



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, February 7, 2018

Lausmann Annex Room 151/157

200 S. Ivy Street., Medford, Oregon 97501

City Recorder Karen Spoonts administered the oath of office to John Dailey, who has been reappointed to the Board; his term will expire January 31, 2023; and Rick Whitlock, who is filling the unexpired term of Bob Strosser. His partial term will expire January 31, 2020.

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 John Dailey; Commissioners Jason Anderson, Daniel Bunn, Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoonts; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; Watershed Administrator Craig Harper

Guests: Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Jim Herndon; Bob Strosser

Commissioner Leigh Johnson was absent.

Motion: Appoint Jason Anderson as Chair and John Dailey as Vice Chair, with term extending from February 1, 2018 through January 31, 2019

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

4. Approval or Correction of the Minutes of the Last Regular Meeting of January 17, 2017  
The minutes were approved as presented.
5. Comments from the Audience  
Commissioner Strosser thanked Jim Stockton for the good report and stated he wanted to be present for the swearing in ceremony.
6. Written Communications
  - 6.1 Quarterly Letter to the Mayor and City Council  
The letter for the second quarter of Fiscal Year 2017-18 was provided, along with the financials, and recent precipitation and flow data. The board members agreed to its contents, the Chair will sign and staff will present it and the attachments to the Mayor and Council. General Manager Taylor noted the consumptive data has been included. Commissioner Whitlock questioned the rate increase; Mr. Taylor noted the rate increase is discussed on a yearly basis and is for one year.

### 7. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$850,887.99

Moved by: Mr. Dailey

Seconded by: Mr. Whitlock

Commissioner Dailey questioned the operation fund for \$30,000; staff noted it was for a utility billing refund and work order billings.

Roll Call: Commissioners Anderson, Bunn, Dailey, and Whitlock voting yes.  
Motion carried and so ordered.

8. Staff Reports

8.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – Concrete work continues at the diffuser wall. Bulkhead and pour backs at the 30" influent piping are complete. Electrical continues on the bridges. Chemical feed systems installations are in progress. The chain and flight sludge collection system is in progress.
- b. City of Medford Lozier Lane Project – Water main construction has resumed. The 12" water main has been installed from Prune Street to Sunset Court, approximately 600 feet.
- c. Jackson County Table Rock Road Project – Construction for this project is scheduled to start on February 12.
- d. City of Medford Foothill Road Project – MWC is waiting base drawings from the City, which should be available this month.
- e. Corrosion Study – The conditioning of the galvanize pipes, copper pipes and water meters are underway. Black & Veatch will be on site February 12 to review the pipe loop system. The final Distribution Sampling Plan has been submitted and distribution sampling is underway. The public relation survey was concluded at the end of January and results are in the Board's packets. The public relation portion of this project is complete until the end of the project.
- f. MWC Store Front Office – The installation of the store front is underway and is scheduled to be completed this week.
- g. Duff II Wetland Fill – The DSL permit will expire on April 5, 2018. A PowerPoint proposal was presented. Discussion took place of the grading areas and procedures.

8.2 Operations Report (Operations Superintendent Ken Johnson)

- a. The Airport Road Improvement CIP is part of the Table Rock Project. Crews are working on piping and abandonment of a portion of the 1929 cast iron pipe on Airport Road. Water services have also been moved to facilitate installation of a water main on Table Rock. Traffic control and a detour on Airport Road has benefited this project. The project is nearing completion.
- b. Crews are working on bill projects (subdivisions and commercial projects) and the start of Lozier Lane will occupy the crew in the coming weeks.
- c. Field Techs are doing preliminary work on the Stanford Pump Station in advance of the replacement of the motor control panel planned for the week of February 19. Pacific Electrical is under contract to perform the work.

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

- a. Electrical controls have been added to the corrosion pipe loop testing boards this week in preparation for the Black & Veatch Engineer to be on site next week to train

Neilson laboratory staff and confirm the board readiness.

- b. Quotes are due Friday from electrical control contractors for the Phase 2 SCADA Migration Project.
  - c. Pertaining to forest management, staff is working with a consultant to develop a management plan and begin commercial thinning on a few units.
  - d. Staff is working with Rogue River Watershed Council on the Little Butte Creek Restoration Project near Eagle Point. Proposed bank stabilization construction is expected in late July/early August. This project will greatly reduce potential erosion and sedimentation.
  - e. Rogue Drinking Water Provider Partnership will be having sector meetings in March to collaborate on source water protection with ag., forestry, industry/commercial, private residential, and transportation. This will help us identify and prioritize risks to source water, and will inform our Drinking Water Protection Plan, which is currently under revision.
  - f. The WISE project is lurching along. The Pesticide Stewardship Partnership is underway to identify and quantify pesticide risk to source water, erosion identification and prioritization project in Little Butte Creek watershed. Industrial storm water surveys will continue this summer.
  - g. Vernal pools monitoring and enhancement is proceeding as well as Duff II expansion permits for compliance and possible revision.
- 8.4 Finance Report (Finance Director Tessa DeLine)
- a. Five responses were received for the banking RFP. After careful consideration the contract was awarded to First Interstate Bank. The last day to protest the award is today.
  - b. The Investment Advisory Services contract with Government Portfolio Advisors has been extended until mid-May. Staff will finish the draft RFP by early next week, which would then go to a board member for input and review.
  - c. The Agent of Record Contract for insurance services is eligible for an two-year extension. The contract will be extended starting in May of this year. After that, we will be going out for an RFP once again.
  - d. Finance is working on the month end statements for January and on the 18-19 annual budget. The financial statements will be published by the middle of next week.
9. Manager's Report
- 9.1 Staff is evaluating how we may generate power. Medford has benefited from the ability to deliver our product without a lot of electricity. Our power costs will continue to escalate beyond our control, therefore we are looking at solar power and hydropower from the Big Butte Springs lines. More information will be given as received. Commissioner Dailey stated solar power might be used for the operation of the SCADA system, etc.
  - 9.2 Discussion is continuing with the City on administrative costs for ICMA investments.

- 9.3 Dr. Ben Klayman has been hired as the next Water Treatment/Quality Director. Everyone is excited for him to join us on April 21.
- 9.4 The MWC is still recruiting for the Technology Services Business Analyst.
- 9.5 The next study session topic has been changed and will be on the Water Conservation Grant program.
- 10. Propositions and Remarks from the Commissioners
  - 10.1 Councilmember Bunn stated he will not be at the next meeting.
  - 10.2 Councilmember Dailey noted Commissioner Johnson went into the hospital on December 23 and is recovering.
  - 10.3 Commissioner Anderson congratulated those being sworn in today.
- 11. Adjourn

There being no further business, this Commission meeting adjourned at 1:04 p.m. The proceedings of the Medford Water Commission meeting were recorded on tape and are filed in the Commission's Office. The complete agenda of this meeting is filed in the Water Commission's Office.

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