



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, May 17, 2017

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 12:37 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, Leigh Johnson

Interim Manager and Principal Engineer Eric Johnson, Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; Conservation Coordinator Dave Searcy

Guests: Medford Councilmember Michael Zarosinski; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Brice Black

Commissioner Bob Strosser was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of May 3, 2017
The minutes were approved as presented.
4. Comments from the Audience
 - 4.1 Central Point City Manager Chris Clayton introduced Brice Black, a student who is job shadowing.
5. Resolutions
 - 5.1 No. 1636, A RESOLUTION Authorizing the Distribution of a Water Conservation Assistance Grant in the Amount of \$9,799 to Facilitate the Design, Site Preparation and Installation of Landscape and Irrigation Components at the Medford Heights Townhouses on Eastwood Drive

The Commission received a conservation grant request of \$9,799 from Medford Heights Townhouses to make changes to their landscape and sprinkler system. The complex includes 200,000 ft.² of common grounds landscaping, 63,000 ft.² of which is turf grass with high water demand. The sprinkler system itself is dated, and most of the landscaped areas are sloped, causing water run-off and pressure issues. Projects that directly focus on improved efficiency of landscape water usage are designated as highest priority for conservation grants. Total proposed cost of \$19,598; the requested grant amount is MWC's maximum match percentage of 50 percent per project per fiscal year (maximum grant amount of \$10,000).

Conservation Coordinator Dave Searcy noted the system was originally built in the 1980's and MWC has been trying to get them to reduce their water flow. Our grant requirements do include homeowners association and this grant would cover their common area. The Board expressed concern with homeowners association's fitting into the MWC's grant requirement. City Attorney Cooper noted the guidelines could be changed. Commissioner Johnson noted if they fit our guideline we can't change that now.

Motion: Approve Resolution No. 1636

Moved by: Mr. Johnson

Seconded by: Mr. Bunn

Commissioner Anderson requested a study session to review our grant process.

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

Motion carried and so ordered. Resolution No. 1636 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 \$459,528.57

Moved by: Mr. Johnson

Seconded by: Mr. Bunn

Commissioner Johnson questioned the PERS unfunded liability and if the MWC owed additional monies. Ms. DeLine knew that we will be impacted but was unsure of the amount. Commissioner Bunn noted PERS resets the figures every two years and will be increasing it 2 percent per payroll. The Board requested a PERS and insurance study session.

Roll Call: Commissioners Anderson, Bunn, Dailey, and Johnson voting yes; Johnson recused himself from the Stanley voucher.

Motion carried and so ordered.

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

- 7.1 Duff Water Treatment Plant Floc/Sed Basins – Site work and electric work continue. Piping for the chemical feed system is underway as well as preparations that will facilitate work in the fall once the plant is offline.

Commissioner Anderson questioned when we will hold a meeting at Duff; Interim Manager Johnson stated it will be held July 19 at Duff.

- 7.2 City of Medford Lozier Lane Project – Construction continues on Prune Street.
- 7.3 Master Plan Updates – The Water Management and Conservation Water Plan is on administrative hold pending the approval of the water right extension. CH2M has updated the Water Distribution Master Plan which will be printed in the near future.
- 7.4 Corrosion Study – The project kickoff meeting was held. The project work plan is being finalized by Black and Veatch.
- 7.5 Jackson County Table Rock Road Project – HDR is continuing to revise the 60 percent plans and specification.
- 7.6 City of Medford Foothill Project – The Public Works staff is waiting on City Council approval of the project in June. Once approved, Public Works staff will have base plans available to MWC in early July.

John Schleining contacted staff pertaining to a home they are building in Innsbrook Ridge. MWC has a 15' easement on the lot and Mr. Schleining would like a two feet encroachment just for the eaves. The Board agreed. Commissioner Johnson received a phone call from Mr. Schleining pertaining to this and referred him to Eric Johnson.

8. Operations Report (Operations Superintendent Ken Johnson)
 - 8.1 The Service Center front parking lot has been completed by the City of Medford.
 - 8.2 The Hope Village broke ground; Commissioner Dailey questioned if there will be a fence around it; Attorney Cooper noted the agreement with the City is that there will be a fence. Commissioner Bunn stated that access will come from an adjoining property. Commissioner Dailey questioned if we are pursuing our video surveillance; Operations Superintendent Johnson stated that he will be working on that.
 - 8.3 Pertaining to the BBS-1 repair on May 5, staff held a debriefing session where it was determined that they could not have done any better than what they had done.
 - 8.4 Crews completed repairs and an asphalt patch on the McAndrew's Road 16" water main valve repair.
 - 8.5 Staff was able to abandon blow-off on a 36" diameter pipe on Hwy 62.
 - 8.6 FlexNet implementation continues to be a slow process for various reasons, such as installation practice and/or SmartPoints which are out of range of the tower. This topic may be presented in a future study session.
9. Water Treatment Report (Water Treatment Director Jim Stockton)
 - 9.1 The plant commissioning activities were concluded May 1. The plant status has gone to "stand-by". The plant was put into service on May 5 when a leak was noted on one of the BBS lines. The plant contributed a limited amount of water to the system on May 5 and 6. Process optimization efforts continue.
 - 9.2 Work is nearly complete on Phase 1 of the SCADA migration project. New ozone system monitors are being installed and surge protection controls have been installed.
 - 9.3 It is anticipated that the plant will be put into routine operation tomorrow.
10. Finance Report (Finance Director Tessa DeLine)
 - 10.1 Finance wrapped up the property insurance general liability and equipment schedules required by our insurance company.
 - 10.2 Staff will begin getting ready for the next fiscal year by updating projects and adding the new labor and equipment charge-out rates.
11. Interim Manager/Other Staff Reports
 - 11.1 The annual Cities and Water District meeting is scheduled for May 24 at 1:30 p.m. at the Service Center.
 - 11.2 MWC and the City contributed to a plaque in memory of former Commissioner Mel Winkelman which will be dedicated on May 27 at 1:30 p.m.
12. Propositions and Remarks from the Commissioners
 - 12.1 Commissioner Bunn pulled up a PERS report. As of December 2015, MWC was not mentioned but it could be included in the City of Medford's figures. The City of Medford has an unfunded balance of 52 million dollars, which is not including the amount put away to that account.

13. Executive Session in Accordance with ORS 192.660(2)(a) – To consider employment of a public officer, employee, staff member or individual agent

The Board adjourned to executive session at 1:11 p.m.

.....
The Board reconvened at 1:23 p.m. with the same members present.

Commissioner Johnson questioned the grievance arbitration; Attorney Cooper noted it is set for September 8.

14. Adjourn

There being no further business, this Commission meeting adjourned at 1:24 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. Spoons, MMC
City Recorder
Clerk of the Commission