

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
August 1, 2012

The regular meeting of the Medford Water Commission was called to order at 12:27 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 John Dailey, Cathie Davis, Leigh Johnson

Commissioner Lee Fortier was absent.

Manager Larry Rains; City Attorney John Huttli; Deputy City Recorder Karen Spoonts; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Water Quality Superintendent Bob Noelle; Operations Superintendent Ken Johnson; Water Quality Administrator Rosie Pindilli; TS Coordinator Kris Stitt

Guests: City of Medford Councilmembers Bob Strosser and Greg Jones; Central Point Mayor and Liaison Hank Williams; Public Works Management Chris Peters; Ashland Public Works Director Mike Faught

2. Approval or Correction of the Minutes of the Last Regular Meeting of July 18, 2012

Approved.

3. Comments from Audience

- 3.1 Chris Peters of Public Works Management stated that she was in attendance pertaining to the first payment to the matching grant; Commissioner Anderson questioned where that was in the agenda; Manager Rains noted that the payment is part of the vouchers.

4. Written Communications

- 4.1 Letters Received from ACCESS, Salvation Army and St. Vincent de Paul

Thank you letters were received from the three agencies that receive annual grants from the Commission for utility bill payment assistance. The emergency assistance grants have been included in the Commission's budget since 2003 and were increased to \$3,000 per agency per year in 2009. The screening of applicants and disbursement of funds are handled by the agencies. The letters requested grants for Fiscal Year 2012-13; those payments were included in the payables for this meeting.

Commissioner Dailey questioned if payments are restricted to Medford residents; Manager Rains noted assistance is available for payments billed to Medford only.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$434,412.66

Moved by: Mr. Johnson

Seconded by: Ms. Davis

Roll Call: Commissioners Anderson, Dailey, Davis and Johnson voting yes; Anderson recused himself from the Knife River voucher.

Motion carried and so ordered.

6. Engineer's Report

- 6.1 Duff Floc/Sed Basins – Staff is currently reviewing the revised Scope of Services from Black & Veatch.
- 6.2 Duff Pump Motor Variable Frequency Drive – Welburn Electric and Metal Masters are ordering equipment for the project. Because of the lead time equipment will be installed in early September.
- 6.3 Duff Emergency Backwash – Staff had a pre-design meeting with CH2M HILL on July 26. CH2M HILL is starting preliminary design for the emergency backwash system.

- 6.4 Ave G 48" Transmission Main – The final 48" water transmission main tie-in at Ave G and 11th Street is done and the 48" water transmission main is in service. All of the paving has been installed and the final cleanup is completed. The construction portion of this project is complete.
- 6.5 Martin Control Station – Staff is currently reviewing the 90% plans and specification from OBEC.
- 6.6 Rossanley Control Station – Quality Fence provided the lowest fence quote for the Rossanley Control Station. Notice to proceed was given to them on July 27.

Commissioner Anderson questioned if the Ave G project is complete; Engineer Johnson noted that it is complete and finished ahead of schedule.

7. Water Quality Report

- 7.1 Rogue River Source Production – Total season and year-to-date production was presented. This year another short water production year is expected.
- 7.2 Willow Lake Sampling – The second midseason sample was done yesterday. Algae blooms at Willow Lake have been seen; Jackson County has been alerted. Mr. Anderson questioned if the results were back from the test done yesterday; Water Quality Superintendent Noelle noted that they are not.
- 7.3 Mr. Noelle stated that he is continuing the transition of duties with Water Quality Administrator Pindilli before he retires. Mr. Anderson questioned if Ms. Pindilli had any questions; she noted that Mr. Noelle has been teaching her well.

8. Finance Report

- 8.1 Finance staff is working on the year end reporting, preparing for the audit, and participating in the utility management software conversion.
- 8.2 The custodial bank contract has been signed by U.S. Bank and should be ready to take investments in the near future. Investment selection and purchase should be ready soon.

9. Operations Report

- 9.1 This morning crews finished putting in 4" air valves at the 48" main. As usual, crews have been busy with service line replacement. Large meter testing is routinely done about every three years or every three million gallons. Mr. Anderson questioned if they are accurate; Operations Superintendent Johnson stated that yes they are, with minor adjustments, especially to the older meters.

10. Manager/Other Staff Reports

- 10.1 Staff Report on the Utility Management Software Upgrade Project
TS Coordinator Stitt provided the monthly staff report on the software project. The project is moving along smoothly, activity level is increasing and will continue to do so. Staff is getting ready for billing software training, which will be three weeks of rotation training. This will also be the first time staff will be able to look at the converted data in the new system. Other conversions are scheduled soon. Finance Administrator DeLine is working with vendors to get the chart of accounts lined up. The Steering Committee is reviewing documents. Mr. Rains thanked Mr. Stitt for keeping the MWC on track.
- 10.2 Water for People Golf Tournament
Commissioners were encouraged to attend the August 11, 2012 Water for People Golf Tournament to be held at Stone Ridge Golf Course as well as the August 10, 2012 Pacific Northwest Section of

American Water Works Association, OWUC meeting held at Duff.

10.3 Executive Session

There has been no response received pertaining to the direction given at the last executive session.

10.4 Both Commissioners Cathie Davis and Lee Fortier will not be at the August 15 board meeting.

10.5 Gary Harrington Illegal Water Use

Mr. Rains provided the board with a press release from the Oregon Water Resources Department pertaining to Gary Harrington's conviction and sentence for 11 years of illegal water use. The water Mr. Harrington is storing is from a water right granted to the Medford Water Commission and although the MWC has not used it, it is kept in permit form and will eventually be used at Duff II. The MWC is not involved in the State issue and does not believe they need to be involved nor has not made any comments but questioned 1) if the board would like a statement on the website and 2) would they like staff to come up with a policy pertaining to public relations about issues such as this.

Commissioner Johnson stated that if issues arose, such as this, it can be sent via email; Mr. Anderson stated that he would not be comfortable about these issues without further discussion with the board. Mr. Rains noted that this case is a week old; Mr. Johnson noted that even so the board was told about this ten days ago. Mr. Dailey questioned if we would vote by email; it was stated that the board could not vote or have open communication by email. Mr. Dailey stated that he does appreciate receiving an email about issues but does see where Mr. Rains might need to provide additional input. City Attorney Huttl noted that an emergency meeting can be held although Mr. Rains is asking for a policy. Ms. Davis stated she was comfortable with how it was handled and that issues could be handled as they arise. The process being followed today should not change and no policy change is needed.

Mr. Rains questioned if the board would approve of putting the statement pertaining to the Harrington case on the website; the statement was read and the board agreed. Mr. Huttl suggested that the statement also direct those with questions to Brenda Bateman of the Oregon Water Resources Department as stated in the press release.

11. Propositions and Remarks from the Commissioners

11.1 Ms. Davis stated that she will not be in attendance next week.

11.2 Mr. Anderson thanked staff for the Board reservoir tour.

12. Adjourn

There being no further business, this Commission meeting adjourned at 12:53 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.