

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

June 3, 2015

The regular meeting of the Medford Water Commission was called to order at 12:40 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, Bob Strosser

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

Guests: Medford Councilmembers Chris Corcoran and Mike Zarosinski; Central Point Mayor and Liaison Hank Williams; Central Point City Manager Chris Clayton; Susan Hearn, Executive Director of Southern Oregon Friends of Hospice; David Martlewitz; Donald Felt; Chuck Reiling; Jeanne Denning

Commissioner John Dailey was absent.

3. Approval or Correction of the Minutes

3.1 Continued Minutes from the Regular Meeting of May 6, 2015

The minutes were approved as presented.

3.2 Consideration of Minutes from the Regular Meeting of May 20, 2015

The minutes were approved as presented.

4. Comments from Audience

- 4.1 Susan Hearn, Executive Director of Southern Oregon Friends of Hospice, requested an exception for Medford city water service to 2256 Griffin Creek Road as they would like to build a hospice house at this location. This property is on the corner of Judy Way and South Stage Road. There are two failed wells and one low volume well on the parcel; the property has TID water. Griffin Creek Elementary School has city water service and is located three parcels further south in the county. Ms. Hearn remarked that MWC resolution #1058 specifically states the exception to the Commission's policy, but stated that they are a non-profit entity and hoped the Board would consider this. The State law is not in conflict with this request, per ORS 225.030.

Commissioner Johnson questioned how they are funded; Ms. Hearn stated that they are funded from the operation of the Hospice Unique Boutique. Commissioner Strosser noted that this issue is very difficult as the City does not want the Urban Growth Boundary (UGB) to go below South Stage Road, and Griffin Creek has not wanted to be in the City. He questioned how we do this for them and not for others. Commissioner Anderson noted that he could not do this for them and not for others, as there is a fairness issue. Discussed was the UGB in that area. Mr. Rains noted that the private line to Griffin Creek Elementary is not up to our standards and they are having issues with the line. Ms. Hearn questioned if Judy Way was in the UGB. Commissioner Strosser pointed out that the Planning Department could be helpful with providing that information. Commissioner Johnson expressed appreciation of Hospice, but noted that service to this location would be against Commission policy. Their request was respectfully denied.

- 4.2 Councilmember Michael Zarosinski commented about the study session of today and what life was like for his dad as a Malin City Councilmember as they got free sewer and water.

5. Resolutions

- 5.1 No 1581, 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 James K. Johnson DMD Pension and Profit Sharing Trust and Pacific Crest, 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. 2005-009180 of the Official Records of Jackson County, Oregon

The water main easement was granted to the Commission in 2005 for a water main in the CreekStone Village Phase 1 Project. The subdivision has been redesigned and the existing water easement is no longer needed. The quit-claiming of the easement will remove an unnecessary encumbrance from the property. The property owner's surveyor has provided the necessary documents for approval and signature by the Board. Staff recommended approval.

Commissioner Anderson questioned the location; Principal Engineer Johnson stated that it is close to Hoover. He noted that Phase 1 has been developed and this is Phase 2.

Motion: Approve Resolution No. 1581

Moved by: Mr. Anderson

Seconded by: Mr. Fortier

Roll Call: Commissioners Anderson, Fortier, Johnson, and Strosser voting yes.

Motion carried and so ordered. Resolution No. 1581 was approved.

6. Authorization of Vouchers

- 6.1 Continued Vouchers from the May 20, 2015 Board Meeting

Due to a lack of quorum at the last regular meeting on May 20, 2015, the vouchers of that meeting were provisionally approved for payment by the two board members in attendance, with quorum approval needed at this meeting.

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$577,276.10

Moved by: Mr. Strosser

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Fortier, Johnson, and Strosser voting yes; Anderson recused himself from the Asante voucher and Fortier recused himself from the Rogue Disposal voucher.

Motion carried and so ordered.

- 6.2 Consideration of Vouchers for June 3, 2015 Board Meeting

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$903,193.96

Commissioner Anderson questioned the payments to the City; staff noted that the payments are set costs and with the new software we are now able to give a breakdown on the information.

Moved by: Mr. Anderson

Seconded by: Mr. Fortier

Roll Call: Commissioners Anderson, Fortier, Johnson, Strosser voting yes; Anderson recused himself from the C&C Tires vouchers and Fortier recused himself from the Rogue Disposal voucher.

Motion carried and so ordered.

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

- 7.1 Duff Floc/Sed Basins – The preconstruction meeting was held yesterday at the Duff Water Treatment Plant. Construction is scheduled to start July 6. The submittal review process is under way.

Commissioner Anderson questioned if this was a new contract; staff noted that it was and it went very well. Commissioner Anderson questioned if this company would be using local

contractors; staff noted that the contractor would like to and is looking for subcontractors with experience.

- 7.2 Duff Raw Water Intake Pumps 1 & 2 – The SCADA interface between the pumps and the control room is complete and the project is now finished.
 - 7.3 Vilas Road 16" Water Main Inter-tie – The project has started; the first boring is complete under the box culvert north of the airport. The water main tap at Hwy 62 is done and 300 feet of pipe have been installed.
 - 7.4 Avenue H 12" Water Main Replacement – The preconstruction meeting was held on May 20. The tap on the existing water main in Agate Road is being done today. The bore under the railroad tracks will be started this week. The 12" water main will start to be installed today.
8. Water Treatment Report (Water Quality Director Jim Stockton)
 - 8.1 Last month's May production was 364 million gallons which was almost a record. Commissioner Anderson questioned why we used so much; Mr. Stockton noted that we had rain but the weather was warmer and Mr. Rains stated that more was produced because of the contract with Eagle Point Irrigation District.
 - 8.2 Duff is currently manned for 18-24 hours a day but will go to 24-hours a day around July 1.
 - 8.3 Raw water pump #2 was brought into the system late May. There is a small warranty issue but it is functional.
 - 8.4 There have been issues with bringing up the system to production but staff works them out as we go.
 9. Finance Report (Finance Administrator Tessa DeLine)
 - 9.1 Finance is currently working on the additional pages and schedules for the 2015-2016 Expense Budget. Staff anticipates distributing the updated expense budget to the Board by next week.
 - 9.2 February financials will be distributed to the Board either today or tomorrow. Staff is currently working on March statements and is trying to get caught up since the fiscal year end is less than four weeks away.
 - 9.3 Finance has been working with HDR and providing them information for the Cost of Service Study that will be presented to the Board at the July 1, 2015 meeting.
 10. Operations Report (Operations Superintendent Ken Johnson)
 - 10.1 Service Center staff will be working on the CIP projects.
 - 10.2 Staff is working on an easement for an anode rectifier site and hopes that the easement will be obtained within two weeks. Commissioner Strosser questioned the difficulty with obtaining the easement; Operations Superintendent Johnson stated that the property had changed hands.
 11. Manager/Other Staff Reports
- Out of sequence
- 11.2 Eagle Point Irrigation District Agreement
Geologist Bob Jones has been working with Dave Ford of EPID pertaining to the agreement and stated that one of the major changes to the agreement is to add a year-to-year clause at the request of their attorney.

Commissioner Johnson questioned what was negotiated; Mr. Jones stated they negotiated the amount of water to be received, half pipe, as well as adding a trigger point. EPID wanted their

100 cfs. They have given us a verbal agreement that they were okay with what is presented and will bring to their Board. Commissioner Anderson questioned "shall" pertaining to half pipe; Mr. Rains thought that what they asked for was fair. Commissioner Strosser noted that it is a yearly agreement and we can go over this again. Deputy City Attorney Huttli noted that he was not involved in the process but thought it was fine. The EPID Board will meet next Tuesday; Mr. Rains requested a motion by the Board of Water Commissioners, authorizing him to sign the agreement.

Motion: Authorize Manager to sign the EPID one-year agreement

Moved by: Mr. Fortier

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Fortier, Johnson, and Strosser voting yes.

Motion carried and so ordered.

11.3 Grant Received

Geologist Jones reported that the MWC has been awarded a Drinking Water Source Water Protection grant from Oregon Health Authority (OHA) which will be administered by Infrastructure Finance Authority (IFA). The grant is for \$29,500. It will be used for the Agricultural Pesticide Collection and Disposal event, which will be coordinated with other agencies. Much of the funding will go to Oregon DEQ as payment for the disposal; an agreement may be presented for Board approval at the June 17 meeting.

Back in sequence.

11.1 Board Communication Devices

At the May 6, 2015 board meeting, and at the prior request of Commissioner Strosser, Mr. Huttli provided a memo on legal issues regarding emails received on the Commissioners' personal devices that pertained to Commission business. The Commissioners who were present preferred to continue the discussion to this meeting. Mr. Huttli noted that a dedicated device for each Commissioner would protect both the Commission and the Commissioners.

Commissioner Strosser was not lobbying for a device but wanted to stay on the good side of the discussion vs. on the line pertaining to public meeting laws. TS Administrator Stitt noted that a lot of cities do provide tablets. Commissioner Strosser stated that as a former Medford Councilmember tablets were provided and were to be used exclusively for City business. Medford Councilmember Corcoran stated that Medford Councilmember Jackle still wants paper. Mr. Rains provided information on the use of the tablet. Commissioner Johnson questioned the procedure for use; Mr. Huttli noted that this would make it easier to comply but people could still ask for a review of your personal devices by a court order. He noted that this would be a benefit for the Commission. Councilmember Corcoran stated that for what it is worth don't do anything stupid and it is more efficient than dealing with paper. Commissioner Johnson questioned how many we would need; Mr. Stitt noted that we would need five. The Board would each receive a tablet and would be given a City of Medford email address; the initial cost would be around \$3,000.

Commissioner Fortier noted that he uses his work email address; Commissioner Strosser noted that on Council he had City emails sent to his personal and City email addresses. Commissioner Anderson stated that he did not wish to have to check multiple devices. The Board discussed providing an email account with the City without the tablet. Mr. Stitt noted that it would be a website that they would need to log into and check.

Motion: Table the topic of Commission-provided devices for Board members

Moved by: Mr. Strosser

Seconded by: Mr. Fortier

Roll Call: Commissioners Anderson, Fortier, Johnson, and Strosser voting yes.

Motion carried and so ordered.

Mr. Stitt noted that we would not need to provide a table for everyone; they could be provided on a Commissioner-by-Commissioner basis; Mr. Huttl agreed.

12. Propositions and Remarks from the Commissioners

12.1 None

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:34 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