



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, May 1, 2019

Lausmann Annex Room 151/157

200 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:42 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Acting Chair Daniel Bunn; Commissioners Jason Anderson, Greg Jones, Rick Whitlock; Commissioner John Dailey was absent.

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Water Meter and Controls Supervisor Ken Johnson; TS Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman

Attorney Mark Bartholomew; Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton

3. Comments from the Audience

- 3.1 Central Point City Manager Clayton stated they received the information on the upcoming tours and a number of staff will be in attendance.

4. Consent Calendar

- 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of April 17, 2019
- 4.2 Quarterly Letter to Mayor and City Council

Motion: Approve Consent Calendar

Moved by: Mr. Whitlock

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Bunn, Jones, and Whitlock voting yes.

Motion carried and so ordered.

5. Items Removed from Consent Calendar

6. Review of Vouchers

The board reviewed the vouchers; no questions were received.

7. Staff Reports

- 7.1 Engineer's Report (Principal Engineer Eric Johnson)  
Duff Maintenance Building

- Site paving, electrical, installation of doors and window, as well as site grading have been completed.

Duff Engineered Lagoons

- The final design of the Lagoons is underway.

Corrosion Study

- MWC has received and are reviewing the Bases of Design Report for the Corrosion Control Facilities. Staff will meet with Black & Veatch on May 16 to go over the preliminary design.
- The hard copy of the final report for the Corrosion Study has been received.

#### Rancheria Springs

- CH2M is evaluating the field work pertaining to wetland permitting requirements. A May 9 meeting is scheduled regarding wetland and project concerns.
- The boring holes for the Rancheria Springs will be flow tested next week.

#### Risk & Resilience Assessment and Emergency Response Plan RFP

- A proposal meeting was held on April 23; six consulting firms attended. Proposals for the project are due May 9.

#### Conservation

- The Spring Garden Show is this weekend at Jackson County Fairgrounds.
- Sprinkler surveys have started.
- The tours for BBS and Duff WTP reservation for bus seating is under way with a tour date of Thursday, June 27.

### 7.2 Operations Report (Water Meter & Controls Supervisor Ken Johnson) SCADA

- On April 23-25 the SCADA server was replaced.
- More work is needed on the computer that is running SCADA at Duff.

#### Capital Hill Reservoir

- On April 22 at 5:54 a.m. 170,000 gallons of chlorinated potable drinking water entered Lone Pine Creek from Capital Hill Reservoir. Staff responded to site and reestablished dechlorination chemical in 25 minutes. Response time was shortened due to live monitoring of system at the time of the alarm. The failed pump transferred operations to the backup pump, then nine minutes later the backup pump failed. The cause of failure was peristaltic tubes. Staff has reassessed the tube replacement schedule and will replace every two months from this point forward.
- The DEQ was notified of these facts.

#### Questions:

Commissioner Anderson questioned what is going on this area; Supervisor Johnson noted the Big Butte Springs flow cannot be regulated. Excess overflow is chlorinated but is unmanned. In this circumstance, these tubes are regularly changed and usually when a tube fails, the next pump comes on. There are multiple layers of alarm, but the more steps, the more chances of failure. General Manager Taylor noted the Commission needs to address this issue as there are bigger concepts that could help with the spring water. We need to simplify and harden it.

### 7.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman) Operations

- New employees were introduced: Scott Allis and Cody Scoggins, Plant Operators.
- Duff was commissioned this morning.

#### Watershed

- Wettest April weather.
- Snowpack melting fast.
- Spring flow above average.
- Willow Lake is overflowing.

#### Forestry

- Fuels reduction work began this week.

- Working on next RFP for timber sale (projected at 1 million board feet).
- Crews starting with slash disposal.

Water Quality

- 100 % compliant with regulations.

7.4 Finance Report (Finance Director Tessa DeLine)  
Budget

- Completing final stages of annual budget.

7.5 I.T. Report (Technical Services Administrator Kris Stitt)  
SCADA Security

- SCADA network equipment is isolated to a separate network protected by a firewall.
- Duff upgrade should be done next year.
- Two XP machines will be updated next year.

8. General Manager's Report

8.1 There is an Executive Session later today.

8.2 Dates to Remember

- May 15 - Annual Budget; Mission, Visions and Values added to study session
- June 5 - SAIF update
- June 19 - Board tour timelines will be provided at a later date.

8.3 Rogue River Watershed Council – A thank you letter was received thanking us for the role we play with the Council.

9. Propositions and Remarks from the Commissioners

10. Executive Session in Accordance with ORS 192.660(2)(f) – To consider information or records that are exempt by law from public inspection

The meeting moved to the Executive Session at 1:11 p.m.

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The meeting was called back to order at 1:44 p.m. with the same Board present.

11. Adjourn

There being no further business, this Commission meeting adjourned at 1:45 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. Spoons, MMC  
City Recorder  
Clerk of the Commission