



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, November 15, 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 12:40 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Leigh Johnson; Bob Strosser

General Manager Brad Taylor; Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Geologist Bob Jones; Operations Superintendent Ken Johnson; Watershed Administrator Craig Harper; Conservation Coordinator Dave Searcy; Water Treatment Plant Chief Operator Dan Perkins

Guests: Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor Bob Russell; Eagle Point City Administrator Henry Lawrence

3. Approval or Correction of the Minutes of the Last Regular Meeting of November 1, 2017
The minutes were approved as presented.

4. Comments from the Audience

5. Resolutions

- 5.1 No. 1657, 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 David Husel, that Certain Real Property Situated in Jackson County, Oregon, Described as a 10-Foot Wide Easement Being More Fully Described in Document No. 94-22652 of the Official Records of Jackson County, Oregon

A water main easement for this property was originally granted to the Commission in 1994. This quitclaim deed will remove an unnecessary encumbrance from the property as the water main was constructed in the public right-of-way and the easement is not required. Staff recommended approval.

Motion: Approve Resolution No. 1657

Moved by: Mr. Johnson

Seconded by: Mr. Strosser

Commissioner Bunn questioned if the road was dedicated; staff thought it was publically dedicated. General Manager Brad Taylor suggested holding the approval of the resolution until verified. Principal Engineer Eric Johnson provided additional information and stated the main is in the road.

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

Motion carried and so ordered. Resolution No. 1657 was approved.

- 5.2 No. 1658, A RESOLUTION Authorizing the Chair and the City Recorder to Execute a Five-Year Renewal of the Water Supply Agreement Between the City of Medford, Oregon, an Oregon Municipal Corporation, Acting By and Through its Board of Water Commissioners and Cherry Lane Well Wishers, Inc., a Non-Profit Corporation

This resolution will approve renewal of the water supply agreement with members of the

Cherry Land Well Wishers, which has been in effect since 1977. All properties have been annexed into the City of Medford. This agreement has been updated to reflect the annexation as well as new property owners and reviewed by Legal. Staff recommended approval.

Motion: Approve Resolution No. 1658

Moved by: Mr. Johnson

Seconded by: Mr. Bunn

Commissioner Bunn questioned the effect of the agreement; Attorney Cooper noted the agreement does not speak to future assessment. Principal Engineer Johnson provided the background and stated each property would pay separately. Commissioner Strosser provided additional information about substandard issues. Commissioner Anderson stated he would abstain due to a potential conflict of interest.

Roll Call: Commissioners Bunn, Dailey, Johnson, and Strosser voting yes. Anderson abstained.
Motion carried and so ordered. Resolution No. 1668 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 \$527,586.34

Moved by: Mr. Johnson

Seconded by: Mr. Anderson

Discussed were the vouchers of Oregon Department of Revenue (payroll deductions), Oregon Department of Forestry (Fire Pro – BBS timber land) and Elavon (merchant fees). Commissioner Anderson questioned transaction fees and the rates for credit cards. Staff did not have that information readily available but will provide at the next meeting.

Roll Call: Commissioners Anderson, Bunn, Dailey, Johnson, and Strosser voting yes.
Motion carried and so ordered.

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – The baffle walls are complete. The seismic walls are being poured. Excavation for the sedimentation basin is underway. Hand rail and electrical conduits are being installed on the bridges. Saw cutting for the influent flume pipe is complete. The top of the influent flume concrete is deteriorating and is in need of structural rehabilitation. Proposed repair, cost and existing concrete strength is being evaluated.
- b. City of Medford Lozier Lane Project – New 12" water main is complete for phase #1 and #2. Phase #3 will start next spring, which consists of installing the 12" water main from Prune Street to Garfield Street.
- c. Corrosion Study – The corrections/additions to the Existing Information Review Technical Memo will be forwarded to Black & Veatch this week. Coordination on the pipe loop construction continues. Barney and Worth have completed the 'taking points'. Staff requested direction on an email from Libby Barg of Barney and Worth concerning the survey.

The Board agreed with item #1 and 3, which was issue a news release and buy an online ad in the Medford Mail Tribune.

- d. Jackson County Table Rock Road Project – The project bid opening is Thursday. Bid tabulation from Jackson County should be available this week. Construction is scheduled to start in January 2018.

- e. City of Medford Foothill Road Project – Public Works is working on the design for the base drawing, which will be available in early December. It was noted the project is from Hillcrest to Lone Pine Road.

7.2 Operations Report (Operations Superintendent Ken Johnson)

- a. Three water breaks occurred this week:

A Crater Lake Highway 14" main break was caused by a contractor on Wednesday, November 8. Thirty one services received boil water notices; eight "special" bacteriological samples were collected and all passed. The boil water notice was lifted. A bill project was issued; the sub-contractor will pay for this break. Commissioner Strosser thanked staff for handling this project so well.

A West 8th and Hamilton Street 12" cast iron main break occurred on Friday, November 10. Two residences were impacted to some degree by water. This has been documented and customers have been given information if they choose to file a claim. This break could have been caused by soil shifting or an flaw in the cast iron. The lowest quote to repair the road was made by Knife River.

A Lynnwood Avenue main break was caused by a third party on Saturday, November 11. It was a typical break, response and repair.

The Commissioners appreciated staff for their quick response in handling these emergencies.

7.3 Water Quality/Treatment Report (Water Treatment Plant Chief Operator Dan Perkins)

- a. This week Jim Stockton is in Portland at the Water Quality Technology Conference.

- b. Staff is nearly complete with de-commissioning the plant for the season and will then divert attention to maintenance projects for the balance of the winter season.

- c. Other projects:

- Pipe loop testing station continues

- Preparing specs for the replacement of an un-interruptible power supply

- Preparing a request for quotation for the backflow service contract

- Clean out of roots at the surface water drainage culvert (upstream of industrial lands)

- Rancheria Spring Corrective Action Plan requested by OR Health Authority

- Big Butte Springs brushing work

- d. Watershed Administrator Craig Harper stated we have selected Mason, Bruce & Girard, a forest management consultant for planning and timber management.

- e. Rogue Drinking Water Provider Partnership is continuing to meet and help each other. This is through a grant from Oregon Health Authority to the City of Grants Pass; the grant was written by the Medford Water Commission.

7.4 Finance Report (Finance Director Tessa DeLine)

- a. The annual audit is in draft form and is now under review by other staff members. The Commission should receive the final draft before December 20.

- b. October financials are in draft form and should be out by the end of the week.

- c. Staff is in the process of drafting a banking RFP. The goal is to decrease the cost of banking services and explore other opportunities, such as lock box and line of credit. The RFP should be hand delivered to all local banks and credit unions by mid-December and awarded by the end of January.

8. Manager/Other Staff Reports

8.1 Status of Construction and Water Rights Permits

As requested by the Board at a previous meeting, staff has prepared a brief status summary of construction and municipal water rights permits. This project needs to be completed April 30, 2021 and covers the grading. We could pursue an extension, if needed. Principal Engineer Johnson noted this pertains to the wetlands. Commissioner Johnson questioned the water right vs. certificate. Geologist Bob Jones clarified a permit form must be extended until it is a certificate. Staff has noted we have certificated as much as we can at this time, about 70% total. Priority date is from the certificate date.

8.2 Front Counter Improvements

Staff has requested a security upgrade to the front counter area of the Commission's office to protect employees and property from unlawful entry and/or violence. As municipal offices can be targets for such events, City of Medford departments have already made extensive security improvements. After consulting with City staff, a construction proposal was presented to the Board. The preliminary estimate is between \$10,000 - 15,000.

The Board discussed security measures. General Manager Taylor noted staff is concerned with those with mental disorders, gestures, and knives. The Water Commission has had to call the Police for assistance.

Motion: Direct staff to spend up to \$15,000 for a security upgrade to the front counter area of the Commission's office.

Moved by: Mr. Strosser

Seconded by: Mr. Anderson

Plant Chief Operator Dan Perkins questioned why not bullet proof the front counter; staff noted it is much more expensive. Commissioner Strosser noted there have been increasing incidents in Medford's government area and staff safety is a priority.

Roll Call: Commissioners Anderson, Bunn, Johnson, and Strosser voting yes; Dailey voted no.

Motion carried and so ordered.

9. Propositions and Remarks from the Commissioners

9.1 Commissioner Johnson stated that if we are going to do anything with the Watershed pertaining to the care of the forest, he would prefer a private forestry group as opposed to the state or federal government. He thinks they would do a better job. Mr. Harper noted he has put out a RFP, has had to put out the quote twice, and the firm would plan and serve as administrator. Staff plans on making money because of the thinning of the trees that need to be done.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:47 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