

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

March 16, 2016

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:26 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, White City, Oregon with the following commissioners and staff present:

Chair Leigh Johnson; Commissioners John Dailey, Lee Fortier, Bob Strosser

Manager Larry Rains, Medford City Attorney Lori Cooper; Deputy City Recorder Winnie Shepard; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Sara Bristol; Conservation Coordinator Laura Hodnett; Geologist Bob Jones; Water Quality Director Rosie Pindilli; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; TS Administrator Kris Stitt

Guests: Medford Councilmember Chris Corcoran; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton

Commissioner Jason Anderson was absent.

3. Approval or Correction of the Minutes of the Regular Meeting of March 2, 2016
The minutes were approved as presented.

4. Comments from Audience
None.

5. Written Communications:
 - 5.1 Quarterly Letter to the Mayor and City Council. The letter was for the second quarter for the fiscal year 2015-2016 and was already signed by Commissioner Johnson; this letter brings MWC up to date.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$748,503.47.

Moved by: John Dailey

Seconded by: Lee Fortier

Roll Call: Commissioners Dailey, Fortier, Johnson, and Strosser voting yes; Commissioner Fortier abstained from Rogue Transfer and Recycling, Rogue Disposal and Rogue Shred payments.

Motion carried and so ordered.

7. Engineer's Report (Principal Engineer Eric Johnson)

- 7.1 Duff Floc/Sed Basins: The wall pours continue for the sedimentation basins. The backfill for the settled water flume, under the finished water flume, is now complete. The 48" pipe for the basin influent water is underway and the work continues on the electrical system. All construction needed to facilitate commissioning of the water treatment plant are done.

- 7.2 Highway 62 Water Main Reroute: We are still waiting for a response from ODOT for the cost of the drilled sign post.
- 7.3 City of Medford/Lozier Lane Project: Jacksonville Highway Water District (JHWD) Board met on March 8, 2016 and voted to dissolve the water district. JHWD rate payers will vote on the dissolution in May, during the general election. The plans submitted by Marquess and Associates were reviewed by staff and were returned with corrections. MWC staff and City of Medford staff continue to coordinate on the plans and specifications for the project.
- 7.4 Master Plan Updates: CH2M is proceeding with the draft of the Water Conservation and Water Management Plan, which are due later this month.

Resolution: No. 1597, A RESOLUTION Authorizing the Chair to Execute an Agreement Between the Jacksonville Highway Water District and the City of Medford, By and Through its Board of Water Commissioners, Providing for the 20-year Supply of Water to the Area Encompassed by the Jacksonville Highway Water District, in the Event the District Successfully Dissolves.

Commissioner Dailey asked whether the district would become outside customers after the dissolution; Manager Larry Rains confirmed and noted we have the ability to identify them and add the surcharge.

Motion: Approve Resolution No. 1597 Authorizing the Chair to Execute an Agreement Between the Jacksonville Highway Water District and the City of Medford, By and Through its Board of Water Commissioners, Providing for the 20-year Supply of Water to the Area Encompassed by the Jacksonville Highway Water District, in the Event the District Successfully Dissolves.

Moved by: John Dailey

Seconded by: Bob Strosser

Roll Call: Commissioners Dailey, Fortier, Johnson, and Strosser voting yes.
Resolution No. 1597 was approved.

- 8. Water Quality Report (Water Quality Director Rosie Pindilli)
 - 8.1 Big Butte Springs Assessment Monitoring Update: All of the springs have tested negative for E Coli since January. If all samples remain negative through next December, the springs should remain classified as a groundwater source.
 - 8.2 Revised Total Coliform Rule becomes effective April 1, 2016. MWC is prepared for the changes to the Rule.
 - 8.3 Commercial/Residential Backflow Program: Our required annual summary report has been submitted to the State. This report indicated the number of backflow assemblies in our system, how many were tested, and totals of which passed or failed their annual test.

Commissioner Dailey asked how many were tested; Water Quality Director Rosie Pindilli responded that 1,386 were tested and 10,100 double checks were performed. It was noted this was nearly all of them.

9. Finance Report (Finance Administrator Tessa DeLine)

9.1 Finance is working on the annual budget for next month.

10. Operations Report (Operations Superintendent Ken Johnson)

10.1 Operations Superintendent Ken Johnson provided an update on the Sensus metering. Day Wireless conducted a study to determine whether our antenna would interfere with Medford's communications tower. After review, City of Medford approved to add our antenna to their Capital Hill tower. The next step is to determine the best option for communication between the tower and the Lausmann Annex.

11. Manager/Other Staff Reports

11.1 Mr. Rains noted Amanda McCleary Moore from Moss Adams, LLP reviewed MWC's finance system to determine possible improvements. Her recommendations were reviewed with Ms. DeLine and are outlined in a memo distributed to the Board.

11.2 Mr. Rains stated MWC attended a meeting with the Other Cities Workgroup to review peak-hour demands and the rates. The group had additional questions, which were submitted in a letter from Ed Olson, the Senior Project Manager at RH2 Engineering, Inc. Copies of this letter were distributed to the Board.

11.3 MWC's consultant, Shawn Corn from HDR, will be here on Monday, April 11 at 10:00 a.m. in the MWC conference room. Mr. Rains requested two Board members to attend for questions/issues.

Mr. Johnson was unable to attend during that date and time. Commissioner Dailey stated he would check his schedule and advise whether he could attend. Commissioner Strosser indicated he may be able to attend.

11.4 Geologist Bob Jones provided an update on the on-going vernal pool mitigation issue, which has been pending for more than five years. The permitting process to build Duff II began in 2010. Throughout the years, MWC has worked with five different employees with the U.S. Army Corps of Engineers (Corps), in addition to two months with no employee at all.

This year, the Corps backtracked on their direction and requested MWC remove the original permit for the upper portion out of abeyance and move forward with it. The Corps says they will consult with National Marine Fisheries and use a program called slopes to evaluate the storm water and move forward to approve the upper portion of the permit. MWC would continue with the process of the rest of the permit for the intake and determine the effects of the water withdrawals on fish.

When MWC started this project, our water conservation projections indicated we would need a new plant by 2021. With the reduction in demand, that timeframe was extended. Unfortunately only permits slated for construction within 10 years are approved. In addition, they would also like a statement of independent utility, meaning that Duff II could be used without a second intake and it would be a back-up plant. MWC does not want Duff II to serve as a back-up plant.

The wetlands delineations expire within five years, which is around October of 2016. We need to get the upper permit before those expire or they would need to be done again. MWC plans to request confirmation in writing with language specifying this will be the last time we are changing directions and indicating that we will get our permits within a specific period of time. Mr. Jones requested Board concurrence with the process.

Mr. Rains added that a conference call would occur at 1:30 p.m. today and Commissioners are invited to attend; none were available to participate.

Commissioner Dailey questioned what exactly Mr. Jones needed from the Board; after discussion, the Board agreed that MWC should go ahead and move forward with the process as currently outlined. Commissioner Johnson noted MWC doesn't have a choice; we need to go ahead.

Commissioner Johnson requested an amended agreement with our consultant; MWC staff will work with the consultant to obtain a revised agreement and cost.

12. Propositions and Remarks from the Commissioners
None.

13. Adjourn
There being no further business, this Commission meeting adjourned at 12:56 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.

Winnie Shepard
Deputy City Recorder