

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

March 7, 2012

The regular meeting of the Medford Water Commission was called to order at 12:30 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, White City, Oregon with the following commissioners and staff present:

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

Manager Larry Rains, Medford City 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 Superintendent Bob Noelle; Operations Superintendent Ken Johnson; TS Coordinator Kris Stitt

Guests: Medford Councilmembers Bob Strosser and Jim Kuntz; Central Point Mayor and Liaison Hank Williams; Central Point Assistant City Manager Chris Clayton; Public Works Management Joe Strahl; Adam Sussman of GSI, City of Phoenix Councilmember Jeff Bellah; Jackson County Parks Program Manager Steve Lambert

Commissioner John Dailey was absent.

2. Approval or Correction of the Minutes of the Regular Meeting of February 15, 2012  
Approved.
3. Comments from Audience  
None.
4. Resolutions
  - 4.1 No. 1477, A RESOLUTION Authorizing the Chair and the City Recorder to Execute to Five-Year Surplus Water/Treat and Transport Agreement with the City of Phoenix, Oregon

The agreement has been signed by Phoenix Mayor DeBritto. Staff recommended approval.

Motion: Approve Resolution No. 1477

Moved by: Ms. Davis

Seconded by: Mr. Fortier

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

Motion carried and so ordered. Resolution No. 1477 was approved.

- 4.2 No. 1478, A RESOLUTION Authorizing the Chair and City Recorder to Execute an Intergovernmental Agreement for the Willow Lake Recreational Area, Between the City of Medford, Oregon, Acting By and Through Its Board of Water Commissioners, and Jackson County, Oregon, a Homerule Political Subdivision of the State of Oregon, Acting By and Through its Board of County Commissioners

The Willow Lake Intergovernmental Agreement will be effective for 20 years (through December 2031). The prior agreement was executed in 1986 and was a lease agreement. The IGA reduces the total acreage of the recreation area to 760 acres (excluding 200 acres of the "Red Zone" below the dam) and clarifies the responsibilities of each party. Some of the mutually agreed upon, key changes to the agreement are: recognition of the Willow Lake Recreation Master Plan; increased cooperation on water quality issues; annual reporting by the County to the Commission; a requirement for Commission approval in advance of any future County improvements and associated funding sources; that ownership of all infrastructure reverts to the Commission if the County decides not to continue operation of the recreational facilities; and installation of fencing around the recreational area. Staff recommended approval.

Commissioner Anderson questioned if Jackson County has approved this; it was stated that they had.

Motion: Approve Resolution No. 1478

Moved by: Mr. Johnson

Seconded by: Ms. Davis

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

Motion carried and so ordered. Resolution No. 1478 was approved.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$712,927.56

Moved by: Mr. Johnson

Seconded by: Mr. Fortier

The board questioned the payments to Beaver Printing Company and to the City of Medford; staff provided information.

Roll Call: Commissioners Anderson, Davis, Fortier, and Johnson voting yes; Anderson recused himself from the Knife River, Drain Pro Plumbing and Butler Ford vouchers.

Motion carried and so ordered.

6. Engineer's Report

- 6.1 Duff Reservoir Seismic Upgrade – The reservoir is full, has passed all bacteria testing, and is back in service. Final site cleanup is under way.
- 6.2 Duff Floc/Sed Basins – The qualification base selection RFP for the Floc/Sed Basin Project has been completed by staff and is in for legal review.
- 6.3 Conrad Control Stations Upgrades – The painting is done; the pump startup test has been completed and final cleanup is underway.
- 6.4 Ave G 48" Transmission Main – Moore Excavation has started installation of the 48" water transmission main.
- 6.5 Martin Control Station – The Basis of Design Report is complete and the final design is underway.

Commissioner Anderson questioned the Avenue G Project and how long will it take to complete; staff stated that Moore Excavation expects it to be completed in July. They are going under power lines at present; production should pick up dramatically when this step is done.

7. Water Quality Report

- 7.1 Intake Variable Frequency Drive Project – Quotes are due tomorrow; the final design is expected in another week or two. Delivery of the drive unit is scheduled after the fiscal year.
- 7.2 Electrical Reliability Improvements - Project delayed because of construction.
- 7.3 Best Tasting Water Competition - The southern Oregon subsection of American Waterworks Best Tasting Water Competition, scheduled for March 1, was postponed to March 22 due to weather. The winner will advance to the Pacific Northwest contest in Yakima, Washington.
- 7.4 WISE Project - Project continues to move ahead. WISE Project Manager Steve Mason is meeting with the other cities. Oregon Wild is writing a letter of support pertaining to this project.
- 7.5 Wetlands Mitigation Report - The amendment to the original permit should be submitted by next week.
- 7.6 Geologist Jones stated that there is a fund requirement to assure the long term monitoring and maintenance of the vernal pool mitigation site. The Agency wants a dedicated fund which would be about \$125,000. Manager Rains sent a letter stating that the fund is going to be in the new budget

which comes July 1; he is not sure they are going to accept that, if not a fund may need to be set up before that time.

8. Finance Report

8.1 Commissioner Dailey and Finance Administrator DeLine are nearly finished with the draft investment policy; upon completion the policy will be presented for board approval. In addition, staff is in the process of getting a custodial bank lined up. The MWC will be using U.S. Bank for the third party safekeeping services. The contract with U.S. Bank is currently under review; that step is expected to be completed sometime in the near future.

9. Operations Report

9.1 Staff is working on the 12" tap at Duff.

9.2 The Ford Transit van has been purchased.

9.3 Staff explained that the American Water Works Association does more than have a Best Tasting Water Competition; they meet four times a year which provides networking and training.

10. Manager/Other Staff Reports

10.1 Staff Report on the Utility Management Software Upgrade Project

TS Coordinator Kris Stitt provided a monthly update on the Utility Software Upgrade Project. He stated that they are making good progress and that the finance software will be implemented first. The last three months have been devoted to setting up a new server and storage. Data conversion from the old system to the new is next. The customer service software vendor, AUS, will be here for several weeks to interview staff. The next update to the board will be in about a month.

11. Executive Session in Accordance with ORS 192.660(2)(f) – To Consider Information or Records that are Exempt by Law from Public Inspection; and ORS 192.660(2)(h) – To Consult with Counsel Concerning the Legal Rights and Duties of a Public Body with Regard to Current Litigation or Litigation Likely to be Filed

The Board adjourned to executive session at 12:48 p.m.

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The Board reconvened at 1:16 p.m. with same members present.

12. Propositions and Remarks from the Commissioners

12.1 Department of Environmental Quality

Motion: Direct Manager to sign document with the Oregon Department of Environmental Quality

Moved by: Mr. Johnson

Seconded by: Ms. Davis

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

Motion carried and so ordered.

12.2 Commissioner Johnson stated that he would like the Commission to firm up with the U.S. Army Corps of Engineers what water is available and what is proposed for the remaining water in Lost Creek; he believes that water that was congressionally established and should be available is not there. He further stated that the MWC had wanted to consider purchasing more water for municipal and industrial use which was still available but because we did not have a use at that particular time they would not sell it and it would remain in storage. He thinks the water is being used by other sources that have to do with fish and wildlife. Geologist Jones noted it had to do with reallocation and there should have been 10,000 acre feet of water there. Several years ago a meeting was held where all players were involved that dealt with this and Mr. Jones thought that Commissioner Johnson was not available to attend that meeting. At that time U.S. Army Corps of Engineers was not ready for allocation, another study of the water availability was needed but since then it has been done. The Oregon Department of Fish & Wildlife is concerned with the water and believes that the water needs to be released for flood and

temperature control for the fish. Staff will provide the minutes of that meeting to the board; at that point the board will determine what to do next.

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:27 p.m. The proceedings of the Medford 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