



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, October 17, 2018

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 12:15 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners Daniel Bunn, Leigh Johnson, Rick Whitlock; Commissioner John Dailey was absent.

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Specialist Jenny Crenshaw; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; TS Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Water Maintenance Supervisor Brian Davidson; Conservation Coordinator Dave Searcy

Attorney Mark Bartholomew; Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor Bob Russell

3. Comments from the Audience

- 3.1 Councilmember D'Alessandro stated that before the City can annex properties recently added to the UGB, the City must complete several plans, such as the Wetlands Plan, and hope to have them done before the end of the year.

4. Consent Calendar

- 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of October 3, 2018
- 4.2 Resolution No. 1692, A RESOLUTION Amending Section 2.30 (A), Small Procurement, of Medford Water Commission's Contracting and Purchasing Regulations

Motion: Approve the Consent Calendar

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

Commissioner Bunn requested Resolution No. 1693 pulled from the Consent Calendar as there has been a revision to the resolution. The revised resolution reflects the correct dollar amount for the contract with Advanced Utility Systems.

- 4.3 Resolution No. 1693, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Solicitation and Awarding a Contract to Advanced Utility Systems to Upgrade Medford Water Commission's Customer Billing System Software

Motion: Approve Resolution No. 1693

Moved by: Mr. Johnson

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

6. Review of Vouchers

The Board reviewed the vouchers; Commissioner Johnson questioned the Jackson County

Watermaster payment. Staff noted we share the cost of many stations with Jackson County and we have \$25,000 budgeted for the year. Commissioner Anderson would like a future discussion on monitoring stations.

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – The plate settlers for basins #3 and #4 continue to be installed, should be completed and operational by the end of the month.
- b. Duff Maintenance Building – Building plans have been submitted to Jackson County for permits. The building cost has been received from MSI and forwarded to Marquess for review. This will come before the Board for approval on November 7.
- c. Rancheria Spring RFP – MWC received the Scope of Services and fee estimate from Jacobs.
- d. Corrosion Study – The pipe loop testing is nearing completion and the technical memorandum is forthcoming. The recommendation from Black and Veatch is to raise the PH of the water to mitigate the leaching of metals from pipes on the customer's side of the water meter. Black and Veatch will be providing a revised Scope of Services to start preliminary design of the caustic feed system. Public feedback will be needed as well.
- e. Conservation – Conservation Coordinator Searcy provided information on the following:
 - Staff will attend a Southern Oregon Landscape Association meeting next week at the Homes House, which is a Southern Oregon Friends of Hospice facility. The Board was invited.
 - Compiling non-revenue water amounts will be done using the AWWA Water Audit standard format. Staff will be researching losses, non-revenue and revenue water, as well as not billed water. Currently we are looking at 10.4% unaccounted water, ideally we should be under 10%.

Commissioner Whitlock questioned where the loss of water from Capital Hill Reservoir would be listed; staff noted it is in the total system input. General Manager Taylor noted we are looking at that but there are engineering components that need to be reviewed. Staff noted it is winter months only that we dump water. Commissioner Anderson requested that when the 10.4% number gets below 10% to please let the Board know.

7.2 Operations Report (Water Maintenance Supervisor Brian Davidson)

- a. Operations continue with normal maintenance projects. Operational metrics help track what is being done.
- b. Pertaining to Emergency Preparedness Planning, a committee has been created and will meet on a monthly basis. Each supervisor is making sure all employees are at the correct NIMS level.
- c. Requesting quotes on a valve exercising machine.

Commissioner Whitlock questioned if there was mandatory training for directors; Mr. Taylor was unsure but will check. Commissioner Bunn stated there have been

regional drills and when one is available to let them know. Central Point City Manager Chris Clayton did not believe mandatory training for directors is required.

7.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman)

a. Treatment

- Plant is off of 24 hour operations and making about 10 to 12 mgd right now
- Need to respond to fluctuating temperatures; our operating schedule remains flexible to meet system demands

b. Watershed

- Willow Basket commercial thinning operation is about 50% completed and is going well; first revenue and invoice are in.
- Recently had kickoff meeting with forestry consultant to begin discussing planning activities; near term and long term.
- We will be participating in an educational outreach program this Thursday teaching elementary aged children about the importance of watershed health and water quality.

c. Water quality is 100% compliant.

7.4 Finance Report (Finance Director Tessa DeLine)

a. Finance is wrapping up its portion of the Cost of Service Study. Additional information from other departments will be gathered, and will then meet with Shawn Koorn of HDR for input and review. Staff will also be working on the ten-year financial plan.

b. September financials are almost complete and are expected to be out by next week.

7.5 I.T. Report (Technical Services Administrator Kris Stitt)

a. Staff is wrapping up the testing of our finance system software upgrade by the end of this month. Once testing is complete, we will schedule a final data conversion with our vendor to move staff over to the new software.

b. Several staff members will be attending the Advanced Utilities Systems user conference in Chicago at the end of this month. This week-long conference provides training on our billing software. TS Administrator Stitt stated he will focus on the classes pertaining to the newer version of the software they will be upgrading to this year.

8. Manager's Report

8.1 Staff is working on developing Version 1 of a Quarterly Report. At the November Board meeting we will roll out the draft version. This will provide a clear line of site pertaining to goals, accomplishments, and where we fall short.

Commissioner Whitlock questioned when the Commission would re-examine the mission statement and goals. Mr. Taylor noted a retreat will be held with a facilitator in early 2019.

8.2 Mr. Taylor proposed the Chair or designee attend an AWWA Conference (Pacific Northwest Conference in May or the National AWWA Conference in June) in the coming year. It is good for the Commissioners to go to an industry conference to see what is done locally and nationally. Although it was not planned for in the budget, the MWC would cover the expenses for registration, lodging and travel. Commissioner Johnson

noted we used to do this, and he attended one of the national conferences and a few regional meetings. This will be brought back to the Board once event information is received.

9. Propositions and Remarks from the Commissioners

9.1 Commissioner Bunn noted Avista rolled out a curtailment notice and questioned how we do our curtailment notice. Mr. Stitt noted at this time we don't have an automated way to alert customers currently.

10. Adjourn

There being no further business, this Commission meeting adjourned at 12:54 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
City Recorder
Clerk of the Commission