

## MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

December 16, 2015

The regular meeting of the Medford Water Commission was called to order at 12:13 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 John Dailey, Lee Fortier, Bob Strosser

Manager Larry Rains, Medford Deputy City Attorney John Huttli; City Recorder Karen Spoonts; Administrative Specialist Yvette Finstad; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Water Quality Director Rosie Pindilli; Operations Superintendent Ken Johnson; Public Information Coordinator Sara Bristol

Guests: Medford Councilmember Chris Corcoran; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor Bob Russell; Phoenix City Manager Steve Dahl

Commissioner Jason Anderson was absent.

### 3. Approval or Correction of the Minutes of the Regular Meeting of December 2, 2015

The minutes were approved as presented.

### 4. Comments from Audience

4.1 Commissioner Johnson thanked those in the audience for attending the MWC meetings.

4.2 Phoenix City Manager Steve Dahl stated that their unaccounted for water loss number has gone down from 25% to 11% which they attribute to taking a proactive approach.

### 5. Written Communications

#### 5.1 Letter from the Oregon Department of Environmental Quality

A letter related to the Capital Reservoir capter de-chlorination feed failure was received from DEQ on December 3. They have concluded that appropriate action was taken regarding the release of chlorinated drinking water to Lone Pine Creek on November 9, and that it was caused by events beyond the Commission's reasonable control; no formal action will result.

Councilmember Strosser thanked staff for the quick response to the failure.

### 6. Authorization of Vouchers

#### 6.1 Continued Vouchers from the December 2, 2015 Board Meeting

Payment to C&C Tires was approved by Commissioner Johnson who was absent from the previous meeting.

#### 6.2 Consideration of Vouchers for December 16, 2015 Board Meeting

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$723,487.85

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Roll Call: Commissioners Dailey, Fortier, Johnson, and Strosser voting yes; Fortier recused himself from the Rogue Shred, Rogue Disposal and Rogue Transfer & Recycling vouchers.

Motion carried and so ordered.

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

7.1 Duff Water Treatment Plant Floc/Sed Basins – Concrete pours continue with other portions of the bottoms of floc basins 3 and 4 being poured. Installations of electrical conduits continue in the ozone room, chemical feed room, yard lighting, and feed circuits continues. The fresh water supply piping has been started. The water meter vault has been set.

- 7.2 Highway 62 14" Water Main Reroute – ODOT is preparing the bid package for the project. The project will be advertised for bids early next year. ODOT has scheduled the bid opening for February 11, 2016.
- 7.3 Master Plan Updates – Two meetings with CH2M are scheduled for tomorrow. The first meeting will take place at the Duff Water Treatment Plant to work on the Duff Master Plan. The afternoon meeting will be at the Annex to work on the Water Distribution Master Plan and the Water Management and Conservation Plan.
- 7.4 City of Medford Lozier Lane Project – MWC and the City of Medford Public Works (City) staff presented the water main conflicts and cost to resolve the water main conflicts to Jacksonville Highway Water District (JHWD) on December 8. The conflicts between the proposed street improvement and the existing water facilities are water main relocation (nine main conflicts), fire hydrant replacement and water meter replacement. The estimated cost to resolve the conflicts is \$180,000. JHWD did not make a decision that night. JHWD's attorney, John Blackhurst, via an email has requested disillumination documents from MWC for JHWD. MWC staff continues to work with Marquess and Associates on the water design of MWC's portion of the project.

A map was presented for review. Principal Engineer Eric Johnson reiterated the issues with this area served by JHWD who is short on funding to upgrade their water lines. Because this is a county road, if JHWD chooses to dissolve this would more than likely go to Jackson County. It would then go to MWC, who would have to decide what to do. The City wants to go out to bid and start the project late summer although they do not want to bid a project that is not clean.

Commissioner Dailey questioned if we would be extending the line into the county; Engineer Johnson noted it is within the UGB and the road itself will be annexed in, although not the property owners in that area. Discussed was the dissolution of the water district. Manager Larry Rains questioned what the price would be for the MWC to put in the line; Engineer Johnson noted it could be up to \$800,000 for a 12" line. Currently there is a 6" line for a portion of the land and a dual 4" line for the balance. Mr. Rains noted this will be a nice road with sidewalks and the project needs to be done before the street is developed. Commissioner Dailey questioned who would get their current cash if they dissolve; Mr. Rains thought we would. City Attorney Huttl stated he needs to look if we would get the district if they dissolve as it may be the County before it would come to us. Mr. Rains noted that we took in Kings Highway Water District although that may have been a different circumstance due to it being mostly within the UGB.

Central Point City Manager Chris Clayton noted that the Lozier Lane project received federal grants and this step may have been missed. He suggested looking out for this in the future. Engineer Johnson noted the federal funding came through ODOT and they were unaware of the Kings Highway Water District.

- 8. Water Quality Report (Water Quality Director Rosie Pindilli)
  - 8.1 Backflow testing contracts are due to expire at the end of this month. Last year we had two Residential Backflow contracts due to the high number of assemblies now in our system. However, we only received one quote and that contractor will test all residential assemblies. We also have one MWC Owned Assemblies contract which consists mostly of the assemblies on the BBS lines, which are more difficult and time consuming to get to, and are quoted at a higher rate. Notices of Award letters were sent out to the contractors.
  - 8.2 BBS Groundwater Assessment Monitoring Update – A sampling plan has been submitted to the Oregon Health Authority for review. Grab samples will have to be performed as we do not have sample taps at each spring. The State pointed out that there is a higher risk potential to accidentally contaminate a sample.

9. Finance Report (Finance Administrator Tessa DeLine)

9.1 Staff is well on their way to catching up on the financial statements; the October through December financial statements should be done by the end of January. A computer programmer helped with correcting items; software issues still need to be resolved.

9.2 Staff is working with Moss Adams pertaining to streamlining the month end closing process.

10. Operations Report (Operations Superintendent Ken Johnson)

10.1 Due to the heavy storm there was a power loss at Big Butte Springs Sunday. Power was partially restored Monday evening, although staff expressed concern with PP&L as MWC did not have power restored sooner considering our priority standing in emergency response conditions.

10.2 Staff is working with Sensus pertaining to a plan to collect data on faulty meters. Sensus stated that they are experiencing a 3% failure rate on meters from one specific year. Those that have failed are under warranty and replaced. Commissioner Dailey stated that the failure rate seemed high; Operations Superintendent Ken Johnson provided additional information. Commissioner Dailey questioned if they warrantied staff time; Operations Superintendent Johnson noted that is in the discussion. Mr. Rains noted that this is a major revenue concern as some meters appear to run electronically backwards sporadically.

11. Manager/Other Staff Reports

The Board adjourned to Executive Session at 12:43 p.m.

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The Board reconvened at 12:56 p.m. with the same members present.

12. Executive Session in Accordance with ORS 192.660(2)(d): to conduct deliberations with persons designated by the governing body to carry on labor negotiations

13. Propositions and Remarks from the Commissioners

Motion: Ratify the union agreement as brought forth during the Executive Session

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Roll Call: Commissioners Dailey, Johnson, and Strosser voting yes; Fortier voting no. Motion carried and so ordered.

14. Adjourn

There being no further business, this Commission meeting adjourned at 12:57 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