

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
September 5, 2012

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 Jason Anderson; Commissioners John Dailey, Cathie Davis, Lee Fortier, Leigh Johnson

Manager Larry Rains; City Attorney John Huttli; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Water Quality Administrator Rosie Pindilli; Operations Superintendent Ken Johnson; TS Coordinator Kris Stitt; Water Treatment Plant Supervisor Jim Stockton

Guests: City of Medford Councilmember Greg Jones; Central Point Mayor and Liaison Hank Williams; Central Point Assistant City Manager Chris Clayton; Ashland Associate Engineer Pieter Smeenk

2. Approval or Correction of the Minutes of the Last Regular Meeting of August 15, 2012
Approved.

3. Comments from Audience
None.

4. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$533,300.27.

Commissioner Johnson questioned the payment to Jackson County Water Master; Manager Rains noted that it was for maintenance of the Water Quality Monitor Station.

Moved by: Mr. Fortier

Seconded by: Ms. Davis

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier, and Johnson voting yes; Johnson recused him from the Stanley voucher.

Motion carried and so ordered.

5. Engineer's Report (E. Johnson)

5.1 Notice of Intent to Award for Design Services for the Robert A. Duff Water Treatment Plant 65 MGD Flocculation and Sedimentation Basin Expansion Project

This project consists of the Floc/Sed basins, filter influent conduit, yard piping and rapid mix. The total cost for the project is \$5,514,000. Engineering cost for projects of this kind are around 14.6% or \$806,000. The preliminary Engineering/Basis of Design Report (BDR) is approximately 31% of the engineering cost or \$246,000, thus the proposed cost of \$237,705 from Black & Veatch is within range of past projects for cost. The notification today is only for performance Schedule A in the amount of \$237,705. Once the BDR is complete then Performance Schedule B will have a cost and time schedule assigned to it. Performance Schedule B will be brought back to board for discussion.

The Notice of Intent to Award will be issued today, which will launch the protest period. No board action is needed at this time. Barring any protests, award of the contract will be scheduled for consideration by the board at the September 19 meeting.

Engineer Johnson noted that Black & Veatch has done work for us in the past and doesn't see any problem with the next phase and pricing. According to the Historical Design/Construction Cost Analysis this is within the realm of past projects. Commissioner Dailey questioned the total costs; Mr. Johnson explained the various phases and costs associated with those phases. Mr. Dailey questioned if this new bidding procedure puts us in a disadvantage; Mr. Johnson noted

that staff is unsure as this is a new process. Commissioner Fortier thought that this would be a disadvantage. Mr. Rains noted that we are not bound to stay with the same company but if we don't we have to start the project all over again.

- 5.2 Duff Variable Frequency Drive –The variable frequency drive and other electrical components have been installed. The HVAC system will be installed later this month.
 - 5.3 Duff Emergency Backwash – Contracts have been signed by CH2M HILL, who will start on the preliminary design in the near future.
 - 5.4 Martin Control Station – OBEC has revised the plans and specifications per staff's comments and has resubmitted the 98% completed plans and specifications back to staff for final review. Once final review has been complete and revisions made, the plans will be submitted to the Building and Safety Department for permits. Once permits are in the process, the project will be advertised for bid. In the past, when we did a 90% plan we didn't have time to make changes.
 - 5.5 Rossanley Control Station – The fence and gates have been installed and the landscaping has been restored. This project is complete.
 - 5.6 Mr. Dailey praised the engineering staff for their creative solution and good work towards saving the Commission a lot of money on the Duff Emergency Backwash Project.
6. Water Quality/Treatment Reports (Pindilli)
 - 6.1 Water Quality Administrator Pindilli noted that Water Quality Superintendent Noelle has been out of the office for the last two weeks; his last day will be September 14. Ms. Pindilli noted that she is training on the new software, is continuing to learn her position, is comfortable with the regulatory area, and is learning the system from the watershed to distribution. The move to Duff is scheduled to be October 1.
 - 6.2 Compliance Monitoring Plan - A Compliance Monitoring Plan has been submitted for Stage Two; Ms. Pindilli requested that we be put on reduced monitoring to four samples per quarter. At Stage Two eight samples per quarter are required; she noted that even four samples per quarter are more than we currently do. After a year of the new sampling the Oregon Health Authority noted that the MWC can request reduced monitoring again. The increased monitoring will cost another \$3,700 year.
 7. Finance Report (DeLine)
 - 7.1 Finance Administrator DeLine stated that staff has been working on several projects over the last few months. A new chart of accounts has been completed and ready for use for the 2013-2014 fiscal year. The next project is to map the existing accounts and tie them to the new accounts for budgeting and comparative purposes. All meters have been inventoried; there will be discussion on how to handle these parts in the future. The goal is to move all of these items from capital assets to inventory and to count them on a semi-annual basis. Another major project being moved to the front is reconciling Finance's hydrant and pipeline inventory to Engineering's GIS system. This project must be done by next spring.
 - 7.2 The annual audit will be next week and must have the year-end financial statement completed by the end of this week. Before the auditors arrive they will have access to our financial statements and worksheets via FPT site. The next project is the Cash flow analysis for the investment process which should be done by the end of this week.

8. Operations Report (Johnson)

8.1 Operations Superintendent Johnson stated that crews have been busy with the Garfield Street Project. Tomorrow crews will be working on the Holmes Street Project which has to do with crank shafts. Lastly, four crew members have been sent to training in order to maintain their certification. There are a total of 20 staff members that must maintain their certification. Commissioner Anderson questioned where the training would be held; Mr. Johnson noted that much is held in southern Oregon but this one was held in Canyonville.

9. Manager/Other Staff Reports

9.1 Staff Report on the Utility Management Software Upgrade Project (Stitt)

TS Coordinator Stitt provided the monthly staff report on the software project, stating that the first phase of the training has been completed and went very well. Staff is looking at live data for the first time. Photos were presented of a training session. The next phase will be data testing of the new system to insure that data is converting correctly. Still working out details on the system interface between financial and chart of accounts. More training will be held in September. The date to go live is scheduled for April 2013.

9.2 There will be a major shift of expenses due to the new software.

9.3 The next Medford Water Commission meeting will be held at the Service Center; a demonstration of the vacon unit is planned.

9.4 The October 17 study session has been changed and the topic will now be on the Big Butte Springs update. The City of Ashland, previously scheduled for that day, has requested to be moved to May 2013.

9.5 The retirement party for Bob Noelle will be Friday, September 14 from 1-3 p.m. at the Lausmann Annex, Room 151.

10. Propositions and Remarks from the Commissioners

10.1 Mr. Johnson noted that he will not be here September 19.

10.2 Mr. Anderson hoped that the board would be able to attend Bob Noelle's retirement party and thank him for his service.

11. Adjourn

There being no further business, this Commission meeting adjourned at 12:50 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.