

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

May 6, 2015

The regular meeting of the Medford Water Commission was called to order at 12:47 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair Leigh Johnson; Commissioners Jason Anderson, Lee Fortier, John Dailey, Bob Strosser\*

Manager Larry Rains, Medford Deputy City Attorney John Huttli; Deputy City Recorder Karen Spoonts; Administrative Coordinator Betsy Martin; Administrative Specialist Yvette Finstad; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Water Quality Administrator Rosie Pindilli; Operations Superintendent Ken Johnson; Duff/WTP Director Jim Stockton; TS Administrator Kris Stitt

Guests: Medford Councilmember Mike Zarosinski; Central Point Mayor and Liaison Hank Williams

\*Left as noted.

3. Approval or Correction of the Minutes of the Regular Meeting of April 15, 2015  
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 report for the second quarter of Fiscal Year 2014-15 was presented. The Board agreed to its contents, the Chair signed and staff will forward the letter and relevant attachments to the Mayor and Council.

6. Resolutions

- 6.1 No. 1577, A RESOLUTION Awarding to, and Authorizing the Manager to Execute a Contract in the Amount of \$17,336,783 with McClure and Sons, Inc., for Construction of 65 MGD Flocculation/Sedimentation Basin Expansion Project at the Robert A. Duff Water Treatment Plant

This resolution was continued from the last meeting so that staff could present the expense budget and projected rate increases. Four bids were received for this project. McClure and Sons, Inc. was the low, responsive, responsible bidder. Notice of Intent to Award was issued on April 1, 2015 and no protests were received. Staff recommended approval.

Motion: Approve Resolution No. 1577

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Commissioner Dailey questioned if this got us to 65 million gallons a day; Manager Rains noted that what will be left to do will be the filters and a few minor things; our intake is rated for 65 million gallons. If we stay on schedule with the capital plan we will be on schedule for 65 million gallons a day by the year 2022. Mr. Dailey also questioned the demand projections; Mr. Rains noted that the demand projections were presented at the last meeting but did not have it with him today. Commissioner Anderson questioned if McClure and Sons has done anything for us before; Principal Engineer Johnson noted that they have not but they come with high recommendations. Mr. Anderson further questioned if this was based on the lowest bid only; Mr. Johnson noted that it was and believes that McClure and Sons will do an excellent job.

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes.  
Motion carried and so ordered. Resolution No. 1577 was approved.

- 6.2 No. 1579, A RESOLUTION Awarding and Authorizing the Manager to Execute a Contract in the Amount of \$306,013 with HGC, Inc., for Construction of Avenue H, 12-Inch Water Transmission Main Improvements

Five bids were received for this project. HGC, Inc. was the low, responsive, responsible bidder. Notice of Intent to Award was issued on April 23, 2015 and no protests were received. Staff recommended approval.

Motion: Approve Resolution No. 1579

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Mr. Dailey questioned where Avenue H is located; staff noted it is in White City.

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes.  
Motion carried and so ordered. Resolution No. 1579 was approved.

- 6.3 No. 1580, A RESOLUTION Authorizing the Chair and City Recorder of the City of Medford, By and Through its Board of Water Commissioners, to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in a Water Main Easement to the State of Oregon, By and Through its Department of Transportation, That Certain Real Property Situated in Jackson County, Oregon, Described as a Portion of a 10-Foot Wide Easement Being More Fully Described in Document No. 2007-049414 of the Official Records of Jackson County, Oregon

The water main easement was granted to the Commission in 2007 for a water main in the Delta Center Project. The water main was relocated and a new easement will be recorded. The quit-claiming of the easement will remove an unnecessary encumbrance from the property. ODOT has provided the necessary documents for approval and signature by the Board. Staff recommended approval.

Motion: Approve Resolution No. 1580

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Mr. Dailey questioned the location of the project; staff noted it is behind Texas Roadhouse.

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes.  
Motion carried and so ordered. Resolution No. 1580 was approved.

## 7. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$612,431.81

Moved by: Mr. Anderson

Seconded by: Mr. Dailey

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes; Fortier recused himself from the Rogue Shred and Rogue Transfer vouchers.

Motion carried and so ordered.

\*Commissioner Strosser left at 12:57 p.m.

## 8. Engineer's Report (Principal Engineer Eric Johnson)

- 8.1 Duff Water Treatment Plant Flocc/Sed Basins – The project was awarded today to McClure & Sons, Inc. A preconstruction meeting is tentatively scheduled for May 21, 2015.

- 8.2 Duff Water Treatment Plant Raw Water Intake Pumps 1 & 2 – The SCADA interface between the pumps and the control room is scheduled to be completed this month.
  - 8.3 Vilas Road 16" Water Main Inter-tie – The "Notice to Proceed" was issued April 20. A preconstruction meeting is scheduled for May 12. The submittal review process is underway. The traffic control plan is currently being reviewed by Jackson County and ODOT.
  - 8.4 Avenue H 12" Water Main Replacement – The bid opening was held on April 21. There were five bidders; HGC, Inc. was the low bidder with a bid of \$306,013. The contract was awarded today to HGC, Inc.
9. Water Quality Report (Water Treatment Director Jim Stockton)
- 9.1 Duff went into production April 23 and it was not a record production. The month of May averaged 10 million gallons a day. Currently Duff is being manned 18 hours a day due to the reduction of spring flow.
- Commissioner Anderson questioned why the springs went to half pipe; Mr. Rains noted that we are yet to have the agreement signed with Eagle Point Irrigation District (EPID) but would honor what it says regarding when to drop to half pipe conditions upon the creek measurement becoming 89.8 cfs or lower. EPIC is irrigating at this time; on July 1 we will go back to full pipe flow as that is when our demand goes up.
10. Finance Report (Finance Administrator Tessa DeLine)
- 10.1 The Manager and Finance presented the expense side of the budget and a future look into how the capital program will affect rate increases. Finance is working on format and finalizing the budget and the 10-year cash flow estimates and is available to answer any additional questions in these areas the Board may have. A future study session to be held soon will bring back the issues of steps to be taken for cash flow issues i.e. future rate increases, the FMR Fund and WTP Fund yearly contributions from MWC, and the current Board rule of maintaining a one year amount matching the predicted operations expenses in the WC Fund.
  - 10.2 Next week staff will be interviewing auditors and the agent of record for the City of Medford and the Medford Water Commission.
  - 10.3 Pertaining to the study session of today, Finance Administrator DeLine stated that if the Board had any questions on the 10-year plan to please call her.
11. Operations Report (Operations Superintendent Ken Johnson)
- 11.1 As safety is very important to protect the public as well as the MWC employees, half of the staff will be recertified for traffic control.
12. Manager/Other Staff Reports
- 12.1 At the request of Commissioner Bob Strosser, Deputy City Attorney HuttI provided a memo on legal issues regarding emails received on personal email that pertains to the MWC. Mr. Anderson questioned if we could table this until Bob Strosser returns; the Board agreed. Mr. Johnson stated that he would be gone at the next meeting but trusts the Board. Mr. HuttI explained that his memo was from the organization standpoint. Mr. Dailey stated that he read through the memo and noted that any emails pertaining to the MWC are subject to review by others. Mr. HuttI noted that a dedicated device for each Commissioner would protect both the MWC and the Commissioner.
13. Propositions and Remarks from the Commissioners
- 13.1 Mr. Dailey stated he would not be at the next meeting; Mr. Johnson stated that we need to make sure we have a quorum for the next meeting.

H 0+

+

14. Adjourn

There being no further business, this Commission meeting adjourned at 1:10 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