

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

FEBRUARY 17, 2010

The regular meeting of the Medford Water Commission was called to order at 12:25 p.m. on the above date at Medford City Hall Lausmann Annex, Room 151/157.

The following commissioners and staff were present:

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

Manager Larry Rains; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Engineer Eric Johnson; Accounting Coordinator Tess DeLine; Public Information Coordinator Laura Hodnett; Water Quality Superintendent Bob Noelle; Operations Superintendent Ken Johnson

Guests: Medford Councilmember Jim Kuntz; City of Medford Attorney John Huttli; Central Point Councilmember Kay Harrison; Eagle Point Administrator Dave Hussell

Commissioner Jason Anderson was absent.

2. Approval or Correction of the Minutes of the Last Regular Meeting of February 3, 2010  
Approved.

3. Comments from Audience  
None.

4. Written Communications  
None.

5. Resolutions

- 5.1 No. 1394, A RESOLUTION Awarding and Authorizing the Manager to Execute a Contract with Thornton Engineering, Inc., in the Amount of \$157,210.77, for Consulting Services to Design a 48-Inch Water Transmission Main from the Robert A. Duff Water Treatment Plant to Avenue G and 11<sup>th</sup> Street, White City, Oregon

Staff received four responses to the RFP, from Construction Engineering Consultants, Inc., Hammond Engineering Inc., MSA, Inc., and Thornton Engineering, Inc. A Notice of Intent to Award was issued on February 4th to Thornton Engineering; the Commission had not received any protests at the time of agenda publication. Thornton Engineering provided the best qualifications at the best price. Staff recommended approval of the award in the amount of \$157,210.77.

Motion: Approve Resolution No. 1394

Moved by: Mr. Skundrick

Seconded by: Mr. Hall

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

Motion carried and so ordered. Resolution No. 1394 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 \$1,533,988.79.

Moved by: Ms. Davis

Seconded by: Mr. Hall

The Board questioned the Board lunch voucher, which staff noted was higher due to the additional people that attended the recent meeting; the pump station voucher, and if we had a contract with Aramark for uniforms, of which staff noted that there is a five-year contract.

Roll Call: Commissioners Davis, Hall, Johnson and Skundrick voting yes; Skundrick recused himself from the Knife River voucher. Motion carried and so ordered.

7. Engineer's Report

- 7.1 Duff Water Treatment Plant Fish Screens – Internal plumbing and electrical is almost finished. The test run could take place next week; once completed, the project will be on hold until May. The air burst system will be tested next week. In water permits are also needed. The tower contains two pumping cells; expect to start work in the tower sometime in June. Commissioner Hall questioned if the screens are in; staff noted that they are not.
- 7.2 Duff Water Treatment Plant Duff Operation Remodel – Kistler Small + White is starting work on the design phase.
- 7.3 Jackson County Project Ross Lane – Jackson County is currently advertising for bid which will be opened in March. The project is expected to start sometime in April or May.
- 7.4 Bullis Reservoir – The pad was poured this week; handrails are to be done in the near future. Biological testing is currently under way.
- 7.5 Control Station Upgrades – Staff is reviewing the preliminary report; will then decide to proceed with design aspect.
- 7.6 Ave G 48" Transmission Main – Project was awarded today; once contract is executed the project kickoff meeting will be scheduled.
- 7.7 Coker Butte and Owens – Working with the city.
- 7.8 Cherry Lane Estates Water Pressure Issue – Notification sent out this week; will start construction next week.

8. Water Quality Report

- 8.1 Duff Water Treatment Plant  
The Security Community project was out for bid; four bids were received. Pacific Electrical Contractors was the lowest bidder and the contract has been awarded to them. The other bidders were Welburn Electric Inc., Valley Electrical Contractors Inc., and Precision Electric, LLC.
- 8.2 Water Quality  
Five proposals for the Water Quality Complex Wetlands project were received; the review meeting is scheduled for Friday. This is expected to be brought to the Board at the March 3 meeting.

A complaint was received from an east Medford resident pertaining to their water quality. It was determined that he had a fuel leak in his pickup which got into his PVC water line. Various chemicals leached into his drinking water; the water was tested and noted that his water is unsafe. The DEQ will be notified for cleanup of the property. The neighboring property owner has been advised for the potential of leakage into their property; the MWC will be testing his water as well. Commissioner Hall questioned the quickness of the contamination; Manager Rains noted how these issues take place with PVC pipe. No effect is expected or noted on the MWC system or water served to our customers. We use ductile iron pipe as mainline material and copper as service line material.

9. Finance Report

- 9.1 The joint banking RFP with the City was released and sent to qualified banks; the meeting will be next week. Manager Rains questioned if any commissioner was interested in serving on this committee; none were. Attorney Huttl noted that although there is a joint RFP the MWC could choose to separate from the City.

- 9.2 The December financial statement was in the Board's packet; loss seems to be seasonal. The positive note is that we are lower in budget than normal.

10. Operations Report

- 10.1 Operations Superintendent Johnson stated that crews are doing the typical maintenance for this time of year. The goals are to look at obsolete inventory, declare as surplus and hopefully to be sold as scrap.
- 10.2 Hillcrest Pump Station RPF - Eighteen contractors purchased bid documents; ten contractors prequalified.
- 10.3 Big Butte Springs Anode Beds – Just finished; staff obtained an easement on Coker Butte Road. The next step would be the interruption test for cathodic testing.
- 10.4 Big Butte Springs Driveway Project – Plans will be finished sometime in April/May.

11. Manager/Other Staff Reports

- 11.1 Consider Approval of Board Goals for Fiscal Year 2010-11  
After the February 10 goals session, staff prepared a draft of the Board Goals for review and acceptance by motion.

Commissioner Skundrick questioned if there were other suggestions that were not on the Board Goals; staff noted that infrastructure was taken out and that there were no new major changes.

Motion: Approve the Board Goals as discussed at the February 10 study session.

Moved by: Mr. Hall

Seconded by: Ms. Davis

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

Motion carried and so ordered.

- 11.2 Final stat report is being finished; unaccounted water has been investigated, which is now under the 3% range. Staff will continue to monitor. The Utility Management Plan will eventually change the look of the statistical report. Commissioner Skundrick questioned what our total water loss is in gallons; Staff did not have that information readily at hand but noted that the loss amount that can be accounted for was around 31 million. Questioned was the water used for fires; staff noted that is estimated by the Fire Department. Metered lines to the cities were discussed as well.
- 11.3 Water Forum – Every July the MWC does a water forum; this year we will discuss water rates. More details to follow.
- 11.4 Lack of Water – The MWC may have to operate Rancheria PS, which is water we don't use except in low drought years such as 1960's and early 1990's. Improvements have been recently made to it with access for a mobile generator. Staff is looking at possibly setting up for a permanent generator of approximately \$10,000-\$20,000, or another portable generator. Another option is to rely on BBS Operator Dennis Burg to have him flip the switch when power goes out. Action now could help in an emergency this year. Commissioner Skundrick would like more information if possible. Staff noted that this is a cautionary flag that has popped up due to low water, sharing of water rights with Eagle Point as well as Duff Fish Screen installation. Commissioner Skundrick questioned the public relation standpoint pertaining to water usage. Public Information Coordinator Hodnett noted that the May newsletter could have this topic addressed and we may need to implement a stage one curtailment issue (stage one does not cut off water use but is a first step toward awareness). Commissioner Johnson would like to see us proactive on this sooner than that and address

conservation as well. Manager Rains will meet with Eagle Point Irrigation District soon to discuss this issue. Discussed was meeting with newspaper and TV to help get the information out to the public about awareness. MWC has two mobile generators now, one kept at Duff, one at MWC. Commissioner Hall said he thought a third portable generator might be a course of action; Manager Rains to check out options of portable generators. Principal Engineer Johnson noted that we will be in the river at the Intake for Fish Screens for about two months. Commissioner Hall questioned if we need to get in the river this year; water right permits/certifications for cities are needed and are waiting for this project to be complete this October. Next meeting will bring this issue back to the board.

12. Propositions and Remarks from the Commissioners

12.1 Commissioners Johnson and Skundrick will not be at the next Board meeting; Commissioners Hall and Davis will.

12.2 Commissioner Johnson commented on the 21 fixed leaks noted on the Internal High User Consumption Accounts and appreciated the work staff is putting into this in order to save water.

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:10 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.

Karen M. Spoonts, CMC  
Deputy City Recorder  
Clerk of the Commission