

ROGUE VALLEY SEWER SERVICES

Regular Meeting of the Board of Directors

138 West Vilas Road

Central Point, OR 97502

December 17, 2025

Noon

PRELIMINARY AGENDA

I. CONSENT AGENDA

- a. Minutes of the Regular Meeting of November 19, 2025.

Action: Review/Approval

II. RESOLUTION 25-37: STORMWATER RATE INCREASE PHASE 2 FOR THE CITY OF TALENT

Action: Review/Approval

III. RESOLUTION 25-38: APPOINTMENT OF THE BUDGET COMMITTEE

Action: Review/Approval

IV. RESOLUTION 25-39: AMENDMENT TO EMPLOYEE COMPENSATION PLAN

Action: Review/Approval

V. PROJECT UPDATE

- a. Updates

Action: Information/Discussion

VI. O&M UPDATES

- a. Collection System
- b. Treatment Plants
- c. Staff
- d. Harry and David

Action: Information/Discussion

VII. DEPUTY MANAGER'S REPORT

- a. Gold Hill Intertie Project Update
- b. Personnel Policies
- c. ADA Compliance
- d. SDAO Conference
- e. LGIP
- f. Payment Card Settlement
- g. Board Dinner

Action: Information/Discussion

VIII. CLAIMS LISTING

a. Approval December Listing

Action: Review/Approval

ADJOURNMENT

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

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

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

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

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
November 19, 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 November 19, 2025, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

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

CONSENT AGENDA

John Quinn motioned, and John Edwards seconded approval of the consent agenda consisting of minutes of the October 15, 2025, Board Meeting. The motion was carried with a unanimous vote of all Board members.

RESOLUTION 25-36: APPROVING RETIREMENT FOR MANAGER

In place of the Executive Session, Carl requested an open-session discussion. Carl will be undergoing surgery on December 12 and will not be able to return to work. Carl asked for two exceptions to the RVSS policy. The first would allow him to use the remainder of his accrued leave between now and June 30, 2026. The second would allow Carl to use the early retirement incentive as of July 1, 2026, instead of waiting until his 60th birthday in November. His official retirement date would be 07/01/2026.

Ronald Palmer motioned, and John Quinn seconded the approval of Resolution 25-36. The motion was carried by a unanimous vote of all Board members.

FINANCIAL UPDATE

Brenda presented the first quarter financial report.

PROJECT UPDATES

Nick presented the Project updates. The report is attached.

O&M UPDATES

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

MANAGER'S REPORT

Not much has been accomplished with the USDA loan for Gold Hill due to the government shutdown. Now that they are back, Carl and Brenda will meet with them again regarding this loan. Everything else is on track for the Gold Hill Intertie.

Carl has rewritten the personnel policies once again. Hopefully, this Resolution will be ready for the December Board meeting.

Carole is working on an RFP for ADA compliance with the website.
Carl reminded the Board members about the SDAO conference in February.

Also, a reminder of the Board dinner was given. The Board has decided to hold this event at Eagle Point Golf Club again this year, and it will take place late February or early March.

CLAIMS LISTING

John Quinn motioned, and Roger Thom seconded to approve the November Claims Listing for \$1,727,696.83. The motion was carried with a unanimous vote of all Board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:09 p.m.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

November 12, 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.

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:** Our construction crew has started relocating multiple lateral connections to existing mains that will be abandoned. During our investigation it's been discovered that the existing sewer main and lateral connection at 1187 2nd Ave are both located under the existing home. We have discussed the situation with the owner who has eventually agreed to allow us to replace the sewer lateral as shown on the attached sketch. The owner continues to have issues with their sewer service and has stated that the sewer main under the home is and will remain an RVSS issue. Aside from the obvious issues, the main, sewer service, and house have created a Plumbing Code violation. We plan on implementing RVSS Code Section 6.20.010 (10) *Relinquishment of Maintenance Responsibility* which allows us to relinquish maintenance of a sewer system if the system serves only one tax lot. The owner is aware of this plan and insists that they will not maintain the sewer system under the home.



J367, FY 2026 CIPP Projects, JV

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

- **Status:** Construction
- **Updates:** The contractor will begin work in the coming week.

L014, Lagoon Drying Beds, WC:

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

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

Q015, Glenwood Stormwater Facility, PX:

We've been working with ODOT to design and construct a regional stormwater facility on Jackson County property in conjunction with the Hwy 99 (J309) improvements. This facility will provide the required stormwater management for highway improvements as well as the entire ±170 acre drainage basin. We anticipate that ODOT will construct the facility and RVSS will contribute funding and provide operation and maintenance of the facility over time.

- **Status:** Construction

C013, UV Disinfection, Shady Cove:

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

- **Status:** Construction.
- **Updates:** The contractor is currently working prep and construction of the pole building foundation and slab.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

November 12, 2025

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Collection System:

Flushing:

-In October, 10.5 miles of pipes cleaned.

TV Inspection:

-In October, 13.6 miles of pipes video inspected.

Treatment Plants:

Shady Cove Treatment Plant:

-NorPac Completed service/inspection of onsite generator and a couple minor repairs.

Gold Hill Treatment Plant:

-NorPac Completed service/inspection of onsite generator.

Lagoon:

-October Septic, FOG, and PPW total received 305,755 gallons, total charged \$45,863.

-Fog 48,800

-PPW 53,925

-Septic 203,030

Safety:

-Quarterly checklists completed.

-Restarting our Hearing Conservation testing and training with MHD Health.

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

RESOLUTION NO. 25-37

STORMWATER RATE INCREASE PHASE 2 FOR THE CITY OF TALENT

WHEREAS, Rogue Valley Sewer Services has an Intergovernmental Agreement with the City of Talent wherein RVSS agrees to collect stormwater fees on behalf of the City of Talent; and,

WHEREAS, the City of Talent voted in January, 2025, to approve stormwater rate increases in two phases with Phase 2 effective January 1, 2026; and,

WHEREAS, the stormwater rates in Talent will be increased from \$5.35 to \$7.10 per equivalent residential unit (ERU); and,

WHEREAS, RVSS will continue to retain \$1 per ERU and remit the remainder to the City of Talent.

NOW, THEREFORE, BE IT RESOLVED that the stormwater fee for users in the City of Talent will be increased from \$5.35 per ERU to \$7.10 per ERU beginning on January 1, 2026.

ADOPTED by the Board of Directors of Rogue Valley Sewer Services at its Regular Meeting held December 17, 2025.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chairman
Board of Directors

COUNTERSIGNED:

Carole Balzer, Deputy Manager

Resolution No. 2025-106-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TALENT, OREGON, ADJUSTING THE STORMWATER UTILITY FEE

WHEREAS, the City of Talent currently charges a stormwater utility fee of \$2.50 per month;
and

WHEREAS, the City of Talent has reviewed the existing stormwater utility fee structure in response to the increasing costs associated with stormwater management, maintenance, and capital improvements; and

WHEREAS, the City Council has determined that an increase in the stormwater utility fee is necessary to adequately fund routine maintenance, capital improvements, and the management of the stormwater quality program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TALENT, OREGON, as follows:

Section 1. Fee Increase

Effective April 1, 2025, the stormwater utility fee will be increased from the current rate of \$2.50 per month to \$5.35 per month.

Section 2. Second Phase of Fee Increase

Effective January 1, 2026, the stormwater utility fee will increase to \$7.10 per month.

Section 3. Allocation of Fee

The increased stormwater utility fee will be allocated as follows:

- **Phase 1** (effective April 1, 2025):
The fee of \$5.35 per month will be allocated as follows:
 - 46.7% (\$2.50 per month) will be dedicated to routine maintenance of the stormwater system.
 - 34.6% (\$1.85 per month) will be allocated to a capital reserve fund for stormwater capital improvements.
 - 18.7% (\$1.00 per month) will be retained by Rogue Valley Sewer Services (RVSS) for the management of the stormwater quality program.
- **Phase 2** (effective January 1, 2026):
The fee of \$7.10 per month will be allocated as follows:
 - 49.3% (\$3.50 per month) will be dedicated to routine maintenance of the stormwater system.
 - 36.6% (\$2.60 per month) will be allocated to a capital reserve fund for stormwater capital improvements.
 - 14.1% (\$1.00 per month) will be retained by Rogue Valley Sewer Services (RVSS) for the management of the stormwater quality program.

Section 4. Effective Date

This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Talent, Oregon, this 15 of January, 2025.

AYES: 6

NAYS: 0

ABSTAIN: 0

ABSENT: 0

A handwritten signature in black ink, appearing to read "Hector Flores", is written over a horizontal line.

Hector Flores / City Recorder and Custodian of City Records

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

RESOLUTION NO. 25-38

APPOINTMENT TO THE BUDGET COMMITTEE

WHEREAS, the Rogue Valley Sewer Services Budget Committee consists of the five elected Board members and five District residents appointed by the Board; and

WHEREAS, appointed Budget Committee members serve three-year terms; and,

WHEREAS, the terms for two Budget Committee members are expiring at the end of 2025; and

WHEREAS both current members have indicated that they are willing to remain on the Budget Committee for an additional three years

NOW, THEREFORE, BE IT RESOLVED, that Rogue Valley Sewer Services appoints **Aaron Prunty** and **John Vial** to serve a three-year term on the RVSS Budget Committee. Said terms shall expire on December 31, 2028.

ADOPTED by the Board of Directors of Rogue Valley Sewer Services at its Regular Meeting held December 17, 2025.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:

Carole Balzer, Deputy Manager

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

**RESOLUTION NO. 25-39
AMENDMENT TO EMPLOYEE COMPENSATION PLAN**

WHEREAS, Employees of Rogue Valley Sewer Services provide a valuable service to the community; and,

WHEREAS, in exchange for this service, employees should be compensated fairly;

WHEREAS, the Engineering Technician position was inadvertently left off the compensation plan adopted by Resolution 25-16 on June 18, 2025, with a wage range of \$7,772.38 to \$9,530.59; and

WHEREAS, a new position, GIS Stormwater Technician, has been created with a recommended wage range of \$5,857.67 to \$7,255.59.

NOW, THEREFORE, BE IT RESOLVED that Rogue Valley Sewer Services amends the compensation plan to include the Engineering Technician and adds the GIS Stormwater Technician for Fiscal Year 2026, effective January 1, 2026.

ADOPTED by the Board of Directors of Rogue Valley Sewer Services at its Regular Meeting held December 17, 2025.

ROGUE VALLEY SEWER SERVICES

Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:

Carole Balzer, Deputy Manager



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

December 10, 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 95% plan and specification comments back to the consulting engineer.

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 after the new year.

J367, FY 2026 CIPP Projects, JV

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

- **Status:** Construction
- **Updates:** The contractor has completed all the main lining. The service connections will be completed shortly.

L014, Lagoon Drying Beds, WC:

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

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

Q015, Glenwood Stormwater Facility, PX:

We've been working with ODOT to design and construct a regional stormwater facility on Jackson County property in conjunction with the Hwy 99 (J309) improvements. This facility will provide the required stormwater management for highway improvements as well as the entire ±170 acre drainage basin. We anticipate that ODOT will construct the facility and RVSS will contribute funding and provide operation and maintenance of the facility over time.

- **Status:** Construction

C013, UV Disinfection, Shady Cove:

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

- **Status:** Construction.
- **Updates:** The contractor is currently working on finishing the pole building over the new equipment. Our treatment crew has requested the contractor also install metal walls to protect the equipment from wind driven rain. We've received a reasonable quote for this work and plan on moving forward if DEQ approves the addition. This would include the cost for the walls in the loan and grant funding for the project.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

December 10, 2025

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Collection System:

Flushing:

-In November, 11.6 miles of pipes cleaned.

TV Inspection:

-In November, 10.7 miles of pipes video inspected.

Pump Stations

-Vashti Pump Station new controls & VFD's installed.

Treatment Plants:

Shady Cove Treatment Plant:

-UV System is running well.

Gold Hill Treatment Plant:

-Nothing to report

Lagoon:

-November total Septic, FOG, and PPW received 414,713 gallons.

-Fog 29,540

-PPW 44,920

-Septic 340,253

Staff: Brent passed the Oregon DEQ Wastewater Collections IV Certificate.

Discussion: Sewer Explosion causing manhole lids to be propelled up into the air due to a Propane leak from Harry and David.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

December 17, 2025

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

RE: December Deputy Managers Report

Consent Agenda:

1. November regular Board Meeting minutes

City of Talent Stormwater Increase Resolution

The Board presented the first Talent Stormwater increase in Resolution 25-03 in February effective April 1, 2025. This increase reflects the second phase of the Stormwater fee increase by the City of Talent. A copy of Talent's original resolution is included with the resolution about the increase.

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

The Tribal Counsel does not agree with the proposed plan for handling unidentifiable bone fragments. If it is not identified as animal, it is assumed to be human, and they don't agree with any destructive analysis such as DNA tests.

Personnel Policy Update: The updated policy was presented to the Board of Directors at this meeting. Changes include at-will, probationary period to introductory period, new holiday added, discipline and discharge greatly reduced

ADA Compliant Website: We are still working towards making our website ADA compliant in advance of the April 2026 deadline. TJ suggested the site have an employee portal, which is a free addition. Employees would login to get links to employee-related information.

SDAO Conference: Next year's SDAO conference will be February 6-8, 2026 in Seaside, Oregon. These conferences are very informative and I encourage all Board members to attend if possible. Let Joan know if you plan to attend so she can arrange for rooms.

LGIP (Local Government Investment Pool): Carl Tappert suggested adding John Quinn to our LGIP account with read-only access and adding Nick Bakke as a backup to me if I am unavailable to transfer funds. Once added, John and Nick will receive an email to set up your account. I will be removing Carl Tappert and a previous Board member at that time.

Payment Card Settlement:

A class action suit against VISA and MasterCard was filed in 2018. As a merchant who accepted credit card payments during the covered time period—January 1, 2004 and January 25, 2019, we are eligible to receive a cash payment. The calculated total transaction fees RVSS paid during the period to those card brands was \$171,428. The partial payment amount of \$2,886.27 should be drafted in February, 2026.

Board Dinner:

Joan was able to get some tentative dates: _____