

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
MARCH 3, 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:

Acting Chair Tom Hall; Commissioners Jason Anderson and Cathie Davis

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; Geologist Bob Jones (via phone)

Guests: Medford Councilmember Bob Strosser; City of Medford Attorney John Huttl; Medford Parks Director Brian Sjothun; City of Eagle Point Mayor Leon Sherman

Commissioners Leigh Johnson and Don Skundrick were absent.

2. Approval or Correction of the Minutes of the Last Regular Meeting of February 17, 2010
Approved.

3. Comments from Audience

- 3.1 Medford Councilmember Bob Strosser commented that he has not heard anything yet from the City regarding sharing of billing costs.

*out of sequence

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$400,400.80.

Moved by: Ms. Davis

Seconded by: Mr. Hall

The Board questioned the tumblers from Concepts in Advertising; Staff noted it was paid for from a wellness grant.

Roll Call: Commissioners Anderson, Davis and Hall voted yes; Anderson recused himself from the Knife River and C&C Tires voucher. Motion carried and so ordered. The Knife River and C&C voucher will be continued to the March 17, 2010 meeting for a confirmed quorum approval from Commissioner Johnson.

6. Engineer's Report

- 6.1 Duff Water Treatment Plant Fish Screens – Tree screen inserts and debris deflectors was delivered to the site.
 - 6.2 Duff Water Treatment Plant Operation Remodel – KSW continues working on the design phase of the project.
 - 6.3 Jackson County Project Ross Lane – Bid opening has been rescheduled for March 4. Councilmember Anderson questioned where the *Mail Tribune* received the million dollar figure for the project; Engineer Johnson noted that it was a guess.
 - 6.4 Bullis Reservoir – Hatch railing to be delivered and installed next week. The grading and rock road is almost finished. Commissioner Hall questioned if we were full and operational; Engineer Johnson noted we were.
 - 6.5 Control Station Upgrades – Staff and CH2M HILL will meet on March 11 to review the preliminary design report.

- 6.6 Ave G 48" Transmission Main – A project kick off is scheduled for March 4 with Thornton Engineering to start the project.
- 6.7 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 in May. This project had been postponed for a few weeks.
- 6.8 Bond - Cherry Lane Estates Water Pressure Issue – Installation of the water main is complete and testing is under way. This should be completed by the end of the week.

Commissioner Hall questioned a project on Avenue G; staff noted it is a storm drain project.

7. Water Quality Report

7.1 Notification of Intent to Award Wetlands Delineation Project

Proposals were received from Northwest Biological Consultants (NBC, Ashland), and four Portland-area consultants: ICF International, HDR, SWCA Environmental Consultants, and Terra Science. The evaluation committee, which included Commissioner Davis, reviewed the proposals and ranked NBC and HDR highest; the committee recommended award to NBC based on their qualifications and approach to the project, the fact that they're locally based and the cost. The total project cost of \$194,643 exceeds FY 2009-10's allocated budget for Task 1; the remainder would be budgeted in future years. Barring any protests, award of this contract will be presented to the Board for its consideration at their March 17, 2010 meeting.

Geologist Bob Jones called in from Washington, D.C.; he referred to a written report which was included in the packet. NBC proposed more upfront coordination so that the MWC could decide where we are going. Commissioner Hall liked the RFP process but was shocked at the difference of price and thought we were clear on what we were asking for. Manager Rains noted the permit process was questioned by all but he didn't think we can afford to wait for the last five years to obtain an approval of this project. Geologist Jones noted the option that we could use to get past the permit process. Commissioner Davis noted that it was a good process.

7.2 Fire Service Backflow Protection Regulations

Water Quality Superintendent Noelle commented on existing state regulations, on the specificity of the rule, how the state investigates and enforces the rule, and whether the rule is mandatory or non-mandatory concerning existing services. He noted they were fully compliant when installed. The Board questioned current standards. Staff noted that state rules are silent on higher standards and grandfathering; currently the MWC is consistent with state practices. Staff would like to support our existing policy.

8. Finance Report

- 8.1 The RFP will close next week for the City of Medford and MWC Joint Banking RFP; there was a good turnout to the first meeting pertaining to this.
- 8.2 Medford Police will present armed robbery training for staff.
- 8.3 Commissioner Anderson questioned the financial investments with the City. The City currently has an investment firm on Board; staff had presented a study session to the Board and is waiting for their direction. State approved lists are the only banks that we can work with and many don't want to work with us due to collateralization. The Board requested more information on CD rates.

9. Operations Report

9.1 Notification of Intent to Award Hillcrest Pump Station Site Improvements Project

Nine companies submitted bids on this project; staff intends to issue the Notice of Intent to Award on March 3, 2010, to Acme West, Inc., as low responsive, responsible bidder, at a cost of \$35,911.00. The highest bid was slightly over \$48,000. The Board questioned what we budgeted for; staff noted it was over \$50,000.

9.2 Emergency Backup Power for Rancheria Pump Station

Staff provided information of possible alternatives for ensuring power to and operation of the Rancheria Springs pump station in the event of a low-water season. Advantages and disadvantages were presented of either a purchased fixed generator or a portable generator; staff requested the fixed generator due to the cost, although the cost presented was an estimate. Manager Rains noted that a pad and fence are ready to go and explained the process needed to bring in a portable generator, the flow of the streams and Rancheria. The Board agreed to the purchase of the fixed generator if staff feels that is the right choice.

9.3 Bid documents are ready for the Big Butte Springs Driveway Improvement Project RFP held on March 10. The project is for the rebuilding of the roadway of approx 1,200 ft for areas that have failed.

10. Manager/Other Staff Reports

10.1 Public Information Briefing

Staff presented information and a sample press release that may be utilized to raise awareness of the impact of low precipitation levels on MWC's water resources. A Curtailment Action Plan was presented; although Manager Rains would rather not implement Stage 1 as we are not at that place right now. Public Information Coordinator Hodnett thought the MWC needed to raise awareness with a news release pertaining to why we are updating the fish screen at the Duff. Cities that we serve were also discussed pertaining to notification. Commissioner Hall talked about the snow pack, that we are not lower than the rest of the state, that we are border line on crying wolf with the Curtailment Action Plan, and would not want this sent out at the present time.

Coordinator Hodnett noted that the Rogue Umpqua is only about 60% of normal water. She explained how much water we need per day during the summer and probably wouldn't be able to make the peak day without the Duff in full operation. There most likely will not be enough water in the lake for Eagle Point Irrigation District. Manager Rains noted that the emphasis at the last Board meeting was for staff to provide something for water conservation due to lower water. He also noted that the MWC will be meeting with Eagle Point next week pertaining to water. The Board wanted to see what the weather presented in March. The Board agreed to wait; this item will be discussed at the April 7 Board meeting.

10.2 Operations Superintendent Johnson stated that the DEQ and other agencies have called the MWC regarding the Capital Hill Reservoir overflowing into Lone Pine Creek. He noted that we have always had an overflow into the creek since 1950.

*back in sequence

4. Written Communications

4.1 Letter from the Medford Youth Baseball Society

A request was received from this non-profit organization to allow them to install a booster pump to increase water pressure at a youth baseball park in U.S. Cellular Park without installing a holding tank and air gap, as required by MWC's *Standards for Water Facilities*, "3.13 Private Pump System." Staff believes that the reasons for the regulation are valid and does not recommend

approval of the "variance." Staff provided information on the pressure, that we do allow pumping stations, although there may be a possibility of an incorrect sizing of their irrigation system.

Medford Parks & Recreation Director Brian Sjothun noted that it is a City of Medford facility and that the Medford Youth Baseball Society has a contract with the City to manage the site. The City was taken by surprise at their request. He agrees with Mr. Johnson's comments that there are other solutions. He expressed concern that if this was granted it would have a negative impact on other portions of the park and stated that the City of Medford is opposed to the request.

Commissioner Anderson questioned if the City will help the Medford Youth Baseball Society with their request; Director Sjothun noted that they would. Commissioner Davis thanked Mr. Sjothun for his willingness to work with the Medford Youth Baseball Society. Commissioner Hall commented that the MWC provides grants for water conservation. The Board agreed to let the Medford Parks & Recreation Director work with the Medford Youth Baseball Society to solve the issue and noted they would like to hear back from the Parks & Recreation Department on the final outcome. The Board also requested a letter go out to the Medford Youth Baseball Society requesting them to work with the Medford Parks & Recreation Department.

11. Propositions and Remarks from the Commissioners
None.

12. 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.

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