

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

September 7, 2016

The regular meeting of the Medford Water Commission was called to order at 12:43 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, Bob Strosser

Manager Larry Rains, Medford City Attorney Lori Cooper; City Recorder Karen Spoonts; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Geologist Bob Jones; Water Quality Director Rosie Pindilli; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; Big Butte Springs Operator Dennis Burg, Temporary Operations Technician Brian Davidson; Water Treatment Plant Chief Operator Dan Perkins; Watershed Administrator Craig Harper

Guests: Medford Councilmembers Chris Corcoran and Michael Zarosinski; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Laborers Local 737 Union representative Gary Jackson; Sara Bristol; Damian Mann; Rudd Johnson; TV news media from Channel 5 & 10

Commissioner Lee Fortier was absent.

The pledge of allegiance was given.

3. Approval or Correction of the Minutes of the Regular Meeting of August 17, 2016

The minutes were approved as presented.

4. Comments from Audience

- 4.1 Sara Bristol stated it was an honor to work for the Commission during the past ten months and provided an overview of the work she has done while working for the MWC.

Commissioner Strosser would like to discuss the outcome of why she was dismissed and requested an Executive Session.

Water Quality Director Rosie Pindilli noted we are at such a critical point pertaining to the lead and is uneasy that we do not have a public relation person at this time.

5. Written Communications

5.1 Letters from ACCESS and St. Vincent de Paul

Funding request letters have been received from two of three agencies that receive annual grants from the Commission for low-income, water bill payment assistance. The emergency assistance grants have been included in the Commission's budget since 2003 and were increased to \$5,000 per agency in 2014. Board members and staff agreed last year to base recommended grants on the agencies' current balances, up to the \$5,000 maximum. The screen of applicants and disbursement of funds are handled by each agency.

Based on their current funding status, staff recommended the following grants for FY 16-17 to ACCESS and St. Vincent de Paul:

ACCESS	\$4,600 (Current balance is \$400)
St. Vincent de Paul	\$4,000 (Current balance is \$1,000)

Commissioner Strosser noted that each year's needs are different and we can adjust the funding.

6. Public Hearings

- 6.1 Consider Resolution No. 1608, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Retaining System Development Charges (SDCs) for Water Treatment and Transmission Facilities, at the Current Amount of \$1,707.02 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective October 1, 2016

Public hearing opened.

Central Point Mayor Williams stated he sent a letter requesting information and a question on justification for SDC charges for Central Point but did not receive an answer to the question. He wanted justification on what/why Central Point was being charged in SDC's. Manager Rains stated HDR had done the SDC review process a couple of years back. It was noted the requested SDC information was provided to Mayor Williams but the question asked was more a policy question. Commissioner Dailey stated we don't want to go down every project to slice and dice the SDC charges; in the end it will average out.

Public hearing closed.

Motion: Approve Resolution No. 1608

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered. Resolution No.1608 was approved.

- 6.2 Consider Resolution No. 1609, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Retaining the System Development Charges (SDCs) for the East Side High Level Area (ESHL), at the Current Amount of \$7,667.08 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective October 1, 2016

Public hearing opened.

No one spoke.

Public hearing closed.

Motion: Approve Resolution No. 1609

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Commissioner Anderson questioned if nothing is changing why the procedures of approving resolutions of no increases; Mr. Rains noted as a matter of record it is better to do it this way.

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

Motion carried and so ordered. Resolution No. 1609 was approved.

- 6.3 Consider Resolution No. 1610, 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, 2016

Public hearing opened.

No one spoke.

Public hearing closed.

Motion: Approve Resolution No. 1610

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

Commissioner Anderson requested confirmation there was no price increase; Mr. Rains stated that was correct.

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

Motion carried and so ordered. Resolution No. 1610 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 \$1,735,807.46

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

8. Operations Report (Operations Superintendent Ken Johnson)

8.1 The initial investigations on pigtailed is almost complete. The secondary investigation is in process with about 230 potholes to go. Sixteen leaded pigtailed have been found to date. More fliers will be handed out in the coming days.

8.2 Pertaining to the purchase of the new truck for Inspector Lester McFall, Landmark Ford was the lowest quote at approximately \$32,000. Local vendors were about \$8,000 higher.

8.3 On Labor Day alarms went off at Stanford Pump Station due to a failure with the pumps. Staff contacted PP&L and the transformer was repaired. The generator was used to operate the pump station during the down time.

8.4 TS Administrator Kris Stitt is working with the City pertaining to a communication links for Sensus data. The shipping of the hardware will arrive in about seven weeks.

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

9.1 Duff Flocc/Sed Basins – Concrete forming, rebar setting and concrete pours continue for the sedimentation basins, settled water flume and the west end of the basins. Work continues on the electrical system. The flash mix pump room motor control panel is energized. Preparatory work is being done with the anticipation of basin shut down in September.

9.2 Highway 62 14" Water Main Reroute – The sign post drilled shaft base has been drilled and no conflicts with the existing 14" water main have been noted.

9.3 City of Medford Lozier Lane Project – MWC staff has submitted the water plans and specifications to the City. The City has packaged their plans and MWC plans together and submitted the total project to ODOT. ODOT is currently reviewing the plans and specifications. The contract between MWC and ODOT for the project has been signed by all parties.

9.4 Master Plan Updates – The Water Management and Conservation Water Plan (WMCP) have been posted on the MWC website and the 30-day review period has expired. Any comments from the review period will be taken under consideration and incorporated into the document. Staff has returned all comments to CH2M Hill for the BBS/Duff Facility Plan. CH2M Hill is incorporating comments into the plan. CH2M Hill continues to work on the Water Distribution System Facility Plan.

- 9.5 Corrosion Study – Engineering, with the help of Administration staff, has finished the RFP and is ready to advertise the project. The RFP is scheduled to be advertised on September 16, 2016 with proposals due back on October 28, 2016.
10. Water Treatment Report (Water Treatment Director Jim Stockton)
 - 10.1 No record setting season to report. More demand is shifting back to evening hours. After this holiday weekend staff has cut back to a 19-hour day (was 24-hour day); all in preparation so the contractor can get us ready for the next operating season.
 - 10.2 The newest river pump had a leak; staff is working with the supplier. The supplier is taking responsibility even though it is past warranty. The manufacturer is Cascade Pump but Triangle Pump is taking responsibility.
11. Finance Report (Finance Administrator Tessa DeLine)
 - 11.1 Staff is working on the financial statement. The audit is upcoming and should be done mid to late October.
12. Manager/Other Staff Reports
 - 12.1 Mr. Rains stated that he is working on the water rate agreements with the six cities and two water districts. The City of Jacksonville signed their agreement yesterday and he will meet with the City of Talent tonight. The goal is to have all completed and ready for approval at the September 21 meeting. He noted it is the same format for all parties and there are no changes except those items specific to their city or district.
 - 12.2 Mr. Rains stated he has been discussing the 230 potholes in the service lines yet to excavate with Ken and his crew. It is a slow process and suggested the MWC hire four temporary employees for a three month period. His goal is to have all completed by the end of the year which would average about four a day. The cost to hire four workers would be about \$46,000 to \$60,000. Commissioner Johnson questioned where you would find people to do this type of work; Mr. Rains noted that he expects to find those who can do the job. Commissioner Dailey noted it took us a long time to get to this point. Mr. Rains noted we didn't know where the potholes were needed until this time. The board agreed and stated the need to get this done quickly as this holds other projects up.
 - 12.3 Water Quality Director Pindilli stated the Lead Blood Test Reimbursement Request form has been completed with the help of Legal and Administrative Coordinator Finstad. The reimbursement must not exceed \$250 per person and must include a copy of the receipt in order to receive reimbursement for out of pocket expense. She further stated no medical information would come to us. Board agreed to the information provided.
 - 12.4 Pertaining to the schools, Ms. Pindilli noted they just finished the last round of their testing. The schools were thankful that we reached out to them. She provided a photo of what was removed of various plumbing parts until no lead was found. Commissioner Strosser was thankful the door to the schools has been opened and hoped it would stay open.
 - 12.5 Geologist Jones provided a report pertaining to property owned by Mr Anderson, who is complaining about issues with beavers. He stated over time brush builds up and wetlands are created. Mr. Anderson would like the water back into the channel. BBS Operator Burg noted there is no longer a channel between points along the original path. Staff also met with Division of State Lands and noted there could be wetland mitigation issues. If you could even get equipment there it would be an issue as it is too wet and there is no guarantee that the water will not continue to move from the channel. The next step is 1) do nothing 2) obtain removal/mitigation permit and hire consultant 3) lot line adjustment or land exchange, although Mr. Anderson was not too excited about this option as it would take grazing land from him.

Commissioner Johnson would like to know the approximate cost on the options presented.

13. Propositions and Remarks from the Commissioners

13.1 Commissioner Dailey noted the board is concerned with leadership.

Motion: Move to suspend the relevant provisions of the Personnel Manual and require prior Board approval of an personnel action involving hiring, firing, promotion, demotion, transfer or change of duties, responsibilities or office location.

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

Commissioner Johnson noted at the last executive session the preliminary draft was received from Rudd Johnson; at today's executive session the board will receive the final. After that Mr. Rains will be given the report at a separate meeting.

Attorney Cooper noted no notice is required to hold an executive session as requested by Commissioner Strosser. Commissioner Johnson would like Mr. Rains attend the first portion of the executive session to go over the dismissal of Sara Bristol.

14. Executive session in accordance with ORS 192.660(2)(i) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Board adjourned to executive session at 1:38 p.m.

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The Board reconvened at 2:29 p.m. with the same members present.

15. Adjourn

There being no further business, this Commission meeting adjourned at 2:29 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