

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION**  
**January 8, 2014**

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:30 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair Jason Anderson; Commissioners John Dailey, Cathie Davis, Lee Fortier, Leigh Johnson

Manager Larry Rains; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Public Information Coordinator Laura Hodnett; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Supervisor Jim Stockton; TS Coordinator Kris Stitt; Medford City Manager Eric Swanson; Medford Emergency Management Coordinator Larry Masterman

Guests: City of Medford Councilmember Bob Strosser; Central Point Mayor & Liaison Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor & Liaison Bob Russell; Joe Stahl and Chris Peters of RH2 Engineering

3. Approval or Correction of the Minutes of the Last Regular Meeting of December 18, 2013  
The minutes were approved as presented.

4. Comments from Audience

- 4.1 Medford Emergency Management Coordinator Larry Masterman introduced himself.
- 4.2 Medford City Manager Eric Swanson stated that Mike Snyder is Medford's new Human Resource Director. Mr. Snyder is a former Medford Police Officer who is familiar with collective bargaining. Mr. Swanson also noted that he was here to answer any questions that anyone may have for him.
- 4.3 Chris Peters of RH2 Engineering requested further direction on her interaction with the Cost of Survey Study as she was absent from the meeting when the focus group format was discussed. Commissioner Anderson noted that the issue came from a second email sent from her directly to the consultant requiring immediate response to her previous questions. Although the email was sent to the MWC Manager as well, it was addressed and directed to the consultant. Ms. Peters stated that she did not go outside the parameters as she answered the questions that she received. Mr. Anderson noted that the Board agreed that the focus group intent is probably more than a listen and learn situation for the other cities coalition representative but giving the consultant a direct and different direction was a cause of concern. Manager Rains gave an overview of the direction he thought received from the Board on the rate study and focus group process. Commissioner Dailey noted that the manager has the correct direction and we will go from there. Commissioner Anderson agreed. Joe Strahl of RH2 Engineering thought that the email issue was confused and the coalition was misled on the focus group purpose. Ms. Peters noted that the other cities are paying 25% for the study as well thru rates; Mr. Anderson noted that the MWC is paying the bill in full but it would be allocated as the rate study would dictate. Mr. Anderson stated that if Ms. Peters had additional questions they could talk about this later as the Board has made their decision. Ms. Peters requested Commissioner Fortier weigh in on the conversation; Mr. Fortier thought that all emails were passed along to the manager and stated that the focus group has had one initial kick-off meeting so far. Manager Rains noted that he was directed to request from Ms. Peters their questions from two years ago and he would present them to the consultant. Mr. Strahl did present at the last Board meeting the above mentioned list of questions as well as goals that the coalition thought should be directed to the consultant. Manager Rains noted he only provided the questions not the goals to the consultant as directed by the Board. Commissioner Johnson noted that the bottom line was

that the indicated questions would be answered; Mr. Rains noted that the questions would be answered in the logical time frame of when each issue is dealt with in the study and also provided information on where the consultant is in the study. Once each phase of the rate study is in draft form and reviewed by MWC staff it would be presented at a focus group meeting for an update. Any unresolved issues could be brought to the Board at that time for discussion. Mr. Anderson questioned if RH2 Engineering understood the role for Ms. Peters; Mr. Strahl stated that they did.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$495,906.66

Moved by: Mr. Johnson

Seconded by: Mr. Dailey

Questioned was the payment to City County Insurance for a vehicle accident; Mr. Rains noted that we cover our own liability. The other item in question was late fees for National Bank of Omaha and Mr. Anderson requested staff to see if that could be waived.

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier, and Johnson voting yes; Anderson abstained from the IPipe Plumbing voucher; Fortier abstained from Rogue Disposal and Rogue Shred vouchers. Motion carried and so ordered.

6. Engineer's Report (E. Johnson)

- 6.1 Duff Water Treatment Plant Duff Floc/Sed Basins – Black and Veatch continue to work towards completion of the 75% plans submittal. The 75% completed plans are due from Black and Veatch tomorrow.
- 6.2 Duff Water Treatment Plant Emergency Backwash – All of the punch list items are done; the emergency backwash is fully functional and the project is complete.
- 6.3 Duff Water Treatment Plant Raw Water Intake Pumps 1 & 2 – The design kickoff meeting was held yesterday. CH2M Hill obtained additional field design data and staff direction; now they will work towards completion of the 90% design plan submittal.
- 6.4 Martin Control Station –The landscaping is done. Punch list items are being worked on and the project will be completed this month.
- 6.5 Angelcrest Pump Station – Marquess and Associates continues to work on the final design of the pump and controls.
- 6.6 Highway 62 Bypass –The Commerce Drive 10" Water Main Realignment Project is almost complete with the exception of asphalt paving patches. The submittal package for the 14" water main realignment in Hwy 62 is still under review with ODOT.
- 6.7 Vilas Road 16" Water Main Inter-tie –A utility coordination meeting was held on December 19. The utility companies and local agencies provided input for the design of the proposed 16" water main alignment. A design meeting with Marquess and Associates is scheduled this afternoon.

7. Water Treatment Report (Stockton)

- 7.1 The redundant backwash system was integrated into Duff's automated control system.
- 7.2 Plant staff is working on winter projects such as painting and rebuilding equipment. Should the

dry climate continue staff may start a month early on commissioning, such as calibration, etc.

Commissioner Davis thanked Mr. Stockton for the study session information presented as this helped her understand such a complicated issue.

8. Finance Report (DeLine)  
None

9. Operations Report (K. Johnson)

9.1 Christmas morning there was a leak close to Operations Superintendent Ken Johnson's home; because of this as well as usage going down the MWC went back to ½ pipe on Christmas morning. MWC is back to normal winter operations.

9.2 All legacy brass has been counted and set aside; effective January 4 we are now using low lead brass. The next goal will be to see what happens at the senate and try to sell the unused brass as the highest cost. Mr. Anderson questioned what other cities are doing; Operations Superintendent Johnson noted that many communities had similar problems.

9.3 Mr. Dailey questioned how the Phoenix meter was running; Mr. Johnson noted that it has been tested twice a week for the first two weeks and that it is running fine. A flow comparison test was done which reported exactly the same as our Sensus test meter.

10. Manager/Other Staff Reports

10.1 Staff Report on the Utility Management Software Upgrade Project

TS Coordinator Kris Stitt provided an update on the new software. Ten change orders have occurred throughout the software project at approximately \$140,000. Most of the change orders were for smaller amounts to cover changes to the scope of the projects and to allow for some additional time with the vendors. When this project was started money was set aside in different groupings of money to cover customization and some of the other items that we could not get a good cost on before the project started. It turned out that there were some things we did not need due to changes in the project. This has left us with approximately \$80,000 available from the original contract. Taking this amount into consideration we came in at about \$60,000 in additional costs. In the end staff expects the overall change order amounts to come in at less than 10% of the total costs. Staff does not expect any more change orders.

John Kavana from Cogsdale is on site this week working with Finance Director Tessa DeLine to wrap up some of the remaining finance issues, hence the reason Ms. DeLine is not here. We still have a handful of billing software issues that we are working with the consultant. Staff continues to make progress and is getting closer to the finish line each day.

10.2 Water Management Conservation Plan

Staff would like a board member work with Public Information Coordinator Laura Hodnett pertaining to the Water Management Conservation Plan; Ms. Davis requested the time frame. Ms. Hodnett noted that this is due in March so the commitment would be within the next four-six weeks and would be for one or two meetings. Ms. Davis agreed to assist with this project.

11. Propositions and Remarks from the Commissioners

11.1 Mr. Dailey brought up the topic of public education and requested direction for staff on educating the public. Ms. Hodnett agreed but didn't think it was the will of the board. She provided an example of where public education would have been helpful, such as the Harrington pond issue, where the MWC didn't speak up and we looked bad to the public. She further stated that we need to be careful, strategic and requested balanced public relation

information brought forth. Ms. Hodnett thought that perhaps two board members could be involved in this. Mr. Dailey was interested in educating the public such as the history of the MWC and the ozone treatment. Ms. Hodnett noted that the MWC newsletters go to only a portion of our users. Mr. Anderson noted that he has been one to not saying much but agreed to the education piece such as Mr. Dailey suggested. Ms. Davis agreed to being proactive and questioned topics to be covered. Ms. Hodnett noted that things that you don't talk about may come out wrong; Mr. Fortier noted that he could understand where Ms. Hodnett is coming from. Mr. Dailey requested Ms. Hodnett come back in a study session with a more concrete plan.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:05 p.m. The proceedings of the 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  
Deputy City Recorder/Clerk of the Commission