

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
March 6, 2013

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:35 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair Jason Anderson; Commissioners Cathie Davis, John Dailey, Lee Fortier; Leigh Johnson

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; Operations Superintendent Ken Johnson; Duff/WTP Supervisor Jim Stockton

Guests: City of Medford Councilmember Bob Strosser; Central Point Mayor and Liaison Hank Williams; Central Point City Manager Chris Clayton; Ashland Associate Engineer Pieter Smeenk; Ashland Public Works Director Mike Faught; Eagle Point Mayor and Liaison Bob Russell; Eagle Point City Administrator Henry Lawrence; Eagle Point Public Works Director Robert Miller; Chris Peters of RH2 Engineering; Talent Councilmember Darby Stricker; Greg Jones

3. Approval or Correction of the Minutes of the Last Regular Meeting of February 20, 2013

The minutes were approved as presented.

4. Comments from Audience

4.1 Ashland Public Works Director Mike Faught expressed concern with the upcoming study session because of the recent article in the Medford Mail Tribune about the City of Ashland and their desire to connect to Medford's water for emergency purposes. He stated that the City of Ashland will be coming to the meeting to discuss options pertaining to emergency connections.

4.2 Central Point City Manager Chris Clayton submitted a letter on behalf of Central Point and their review of HDR Consulting's report/analysis on system development charges; he noted they are pushing for a more thorough review due to conservation and how that can impact financial and future needs. Mr. Clayton expressed other concerns such as transparency and the ERU definition. Commissioner Jason Anderson stated that the board will address this later in the meeting.

5. Resolutions

5.1 No. 1513, A RESOLUTION Revising Medford Water Commissions Guidelines for Awarding Water Conservation Assistance Grants

As discussed at the last meeting, staff has requested changes to the guidelines for awarding water conservation grants. The proposed changes include increasing the maximum grant amount from \$5,000 to \$10,000 per project per fiscal year; increasing MWC's match percentage to 50 percent; and updating design criteria for irrigation systems. The board agreed to consider approval of these changes by resolution at this meeting. Staff recommended approval.

Motion: Approve Resolution No. 1513

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier, and Johnson voting yes.

Motion carried and so ordered. Resolution No. 1513 was approved.

6. Authorization of Vouchers

6.1 Continuation of Vouchers from the February 20, 2013 Board Meeting

Payment to Rogue Disposal & Recycling was approved by Commissioner Anderson and Johnson, who were both absent from the previous meeting.

6.2 Consideration of Vouchers for the March 6, 2013 Board Meeting

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$632,709.33

Moved by: Mr. Johnson

Seconded by: Ms. Davis

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier, and Johnson voting yes; Fortier recused him from the Rogue Disposal and Rogue Transfer & Recycling vouchers. Motion carried and so ordered.

7. Engineer's Report (E. Johnson)

- 7.1 Duff Flocc/Sed Basins – Weekly predesign, coordination meeting and water quality testing continues. The technical memorandums from the workshops and the March 20 study session are being prepared.
- 7.2 Duff Emergency Backwash – Exterior electrical is under way. Submittal approval process is ongoing for pumps, motors and electrical equipment.
- 7.3 Martin Control Station – Building excavation is done. Under slab electrical conduit is being installed and concrete forming is under way. Submittal approval process is continuing.
- 7.4 Water Main Project Lyman Street & Bundy Street – Water main design has been submitted and staff is currently reviewing the plans.
- 7.5 Water Main Project Highway 62 Bypass – The pot holing of existing water main to obtain conflict data continues and is nearing completion.

8. Water Treatment Report (Stockton)

- 8.1 Commissioning activities have already started at Duff for the new operating season. Staff has gone through the ozone system to get ready.
- 8.2 Anthracite media has been put into the filters; staff will wash and skim in order to meet the sieve analysis.

9. Finance Report (DeLine)

- 9.1 Finance Administrator Tessa DeLine stated that this is the first week in some time that there were no vendors on site which allowed time to focus on the January Financial Statement as well as the annual budget.
- 9.2 The Commission will be extending their banking contract with Umpqua Bank for another year; staff will be reviewing rates and fees charged to us and check the market to see if there is room for improvement.
- 9.3 As of April of this year credit unions will be qualified depositories within the state of Oregon. This will allow more opportunities to shop for rates.
- 9.4 The Investment Policy will come back to the board for the annual review; at present there are no recommended changes.

10. Operations Report (K. Johnson)

- 10.1 Operations Superintendent Ken Johnson noted that he has been busy as it is the budget season.

- 10.2 Crews have been working on various pot holes including some on Hwy 62; staff will soon be working on the Jackson County Table Rock Road Project.
- 10.3 Mr. Johnson, along with Big Butte Springs Operator Dennis Berg, attended the Oregon Resource Department Dam Safety Class, which was held in Wilsonville. Staff will implement the new information received at Willow Lake.

11. Manager/Other Staff Reports

11.1 Staff Report on the Utility Management Software Upgrade Project

Manager Larry Rains stated that TS Coordinator Stitt was out ill but the software project is on schedule including the utility billing with the City. Staff expects to go live on July 1.

11.2 Notification of Award of Emergency Contract

Mr. Rains stated that he awarded an emergency paving services contract to Mountain View Paving as the current contractor, Pacific Paving, did not meet its contractual obligations in January. This resulted in a backlog of patching projects, which is causing safety hazards in the roadways.

Mr. Anderson questioned if Pacific Paving was put on notice; Mr. Rains noted that they did. Commissioner Dailey questioned what happened to them; Mr. Rains stated that he was not sure but thought it had to do with finances. Mr. Dailey questioned if Mountain View held to their cost from their previous quote; staff noted they did which was only a \$200 difference from Pacific Paving's bid.

- 11.3 The Water Conservation Site Development Committee will be presenting updates to the Planning Commission on Monday, March 11 and the Medford City Council on Thursday, March 7. Mr. Rains noted that the board needs to be notified as well. Public Information Coordinator Laura Hodnett noted that the speed surprised her as well and did request that the board be invited to a study session. Councilmember Strosser expressed apologies for the late notice; staff will attend and notify the board of the outcome.

- 11.4 A food processing business outside of Talent's Urban Growth Boundary (UGB) requested water service. Because they are outside of the UGB we cannot provide them water. The board may hear from them by letter.

- 11.5 The Environmental Working Group, a leading environmental health research and advocacy organization with headquarters in Washington D.C., recently put out the report called Water Treatment Contaminants.

- 11.6 The updated Cost of Monthly Water Service dated August 2012, which is a comparison of water rates, was presented to the board.

- 11.7 Mr. Rains questioned if Councilmember Strosser heard anything from council pertaining to the Bear Creek Demonstration Garden; Mr. Strosser noted it was referred to staff but he did tell them that the Water Commission has no interest to continue the garden at Bear Creek.

12. Propositions and Remarks from the Commissioners

- 12.1 Mr. Anderson noted there are two items that need to be addressed; the recommendations from HDR Engineering and Central Point's request for a full SDC audit. Mr. Dailey questioned Mr. Rains if there was anything in HDR Engineering's report that he would not recommend; Mr. Rains would like an opportunity to review the acreage on hillside and perspective on why we

have it as it is. Mr. Rains questioned Attorney John Huttli on the resolution changes; Mr. Huttli did not receive the report but would not oppose adding the clarifying language. The board requested staff to report back with their recommendations to the eight proposed changes.

12.2 Pertaining to Central Point's request for a full audit; Mr. Dailey didn't read anything in the consultant's report to state that we should do a full audit and spend the extra money. Mr. Anderson stated that others could say that the report was based on limited information. Mr. Dailey noted HDR Engineering had the whole book. The board agreed to table Central Point's request until staff has come back to the board with the eight proposed changes.

12.3 Mr. Anderson stated that at some point we need to address the Manager's review process with an executive session. Mr. Huttli noted that three board members reviewed the Manager's Evaluation in an Executive Session but the board was waiting for the two remaining board members to review the completed evaluation form. Mr. Anderson and Mr. Johnson will review the forms; it will then be determined what the next step will be.

13. Adjourn

There being no further business, this Commission meeting adjourned at 12:58 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, MMC
Deputy City Recorder
Clerk of the Commission