



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, December 5, 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 12:40 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 John Dailey, Daniel Bunn, Rick Whitlock

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

Attorney Mark Bartholomew; Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Steve Walker of the City of Ashland; Shawn Koorn and Kevin Lorentzen of HDR

3. Comments from the Audience

4. Approval or Correction of the Minutes of the Last Regular Meeting of November 21, 2018
The minutes were approved as presented.

5. Review of Vouchers

The board reviewed the vouchers. One question was presented pertaining to Harris Group Inc. in the amount of \$27,766.20 for the Programmable Logic Controller (PLC) upgrade, Phase 3; Water Treatment & Quality Director Ben Klayman stated we are in the middle of a SCADA contract and this item has been budgeted.

6. Corrosion Study Update

6.1 Motion to Approve Preliminary Design Work

Mr. Klayman presented an update on the Corrosion Study by Black & Veatch pertaining to a recommendation to raise pH via sodium hydroxide. Rogue Valley Sewer has been advised and has agreed to this recommendation. It was noted there will be no change in color or taste difference.

Motion: Direct staff to allow Black & Veatch to proceed with preliminary design work per the recommendations of the Corrosion Control Study.

Moved by: Mr. Dailey

Seconded by: Mr. Whitlock

There was further discussion about the cost of the project and implementing with no interruption in the process.

Roll Call: Commissioners Anderson, Bunn, Dailey and Whitlock 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 punch list items are being worked on and will be completed in the near future.

- b. Duff Maintenance Building – The grading of the building pad is underway; erosion control measures have been installed.
- c. Rancheria Springs – The pre-design meeting with CH2M was held on November 27. The topographic survey is underway. The field work for the environmental assessment will start soon.
- d. Corrosion Study – Black & Veatch is finishing the final report for the Corrosion Study. Preliminary design of the recommendation from the study of a chemical feed system will start this month.
- e. Rehabilitate Filter 5-8 – Staff has reviewed the 75% preliminary seismic analysis and returned comments to Marquess. The 95% preliminary seismic analysis for the existing filters has been submitted by Marquess for staff review.

Commissioner Dailey questioned high rate filters vs. regular filters; Principal Engineer Johnson stated we cannot do high rate filters.

7.2 Operations Report (Water Maintenance Supervisor Brian Davidson)

- a. A valve exercising machine will arrive in February. The valve maintenance goal is to complete all maintenance in three years.
- b. An asphalt cutting saw will be purchased this month.
- c. Normal maintenance continues for valves, fire hydrants, and air valves.

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

- a. Operations
 - The plant is now offline for the winter. De-commissioning activities are being performed.
 - Matt Severloh has been promoted to Chief Plant Operator to replace Dan Perkins, who moved to Plant Supervisor.
- b. Watershed
 - Demolition of the structures on two of our life estate properties has been completed.
 - Commercial thinning at Willow Basket is wrapping up. Follow-up work includes clean-up and creating slash piles, which will be burned next fall.
 - Working with our forestry consultant to identify next pre-commercial and commercial thinning.
- c. Water quality is 100% compliant with regulations.

Commissioner Dailey requested a staff member attend next week's fire safety meeting to be held at North Medford High School. Commissioner D'Alessandro stated it is a Jackson County public hearing where they are accepting public testimony.

Commissioner Whitlock questioned if we found a purchaser for the pine from the Willow Basket thinning; Mr. Klayman noted we do have a purchaser.

7.4 Finance Report (Finance Director Tessa DeLine)

- a. The annual audit has been completed and the draft statement has been reviewed by staff. Staff is working on the narrative and supplementary schedules for the

Comprehensive Annual Financial Report. The audit will be presented at the next board meeting.

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

a. A cyber insurance follow-up was presented. TS Administrator Kris Stitt stated Brown and Brown would recommend that with using both City County Insurance and the proposed Travelers' policy, that we submit through the Travelers policy first and City-County second. The Travelers policy provides better coverage overall. He noted Brown and Brown also recommends reducing City-County to \$50,000, which would be a savings of \$1,200/year.

b. The finance software upgrade was moved one week to allow more time between the go live date and payroll. Staff will switch over during the weekend of January 18.

8. Manager's Report

8.1 Proclamation of Leigh Johnson Day

General Manager Brad Taylor noted a proclamation has been signed by Mayor Wheeler for Leigh Johnson Day, December 5. The MWC is working with the City to purchase a stone at WinterSpring on Leigh's behalf. Leigh Johnson's Celebration of Life is Sunday, December 9 at 2:30 p.m.

8.2 Mayor Wheeler is reviewing applications for the MWC board opening and expects it to be approved by Council Thursday, December 6, with a swearing in ceremony on Wednesday, December 19.

9. Propositions and Remarks from the Commissioners

9.1 Cost of Service Study

Motion: Direct staff to use Option 2 of the Cost of Service Study as presented at the study session.

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

Commissioner Whitlock questioned how utilizing debt financing is viable or is 'cash only' a better option. Mr. Taylor noted that staff will send some materials from last year's rate evaluation where debt options were reviewed. It is anticipated debt financing will be discussed ahead of next year's rate action.

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

Motion carried and so ordered.

Mr. Taylor appreciated the board recognition in moving forward in this direction.

9.2 Commissioner Whitlock stated he may have jury duty on Wednesday, December 19.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:26 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.