

## MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

March 1, 2017

The regular meeting of the Medford Water Commission was called to order at 12:33 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, Daniel Bunn, John Dailey; Bob Strosser

Interim Manager and Principal Engineer Eric Johnson, Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton

Guests: Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Rudd Johnson of Crown Hill Consulting

The pledge of allegiance was given.

3. Approval or Correction of the Minutes of the Regular Meeting of February 15, 2017  
The minutes were approved as presented.

4. Comments from 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 \$537,028.47

Moved by: Mr. Johnson

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

6. Engineer's Report (Principal Engineer Eric Johnson)
  - 6.1 Duff Water Treatment Plant Flocc/Sed Basins – The concrete wall joining the existing basins with the new basins is complete. Elevated walkway forming and concrete pours are underway. Electrical work continues for the flocculates.
  - 6.2 City of Medford Lozier Lane Project – MWC is still waiting on a new pre-construction meeting date from ODOT.
  - 6.3 Master Plan Updates – The Water Management and Conservation Water Plan (WMCP) is with the State for review. CH2M has submitted the final draft for review prior to printing.
  - 6.4 Corrosion Study – Black and Veatch have submitted the Scope of Service to MWC for review.
  - 6.5 Jackson County Table Rock Road Project – MWC has received a proposal from HDR. Staff is currently negotiating the design cost with HDR.
  - 6.6 City of Medford Foothill Road Project – The City will have base plans available to MWC in the middle of March. Upon receiving the base plans MWC will start the water main design.
7. Operations Report (Operations Superintendent Ken Johnson)
  - 7.1 Staff will install an 18" check valve at Bullis Reservoir this Thursday. Commissioner Dailey questioned if we will be out of service at that time; Operations Superintendent Johnson stated no customers will be out of service.

7.2 Day 10 of the FlexNet AMI Smart radios are reporting to the tower, which are approximately 740 radios. Staff is now looking at Smart radios that report intermittently. Once these meter sites are corrected staff will be ready to transition Day 10 meter reading and monitoring to the FlexNet AMI system.

7.3 New informational water dispenser signs, including a Spanish version, will be installed this week.

8. Water Treatment Report (Water Treatment Director Jim Stockton)

8.1 In preparation for the upcoming operating season, staff is currently bidding chemical contracts that have expired and negotiating with those that will expire the following year.

8.2 Work continues on Phase 1 of the SCADA migration project which should be complete by mid-April. This project will be completed in 3-4 phases to deal with the magnitude of converting over all outdated programmable logic controllers (PLCs).

8.3 The ozone system will be commissioned next week; the balance of the systems will be commissioned over the course of the month.

8.4 Fire District #3 is touring all firemen through the Duff facility this week. Commissioner Johnson noted he talked to one of the Board members for Fire District #3 who stated they were impressed with the tour. Commissioner Dailey questioned if the plant has a sprinkler system in place; Duff/WTP Plant Director Stockton noted only part of the plant does and that is where chemicals are housed.

8.5 The annual tour of the RCC advanced chemistry class will take place this week.

8.6 There will be an upcoming local water tasting competition which staff hopes to win.

Commissioner Johnson questioned how the Gold Hill issue was resolved; Mr. Stockton noted to be in compliance with the state they contracted with a person in Myrtle Creek. We also loaned Gold Hill an analyzer.

9 Finance Report (Finance Director Tessa DeLine)

9.1 Finance Director DeLine was not in attendance. Interim Manager Johnson noted staff is working on the budget.

10. Manager/Other Staff Reports

Out of sequence

10.2 MWC is still awaiting word from AUS pertaining to recurring payments. Interim Manager Johnson was unsure if our customer service software can handle credit card purchases.

Back in sequence

10.1 Eagle Point Irrigation District Annual Agreement

Staff has spoken with Eagle Point Irrigation District (EPID) regarding the annual agreement. The agreement covers water released to EIP from Willow Creek Reservoir (Willow Lake) during the irrigation season. An updated version with no changes to release amounts was unanimously approved by the EPID Board at their last meeting. EPID Manager David Ford had stated that their board and staff appreciate having a good relationship with the Commission both past and present.

Motion: Approve the annual Eagle Point Irrigation District Agreement as presented

Moved by: Mr. Johnson

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

11. Propositions and Remarks from the Commissioners

Out of sequence

- 11.2 Commissioner Johnson stated he will be attending a meeting today pertaining to the Big Butte Springs pipeline. He had received information that a ranch towards Butte Falls wants to tap a line to their marijuana grow. He stated he will report back what he has learned.

Back in sequence

11.1 Medford Water Commission Manager Search

Cindy Krebs of Alliance Resource Consulting, LLC met with the Board and select staff February 15 and 16 regarding the Commission's search for a new Manager. Recruitment material was submitted to the Board.

City Attorney Cooper noted this will be approved at a public hearing which will then allow the Board to interview during an Executive Session. Commissioner Bunn noted this is not a job description so believes this can be approved.

Motion: Approve the General Manager recruitment material by Alliance Resource Consulting

Moved by: Mr. Bunn

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

Discussed was drafting the job description for review and a public hearing. Rudd Johnson of Crown Hill Consulting noted the ad is out but the job description will come later.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:03 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