

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
February 20, 2013

The pledge of allegiance was given.

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

Acting Chair Cathie Davis; Commissioners John Dailey, Lee Fortier

Manager Larry Rains; Attorney John Huttli; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Water Quality Administrator Rosie Pindilli; Operations Superintendent Ken Johnson

Guests: City of Medford Councilmember Bob Strosser; Central Point Mayor and Liaison Hank Williams; Central Point Interim City Manager Chris Clayton; Ashland Associate Engineer Pieter Smeenk; Eagle Point City Administrator Henry Lawrence; RH2 Engineering Joe Strahl; City of Talent Councilmember Darby Stricker

Commissioners Jason Anderson and Leigh Johnson were absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of February 6, 2013

The minutes were approved as presented.

4. Comments from Audience

None

5. Written Communications

5.1 Quarterly Letter to the Mayor and City Council

The report for the second quarter of FY 2012-13 was presented. The board members agreed to its contents, the Chair will sign and staff will forward the letter and relevant attachments to the Mayor and Council.

Motion: Direct staff to send quarterly letter to Mayor and Council.

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Roll Call: Commissioners Dailey, Davis, and Fortier voting yes. Motion carried and so ordered.

5.2 Letter from the Water Conservation Site Development Committee

A letter was received from the Water Conservation Site Development Committee and the Southern Oregon Landscape Association (SOLA) (some members of SOLA are participants of the Water Conservation Site Development Committee) requesting funding from the City of Medford and the Medford Water Commission for site design and perhaps construction of phase one of a new demonstration garden. The history of the present Bear Creek Park Demonstration Garden was presented. Staff requested direction for budget purposes.

Commissioner Davis questioned if the City is going to invest in the garden; Councilmember Strosser noted he will present this information at the upcoming council meeting. Commissioner Dailey commented that given the history, he would agree to maintenance vs. paying for the project. Manager Rains noted that the board had requested the original garden. Mr. Dailey stressed that the garden needs to be taken care of; Mr. Strosser agreed and will remind the City pertaining to maintenance. Mr. Rains stated that he will put a tentative line item in the budget, to be determined later by how much the City puts into the project as well. Ms. Davis would like to see it proceed as it is an important element of our conservation program. Attorney Huttli questioned when the current demonstration garden at Bear Creek Park was completed;

Public Information Coordinator Hodnett stated that it was completed in 1992 and was a group project by the MWC, City and SOLA. She further stated that it never was a great location as it did not have visibility and the City did not maintain it as needed. SOLA recently came to the MWC requesting to update the Demonstration Garden at Bear Creek Park but Ms. Hodnett noted that she didn't want to see more money put into the current project. Ms. Davis questioned if there was a compost area as well; Ms. Hodnett noted that there was but it was separate project. Ms. Hodnett addressed the issues that are there and what we have learned in the process.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$2,015,956.90

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Roll Call: Commissioners Dailey, Davis, and Fortier; Fortier recused himself from the Rogue Disposal voucher. Motion carried and so ordered. The Rogue Disposal voucher will be continued to the March 6, 2013 meeting for a confirmed quorum approval by Commissioners Anderson and Johnson.

7. Engineer's Report (E. Johnson)

7.1 Duff Floc/Sed Basins – Weekly predesign, coordination meeting and water quality testing continues. A project workshop was held on January 29 to discuss predesign options and the Basis of Design Report. The technical memorandums from the workshops are being prepared as well as the March 20 study session.

7.2 Duff Emergency Backwash – The reservoir was emptied and the work in the clearwell was completed. A hole was cut in the high service pump room ceiling and floor. Removal of existing emergency backwash piping is complete. Electrical equipment preparation is under way. The reservoir and clearwell has been refilled and are back in service. Submittal approval process is ongoing for pumps, motors and electrical equipment.

Mr. Dailey questioned when the pump would arrive; Principal Engineer Johnson noted it is scheduled to arrive in June. If it does not arrive on time, the installation would be moved to August or September.

7.3 Martin Control Station – Slayden has full mobilization on site. Site excavation is underway. Submittal approval process is ongoing.

7.4 Water Main Project Lyman Street & Bundy Street – Water main design is underway.

7.5 Water Main Project Highway 62 Bypass – The pot holing of the existing water main to obtain conflict data continues and is nearing completion.

8. Water Quality Report (Pindilli)

8.1 Regulatory Update – As of February 13, the Environmental Protection Agency has published the final revised total coliform rule which will affect all public water utilities. We have until April 2016 to comply with this rule but staff is starting to set up for it. The update will eliminate the total coliform maximum contaminate level. If positive samples are received, it will require the MWC to determine why positive samples were received.

8.2 Staff is checking quality of dead end lines and flushing where needed in order to keep the water fresh.

9. Finance Report (DeLine)

9.1 Finance Administrator DeLine stated that staff is scheduled to add to the investment portfolio which is yielding .5%. She noted that pool rates should drop further.

9.2 The consultant is on site and working on the work order aspect of the software program.

10. Operations Report (K. Johnson)

10.1 No Lead Issue and Brass– Operations Superintendent Johnson updated the board on the no lead issue stating that the deadline for no lead in the ground is January 2014. He noted that he spoke to Dave Leland, Oregon Health Department's Clean Water Division, who said that the EPA is setting up a guidance document to help use or not use the brass. There may be a slight opening in the door on the use of our brass inventory. Mr. Johnson would like to draft a letter to the Association of State Drinking Water Administrators (ASDWA) and the EPA stating our concern and our support of the No Lead Act with the comment that we have no lead in our water. Staff believed there may be other cities who may do the same thing. Mr. Rains noted that this should have happened a year ago with American Water Works Association and agreed that this is a small effort. Mr. Johnson requested board input. The Commission questioned the possibility of a change and what cities would be involved in the letter; staff was unsure about the possibility of the change with the EPA and that the letter would only come from the Medford Water Commission. The Commission suggested staff write as many letters as they could.

11. Manager/Other Staff Reports

11.1 Water Conservation Assistance Grants Guidelines - Staff requested direction on proposed changes to the Water Conservation Assistance Grants Guidelines. Ms. Hodnett stated that we have been granting conservation grants since the 1990s. In 2004 the grant limit was \$5,000 per project although the board, at times, has given \$10,000. She further noted that the amount of percentage of match we give is 30% of the project, which is a small match. By making the proposed changes this will bring the guidelines up-to-date and reflect what we have been doing or would like to do. Ms. Davis questioned if this would be in our conservation program; Ms. Hodnett noted that it is already there, these are just changes. She further stated that staff would like to include fixture retrofit and these changes can be beneficial. The board agreed.

12. Propositions and Remarks from the Commissioners

12.1 None

13. Executive Session in Accordance with ORS 192.660(e)(i) – To review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing

The Board adjourned to executive session at 12:52 p.m.

The Board reconvened at 1:12 p.m. with the same members present.

14. Adjourn

There being no further business, this Commission meeting adjourned at 1:13 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.