

**REGULAR MEETING OF BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
August 19, 2020**

TIME AND PLACE OF MEETING

The regular meeting of the Board of Directors of the Rogue Valley Sewer Services, Jackson County, Oregon, was held at 138 W Vilas Rd, Central Point, Oregon on August 19, 2020 at noon. Due to COVID-19, this meeting was held via Zoom.

PRESENT

Kay Harrison, Chair; Wayne Brown, Vice-Chair; Jim Snyder, Director; Jim Lewis, Director. Mike Parker, Director

ALSO PRESENT

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

CONSENT AGENDA

Mike Parker motioned and Wayne Brown seconded approval of the consent agenda consisting of minutes of the July 15, 2020 Board Meeting and a waiver of SDC fees for a temporary building for Jacksonville Fire Department. The motion carried with a unanimous vote of the all board members.

ORDINANCE 20-01: CODE UPDATE

This is the first reading of Ordinance 20-01. Carl has updated this Ordinance and it is in accordance with The City of Medford. Director Jim Snyder noted that the definitions look like they have been added to. Carl will look into this.

Wayne Brown motioned and Jim Snyder seconded approval of the first reading of Ordinance 20-01. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-21: TRANSFER OF APPROPRIATIONS

In reviewing the FY20 budget, Brenda noticed that a few items had gone over budget. This Resolution will transfer funds from the contingency fund.

Jim Lewis motioned and Jim Snyder seconded approval of Resolution 20-21. The motion carried with a unanimous vote of the all board members.

RESOLUTION 20-22: REGIONAL SEWER AGREEMENT

This is a parallel effort with the Ordinance. This is for another 20 years and has been adopted by the Regional Rate Committee.

Mike Parker motioned and Wayne Brown seconded approval of Resolution 20-22. The motion carried with a unanimous vote of the all board members.-

RESOLUTION 20-23: ADOPTING RVSS BRAND GUIDE

This Resolution is to adopt the new logo and other elements. All Board members are happy with the final product. Carl noted that the current inventory of letterhead, checks, business cards, etc. will be used up before the new supplies will be ordered with the new logo.

Jim Lewis motioned and Mike Parker seconded approval of Resolution 20-23. The motion carried with a unanimous vote of the all board members.

FINANCIAL UPDATES

Brenda presented the 4th quarter, unaudited FY20 year-end finance statement.

PROJECT UPDATES

Nick presented the Project updates. Report is attached.

O&M UPDATES

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

MANAGER'S REPORT

Carl updated the Board members on the COVID issue. One of the employees' spouse has been diagnosed with the virus and she is on quarantine for 14 days. September's Board meeting will hopefully be on site.

The sewer testing results were presented. Tests so far indicate the presence of Covid-19 in the Upper Bear Creek Interceptor, the Lower Bear Creek Interceptor, and the White City Trunk. Tests at the Shady Cove treatment plant and the Gold Hill treatment plant have so far been negative. This data is being shared with the County.

The Family First Act puts a requirement on public agency to give additional sick leave pay for various reasons. It gives employees an additional 80 sick leave for COVID related sickness. The other part of that is if a person has to stay home because of the schools being closed, agencies have to pay the employee at 2/3 pay for 10 weeks. Carl expects that most of this will be reimbursed through the CARES act. The CARES Act has already reimbursed RVSS over \$50,000.

We have not seen any adverse impact on our revenues that could be related to the pandemic..

SDAO offers a Board Leadership Academy. Carl offered this training to the Board. Board Chair Kay Harrison is interested in this training.

Oregon OSHA released their draft of Temporary Emergency Rules on Infectious disease. When this is adopted, RVSS may need to institute additional policies to comply.

SophiCity is an Information Technology service that SDAO uses. They specialize in working with local governments. Carl would like to contract with SophiCity. Right now RVSS has several different vendors for its IT. This would put everything in one vendor. It was also increase the security, update the website and make it ADA compliant, and other increased features.

Wayne Brown motioned and Mike Parker seconded approval of contracting with SophiCity. The motion carried with a unanimous vote of the all board members.

CLAIMS LISTING

Mike Parker motioned and Wayne Brown seconded to approve the August Claims Listing in the amount of \$1,545,872.18. The motion carried with a unanimous vote of the all board members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:10 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Pariani, Executive Secretary



ROGUE VALLEY SEWER SERVICES

Location: 138 West Vilas Road, Central Point, OR - Mailing Address: P.O. Box 3130, Central Point, OR 7502-0005
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

August 13, 2020

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

J188, 6th Street Sewer Replacement (Phoenix):

This project will replace approximately 184 feet of 8 inch sewer at the intersection of 6th Street and S Pacific Highway in Phoenix. The pipe is on the special cleaning list, has poor grade and is in very poor structural condition. Open trench construction will be a little tricky as the pipe crosses S Pacific Highway at a very busy intersection. This project will be constructed this summer.

- **Status:** Design

J291, OR140 Exit 35 to Blackwell:

ODOT will be realigning Blackwell Road from Exit 35 to Tolo Road as a part of the Highway 140 extension project. A new creek crossing will be installed and will require approximately 125 feet of 8" PVC sewer to be replaced with ductile iron pipe to protect the sewer at the creek crossing. This project will also require 13 manhole adjustments and service relocations as needed. The manhole adjustments and service relocations will be performed during construction in 2021 through an add work agreement with ODOT and the 8" main replacement will be performed by our crews this summer.

- **Updates:** Add Work Payment Deposit to ODOT - \$221,750.00
- **Status:** Design

J303, Sowell Drive Sewer Realignment (Shady Cove)

This project will realign approximately 300 feet of existing 8 inch sewer at the intersection of Sowell Drive and Kinworthy Drive in Shady Cove which is currently running across the corner property near the residence. The opposing service line has adverse grade within the right-of-way and is exposed in the roadside ditch. The current sewer configuration will not allow the service to be fixed without trenching diagonally across the corner property and large cut bank. This project will relocate the main into the right-of-way and allow the existing service line with to be repaired with proper grade. This project will be constructed this summer.

- **Updates:** This project is substantially complete. Our crew is wrapping up punch list items this week.
- **Status:** Under Construction

J312, FY 2020 CIPP Projects (South Valley)

This project will utilize Cured in Place Pipe technology to line approximately 4,300 feet of existing 8", 10" and 12" sewer in Jackson County & 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. Pipes in high traffic roadways requiring long term traffic control are C:\Users\JPariani.RVSSVCS.000\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\IOJBEMA6\2020-8 Sewer.doc

also good candidates for CIPP.

- **Updates:** This project is complete
- **Final Payment: Michels Corp. - \$307,297.00**
Original Construction Bid - \$314,714.00

I004, Dunn Pump Replacement:

This project will upgrade the existing Dunn Pump Station motors, pumps, and controls. RH2 Engineering will perform the pump, motor, and system control design as a large portion of this project includes electrical and system control. Design will be completed in Fiscal Year 2020 and construction is anticipated in Fiscal Year 2021.

- **Updates:** RH2 engineering has submitted the full bid package for our review. We're now working on a few minor changes to the package and we'll be sending the project to bid in October and will award the contract in November.
- **Status:** Design

G008, Riverside Sewer (Gold Hill):

This project will replace approximately 250 feet of 6" sewer which was lined as a part of the Gold Hill Collections Capital Improvement Project. The lined pipe coupled with the insert-a-tee service lateral connections do not allow our camera to pass. This pipe is also on the special cleaning list and has backed up multiple times. Funding for this project will come from surplus funds in the Gold Hill collection fund. Our crew will complete the work this summer.

- **Status:** Under Construction

G009, 5th & Hays Sewer (Gold Hill):

This project will replace a 370 foot section of 8 inch sewer along 5th Street downstream of Hanby Middle School. The pipe is in very poor structural condition with one substantial hole near the downstream manhole. Funding for this project will come from surplus funds in the Gold Hill collection fund. Our crew will complete the work this summer.

- **Status:** Construction is substantially complete, our crew is working on final punch list items.



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To: RVSS Board of Directors
From: Shane Macuk, Operations Manager

RE: Operations & Maintenance Report

Collection System

- a. Rotational Footages: Staff have flushed a total of 88,592' and have video inspected 71,428'.
- b. Requests: Flushed 3,286' and video inspected 699'.
- c. Special Cleaning: Flushed 8,317' and root sawed 13,104'.
- d. Lagoons: Received 159,365 gallons of septage, 24,930 gallons of porta potty waste and 32,687 gallons of FOG for a total of \$32,547.30.
- e. Gold Hill:
 - a. Special Cleaning: Flushed 2,773'.
 - b. Rotational: Video inspected 355' and flushed 384'.
- f. Special Cleaning Summary: 86.5 equipment hours and 163 labor hours were spent on special cleaning for a total cost of \$13,791.66.
- g. Grants Pass Irrigation District: Consultation for potential work to be performed.

Pump Stations

- a. Nothing to report.

Building & Grounds

- a. Nothing to report.

FOG Update

- a. Critical facilities inspections have been completed.

Vehicles & Equipment

- a. New TV van is getting closer to completion.

