

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
May 17, 2023**

TIME AND PLACE OF MEETING

The regular meeting of the Rogue Valley Sewer Services Board of Directors, Jackson County, Oregon, was held on May 17, 2023, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Mike Parsons, Director; Roger Thom, Director; & Jim Snyder, Director; Mike Parker, Vice-Chair

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Joan Pariani, Executive Secretary; Nick Bakke, District Engineer; Shane Macuk, Operations Manager; Carole Blazer, Deputy Manager

CONSENT AGENDA

Mike Parker motioned and Michael Parsons seconded approval of the consent agenda consisting of minutes of the April 19th, 2023 Board meeting, the Budget Committee minutes, and an extinguishment of easement for the Avenue C Business Center Condos. The motion was carried with a unanimous vote of all board members.

RESOLUTION 23-07: ANNEXATION OF GOLD HILL

Adam Hanks, City Manager and Ron Palmer, Gold Hill Mayor attended the meeting. Melia Beidscheid, Gold Hill City Council member and Mark Warwick, Gold Hill resident attended via Zoom. Carl presented the Resolution and the Annexation Agreement. In a nutshell, if the Board passes this Resolution, the residents of Gold Hill would vote in a special election on whether or not to approve the annexation. If this goes through, RVSS could take over the system and billing as soon as September. The interim rate for the city's residents would be \$78.88 per month.

RVSS would begin work on a regional connection to Gold Hill, this is a \$15 million project that could take at least five years to complete.

Carl has met with funding agencies to discuss the project. Two of the main agencies, USDA Rural Development and Business Oregon would likely not be able to fund RVSS because our financial position is strong. All funding would likely need to be run through the DEQ State Revolving Loan Fund which offers less loan forgiveness than the other programs. RVSS would probably only receive half of the grant funding that Gold Hill would receive on its own. Carl reminded the Board that if they pass this annexation, there is no going back. RVSS will assume the whole system and debts. But also, annexation is the best option for the city, river, and environment.

Carl noted that the Gold Hill debt service would not affect other RVSS customers. The debt incurred for the project will be paid by the Gold Hill residents.

Carl emphasized that annexation would have a significant impact on staff, particularly the treatment staff. One of the treatment plant employees resigned late last year.

RVSS did not replace him in anticipation of the conclusion of the agreement with the city. Carl doesn't want to overburden the employees. If this resolution passes, another treatment plant employee may need to be hired.

Mike Parker motioned and Michael Parsons seconded approval of Resolution 23-07. The motion was carried with a unanimous vote of all board members.

ANNEXATION AGREEMENT

Michael Parsons motioned and Mike Parker seconded approval of the Annexation Agreement with the City of Gold Hill. The motion was carried with a unanimous vote of all board members.

RESOLUTION 23-08: TRANSFER OF APPROPRIATIONS IN THE FY23 BUDGET

This is to cover an overage in the lagoons fund.

Mike Parker motioned and Jim Snyder seconded approval of Resolution 23-08. The motion was carried with a unanimous vote of all board members.

INTERESTED CITIZEN

Michelle Chavez joined the meeting at 12:20. She owns a home at 1108 Pheasant Run in Central Point. She was asking for forgiveness of her delinquent bill. Apparently, Ms. Chavez's mother allowed tenants in the house without the authority to do so. Ms. Chavez says she never received any rent and has been working for the past 2 years to remove these tenants. Carl reminded the Board of the RVSS code that states that the owner of the home is responsible for the service charges regardless of who is living in the home. After much discussion and advice, Michael Parsons motioned and Mike Parker seconded approval of forgiveness of the bill for 1108 Pheasant Run in the amount of \$183. Roger Thom mentioned that a lot of landlords were in the same predicament during the Covid pandemic. During the roll call vote, Roger Thom voted "no". The remaining Board members voted "Yes". The motion was carried by a majority vote of the Board members.

PROJECT UPDATES

Nick presented the Project updates. Report is attached.

Also, Nick presented a cooperative agreement between ODOT, Jackson County, and RVSS. This is for the Glenwood Stormwater Facility on Hwy 99 in Phoenix. It is shaped like a pear when seen from above.

Michael Parsons motioned and Mike Parker seconded approval of the cooperative agreement. The motion was carried with a unanimous vote of all board members.

O&M UPDATES

Shane gave the Operation and Maintenance report. Report attached.

MANAGER'S REPORT

Carl revised his health insurance subsidy policy proposal. In his memo, it notes how this is compared.

Carl asked that the Board sign an amended Disposal of Surplus Property agreement with the State.

Mike Parker motioned and Jim Snyder seconded approval of the Disposal of Surplus Property agreement. The motion was carried with a unanimous vote of all board members.

Carl suggested that his performance review be scheduled for June since there will be two new board members the following month. The annual goal-setting review would take place in July.

CLAIMS LISTING

Mike Parker motioned and Michael Parsons seconded to approve the May Claims Listing in the amount of \$733,953.26. The motion was carried with a unanimous vote of all board members.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to executive session at 1:23 to discuss information about review or approval of programs relating to the security of any of the following: (C) generation, storage, or conveyance of (v) sewage, or (vi) water; (D) telecommunications systems, including cellular, wireless or radio systems; or (E) data transmissions by whatever means provided.
ORS 192.660(2)(m).

RETURN TO OPEN MEETING

The Board returned to an open meeting at 1:34.

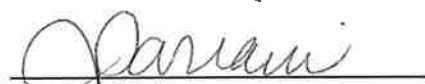
Mike Parker motioned and Michael Parsons seconded to approve the purchase of cyber security insurance. The motion was carried with a unanimous vote of all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:46 p.m.

ROGUE VALLEY SEWER SERVICES


Kay Harrison, Chair
Board of Directors


Joan Pariani, Executive Secretary



May 11, 2023

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

Department Updates

2023 Spring Erosion and Sediment Control Classes are Complete

- We contracted with Tori Gruenewald of Green Environmental LLC, who is a Certified Erosion & Sediment Control LEAD (CESCL) instructor out of Grants Pass. Tori, Alex & I coordinated the curriculum and worked out the details over a few weeks. So far, feedback has been very positive.
- 23 First Time Certifications – May 4th
- 6 Re-certifications – May 5th

Capital Project Updates

J084, Antelope Road Rehab, WC:

This is a large project and has been on the capital improvement plan for multiple years. Recent staffing additions have allowed us to start tackling the design. 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. There is a total of ±15,000 feet of pipe that will be replaced with larger pipes or rehabbed with CIPP liner over the course of multiple years. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Design/SRF Funding
- **Updates:** We've completed our flow study and submitted to DEQ. We are currently compiling the contract documents and waiting for DSL concurrence on wetland impacts.

J250, Shady Cove Pump Station #2 Rehab, SC:

The pump station was installed in 1997 and is equipped with duplex 25 horsepower pumps and a separate wet well / dry well configuration which requires an operator to enter the dry well to access the pump controls. The existing pumps discharge into an 8" diameter force main which runs approximately 1,660 feet Northwest, crosses the Rogue River and connects to manhole #SC500184A on River St. The Station will be rehabbed with a new Flygt TOP fiberglass base, Flygt submersible pumps, variable frequency drives, valve vault and valves, and an electromagnetic flow meter. Construction is planned for this summer.

- **Status:** Design

J309, ODOT Hwy 99 Rose St to Glenwood, PHX:

ODOT will be upgrading this street corridor, adding pedestrian facilities, and resurfacing the roadway. Impacts to our system include pipe/manhole relocations and grade adjustments.

- **Status:** We are currently waiting for ODOT to obtain the required sewer easements.

J343, Vilas Siphon Abandonment, CP:

The existing 18 inch concrete sewer and cast iron siphon were installed in the late 40's along with the old CP force main (see J332) and are oversized for the contributing sewer shed. The Siphon runs under Upton Slough north of the airport and is on the special cleaning list. Given the age and size of the siphon, it's in obvious need of attention. The proposed project will abandon the siphon by replacing the existing sewer system at the intersection of Vilas and Table Rock and will direct flows north to the system along Table Rock Road. In addition, 640' of sewer south of the intersection has just recently shown to have extensive structural damage including missing sections of pipe and will be replaced. The project will install approximately 1340 feet of 8 inch sewer and is scheduled for construction this summer.

- **Status:** Construction scheduling.
- **Updates:** A preconstruction meeting was held on the 10th.

J350, FY 2023 CIPP Projects, JV

This project will utilize Cured in Place Pipe technology to line approximately 5,000 LF existing 8" sewer in Jacksonville. CIPP technology will be utilized as an alternative to traditional trenching or pipe realignment where pipes are directly adjacent to or under existing mobile homes or other structures. Older pipes with root intrusion in high traffic roadways requiring long term traffic control are typical candidates for CIPP. We plan on bidding this project in February or March.

- **Status:** Under construction
- **Updates:** Contractor has begun cleaning and TV work.

L003, Lagoon Process, Wetland & Compost:

This project will start the second phase of a multi-phase project to retrofit the existing south lagoon cell. The overall multi-phased project will expand the current septage & FOG receiving capacity, enhance the wetlands in the southwest portion of the cell, and eventually create a composting facility. This portion of the project will place the majority of the mass grading for the overall facility. Due to the scale of the earthwork, this project will be bid and is anticipated to be constructed this summer.

- **Status:** Under Construction.
- **Updates:** Electrical equipment is currently being installed. We are waiting for Pacific Power to install the new power poles and electrical service.

Q013, Cummins Stormwater Facility, Talent:

We have been working with the private property owner to construct a regional stormwater facility on the Cummins/Old Wal-Mart property in Talent. The property owner has agreed to donate the property to construct a regional facility which will provide stormwater management for a 50 acre drainage basin. RVSS will design and construct the facility. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Partition is complete.

- **Updates:** We are working with the title company to clear title and convey the property. We've submitted our environmental assessment to EPA and are awaiting the fate of state funding for this project. Carl is working with DEQ to secure alternative funding for projects that address pollutants of emerging concern.

Q014, 7th Street Stormwater Facility, White City:

We have been working with the private property owner to construct a regional stormwater facility on a remnant piece of property adjacent to the 7th Street Station development project on the corner of 7th Street and Antelope Road. The property owner has agreed to provide an easement to construct a regional facility which will provide stormwater management for a 54 acre drainage basin. RVSS will design and construct this facility.

- **Status:** This project will continue moving forward once the wetland delineation and permitting process is complete.

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:** Design and IGA. Submitted to Board for signature.
- **Updates:** ODOT has completed a draft IGA between ODOT, RVSS, and Jackson County. Currently the IGA indicates ODOT will completely fund the construction of the facility on Jackson County property and RVSS will provide long-term maintenance of the facility.

C012 & C013, SCADA & UV Disinfection, Shady Cove:

This project will upgrade the SC Treatment plant SCADA system and retrofit the existing Chlorine Gas disinfection facility with a new UV Disinfection system. We will issue an RFQ to obtain a consultant to administer these projects together. We've applied for Clean Water State Revolving Funds for this project.

- **Status - SCADA:** Control Systems Northwest (RH2) has been awarded the contract for the system integrator of record. They've begun preliminary work on the SCWWTP SCADA system up-grade.
- **Status – UV Disinfection:** We had an on-site meeting with the consultant and the manufacturing reps to discuss implementation options for the UV inspection facilities. We should be receiving a preliminary design memo from the consultant soon.



May 17, 2023

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff has video inspected 57,584' and flushed 61,205'.
- b. Special Cleaning: Flushed 7,671'.
- c. Requests: Flushed 410'.
- d. Gold Hill:
 - a. Special Cleaning: Flushed 1,616'.

Special Cleaning Summary

- a. RVSS System: 24.5 equipment hours and 57.5 labor for a cost of \$4,460.38.
- b. Gold Hill: 4 equipment hours and 9 labor hours for a cost of \$643.46.

Treatment

- a. White City Lagoons: Received 301,960 gallons of septage, 46,340 gallons of porta potty waste and 38,900 gallons of FOG for a total of \$58,080.00.

Pump Stations

- a. Nothing to report.

Contract Work

- a. Nothing to report.

Building & Grounds

- a. Fire Extinguishers: Annual service on all extinguishers including vehicle mounted units was completed.

Vehicles & Equipment

- a. 2006 Volvo Dump Truck (Unit #26): Was sold at auction for \$73,000 before state fees. The city that showed interest in it initially decided not to pursue it. Check after fees was \$63,510.00.