



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, December 4, 2019

Lausmann Annex Room 151/157

200 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:17 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Greg Jones, Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance & Administrative Services Director Tessa DeLine; Water Meters & Controls Supervisor Ken Johnson; IT Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Human Resources Manager Tanya Haakinson

Attorney Mark Bartholomew; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Shaun Koorn of HDR; Ed Olson of Varius, Inc.

3. Comments from the Audience

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of November 20, 2019

4.2 Resolution No. 1723, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$4,310,000.00 with LTM, Inc. dba Knife River Materials for Construction of the Robert A. Duff Water Treatment Plant Engineered Lagoons 5-8 Expansion Project

Motion: Approve Consent Calendar.

Moved by: Mr. Whitlock

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Bunn, Dailey, and Whitlock voting yes; Jones abstained from 40.1.

Motion carried and so ordered.

5. Items Removed from Consent Calendar

6. Review of Vouchers

The board reviewed the vouchers; no questions were received.

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- Foothill Road Improvement Project – Staff has reviewed the 70% designed plans and will return them to Marquess & Associates this week.
- Duff WTP 65 MGD Expansion – Staff interviewed Black & Veatch, Jacobs, and Carollo; Jacobs was determined to be the best qualified consultant for the project. A letter of “Notice of Highest Ranked Proposer and Negotiation Period” has been sent to Jacobs. Staff will work with Jacobs to develop a Scope of Services. Once the scope is negotiated then a Cost for Services will be determined.
- Water Quality Improvement Project – Staff is currently reviewing the 75% designed plans and specifications from Black & Veatch.
- Engineered Lagoons Project – As Resolution No. 1723 was approved today, a

letter of “Notice of Award” and contract will be sent to Knife River Materials. A preconstruction meeting will be held once the contract, bonding and insurance are received.

- Johnson stated this project spans two fiscal years; this fiscal year roughly \$2 million dollars will go into it. The next three months they will work on the capital plan. He noted they are pleased with the bids as they came in well under their expectations.
- Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) – The second workshop pertaining to Consequence Analysis for Threat-Asset Pair was held on November 22. The next workshop on Cyber Security is scheduled for December 9. Security is based on a rating system determined by staff.
- Rancheria Springs – MWC has received the revised Scope of Services and cost from Jacobs. The revised scope includes a UV system, a new building, PLC’s, fiber connection, piping, modifications to the existing pump station and related site work. The additional cost for services is approximately \$150,000. This amount exceeds 25% of the original contract. Staff will submit a resolution to the next Board meeting to amend the original contract for both Scope of Services and cost. The Jackson County Type 2 planning application has been submitted. A CM/GC (Construction Manager/General Contractor) delivery method is being pursued for this project. Board action will be required to approve this methodology.
 - A proposed schedule was presented from Jacobs. \$350,000 could be saved if completed by August 2020, which is when we need Rancheria.
 - GMP will probably be locked in by March/April.
 - The cost of the complete project is \$1,300,000. Project is not complex.
 - Withdrew the water right transfer application from the Oregon Water Resources Department.
 - Board will approve the resolution on December 18.

7.2 Operations Report (Water Meter & Controls Supervisor Ken Johnson)

- The distribution system operations was not compromised during the high wind event. However, there were two large trees that fell down; one at Brookdale Pump Station and one at Barneburg Pump Station.
- AMI Update
 - Staff is in the planning stage for the future second base station site on Hwy 62 and Justice Road for the AMI site. This will facilitate the reading of over 1,700 meters in White City area plus provide an overlap of an area being read from the Capital Hill Reservoir Site. Readings will most likely be done via cellular and sent to AMI.
 - This month approximately 550 meters from “day 8” meter reading will be transitioned to AMI and will be read via tower. This will bring the total meter read via AMI to around 1,750/month or about 5% of all meters.
 - Goal is to be completed within 6-1/2 years.

7.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman)

- Operations
 - Duff is shut down for the season and is undergoing decommissioning activities.
 - Duff operated until November 14, longer than any previous year.
 - Did not hit peak production as in past years due to a cooler summer.
 - The annual treatment production was presented.
- Watershed
 - Driest October and November on record.

- Lowest spring flow on recorded history.
- Willow Lake level above average.
 - Ed Olson stated there was a drought in 1992 and 1993 and Duff was used more. MWC half piped early (even with Rancheria running) and ran the springs flows up during peaks days.
 - West Lake Timber Sale has been completed.
 - Slash disposal and thinning work ongoing.
- Water Quality
 - 100% compliant with regulations.
- 7.4 Finance Report (Finance & Administrative Services Director Tessa DeLine)
 - Working on closing the month of November; the report will be out shortly.
 - Staff members are holding meetings regarding water service and should be completed by early spring.
- 7.5 I.T. Report (Information Technology Administrator Kris Stitt)
 - Completed the first round of data conversion for the billing system upgrade. Staff now has a working version to begin testing.
 - The vendor, AUS, will be on site early January to continue to the next phase of the project.
 - Working on the requested documents for the cyber security portion of the Risk and Resiliency study. A phone call has been scheduled with Carollo on December 9 to review the data.
- 7.6 HR Report (Human Resources Manager Tanya Haakinson)
 - Rolling out a new vacation and sick leave policy the first of the year for non-union employees.
 - AFLAC open enrollment is this week.
- 8. Manager's Report
 - 8.1 Staff reviewed the campus facility layout. Still looking at property sites.
 - 8.2 Upcoming meetings/Study Session topics:
 - December 18: Audit, and MWC Building Planning.
 - January 1: No Board meeting.
 - January 15: BBS Operations update.
 - 8.3 The Holiday Social is Friday, December 13. An RVSP is requested.
- 9. Propositions and Remarks from the Commissions
 - 9.1 Commissioner Dailey noted he will not be attending the December 18 meeting; all other commissioners stated they would be in attendance.
 - 9.2 Mr. Taylor thanked management team and staff as there are many things going on, and staff is working hard and accelerating their efforts.
- 10. Adjourn

There being no further business, this Commission meeting adjourned at 1:00 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.