

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
ROGUE VALLEY SEWER SERVICES  
June 21, 2023**

**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 21, 2023, at noon.

**PLEDGE OF ALLEGIANCE**

**PRESENT**

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

**ALSO PRESENT**

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

**APPEARANCE OF INTERESTED CITIZENS**

John Edwards and John Quinn (via zoom) were present. They will be the incoming Board members starting July 1, 2023.

**CONSENT AGENDA**

Michael Parsons motioned and Mike Parker seconded approval of the consent agenda consisting of minutes of the May 17, 2023 Board Meeting. The motion was carried with a unanimous vote of all Board members.

**PUBLIC HEARING ON RESOLUTION 23-09: ADOPTION OF FY2024 BUDGET AND MAKING APPROPRIATIONS**

Chair Kay Harrison opened a public hearing of the Fiscal Year 2024 budget at 12:09. Carl Tappert noted that no changes had been made to the proposed budget approved in April. The hearing was closed at 12:10 am.

Mike Parker motioned and Michael Parsons seconded approval of Resolution 23-09. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-10: GENERAL OVERHEAD RATE, BILLING RATE FOR LABOR AND EQUIPMENT**

This is a Resolution that is updated every year. An attachment was presented to show the individual rates.

Michael Parsons motioned and Mike Parker seconded approval of Resolution 23-10. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-11: TRANSFER OF APPROPRIATIONS IN THE FY2023 BUDGET**

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

Jim Snyder motioned and Mike Parker seconded approval of Resolution 23-11. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-12: CAPITAL IMPROVEMENT PLANS FOR ALL AREAS**

This is the same CAP that was included in the budget

Michael Parsons motioned and Mike Parker seconded approval of Resolution 23-12. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-13: SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES**

Carl is recommending an increase in the CSDC to \$900. Also an increase to the Shady Cove Treatment fees to match the increase in the regional treatment charges.

Jim Snyder motioned and Roger Thom seconded approval of Resolution 23-13. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-14: SCHEDULES FOR SANITARY SEWER AND STORMWATER CHARGES**

This Resolution will increase the sewer rate to \$25.50.00 per month for all areas except Shady Cove. Their rate will increase to \$46.73 per month

Michael Parsons motioned and Mike Parker seconded approval of Resolution 23-14. The motion was carried with a unanimous vote of all Board members.-

**RESOLUTION 23-15: SCHEDULES FOR PLAN REVIEW, PERMIT, AND INSPECTION FEES**

There are no proposed changes to these fees.

Mike Parker motioned and Michaels Parsons seconded approval of Resolution 23-15. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-16: SCHEDULES FOR MISCELLANEOUS FEES**

There are no proposed changes to these fees.

Mike Parker motioned and Michael Parsons seconded approval of Resolution 23-16. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-17: EMPLOYEE COMPENSATION PLAN**

This compensation plan includes a 6.4% COLA for all employees. In addition, a Retirement Health Savings account will be established for all employees. This will include a 3% payroll deduction, so an additional 3% has been added to employee compensation to cover this deduction.

Mike Parker motioned and Michaels Parsons seconded approval of Resolution 23-17. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-18: RETIREMENT COMPENSATION PLAN**

This will add to the current retirement compensation plan. This will make RVSS's plan more equivalent to what PERS has to offer.

Mike Parker motioned and Jim Snyder seconded approval of Resolution 23-18. The motion was carried with a unanimous vote of all Board members.

**RESOLUTION 23-19: CERTIFICATION OF ELECTION**

The final election results are John Edward to fill the remaining 2-year term. Kay Harrison, Michael Parsons, and John Quinn were elected for 4-year terms.

Roger Thom motioned and Michael Parsons seconded approval of Resolution 23-19. The motion was carried with a unanimous vote of all Board members.

## **RESOLUTION 23-20: CONTRACTING OUT WITH PRIVATE SECTOR FIRMS, RENEWAL OF PERSONAL SERVICES CONTRACTS**

This is the annual update for private companies and corporations that RVSS has private contracts for services.

Michael Parsons motioned and Jim Snyder seconded approval of Resolution 23-20. The motion was carried with a unanimous vote of all Board members.

## **PROJECT UPDATES**

Nick updated the Board on the progress of projects. The report is attached.

Carl asked for approval from the Board to sign a Bargain and Sale deed for the Cummins Stormwater Project when it's ready. This deed will transfer ownership of the project site to RVSS. RVSS will be responsible for approximately \$1,300 in title insurance and related expenses.

Mike Parker motioned and Michael Parsons seconded approval of the Bargain and Sale Deed. The motion was carried with a unanimous vote of all Board members.

## **O&M UPDATES**

Shane updated the Board on what's going on in the Maintenance Department. Report attached.

## **MANAGER'S REPORT**

Carl has had another meeting with the funding agencies regarding the annexation of Gold Hill and building the pipeline. The Three agencies are the USDA Rural Development Fund, Business Oregon Water Wastewater Fund, and the Oregon DEQ Revolving Fund. RVSS would qualify for grant funding and could transfer the current Gold Hill debt to the new grant. A preliminary engineering report will need to be created. Carl has authorized Adkins Engineering to do this. After this, the funding options will be more clear.

Carl asked for approval of the Retirement Health Saving Account for all employees. This will be a payroll deduction which will be offset by an increase in the COLA. This was included in the proposed budget.

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

A request was made to move the monthly Board meeting from noon to after 5:00 p.m. After a short discussion, Kay asked Carl to conduct a poll to see what works for everyone involved. This will be discussed again at the July Board meeting.

## **CLAIMS LISTING**

Mike Parker motioned and Michael Parsons seconded to approve the June Claims Listing in the amount of \$1,021,967.37. 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 to do a general evaluation of an agency goal, objective, or operation or any directive to personnel concerning those subjects.

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

The Board went into Executive session at 12:58 pm.

## **OPEN SESSION**

Open session resumed at 1:33 pm. No decisions were made during the Executive session.

Michael Parsons motioned to give Carl a 9.4% salary increase to match the COLA given to all other employees and an additional \$5,000 bonus, Mike Parker seconded the motion. The motion was carried with a unanimous vote of all Board members. This will be in effect on July 1, 2023.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:40 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair  
Board of Directors



Joan Pariani, Executive Secretary



June 14, 2023

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

### Department Updates

Ben Poaster our new Stormwater Coordinator is on board and is quickly getting up to speed.

### 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 are currently making DEQ's requested revisions to the plans and compiling the contract documents.

#### 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:** Design
- **Updates:** ODOT has revised their design and we're currently updating our relocation plans accordingly.

#### **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:** Under Construction.

#### **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 is scheduled to begin lining operations this week.

#### **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:** Power service upgrade has been installed. Electrical connections and aeration equipment are also currently being installed.

#### **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 scheduled to receive the Bargain and Sales Deed paperwork this week for review and signature.

**Q014, 7<sup>th</sup> 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 7<sup>th</sup> Street Station development project on the corner of 7<sup>th</sup> 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 by ODOT.

**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 (CSNW) have completed a preliminary design memo outlining proposed improvements and associated costs. The design memo outlined many improvements beyond the original project scope and we have requested CSNW to move forward with only the original scope which is consistent with our SRF funding proposal.
- **Status – UV Disinfection:** We should be receiving a preliminary design memo from the consultant soon.



June 19, 2023

To: RVSS Board of Directors

From: Shane Macuk, Operations Manager

**RE: Operations & Maintenance Report**

**Collection System**

- a. Rotational Footages: Staff have video inspected 58,597' and flushed 72,264'.
- b. Special Cleaning: Flushed 5,786'.
- c. Requests: Flushed 995'.
- d. New Construction: Video inspected 5,845' and flushed 2,835'.
- e. Gold Hill:
  - a. Special Cleaning: Flushed 1,616'.

**Special Cleaning Summary**

- a. RVSS System: 37.5 equipment hours and 75.5 labor for a cost of \$5,239.22.
- b. Gold Hill: 5 equipment hours and 8 labor hours for a cost of \$683.46.

**Treatment**

- a. White City Lagoons: Received 200,150 gallons of septage, 49,115 gallons of porta potty waste and 37,875 gallons of FOG for a total of \$43,071.00.
- b. Shady Cove: Completed new influent sampler cover at head works.

**Pump Stations**

- a. Collins Way SC: Impeller on #1 pump dropped down on driveshaft and made contact with cutter tooth in volute. New impeller has been installed. See picture.

**Contract Work**

- a. Gold Hill Irrigation District: Flushed Millers Gulch syphon off of Rogue River Hwy.

**Building & Grounds**

- a. Driveway/Parking Lot: Seal coat of asphalt and re-establishing parking/handicap areas was completed.

**Vehicles & Equipment**

- a. GMC Sierra 2500HD (Unit #41): Body shop estimates repairs should be completed in early July. Truck was damaged in an accident that only involved our vehicle. Repair costs were estimated to be \$11,567.93. See pictures.