

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

March 18, 2015

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:33 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair Leigh Johnson; Commissioners Jason Anderson, John Dailey, Lee Fortier, Bob Strosser

Manager Larry Rains; Deputy City Attorney John Huttli; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Administrative Specialist Yvette Finstad; Finance Administrator Tessa DeLine; Geologist Bob Jones; Operations Superintendent Ken Johnson; Duff/Water Treatment Director Jim Stockton; Staff Engineer Rodney Grehn

Guests: Medford Councilmembers Chris Corcoran and Mike Zarosinski; Central Point Mayor & Liaison Hank Williams; Central Point City Manager Chris Clayton; Eagle Point City Administrator Henry Lawrence; Executive Director of Logos Charter School Joseph VonDoloski, Clark Stevens of Richard Stevens & Associates, and John Schleining representing the Wes Howard Foundation

3. Approval or Correction of the Minutes of the Last Regular Meeting of March 4, 2015

Approved as presented.

4. Comments from Audience

4.1 Commissioner Johnson questioned how Eagle Point Mayor Bob Russell was doing; Eagle Point City Administrator Henry Lawrence stated that he is hanging in there.

4.2 John Schleining stated that he just put in a development on the east side and appreciated the MWC staff and remarked that their attitude was refreshing.

5. Resolutions

5.1 No. 1573, A RESOLUTION Authorizing the Manager to Execute a Hold Harmless Agreement By and Between the Medford Water Commission (Commission) and the Rogue Valley Mall (Mall), Related to the Commission's Use of the Mall's Parking Lot Facility for the Commission's 2015 Bus Tours

Staff would like to use the Mall's parking lot again this year, at no charge, as a staging point for the two public bus tours this summer. The Mall requires the Commission to sign a hold-harmless agreement as a condition of use of the facilities. Commission agreements that include indemnity and hold-harmless language must be approved by the Board per the Commission's Contracting and Purchasing Regulations. The Board has approved this agreement since 2011; staff recommended approval.

Motion: Approve Resolution No. 1573

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

5.2 No. 1574, A RESOLUTION Authorizing Extension of Water Service Outside the Medford City Limits to the Property Leased by Logos Charter School, in Accordance with the Conditions of the Commission's Resolution No. 1058, Section 7

At the February 18, 2015 Board meeting, staff discussed a letter submitted by Joseph VonDoloski of Logos Charter School, requesting water service at the proposed site of their new

school, on West Howard Memorial Park property. After discussion, the Board requested that project representatives submit a lease agreement, and that staff draft a resolution for Board consideration, which would include conditions of water service. Staff recommended approval.

Deputy City Attorney John Huttl stated that he did have the opportunity to look at the lease agreement and talked about the conditions that were met as needed.

Motion: Approve Resolution No. 1574

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

#### 6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$303,081.85

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes; Anderson abstained from Asante Physician Partners, Hunter Communications and the Mail Tribune; Fortier abstained from Rogue Disposal and Rogue Transfer; Johnson abstained from Stanley Security.

Motion carried and so ordered.

#### 7. Engineer's Report (Staff Engineer Rodney Grehn)

7.1 Duff Water Treatment Plant Duff Flocc/Sed Basins – The bid period is ongoing, along with responding to questions from project bidders and suppliers. The bid opening is scheduled for March 31, 2015.

7.2 Duff Water Treatment Plant Raw Water Intake Pumps 1 & 2 – Pump #2 has been delivered and will be installed today. Photos of pump #2 being unloaded and lifted into place were presented.

7.3 Duff Water Treatment Plant Filters 5-8 Valve Replacement – All valves have been installed. The contractor is currently finishing the small diameter copper piping, and painting of all new valves is taking place at this time.

7.4 Vilas Road 16" Water Main Inter-tie – Bids are due and will be opened tomorrow at 2 p.m.

7.5 Avenue H 12" Water Main Replacement – The final plans and specification are being presented today. The project will be advertised on Friday, March 25, with the plans and specification available on Monday, March 27.

#### 8. Finance Report (Finance Administrator Tessa DeLine)

8.1 Software problems affecting the financial system are finally getting resolved and inventory returns issue has been corrected and are working properly. Staff is now concentrating on cleaning up the errors that were bi-products of previous programming fixes. There are other software issues that need to be handled internally which staff can't address until after the consultants are finished working in the production system.

8.2 December financial statements are nearly complete and will be out to the Board this Friday.

8.3 Staff is working on the new budget design that will be presented later this spring.

#### 9. Operations Report (Operations Superintendent Ken Johnson)

9.1 Staff has drained and inspected Capital Hill Reservoir #1, and is currently washing it down and

disinfecting it. It will then be refilled and left to set until results from the lab are received. Operations Superintendent Ken Johnson stated that they try to clean two-three reservoirs a year. The reservoir is in good shape for its age and there are a few things that will need to be repaired. Commissioner Johnson questioned when it was built; Mr. Ken Johnson stated that it was built in 1927. Manager Larry Rains stated that the liners were put in much later, most likely in the late 1980s.

#### 10. Manager/Other Staff Reports

##### 10.1 Notification of Emergency Contract for Hypochlorite Tank Repairs

As staff reported at the last Board meeting, during a routine inspection this month, it was determined that repairs would be needed on the treatment plan tanks (installed as part of the disinfection process upgrade project in 2007), due to decay of the fiberglass linings. The work will need to be completed as soon as possible and in advance of the operating season. Tanks also were installed at the Big Butte Springs facility as part of the same project, and staff anticipates that there may be decay problems with those units as well. An emergency contract has been awarded directly to Corrosion Companies, Inc., for repairs on the plant tanks and inspection/repairs at the springs' tanks, with total costs estimated at \$60,000 for both facilities. Per the Commission's Contracting and Purchasing Regulations, the Manager is authorized to execute emergency contracts within his purchasing authority, and upon written justification and notification of the Board. No Board action is necessary.

Commissioner Dailey questioned if this was in warranty; Mr. Rains noted that it is past warranty. Mr. Dailey questioned how old the tanks were; Duff/WTP Director Jim Stockton noted that the lining was eight years old and most last about 13-18 years. These failed because the bottom seal ring size should be about 2" vs. 1" and that this should be in future specification requirements; Mr. Dailey agreed.

##### 10.2 Consideration of Purchase of Water Meters

This is the second of two budgeted large meter purchases for Fiscal Year 2014-15. Sensus Metering Systems is the Commission's sole-source provider. The proposed list of meters and parts is attached; the total cost will be \$348,815.98, which exceeds the Manager's purchasing authority. Staff recommended approval by a motion of the Board. If approved, this payment will appear in future vouchers (Budget CIP #15-22).

Mr. Leigh Johnson questioned if this was an annual purchase; Mr. Rains stated that this is the second of our annual purchase. Mr. Dailey questioned why this couldn't have been a resolution. Mr. Ken Johnson explained that these meters can't be bought all at once; Mr. Rains stated that we need the Board's approval before we can order and that it will be in the next meeting's vouchers.

**Motion:** Direct staff to purchase the proposed list of meters and parts from Sensus Metering Systems at a total cost of \$348,815.98

**Moved by:** Mr. Dailey

**Seconded by:** Mr. Strosser

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

Motion carried and so ordered.

##### 10.3 Pre-Enforcement Notice from the Department of Environment Quality

Mr. Rains provided information on the pre-enforcement notice received from the Department of Environment Quality (DEQ) due to the overflow of Capital Hill Reservoir. DEQ stated that this Class 1 violation (which is the most serious) was due to a lack of training. Mr. Rains remarked that all standby staff is trained and thought this has to do with human error. Mr. Rains further stated that he has re-emphasized to all Service Center staff the proper procedures for an alarm.

At present the amount due for this violation has not been received.

Commissioner Strosser commented that there was refresher training given to staff based on the incident. Mr. Leigh Johnson questioned if the water was chlorinated; staff said that it was chlorinated. Mr. Leigh Johnson questioned if this is the second time that it has happened; staff said that it was and that the water went into Lone Pine Creek.

- 10.4 Mr. Rains questioned if either Commissioner Leigh Johnson or Bob Strosser needed a ride to the Friday meeting at the Eagle Point Irrigation District; Mr. Johnson said he would meet them out there and Mr. Strosser stated that he would like a ride.

11. Propositions and Remarks from the Commissioners  
11.1 None

12. Adjourn

There being no further business, this Commission meeting adjourned at 12:54 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. Spoons, MMC  
Deputy City Recorder/Clerk of the Commission