

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
June 18, 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 June 18, 2025, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Michael Parsons, Vice-Chair; Roger Thom, Director; John Quinn, Director; John Edwards, Director

ALSO PRESENT

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

CONSENT AGENDA

John Edwards motioned, and Mike Parsons seconded approval of the consent agenda consisting of minutes of the May 21, 2025, Board Meeting, Budget Committee Minutes of April 23, 2025, Resolution 25-17: Misc Fees, and Resolution 25-18: Permit Fees. The motion was carried with a unanimous vote of all Board members.

PUBLIC HEARING ON RESOLUTION 25-10: ADOPTION OF FY2026 BUDGET AND MAKING APPROPRIATIONS

Chair Kay Harrison opened a public hearing on the Fiscal Year 2026 budget at 12:02 p.m. Carl noted that no changes had been made to the proposed budget approved in April. The hearing was closed at 12:03 p.m.

Michael Parsons motioned, and John Quinn seconded the approval of Resolution 25-10. The motion was carried by a unanimous vote of all Board members.

PUBLIC HEARING ON RESOLUTION 25-12: SUPPLEMENTAL BUDGET FOR FY2025

Chair Kay Harrison opened a public hearing on the FY2025 supplemental budget at 12:04 p.m. Finance Director Brenda Baldovino explained the need for this Resolution. There were more expenses than planned for this budget year, and all contingencies have been used. The hearing was closed at 12:05 p.m.

Michael Parsons motioned, and John Quinn seconded the approval of Resolution 25-12. The motion was carried by a unanimous vote of all Board members.

EXECUTIVE SESSION

To consult with your attorney regarding your legal rights and duties regarding current litigation or litigation that is more likely than not to be filed.
ORS 192.660(2)(h).

The Board went into Executive Session at 12:11 p.m.

OPEN SESSION

Open session resumed at 12:29 p.m. No decisions were made during the Executive session.

RESOLUTION 25-11: CAPITAL IMPROVEMENT PLANS FOR ALL AREAS

This is the same CIP that was included in the budget.

Roger Thom motioned, and John Edwards seconded the approval of Resolution 25-11. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-13: TRANSFER OF APPROPRIATIONS

This Resolution will allow the transfer of appropriation funds to maintain a balanced budget.

John Edwards motioned, and Mike Parsons seconded the approval of Resolution 25-13. The motion was carried with a unanimous vote of all Board members.

RESOLUTION 25-14: GENERAL OVERHEAD RATE, BILLING RATE FOR LABOR AND EQUIPMENT

This is a Resolution that is updated every year. The individual rates are shown in the attachment.

John Quinn motioned, and Roger Thom seconded the approval of Resolution 25-14. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-15: CONTRACTING OUT WITH PRIVATE SECTOR FIRMS, RENEWAL OF PERSONAL SERVICES CONTRACTS

This is the annual update for private companies and corporations with RVSS service contracts.

Roger Thom motioned, and John Edwards seconded the approval of Resolution 25-15. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-16: EMPLOYEE COMPENSATION PLAN

This compensation plan includes a 3% COLA for all employees.

John Edwards motioned, and Roger Thom seconded the approval of Resolution 25-16. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-19: SCHEDULES FOR SANITARY SEWER AND STORMWATER CHARGES

This Resolution will increase the sewer rate to \$31 monthly for all areas except Shady Cove and Gold Hill. Shady Cove will have about \$1.50 per-month increase. Gold Hill will be increasing by about \$7.

Mike Parsons motioned, and John Edwards seconded the approval of Resolution 25-19. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-20: SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES

Carl found a flaw in the methodology used to calculate these rates. Staff requests that this Resolution be tabled until a new methodology can be developed.

Roger Thom motioned, and Mike Parsons seconded the tabling of Resolution 25-20. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 25-21: STRATEGIC PLAN

No changes have been made since Carl presented this as a draft to the Board last month.

John Edwards motioned, and Mike Parson seconded the approval of Resolution 25-21. The motion was carried with a unanimous vote of all Board members.-

RESOLUTION 25-22: CERTIFICATION OF ELECTION

John Edwards and Roger Thom were re-elected for 4-year terms.

Roger Thom motioned, and Michael Parsons seconded, the approval of Resolution 25-22. The motion was carried by a unanimous vote of all Board members.

PROJECT UPDATES

Nick updated the Board on the progress of projects. 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

A new staff member has been hired. Christine Lazina is the new Stormwater Tech. She also has GIS training. Because of this, Carl has temporarily suspended the recruitment for the GIS Tech.

Carl and Brenda will meet again to finalize the loan transition. Carl is still working on other financing.

The Gold Hill Intertie is mostly on schedule. Construction is expected to begin in spring 2026.

The transition to PERS is on schedule, and everything is in order.

CLAIMS LISTING

Michael Parsons motioned, and John Edwards seconded to approve the June Claims Listing for \$1,200,516.08. The motion was carried with a unanimous vote of all Board members.

EXECUTIVE SESSION

To review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting. This reason for the executive session may not be used for a general evaluation of an agency's goals, objectives, or operations, or for any directive to personnel concerning those subjects.
ORS 192.660(2)(i) and 192.660(8)

The Board entered an executive session at 1:23 p.m.

OPEN SESSION

Open session resumed at 1:58 pm. No decisions were made during the Executive session.

John Edwards motioned to give Carl a 3% salary increase to match the COLA given to all other employees and an additional \$8,000 bonus; John Quinn seconded the motion. The motion was carried with a unanimous vote of all Board members. This will be in effect on July 1, 2025.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:00 p.m.

ROGUE VALLEY SEWER SERVICES


Kay Harrison, Chair
Board of Directors


Joan Pariani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

June 11, 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 are working with the consultant and ODOT to finalize the add-work agreement for the ODOT bridge crossing.

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:** Construction.
- **Updates:** The project is substantially complete. The contractor is moving forward with the final project punch list.

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:** Private property access will be required at multiple locations for this project. We've begun coordination and information gathering at each location and are beginning the permitting process for the relocation of 4 sewer services.

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 has removed the chlorine contact chamber concrete baffle system and has begun installing the new electrical conduit and plumbing.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

June 11, 2025

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: Operations and Maintenance Report

Collection System:

Flushing:

-In May, 11.5 miles of pipes cleaned.

TV Inspection:

-In May, 11.8 miles of pipes video inspected.

Pump Stations

-New controls and VFD drives installed at Airport pump station.

Treatment Plants:

Shady Cove Treatment Plant:

-UV project underway.

Gold Hill Treatment Plant:

-Nothing to report

Lagoon:

-May total Septic, FOG, and PPW received 280,685 gallons.

-Fog 33,635

-PPW 49.930

-Septic 197,120

