

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION**  
**November 21, 2012**

The regular meeting of the Medford Water Commission was called to order at 12:25 p.m. in the Lausmann Annex Conference Room, 200 S. Ivy Street, Medford with the following members and staff present.

Commissioners Jason Anderson; Leigh Johnson, John Dailey

Commissioners Cathie Davis and Lee Fortier were absent.

Manager Larry Rains; Medford City Attorney John Huttli; City Recorder Glenda Wilson; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Geologist Bob Jones; Operations Superintendent Ken Johnson; Duff/WTP Supervisor Jim Stockton; Water Quality Administrator Rosie Pindilli; Technology Services Coordinator Kris Stitt

Guests: Medford Councilmembers Bob Strosser and Greg Jones; Ashland Associate Engineer Pieter Smeenk; Rob Morris – Ashland; Central Point Mayor Hank Williams; Public Works Management Joe Strahl and Chris Peters

3. Approval or Correction of the Minutes of the Last Regular Meeting of November 7, 2012  
There being no corrections or amendments the minutes were approved as presented.

4. Comments from the Audience

- 4.1 Joe Strahl, Public Works Management representing customer group of Central Point, Eagle Point, Talent, Phoenix and Jacksonville addressed the Commissioners regarding the cost of service study which has been postponed at this time. He noted that his customers are concerned about policy issues discussed at the Commission level; he spoke to the option of bonding for improvements. This year the customer group is raising concerns regarding the policy of depreciation of donated or system development charge funded improvements and he noted that per the AWWA manual these should not be included in charges. Mr. Strahl also noted that the customer group still has concerns with the rate of return policy adopted last year by the Water Commission and they feel the Commission should revisit the issue and charge a lower rate to reflect reality.

Commissioner Anderson thanked him for his comments and requested Mr. Strahl forward the AWWA information cited to the Water Commission staff.

5. Resolutions

- 5.1 No. 1504, A RESOLUTION Adopting Findings and Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Neilson Research Corporation (NRC) for Laboratory Analytical Services.

Mr. Rains noted that the Commission is required to conduct a variety of chemical and microbiological testing for water quality compliance and investigative purposes. Analysis must be performed using approved methods and accredited laboratories. Neilson Research Corporation (NRC) is the only such laboratory in the Medford area and has successfully provided analytical services since 1981. The presence of a local, nationally-accredited environmental laboratory provides great benefits and results in substantial cost savings for the Commission. A letter outlining the proposed discount pricing for the next contract period is attached. The costs are included in the budget; MWC typically spends around \$50,000 per year. Public notice of the proposed exemption was posted on the Commission's website; staff recommends approval.

Motion: Adopt the resolution.

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

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

Motion carried and so ordered. Resolution No. 1504 was approved.

- 5.2 No. 1505, A RESOLUTION Awarding to and Authorizing the Manager to Execute a Contract in the Amount of \$1,214,250.00 with Slayden Construction Group, Inc. for Construction of a New 7000 GPM Martin Control Station.

Mr. Rains reported that at the last meeting staff discussed the bids on this project. A Notice of Intent to Award was issued to Slayden Construction Group, Inc. on November 7; no protests were received. Staff recommends approval.

Motion: Adopt the resolution.

Moved by: Mr. Johnson

Seconded by: Mr. Dailey

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

Motion carried and so ordered. Resolution No. 1505 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 2,155,209.60.

Moved by: Mr. Johnson

Seconded by: Mr. Dailey

Roll Call: Commissioners Johnson, Anderson and Dailey voting yes; Johnson recused himself from the Stanley Security voucher and Anderson recused himself from the Asante and C&C Tires vouchers.

Motion carried and so ordered.

#### 7. Engineer's Report (E. Johnson)

##### 7.1 Duff Water Treatment Plant:

###### a. Duff Flocc/Sed Basins:

The project kick off meeting is scheduled for next Tuesday and Wednesday. Preliminary design and water quality testing continues.

###### b. Emergency Backwash:

The project was advertised on Friday the 16<sup>th</sup> with plans bid documents available on Monday. A mandatory pre-bid meeting is scheduled for next Tuesday at Duff WTP. The bid opening is scheduled on the 18<sup>th</sup> of December.

##### 7.2 Martin Control Station:

- a. The project was awarded today, a 'Notice to Award' will be sent to Slayden Construction. Contracts, bonds and insurance forms are due back on December 7<sup>th</sup>, upon receiving them a 'Notice to Proceed' will be issued.

#### 8. Water Quality Report (Pindilli)

Ms. Pindilli reported on her attendance at the conference in Toronto; she noted that work is continuing on the development of the hydrant flushing program, the dead ends issue, and the written monitoring plan for system to outline compliance monitoring. She also noted that the residential backflow program east side survey is almost completed.

#### 9. Finance Report (DeLine)

None

10. Operations Report (K. Johnson)
  - a. The work with the City of Phoenix to cut away from the Charlotte Ann District is moving forward and the City of Phoenix will be paying for the Water Commission time towards this project.
  - b. Flows are still at full pipe.
  - c. Work is being done to abandon services at the Medical Eye Clinic on Barnett as the previous apartment building had several meters and only one is required for the new building.
11. Manager/Other Staff Reports
  - 11.1 Mr. Rains reported on meetings with City staff regarding the utility billing issue. He noted all concerns were discussed and that the Commissioners have received copies of the minutes of the meetings. He noted that City Staff is currently working with the software contractor to address some additional issues. The Water Commissioners have been invited to a joint study session with the City Council on November 29, 2012. Mr. Rains requested that the Commissioners, by motion, state their intent to retain the Water Commission billing. Commissioners discussed the request and concurred they would like to address this after the joint study session but that staff should continue to move forward with the software implementation process. Commission members also noted they would like a full quorum of the Commission present to address this issue and vote on keeping the billing at the Commission.
12. Propositions and Remarks from the Commissioners
13. Adjourn

There being no further business, this Commission meeting adjourned at 12:55 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.

Glenda Wilson  
City Recorder