



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, January 17, 2018

Lausmann Annex Room 151/157

200 S. Ivy Street., Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:20 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Bob Strosser

General Manager Brad Taylor; Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; TS Administrator Kris Stitt

Guests: Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Rick Whitlock

Commissioner Leigh Johnson was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of January 3, 2018
Commissioner Dailey noted the date of the meeting is listed incorrectly. Minutes are approved with change noted.
4. Comments from the Audience
 - 4.1 Rick Whitlock stated he was excited to join this Commission.
5. Authorization of Vouchers
Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$596,738.10

Commissioner Anderson questioned the fees for Umpqua Bank; Finance Administrator Tessa DeLine stated this has been something we had been paying through a journal entry but now it will be done by a voucher.

Moved by: Jason Anderson

Seconded by: Bob Strosser

Roll Call: Commissioners Anderson, Bunn, Dailey, and Strosser voting yes.

Motion carried and so ordered.

6. Staff Reports
 - 6.1 Engineer's Report (Principal Engineer Eric Johnson)
 - a. Duff Water Treatment Plant Floc/Sed Basins – Work on the 48" bypass pipe continues. The polymer batch system has been delivered and is being installed. The 30" influent piping installation is complete. Electrical continues on the bridges. Concrete forming continues.
 - b. City of Medford Lozier Lane Project – The water main construction is scheduled to resume January 22.
 - c. Jackson County Table Rock Road Project – A pre-construction meeting for this project is scheduled for Thursday, January 18.

- d. City of Medford Foothill Road Project – MWC will start preliminary design of the water main once base drawings are received from the City. They are scheduled to be available next month.
- e. Corrosion Study – The pipe loops have been completed and the conditioning of the galvanize pipes, copper pipes and water meters is underway. The draft Distribution Sampling Plan has been submitted for staff review. MWC’s website has been updated per Barney and Worth recommendations. A newsletter article reflects ongoing updates of the corrosion study. Staff is waiting for the survey report from Barney & Worth.

6.2 Operations Report (Operations Superintendent Ken Johnson)

- a. Manor Main Breaks – On the evening of Tuesday, January 2, a main break on a 1959 10’ cast iron pipe occurred on Mira Mar between Shannon and Skyline Drive. This was a typical beam break. In the process of decreasing flow at the main break site, while maintaining system pressure, a pump turned on at the Barneberg Pump Station, which caused a momentary increase in pressure in the system. Staff suspects that the pressure increase caused three additional main breaks over the next four-five hours to pipe that, upon repair, exhibited extreme pipe failure due to external corrosion.

To help better understand the conditions of the pipes, a soil sample from the pipe zone has been sent for analysis by a corrosion expert. Staff plans to meet with the expert on Thursday, January 18 to discuss corrosion issues and findings of soil analysis.

Further explanation about ductile iron pipe and the corrosion of the pipes was discussed. General Manager Brad Taylor noted this will more than likely become an upcoming project.

- b. Staff attended a Traffic Control and Supervisor Training for the purpose of protecting the workers and the public while maintaining traffic work within zones. This grant class, held at the RCC White City Campus, saved the MWC over \$2,800 in tuition costs as well as the cost of traveling out of town.

6.3 Water Quality/Treatment Report (Water Quality Superintendent Jim Stockton)

- a. Test sections of copper and galvanized pipe materials harvested from the distribution system were added into the pipe loops today. With the addition of these test materials the testing stations will be complete and the conditioning will begin tomorrow.
- b. The Corrosion Study has additional distribution sampling analysis to be done. The parameters have been doubled on selected sites within the distribution system. This will provide the engineers a more complete picture of the general water quality parameters across the system. Additional sampling began this week and is anticipated to continue for the duration of the study.

Currently we are only running spring water through the system and it was explained how the process works when adding treated water.

- c. Staff is working on the winter maintenance projects to prepare the plant equipment for another operating season. These activities will consume for the next couple months.
- d. It is anticipated that the engineering drawings and specifications will be completed by the end of the month. This will allow staff to obtain bids on Phase 2 of the SCADA migration.

- 6.4 Finance Report (Finance Director Tessa DeLine)
 - a. Five banking Request for Proposals (RFP) have been received and will be reviewed tomorrow. There will be a selection committee and staff questioned if any of the Commissioners would like to be part of the bank selection process. Interviews would likely to be scheduled from January 24-30. Commissioner Bunn agreed to help.
 - b. The Investment Advisory Services contract with Government Portfolio is up at the end of the month. Staff is in the process of extending the contract to mid-May as they may be required to go out for a RFP once again. Staff questioned if any Commissioner would like to be a part of the Investment Advisory Services selection process; Commissioner Dailey stated he would like to. He also stated that we should be going out for bid.
 - c. Finance has resumed work on the 18-19 annual budget. Additional functionality and improvements will be added to the document.
7. Manager's Report
 - 7.1 The Sabrina Carey issue has come back again and could come up in the 2019 Legislative session. Nothing has changed and there is no benefit to the Water Commission to be involved in this. Mr. Taylor stated there are three reasons not to get involved 1) dangerous precedent as there is more than one pond we would have to contend with 2) it could weaken our State of Oregon legislative withdrawal (ORS 538.430) of water rights and 3) there is no direct benefit to the environment or customers to not store the water.
 - 7.2 Employee retirements are invested through ICMA, allowing a 457 plan. Mr. Taylor stated he inquired why the MWC is not part of the City's pool. If MWC was part of the City's pool, the MWC employees would save approximately \$17,000/year in administrative fees although those invested in Hartford would have to be an exclusive arrangement. Employees have approximately 3.3 million invested in these funds. Administrative Fees would go down to zero. There will be a meeting next week with the City to discuss this further.
 - 7.3 This week two candidates are being interviewed for Jim Stockton's position. Mr. Taylor stated he is excited about both candidates.

Commissioner Bunn requested Mr. Taylor reach out to the City's legislature on the Carey pond issue.
8. Propositions and Remarks from the Commissioners
 - 8.1 Commissioner Anderson stated we will miss Commissioner Strosser; Commissioner Strosser noted that he appreciated being affiliated with the Medford Water Commission and will miss everyone.
9. Adjourn
There being no further business, this Commission meeting adjourned at 12:51 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.

City Recorder
Clerk of the Commission