

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

January 18, 2017

The regular meeting of the Medford Water Commission was called to order at 12:25 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

Interim Manager and Principal Engineer Eric Johnson, Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Finance Director Tessa DeLine; Water Quality Director Rosie Pindilli; Operations Superintendent Ken Johnson; Conservation Coordinator Dave Searcy

Guests: Medford Councilmember Michael Zarosinski; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Daniel Bunn; Damian Mann of the Medford Mail Tribune

The pledge of allegiance was given.

Commissioner Johnson presented a plaque to Commissioner Fortier for his years of service.

3. Approval or Correction of the Minutes of the Regular Meeting of January 11, 2017

The minutes were approved as presented.

4. Comments from Audience

None

5. Written Communications

None

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$296,235.08

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes; Fortier recused himself from the Rogue Disposal voucher.

Motion carried and so ordered.

7. Engineer's Report (Principal Engineer Eric Johnson)

7.1 Duff Water Treatment Plant Floc/Sed Basins – The concrete bottom between the existing basin and the new basins is finished. Forming and rebar setting for the walls are underway. Electrical work continues.

7.2 Highway 62 14" Water Main Reroute – The light pole base has been installed and the water main casing is mostly backfilled.

7.3 Lozier Lane City of Medford Project – A pre-construction meeting with all parties was recently canceled.

7.4 Master Plan Updates – The Water Management and Conservation Water Plan is with the State for review. CH2M and staff are working on the CIP component of the Water Master Plan.

7.5 Corrosion Study – Black and Veatch have returned a draft Scope of Service for staff's review.

- 7.6 Table Rock Road Jackson County Project – MWC has received a proposal from HDR. The proposal has been returned to HDR to assign cost to the proposal.
8. Operations Report (Operations Superintendent Ken Johnson)
 - 8.1 Sensus has been on site for training and will be here next week as well.
 - 8.2 The Service Center inventory will be January 20.
9. Water Quality Report (Water Quality Director Rosie Pindilli)
 - 9.1 The new automatic hydrant flush device, which is where the Griffin Creek School service line ties in, is working great. This device is located at the end of a 12" main line with no service connections for almost 2,000 feet and holds about 12,000 gallons of water that needs to be turned over regularly to maintain chlorine residual.
 - 9.2 Water Quality Director Pindilli has been compiling the annual data needed for our Water Quality Analyses Report and the annual Consumer Confidence Report.
 - 9.3 The second result of the Microscopic Particulate Analysis (MPA) for Rancheria Springs was received. The result, as well as the first result, shows moderate risk for surface water influence. The Oregon Health Authority has required more samples and has sent the MWC a letter outlining the details. Two more MPAs are required to be collected, the first during May-June and the second during August-early September.

Commissioner Anderson questioned how you test the efficiency of the hydrant flush device; Ms. Pindilli stated they go out weekly for testing. An automatic testing is available, although that device was more expensive. Discussed was chlorine discharge and staff time using the old vs. new system. Ms. Pindilli noted previously man hours required three hours once or twice a week. Commissioner Anderson requested Ms. Pindilli notify Interim Manager Johnson or the Board should she find more areas where this would be beneficial to the MWC.
10. Finance Report (Finance Director Tessa DeLine)
 - 10.1 Staff will be conducting our semi-annual inventory at the Service Center Friday at 6:00 a.m.
 - 10.2 Finance Director DeLine is working on the Financial Statement narrative as promised. She requested feedback from the Board.
11. Interim Manager/Other Staff Reports
 - 11.1 Interviews for the new Utility I position will start next week. The position is expected to be filled by February 1.
 - 11.2 A phone conference call will be held with AUS on Thursday pertaining to recurring payments for credit cards.
 - 11.3 The new Public Information Coordinator advertisement will close on January 27; the position is expected to be filled by March 1.
 - 11.4 The Medford Fire Department has requested a letter of support from the MWC pertaining to home sprinklers. Approximately 1,500 standard 5/8" meters are purchased a year; 3/4" meters are required to handle home sprinklers and are only installed on the east side on hills where it is difficult for fire service. The Board agreed to the draft letter of support.
 - 11.5 Conservation Coordinator Dave Searcy provided an update on the Jackson County Natural Hazards Mitigation Plan. He noted water was not listed in the mitigation plan and if MWC is not part of the plan we could not request money from FEMA during an emergency.

12. Propositions and Remarks from the Commissioners

- 12.1 Commissioner Dailey stated that staff should receive the consulting contract from Cindy Krebs of Alliance Resource Consulting soon. The Board discussed an appropriate time for her to visit; Commissioner Anderson thought all board members should be available. Commissioner Dailey will check to see if she will be available February 15. Central Point agreed to meet with her as well.
- 12.2 Commissioner Dailey stated he will meet with Finance Director DeLine pertaining to the budget. He provided information on the topics they will be talking about, such as inflation, payroll, and initiative and/or programs.
- 12.3 Commissioner Strosser requested the Manager job description. Staff will forward all information available to the Board.

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:02 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