

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

September 2, 2015

The regular meeting of the Medford Water Commission was called to order at 12:24 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, Medford Deputy City Attorney John Huttli; City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Administrative Specialist Yvette Finstad; Principal Engineer Eric Johnson; Public Information Coordinator Laura Hodnett; Operations Superintendent Ken Johnson; Duff/WTP Director Jim Stockton

Guests: Medford Councilmember Michael Zarosinski; Central Point Mayor and Liaison Hank Williams; Central Point Assistant City Manager Chris Clayton; Kay Harrison; Eagle Point City Administrator Henry Lawrence; Ashland Public Works Director Mike Faught\*

3. Approval or Correction of the Minutes of the Regular Meeting of August 19, 2015  
Commissioner Dailey stated that it was not his intention to only have the contract apply to the Rogue Valley Country Club and would like the minutes to reflect that; Commissioner Strosser remarked that it would be first come first serve but agriculture would come first.

4. Comments from Audience  
None

5. Public Hearings

- 5.1 Consider Resolution No. 1590, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for Water Treatment and Transmission Facilities, to \$1,707.02 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective October 1, 2015

The most recent increase in the "system" SDC was approved by the Board in December 2013. This proposed modification was presented to the Board at a study session on May 20, 2015. The public hearing was noticed according to Oregon statutes. Staff recommended approval.

Public hearing opened.

No one spoke.

Public hearing closed.

Motion: Approve Resolution No.1590

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

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

Motion carried and so ordered. Resolution No. 1590 was approved.

- 5.2 Consider Resolution No. 1591, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL), to \$7,667.08 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective October 1, 2015

The East Side High Level SDC was last increased in 2013. This proposed modification was presented to the Board at the study session on May 20, 2015. Staff recommended approval.

Public hearing opened.  
No one spoke.  
Public hearing closed.

Motion: Approve Resolution No. 1591

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered. Resolution No. 1591 was approved.

- 5.3 Consider Resolution No. 1592, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Retaining the System Development Charges (SDCs) for the Southwest High Level Area (SWHL) at the Current Amount of \$8,423.56 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective October 1, 2015

The Southwest High Level SDC also was last modified in 2013. Staff proposed to hold this SDC at the current level at the study session on May 20, 2015. Staff recommended approval.

Public hearing opened.  
No one spoke.  
Public hearing closed.

Motion: Approve Resolution No. 1592

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Commissioner Anderson questioned if we really needed a public hearing if we are not raising rates; staff noted that we did.

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

Motion carried and so ordered. Resolution No. 1592 was approved.

Commissioner Dailey questioned if we raised the rate for the Eastside High Level Area; staff noted that we did.

## 6. Resolutions

- 6.1 No. 1593, A RESOLUTION Authorizing the Chair and City Recorder of the City of Medford, By and Through its Board of Water Commissioners, to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in a Water Main Easement to Delta Waters Property, LLC and HH Medford One, That Certain Real Property Situated in Jackson County, Oregon, Described as a 10-Foot Wide Easement Being More Fully Described in Document No. 88-05697 of the Official Records of Jackson County, Oregon

The water main easement was granted to the Commission in 1988 by Crater Lake Orchards. The design of the Delta Estates Phase 1 Subdivision eliminated the need for this easement. The quitclaim will remove an unnecessary encumbrance from the property. The property owner's surveyor has provided the necessary documents for approval and signature by the Board. Staff recommended approval.

Motion: Approve Resolution No. 1593

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Commissioner Dailey questioned the location; Principal Engineer Eric Johnson noted that it was by Kennedy Elementary and that it would not be used as the subdivision was in place years ago.

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes.  
Motion carried and so ordered. Resolution No. 1593 was approved.

- 6.2 No. 1594, A RESOLUTION Authorizing the Chair and City Recorder of the City of Medford, By and Through its Board of Water Commissioners, to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in Two Water Main Easements to Table Rock Group, LLC, an Oregon Limited Liability Company, That Certain Real Property Situated in Jackson County, Oregon, Described as a Portion of a 10-Foot Wide Easement Being More Fully Described in Document No. 2005-061617 and All of a 10-Foot Wide Easement Being More Fully Described in Document No. 2013-0052534, of the Official Records of Jackson County, Oregon

The water main easements were granted to Medford Water Commission in 2005 and 2013 for Amy's Kitchen. The water main configuration has been redesigned and a new easement recorded. The quitclaim will remove unnecessary encumbrances from the property. The property owner's surveyor has provided the necessary documents for approval and signature by the Board. Staff recommended approval.

Motion: Approve Resolution No. 1594

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered. Resolution No. 1594 was approved.

- 6.3 No. 1595, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Harris Group Inc., for Support Services for Medford Water Commission's Supervisory Control and Data Acquisition System (SCADA)

In June 2009, Harris Group Inc. (HGI) was awarded a contract to provide a SCADA Software Upgrade, System Integration, and Support services at the treatment plant. HGI has since successfully provided integration services for the hypochlorite conversion and carbon dioxide addition projects at the plant and Big Butte Spring's facilities, the distribution system MOSCAD system, backwash pumps, fish screens, and other instrumentation and control enhancements at the plant. All projects with HGI have been completed on-time and on-budget. HGI staff is highly familiar with the Commission's control system architecture and programming; their experience makes them the logical choice for on-going SCADA support services. According to their proposal, costs are not expected to increase. Staff recommended approval.

Motion: Approve Resolution No. 1595

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Commissioner Johnson questioned how many companies provide this service; Water Treatment Director Jim Stockton noted only one other company in town but even that company does not deal with the same software package that we use. Mr. Stockton thought that we save money because they are familiar with our system. We did change our service several years ago when we changed platforms. Commissioner Dailey questioned if anybody would realistically bid on this; Mr. Stockton noted that other firms would be interested but they don't have anyone local to work on it. Commissioner Dailey questioned how much are we talking about; Mr. Stockton noted that we spend about \$25,000 a year. Commissioner Johnson noted we don't want to compromise the system but in the future he would like to look at this issue further.

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

Motion carried and so ordered. Resolution No. 1595 was approved.

## 7. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$780,364.46

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

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

Motion carried and so ordered.

Manager Larry Rains stated that he incorrectly told the Board at the last meeting that the City changed auditors but they did not; the City stayed with Isler. The bill in question was for a temporary worker and not for auditing purposes. Commissioner Anderson questioned the amount; Mr. Rains thought it was about \$7,000.

8. Engineer's Report (Principal Engineer Eric Johnson)

- 8.1 Duff Water Treatment Plant Floc/Sed Basins – The floor of the sludge vault is formed, the reinforcing bars are tied, and the electrical conduit is installed. The floor of the sludge vault will be poured today. The cut off wall for the sludge lines was installed. The 12" sludge lines are being installed, manhole #4 for the ozone drain line is under construction and the excavation for the 60" overflow is under way.
- 8.2 Vilas Road 16" Water Main Inter-tie – The as built drawings of the project are completed. The project has been mapped. The project is finished.
- 8.3 Hwy 62 14" Water Main Reroute – OBEC is currently working on the redesign of the sign post base. The redesign proposed is a drilled shaft base for the sign post. If the drilled shaft base works and there are no conflicts with existing utilities then the drilled shaft base will be used for the sign post. MWC staff is awaiting the outcome of the redesign.

\*Ashland Public Works Director Mike Faught arrived.

Commissioner Dailey questioned the location; Eric Johnson stated the location was east of Poplar and Hwy 62 on the south side near Umpqua Bank.

- 8.4 Master Plan Updates – Staff and CH2M have agreed on the Scope of Services for the three master plans: Water Distribution System Facility Plan, the Robert A. Duff Water Treatment Plant Facility Plan and the Water Management and Conservation Plan. CH2M has submitted costs for the Scope of Services for the master plans and contracts are being prepared for signatures.

9. Water Quality Treatment Report (Water Treatment Director Jim Stockton)

- 9.1 Last month's operations was 660 million gallons; the highest year (2005) was 820 million gallons. The current amount is similar to a ten-year average. Additional factors: .04 precipitation, high temperature of 102 degrees, with an average of 92 degrees. Mr. Stockton stated that as soon as the smoke came into town production went down.
- 9.2 Pump work has been completed, is under warranty, satisfactorily done and is a tremendous asset to staff as a tool.
- 9.3 An ozone specialist from California was here to help with the ozone generator #2. It appears the circuitry is okay.
- 9.4 Raw water pump #5 blew up; replacement gear is in place and is functional.
- 9.5 Tomorrow is the last scheduled tour for the public.
- 9.6 Staff expects to drop to 18 hours/day during the Labor Day weekend.

10. Finance Report (Finance Administrator Tessa DeLine)  
No report given.

11. Operations Report (Operations Superintendent Ken Johnson)

11.1 Staff is working on fence documents to improve the Hillcrest Reservoir and Pump Station. Six years ago the fence was upgraded and surrounded the property. Deer have jumped into the fenced area which causes public relations issues. The fence is old and needs repair. Staff will build a 7 or 8 foot fence but are contacting residents to receive input before going out to bid.

11.2 Staff worked with DUFF employees to write a SOP to improve Bullis Reservoir.

11.3 There is a Southern Oregon Wastewater Source schooling next week where approximately 14 staff members will attend the three-day class.

11.4 Lone Pine Pump Station – Due to a ground fault somewhere on the east side there is off and on interrupted power supply issues at the Lone Pine Pump Station which causes the pumps to go out. Commissioner Dailey questioned if it causes any damage; Operations Superintendent Ken Johnson noted that it causes overtime for staff; PP&L is aware of the situation.

12. Manager/Other Staff Reports

12.1 Mr. Rains stated that the City of Phoenix previously presented a letter and Mr. Rains stated that it would be entered into the record at this time. The letter has been passed on to HDR who will respond. The letter requests for the purposes of the Cost of Service Study that the maximum consumption figures associated with the TAP meter be reduced by 15% for the period of time prior to meter replacement in late 2013. Commissioner Dailey questioned if we used any of the months in our study when the meters were bad; Mr. Rains noted that we used six months.

12.2 Important Upcoming meetings

Cost of Service Study Workshop II, Wednesday, September 9 at Duff from 1:30-3:30 p.m.

Study Session on Bonding with Finance Director Alison Chan, Wednesday, September 16

Study Session on Cost of Service Study, Wednesday, October 7

Joint Meeting of Medford City Council and MWC, Thursday, October 8 at the Carnegie

13. Propositions and Remarks from the Commissioners

13.1 None

The Board adjourned to executive session at 12:52 p.m.

-----  
The Board reconvened at 1:04 p.m. with the same members present.

14. Adjourn

There being no further business, this Commission meeting adjourned at 1:04 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