



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, May 16, 2018

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 12:28 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 Daniel Bunn and Rick Whitlock; Commissioners John Dailey and Leigh Johnson were absent.

General Manager Brad Taylor; Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff Water Quality Superintendent Jim Stockton; TS Administrator Kris Stitt; Conservation Coordinator Dave Searcy

Guests: Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor Bob Russell; Jim Herndon

3. Approval or Correction of the Minutes of the Last Regular Meeting of May 2, 2018
The minutes were approved as presented.
4. Comments from the Audience
 - 4.1 Medford Councilmember Tim D'Alessandro thanked Jim Stockton for the Duff tour.
5. Resolutions
 - 5.1 No. 1668, A RESOLUTION Authorizing the Distribution of a Water Conservation Assistance Grant in the Amount of \$9,962.00 to Facilitate the Design, Site Preparation and Installation of Landscape and Irrigation Components at the Medford Heights Townhouses on Eastwood Drive

The Commission received a conservation grant request of \$9,962 from Medford Heights Townhouses (MHT) to make changes to their landscape and sprinkler system. This is the second grant request submitted by MHT; they received \$9,799 in FY 16-17, and the changes made resulted in water savings of almost 1.8 million gallons over the previous four-year average. Due to this success, MHT would like to make changes to an additional 200,000 square feet of property. The sprinkler system itself is dated, and most of the landscaped areas are sloped, causing water run-off and pressure issues. Projects that directly focus on improved efficiency of landscape water usage are designated as highest priority for conservation grants. Total proposed cost is \$19,924; the requested grant amount is MWC's maximum match percentage of 50 percent per project per fiscal year (maximum grant amount is \$10,000). The estimated return on investment is five years or less. Staff recommended approval.

Motion: Approve Resolution No. 1668

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

Commissioner Whitlock questioned the projected water savings; Mr. Searcy noted it is difficult to determine but thought it would be less than the previous savings.

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

Motion carried and so ordered. Resolution No. 1668 was approved.

- 5.2 No. 1669, A RESOLUTION Authorizing the Chair of the Board of Water Commissioners to Execute an Intergovernmental Agreement By and Between the Medford Water Commission and City of Medford, an Oregon Municipal Corporation, for Departmental Charges of the City of Medford

The City and Commission have agreed to an intergovernmental agreement (IGA) for the purpose of determining the annual charges for indirect and direct costs of the City. It has been approved by Legal and will be effective July 1, 2018 to June 30, 2019. Commission staff recommended approval. Staff noted this would include both the federal and state lobbyist.

Motion: Approve Resolution No. 1669

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

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

Motion carried and so ordered. Resolution No. 1669 was approved.

- 5.3 No. 1670, A RESOLUTION Authorizing the Chair of the Board of Water Commissioners to Execute an Intergovernmental Agreement By and Between the Medford Water Commission and City of Medford, an Oregon Municipal Corporation, for Medford Water Commission Inclusion in the City of Medford ICMA-RC Plan

The City and Commission have agreed to an intergovernmental agreement (IGA) for the purpose of including the Commission in the City's ICMA-RC Deferred Compensation Plan. The plans will remain independent of each other; the Commission is participating in the City's billing arrangement with ICMA-RC for Plan pricing purposes only. Staff believes this will result in significant financial savings on fees to Commission employees. It has been approved by Legal and will be effective upon execution by both parties. Commission staff recommended approval.

Motion: Approve Resolution No. 1670

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

Commissioner Whitlock congratulated staff for working this out.

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

Motion carried and so ordered. Resolution No. 1669 was approved.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$611,225.44

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

Mr. Taylor questioned the style of report the board would like to see. The board liked the detailed report; Commissioner Whitlock noted the ability to look at the details is valuable and appreciated the transparency. Mr. Taylor supported transparency and remarked his authorization role is up to \$150,000. It was decided to hold a study session pertaining to the procedure and transparency of the voucher report.

Roll Call: Commissioners Anderson, Bunn, and Whitlock voting yes; Anderson recused himself from the Asante and Butler vouchers; Bunn recused himself from the Asante voucher.

Motion carried and so ordered.

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – Concrete work is complete. Electrical work, lighting, hand rail and grate installation continues. The plate settles for basin #2 are being installed. Site cleanup is underway.
- b. Duff Maintenance Building – MWC received a quote from MSI for \$481,000 to design and construct the maintenance building. The quote was forwarded to Marquess and Associates for review and comment. Marquess' recommendation was to have "a consultant prepare a more detailed and scope of work before committing to a guaranteed maximum price". The MSI quote included a quote from Bull Engineering to provide planning, surveying, engineering (drawing and specifications) services for \$28,000. Staff is requesting the Board to authorize the Manager to approve a change order in the amount of \$28,000 to MSI. This approval will allow MSI via Bull Engineering to proceed with the planning, surveying, engineering of the maintenance building, so MSI will be able to provide a refined quote.

Motion: Direct Manager to approve a change order with MSI via Bull Engineering in the amount not to exceed \$28,000 for planning, surveying, and engineering services

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

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

Motion carried and so ordered.

- c. Duff II Wetland Fill – The upland area is being cleaned up and some of this area will be finished this fiscal year.
- d. Spring Garden Fair – The Fair had good attendance and was a public relations success. There was interaction with people about MWC water, rebates, tours and conservation.
- e. BBS Tour – The bus is full for the June 12th tour.

7.2 Operations Report (Operations Superintendent Ken Johnson)

- a. Final purchases of CIP related equipment projects are in the works, such as Capital Hill Reservoir mag meters. Two of the three meters have been ordered and staff is working with the supplier on the third meter for proper application in the proposed installation location. Meters will be installed in the fall of 2018.
- b. Staff is working on the planning element for maintenance and restorative work for Capital Hill Reservoir #3 roof. Staff is also working on improvements to Barneburg Pump Station related to upstream/downstream pressure relief. Installation will be in the next fiscal year.

7.3 Water Quality/Treatment Report (Water Quality Superintendent Jim Stockton)

- a. On Monday, May 4, staff cut the withdrawal from the springs down to a pipe and a half, or approximately 20 MGD. The plant is now being used to make up the difference between the turn down of the springs and the demand for water. Production on May 14 and 15 was in the 15 MGD range.
- b. Plant staff is working 18 hour days to maintain production.
- c. Un-commissioned equipment is being brought into operation. It is anticipated this to be completed in about six weeks.

- d. Ben Klayman is meeting with appropriate staff associated with the plant, water quality, BBS operation, and the watershed.
- e. We will be scheduling a critical electrical generator repair at BBS within the next month and taking advantage of getting the standby generator back into full mechanical integrity.

Commissioner Anderson asked Mr. Stockton what is his retirement date; Mr. Stockton noted unofficially he will be working through July.

Commissioner Whitlock questioned what the power is used for since the line is run by gravity; Mr. Stockton noted it is for the disinfection facilities and well as pumping to the various water systems.

7.4 Finance Report (Finance Director Tessa DeLine)

- a. Only one firm, GPA, responded to the Investment Advisory Services RFP. Letters were sent to our existing provider, GPA, 25 local firms, and posted on our website.
- b. Finance updated the vehicle and equipment schedules for the insurance renewals to reduce insurance costs. Staff expects a savings of about \$3,000 to \$4,000.
- c. The month financial statements will be distributed shortly.
- d. Additional changes on the budget will be made and brought back to the board for the June 6 meeting.

8. Manager's Report

8.1 The "All Cities" meeting will be held on Monday, May 21; SDCs will be discussed.

8.2 The deadline for the legal assistance RFP is May 25. Commissioners Whitlock and Anderson were both available to review the bids after the June 6 MWC meeting.

8.3 Mr. Taylor reminded the board of the upcoming schedule as presented on the agenda.

9. Propositions and Remarks from the Commissioners

9.1 The board thanked staff for the budget presentation and process.

10. Adjourn

There being no further business, this Commission meeting adjourned at 12:56 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
City Recorder
Clerk of the Commission