

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
APRIL 21, 2010**

The regular meeting of the Medford Water Commission was called to order at 12:36 p.m. on the above date at Medford City Hall Lausmann Annex, Room 151/157.

The following commissioners and staff were present:

Chair Leigh Johnson*; Commissioners Cathie Davis, Tom Hall, Don Skundrick

Manager Larry Rains; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Engineer Eric Johnson; Finance Administrator Tess DeLine; Public Information Coordinator Laura Hodnett; Water Quality Superintendent Bob Noelle; Operations Superintendent Ken Johnson; Geologist Bob Jones; Big Butte Springs Operator Dennis Burg

Guests: Medford Councilmember's Bob Strosser and Jim Kuntz; City of Medford Attorney John Huttli; Central Point Councilmember Kay Harrison; Steven Kraft from the Housing Authority

Commissioner Jason Anderson was absent.

*Left as noted.

2. Approval or Correction of the Minutes of the Last Regular Meeting of April 7, 2010

Approved.

3. Comments from Audience

3.1 Central Point Councilmember Kay Harrison questioned if the MWC is doing cost training; she noted that once you have good employees you don't want to let them go. She also stated that there are probably projects that have needed to be done that can be done now; staff commented that they are doing both.

3.2 Medford Councilmember Bob Strosser noted that the word water "awareness" was mentioned at the last city council meeting.

3.3 Central Point Councilmember Kay Harrison questioned the foam from the sewer treatment discharge plant; staff had not heard anything pertaining to that.

4. Resolutions

4.1 No. 1399, A RESOLUTION Approving a Two-Year Exemption from Competitive Solicitation for Listed Manufacturers and Materials Used in the Water Distribution System, Pursuant to Medford Water Commission's "Contracting and Purchasing Regulations," Section 3.32 – Single Manufacturer or Compatible Products

This resolution approves amendments to the Commission's list of manufacturers and materials that are exempt from competitive bidding for two-year periods. There are no amendments for this period. A notice was published in the *Mail Tribune* and on the Web site; staff recommended approval.

Motion: Approve Resolution No. 1399

Moved by: Mr. Skundrick

Seconded by: Mr. Hall

Roll Call: Commissioners Davis, Hall, Johnson and Skundrick voting yes.

Motion carried and so ordered. Resolution No. 1399 was approved.

4.2 No. 1400, A RESOLUTION Awarding and Authorizing the Manager to Execute a Contract in the Amount of \$66,021.28, to DeVore Electric and Construction, for the Big Butte Springs Driveway Improvements Project

As discussed at the April 7 meeting, nine bids were received for the project; DeVore Electric and Construction was low responsive, responsible bidder. A Notice of Intent to Award was issued on April 8; no protests were received from the other bidders. Staff recommended approval.

Motion: Approve Resolution No. 1400

Moved by: Mr. Hall

Seconded by: Ms. Davis

Roll Call: Commissioners Davis, Hall, Johnson and Skundrick voting yes.

Motion carried and so ordered. Resolution No. 1400 was approved.

- 4.3 No. 1401, A RESOLUTION Authorizing the Distribution of a Water Conservation Assistance Grant to Facilitate the Installation of High Efficiency Plumbing Fixtures at the Grand Apartments in the Amount of \$6,000.00

The Housing Authority of Jackson County (HAJC) purchased the Grand Apartments in May 2009. As part of HAJC's efforts to provide affordable housing within Jackson County, they immediately initiated an assessment of improvements to this facility, including measures that would improve the efficiency of energy and water usage. Due to historical requirements associated with façade improvements, desired plumbing efficiency improvements were in jeopardy of being cut. Through conversations with MWC conservation staff, it was determined that MWC's conservation grant funds remaining for fiscal year 2009-2010 would be sufficient to make up the shortfall, and would enable installation of efficient plumbing fixtures to remain a part of the project (a portion of the grant funds still available were previously awarded to School District 59C, but have been determined to be excess to their needs). MWC conservation staff believed this a worthy project that is consistent with the Conservation Grant guidelines. Furthermore, as has been found with the school district, working together on conservation grant projects can lead to other beneficial interaction between MWC and the entity receiving grant funding. It is believed that a comparable relationship between MWC and HAJC could be equally positive, with HAJC owning and managing a significant number of housing units within the MWC service area. MWC staff therefore recommended approval of this grant to enable installation of high efficiency plumbing fixtures in conjunction with renovation of the Grand Apartments.

Steven Kraft from the Housing Authority was available to answer questions; there were none.

Motion: Approve Resolution No. 1401

Moved by: Ms. Davis

Seconded by: Mr. Hall

Roll Call: Commissioners Davis, Hall, Johnson and Skundrick voting yes.

Motion carried and so ordered. Resolution No. 1401 was approved.

- 4.4 No. 1402, A RESOLUTION Awarding and Authorizing the Manager to Execute a Contract with Umpqua Bank, for Banking Services for the Medford Water Commission

As discussed at the last board meeting, eight proposals were received and reviewed; the top candidates were interviewed; Umpqua Bank offered the best combination of qualifications, financial strength, process, and cost, which is in the best interests of the Commission; a Notice of Intent to Award was issued on April and no protests were received. The contract duration will be 2-1/2 years in order to conform to the calendar year. Staff recommended approval.

Motion: Approve Resolution No. 1402

Moved by: Mr. Skundrick

Seconded by: Mr. Hall

Roll Call: Commissioners Davis, Hall, Johnson and Skundrick voting yes.

Motion carried and so ordered. Resolution No. 1402 was approved.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$1,613,024.91.

Moved by: Mr. Hall

Seconded by: Ms. Davis

The Board questioned the payment to Neathamer Surveying; staff noted this was for boundary surveys for the Barnett and Bullis Reservoir.

Roll Call: Commissioners Davis, Hall and Johnson voted yes; Skundrick recused himself from the Knife River voucher. Motion carried and so ordered.

6. Engineer's Report

- 6.1 Duff Water Treatment Plant Fish Screens – The Screen Cleaning Building underwent a preliminary testing of the components of the air burst system. Staff, Triad, and Black & Vetch continue to coordinate water work concerns.
- 6.2 Duff Water Treatment Plant Operation Remodel – Staff met with KSW and returned the 50% design review. KSW is currently incorporating staff comments and working towards the 90% design plan.
- 6.3 Jackson County Project Ross Lane – The hot tap on the existing 12" water main was done yesterday; construction of the 12" water main in North Ross Lane is under way.
- 6.4 Control Station Upgrades – CH2M HILL is currently working on the 50% design review plans for Rossanley and Conrad Control Station.
- 6.5 Ave G 48" Transmission Main – Thornton Engineering is proceeding with design of the 50% plans.
- 6.6 Coker Butte and Owens – The City's plans are out to bid for this project. The bid opening is scheduled for April 22.
- 6.7 DYK, Inc. presented the MWC with a print of the Lone Pine Reservoirs of which they constructed.

*Chair Leigh Johnson left; Commissioner Tom Hall presided as Acting Chair.

7. Water Quality Report

- 7.1 The Duff Water Treatment Plant is fully commissioned and ready to operate; there has been no overflow from Capital Hill Reservoir for the past few days.
- 7.2 The board just sole sourced two suppliers for poly aluminum chloride chemical; bids were received yesterday and the low bidder was Kemira at \$500/ton which is lower than last year. A notice of intent will be sent out and this will be awarded at the next board meeting.
- 7.3 There has been a harmful algae bloom advisory for Willow Lake – photos were shown of the lake taken on April 7 and 19. The advisory will state to call the Jackson County Parks for more information. Commissioner Skundrick questioned what staffs thoughts are; staff noted that this is not the MWC's drinking water and no water is being released except for a small amount that must be released for the fish. The Board questioned if this had anything to do with the water table being so low; staff was unsure. It was noted that many advisories were posted last year throughout the state, although none were for Willow Lake.
- 7.4 Geologist Bob Jones met with the state agencies involved pertaining to the Duff wetlands site assessment; it was noted that there were options and the agencies were happy to see that the MWC was addressing this issue sooner rather than later.

8. Finance Report
 - 8.1 The February and March financial statements were in the boards packets, figures are below budget. Interest earnings are still down.
9. Operations Report
 - 9.1 The electric motor at the Lone Pine Pump Station will be replaced this week.
 - 9.2 Good Earth Landscaping won the bid pertaining to the Cherry Lane Reservoir.
 - 9.3 Acme West will be doing the landscaping and site improvements at the Hillcrest Pump Station.
 - 9.4 The Service Center store front door was not replaced during the recent improvements and additional funds are still available from that project, therefore a new door, awning, and signage will be added. The City of Medford will assist with the paving of an area at the service center.
 - 9.5 The McCrometer mag meters at the Coal Mine Station have been failing; McCrometer will be replacing probes at no cost.
 - 9.6 The Highland water main leaks have been fixed; staff to evaluate a long term solution.
10. Manager/Other Staff Reports
 - 10.1 Manager Rains noted that the wetlands project that Geologist Bob Jones mentioned earlier is moving along very well. He stated that Bob Jones is also working on a Water Rights Summary.
 - 10.2 The June 2 study session will cover water rights. The Board agreed to begin the study session ½ hour earlier in order to completely cover the topic. According to a consultant hired by the MWC, there is a strategic way to start getting your water rights; some of this involves getting your rights in a specific order. There may be a request to the cities we serve to obtain water permit extensions vs. certification per the request of the consultant. Central Point and Eagle Point agreements are ready; past agreements covered rate of flow and volume but new agreements will now only include rate of flow. Commissioner Skundrick questioned how this will impact those cities; Manager Rains noted that this has to do with taking their water in less than a 24 hour period. Commissioner Hall stated that the water should be taken out uniformly and questioned what water rights the MWC currently has; staff provided the information and the location of those rights. Manager Rains questioned if the board would like the two current water districts we serve to obtain their own water rights. Commissioner Skundrick thought that the board had requested that they obtain their rights; Commissioner Hall questioned why they should if they are eventually going to disband. Public Information Coordinator Hodnett commented that some water districts don't have a good reason or incentive to come into the city. Direction was for staff to proceed with including language in the contracts with the districts for obtaining their own water rights as what was done with the cities we serve.
 - 10.3 The Oregon's Integrated Water Resources Strategic is looking for hosts to provide refreshments in the amount of approximately \$250 for an upcoming meeting in Medford on May 11; in return they would list the MWC logo as a support logo at their meeting. The board agreed to serve as host.
11. Propositions and Remarks from the Commissioners
 - 11.1 Commissioner Davis thanked the Housing Authority for pursuing a water conservation assistance grant and their desire to use higher efficiency plumbing fixtures.
 - 11.2 Councilmember Strosser noted that he just sent a message to Medford City Hall notifying them that the water in Willow Lake is not our drinking water.

11.3 The first water tour will be held June 9; staff questioned who the board would like to attend. They noted that all chambers of the communities that we serve should be invited at a first come, first serve invitation. The second tour will be held July 1; the board requested Ron Fox of SOREDI be invited to that tour.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:15 p.m. The proceedings of the 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. Spoons, CMC
Deputy City Recorder
Clerk of the Commission