



## BOARD OF WATER COMMISSIONERS MINUTES

**Wednesday, March 7, 2018**

**Lausmann Annex Room 151/157**

**200 S. Ivy Street., Medford, Oregon 97501**

The regular meeting of the Medford Water Commission was called to order at 12:28 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; Medford City Attorney Lori Cooper; 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; TS Administrator Kris Stitt; Customer Service Administrator Barb Henderson

Guests: Medford Councilmember Michael Zarosinski; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; James Herndon

Commissioner Leigh Johnson was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of February 21, 2018  
The minutes were approved as presented.

4. Comments from the Audience

5. Written Communications

- 5.1 Letter from The Salvation Army

A funding request letter has been received from The Salvation Army, one of three agencies that receive annual grants from the Commission for low-income, water bill payment assistance. They have not requested grant money from the Commission since 2015. Grants are awarded based on the agencies' current balances, up to the \$5,000 maximum.

Staff learned that monies were provided to individuals in need of bill assistance, but no requests for reimbursement to the MWC were made. Staff questioned would the Board support making back payments for funds provided to individuals from July 1, 2016 through June 30, 2017.

The Board discussed our obligation to provide annual grants to them and their bookkeeping issues. General Manager Taylor noted there could be future discussion with the Board pertaining to how the money is handled with the agencies.

The Board agreed to fund past due bill assistance efforts by The Salvation Army and agreed to support efforts in the current fiscal year (17/18).

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$926,062.38

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

Commissioner Whitlock requested information on the franchise fee payments; General Manager

Taylor noted much of it is with an IGA with the City of Medford; others are for right-of-ways.

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

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – Work continues towards completing the basins, chemical feed systems and piping to have operational capacity April 1. Concrete and rebar work continues for the basin walls. Electrical work continues on the bridges and on the polymer feed system. Chemical feed system installations are nearing completion. Chain and flight sludge collection system for basins #3 and #4 are being installed.
- b. City of Medford Lozier Lane Project – Water main construction is in the testing phase. The 12" water main has been installed from Prune Street to Stewart Avenue. The final tie to the Stewart Avenue main is scheduled for Friday. Water service tie-overs will be completed next week.
- c. Jackson County Table Rock Road Project – Construction for this project is 90% done. The 12" water main has been installed from the southerly creek to Airport Road. Once the sewer crossings are done the final water main connection will be completed.
- d. City of Medford Foothill Road Project – City of Medford is working on the right-of-way acquisition and land appraisals. The utility drawings will proceed in spring and summer. The engineered drawings are tentatively scheduled to be submitted to ODOT in December.
- e. Corrosion Study – The pipe loop conditioning and distribution sampling continues. Results from the scale analysis is forthcoming.
- f. MWC Office, Store Front – This project is complete.
- g. Duff II Wetland Fill – MWC is waiting on DEQ approval, once approved, grading will start. We have until April 5 for DEQ approval.

7.2 Operations Report (Operations Superintendent Ken Johnson)

- a. The Stanford Motor Control Cabinet was installed with a successful startup.
- b. Boil Water Notice on Lozier Lane – On February 21, 2018 contractors disrupted a 6" cast iron water main and MWC crews were not able to follow all necessary "Best Management Practices" due to site conditions. A boil water notice was issued as a precautionary measure to 29 customers on Lozier Lane. All bacteriological samples were negative and the boil water notice was lifted February 22, 2018.

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

- a. The three new PLC are being installed at the plant this week as the Phase 2 SCADA Migration Project is underway. Commissioning of these new PLC's will be done the last two weeks in March.
- b. Chemical supply contracts are being updated with suppliers. The contract term expires this spring on polyaluminum chloride, our primary coagulant. The formulation

of these products is unique, making it very difficult to purchase on an apples to apples bid basis. The product we are using does work very well but as our new process is optimized, we would be better able to do more of a performance evaluation of coagulants over the next couple of operating seasons. Mr. Stockton questioned if the Board would be willing to sole source the existing product for a two year time frame with the understanding that we would have a performance specification in place by that time to provide a more competitive process.

The Board discussed the downside if they changed at this time; staff noted there would be a performance issue. The Board agreed.

- c. There will be a Rogue drinking water providers meeting on March 20 in Grants Pass where harmful algal blooms and the toxins produced by them will be discussed. Staff will be in attendance.
- d. MWC is submitting a letter of interest to OHA for a grant to fund streambank stabilization, restoration and erosion prevention of the banks of Little Butte Creek, which is just downstream of Eagle Point.
- e. We are continuing to work with the Rogue River Watershed Council and The Freshwater Trust on a sediment mapping project on Little Butte Creek pertaining to sediment and erosion prevention projects. Staff is also working with the Watershed Council and DEQ on a pesticide monitoring project in the middle/upper Rogue basin.
- f. Staff is working with our forest management consultant, Mason, Bruce & Girard, to select and prepare sites for treatment this spring and to develop long-term management plan.
- g. Hazardous trees from Willow Lake Campground will be removed this spring.
- h. Pertaining to the WISE Project, the Bureau of Reclamation informed the MWC that the current funding of \$500,000 would remain in place through the end of the year. This will allow the WISE partners and HDR to complete the feasibility study and cost-benefit analysis. On a related note, it looks good for State Legislative approval of funding for the Rogue River Valley Irrigation District's Bradshaw Drop project. This project will be a model for WISE project implementation.

#### 7.4 Finance Report (Finance Director Tessa DeLine)

- a. Finance and Technology Services met with representatives of First Interstate Bank last week to discuss a timeline and a list of deliverables. Implementation should be complete within the next four-six weeks.
- b. The Investment Advisory Services RFP draft has been shared with two Commissioners. Finance would like the Commission to email any comments. They would like the RFP to be published by the beginning of April.
- c. Finance assisted with the preparation of a joint Auditing Services RFP with the City of Medford. That RFP was published Monday; the responses are due to the City on April 4.
- d. The Systems Development Charges methodology review is well underway. Staff is working with HDR by responding to information requests, reviewing applicable projects and gathering all supporting data.

- e. The ten year Financial Plan is temporarily on hold and is expected to resume next week.
- f. The preparation of the annual budget is in full swing and will be out for staff input and review by the end of this week.
- g. Finance is in the process of wrapping up February month end financial statements and are expected to be published by the end of the week.

The Board and staff discussed the audit RFP; Commissioner Bunn stated that Isler resigned as auditor at the City of Medford Budget Meeting as the City's budget was too complex for his company. Commissioner Whitlock questioned how staff will be able to test the value of the RFP without a separate RFP for the MWC only. It was stated that we could go out with our own RFP next year if we were not comfortable with the services after the first year.

8. Manager's Report

- 8.1 System Development Charges (SDC) – The City is moving down the pathway in collecting SDCs differently, such as a deferment model. They requested the MWC participate in this program, which could be paid at the time of receiving the certificate of occupancy.
- 8.2 The open Technology Business position is still open.
- 8.3 Staff will attend the EPID meeting next week.
- 8.4 The upcoming Board meeting study sessions were noted.

9. Propositions and Remarks from the Commissioners

- 10. Executive Session in Accordance with ORS 192.660(2)(h) – To Consult with Counsel Concerning the Legal Rights and Duties Regarding Current Litigation or Litigation Likely to be Filed

The Board adjourned to executive session at 1:12 p.m.

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The Board reconvened at 1:26 p.m. with the same members present.

11. Adjourn

There being no further business, this Commission meeting adjourned at 1:26 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