds for discipline, up to and including termination.

Co-Worker Relationships

This policy does not prohibit employees from becoming romantically involved with co-workers as long as neither supervises the other nor influences employment decisions. However, if you are romantically involved with another co-worker, RVSS expects you both to behave in a professional manner while at work. This means avoiding public displays of affection, diligently focusing on your job tasks

as you would if you were not involved in a relationship, and being available to other staff members for purposes of collaboration, teamwork, and project completion.

If the romance becomes strained or ends, RVSS expects the employees involved to be professional, courteous, and respectful to each other while at work. Our policy prohibiting harassment, discrimination, sexual assault, and retaliation similarly apply to all employees regardless of their relationship status. If you have questions or concerns about how your relationship status may impact your job or performance of your job duties, please contact your manager for more guidance.

5.7 Off-Duty Behavior & Outside Activities

Employees are not permitted to engage in outside employment during regular RVSS work hours or while using RVSS equipment, materials, supplies, or confidential information. Outside employment is also prohibited while you are out on a leave of absence or if it involves moonlighting for customers, vendors, or other providers of RVSS in any work that is like the duties you perform on our behalf.

RVSS also expects you to avoid any activity that would be considered illegal, unethical, or a conflict of interest while off duty, as these situations may result in termination of your employment. Criminal incarceration or conviction may also result in immediate termination of your employment.

Outside Work

Employees are not permitted to engage in any outside work without approval from RVSS. An application for approval of outside work must be submitted by the applying employee to the department head for review and then forwarded to the General Manager for approval. Approval will be granted only if:

- Work is compatible with the employee's duties at the District.
- Work does not detract from the employee's efficiency at the District.
- Work does not conflict with the District's interests or discredit the District.

RVSS may impose additional conditions on outside work as needed to ensure compliance with the approval criteria.

Permission to engage in outside work may be revoked at any time if RVSS determines that the work no longer meets the approval criteria.

This policy does not limit communications regarding general working conditions or other protected activities.

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6 TIME ON THE JOB

6.1 Employee Classifications

We use certain employment classifications to ensure a common understanding of terms used in this Handbook and to determine benefit eligibility. Regardless of classification, we expect all employees to meet and maintain our standards for job performance and behavior.

Wage rates, salary, and benefit eligibility can be affected, in part, by the employee's classification.

- **Regular Full-Time Employee** – An employee who is not in a temporary status and who is reasonably expected to work at least 30 hours per week on a regular basis.
- **Regular Part-Time Employee** -- An employee who is not in a temporary status and who is scheduled to work fewer than 30 hours per week on a regular basis.
- **Temporary or Seasonal Employee** -- An employee who is directly hired with the expectation that the employee will be needed for a limited time only (e.g., special project, employee leave of absence, temporary business need, etc.) and generally not more than six months.

6.2 Work Schedule

Your Department Head will establish the normal workday and weekly schedule for you. Employees are not guaranteed specific schedules. Requests for schedule changes or days off should be approved by your department head. To accommodate the needs of our business, it may be necessary from time to time to change individual work schedules on either a short or long-term basis, with or without consent of employees, and all employees are expected to work extra hours when asked.

6.3 On-Call Duty

Employees classified as Collection System Operators are required to serve on-call duty shifts. Employees in other positions may

volunteer to serve on-call shifts, subject to the approval of the O&M Manager.

Employees assigned on-call duty are expected to have a cell phone with them and be able to respond to any work-related issues within 30 minutes of notification.

Employees subject to on-call duty are required to serve a minimum of 2 weeks.

Employees will not be required to serve on-call duty for more than 1 week that includes a holiday.

If all employees have served their required 2 weeks of on-call duty and there are no volunteers to take additional shifts, the O&M Manager may assign shifts at his/her discretion.

Employees serving on-call duty must maintain the following certifications:

- First Aid/CPR
- Traffic Control
- Confined Space
- Commercial Driver's License, min. Class B

6.4 Attendance, Punctuality, and Call-In Rules

We expect you to arrive at work on time, ready to begin work at the start of your shift and to remain engaged and productive

giving your best efforts until leaving at the end of each day.

Regular, Consistent, and Predictable Attendance

Employees are expected to maintain regular, consistent, and predictable attendance and availability.

Employees are expected to use and exhaust their available, accrued paid leave benefits before taking unpaid time off.

Excessive Unexcused Absences

Excessive unexcused absenteeism or tardiness will not be tolerated and will result in discipline, up to

and including termination. Our acknowledgement, understanding, or use of the phrase “okay” in response to your statement that you will not be reporting for work as scheduled or working your full shift does not mean the absence or tardiness is “excused”; it simply means we are aware of the situation. In general, a consistent pattern of unexcused absences or tardiness is considered excessive. If you have questions about your attendance, please speak with your Department Head.

Medical and Personal Appointments

If possible, medical care and other personal appointments should be made for times other than working hours, and if scheduled during working hours, for times that would be least disruptive to your team or department. We understand that this is not always possible, and when it is not, RVSS asks that you give your department head as much advance notice as possible so that we can arrange coverage of your job.

Calling Out from Work

If you are delayed or unable to come to work for any reason, you are responsible for notifying your Department Head at the earliest possible time so your work can be reassigned. If you are unable to speak with your designated contact in person, contact the Executive Secretary to provide notice of your anticipated absence or tardiness. If you need to leave work early, notify your Department Head immediately. Failure to meet the call-in requirements may subject you to discipline.

Call In Each Day

Call in each day that you expect to be absent or tardy unless and until you are directed by your Department Head to do otherwise. We may ask you for more information about the reason for the absence, tardiness, or having to leave early.

A Doctor’s Note May Be Requested

In the event you need to miss work intermittently or for more than a few days, the Executive Secretary may direct you to call in on a different schedule and at certain times, rather

than every day. The Executive Secretary may also request a note from your health care provider to verify the need for leave when you have missed more than three scheduled workdays of work for “sick leave” purposes, or when you miss work, regardless of the duration or frequency of the absence, due to any other medical condition covered by applicable local, state, or federal law. When you need time off for medical reasons, the Executive Secretary will talk with you about when a doctor’s note is required and how often.

The Executive Secretary may also request a medical release from you prior to your return to work if you miss three or more workdays due to illness or injury, or when you are returning to work following an on-the-job injury or a medical leave of absence. For certain safety-sensitive positions and positions with physical requirements tied to essential functions of the job, employees may be required to pass a fitness for duty test before returning to work.

6.4 In Case of Illness, Stay Home

Take Care of You

If you are sick or believe you may be coming down with an illness (cold, flu, the COVID-19 virus, or other contagion, bacterial infection, respiratory infections, skin condition, contagious ailment of any sort, etc.), or if you have had a fever in the last 48 hours, please advise your Department Head immediately before reporting for work. If you are authorized to report for work, take extra precautions to limit your exposure to other employees, customers, and others with whom you may work.

If you are diagnosed as positive or presumed positive for any contagious or communicable disease or illness (including COVID-19) that could affect our employees or customers, do not report for work under any circumstances. Report your status to your Department Head immediately and await further instructions regarding options for returning to work.

In the Event You May Have Been Exposed to a Contagion

If you are currently living with, caring for, or

otherwise interacting with someone who (1) is or may be experiencing symptoms related to a contagious or infectious disease, (2) have been hospitalized or is seeking treatment for symptoms related to a contagious or infectious disease, or (3) disclosed to you that they were diagnosed as positive or presumed positive for contagious illness or disease in the last 14 days, contact the Executive Secretary before reporting to work to receive further instructions.

Additionally, if you traveled to an area, regardless of where it is located, that has recently been identified as a current “hot spot,” “cluster,” or area of concern related to any highly contagious illness or disease, do not report for work. Contact the Executive Secretary to receive further instructions regarding options for returning to work.

Limitations on Returning to Work

For the collective protection of our employees and customers, we may send you home for the day or direct you not to report for work for a period of up to 14 days or longer if: (1) you report for work while ill and/or potentially contagious; (2) we believe you may pose a health and safety risk to others; or (3) we decide, in our sole discretion, that your travel movements, social interactions, living arrangements and/or other circumstances indicate a possibility that you may have been exposed to any communicable disease.

If we direct you not to report for work due to illness or possible exposure to any contagious illness or disease, your absences will be excused. Employees may be eligible to use paid leave for this type of tardiness or absence. If no paid leave is available, the absence will be considered excused but unpaid. Consequences for Non-Compliance

Employees who knowingly report for work while sick with a potentially contagious illness, or who refuse to go home when directed, will be sent home immediately and subject to discipline, up to and including termination of employment.

6.5 No Call / No Show

If you do not report for work for **3** consecutive

scheduled working days without calling in (“no call/no show”), RVSS will assume that you voluntarily resigned and proceed with processing your separation from employment. Similarly, if you walk off the job without permission or notifying your department head, RVSS will assume you voluntarily resigned.

Exceptions to this policy may be made if circumstances beyond the employee’s control make it impossible to contact RVSS on the missed days. A dead cell phone battery is not considered an event outside of an employee’s control.

6.6 Remote Work

General

RVSS may allow employees to work from remote locations by mutual agreement.

Remote work is a privilege, not an entitlement, and in no way changes the duties, obligations, responsibilities, or terms and conditions of employment. All employees who work remotely must have an approved Remote Work Agreement.

Application

Remote working is a cooperative arrangement between employees, supervisors, and employing departments strictly for mutual benefit without putting undue burden or added expense on the supervisor, team, or department.

Department Heads have discretion in deciding whether an employee is a candidate for remote work. Some employees may not be eligible due to specific job requirements, impact on a team, or performance concerns.

Definitions

Remote Work - refers to an arrangement where an employee works from home or from another location away from the usual workplace. Depending on the details of the arrangement, remote work constitutes either a portion of the employee’s work time or all of it.

Regular and recurring remote work - when an employee works away from the regular worksite on an established day or days, and on a recurring schedule.

Occasional remote work - when an employee works away from the office on an infrequent, one-time, or irregular basis.

Conditions of Remote Work

An employee working remotely must perform work during scheduled business hours. Employees may not engage in activities while working remotely that would not be permitted at the regular worksite, such as child, elder, or other dependent care. Employees working remotely may conduct personal business during unpaid lunch periods, as they would at the regular worksite.

The employee and supervisor will work together to complete the Remote Work Agreement. A supervisor or a department head may deny, end, or modify a remote work agreement for any reason. Similarly, an employee working remotely may end or request to change a remote work agreement at any time.

Remote working is intended to be cost-neutral. RVSS will provide a laptop that contains IT-approved and installed software and security. RVSS will not provide employees working remotely with materials or supplies needed to establish an alternate worksite (desk, chair, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.). RVSS has sole discretion to provide equipment, software, or supplies, or allow employees to use their personal equipment while working remotely.

RVSS will not reimburse employees for the costs of using personal equipment while working remotely.

All RVSS rules regarding the use of computers and the internet during working hours apply while an employee is working remotely, regardless of whether the employee is using RVSS-provided or personal equipment.

Eligibility

Eligibility for remote work is based on both the position and the employee. Not every job, and not every employee, is well-suited for working remotely.

Position eligibility

An employee's position may be suitable for remote work when at least two of the following criteria are met:

The job duties...

- Are independent in nature.
- They are primarily knowledge-based.
- Lend themselves to measurable deliverables.
- Do not require frequent interaction at the regular worksite with supervisors, colleagues, clients, or the public, in person or by phone.
- Do not require the employee's immediate presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are possible.
- They are not essential to the management of on-site workflow.

Employee Eligibility

Employees may be suitable for remote work when their job performance characteristics, as determined by the supervisor, include:

- Demonstrated dependability and responsibility;
- Effective communication with supervisors, coworkers, and clients;
- Demonstrated motivation;
- The ability to work independently;
- A consistently high rate of productivity;
- A high level of skill and knowledge of the job;
- The ability to prioritize work effectively; and
- Good organizational and time management skills.

Employees who are not meeting RVSS obligations, such as performance, communication, or conduct expectations, are not eligible to work remotely.

Types of Remote Work Arrangements

Regular and Recurring

Employees who work remotely on a regular and recurring basis must be available to work at the regular worksite on working days if needed. Conversely, occasional requests by employees to

change their regularly scheduled remote work days may be accommodated by the supervisor when possible. Employees must obtain prior authorization to change a regularly scheduled remote work day.

Occasional Basis

Occasional remote work means an employee works away from the office on an infrequent, one-time, or irregular basis. This option provides an ideal arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet the eligibility criteria. Occasional remote work still requires pre-approval and advance notice to supervisors and department staff.

All the rules applicable at the regular worksites are applicable while working remotely, including but not limited to

- Employees working remotely must perform designated work during scheduled work hours. Employees are expected to be available and responsive during agreed-upon scheduled shifts.
- Employees must account for and report time spent working remotely. Time accounting requirements should be included in the remote work agreement.
- Employees may work overtime only upon his or her supervisor's direction and approval in advance.
- Employees must obtain approval to use PTO.
- Employees working remotely who become ill must report the hours actually worked, and use PTO for hours not worked.

Worksite

An employee working remotely must designate a work area suitable for performing official business. The employee must perform work in the designated area when working remotely. Requirements for the designated work area will vary depending on the nature of the work and the equipment needed, and may be determined by the department.

Employees working remotely must work in an environment that allows them to perform their

duties safely and efficiently. Employees are responsible for maintaining their remote work area in a safe manner, free from safety hazards. RVSS may request photographs of the employee's designated work area to determine compliance with health and safety rules.

Employees are covered by workers' compensation laws when performing work duties at their designated and approved remote locations during regular work hours. RVSS is only responsible for illness, injury, and damage that result directly from official job duties. It will be the burden of the employee to provide clear evidence that workers' compensation applies under these conditions. Employees who suffer a work-related injury or illness while working remotely must notify their supervisor and complete any required forms immediately.

RVSS is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

Third-party meetings

Meetings with the public, contractors, other employees, or anyone else during the course of remote work will not take place at the employee's home. Arrangements to meet at the RVSS office or off-site at a public place are appropriate.

Equipment and Supplies

An employee working remotely must identify the equipment, software, supplies, and support required to successfully work at an alternate location, and must specify those items in the Remote Work Agreement. If the department does not provide the needed equipment, software, supplies, or support, and the employee does not have them, the employee will not be eligible to work remotely.

RVSS Equipment

Equipment, software, or supplies provided by the RVSS are for RVSS business only. An employee working remotely does not obtain any rights to RVSS equipment, software, or supplies provided in connection with remote work. The employee must immediately return all RVSS equipment, software, and remaining supplies at the conclusion of the remote work arrangement or at the department's

request.

An employee working remotely must protect RVSS equipment, software, and supplies from possible theft, loss, and damage. The employee may be liable for replacement or repair of the equipment, software, or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.

Any equipment, software, files, and databases provided by the RVSS shall remain the property of the RVSS. An employee working remotely must adhere to all software copyright laws and may not make unauthorized copies of any RVSS-owned software. Employees may not add or manipulate hardware or software to RVSS equipment without prior written approval.

Personal Equipment

Employees who use their personal equipment for working remotely are responsible for the installation, repair, and maintenance of the equipment. In order to comply with public records law and/or to investigate productivity concerns, RVSS is entitled to, and may access, any personal equipment used while working remotely, including a personal computer, telephone, fax machine, and any monthly bills or internet records documenting such use.

Employees must contact their supervisors if equipment, connectivity, or other supply problems prevent them from working remotely.

Security of Confidential Information

All files, records, papers, or other materials created while working remotely are RVSS property. Employees working remotely and their supervisors shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them. A department may require employees to work in private locations when handling confidential or sensitive material. Departments may prohibit employees from printing confidential information in remote locations to avoid breaches of confidentiality.

Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to RVSS networks or databases to anyone who is not authorized to have access.

Failure to ensure and enforce the highest standard of confidentiality and protection of private and sensitive information will result in loss of remote work privileges and could result in disciplinary action.

Public Records Laws

Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the RVSS, regardless of physical form or characteristic. Public information means the contents of a public record. Upon receipt of an appropriate request, and subject to authorized exemptions, an employee working remotely must permit inspection and examination of any public record or public information in the employee's custody, or any portion of a public record, within required time limits. This requirement exists regardless of where the public record is located.

Request and Approval Process

Employees must complete the following steps before working remotely:

1. Talk with a Department Head to determine eligibility;
2. Read and agree to comply with the Remote Work Procedure;
3. Complete the Remote Work Agreement form, and;
4. Receive approval of the Remote Work Agreement by the General Manager.

6.7 Time Management

RVSS expects you to be productive while you are working and to contribute to the smooth operation of your department as an active team member. This means exercising diligence and good judgment in prioritizing and completing your assigned tasks in a timely and efficient manner, as well as appropriately adjusting for changing priorities and the availability of resources.

Being productive at work also means taking initiative to find other things to do when your job tasks are slow or do not otherwise require your full attention (i.e., downtime). Sitting, standing, or loitering around not working during work hours, and waiting to be directed to work is contrary to our notion of being an active and contributing team member. Sleeping during work time is never permitted. There is always work to be done. If you are bored, have nothing to do, or are unsure what task to perform next, speak with your manager.

6.8 Payday

Our workweek begins 12:01 am on Sundays and ends at 12:00 midnight the following Saturday night.

The starting point in the workweek may be redefined to allow for an alternate work schedule. For example, an eight-nine schedule allows the employee to work eight nine-hour days and one eight-hour day per pay period. With this schedule, the workweek officially begins halfway through the eight-hour day, so there are forty (40) hours in each workweek.

Pay periods occur **bi-weekly** on alternating Thursdays. If the payday falls on a weekend or a holiday, you will be paid on the previous business day.

You will be paid for all hours you work, minus any local, state, and federal taxes, garnishments, support orders, and other applicable deductions. If you think there has been a mistake on your paycheck, notify the Executive Secretary as soon as possible.

6.9 Overtime Compensation

When business demands or other needs cannot be met during regular working hours, employees may be expected or scheduled to work extra hours. Refusing to work extra hours as scheduled or necessary may result in discipline, up to and including termination.

If you are a non-exempt employee and need to work overtime, **you must obtain prior authorization from your Department Head.** In some instances, your Department Head may give you permission to flex your schedule in the

same workweek to avoid overtime. In the unlikely event that you work overtime without first receiving authorization, you are still required to record that time accurately. Your failure to obtain prior approval, however, may subject you to discipline.

Non-exempt employees will be paid overtime pay at a rate of 1.5x their regular rate of pay for all hours worked over 40 in a workweek. Exempt employees do not receive overtime pay. (Note: Holiday pay, PTO, bereavement or any other paid time off does not count as hours worked for overtime purposes.)

At the discretion of the General Manager, an employee may receive compensatory time instead of overtime at the rate of one and one-half hours for each hour worked.

6.10 Out of Class Pay

Any employee temporarily assigned out-of-class to perform duties of a higher paid classification for a full work shift shall be paid a five percent (5%) higher salary differential for those hours work in such classification, beginning with the first hour of the assignment

6.11 Night Work

Any employee temporarily assigned to perform night work for a full work shift shall be paid a five percent (5%) higher salary differential for those hours worked. Night work is defined as a regular work shift that begins before midnight and extends past midnight.

6.12 Call Back

Employees called back to work more than one hour after they have ended their shift, or more than one hour before the start of their shift, shall be compensated for a minimum of two hours.

Employees who provide remote assistance to the designated on-call person outside of normal working hours shall be compensated for 30 minutes of pay for each incident, provided that each incident is more than 30 minutes apart.

6.13 Meal Periods and Rest Breaks

Meal Periods

Non-exempt employees who are scheduled to work six or more hours in a day must take at least a 30-minute, unpaid, uninterrupted meal period around the middle of their shift or at such time as RVSS may designate. Depending on your schedule, you may be permitted to take a meal period lasting up to 60 minutes.

RVSS encourages you to eat away from your desk and outside the work area so that you can enjoy an uninterrupted meal period. Non-exempt employees may not voluntarily choose to skip their meal period to make up for arriving late or leaving early or for any other reason. In the rare and unlikely event that the nature and circumstances of the work require you to work through your meal period (non-exempt employees only), please speak with your Department Head.

There may be times when the front office is understaffed and employees are asked to remain in the building during their normal meal break. In such instances, Management may, in its discretion, provide lunch for employees asked to remain in the building. Meals provided will be considered part of an employee's official compensation package.

6.14 Rest Breaks

RVSS expects you to take the rest breaks required by law. RVSS allows employees to take one 15-minute paid break for every four-hour period of work. Generally, full-time employees will take one 15-minute break mid-morning and one 15-minute paid break mid-afternoon, with an unpaid meal period in between. ***These breaks may not be added to your meal period or to the beginning or end of your scheduled shift.*** Part-time employees should have their break schedule approved in advance by their manager to ensure that they are taking all the time required under the law.

6.15 Rest Breaks for Nursing Mothers

Reasonable unpaid rest breaks will be provided as needed to accommodate your need to express milk for your own child. Insofar as feasible, consider taking these rest

breaks approximately midway through each four-hour work period and/or at the same time as the regular rest break or meal period. If you incorporate your paid rest breaks with these nursing mother breaks, the first 15 minutes of each break will be considered paid time, while the remaining time remains unpaid. If you elect to take nursing mother breaks at times other than your regularly scheduled rest break or meal period, the entire nursing mother break will be unpaid.

RVSS will make reasonable efforts to provide a room near your regular work area to allow you to express milk in private, rather than in a public restroom. To ensure that proper arrangements can be made, please provide RVSS with reasonable notice if you intend to express milk at work. RVSS may, in our discretion, allow or ask you to temporarily change job duties if your regular job duties are not conducive to allowing you opportunities to express milk.

6.16 Flex Time

There may be occasions when work demands require you to work more hours than your regular shift on any given day or when you need to miss work for personal reasons or medical appointments in a particular workweek. As a means of limiting the amount of overtime you may work in any given workweek, and to provide you with the flexibility to maintain your weekly hours while attending to personal matters outside of work, we have established a Flex Time policy. Our Flex Time policy provides us with an opportunity, at our sole discretion, to modify your schedule temporarily on one or more days to account for the extra time you may have worked or missed on another day in the same workweek.

Under this policy, adjustments to your schedule must be made in the **same workweek** in which you either missed time or exceeded your regular daily schedule. You must inform your Department Head in advance when you intend to flex your schedule, and you must receive prior approval to do so. If you are unable to flex your schedule to account for extra hours worked in the workweek, you will be paid for all hours worked. If you are unable to make up the missed time within the same workweek, the missed portion of your regular schedule will be deducted from your available paid leave allotment. If you do not have sufficient paid leave available to cover the absence, the remaining portion of the absence will remain unpaid.

These types of schedule changes are considered exceptional arrangements, and approval to flex your schedule will be granted at the sole discretion of your Department Head, and then only when we believe that the change in working hours will enhance the efficiency of our operations without negatively impacting your performance. Flextime may not be available uniformly to all positions, and we reserve the right to suspend, cancel, or amend this policy at any time, and any previous authorization to flex your time that has not yet been utilized.

6.17 Travel for Work

General Expectations

All employees of the District are expected to use good judgment regarding the expenditure of funds for travel expenses.

Employees must submit a travel reimbursement form prior to any travel. This can be amended if there are unanticipated expenses incurred by the employee. All expenses reimbursed to an employee will be added to their regular paycheck following submission of the reimbursement form.

Approval

The General Manager will authorize registration, travel, and attendance expenditures in advance.

Transportation Expenses

District vehicles will be used whenever possible. If a District vehicle is not available and the employee's personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. If a District vehicle is available and the employee chooses to use a personal vehicle, the District will reimburse the employee at a rate equal to 25% of the current IRS mileage rate for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt.

If the transportation requires other means, such

as a plane or a train, tickets will be purchased in advance by the Executive Secretary. The most cost-effective itinerary will be used. If an employee requests a more expensive arrangement, the cost difference will be paid by the employee.

Lodging Expenses

Hotel and motel accommodations should be appropriate to the purpose of the trip.

Expenses for lodging should be prepaid by the Executive Secretary whenever possible. When prepayment is not possible, expenses must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.

Meal Expenses

Employees will be allowed a per diem at the rate published by the United States General Services Administration. No receipts are required for meals covered under the per diem.

Meals provided as part of a conference registration will not be eligible for reimbursement. Complimentary continental breakfast offered at a hotel is not considered a meal and is eligible for reimbursement.

Registration and Tuition Fees

Expenses for conference registration, conference meals, activities, and tuition fees will be paid in advance by the Executive Secretary.

Accompanied Travel

Any expenses for family members who accompany the employee on a trip are not reimbursable.

6.17 Discretionary Bonuses

Bonuses and specific bonus amounts, if given, are never guaranteed, and they are not considered earned or accrued until the day they are paid out. Bonus amounts, if given, may vary between and among employees. A bonus distribution one year in no way guarantees a similar distribution in subsequent years or that the same or similar criteria will be used. Employees who voluntarily or

involuntarily separate from employment prior to a bonus payout date are not eligible to receive that or any other bonus payout.

7 LEAVE AWAY FROM THE JOB

7.1 Paid Time Off “PTO” for Regular Full-Time Employees

Regular full-time employees are eligible to accrue PTO as described in more detail below.

7.2 PTO Policy Complies with State Paid Sick Leave Requirements

State law requires that all employees accrue at least 1 hour of paid sick leave for every 30 hours worked [with a maximum accrual of 40 hours per year]. Eligible Oregon Paid Sick Leave time is generally considered job-protected time off. For eligible regular full-time employees, our PTO policy is intended to meet and exceed Oregon’s Paid Sick Leave requirements, and employees may use PTO for any purpose they choose, including state Paid Sick Leave qualifying events.

Because there is no distinction or separate allocation for sick leave and non-sick leave events during the year, and you can use your available [PTO/Vacation] for any reason you choose, only the first 40 hours of PTO used in a year are **considered “protected” time for Paid Sick leave purposes**. This is true regardless of how you used the first 40 hours of PTO and even if you need additional time off later in the year for sick leave purposes.

7.3 Regular PTO Accrual

Regular Full-time employees begin accruing PTO on their first day of employment and according to the following schedule:

Years 0 – 4	16 hours per month
Years 5 – 9	18 hours per month
Years 10-14	20 hours per month
Years 15-19	22 hours per month

20 + years

24 hours per month

Requesting Time Off

You may use your accrued PTO as soon as it is awarded and for any purpose you like -- how you choose to use it is up to you. We encourage employees to save some PTO for those cold and flu-season days, inclement weather, and other unexpected life events that tend to take employees by surprise.

Carry Over

You may accrue a maximum of 960 hours of PTO at any one time. Accrued and unused amounts of PTO exceeding 960 hours on June 30 of each year will be cashed out at 50% of the employee’s base wages and placed in the employee’s Retirement Health Savings account (RHS).

Leave Transfer

Employees who have exhausted their PTO leave benefits may receive a gift of PTO leave from other District employees if they require extended time off for illness or injury. In such an event, the District’s only involvement shall be to transfer an employee’s PTO leave credit in accordance with granting the employee’s request and adding it to the PTO leave balance of another employee. Transfers will be based on the dollar value of the leave.

Payout Upon Separation

A regular employee terminating employment with the District will be paid any earned and unpaid wages then due for hours worked.

Employees will be paid for all earned compensatory time and up to 120 hours of accrued PTO, which shall be paid at the employee’s hourly rate (hereafter “pay upon separation”).

Accrued PTO in excess of 120 hours will be cashed out at 50% of the employee’s base wages and placed in the employee’s Retirement Health Savings account (RHS).

An employee who is involuntarily terminated will be paid no later than the end of the first business day after a discharge or termination. If an employee

resigns and fails to give at least forty-eight (48) hours' advance notice prior to quitting District employment, pay upon separation shall be paid at the next regular pay period.

7.4 Paid Time Off For Temporary and Part-Time Employees

Temporary and Part-Time employees accrue PTO at a rate of 0.0923 hours per hour worked

7.5 Holidays

Holidays

RVSS recognizes the following days as paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after
Juneteenth	Thanksgiving
Independence Day	Christmas Day
	Floating Holiday

The Floating Holiday will be set by the General Manager and will typically be on either Christmas Eve or New Year's Eve

Regular Full-time employees are eligible for Holiday pay for all listed holidays beginning on their first day of employment. If any holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. If any holiday falls on a Sunday, the following Monday will be recognized as the holiday. If a holiday falls during an employee's scheduled PTO, the holiday will be paid as a Holiday and not as a PTO day.

To be eligible for "Holiday Pay," you must be actively employed on the day of the Holiday and you must work the last regular workday before and the first regular workday after the Holiday *unless* you are on previously approved PTO or an authorized leave of absence. You will not receive Holiday Pay if your absence on the workday before and/or after is due to an unpaid or unexcused absence.

Employees will receive 8 hours of Holiday pay for each listed Holiday. If a non-exempt employee is required to work on a listed holiday, the employee will receive holiday pay, plus regular overtime pay for actual hours worked on the holiday. Employees who work on a listed holiday may, at the discretion of your manager, be allowed to take a different day off instead of receiving Holiday pay for that day.

7.5 Jury Duty & Witness Leave

RVSS will not ask employees to be excused from or postpone jury duty. Responding to a subpoena or request to testify in court or before a legislative committee (i.e., Witness Leave) is a similarly important function, and we will work with an employee who needs leave for that purpose.

Employees called for jury duty will receive their regular salary or wages for the time spent at court. Because RVSS is paying for your time, Employees are asked to decline the court stipend or, if received, to sign it over to RVSS.

Advise your Department Head when you receive a summons so that coverage for the job can be arranged. You are expected to work your regular schedule on any day you are not required to be in court. We also expect you to work the remaining part of any scheduled shift if you are excused from jury duty with two or more hours remaining in your shift.

7.6 Bereavement Leave

RVSS provides up to **3 paid days** of bereavement leave to Regular Full-time and Part-time employees who suffer the loss of a close family member. If you need more time off, you may use your available paid leave benefits to cover the absences. If you need this type of leave, promptly notify your manager.

Bereavement leave must be taken within 6 months of the loss. We may request verification of the need for bereavement leave. "Family member" means:

- (a) The spouse of a covered individual;
- (b) A child of a covered individual or the child's spouse or domestic partner;
- (c) A parent of a covered individual or the parent's spouse or domestic partner;
- (d) A sibling or stepsibling of a covered individual or the sibling's or stepsibling's spouse or

domestic partner;

(e) A grandparent of a covered individual or the grandparent's spouse or domestic partner;

(f) A grandchild of a covered individual or the grandchild's spouse or domestic partner;

(g) The domestic partner of a covered individual; or

(h) Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Certain eligible employees may also be entitled to take additional leave under the Oregon Family Leave Act (OFLA) for qualifying bereavement purposes. OFLA leave runs concurrently with the initial 3 days of a qualifying leave, as well as with any additional paid leave you may use for bereavement purposes, for a cumulative total of up to 14 OFLA-qualifying bereavement days. Human Resources can answer any questions you may have about the process and our policy.

7.7 Crime Victim's Leave / Domestic Violence Leave

Employees who are the victims of a crime, domestic violence, harassment, sexual assault, or stalking (or who are the parents or guardians of a child who is a victim of such crimes) may be eligible to take a reasonable amount of unpaid Crime Victim's Leave or Domestic Violence Leave. We have a poster on the bulletin board that explains more about these types of leave. If you think you may need this type of leave, or if you have questions about it, please contact the Executive Secretary.

We understand that this may be a difficult time for you and your family, and we ask that you provide us with as much notice as possible of your need for leave so that we can work with you to accommodate your schedule. If you personally cannot provide advance notice because of an emergency or unforeseen circumstance, you or your designee must give us notice as soon as practicable. You will be required to use any available accrued paid leave to cover your absence, and if you do not have any paid leave available, your leave will be excused and unpaid.

In some circumstances, we may be able to

provide a reasonable safety accommodation in response to an actual or a threat of domestic violence, harassment, sexual assault, or stalking. Accommodations will depend on the nature of the threat and whether the requested accommodation is reasonable or would create an undue hardship on our operations

7.8 Inclement Weather Days

We may decide to close the office due to inclement weather conditions. We generally expect employees to report for work as scheduled, but if the office is closed or if you choose to stay home due to weather, your absence will be excused and **unpaid**. You may elect to use your accrued paid leave for this day if you have it available. Your Department Head will let you know when and if the office is closed and whether you should attempt to report for work.

7.9 Military Leave

We will comply with all state and federal laws and regulations regarding military leave, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Please notify your Department Head within a reasonable time period of any scheduled or anticipated absences for military duty, and direct your questions about military leave to the Executive Secretary. While you are on a military leave of absence, we will not make insurance premium payments.

Employees who are required to attend annual military reserve training or other active military duty during their employment should speak with the Executive Secretary for more information about pay during their leave and reinstatement options upon their return from leave.

7.10 Military Spousal Leave

Employees may be eligible to take up to 15 days of unpaid leave while their spouse or same-sex domestic partner is on leave from active-duty deployment, or before and up to deployment, during times of military conflict. Please provide your Department Head with notice of your intention to take this leave

within 5 business days of receiving official notice that your spouse or same-sex domestic partner will be on leave or has an impending call to active duty. You may use accrued paid leave for any part of the spousal military leave.

7.11 Medical Leave

RVSS follows applicable state and federal law with respect to medical and military-related leaves of absence, and it uses a rolling forward leave year method of tracking leave entitlement. **An official federal general notice explaining your rights and responsibilities under the federal Family Medical Leave Act (“FMLA”) is included in this policy, as well as an Oregon Family Leave Act (“OFLA”) poster.**

Paid Leave Oregon (“PLO”) is another form of leave that provides paid benefits through the state of Oregon for certain designated periods and certain qualifying events defined under the PLO. RVSS provides PLO benefits through a private insurer. **A Paid Leave Oregon poster is also included here for your reference.**

We use a **measured forward leave year** for tracking purposes, which means your leave year begins the Sunday immediately preceding the first time you take OFLA and/or FMLA. When OFLA and/or PLO leave qualifies under FMLA, the leaves will be tracked concurrently. If there are greater rights under OFLA and/or PLO than FMLA, those laws will apply. OFLA does not run concurrently with PLO.

Using Available Paid Leave

OFLA and FMLA leave are considered excused but unpaid, and they run concurrently with any paid leave benefits you may have available to use during your absence. This means you will be required to use your available paid leave benefits during OFLA, FMLA, disability-related leave, and other forms of protected leave of absence that are not already covered by PLO benefits.

During periods of leave covered by your PLO benefits, you may, but are not required to, use your available accrued but unused paid leave benefits to make up the difference between your Paid Leave Oregon benefit and your

regular wages. If you choose to use your time off accruals while receiving Paid Leave Oregon benefits, the maximum number of accrual hours you can use is an amount necessary to supplement your paid leave benefits so that the total of your accrued time plus paid leave benefits does not exceed your weekly wages.

Processing an employee’s Paid Leave Oregon claim may take multiple weeks. If waiting for the benefits may cause financial hardship, you have the option to use your time off accruals during the claim processing waiting period. Note that if you choose to use your time off accruals during your waiting period, you are not required to pay the amount back once you receive your benefits, and requests for payroll adjustments to recredit paid time off back to your account will be denied.

Notice Required

If you need to be absent from work due to your own serious on- or off-the-job injuries or illnesses, pregnancy, illnesses or injuries of family members, or medical issues relating to family members in the military, contact Human Resources for more information about extended and intermittent leaves of absence and the benefits that may be available to you at the time. Failing to let us know about your need for leave prevents us from determining whether certain rights may apply to your situation, and that means your absences and tardiness may be considered “unexcused” or “unprotected” under our normal attendance policies.

Whenever possible, please provide us with at least 30 days’ notice of your need for leave and use reasonable efforts to schedule treatment for serious health conditions and/or other planned leave in a manner that does not unduly disrupt our operations. If 30 days’ notice is not possible, please provide us with notice as soon as practical – i.e., when you find out you need leave, please inform Human Resources immediately. In the event of an emergency, we require oral notice within 24 hours of starting your leave, followed by written confirmation of the need for leave within three days of starting your leave.

We may also ask for medical verification of the need for leave and/or your ability to return to work from your health care provider. Human Resources will let you know when to provide information and how often. Employees who are out on an extended medical leave of absence may be required to pass

a fitness for duty examination prior to returning to work.

Insurance Payments During Leave

RVSS will continue to pay its portion of health insurance premiums while an employee is on an OFLA, FMLA, and/or Paid Leave Oregon leave of absence. If an employee needs additional leave due to a disability after exhausting applicable leave under OFLA, FMLA, and PLO, RVSS will continue to pay the employer portion of premiums for up to 6 months, at which point the employee will become responsible for paying the entire premium if they choose to continue coverage. The Executive Secretary will provide information to employees about how to make their insurance premium payments while on a leave of absence.

Keep Us Posted

Employees on a leave of absence must keep their department head and executive secretary apprised of their anticipated date of return to work and changes in status. The Executive Secretary **will provide you with information about how often you are to report in on your status.** Broad statements or predictions provided at the beginning of your leave are not sufficient to comply with this reporting requirement. Reporting to a co-worker or another person will not be sufficient to comply with this reporting requirement. It is important that you stay in touch with us and let us know when your circumstances or conditions change. Absent extenuating circumstances, failing to report or call in as directed may be grounds for discipline, up to and including termination.

We will also provide leave-related reasonable accommodations to all eligible disabled employees unless doing so would create an undue hardship on our operations.

Returning to Work

Employees returning to work following an OFLA, FMLA, and/or PLO leave of absence will be returned to their former position, or an equivalent position if the former position no

longer exists, as required by law. Employees on OFLA, FMLA, and/or PLO leave are still subject to employment-related decisions like discipline, layoff, and termination if such actions would have been taken had the employee not taken leave.

Employees returning from medical leave must provide documentation from their health care provider that they are able to perform the essential functions of their job with or without accommodations.

OREGON FAMILY LEAVE

You can take time off for pregnancy disability, bereavement or to provide home care for your child under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available.** However, while on OFLA leave, your employer must let you use any vacation, sick, or other paid leave you have accrued. OFLA leaves are separate from Paid Leave Oregon benefits.
- ▶ OFLA applies to employers with 25 or more employees.
- ▶ To be eligible, you must have worked an average of 25 hours per week for 180 days. A separation from employment or removal from the schedule for up to 180 days does not count against eligibility. (During a public health emergency, eligibility starts at just 30 days working 25 or more hours per week.)
- ▶ You can take up to 12 weeks of time off per year for:
 - » **Providing care to your child related to an illness, injury or conditions that requires home care** or when your child's school or child care provider is closed as a result of a public health emergency.
 - » **Bereavement** (up to two weeks) for the death of an individual related by blood or affinity.
 - » Through 2024, you can also take up to two additional weeks for the legal process required for foster child placement or adoption.
 - » **Pregnancy disability leave**
In addition to leave for the other reasons listed here, you can take up to 12 additional weeks of time off per year for pregnancy disability before or after the birth of child or for prenatal care.
- ▶ Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.
- ▶ Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-245-3844

Email: BOLI_help@boli.oregon.gov

Web: oregon.gov/boli

Se habla español.



OREGON LAWS
Protect You At Work

July 2024 - June 2025

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



WH1420 REV 04/23



What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at **paidleave.oregon.gov** or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.



What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov

Call: 833-854-0166

Email: paidleave@oregon.gov

Paid Leave Model Notice Poster

8 PROTECTING CONFIDENTIAL INFORMATION

8.1 Confidential Information and Non-Disclosure Requirements

In the course of your work, you may have access to confidential, proprietary, and sometimes trade secret information (collectively referred to as Confidential Information) that pertains to RVSS, our suppliers, our customers or perhaps even a fellow employee that, if disclosed to the public, could potentially harm our business. Remember that all records, files, and data of all types relating to RVSS and our customers are considered the sole property of RVSS.

Confidential Information Explained

Confidential Information may take the form of tangible things like documents, equipment, and data, or it can include processes, procedures, troubleshooting conversations and related activities and/or testing, or just be information you hear or learn through personal observations while working. Below are examples of the types of information, data, equipment, and processes RVSS considers to be Confidential Information (this is not an exhaustive list):

- Business, marketing, and strategic plans, pricing information, promotions, advertising ideas (whether used or not), and other information used to develop competitive pricing.
- Unpublished financial information, forecasts, budgets, profit/loss data,
- costs, purchasing, investments, sales, financial condition, indebtedness, etc.
- Growth and succession planning strategies, including but not limited to information related to new products/services, expansion, relocation, acquisition, mergers, downsizing, and layoffs.
- customer information, including identities, characteristics, preferences, requirements,

account information, service history, agreements, insurance, and contact information that is not known to the public.

Carl Tappert

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- Technical information and know-how related to our products, equipment, processes, services, systems, formulas, policy which accrues PTO based on programs, devices, and hours paid, i.e. including PTO, holiday pay, etc.
- Personnel files other than the Employee's personnel file (this policy does not prohibit employees from sharing their personal information with other employees like wages, benefits, etc.);
- Any other information regarding RVSS that we may specifically identify or designate as Confidential Information.

Non-Disclosure Requirements

Think carefully about what information you pass on to others. You are not to duplicate or disclose any Confidential Information to any person outside of RVSS unless your manager has authorized such communication, and you are expected to limit internal communications and distribution of information to only those employees and persons who are authorized to have access to or otherwise know that information.

The non-disclosure requirements of this policy do not prohibit you from disclosing facts or information relating to workplace conditions, sexual assault, harassment, or alleged discriminatory conduct (a) between employees; (b) between you and RVSS representatives, that may have occurred in the workplace or at an off-site work-related event; or (c) conduct that may have occurred between you and RVSS representatives offsite in a non-work-related situation or capacity.

Unauthorized release of our Confidential Information (including, but not limited to, our data, equipment, and information about our proprietary processes) or property will constitute a violation of this policy and a breach of the Non-Disclosure Agreement you may be asked to sign, as well as a possible violation of applicable law. If you are unsure about the confidential and proprietary nature of information, please consult your manager before you disclose the information to others.

Return Information Upon Separation from Employment

If you separate from employment with us for any reason, you must promptly return all materials, documents, data (electronic and tangible), recorded information, and any copies of such information containing or pertaining to any Confidential Information belonging to RVSS. Remember that even after you leave employment with us, you are still required to maintain the confidentiality of the information you may have learned or accessed during your employment with us.

8.2 SEARCHES AND INSPECTIONS

We furnish desks, closets, and/or lockers for storage of employee coats, purses, briefcases, backpacks, and other personal possessions. Remember that all lockers, desks, closets, and storage areas are considered RVSS property. We do not assume any responsibility for any theft or damage to an employee's personal possessions that may be maintained on our premises.

No Expectation of Privacy at Work

You have **no expectation of privacy** regarding any personal information, documents, materials, or other personal items used during work time,

Right to Monitor, Search, and Inspect

We reserve the right to search our property, including personal belongings located in or on our property, at any time without advance notice to you. We also retain the right to search and review any electronic or hard copy files, voice mails, e-mails, web sites, servers, phone logs, calendars, social media, mobile storage devices, and other resources maintained or accessed by you on any computer or electronic device provided by RVSS for our employees' use.

If you do not want us to search your personal belongings or your personal data, do not bring them to work and do not conduct personal business on RVSS-owned electronic devices or equipment.

8.3 Computer Use & Email Expectations

For purposes of this policy, our electronic information technology systems include our email system, computer equipment, software, operating systems, network, electronic devices, email, storage devices, iPads/tablets, cell phones, telephones, voice mail system, fax machines, electronic bulletin boards, Intranet, and Internet-related systems. RVSS's computers, network, and the Internet are all available to assist employees in performing their jobs. Employees receive training on the appropriate use of the system, and all employees are obligated to use these resources responsibly, professionally, ethically, and lawfully.

System Use

Although minimal and incidental use of our resources for personal emails is acceptable during employee break time, non-work-related emails should generally be saved in the individual's personal web-based email product.

Organization-related business conducted on any device, including a personal device, may be subject to disclosure under Oregon's Public Records laws, Access Levels

RVSS may limit user access to only those portions of the system necessary for the performance of the user's job duties. Users are not to access any portion of the system for which they have not been authorized. Questions about access levels should be directed to your Department Head or Executive Secretary

Software

RVSS licenses the use of computer software from a variety of outside companies. RVSS does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it except for backup purposes. Employees will use the software solely in accordance with applicable license agreements and should never install unauthorized copies of the software.

Further, employees should not download or upload unauthorized software from the Internet.

No Expectation of Privacy

The system is owned by and fully accessible to RVSS without any prior notice to employees. Consequently, **employees should not have any expectation of privacy** in our electronic system and nothing employees create, store, send, or receive on the system is private or confidential. Employees who choose to use the system for personal purposes understand that use and all information associated with it may be reviewed by RVSS at any time.

We may retrieve, audit, intercept, access, disclose, monitor and/or review the information and data stored within our electronic information technology systems at any time without notice to employees and without their consent to ensure compliance with our policies, to gather information required for legal proceedings, and for any other purpose we may deem appropriate.

IDs and Passwords

Accessing the Software requires users to log in using their unique username and password. Passwords will be provided to the IT Manager and will be changed regularly. Never share your password with coworkers, family, or friends, or otherwise permit any unauthorized person to log in at your station. If the security of a password is compromised, notify **the IT Manager** immediately. RVSS will maintain a list of all employees' usernames, identifications, and passwords. Employees who forget how to access programs or information should contact **the IT Manager** for the necessary information. No employee may place a password on any computer or program other than those issued or authorized by RVSS.

Remote Access

RVSS may permit certain employees to access the system from locations outside the office. To ensure strict adherence to RVSS's security protocol, only approved devices and procedures may be used to remotely access the system. Remote access users must immediately notify RVSS if any device, password, or protocol used to access the

system is compromised. Whenever remote access is permitted, the approved employee should take all available steps to ensure the security and privacy of the transmissions, remote access device, and remote access site.

Prohibitions

The following activities are prohibited:

- Intentionally or carelessly sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, obscene, harassing, fraudulent, defamatory, or otherwise unlawful.
- Creating or distributing any pornography, disruptive or offensive messages, or other forms of information, messages, videos, audio files, and images that may be considered harassing, discriminatory, retaliatory, or otherwise violating RVSS's policy prohibiting harassment and discrimination.
- Intentionally or carelessly sending, receiving, downloading, disciplining, printing, or otherwise disseminating material that contains derogatory or inflammatory remarks, images, or content relating to a person or group's protected class status or that would otherwise violate federal or state law.
- Wasting computer resources by, among other things, sending or forwarding mass mailings or chain emails, spending excessive amounts of time on the Internet, visiting social networking sites for personal use, engaging in instant messaging or online chat groups, or creating unnecessary network traffic.
- Using or copying software or downloading materials in violation of a license agreement, copyright, or other intellectual property right.
- Interfering in any way with RVSS's backup or audit procedures.

Employees who receive any emails containing this type of content from other employees or a customer, or employees who become aware of the inappropriate use of our electronic systems, should report the matter to their manager. This policy does not prohibit communications regarding general working conditions or other protected concerted activities.

8.4 Social Media Etiquette

When using social media forums, newsgroups, blogs, or web-based bulletin boards for a personal or business purpose, you should not post correspondence on behalf of RVSS or act in an official role representing RVSS without express permission.

Additionally, because employees could be viewed as representatives of RVSS, you should act with discretion and exercise good judgment when accessing Internet-based applications using our resources. Off-Duty Social Media Use

Employees who work for a business like ours do not have unrestricted rights to post any content they wish on their personal social media forums without being subject to potential employment consequences depending on the content of those posts or communications to others. For example, the following types of social media commentary, content, or images, in either a personal or work-related setting, may lead to discipline, up to and including termination, if we deem the content to be (not an exclusive list):

- Vulgar, obscene, threatening, intimidating, violent, pornographic, unethical, unlawful, egregiously offensive, knowingly false or similar commentary of this nature that has the potential to damage our reputation and goodwill in the community.
- Derogatory, demeaning, humiliating, embarrassing, harassing or retaliatory in nature when it is directed at or talking about a person or group of people in a protected class demographic.
- Suggesting, inciting, or encouraging others to engage in violent or destructive acts towards property or another individual or group of individuals.
- Content that would otherwise violate our policies if similar comments were made during work time (e.g., posting Confidential Information, unlawfully harassing co-workers, personal attacks or malicious comments, etc.), regardless of when or how posted and

published.

- Negatively affecting the ability of our employees to maintain productive, positive, and respectful workplace communications, interactions, and relationships.
- Inconsistent with information an employee may have provided previously to RVSS regarding their reasons for absences, tardies, need for leave, or other information that may not be true or accurate.

In general, RVSS considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. Expressing personal opinions on socially significant issues does not automatically violate this policy, even if other employees have strong opinions to the contrary. You will also not be disciplined for discussing on social media issues related to wages, hours, or general working conditions, or for otherwise engaging in protected concerted activities.

Although RVSS is not actively monitoring your social media posts, if a questionable post or posts are brought to the attention of leadership, we may look into the situation further to determine what, if any, action should be taken to ensure a respectful workplace for our team.

Violations of this policy may result in discipline, up to and including immediate termination.

9 SAFETY AND ACCIDENTS

If you become aware of any unsafe working conditions or work practices, injury or accident, or damage to RVSS property, please **report issues to your Department Head immediately**. We will investigate the concern and take appropriate action to remedy the situation as necessary to maintain a safe workplace.

9.1 Safety and Security

Work Safely

Follow all applicable state and federal laws and office policies related to workplace safety (OSHA). Violations of OSHA and other safety policies and procedures will be grounds for discipline, including termination.

Office Security

Agencies, inspectors, visitors, salespersons, and ex-employees are not permitted on the premises without permission. If you lose any key to access the building, you should immediately notify your manager. Never make copies of the office or building keys.

9.2 Employee Incident & Injury Reporting

If you are involved in an on-the-job accident or otherwise injured on the job, you must report the incident to your manager immediately following the injury or accident to the extent you are physically able to do so.

In the event of an injury requiring medical attention, we will arrange transport for you to an appropriate medical facility. If you sustain a serious injury, you must not drive or attempt to operate a vehicle or other machinery. We will notify your family about the accident if you are unable to do so.

Restricted or Light Duty

Light Duty is Not Guaranteed

We do not have regular, consistent, or existing light-duty or restricted-duty positions. If you are released for light or restricted duty ("light duty") for any reason, discuss the possibilities of a light duty or a modified job with your Department Head. We cannot guarantee that a light-duty assignment will be available when you need it, or that it will last the duration of your leave, or that an available position will be assigned to you. Employees will not be considered for a restricted or light-duty position unless qualified to perform the modified duties at the time of the assignment.

Light Duty Assignments are Temporary

Generally, assignments to light-duty positions are limited in number, temporary, with each assignment lasting no more than 12 weeks at a time, and subject to change without notice.

Once a light-duty term expires or the employee is able to return to other duties, other workers injured on the job, disabled workers, and other employees needing a light-duty assignment will be considered for the limited-duration positions. Assignment to a light-duty position for a one 12-week temporary term does not guarantee re-assignment into the same position or assignment to any other available modified duty positions in the future. Similarly, assignment of light-duty tasks to one employee does not guarantee that light duty will be provided to other employees – it depends entirely on our business needs. We Retain Discretion to Determine Light Duty Assignments

We will, in our sole discretion, determine the number, nature, scope, and duration of all available restricted or light-duty positions, as well as which employees will be assigned to work them, and the positions themselves are subject to change with or without notice. The pay rate for the light-duty position may be adjusted to reflect the actual job duties performed and other market considerations, which may mean that the new rate is less than your original position.

Working Within Your Work Restrictions

Notify your Department Head at once if and when your restrictions change, and give the Executive Secretary a copy of the new medical release. We will re-evaluate our ability to provide temporary modified work or light duty and to increase or decrease the job responsibilities based on the

restrictions outlined by your physician.

Employees are required to adhere strictly to all medical restrictions a health care provider may have outlined and not work beyond those restrictions under any circumstances. Employees are also prohibited from performing their regular job duties while knowingly injured, hurt or otherwise incapable of performing tasks safely without risk of injury to the employee or others. **Work safely, not painfully.**

Requesting Reinstatement

When you are released to return to work following an on-the-job injury or illness, you must request to return to work within seven (7) days after receiving notice that you have been released to return to work. Regardless of the reason for your need for light duty, we may request a fitness for duty evaluation prior to reinstating you to the full duties of your former position. The Executive Secretary will notify you if a fitness for duty evaluation is required. If you refuse an available and suitable position or fail to make a timely request to return, you may lose your right to reinstatement and reemployment.

9.3 Drug and Alcohol Use

The consumption of alcohol, use of illegal substances, and use of judgment-impairing or intoxicating substances during scheduled work time is strictly prohibited. Any prohibited usage during work hours may be grounds for discipline, up to and including termination. If you become aware of or suspect that another coworker may be under the influence of an intoxicating substance that is impairing the employee's judgment or ability to perform job duties safely, please report the situation to your manager immediately.

Prohibited Behavior

All employees are required to report to work fit to perform their duties in a safe, productive, and efficient manner. The sale, purchase, distribution, use, possession, and reporting to

work under the influence of intoxicating substances, non-prescribed or not used as prescribed narcotics, hallucinogenic drugs, marijuana (regardless of whether legal in Oregon), or other non-prescribed controlled substances on company property or during regular working hours, regardless of where located, is strictly prohibited. Storing alcohol, over-the-counter medications, or your prescriptions during the workday does not violate this policy.

Alcohol at Company Events

Employees and their guests may consume alcoholic beverages while attending a company-sponsored event either on our property or at another location.

We may limit the amount of alcohol provided or the number of beverages each person may request at such an event. We encourage employees and their guests who consume alcohol at our events to exercise good judgment in determining how much to consume and whether to drive after leaving the event.

Employees are strongly encouraged to plan ahead and arrange for a designated driver or other form of transportation if they plan to attend a company-sponsored event at which alcohol may be served. If you decide to drive after consuming alcoholic beverages, you are solely responsible for any traffic fines, penalties, DUI, and damages you may incur, and, depending on the seriousness of the infraction, your employment may be terminated.

If you or your guest choose to consume alcohol at a company-sponsored event, we expect you and your guest to behave in an appropriate manner befitting an RVSS representative. Intoxication and impaired judgment will not be a defense if you or your guest engages in inappropriate or unwelcome behavior towards another coworker, guest, or any other person at these types of events. You may still be disciplined, if not terminated, for inappropriate comments, gestures, touching, and conduct. You are also directly responsible for the conduct and behavior of your guest(s).

Disclosure of Medications

You must report to your Department Head the use of any prescription or over-the-counter medication

that may inhibit your ability to safely and effectively perform your job duties. If such disclosure is necessary, you are not required to disclose your underlying condition that necessitated the use of the medication in the first place; disclose only the medication effects or side effects that may be impacting your ability to do your job.

It is your responsibility to determine with your healthcare provider whether any drug or other medication may impair job performance or good judgment and whether you can effectively perform safety-sensitive job functions. We may remove you from your position temporarily if we believe your medication may adversely affect your ability to perform your job duties safely.

Depending on the circumstances, we may also request or require that you provide a medical authorization to work.

Drug Testing

RVSS may, in its sole discretion, elect to send an employee home, discipline, and/or terminate the employee **without drug testing** if we reasonably suspect that the employee is or was under the influence of any alcohol, drugs, marijuana, or other intoxicating substances during work time in violation of this policy.

We may also elect, in our sole discretion, to conduct work-related drug and/or alcohol testing when necessary as a reasonable means of enforcing this policy.

New Hire Testing

Newly hired employees in positions designated as safety sensitive must take and pass a mandatory drug test before commencing employment with us. A positive test will result in the withdrawal of our offer of employment. A job applicant's refusal to submit to testing, failure to fully cooperate with the testing process, and/or attempt to tamper with, substitute for, dilute, or otherwise falsify a test sample will be considered a withdrawal from the application process and will result in denial of employment.

Random Testing

Current employees whose job is classified as

safety sensitive are subject to random drug testing without prior notice. Upon notification of selection, you are required to proceed to the designated collection site immediately. Absent extenuating circumstances, a failure or refusal to report for testing as directed will be considered a voluntary resignation.

Reasonable Suspicion

All employees are subject to reasonable suspicion testing for alcohol and/or drug use. Your manager may determine whether reasonable suspicion exists sufficient to require the employee to undergo the testing. Determinations may be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, and/or body odor of the employee or upon any other credible information we receive from other sources. In some circumstances, your involvement in a workplace accident that results in injury to you, another employee, or a customer, or damage to RVSS property, tools, vehicles, or equipment may give rise to reasonable suspicion sufficient to require testing for alcohol or drug use. Again, we may choose to address performance issues and concerns through discipline, including termination, without the benefit or aid of drug testing.

Post-Accident Testing

The intent of this post-accident testing procedure is to gather information to rule out alcohol and drug involvement as a cause or factor in accidents, injuries, and property damage. Post-accident testing may occur if we have reason to believe that the employee's response time and judgment during unexpected events and occurrences outside the employee's control may have been limited or negatively impacted by the employee's potential drug, alcohol or intoxicant use.

Employees involved in workplace vehicle accidents will be subject to drug testing following an accident when:

- The accident results in a fatality
- The District driver is cited, and any vehicle involved is damaged to the point that it needs to be towed
- The District driver is cited, and any person

involved in the accident needs immediate medical attention.

Personal injury and damage to property are not necessarily required to trigger a request for drug testing.

Return to Duty

In some situations, an employee may be required to take and pass a drug or alcohol test before returning to work. Employees will be notified if this condition applies to their anticipated return to work.

Enforcement

If directed to report for testing, you must make yourself available for the test at the time and place directed or we will consider you to have refused to submit to testing.

Testing will be administered, reviewed, and confirmed by medical professionals. Refusal to cooperate or submit to an alcohol or drug testing as required, adulterating or falsifying a test, or testing positive for a prohibited substance, will subject you to discipline, up to and including termination.

Injury Reporting Encouraged

Employees are strongly encouraged to report immediately any workplace injury or illness they may personally experience or that they may witness without fear of retaliation or harassment.

Report Drug-Related Criminal Offenses

Employees must report any arrest and/or conviction under a criminal drug statute for violations occurring on or off company property while conducting RVSS business.

Employees are also required to report any drug-related convictions for conduct occurring off-duty while employed with RVSS. Reports must be made within five (5) days of the conviction or arrest.

RVSS distinguishes between an arrest and a conviction, but we may make employment

decisions based on the conduct underlying an arrest if, for example, that conduct makes the employee unfit for employment with RVSS.

Referral, Evaluation, and Treatment

Employees who voluntarily seek assistance in dealing with alcohol or drug abuse or addiction will be referred to our confidential Employee Assistance Program (EAP).

Please speak with the Executive Secretary if you would like information or assistance in seeking or exploring treatment options.

An employee's voluntary disclosure and request for assistance or an opportunity to seek treatment is not, by itself, considered grounds for discipline or reasonable suspicion testing. It is your responsibility to seek assistance *before* alcohol and drug problems lead to discipline or termination. If you violate this policy, subsequently seeking assistance on a voluntary basis will not necessarily lessen or prevent the discipline we will impose, including termination.

Employees who disclose personal substance addiction or alcohol abuse *before* engaging in misconduct at work will be given a reasonable amount of unpaid leave to seek and participate in an appropriate treatment program. You must receive prior approval for this type of leave. It is your sole responsibility to seek out, enroll in, pay for, and complete the designated treatment program or plan. You are welcome to use any available accrued paid leave benefits during this leave. We may also ask that you execute a Last Chance Agreement upon your return to work to ensure compliance with our expectations.

9.4 Driving on RVSS Business

- RVSS requires employees who drive on our behalf to meet the following standards:
- Drive in a safe manner and obey standard safety practices.
- Do not smoke, vape, or chew tobacco products, or use aerosolizing inhalants in RVSS-owned vehicles.
- Do not allow anyone other than an RVSS-authorized employee to drive the vehicle except in an emergency.

- Do not transport hitchhikers or any other unauthorized persons in RVSS-owned vehicles or while driving on RVSS business using a personal vehicle.
- Possess a valid driver's license that is current and in good standing, including CDL, if required.
- Have a clean driving record that meets our insurance carrier's standards, or be able to obtain your own insurance at your own expense.
- Carry and maintain car insurance coverage at a level acceptable to RVSS.
- Do not drive on RVSS business while under the influence of any intoxicating or judgment-impairing substance.
- RVSS vehicles may not be used for any purpose other than RVSS business or related activities unless authorized by the General Manager.

Documentation & Licenses

RVSS has the sole discretion in determining who may operate an RVSS-owned vehicle, and we reserve the right to review your driving records, proof of a valid license, and automobile insurance information to ensure your ability and authority to drive on our behalf. We may obtain an updated report at any time during the year if you demonstrate unsafe driving habits.

Employees who drive their own vehicle on behalf of RVSS are required to obtain and maintain, at their own personal expense, liability insurance that meets the state's vehicle insurance standards.

You must notify your manager immediately if you incur any driving or traffic violations or if there is a change to your driver information, driver status, or insurability. If your license is suspended or revoked for any reason, or if you are cited for driving while under the influence or for causing injury to another person while driving, you must report the event to the Executive Secretary within 24 hours of the occurrence, and you are prohibited from driving

on behalf of RVSS in any capacity until the Executive Secretary authorizes you to drive on our behalf.

Obey the Law

If you are driving on our business, regardless of whether you use your personal vehicle or a RVSS-owned vehicle, you are required to obey all traffic laws, safety regulations, parking restrictions, and our internal policies and rules. Seat belts must be worn at all times. Violations of traffic laws of any kind will not be tolerated and may result in discipline.

Citations, tickets, fines, penalties, insurance payment obligations and/or other monetary liability you or RVSS may incur as a result of **your** violations of traffic laws, safety regulations, parking restrictions, or internal policies and rules, will be your sole responsibility; we will not reimburse you, and you are expected to reimburse RVSS if we pay this type of obligation on your behalf or because of your actions. Report all accidents to your department head immediately.

Use of Personal Vehicles

If no RVSS-owned vehicle is available and you are required to use your personal vehicle for RVSS business, you will be reimbursed at the standard per-mile rate established by the IRS.

If an RVSS-owned vehicle is available, you may request to use your personal vehicle as a convenience to you. If this request is approved, you will be reimbursed at ¼ of the standard per-mile rate established by the IRS.

Cell Phone Use While Driving

If you are making business telephone calls from a vehicle, you must use the cell phone or other electronic device in a safe and responsible manner and in compliance with applicable state laws.

Potential Consequences

If you are not able to meet the criteria and expectations of this driving policy, or if you become uninsurable for any reason, you must immediately stop driving on behalf of RVSS or while conducting RVSS business. Failure to comply with this driving policy may result in disciplinary action, up to and including termination. **Employee Handbook (2025) | Page 46**

policy and our insurability requirements may subject you to discipline, up to and including termination

10 EMPLOYMENT TRANSITIONS

Employees may transition out of the organization for any number of reasons. Transitioning employees are prohibited from deleting, copying, altering, or removing any files or programs from the practice's computer systems upon termination.

Employees' obligations to protect the privacy and confidentiality of customer information as well as the practice's trade secrets continue after they leave employment.

10.1 Layoffs & Recall

In the event that RVSS reduces the level of staffing we will consider many factors including, but not limited to, the reasons for the reduction, the positions affected, the qualifications of the individuals affected, and the length of service of the individuals affected, skill set, overall performance, contribution to the department, ability of others to absorb and still effectively perform duties, etc. Seniority is not a determinative factor in lay-off decisions. We will determine, in our sole discretion, which factors to consider and the relative weight to assign each factor. Laid-off employees are not guaranteed re-employment or reinstatement.

10.2 Resignation

If you decide to quit or resign from your employment with RVSS, we would appreciate at least two (2) weeks' prior notice.

As a thank you for your consideration in providing this notice, your employment record with us will note that you are in good standing and eligible for rehire. Conversely, employees who fail to give 2 weeks' notice are generally not considered to be in good standing or eligible for rehire.

Please be aware that even if you give 2 weeks' notice, we may, in some circumstances, accept your resignation earlier and ask or allow you to leave sooner rather than letting you work the remainder of the notice period. In

this instance, employees will be paid for all hours worked (as opposed to the entire notice period)

10.3 Termination

RVSS may terminate your employment at any time. If you are involuntarily terminated, you will receive your final paycheck on the effective date of termination.

10.4 Return of RVSS Property

During your employment, you may receive or have access to RVSS keys, tools, computer equipment, cellular phones, documents, data, and other equipment that you may have occasion to use while performing your job duties. These items are the sole property of RVSS, and we expect all employees to use reasonable care when using these items to ensure they are not unnecessarily lost, damaged or stolen.

You will be asked to return our property, including but not limited to keys, tools, computer equipment, cellular phones, documents, data, and other equipment that you may have possession of, upon your separation from employment. Please also advise us of any passwords you may have used on our electronic systems. If you are unsure whether the property belongs to RVSS, please speak with your Department Head.

10.5 Removing Your Personal Property

Whether you leave employment with us voluntarily or involuntarily, electronic access to our intranet, email, and server will be disconnected for all transitioning employees on or before the anticipated last day of employment.

If you leave voluntarily and in good standing, you will be permitted to collect your belongings before you leave. If you are terminated, you may not be allowed to remain on the premises or to collect your things (except for your keys, wallet, or purse) before you leave. In that instance, we will collect and return your personal items to you within 5 business days of your transition.

10.6 Early Retirement Policy

Rogue Valley Sewer Services recognizes that the cost of health care is a major factor dissuading

workers from retiring. This has a demoralizing affect which hurts productivity, not only on the employee who would like to retire but on other employees.

Policy Goals

The goals of this policy are to:

- Make RVSS more competitive when hiring new employees.
- Provide an opportunity for employees to retire more comfortably.
- Reward long-term employees for their service to RVSS.
- Improve overall employee morale.

Incentive

Eligible employees will be allowed to remain on the RVSS-sponsored health insurance policy until they either become eligible for Medicare or accept another job with 30 hours or more per week of employment.

Eligibility for Incentive

All RVSS employees who have reached the age of 60, who retire in good standing, and who choose to remain on the RVSS-sponsored health insurance policy are eligible for this incentive. Employees taking advantage of the incentive will be required to sign a separation agreement releasing RVSS from any claims.

Incentive Amount

The incentive will be based on the current premium rate for either a single person or a person with a spouse, as applicable. The incentive for a person with other dependents would be capped at the person/spouse rate.

The amount of the subsidy will be dependent on the employee's years of service to RVSS in accordance with the following table.

Years of Service	Premium Subsidy
At least 10 but less than 15	20%
At least 15 but less than 20	30%
At least 20 but less than 25	40%
At least 25 but less than 30	50%
More than 30	60%

In addition, employees who retire after the age of 63 ½ are eligible for a 100% premium subsidy.

10.7 References

Please direct all reference requests to the Executive Secretary. No other person is authorized or permitted to release reference information for a current or former employee.

CONCLUSION

If you have any concerns, please bring them to our attention. Working together, we will make a meaningful difference in the lives of our customers and our community.

ACKNOWLEDGEMENT FORM

All employees are expected to read the policies outlined in this Employee Handbook. Your lack of knowledge or understanding about these policies and expectations will not be an excuse for your failure to follow them as expected.

RVSS policies and other related documents do not form a contract of employment and are not a guarantee of the conditions and benefits that are described within them.

RVSS may, at any time, change, add to, or delete policies and procedures without prior notice to you and without your consent.

Violations of RVSS rules, policies or procedures, regardless of whether they are contained in this Employee Handbook or not, may lead to discipline, up to and including termination. If you have any questions about the information contained in this Employee Handbook, please speak with your manager.

By signing below, I acknowledge my understanding that I am an at-will employee and that RVSS may terminate my employment with or without notice and for any reason or no reason in compliance with federal and state law. My employment has no definite term or duration and will last only so long as either RVSS or I desire to continue in this relationship. I also understand that, for so long as I am covered by this Employee Handbook, no representative of RVSS other than the [Director/Organization Leader] has the authority, either orally, in writing or by conduct, to enter into an agreement with me that in any way changes the at-will status of my employment.

BY SIGNING BELOW, I CONFIRM THAT I RECEIVED A COPY OF THIS EMPLOYEE HANDBOOK AND WAS GIVEN AN OPPORTUNITY TO ASK QUESTIONS. I UNDERSTAND THAT I WILL BE HELD ACCOUNTABLE TO THE PERFORMANCE AND CONDUCT EXPECTATIONS IN THIS HANDBOOK AND TO THE OTHER EXPECTATIONS AND DIRECTIONS RVSS MAY SET FOR ME.

Employee Signature: _____

Print Name: _____

Date: _____

Rogue Valley Sewer Services System Development Charge Methodology August 7, 2025



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

**Prepared by
Carl Tappert, PE
District Manager**

Introduction:

The imposition of System Development Charges (SDCs) is authorized by statute (ORS 223.297-314). This statute establishes requirements for the methodology used to calculate the SDC and allowable expenditures.

The general principal of SDCs is that it provides a mechanism for new users to contribute an equitable share of the value of the system designed to serve them.

The SDC is composed of two parts, the Reimbursement Fee and the Improvement Fee.

A reimbursement fee considers the cost of existing facilities, prior contributions by existing users, the value of available capacity, and generally accepted ratemaking principles. The objective is that future system users contribute no more than an equitable share to the cost of existing facilities.

An improvement fee is based on the cost of planned future facilities that expand the system's capacity to accommodate growth or increase its level of performance. Each project in the Capital Improvement Plan is evaluated to determine the portion of the project meant to serve existing users and the portion meant to serve future users.

Rogue Valley Sewer Services currently collects SDCs for the regional treatment plant, the regional interceptor, the White City and Eagle Point trunk lines, the collection system, the Shady Cove treatment plant, and the Gold Hill Treatment Plant.

The methodology for the regional treatment SDC was last modified by the Regional Sewer Rate Committee in July 2015 by Resolution 31. The methodology includes a provision to adjust SDC rates annually based on the Engineering News Record Construction Cost Index. A review of the regional treatment SDC is not part of this report.

The current methodology for the SDCs for the regional interceptor, the White City and Eagle Point trunk lines, and the collection system was developed in 2021 and adopted by the RVSS Board of Directors under Resolution 21-07. This methodology does not include any inflationary index but does provide a framework for updating the SDCs annually.

The methodology for the Gold Hill treatment SDC was developed by the City of Gold Hill prior to annexation into RVSS. As part of the annexation agreement RVSS agreed to maintain SDCs unchanged for a period of 2 years following annexation. The annexation was approved in August 2023

The goal of this report is to simplify the SDC by combining the interceptor and collection system SDCs and by indexing SDCs and appropriate inflation index.

Part 1 – General Methodology

Reimbursement Fee: The Reimburse fee is a fee for costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists.¹ The reimbursement fee is designed so that new users will pay an equitable share of the cost of existing facilities.² The reimbursement fee is set using the “Buy-in” methodology.

Under this methodology the value of the system is calculated by adding together all of the capital funds spent by RVSS for the construction of the system. The value of donated assets or facilities constructed using grants are excluded. Outstanding debt used to finance capital improvements is also excluded.

The total number of existing users is determined by calculating the total equivalent residential units (ERU) that are served by the particular system. A single family home (SFR) is considered one ERU. All other uses are converted to ERU by comparing the billing rate for that particular use to the rate for a single family home.

Example: The SFR rate is \$30.00 per month. A commercial use whose monthly bill comes to \$75.00 would be considered 2.5 ERU.

$$\frac{\$75.00}{\$30.00} = 2.5 \text{ ERU}$$

The calculation of the reimbursement fee is made by dividing the total value of the system by the total ERU currently within the system.

$$\frac{\text{Total Value of System}}{\text{Total ERU within system}} = \text{Reimbursement fee}$$

Improvement Fee: The improvement fee is a fee for costs associated with capital improvements to be constructed³. The fee is calculated by dividing the current value of proposed improvements by the number of new users expected within the planning time frame.

The improvement fee is based on an approved capital improvement plan. Because most capital improvements are intended to serve both current and future customers, only the portion of the project that serves future customers is eligible for inclusion in the calculation. The capital improvement plan will include a calculation of the percentage of each project that is dedicated to future growth.

Example: A project will replace an old 8” sewer main with a new 12” sewer main. The portion of the project related to replacing the existing capacity of the 8” would not be eligible, however, the portion related to the increased capacity would.

$$\frac{\text{Increased Capacity of Project}}{\text{Total Capacity of Project}} = \text{Surplus Capacity of Project}$$

¹ ORS 223.297 (3)

² ORS 223.304 (1)(b)

³ ORS 223.297 (2)

The number of new users to the system is estimated based on historic growth trends. For this methodology future growth is calculated by taking the average growth in ERU over the past 10 years. This data comes from RVSS billing records and is 0.8%. This is slightly higher than the Portland State University Population Research Center⁴ growth rate for incorporated areas in Jackson County over the same time period.

The time frame for projected growth is 10 years.

The total Improvement fee is calculated by dividing the total value of the surplus capacity of projects identified in the capital improvement plan by the total number of projected new ERU in the next 10 years.

$$\frac{\text{Value of Surplus Capacity of CIP}}{\text{New ERU in next 10 years}} = \text{Improvement Fee}$$

The sum of the Reimbursement Fee and Improvement Fee calculations is the maximum SDC that can be assessed against a new connection.

⁴ <https://www.pdx.edu/population-research/population-estimate-reports>

Part 2 – Specific SDC Methodologies

This section defines each System Development Charge that is imposed by RVSS and the specific data that is used to calculate the SDC. For each SDC the method used to update the calculations is described.

2.1 Collection System Development Charge

The Collection System is entire system of pipes, pump stations, and related facilities within RVSS jurisdiction. It includes the Regional Interceptor, the White City Trunk, the Eagle Point Trunk.

1. User Basis – This fee applies to all users connected to the RVSS collection system, including Shady Cove and Gold Hill.
 - a. RVSS Core - The total equivalent residential units in the core RVSS system is calculated by dividing the 12 month average contribution to the Regional treatment plant by the single family residential treatment rate.
 - b. Shady Cove – the total equivalent residential units for Shady Cove is calculated by dividing the 12 month average rate revenue by the monthly single family residential rate.
 - c. Gold Hill – the total equivalent residential units for Shady Cove is calculated by dividing the 12 month average rate revenue by the monthly single family residential rate.
 - d. Future Connections – Projected new users are calculated by multiplying the current number of ERU by the average ERU growth rate of 0.80% over the 10 year projection period.
2. Reimbursement Fee
 - a. Included costs –
 - i. LID costs – the portion of LID expenses that is contributed by RVSS.
 - ii. Private Project costs – RVSS contributions to the construction of private projects. This is typically used to cover costs of constructing sewer beyond the needs of the specific project.
 - iii. Rehabilitation costs – cost of projects funded entirely by RVSS
 - iv. Shady Cove pre-annexation costs – These costs are reported by Shady Cove for capital projects prior to annexation into RVSS.
 - v. Gold Hill pre-annexation costs - These costs are reported by Gold Hill for capital projects prior to annexation into RVSS
 - b. Excluded costs –
 - i. Outstanding debt principal used to finance capital projects.
 - ii. Grant funded portion of projects.
 - iii. Donated assets – infrastructure constructed by private developers and donated to the public.
 - iv. Routine maintenance costs.
 - c. Reimbursement Fee Calculation
 - i. The reimbursement fee for a single family home is calculated by dividing the total of all included costs by the total equivalent residential units.

- ii. The reimbursement fee for all other uses is calculated by multiplying the SFR rate by the ERU equivalent for each use.

3. Improvement Fee

- a. Included Costs - costs are based on the Capital Improvement plan adopted by resolution of the Board. The CIP will include both an estimated construction cost and an estimated value of the surplus capacity for each project. The total value of surplus capacity for all projects is the basis for the improvement fee.
- b. Improvement fee Calculation
 - i. The improvement fee for a single family home is calculated by dividing the total value of surplus capacity in the capital improvement plan by the total number of new users expected over the next 10 years.
 - ii. The improvement fee for all other uses in the RVSS Core area is calculated by multiplying the SFR rate by the ERU equivalent for each use. The ERU equivalent is established by the Regional Rate Committee.

4. Annual update

- a. Once established, both the Reimbursement fee and the Improvement fee will be adjusted on July 1 of each year based on the Engineering News Record Construction Cost Index for the 12 months ending January 1 of the same year.

2.2 Shady Cove Treatment System Development Charge

1. System – The Shady Cove Wastewater Treatment plant located at 4660 Rogue River Drive in Shady Cove.
2. User Basis – This fee applies to all users in Shady Cove.
 - a. Shady Cove –The total equivalent residential units in Shady Cove is calculated by dividing the 12 month average user fee collection by the single family residential rate.
 - b. Future Connections – Projected new users are calculated by multiplying the current number of ERU by the average ERU growth rate of 0.80% over the 10 year projection period.
3. Reimbursement Fee
 - a. Included costs –
 - i. Pre-Annexation costs – capital costs incurred by the City of Shady Cove prior to annexation into RVSS are included. These costs are reported on Shady Cove's financial statements.
 - ii. Rehabilitation costs – cost of capital projects funded entirely by RVSS
 - iii. Capital expansion costs – cost of capital projects funded entirely by RVSS.
 - b. Excluded costs –
 - i. Outstanding debt principal used to finance capital projects.
 - ii. Grant funded projects.
 - iii. Routine maintenance costs.
 - c. Reimbursement Fee Calculation
 - i. The reimbursement fee for a single family home is calculated by dividing the total of all included costs by the total equivalent residential units.
 - ii. The reimbursement fee for all other uses is calculated by multiplying the SFR rate by the ERU equivalent for each use.
4. Improvement Fee
 - a. Included Costs - costs are based on the Capital Improvement plan adopted by resolution of the Board. The CIP will include both an estimated construction cost and an estimated value of the surplus capacity for each project. The total value of surplus capacity for all projects is the basis for the improvement fee.
 - b. Improvement fee Calculation
 - i. The improvement fee for a single family home is calculated by dividing the total value of surplus capacity in the capital improvement plan by the total number of new users expected over the next 10 years.
 - ii. The improvement fee for all other uses is calculated by multiplying the SFR rate by the ERU equivalent for each use.
 - iii.
5. Annual update
 - a. Once established, both the Reimbursement fee and the Improvement fee will be adjusted on July 1 of each year based on the Engineering News Record Construction Cost Index for the 12 months ending January 1 of the same year.

2.3 Gold Hill Cove Treatment System Development Charge

1. System – The Gold Hill Wastewater Treatment plant located at 2177 Second Avenue in Gold Hill
2. User Basis – This fee applies to all users in Gold Hill.
 - a. Gold Hill – The total equivalent residential units in Gold Hill is calculated by dividing the 12 month average user fee collection by the single family residential rate.
 - b. Future Connections – Projected new users are calculated by multiplying the current number of ERU by the average ERU growth rate of 0.80% over the 10 year projection period.
3. Reimbursement Fee
 - a. Included costs –
 - i. Pre-Annexation costs – capital costs incurred by the City of Gold Hill prior to annexation into RVSS are included.
 - ii. Rehabilitation costs – cost of capital projects funded entirely by RVSS
 - iii. Capital expansion costs – cost of capital projects funded entirely by RVSS.
 - b. Excluded costs –
 - i. Outstanding debt principal used to finance capital projects.
 - ii. Grant funded projects.
 - iii. Routine maintenance costs.
 - c. Reimbursement Fee Calculation
 - i. The reimbursement fee for a single family home is calculated by dividing the total of all included costs by the total equivalent residential units.
 - ii. The reimbursement fee for all other uses is calculated by multiplying the SFR rate by the ERU equivalent for each use.
4. Improvement Fee
 - a. Included Costs - costs are based on the Capital Improvement plan adopted by resolution of the Board. The CIP will include both an estimated construction cost and an estimated value of the surplus capacity for each project. The total value of surplus capacity for all projects is the basis for the improvement fee. Note: The Gold Hill Intertie Project is considered the solution for deficiencies in the Gold Hill Treatment plant and is considered part of the Gold Hill Treatment SDC.
 - b. Improvement fee Calculation
 - i. The improvement fee for a single family home is calculated by dividing the total value of surplus capacity in the capital improvement plan by the total number of new users expected over the next 10 years.
 - ii. The improvement fee for all other uses is calculated by multiplying the SFR rate by the ERU equivalent for each use.
5. Annual update

- a. Once established, both the Reimbursement fee and the Improvement fee will be adjusted on July 1 of each year based on the Engineering News Record Construction Cost Index for the 12 months ending January 1 of the same year.
- b. The Gold Hill Treatment SDC will be eliminated when the treatment plant is abandoned and the City connected to the Regional System. Once this happens, new users in Gold Hill will pay the Regional Treatment SDC instead.

Part 3 – Implementation Requirements

Once the methodology is adopted the intent is to adjust the SDC rate every year based on the ENR Construction Cost Index. The calculated SDC represents the maximum charge that can be justified. The RVSS Board of Directors has the discretion to charge any amount up to the maximum. This will be done by resolution of the Board.

RVSS must comply with certain legal requirements to ensure that the SDCs are properly calculated and assessed, and that the funds received are properly spent.

3.1 Public Notice: RVSS must hold a public hearing to initially establish the SDC methodology. Individuals who have notified RVSS that they want to be informed of any changes in SDC methodology must be notified 90 days before the hearing.⁵

The capital improvement plan used for the basis of the SDC may be updated at any time. If a capital improvement plan update is used to justify a higher SDC RVSS must notify interested individuals at least 30 days in advance.⁶ No public hearing is required unless specifically requested.

3.2 Credits: The SDC resolution must include a provision to provide credit to developers who construct qualified capital improvements. In order to qualify for credit the project must meet the following conditions:

1. Project must be required as a condition of approval for the development
2. Project must be included in the Capital Improvement Plan
3. Project must be either a) not located on or contiguous to the subject property or b) required to build larger or with greater capacity than is necessary for the particular development.⁷

The provision of credit is already included in RVSS Code Section 2.20.100.

3.3 Authorized Expenditures: SDC revenue may only be spent on capital improvements associated with the systems for which the fees are assessed and which are included in the capital improvement plan. The improvement portion of the SDC is further restricted in that it can only be used for projects which increase capacity.⁸

⁵ ORS 223.304 (7)

⁶ ORS 223.309 (2)

⁷ ORS 223.304 (4)

⁸ ORS 223.307

RVSS must provide an annual accounting of the amount of SDC revenue collected and spent on specific projects.⁹

Part 4 – Recommended SDCs

The table below shows the current and recommended rates for the various SDCs applicable to RVSS customers.

Fee	Current Rate	Justified Rate	Recommended Rate
Collection System Development Charge	\$1,000 per ERU	\$2,185.50	\$2,100
Interceptor Development Charge	\$500 per ERU	n/a	n/a
Eagle Point Trunk Development Charge	\$650 per ERU	n/a	n/a
White City Trunk Development Charge	\$200 per ERU	n/a	n/a
Shady Cove Treatment SDC	\$1,929.04 per ERU	\$6,340.81	\$1,959.90
Gold Hill Treatment SDC	\$703 per ERU	\$23,154.33	\$1,959.90

Under the proposed changes the Collection, Interceptor, Eagle Point Trunk, and White City Trunk SDCs will be combined into a single Collection System SDC. All users in the system will pay the same rate.

Under the previous methodology Shady Cove always had a justified treatment SDC much higher than the Regional Treatment SDC charged to new users in the core area. The Board has traditionally set this rate to match the Regional Treatment SDC but there is no requirement to do so.

The Gold Hill SDC is absurdly high due to the high cost of the planned regional intertie coupled with the small population of Gold Hill. Since this SDC will only be in effect for a short time and will be eliminated once the Regional Intertie is complete the recommendation is to set this rate equal to the Regional Treatment SDC.

The SDCs should be adjusted annually based on the Engineering News Record Construction cost index.

⁹ ORS 223.311 (1)

APPENDIX A

SAMPLE SDC CALCULATIONS

SDC Calculation Summary
for Fiscal Year 2027

Jun-25

		Reimbursement	Improvement	Total
Collection System:	<i>Original Cost of Improvements</i>	\$ 58,463,682		
	<i>Less: Grant Money</i>	\$ (1,616,542)		
	<i>Less: Outstanding Debt</i>	\$ (1,081,527)		
	<i>Total Current ERU's</i>	42,552		
	<i>Reimbursement Fee per ERU</i>	\$ 1,310.53		
	<i>Projected Present Value Cost of Improvements</i>		\$ 19,250,807	
	<i>Present Value of Surplus Capacity</i>		\$ 3,409,202	
	<i>New ERU's over 10 years</i>		3,896	
	<i>Improvement Fee per ERU</i>		\$ 874.97	
	<i>Total Justified SDC per ERU</i>			\$ 2,185.50
	<i>Current SDC per ERU</i>			\$ 1,000.00
	<i>Recommended SDC per ERU</i>			\$ 2,100.00

Shady Cove Treatment	<i>Original Cost of Improvements</i>	\$ 3,705,000		
	<i>Less: Grant Money</i>	\$ -		
	<i>Less: Outstanding Debt</i>	\$ (1,315,000)		
	<i>Total Current ERU's</i>	1,561		
	<i>Reimbursement Fee per ERU</i>	\$ 1,531.06		
	<i>Projected Present Value Cost of Improvements</i>		\$ 3,705,000	
	<i>Present Value of Surplus Capacity</i>		\$ 687,500	
	<i>New ERU's over 10 years</i>		142.94	
	<i>Improvement Fee per ERU</i>		\$ 4,809.75	
	<i>Total Justified SDC per ERU</i>			\$ 6,340.81
	<i>Current SDC per ERU</i>			\$ 1,929.04
	<i>Recommended SDC per ERU</i>			\$ 1,959.90

Gold Hill Treatment	<i>Original Cost of Improvements</i>	\$ 99,601		
	<i>Less: Grant Money</i>	\$ -		
	<i>Less: Outstanding Debt</i>			
	<i>Total Current ERU's</i>	580		
	<i>Reimbursement Fee per ERU</i>	\$ 171.64		
	<i>Projected Present Value Cost of Improvements</i>		\$ 11,059,100	
	<i>Present Value of Surplus Capacity</i>		\$ 1,221,172	
	<i>New ERU's over 10 years</i>		53.13	
	<i>Improvement Fee per ERU</i>		\$ 22,982.69	
	<i>Total Justified SDC per ERU</i>			\$ 23,154.33
	<i>Current SDC per ERU</i>			\$ 1,929.04
	<i>Recommended SDC per ERU</i>			\$ 1,959.90

APPENDIX B

Oregon Revised Statute

223.297 to 223.316

ORS 223.297

Policy

The purpose of ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public) is to provide a uniform framework for the imposition of system development charges by local governments, to provide equitable funding for orderly growth and development in Oregon's communities and to establish that the charges may be used only for capital improvements. [1989 c.449 §1; 1991 c.902 §25; 2003 c.765 §1; 2003 c.802 §17]



Note: 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public) were added to and made a part of 223.205 (Scope and application) to 223.295 (Limit on city indebtedness) by legislative action, but were not added to and made a part of the Bancroft Bonding Act. See section 10, chapter 449, Oregon Laws 1989.

Location: https://oregon.public.law/statutes/ors_223.297

Original Source: Section 223.297 — Policy, https://www.oregonlegislature.gov/bills_laws/ors/ors223.html (last accessed May 10, 2025).

ORS 223.299

Definitions for ORS 223.297 to 223.316

As used in ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public):

- (1) Intentionally left blank —Ed.
- (a) “Capital improvement” means facilities or assets used for the following:
 - (A) Water supply, treatment and distribution; ♂
 - (B) Waste water collection, transmission, treatment and disposal;
 - (C) Drainage and flood control;
 - (D) Transportation; **or**
 - (E) Parks and recreation.
- (b) “Capital improvement” does not include costs of the operation or routine maintenance of capital improvements.
- (2) “Improvement fee” means a fee for costs associated with capital improvements to be constructed.
- (3) “Reimbursement fee” means a fee for costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists.
- (4) Intentionally left blank —Ed.
- (a) “System development charge” means a reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit, building permit or connection to the capital improvement. “System development charge” includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the local government for its average cost of inspecting and installing connections with water and sewer facilities.

- (b) “System development charge” does not include any fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed upon a land use decision, expedited land division or limited land use decision. [1989 c.449 §2; 1991 c.817 §29; 1991 c.902 §26; 1995 c.595 §28; 2003 c.765 §2a; 2003 c.802 §18]


Note: See note under 223.297 (Policy).

Location: https://oregon.public.law/statutes/ors_223.299

Original Source: Section 223.299 — Definitions for ORS 223.297 to 223.316, https://www.oregonlegislature.gov/bills_laws/ors/ors223.html (last accessed May 10, 2025).

ORS 223.301

Certain system development charges and methodologies prohibited

- (1) As used in this section, “employer” means any person who contracts to pay remuneration for, and secures the right to direct and control the services of, any person.
- (2) A local government may not establish or impose a system development charge that requires an employer to pay a reimbursement fee or an improvement fee based on: 
 - (a) The number of individuals hired by the employer after a specified date; **or**
 - (b) A methodology that assumes that costs are necessarily incurred for capital improvements when an employer hires an additional employee.
- (3) A methodology set forth in an ordinance or resolution that establishes an improvement fee or a reimbursement fee shall not include or incorporate any method or system under which the payment of the fee or the amount of the fee is determined by the number of employees of an employer without regard to new construction, new development or new use of an existing structure by the employer.
- (4) A local government may not impose a system development charge for increased use of a transportation facility that results from the production of marijuana on a property located in an exclusive farm use zone. [1999 c.1098 §2; 2003 c.802 §19; 2019 c.292 §1]


Note: See note under 223.297 (Policy).

Location: https://oregon.public.law/statutes/ors_223.301

ORS 223.302

System development charges

- use of revenues
- review procedures

-
- (1) Local governments are authorized to establish system development charges, but the revenues produced therefrom must be expended only in accordance with ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public). If a local government expends revenues from system development charges in violation of the limitations described in ORS 223.307 (Authorized expenditure of system development charges), the local government shall replace the misspent amount with moneys derived from sources other than system development charges. Replacement moneys must be deposited in a fund designated for the system development charge revenues not later than one year following a determination that the funds were misspent. 
- (2) Local governments shall adopt administrative review procedures by which any citizen or other interested person may challenge an expenditure of system development charge revenues. Such procedures shall provide that such a challenge must be filed within two years of the expenditure of the system development charge revenues. The decision of the local government shall be judicially reviewed only as provided in ORS 34.010 (Former writ of certiorari as writ of review) to 34.100 (Power of court on review).
- (3) Intentionally left blank —Ed.
- (a) A local government must advise a person who makes a written objection to the calculation of a system development charge of the right to petition for review pursuant to ORS 34.010 (Former writ of certiorari as writ of review) to 34.100 (Power of court on review).
- (b) If a local government has adopted an administrative review procedure for objections to the calculation of a system development charge, the local government shall provide adequate notice regarding the procedure for review to a person who makes a written objection to the calculation of a system development charge. [1989 c.449 §3; 1991 c.902 §27; 2001 c.662 §2; 2003 c.765 §3; 2003 c.802 §20]

ORS 223.304

Determination of amount of system development charges

- methodology
 - credit allowed against charge
 - limitation of action contesting methodology for imposing charge
 - notification request
-

- (1) Intentionally left blank —Ed.
- (a) Reimbursement fees must be established or modified by ordinance or resolution setting forth a methodology that is, when applicable, based on:
- (A) Ratemaking principles employed to finance publicly owned capital improvements;
- (B) Prior contributions by existing users;
- (C) Gifts or grants from federal or state government or private persons;
- (D) The value of unused capacity available to future system users or the cost of the existing facilities; **and**
- (E) Other relevant factors identified by the local government imposing the fee.
- (b) The methodology for establishing or modifying a reimbursement fee must:
- (A) Promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.
- (B) Be available for public inspection.
- (2) Improvement fees must:
- (a) Be established or modified by ordinance or resolution setting forth a methodology that is available for public inspection and demonstrates consideration of:
- (A) The projected cost of the capital improvements identified in the plan and list adopted pursuant to ORS 223.309 (Preparation of plan for capital improvements

financed by system development charges) that are needed to increase the capacity of the systems to which the fee is related; **and**

- (B)** The need for increased capacity in the system to which the fee is related that will be required to serve the demands placed on the system by future users.
- (b)** Be calculated to obtain the cost of capital improvements for the projected need for available system capacity for future users.
- (3)** A local government may establish and impose a system development charge that is a combination of a reimbursement fee and an improvement fee, if the methodology demonstrates that the charge is not based on providing the same system capacity.
- (4)** The ordinance or resolution that establishes or modifies an improvement fee shall also provide for a credit against such fee for the construction of a qualified public improvement. A “qualified public improvement” means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 (Preparation of plan for capital improvements financed by system development charges) and either:

 - (a)** Not located on or contiguous to property that is the subject of development approval; **or**
 - (b)** Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
- (5)** Intentionally left blank —Ed.
- (a)** The credit provided for in subsection (4) of this section is only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements under subsection (4)(b) of this section may be granted only for the cost of that portion of such improvement that exceeds the local government’s minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under subsection (4)(b) of this section.
- (b)** A local government may deny the credit provided for in subsection (4) of this section if the local government demonstrates:

 - (A)** That the application does not meet the requirements of subsection (4) of this section; **or**
 - (B)** By reference to the list adopted pursuant to ORS 223.309 (Preparation of plan for capital improvements financed by system development charges), that the improvement for which credit is sought was not included in the plan and list

adopted pursuant to ORS 223.309 (Preparation of plan for capital improvements financed by system development charges).

- (c) When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project. This subsection does not prohibit a local government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a capital improvement not identified in the plan and list adopted pursuant to ORS 223.309 (Preparation of plan for capital improvements financed by system development charges), or from providing a share of the cost of such improvement by other means, if a local government so chooses.
- (d) Credits must be used in the time specified in the ordinance but not later than 10 years from the date the credit is given.
- (6) Any local government that proposes to establish or modify a system development charge shall maintain a list of persons who have made a written request for notification prior to adoption or amendment of a methodology for any system development charge.
- (7) Intentionally left blank —Ed.
- (a) Written notice must be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge, and the methodology supporting the system development charge must be available at least 60 days prior to the first hearing. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the local government. The local government may periodically delete names from the list, but at least 30 days prior to removing a name from the list shall notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.
- (b) Legal action intended to contest the methodology used for calculating a system development charge may not be filed after 60 days following adoption or modification of the system development charge ordinance or resolution by the local government. A person shall request judicial review of the methodology used for calculating a system development charge only as provided in ORS 34.010 (Former writ of certiorari as writ of review) to 34.100 (Power of court on review).
- (8) A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge methodology if the change in amount is based on:
 - (a) A change in the cost of materials, labor or real property applied to projects or project capacity as set forth on the list adopted pursuant to ORS 223.309

(Preparation of plan for capital improvements financed by system development charges); **or**

- (b) The periodic application of one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be:
 - (A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
 - (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; **and**
 - (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order. [1989 c.449 §4; 1991 c.902 §28; 1993 c.804 §20; 2001 c.662 §3; 2003 c.765 §§4a,5a; 2003 c.802 §21]

Note: See note under 223.297 (Policy).

Location: https://oregon.public.law/statutes/ors_223.304

Original Source: Section 223.304 — Determination of amount of system development charges; methodology; credit allowed against charge; limitation of action contesting methodology for imposing charge; notification request, https://www.oregonlegislature.gov/bills_laws/ors/ors223.html (last accessed May 10, 2025).

ORS 223.307

Authorized expenditure of system development charges

- (1) Reimbursement fees may be spent only on capital improvements associated with the systems for which the fees are assessed including expenditures relating to repayment of indebtedness. [↗](#)
- (2) Improvement fees may be spent only on capacity increasing capital improvements, including expenditures relating to repayment of debt for such improvements. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to the need for increased capacity to provide service for future users.
- (3) System development charges may not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements or for the expenses of the operation or maintenance of the facilities constructed with system development charge revenues.
- (4) Any capital improvement being funded wholly or in part with system development charge revenues must be included in the plan and list adopted by a local government pursuant to ORS 223.309 (Preparation of plan for capital improvements financed by system development charges).
- (5) Notwithstanding subsections (1) and (2) of this section, system development charge revenues may be expended on the costs of complying with the provisions of ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public), including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures. [1989 c.449 §5; 1991 c.902 §29; 2003 c.765 §6; 2003 c.802 §22]

Note: See note under 223.297 (Policy).

ORS 223.309

Preparation of plan for capital improvements financed by system development charges

- modification
-

- (1) Prior to the establishment of a system development charge by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee for each improvement.
- (2) A local government that has prepared a plan and the list described in subsection (1) of this section may modify the plan and list at any time. If a system development charge will be increased by a proposed modification of the list to include a capacity increasing capital improvement, as described in ORS 223.307 (Authorized expenditure of system development charges) (2):
 - (a) The local government shall provide, at least 30 days prior to the adoption of the modification, notice of the proposed modification to the persons who have requested written notice under ORS 223.304 (Determination of amount of system development charges) (6).
 - (b) The local government shall hold a public hearing if the local government receives a written request for a hearing on the proposed modification within seven days of the date the proposed modification is scheduled for adoption.
 - (c) Notwithstanding ORS 294.160 (Opportunity for public comment on new fee or fee increase), a public hearing is not required if the local government does not receive a written request for a hearing.
 - (d) The decision of a local government to increase the system development charge by modifying the list may be judicially reviewed only as provided in ORS 34.010 (Former writ of certiorari as writ of review) to 34.100 (Power of court on review).

ORS 223.311

Deposit of system development charge revenues

- annual accounting

-
- (1) System development charge revenues must be deposited in accounts designated for such moneys. The local government shall provide an annual accounting, to be completed by January 1 of each year, for system development charges showing the total amount of system development charge revenues collected for each system and the projects that were funded in the previous fiscal year. [↗](#)
 - (2) The local government shall include in the annual accounting:
 - (a) A list of the amount spent on each project funded, in whole or in part, with system development charge revenues; **and**
 - (b) The amount of revenue collected by the local government from system development charges and attributed to the costs of complying with the provisions of ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public), as described in ORS 223.307 (Authorized expenditure of system development charges). [1989 c.449 §7; 1991 c.902 §31; 2001 c.662 §5; 2003 c.765 §8a; 2003 c.802 §24]

Note: See note under 223.297 (Policy).

Location: https://oregon.public.law/statutes/ors_223.311

Original Source: Section 223.311 — Deposit of system development charge revenues; annual accounting,

ORS 223.313

Applicability of ORS 223.297 to 223.316

- (1) ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public) shall apply only to system development charges in effect on or after July 1, 1991.
- (2) The provisions of ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public) shall not be applicable if they are construed to impair bond obligations for which system development charges have been pledged or to impair the ability of local governments to issue new bonds or other financing as provided by law for improvements allowed under ORS 223.297 (Policy) to 223.316 (Local governments required to make system development charge information public). [1989 c.449 §8; 1991 c.902 §32; 2003 c.802 §25] [↗](#)

Note: See note under 223.297 (Policy).

Location: https://oregon.public.law/statutes/ors_223.313

Original Source: Section 223.313 — Applicability of ORS 223.297 to 223.316, https://www.oregonlegislature.gov/bills_laws/ors/ors223.html (last accessed May 10, 2025).

ORS 223.314

Establishment or modification of system development charge not a land use decision

The establishment, modification or implementation of a system development charge, or a plan or list adopted pursuant to ORS 223.309 (Preparation of plan for capital improvements financed by system development charges), or any modification of a plan or list, is not a land use decision pursuant to ORS chapters 195, 197 and 197A. [1989 c.449 §9; 2001 c.662 §6; 2003 c.765 §9]


Note: See note under 223.297 (Policy).

Location: https://oregon.public.law/statutes/ors_223.314

Original Source: Section 223.314 — Establishment or modification of system development charge not a land use decision, https://www.oregonlegislature.gov/bills_laws/ors/ors223.html (last accessed May 10, 2025).

ORS 223.316

Local governments required to make system development charge information public

- (1) Any city, county or special district that maintains a public website shall include the following information on its website in a manner that is readily accessible to the general public, for system development charges that it assesses: 
- (a) The current system development charge fee rates for each type of development;
 - (b) Details of the methodology used to determine the fee rates set forth pursuant to paragraph (a) of this subsection;
 - (c) A list of capital improvement projects that will receive funding from system development charge fee revenue; **and**
 - (d) Contact information for a local official responsible for answering questions about system development charges.
- (2) Any city, county or special district that does not maintain a website shall make the information described in subsection (1) of this section available to the general public free of charge upon request. [2021 c.544 §4]

Note: See note under 223.297 (Policy).

Location: https://oregon.public.law/statutes/ors_223.316

Original Source: Section 223.316 — Local governments
required to make system development charge information

APPENDIX C

Current Capital Improvement Plan

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

RESOLUTION NO. 25-11

CAPITAL IMPROVEMENT PLANS FOR ALL AREAS

WHEREAS Rogue Valley Sewer Services is serious about improving and upgrading our sewer system infrastructure in order to provide quality service and to protect the health of our citizens;

WHEREAS Master Plans have been adopted for most areas, and such plans are updated on an annual basis;

WHEREAS System Development Charges are used to pay for much of the capital work as allowed by state law, and such law requires that the Board approve a Capital Improvement Plan in order to plan for and justify, System Development Charges Collections and Expenditures;

NOW, BE IT RESOLVED that the attached list, Attachment 'A', dated 06/4/2025, be adopted.

ADOPTED by the Board of Directors of Rogue Valley Sewer Services at its Regular Meeting held June 18th, 2025.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:



Carl Tappert, Manager

Collection System - Fund 1

Project #	Project Name	Area	Estimated Cost	Actual cost	% Added Capacity	Construction Year				Actual				Proposed				2031
						2023	2024	2025	2026	2027	2028	2029	2030					
J124	West Glenwood PS Rehab	TA	-	\$ 48,013	25%	2023	\$ 21,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J176	PS #6 Rehab	SC	\$ -	\$ 43,695	0%	2023	\$ 43,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J178	PS44 Abandonment	WC	\$ -	\$ 484,848	15%	2023	\$ 68,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J291	QDOT OIR-40 Evr-35 to Blackwell	GC	\$ -	\$ 94,982	0%	2023	\$ 6,428	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J346	2nd Street Sewer	PX	\$ -	\$ 91,893	15%	2023	\$ 43,993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J348	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J349	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J347	2023 Mainline System Repairs	TA	\$ -	\$ 10,722	15%	2023	\$ 10,7											

White City Trunk - Fund 1

Subtotal

Total Fund 1

Attachment 'A' Page 3 of 3
6/4/2025

Project #	Project Name	Area	Estimated Cost	Actual cost	% Added Capacity	Construction Year	Actual 2024	Projected 2025	Proposed 2026	2027	2028	2029	2030	2031	2032
Gold Hill Treatment Capital - Fund 60															
Gold Hill Treatment Plant															
G011	FY 2023 Misc Treatment Maintenance	-	\$ -	\$ 6,310	-	2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G014	SW Electric Cost	-	\$ 15,000	\$ -	-	2024	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G012	GH Regional Connection	-	\$ 15,000,000	\$ -	-	2027	\$ 338,033	\$ 1,500,000	\$ 4,000,000	\$ 8,000,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -
G013 comp	Yearly Misc GH Treatment Maint	-	\$ -	\$ 43,562	-	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G013	Yearly Misc GH Treatment Maint	-	\$ -	\$ -	-	0	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
Total Fund 60			\$ 15,015,000	\$ 381,595	-	-	\$ 381,595	\$ 1,565,000	\$ 4,050,000	\$ 8,050,000	\$ 1,350,000	\$ 60,000	\$ -	\$ -	\$ -
Total All Projects			\$ 43,312,633	\$ 3,104,116	-	-	\$ 3,278,124	\$ 10,879,000	\$ 10,275,000	\$ 11,845,600	\$ 6,616,088	\$ 4,586,474	\$ 3,438,210	\$ 3,199,558	\$ 2,887,978

APPENDIX D

Cost Summary for Completed Projects

1	2	3	4	5	6	7
	RVS Collection System					
			Estimated Cost (PV)	Estimated Cost (FV)	Actual Cost	Fiscal Year
TOTAL BCVSA						
1972	Total Projects for Year				\$ 26,189	1972
1973	Total Projects for Year				\$ 39,817	1973
1974	Total Projects for Year				\$ -	1974
1975	Total Projects for Year				\$ 54,650	1975
1976	Total Projects for Year				\$ 358	1976
1977	Total Projects for Year				\$ 107,615	1977
1978	Total Projects for Year				\$ 281,833	1978
1979	Total Projects for Year				\$ 200,735	1979
1980	Total Projects for Year				\$ 51,263	1980
1981	Total Projects for Year				\$ 224,378	1981
1982	Total Projects for Year				\$ 42,438	1982
1983	Total Projects for Year				\$ 8,555	1983
1984	Total Projects for Year				\$ 104,416	1984
1985	Total Projects for Year				\$ -	1985
1986	Total Projects for Year				\$ -	1986
1987	Total Projects for Year				\$ 112,738	1987
1988	Total Projects for Year				\$ 19,305	1988
1989	Total Projects for Year				\$ -	1989
1990	Total Projects for Year				\$ 190,272	1990
Contributions to Private Projects, LID's, and Public Main Extensions						
42-01	White City Rehab	WC			\$ 97,663	1989
01-83	Talent Rehab	TA			\$ 28,414	1990
89-16	Whetstone Parkway	WS			\$ 2,108	1990
88-04	Bellinger-Minear	WM			\$ 119,593	1991
88-05	Hartley Road Extension	TA			\$ 2,700	1991
89-15	Camp Baker				\$ 79,000	1991
89-18	Old Stage South of View				\$ 2,790	1991
89-19	Hanley Beale	WM			\$ 3,579	1991
89-20	Coker Butte				\$ 15,097	1991
89-24	East Camp Baker	PX			\$ 33,462	1991
90-07	NW Industrial Park				\$ 9,840	1991
90-13	South Peach Street				\$ -	1991
91-02	Jasmine Avenue				\$ 47,440	1991
90-12	South Magnolia				\$ -	1992
90-15	Old Stage Road South of Ross				\$ 7,176	1992
90-16	Colver Road West of Talent	TA			\$ 6,600	1992
91-12	Hanley Road				\$ 1,725	1992
04-93	Talent Rehab-Colver Road	TA			\$ 3,739	1993
89-12	Louis J Subdivision	TA			\$ 18,050	1993
90-04	Anjou Club	TA			\$ 1,846	1993
91-04	Sweet Briar Estates	TA			\$ 3,000	1993
91-14	West Ross Lane				\$ 17,500	1993
93-01	Balteau Standard	WC			\$ 14,000	1993
01-93	Division Ajax Rehab	WC			\$ 84,983	1994
94-04	Judy Way				\$ 1,063	1994
02-94	Talent Rehab	TA			\$ 45,325	1995
03-94	Beebe Gebhard Rehab	CP			\$ 11,486	1995
89-04	Ross Lane ADDS	WM			\$ 2,177	1995
92-09	Eagle Mill Road LID	TA			\$ 15,000	1995
94-37	South Stage Industrial				\$ 19,083	1995
6-4-96	29th St.--Falcon to G	WC			\$ 106,342	1996
01-94	White City Urban Renewal	WC			\$ 497,473	1997
01-96	Talent Rehab Phase II	TA			\$ 65,865	1997

			Estimated Cost (PV)	Estimated Cost (FV)	Actual Cost	Fiscal Year
TOTAL BCVSA						
03-96	White City Rehab	WC			\$ 100,327	1997
08-96	Eagle Point Manhole Rehab	EP			\$ 11,092	1997
13-96	Eagle Point Emergency Work	EP			\$ 20,065	1997
92-07	Valley View Road	TA			\$ 76,684	1997
95-04	Anderson Vista	TA			\$ 7,276	1997
95-05	Old Stage/Wells Fargo	WM			\$ -	1997
95-25	Canterbury Estates	NM			\$ -	1997
97-01	East Old Military Road LID	CP			\$ 16,000	1997
97-07	Hartley Road LID	TA			\$ 14,234	1997
2-96	Talent Rehab Phase III	TA			\$ 523,952	1998
06-96	White City Rehab	WC			\$ 1,074,154	1998
09-96	Central Point Rehab	CP			\$ 1,550,673	1998
05-98	BOC Gasses	WC			\$ 22,566	1998
07-98	Central Point REhab	CP			\$ 41,543	1998
14-96	Talent Rehab Phase 4 (no. end of 2nd, 99 S of V	TA			\$ 249,085	1998
95-02	Foreign Trade Zone LID	NM			\$ 15,783	1998
97-02	Old Military LID				\$ 52,785	1998
97-12	Rising Sun LID	TA			\$ 16,736	1998
11-98	Avenue H Re-alignment	WC			\$ 77,482	1999
01-99	Linn Road Reconstruction	EP			\$ 19,200	1999
13-98	27th from Ave C to Antelope Road	WC			\$ 36,814	1999
97-38	East Pine/Hamrick LID	CP			\$ 39,432	1999
98-11	North Valley Estates	CP			\$ 13,566	1999
98-18	Central Point East Phase 1,2,5	CP			\$ 17,409	1999
98-23	Walnut Grove MH Park	CP			\$ 33,695	1999
98-33	New Haven Estates	CP			\$ 9,196	1999
07-96	Royal Avenue Rehabilitation*	EP			\$ 1,249,431	2000
08-99	West Vilas Road	CP			\$ 147,030	2000
09-99	Kirtland Road Crossing	WC			\$ 36,392	2000
14-98	South Stage Manholes	SM			\$ 19,292	2000
84-00	Main Street-Wagner Creek Road	TA			\$ 182,605	2000
85-00	Stowe/Rossanley	WM			\$ 58,923	2000
86-00	Ione Street Rehabilitation	EP			\$ 29,849	2000
89-00	Front Street Re-alignment, Fairview Ave	TA			\$ 18,878	2000
98-37	Ross Lane LID	WM			\$ 11,641	2000
99-11	Canal & Archer LID	SM			\$ 7,357	2000
00-01	Garfield Extension	SM			\$ 256,754	2001
80-01	Erickson Repair	WS			\$ 17,118	2001
81-01	5th Street	CP			\$ 11,533	2001
82-01	Alliance Trucking	NM			\$ 7,302	2001
84-01	7th Street Rehab	WC			\$ 73,903	2001
85-01	South Shasta Avenue	EP			\$ 5,841	2001
86-01	Alley From Talent Ave to Roy	TA			\$ 35,194	2001
87-00	West Gregory - Elmhurst PS	WS			\$ 29,197	2001
88-00	West Pine Street, Ph. 1	CP			\$ 107,210	2001
91-00	Gibson Road	TA			\$ 48,117	2001
92-00	Fargo Buchannon	EP			\$ 81,886	2001
01-91	Ave F and 9th Slipline	WC			\$ 113,007	2002
01-92	Avenue F Slip Line	WC			\$ 91,889	2002
01-93	Ave H Slipline	WC			\$ 77,220	2002
01-95	Dixie Pump Station	SM			\$ 53,980	2002
01-96	9th and Manzanita	CP			\$ 7,705	2002
10-98	North Siphon	EP			\$ 27,978	2002
98-01	New Street	TA			\$ 13,698	2002
J003	Crater Lane	CP			\$ 13,299	2002
J009	Teakwood Avenue	EP			\$ 276,813	2002

			Estimated Cost (PV)	Estimated Cost (FV)	Actual Cost	Fiscal Year
TOTAL BCVSA						
J011	Avenue A Rehab	WC			\$ 44,857	2002
J013	Avenue H	WC			\$ 101,505	2002
90-00	Main Street	EP			\$ 256,759	2003
J015	Front Street Re-alignment	TA			\$ 196,548	2003
J016	Coker Butte Extension	NM			\$ 135,982	2003
J022	Neva Street	EP			\$ 9,600	2003
J023	I Street Alley	TA			\$ 11,455	2003
J024	Bigham Road	CP			\$ 135,675	2003
J028	Oak Street Laterals	CP			\$ 21,809	2003
J029	Buchannon St Laterals	EP			\$ 16,500	2003
02-35	Cowdry Lane LID	TA			\$ -	2004
J001	Wagner Street, I Street to Talent Elementary	TA			\$ 142,881	2004
J010	Daisy Creek Restoration	WM			\$ 9,446	2004
J014	Gladstone Re-hab	WC			\$ 197,827	2004
J021	Ross Lane PS Rehab	WM		\$ -	\$ 32,548	2004
J030	Atlantic Avenue Re-alignment	WC			\$ 96,558	2004
J031	N Ashland Pump Station Rehab	TA		\$ -	\$ 11,820	2004
J032	Crater Lake Pump Station	NM		\$ -	\$ 72,383	2004
J034	Jacksonville Rehab	JV			\$ 345,499	2004
J037	Tulane PS Removal	CP			\$ 22,579	2004
J041	4th & California	JV			\$ 5,481	2004
01-94	Elmhurst Pump Station Removal	WS		\$ -	\$ 247,257	2005
J006	Midway Pump Station	NM			\$ 44,033	2005
J035	North Shasta Avenue	EP			\$ 757,542	2005
J040	West Gregory PS Rehab	WS			\$ 43,953	2005
J043	South Pacific Highway, Wagner Creek to Arnos	TA			\$ 336,831	2005
J049	Glenn Way	CP			\$ 244,874	2005
J056	Sharon Street Sewer Replacement	PX			\$ 31,804.00	2005
05-53	Belknap Extension	SM			\$ 363,111.00	2006
J039	Hwy 99, Valley View - New	TA			\$ 192,122	2006
J042	Avenue G - Residential Side	WC			\$ 509,675	2006
J045	Wilson Road Pump Station	WC			\$ 62,470	2006
J055	I Street	TA			\$ 143,118	2006
J058	Souh Medford Trunk Reinforcement	SM			\$ 136,326.00	2006
J059	South Shasta Avenue, Phase 1	EP			\$ 50,536.00	2006
J060	Bain Street	TA			\$ 108,177.00	2006
J064	9th Street	CP			\$ 17,709.00	2006
J073	Creel Road	TA			\$ 16,279.00	2006
J074	Oak Street	PX			\$ 96,733.93	2006
06-46	Home Depot Up-Size Reimbursement	PX			\$ 105,395.00	2007
07-07	Sienna Hills Up-Size Reimbursement	EP			\$ 4,384.14	2007
07-26	Creekside Center Reimbursement (J076)	EP			\$ 19,050.00	2007
J002	Terr-Mont Street	WC			\$ 148,424	2007
J008	Gilman Pump Station	NM			\$ 57,249	2007
J061	Fern Valley Pump Station	PX			\$ 89,579.49	2007
J062	Linn - Buchannon	EP			\$ 440,400.17	2007
J065	West Pine Street, Ph. 2	CP			\$ 394,108.58	2007
J066	Falcon Street	WC			\$ 633,111.62	2007
02-39	Echoes Pump Station Reimbursement	EP			\$ -	2008
03-08	Twin Creeks Up-Size Reimbursement	CP			\$ 1,379.02	2008
J027	Central Point Pump Station	CP			491,913.00	2008
J069	South Pacific Highway, Arnos to Creel	TA			\$ 422,433.92	2008
J070	2007 CIPP Projects	All			\$ 527,309.01	2008
J071	Avenue C, Bellaire to Harlan	WC			\$ 254,370.78	2008
J088	Foss Road	TA			\$ 116,675.39	2008
J089	North Ashland PS Rehab#2	TA			\$ 72,425.74	2008

			Estimated Cost (PV)	Estimated Cost (FV)	Actual Cost	Fiscal Year
TOTAL BCVSA						
J107	Vashti Pump Station	WM			\$ 96,417.90	2008
J108	Agate Pump Station	WS			\$ 103,699.51	2008
J113	Pine Street Manhole	CP			\$ 23,447.64	2008
J121	G Street, Jacksonville	JV			\$ 59,545.95	2008
J096	Jacksonville Extension 15" relief**	JV			\$ 774,153.00	2009
J104	2008 CIPP Projects				\$ 509,568.17	2009
J109	North Ashland PS Rehab#1	TA			\$ 97,053.00	2009
J117	Cathodic Protection				\$ 41,387.86	2009
J122	Central Point Manholes	CP			\$ 126,485.00	2009
J126	Airport PS Rehab	NM			\$ 103,142.25	2009
J128	2009 CIPP Projects	All			\$ 414,244.00	2009
J130	Vincent Street Sewer	CP			\$ 113,545.80	2009
J133	Anodex Rehabilitation	NM				2009
J141	RV Dump Site	C P			\$ 13,793.00	2009
J097	Bush Street Services	CP			\$ 105,115.78	2010
J115	Airport Terminal Reimbursement	MD			\$ 51,661.00	2010
J127	Justice PS Rehab	WS		\$ -	\$ 105,146.93	2010
J136	King's Highway Re-alignment	SM		\$ -	\$ 179,948.00	2010
J147	C Street Rehab	JV			\$ 41,004.00	2010
J080	11th Street	WC			\$ 187,053.11	2011
J081	Ave C 4th to 6th Street	WC			\$ 154,155.00	2011
J082	13th Street Rehab	WC			\$ 131,411.00	2011
J083	11th st ave F to RR	WC			\$ 245,868.39	2011
J086	5th Street	PX			\$ 381,314.00	2011
J091	Talent Avenue	TA			\$ 317,333.73	2011
J093	10th Street, Hazel to Cherry	CP		\$ -	\$ 131,854.00	2011
J131	9th Street Rehab	CP			\$ 205,874.00	2011
J146	ODOT MH's	CP			\$ 65,990.00	2011
J154	Central Point MH Adjustment	CP			\$ 96,691.00	2011
J155	W main MH	WM			\$ 5,592.00	2011
11-08	Griffin Crk LID Reimbursement	MD			\$ -	2012
J057	Freeman Road Sewer	CP			\$ 241,101.00	2012
J100	4th-6th Street Rehab	WC			\$ 495,806.00	2012
J152	Ross Lane	WM			\$ 12,936.00	2012
J181	Garfield St Rehab	MD			\$ 648,657.00	2012
J153	2011 CIPP Project	JV			\$ 367,668.00	2013
J156	Bolz RD Rehab	PX			\$ 254,602.00	2013
J187	Medford Garfield St Improvements	MD			\$ 5,854.00	2013
J203	N. 2nd Street Sewer Ext	CP			\$ 27,812.86	2013
J159	Oak and 7th St Rehab	CP			\$ 162,673.00	2014
J180	Home Depot Realignment	PX			\$ 78,413.00	2014
J183	Fern Valley RD Pipe Arch	PX			\$ 53,361.77	2014
J189	South Stage Rd	MD			\$ 333,991.05	2014
J209	Front Street Realignment	CP			\$ 3,562.00	2014
J211	Meadows PS Rehab	CP			\$ -	2014
J213	Main Street Services	JV			\$ 20,277.00	2014
J217	Sage Road MH Adjustments	MD			\$ 2,375.00	2014
J221	Crown and Princess Improvements	CP			\$ 4,056.00	2014
J090	Phoenix Trunk Main-	PX			\$ 116,838	2015
J161	Truax Pump Station	WS			\$ 74,974	2015
J191	Barton RD PS Abandonment	EP			\$ 43,265	2015
J195	E Gregory Realignment	CP			\$ 40,905	2015
J208	N. 5th Sewer Ext	CP			\$ 122,316	2015
J222	Tracy Avenue Sewer Replacement	EP			\$ 827,346	2015
J226	Hazel and 10th Street Rehab	CP	\$ 370,000	#REF!	\$ 213,073	2015
J229	Brandon Street Rehab	CP			\$ 21,787	2015

			Estimated Cost (PV)	Estimated Cost (FV)	Actual Cost	Fiscal Year
TOTAL BCVSA						
J233	Freeman Road City Street Improvements	CP	\$ 15,000	#REF!	\$ 12,595	2015
J236	Coral and Locke	PX	\$ 366,000	#REF!	\$ 334,010	2015
J237	Bush and Freeman Rd Sewer Ext	CP			\$ 78,948	2015
J245	Misc. Service Lateral Replacement				\$ 1,958	2015
16-02	Viewcrest Road Sewer	EP	\$ 130,000	\$ 130,000	\$ 11,785	2016
J098	N. First Street	CP	\$ 185,921	\$ 191,499	\$ 184,458	2016
J138	Peach st	MD	\$ 23,622	\$ 17,577	\$ 24,144	2016
J182	Hwy 62 Bypass Phase 1	CP	\$ 170,000	#REF!	\$ 225,034	2016
J215	Table Rock MH Adjustments	CP	\$ 60,000	#REF!	\$ 35,325	2016
J259	Hazel Street Rehab Phase 2	CP			\$ 64,919	2016
J261	Garfield Street Overlay	SM			\$ 15,300	2016
J260	Buchannon Street Expansion	EP	\$ 20,000		\$ 30,681	2017
J262	ODOT Hwy 62 bypass - Phase 2	WS	\$ 100,000		\$ 137,565	2017
J265	FY17 Service Lateral Replacement				\$ 13,438	2017
J227	Pioneer PS Controls	MD	\$ 20,000	\$ 16,262	\$ 28,065	2019
J243	N Central Valley Rd	CP			\$ 432,301	2018
J266	FY17 CIPP Projects				\$ 161,991	2018
J270	ODOT Hwy 62 bypass - Phase 2 - not reimburs	WS			\$ 94,790	2018
J273	Hwy 99 Twin Creeks Crossing	CP			\$ 1,170	2018
J282	FY18 Service Lateral Replacement				\$ 8,926	2018
J287	2018 Misc Overlay Projects		\$ 10,000			2018
17-01	Table Rock Road Sewer Extension	MD	\$ 500,000		\$ -	2019
J094	Sara Lane Extension	EP			\$ 159,755.35	2019
J232	Lozier Lane Street Improvments	MD			\$ 173,788	2019
J240	Rostell St Extension	CP	\$ 73,697	\$ 59,923	\$ 66,367	2019
J272	OR 99 Rapp to North Main	TA	\$ 50,000		\$ 83,936	2019
J274	Wilson Way PS Removal				\$ 1,394,292	2019
J275	Breckenridge Drive	PX			\$ 87,683	2019
J277	Hartley Road Grinder Pumps	TA			\$ 65,287	2019
J278	FY 18 CIPP Jobs				\$ 353,546	2019
J288	2019 Misc Overlay Projects		\$ 15,000			2019
J289	CP E Pine Street Imps	CP	\$ 125,000		\$ 117,550	2019
J290	C Street, Jacksonville	JV			\$ 245,594	2019
J293	FY 2019 Service Lateral Reimbursements		\$ 20,000		\$ 24,163	2019
J299	FY 2019 CIPP Projects		\$ 500,000		\$ 482,996	2019
J301	FTZ Smart Run	MD	\$ 30,000		\$ 24,872	2019
J302	FY 2019 Misc System Repairs		\$ 50,000		\$ 77,305	2019
J305	Holton Creek Homes Sewer	PX	\$ 50,000		\$ 49,918	2019
J164	Onyx Rehab	EP	\$ 185,000		\$ 256,981	2020
J244	South Platt Rehab	EP	\$ 406,000		\$ 242,924	2020
J276	Magnolia Ave 8" Gravity	WM	\$ 410,160		\$ 462,516	2020
J281	West Gregory PS Rehab	WS	\$ 175,000		\$ 160,140	2020
J292	N Church Street Sewer Replacement	PX	\$ 250,000		\$ 118,889	2020
J296	Northridge Terrace Sewer Realignment	PX	\$ 212,000		\$ 316,161	2020
J297	Stevens Road Improvements	EP	\$ 30,000		\$ 29,850	2020
J304	FY 2020 Misc System Repairs		\$ 75,000		\$ 268,325	2020
J314	Scenic Fire Station Sewer	CP	\$ 10,000		\$ 3,300	2020
J315	Shasta Sewer	EP	\$ 25,000		\$ 21,653	2020
J317	FY 2021 Misc System Repairs		\$ 100,000		\$ 168,376	2021
J255	Woodbury STEG Tank				\$ 618	2019
J268	Pump Station Telemetry				\$ 27,697	2022
J251	Schoolhouse Lane	SC			\$ -	2017
J256	OR-62, Rogue River - Cleveland	SC			\$ -	
J312	FY 2020 CIPP Projects				\$ 331,653	2021
J188	6th Street	PX			\$ 54,864	2021
J303	Sowell Dr Realignment	SC			\$ 67,498	2021

			Estimated Cost (PV)	Estimated Cost (FV)	Actual Cost	Fiscal Year
TOTAL BCVSA						
J330	Rapp Road Extension	TA			\$ 113,912	2021
J327	Gangnes Rehab	TA	\$ 426,000		\$ 251,205	2021
J320	Lava Sewer EP	EP	\$ 50,000		\$ 54,557	2021
J323	FY 2021 Misc Grinder Pumps		\$ 75,000		\$ 124,182	2021
J324	4th Street Sewer Laterals	JV	\$ 85,000		\$ 74,658	2021
J329	Hwy 99 Phoenix	PX	\$ 20,000		\$ 7,700	2021
J339	Pioneer PS Valve Vault	MD	\$ 30,000		\$ 20,155	2021
J325	Arborwood Pump Station Rebuild	PX	\$ 210,000		\$ 193,571	2022
J331	Oak Valley Reimb Dist	TA	\$ 785,000		\$ 316,769	2022
J337	Shafer Lane Rehab	MD	\$ 65,000		\$ 61,496	2022
J340	Talent Mobile Estates	TA	\$ 100,000		\$ 89,801	2022
J279	Cherry 8th Sewer Replacement	CP	\$ 75,000		\$ 127,488	2022
J321	FY 2021 Service Lateral Replacement				\$ 7,765	2021
J326	Service Abandonment - Fire Damage		\$ 750,000		\$ 757,817	2021

			Estimated Cost (PV)	Estimated Cost (FV)	Actual Cost	Fiscal Year
	TOTAL BCVSA					
J124	West Glenwood PS Rehab	TA	\$ 75,000		\$ 48,013	2023
J178	PS#4 Abandonment	SC	\$ 264,000		\$ 484,948	2023
J291	ODOT OR140 Exit 35 to Blackwell	WC	\$ 300,000		\$ 94,982	2023
J328	ODOT OR140 Bear Cr to 5th St	WC	\$ 20,000		\$ 9,706	2022
J332	CP Force Main Rehab	CP	\$ 300,000		\$ 328,939	2022
J333	FY22 Service Lat Replacement		\$ 30,000		\$ 12,407	2022
J334	FY22 Misc System Repairs		\$ 300,000		\$ 296,998	2022
J335	FY22 Misc Grinder Pumps		\$ 150,000		\$ 19,427	2022
J176	PS #6 Rehab	SC	\$ 50,000		\$ 45,895	2023
J343	Vilas Siphon Abandonment	JC	\$ 600,000		\$ 589,368	2024
J344	Ashland PS #2 Force Main	TA	\$ 200,000		\$ 465,602	2024
J346	2nd Street Sewer	PX	\$ 100,000		\$ 91,693	2023
J347	FY 2023 Service Lat Replacement		\$ 30,000		\$ 3,167	2023
J348	FY 2023 Miscellaneous System Repairs		\$ 250,000		\$ 342,912	2023
J349	FY 2023 Misc Grinder Pumps		\$ 100,000		\$ 97,205	2023
J350	FY 2023 Miscellaneous CIPP Jobs		\$ 675,000		\$ 596,049	2024
J355	SC PS#2 Rehab	SC	\$ 300,000		\$ 369,864	2025
J359	FY 2024 CIPP Proj		\$ 525,000		\$ 437,895	2025
J368	Table Rock Road Emergency Repair	JC	\$ 225,000		\$ 292,907	2025
J365	EP PS ARV Replacement	EP	\$ 25,000		\$ 20,047	2025
	Shady Cove Pre-Annexation				\$ 2,746,378	2019
	Cost of Completed Improvements (Core)		\$ 45,515,465			
	Cost of Completed Improvements (Interceptor)		\$ 10,980,017			
	Cost of Completed Improvements (WC Trunk)		\$ 1,968,200			
	Total Cost of Completed Improvements		\$ 58,463,682			

APPENDIX E

Equivalent Residential Unit Calculations

Equivalent Residential Unit Calculation									
	RVSS	Jacksonville	Eagle Point	Shady Cove	Gold Hill	Total RVSS Collection			
FY05	26,776	1,338	2,861			33,950			
FY06	28,147	1,349	3,171			36,395			
FY07	29,417	1,368	3,347			36,265			
FY08	28,285	1,377	3,284			36,130			
FY09	26,701	1,428	3,349			34,786			
FY10	28,766	1,386	3,405			34,729			
FY11	28,193	1,389	3,432			34,722			
FY12	28,161	1,413	3,497			34,741			
FY13	28,784	1,447	3,615			34,338			
FY14	29,999	1,431	3,575			33,632			
FY15	30,272	1,474	3,669			35,415			
FY16	30,705	1,484	3,699			35,888			
FY17	31,689	1,507	3,835			37,032			
FY18	31,218	1,519	3,944			36,681			
FY19	31,813	1,529	4,002			37,344			
FY20	31,345	1,509	3,981	1,625		38,460			
FY21	30,213	1,583	4,194	1,571		37,561			
FY22	30,580	1,580	4,207	1,571		37,938			
FY23	30,850	1,595	4,237	1,577		38,260			
FY24	31,686	1,599	4,108	1,507	561	39,462			
FY25	34,615	1,648	4,147	1,561	580	42,552			
5 year average	30,935	1,573	4,145			39,155			
12 Month Avg	34,615	1,648	4,147	1,561	580	42,552			
ERU for Collection System		42,552							