

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
September 4, 2013

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:30 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, White City, Oregon with the following commissioners and staff present:

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

Manager Larry Rains; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Geologist Bob Jones; Water Quality Administrator Rosie Pindilli; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Supervisor Jim Stockton; Water Quality Plant Chief Operator Dan Perkins; Water Quality Seasonal Technicians James Ellsworth and Natasche O'Brien-Legg

Guests: City of Medford Councilmembers Bob Strosser and Chris Corcoran; Central Point Mayor and Liaison Hank Williams; Central Point City Manager Chris Clayton

Commissioner Cathie Davis was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of September 4, 2013
The minutes were approved as presented.

4. Comments from Audience
None.

5. Resolutions

- 5.1 No. 1532, A RESOLUTION Adopting Findings and Authorizing the Manager to Join the National Joint Powers Purchasing Alliance (NJPA) and Establish a Contract or Price Agreement through an Interstate Cooperative Procurement Method for a Hydro-Excavation Vehicle

At the last board meeting, staff recommended joining the National Joint Powers Alliance in order to take advantage of cost discounts associated with the combined purchasing power of participating governmental agencies. The procurement method meets the Commission's Contracting and Purchasing Regulations as well as the Oregon statutory requirements. There is no membership charge to the Commission. Staff is interested in purchasing a hydro-excavation vehicle through the NJPA and also may use this procurement method for future goods and services purchases. The board approved the membership agreement by motion at the last meeting; however, staff subsequently determined that approval by resolution was more appropriate for this change to procurement policy. Staff recommended approval.

Motion: Approve Resolution No. 1532

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Commissioner Dailey questioned why we had to do this again; Manager Rains stated that at the request of Attorney Huttel it was advised that the board approve the agreement formerly by resolution. Commissioner Anderson reported that he received an email from Mr. Huttel stating that a notice was published inviting public comments and requested that comments be open to the public. Mr. Anderson opened the meeting for comments; none were received.

Roll Call: Commissioners Anderson, Dailey, Fortier, and Johnson 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 \$504,222.58

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Roll Call: Commissioners Anderson, Dailey, Fortier, and Johnson voting yes; Anderson abstained from C&C Tires voucher. Motion carried and so ordered.

7. Engineer's Report (E. Johnson)

7.1 Duff Floc/Sed Basins – The project kickoff meeting for the design of the Floc/Sed basins was held on August 28. The administrative, coordination and major design elements for this project was addressed. The field survey and geotechnical work is scheduled to start in two weeks.

7.2 Duff Emergency Backwash – The pumps and motors are on site. Once the pumping season is over the pumps and motors will be installed and the remaining portions of the project finished. Mr. Dailey questioned if we will replace the current backwash system; Principal Engineer Johnson stated that we will as they need to be compatible (electrical versus manual).

7.3 Duff Raw Water Intake Pumps – CH2M Hill has started the preliminary design for the project.

7.4 Martin Control Station – The roof is done; site electrical, interior wiring and the site grading is underway. PP&L is on site; exterior door is installed and the restroom is being worked on. The old pump station will be on line for a month or so until the new site is ready.

7.5 Angelcrest Pump Station – Marquess & Associates has finished the preliminary engineering and submitted a draft technical memorandum for staff review.

7.6 Water Main Project Highway 62 Bypass – The design for the relocations of the water main is underway.

7.7 Vilas Road 20" Water Main Inter-tie – Marquess & Associates is working on the preliminary engineering.

8. Water Treatment Report (Stockton)

8.1 Water production is winding down. August production of 564 million gallons, which was down about 80 million gallons, was off due to smoke and precipitation. As a result we will transition from 24-hour operation to a two shift operation. Duff water will continue to be produced for maintenance and upcoming projects. Mr. Anderson questioned the two million gallon average; Water Treatment Plant Supervisor Stockton noted that we will come in higher than last year. The board requested a water production graph for the end of the year.

9. Finance Report (DeLine)

9.1 Finance continues to work with the software vendors.

10. Operations Report (K. Johnson)

10.1 The tap replacement meter arrived and will be installed at the tap building by S. Pacific Highway and Samike Drive. Staff will test and report back to the board. Mr. Anderson questioned about the Phoenix tap; staff noted that the representative will install theirs as well. Councilmember Corcoran questioned if the new meter has been tested; Operations Superintendent Johnson noted that it was tested and staff will test as well. Mr. Corcoran questioned the technology of the meter; staff noted that a new updated meter will be installed.

10.2 Highway 99 paving repair by the Martin Control Station should be completed next week.

10.3 Staff needs to abandon and put in another line on McAndrews by McDonalds Restaurant.

10.4 Big Butte Springs Operator Dennis Burg's vehicle broke down; as a result rats got inside and chewed up the electrical. The auto had to be towed into town.

11. Manager/Other Staff Reports

11.1 Manager Rains reported that everything is going well with the software; all is up to par with the City side as well.

11.2 Mr. Rains presented Duff II costs as of June 30, 2013 which covers Rogue intake land, wetlands mitigation, vernal pool fence and Duff II grading, which amounted to \$1,390,358.50. Commissioner Johnson noted that planning fees have not been included; Mr. Rains confirmed that staff time planning fees are not included. Mr. Corcoran questioned who paid for all of that; staff noted City of Medford residents. Mr. Johnson noted that since the 1920's this Commission was always thinking years and years out. We are trying to plan when Duff II will be required and this is not a cheap thing to do. He remarked that if none of our customers make a commitment we would not need to have Duff II. He questioned if we need a five-year plan which would state that in 25 years or so our customers will commit to building this. Mr. Anderson questioned how long our contracts are for; Mr. Rains noted they are for five years. Mr. Anderson noted that yes this could push out Duff II another five years. Mr. Anderson questioned about the goal of making all contracts the same; Mr. Rains noted that he has been working on this and a proposed common contract is in the hands of Attorney Huttli who is reviewing the changes. Mr. Rains noted that Jacksonville and Talent are overdue in signing but staff has not pushed for this because of the possible change to the agreements. Mr. Johnson noted there is a part in the current agreements that cover this issue as well due to the clause of "surplus water" and possibly running out. Mr. Rains noted that this is covered in the new proposed agreement also.

12. Propositions and Remarks from the Commissioners

12.1 Mr. Dailey questioned if we have covered all issues pertaining to customer service and telephone call wait time; Mr. Rains remarked that there are no issues on the MWC side. Councilmember Strosser stated that he recently called the City phone utility number and there was still wait time.

12.2 Mr. Johnson questioned brush removal at Big Butte Springs; Mr. Rains noted that he did talk to Geologist Jones and possibly Superintendent Johnson about this. Mr. Johnson questioned if this could be looked at next spring; Mr. Jones noted that we have a small amount budgeted this year for brush removal and watershed fuel reduction (for fires) but we will endeavor to do as much as possible.

13. Adjourn

There being no further business, this Commission meeting adjourned at 12:56 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.