

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION  
FEBRUARY 3, 2010**

Deputy City Recorder Karen Spoonts administered oath of office to Commissioner Cathie Davis, who has been reappointed to the Board; her term will expire in 2015.

The regular meeting of the Medford Water Commission was called to order at 12:45 p.m. on the above date at Medford City Hall Lausmann Annex, Room 151/157.

2. Elect Board Chair and Vice-Chair for Calendar Year 2010

The Board elected officers; the term will extend from February 3, 2010 through January 31, 2011. In past practice, the Commissioner whose term is set to expire after the upcoming year serves as Chair for that calendar year. Leigh Johnson's term expires on January 31, 2011 and is in line to serve as Chair beginning February 3, 2010. Tom Hall is in line to serve as Vice Chair for the same time period.

Motion: Elect Leigh Johnson as Chair and Tom Hall as Vice-Chair of the Medford Water Commission with a term ending January 31, 2011.

Moved by: Mr. Skundrick

Seconded by: Ms. Davis

Roll Call: Commissioners Anderson, Davis, Hall, Johnson, and Skundrick voting yes.

Motion carried and so ordered.

The following commissioners and staff were present:

Chair Leigh Johnson; Commissioners Jason Anderson, Cathie Davis, Tom Hall, and Don Skundrick

Acting Manager Eric Johnson; Deputy City Recorder Karen Spoonts; Administrative Coordinator Betsy Martin; Accounting Coordinator Tess DeLine; Public Information Coordinator Laura Hodnett; Water Quality Superintendent Bob Noelle; Geologist Bob Jones

Guests: Medford Councilmember's Bob Strosser, Jim Kuntz and Dick Gordon; City of Medford Attorney John Huttli; Medford Deputy Fire Chief Kurt Bennett; Central Point Councilmember Kay Harrison; City of Eagle Point Mayor Leon Sherman; Ed Olson of Brown & Caldwell; Steve Wilson of Charlotte Ann Water District; Mike Thornton of Thornton Engineering

3. Approval or Correction of the Minutes of the Last Regular Meeting of January 20, 2010

Approved.

4. Comments from Audience

None.

5. Written Communications

None.

6. Resolutions

- 6.1 No. 1391, A RESOLUTION Authorizing the Manager to Execute a Collection Agreement for Reforestation between Medford Water Commission and U.S. Forest Service, Rogue River-Siskiyou National Forest

This cooperative agreement for tree planting will cover 100 acres in spring 2010. In addition, mulching will be completed on 45 acres and gopher trapping on 200 acres; the project should take around 1-1/2 years. The total cost will be \$49,056.50. Staff recommended approval.

Motion: Approve Resolution No. 1391

Moved by: Mr. Hall

Seconded by: Mr. Skundrick

Commissioner Hall questioned why the Forest Service plants our trees; Geologist Jones noted that we have a partnership with them as they grow the trees for us and we piggyback on their tree planting contract. Commissioner Anderson questioned if this amount covers the cost of the trees; staff noted that it does.

Roll Call: Commissioners Anderson, Davis, Hall, Johnson and Skundrick voting yes.  
Motion carried and so ordered. Resolution No. 1391 was approved.

- 6.2 No. 1392, A RESOLUTION Authorizing the Manager to Execute an Indemnity and Hold Harmless Agreement By and Between Jackson County Master Gardener Association (JCMGA) and the City of Medford, By and Through its Board of Water Commissioners, Related to Limiting Liability to JCMGA during its 2010 Spring Fair

As in years past, MWC conservation staff would like to participate with an educational booth at the annual Spring Fair on May 1-2; the signing of a hold harmless agreement is a requirement of the application process. City Attorney John Huttli worked with JCMGA to draft an acceptable agreement. Staff recommended approval.

Motion: Approve Resolution No. 1392

Moved by: Ms. Davis

Seconded by: Mr. Skundrick

Roll Call: Commissioners Anderson, Davis, Hall, Johnson and Skundrick voting yes.

Motion carried and so ordered. Resolution No. 1392 was approved.

- 6.3 No. 1393, A RESOLUTION Authorizing the Manager to Execute an Owner's Sale Agreement and Earnest Money Receipt Related to Payment of Costs Associated with Acquisition of All Right, Title to, and Interest in the Victor P. Olson Property Also Known as 362W13 Tax Lot 800

Motion: Approve Resolution No. 1393

Moved by: Ms. Davis

Seconded by: Mr. Hall

Roll Call: Commissioners Anderson, Davis, Hall, Johnson and Skundrick voting yes.

Motion carried and so ordered. Resolution No. 1393 was approved.

## 7. Authorization of Vouchers

- 7.1 Continued Vouchers from the January 20, 2010 Board Meeting  
Two board members previously recused themselves from approving the voucher for Knife River; Commissioners Davis and Hall signed approval for that payment.
- 7.2 Moved to later in the meeting as the Board needed time to review the vouchers.

## 8. Engineer's Report

- 8.1 Duff Water Treatment Plant Fish Screens – The compressors and dehumidifiers' are being installed and plumbed.
- 8.2 Duff Water Treatment Plant Duff Operation Remodel – KSW has presented the Basis of Design to MWC. Staff is currently reviewing the report.
- 8.3 Jackson County Project Ross Lane – Staff has returned the Water Improvement Plan to Jackson County. Jackson County is advertising for bids this weekend and will tentatively start construction in May.
- 8.4 Bullis Reservoir – Exterior ladder is being installed this week. Two floor cracks (water stop rolled) are being repaired Thursday. Hatch railing to be installed later this month. Commissioner Skundrick questioned how long the cracks were there; Staff was unsure of the actual time.
- 8.5 Control Station Upgrades – CH2M HILL is proceeding with the investigation and evaluation phase of the project. The preliminary design report is scheduled to be completed in March.

- 8.6 Ave G 48" Transmission Main – Commission's and Staff reviewed the RFP's from MSA, Thornton Engineering, CEC and Hammond Engineering. MSA's cost was \$249,332.00; Thornton Engineering \$157,210.77; CEC \$148,045.00; and Hammond Engineering \$172,612.00. Based on the best combination of qualifications and cost, Thornton Engineering was selected for the Ave G 48" Transmission Main Project. The "Notice of Intent to Award" will be issued to Thornton Engineering today. Commissioner Anderson questioned why it was \$10,000 more; Commissioner Hall noted that we do not open the bid until the rating is done but that those who reviewed thought that the MWC would be getting a better package with Thornton Engineering.
- 8.7 Coker Butte and Owens – Staff continues to work with the City to finalize plans and specification. The project will be advertised soon with construction to tentatively start May.
- 8.8 Bond – Cherry Lane Estates Water Pressure Issue – Notification will be sent to residents late next week concerning pending water main construction. Water main construction scheduled to start the week of the 22<sup>nd</sup>.

9. Water Quality Report

9.1 Duff Water Treatment Plant

The Notice of Award has been issued for the High Service Pump #3 Replacement project. Triad Mechanical returned the signed contract documents yesterday; the Notice to Proceed will be issued upon final execution of the contract by the manager.

Quotations for the security and communications alarm system project at the Duff WTP are due February 9 at 2:00 p.m.

Staff attended the information session and public hearing for the proposed Critical Habitat Designation for Cooks desert parsley and large-flowered woolly meadowfoam yesterday evening. Most of the Commission's undeveloped property at the Robert L. Lee Water Quality Complex is included in the proposal, although the overall impact to MWC is minimal as the property is already listed as critical habitat to protect the fairy shrimp/vernal pool complex. Staff has provided written comment and was successful in getting the existing graded areas excluded. The final plan is expected by June 15, 2010.

The Commission will be receiving proposals on February 11 for the wetlands project at the Robert L. Lee Water Quality Complex. Staff is hoping to recruit a Board member to assist with the selection process; a review committee meeting (Mr. Rains, Mr. Jones and Mr. Noelle) is tentatively scheduled for February 19 at 10:00 a.m. Ms. Davis has agreed to assist with the selection process.

9.2 Water Quality

Staff will be meeting with the U.S. Army Corps of Engineers next week to begin developing a coordinated response plan that would be implemented during the next harmful algae bloom public health advisory that may be issued for Lost Creek Lake.

The Cross Connection Control program study session has been rescheduled for the next Board meeting of February 17.

10. Finance Report

10.1 The MWC and the City will be meeting for the joint banking RFP this week.

10.2 The December financial statements are done and will be in the next Board packet.

11. Manager/Other Staff Reports  
None.

\*Out of sequence.

7. Authorization of Vouchers (continued)

7.2 Consideration of Vouchers for February 30, 2010 Board Meeting

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$417,939.70.

Moved by: Mr. Skundrick

Seconded by: Mr. Hall

Questioned were the payments to Bernie Alexander, CPF Money Processing System, and Medford School District 549C.

Roll Call: Commissioners Davis, Hall, and Johnson voting yes; Anderson recused himself from the following invoices: Asante, Knife River and C&C Tires; Skundrick recused himself from the Knife River voucher. Motion carried and so ordered.

\*Back in sequence.

12. Propositions and Remarks from the Commissioners

12.1 Commissioner Skundrick questioned if we could have the Engineering Report and the Water Quality Report as handouts during the meeting. Staff agreed to have these available for the Board.

12.2 Commissioner Anderson appreciated the work done on item 6.3 and noted how it will be for the benefit of everyone.

12.3 Commissioner Davis questioned the 14% increase allocation brought up at the Utility Billing Cost Allocation Study Session and requested staff's input on out how this came about. Commissioner Anderson noted that it only pertained to sewer rates. Councilmember Strosser questioned how the percentage may have changed; Staff to bring utility billing figures for the last five years to the next meeting. Commissioner Hall questioned how much our utility bills have gone up in the last five years; Commissioner Strosser noted that those utility fee increases would not affect the billing fees. Commissioner Johnson questioned if the 14% was a one time hit; Acting Manager Johnson did not know what it was based on.

12.4 Commissioner Johnson shared with the Commission that as Chair he would like to have a goal to would closer with the City and all entities that works with the MWC on reducing water usage. Commissioner Anderson thought this topic could be addressed on the Medford Forum. Public Information Coordinator Hodnett noted that we now have a commission called the Water Conservation & Landscape Committee.

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:22 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.