



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, January 3, 2018

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 12:19 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Bob Strosser

General Manager Brad Taylor; Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Duff/Water Treatment Plant Director Jim Stockton; Big Butte Springs Operator Dennis Burg

Guests: Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor Bob Russell; Jim Herndon; Rick Whitlock

Commissioner Leigh Johnson was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of December 20, 2017
The minutes were approved as presented.

4. Comments from the Audience
None.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$1,003,801.08

Moved by: Mr. Anderson

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

6. Staff Reports

- 6.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – Forming for the sludge hoppers is done and concrete poured. Work on the 48" bypass pipe continues. Second half of the basin influent flume soffit repair is complete. The polymer batch system has been delivered and the 30" influent piping installation is underway.
- b. City of Medford Lozier Lane Project – Phase 3, which is the final phase, is scheduled to resume construction in the middle of January 2018.

Commissioner Anderson questioned what we have left to do there; Eric Johnson noted Prune to Stewart is the final section to be completed.

- c. Jackson County Table Rock Road Project – Construction is scheduled to start in February.
- d. City of Medford Foothill Road Project – MWC will start preliminary design of the water main once base drawings are received from the City. The base drawings are scheduled to be available in February.

- e. Corrosion Study – The draft “Bench Scale Testing MT’ comments for staff have been returned to Black and Veatch. Coordination of the pipe loop construction continues.

6.2 Operations Report (Operations Superintendent Ken Johnson)

- a. Ken Johnson was out of the office working on the four repairs on Manor Hill. A full report will be presented at the next board meeting.

6.3 Water Quality/Treatment Report (Water Quality Superintendent Jim Stockton)

- a. The pipe loop testing station assembly is essentially complete and is ready for conditioning.
- b. The uninterruptible power supply (UPS) quotes were received and are being evaluated.
- c. The contract and Notice to Proceed has been signed with Mason Bruce & Girard for forestry consulting. Project began January 1, 2018. First tasks: analyze current conditions; begin planning for management of entire 2,500 acres and select initial projects for immediate (2018) treatment – pre-commercial thinning and commercial harvest.

Commissioner Dailey questioned if we have timber to harvest; Mr. Stockton noted we do.

- d. Staff will meet with the timber companies who own land in and near the Big Butte Springs Watershed and the U.S. Forest Service (USFS) as we begin active forest management. USFS manages 41,000 acres of the 56,000-acre Big Butte Springs watershed.
- e. The next Rogue Drinking Water Provider Partnership meeting will be late January/early February. Discussion will continue on the Source Water Assessment (SWA) drafts from DEQ. Karl Morgenstern from EWEB will attend to discuss how they used SWAs in developing their Drinking Water Projection Plan. The MWC is at a critical point in our process, and EWEB is a great model from a similar watershed for our region to emulate.
- f. We are beginning to use ArcGIS for forest management, source water mapping and analysis, and watershed management in general. This will be an essential tool for planning.
- g. The Clay and Lewis life estates have been relinquished back to the MWC. Mrs. Clay moved to Idaho to be with her children, and Mr. Clay passed away. The existing structures will be removed and the site restored to a “natural condition” this next year.

Commissioner Dailey questioned if this was the one we had an issue with; staff noted it was.

6.4 Finance Report (Finance Director Tessa DeLine)

- a. Staff has delivered twelve RFP’s to local banks and credit unions that are on the State of Oregon’s list of qualified depositories. We are currently working on a list of questions that have been posed by the prospective banks. We will have the complete list of questions and answers available on our website tomorrow. Out of the twelve banks/credit unions, People’s Bank and Chase have declined to participate, one for

reason unknown and the other as a result of the scope of work.

- b. The SDC review project is being revisited with HDR. SDC calculations were submitted to HDR today. This project should be completed by late winter.
- c. The semi-annual inventory at the Service Center will be Friday, January 12.
- d. Finance is resuming work on the 18-19 annual budget. Staff is looking forward to adding additional functionality and improvements to our budget document.

7. Manager's Report

- 7.1 Commissioner John Daily's term will be extended for another five years; Rick Whitlock will be sworn in as a new commissioner and was welcomed.
- 7.2 Modifications or adoption of the Board Goals will be needed. Commissioner Bunn questioned what they are used for; Mr. Taylor noted it is a road map for staff and believes staff does get something out of this. Commissioner Dailey noted last year a subcommittee reviewed this but he did not think these were very inspirational. Commissioner Anderson noted we spent a whole meeting on these goals about ten-twelve years ago. Mr. Taylor noted the strategic and financial plan would be important to work with the commission.
- 7.3 Open positions are 1) Technology Services Business Analyst, which is closing January 12, but will remain open until filled and 2) Water Treatment and Quality Director, which has closed. Six applications were received and two candidates will be interviewed the third week of January. An internal interview panel will be in the interview process.

8. Propositions and Remarks from the Commissioners

- 8.1 Commissioner Dailey expressed a happy new year to all.

9. Adjourn

There being no further business, this Commission meeting adjourned at 12:41 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