

## MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

January 2, 2013

The regular meeting of the Medford Water Commission was called to order at 12:29 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, White City with the following commissioners and staff present:

Chair Jason Anderson; Commissioners John Dailey, Cathie Davis, Leigh Johnson

Manager Larry Rains, Medford City Attorney John Huttli; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Geologist Bob Jones; Water Quality Administrator Rosie Pindilli; Operations Superintendent Ken Johnson; TS Coordinator Kris Stitt; Duff Supervisor Jim Stockton

Guests: Medford Councilmember Bob Strosser; Central Point Assistant City Manager Chris Clayton; Central Point Mayor & Liaison Hank Williams

Commissioner Lee Fortier was absent.

3. Approval or Correction of the Minutes of the Regular Meeting of December 19, 2012  
The minutes were approved as submitted.
4. Comments from Audience  
None.
5. Resolutions
  - 5.1 No. 1508, A RESOLUTION Authorizing the Manager to Distribute a Water Quality Improvement Grant for the Little Butte Creek Water Quality Enhancement Project – Frey Phase, Located on the Property of C2 Cattle Company in the Amount of \$5,000.00.

The Jackson Soil and Water Conservation District (JSWCD) applied for \$15,000 in grant funding in the FY 2011-12 budget. Applications from two different organizations were submitted that year, so the Commission split the budgeted amount and awarded \$7,500 for each. The Commission also informed JSWCD that they could apply for additional funding in the FY 2012-13 budget, if needed. JSWCD has submitted a letter requesting additional funding in the amount of \$7,500, in order to complete the project. Staff has approximately \$5,000 available for water quality improvement grants in the current budget and recommended awarding that amount to JSWCD.

Commissioner Dailey questioned if this is for work already done; Geologist Jones noted that no work has been done as of yet as they are still working on obtaining full funding. Mr. Dailey questioned if we could get our money back if this project fell through; Mr. Jones noted that we would and is addressed in the original agreement.

Motion: Approve Resolution No.1508

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Commissioner Anderson questioned if we could make this as a condition; City Attorney Huttli explained that the money would go to JSWCD, as they manage the money. Mr. Jones explained how JSWCD works with the landowner and that they will provide an accounting on how the money is spent.

Roll Call: Commissioners Anderson, Dailey, Davis, and Johnson voting yes.

Motion carried and so ordered. Resolution No. 1508 was approved.

- 5.2 No. 1509, A RESOLUTION Awarding to and Authorizing the Manager to Execute a Contract in the Amount of \$424,006.00 with Batzer Construction, Inc. for Construction of the Redundant Backwash at the Robert A. Duff Water Treatment Plant.

Four bids were received for this project; low responsive, responsible bidder was Batzer Construction, Inc. A Notice of Intent to Award was issued to Batzer on December 20; no protests were received. Staff recommended approval.

Motion: Approve Resolution No.1509

Moved by: Mr. Johnson

Seconded by: Mr. Dailey

Commissioner Johnson questioned if this was for Duff II; Manager Rains noted that it was not. Mr. Dailey questioned the lead time; the project timeline was provided.

Roll Call: Commissioners Anderson, Dailey, Davis, and Johnson voting yes.

Motion carried and so ordered. Resolution No. 1509 was approved.

- 5.3 No. 1510, A RESOLUTION Approving Exemption from Competitive Bidding and Authorizing the Manager to Execute a Contract Amendment for Consulting Services for Preparation of a Wetlands Vernal Pool Delineation, Biological Assessment and Mitigation Plan, and Obtaining a Wetlands Mitigation Permit for the Robert L. Lee Water Quality Complex with Northwest Biological Consulting.

Changes to the scope of the wetlands mitigation project are needed due to ongoing negotiations with the agencies and additional mapping needed for advanced mitigation. The cost of this proposed contract amendment of \$10,000, the earlier amendments of \$62,700, plus the cost of the original contract of \$194,643 exceeds the Manager's purchasing authority. Board approval was needed for the contract amendment and exemption from competitive bidding. The exemption will result in cost savings associated with the time and materials to re-solicit the project, which is currently underway and near completion. Staff recommended approval.

Mr. Dailey questioned the requirements; Mr. Jones noted that this was trying to be pushed with a third party but that it is not part of the requirements. He also noted that we are using 17 acres for litigation but did not need all of that for this project; the extra acreage can be ready when needed. Mr. Jones noted that much of the funding was used by the consultant. He further noted that the U.S. Fish & Wildlife has said that the MWC is close in obtaining their permit. Mr. Johnson stated that this is part of the Duff II and questioned how much we have funded for Duff II so far; Mr. Jones noted a little less than a million. Mr. Johnson wanted it noted that we have fronted this money and that no other entity has paid for any of this.

Motion: Approve Resolution No.1510

Moved by: Ms. Davis

Seconded by: Mr. Dailey

Roll Call: Commissioners Anderson, Dailey, Davis, and Johnson voting yes.

Motion carried and so ordered. Resolution No. 1510 was approved.

## 6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$309,990.91

Moved by: Mr. Dailey

Seconded by: Ms. Davis

Mr. Johnson questioned the \$10,000 for an OWRD grant; Mr. Rains provided the information on this.

Roll Call: Commissioners Anderson, Dailey, Davis, and Johnson voting yes; Anderson recused himself from the C&C Tire voucher. Motion carried and so ordered.

7. Engineer's Report (E. Johnson)
  - 7.1 Duff Water Treatment Plant Floc/Sed Basins – Weekly predesign and coordination meeting as well as water quality testing continues.
  - 7.2 Duff Water Treatment Plant Emergency Backwash –The bid opening was held on December 20. Four bids were received, Batzer Construction's bid was \$412,006, Ausland Builder's bid was \$454,000, Triad Mechanical's bid was \$490,120, and Slayden Construction's bid was \$513,000. Batzer Construction was the low bidder and was awarded the contract. Once contracts, bonds and insurance are received from Batzer Construction a pre-construction meeting will be scheduled.
  - 7.3 Martin Control Station – Slayden Construction continues preparing submittals for materials and equipment.
8. Water Treatment Report (Stockton)
  - 8.1 Plant staff has assembled a portable ozone station to do some of the water quality testing associated for the design of the Floc/Sed basin. These tests should be done this week or next.
  - 8.2 Staff is working on piping.
  - 8.3 A change out of the computer system will be completed in about two weeks.
9. Finance Report (DeLine)
  - 9.1 Consultants will be in next week; payroll will be tested.
  - 9.2 A semi-annual inventory will be done next week.
10. Operations Report (K. Johnson)
  - 10.1 The Police Department is working to remove a tower at Capital Hill; Operations Superintendent Johnson noted that the Police Department staff has been great to work with.
  - 10.2 Staff is having re-training on street closures to comply with new procedures.
  - 10.3 As mentioned earlier, the semi-annual inventory will take place next week.
  - 10.4 Operations Superintendent Johnson is working on miscellaneous small contracts.
11. Manager/Other Staff Reports
  - 11.1 Staff Report on the Utility Management Software Upgrade Project  
TS Coordinator Stitt provided the monthly staff report on the software project. Because the consultants were not here during the holiday staff was able to get caught up on loose ends. Asset management and the Finance portion will be the next steps. Staff will discuss options for every other month billing with consultant. Mr. Stitt met with City staff to discuss post handoff. Mr. Rains stated that the goal is to get back to the board pertaining to the bi-monthly billing.
  - 11.2 The board was invited to visit the operations at Duff.
  - 11.3 Rate Study  
HDR stated that they would be interested in doing a rate study for the MWC. They indicated that it may cost more than the SDC study, which was \$5,000, and would take longer than the SDC study, which was four weeks. Mr. Rains thought it could cost about \$10,000 or more and may take eight weeks. Mr. Rains questioned the board if they would like to wait a year until the software has been completely installed. Mr. Anderson was agreeable to wait until the fall. Mr. Dailey questioned how we picked HDR to do the rate study; Mr. Rains noted that

the amount of the contract was in his approving authority so he picked HDR as they are one of the experts in this field and is an author of the AWWA M1 manual. Mr. Dailey questioned if there were coauthors; Mr. Rains noted there are. Mr. Anderson noted that HDR was the company that the other cities had requested. Mr. Johnson would like to delay the rate study and consultant review until the software has been completed. The board agreed. Mr. Rains noted that the board needs to determine policy issues as well.

12. Propositions and Remarks from the Commissioners

12.1 Mr. Anderson noted that the managerial evaluation is before the board; Ms. Davis questioned which form they should use, either the City or the Commissions. It was suggested by Manager Rains that the board take the time to review both documents and bring back their comments and suggestions to staff; the board agreed. Medford Councilmember Strosser noted that the City uses the form presented but was not totally pleased with it.

13. Adjourn

There being no further business, this Commission meeting adjourned at 12:59 p.m. The proceedings of the Medford Water Commission meeting were recorded on tape and are filed in the Water Commission's Office. The complete agenda of this meeting is filed in the Water Commission's Office.

Karen M. Spoonts, MMC  
Deputy City Recorder  
Clerk of the Commission