

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

January 6, 2016

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:32 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, Lee Fortier, Bob Strosser

Manager Larry Rains, Medford Deputy City Attorney John Huttli; City Recorder Karen Spoons; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Operations Superintendent Ken Johnson; Duff/WTP Director Jim Stockton; Big Butte Springs Operator Dennis Burg; Public Information Coordinator Sara Bristol

Guests: Medford Councilmember Chris Corcoran; Central Point Mayor Hank Williams; Central Point Assistant City Manager Chris Clayton; City of Phoenix City Manager Steve Dahl

3. Approval or Correction of the Minutes of the Regular Meeting of December 16, 2015  
The minutes were approved as presented.
4. Comments from Audience
  - 4.1 City of Phoenix City Manager Steve Dahl stated that they are building apartments in Phoenix.
  - 4.2 Medford Councilmember Chris Corcoran stated that Medford Police Lieutenant Mike Budreau and celebrity Mike Rowe will be on Good Morning America tomorrow morning pertaining to a bank robbery in Medford.
5. Written Communications
  - 5.1 Quarterly Letter to the Mayor and City Council  
The report for the fourth quarter of Fiscal Year 2014-15 was presented. The board members agreed to its contents and Chair Leigh Johnson will sign. Staff will forward the letter and relevant attachments to the Mayor and Councilmembers. Councilmember Dailey requested a copy of the attachments.
6. Authorization of Vouchers  
Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$391,244.12  
Moved by: Mr. Dailey Seconded by: Mr. Strosser  
Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes.  
Motion carried and so ordered.
7. Engineer's Report (Principal Engineer Eric Johnson)
  - 7.1 Duff Water Treatment Plan Floc/Sed Basins – Concrete pours continue with other portions of the bottoms of floc basins three and four being poured. The bottom of the settled water flume is being formed and poured. Installations of electrical conduits for the sludge vault have been installed. The fresh water supply piping has been installed and tested.
  - 7.2 Highway 62 14" Water Main Reroute – ODOT is advertising the project starting on Thursday of this week. The bid opening is scheduled for February 11, 2016.
  - 7.3 Lozier Lane City of Medford Project – MWC is still awaiting a decision from Jacksonville Highway Water District (JHWD). JHWD's next meeting is January 12. MWC staff has put the project on a temporary hold until a decision is made.

Commissioner Dailey questioned the possibility of JHWD dissolving; Medford Deputy City Attorney Huttli provided information on what the statute says on dissolving a water district.

7.4 Master Plan Updates – Two meetings were held with CH2M on December 16. The first meeting reviewed Duff WTP and Big Butte Springs Master Plan updates. The second meeting reviewed the Water Distribution Master Plan and the Water Management and Conservation Plan. Additional data was provided to CH2M for all of the plans at the meetings. CH2M continues to work on the Master Plans; the next review meeting is tentatively scheduled for February.

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

8.1 Staff is evaluating the process of streamlining reports which are currently handwritten.

8.2 The hypochlorite systems come with a much higher maintenance cost as it is a very corrosive product to handle, use and transport. The system is eight years old and the manufacturer thought eight years was a good life out of that type of system. Modifications were made on the compress air lines. Value accessories are arriving for replacement. A scheduled shutdown will take place once all items arrive.

Commissioner Fortier questioned using a fiberglass tank; Duff/WTP Director Jim Stockton stated the consultant only considered polypropylene. Principal Engineer Eric Johnson stated they don't normally go up that high.

9. Finance Report (Finance Administrator Tessa DeLine)

9.1 Commissioner Johnson thanked Finance Administrator Tessa DeLine for getting the statements to the Board. Ms. DeLine stated that they are trying to get caught up on them. She noted there are a few software issues and a meeting will be held later today pertaining to this with another meeting later this week. Staff found another report that is incorrect and TS Administrator Kris Stitt is working on a solution which should be resolved later today.

Commissioner Johnson questioned if we could have a column for payroll expenses; Ms. DeLine stated she could provide a trial balance. Commissioner Dailey questioned if there are new issues; Ms. DeLine noted that she found that some of the billing batches were not populating the summary reports. He also questioned if the software is stable; Ms. DeLine thinks this issue is from the beginning and has just now been spotted.

10. Operations Report (Operations Superintendent Ken Johnson)

10.1 Over the holidays there was some fine tuning to the cathodic system; staff will continue to monitor to get the optimum protections.

10.2 Sensus is working on a plan pertaining to the Ipro readers.

10.3 A notice of a claim has been received for work done in September while working on Hwy 62 at O'Reilly's auto part store where staff had hit a buried phone line. Commissioner Dailey questioned the cost; staff noted that they have not heard anything since the claim was submitted.

10.4 Commissioner Johnson questioned the Cherry Lane water issue by the power pole; Operations Superintendent Ken Johnson stated he did not see anything when he drove by.

11. Manager/Other Staff Reports

11.1 Mr. Huttli stated that he will be leaving the City of Medford to move to Curry County; his last day with the City is January 21, 2016. He remarked that it has been great working for the City and the Medford Water Commission. He stated that he has kept the Legal Department aware of the

issues that the MWC has had. In his honor, there will be a farewell party, Thursday, January 21 from 1:30 p.m. to 3:00 p.m. at Medford City Hall, Alba Room.

11.2 The Boards and Commissions luncheon is Friday, January 29 at 12:00 p.m. The Board was encouraged to sign up by January 15.

12. Propositions and Remarks from the Commissioners

12.1 Commissioner Johnson received a letter reappointing him to the Commission for another term. Mr. Rains stated that we will install new officers on the first meeting in February.

13. 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.

Karen M. Spoonts, MMC  
City Recorder  
Clerk of the Commission