

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

March 15, 2017

The regular meeting of the Medford Water Commission was called to order at 12:22 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 Daniel Bunn, 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; Duff/Water Treatment Plant Director Jim Stockton

Guests: Medford Councilmember Michael Zarosinski; Central Point City Manager Chris Clayton; Pat Van Duser of Black & Veatch

Commissioners Jason Anderson and Leigh Johnson were absent.

The pledge of allegiance was given.

3. Approval or Correction of the Minutes of the Regular Meeting of March 1, 2017  
The minutes were approved as presented.

4. Comments from Audience  
None

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$721,042.46

Moved by: Mr. Bunn

Seconded by: Mr. Strosser

Roll Call: Commissioners Bunn, Dailey, and Strosser voting yes.

Motion carried and so ordered.

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

- 6.1 Duff Water Treatment Plant Floc/Sed Basins – Elevated walkway forming and concrete pours are done. The final bridge is being set and the last two flocculates will be set this week. Electrical work continues for the project. April start up schedule is formulated and is on track. Overtime work is occurring as required to facilitate schedule. Commissioner Dailey questioned if we will turn on the water on time; staff noted we will if needed.

- 6.2 City of Medford Lozier Lane Project – The pre-construction meeting is scheduled for this Friday.

- 6.3 Master Plan Updates – The Water Management and Conservation Water Plan (WMCP) is on administrative hold pending the approval of the water right extension. Staff is currently reviewing the CIP portion of the final draft of the Water Distribution Master Plan.

- 6.4 Corrosion Study – Black & Veatch presented the Scope of Services at today's study session. The Board agreed with the scope and staff will bring to the next Board meeting for approval.

- 6.5 Jackson County Table Rock Road Project – HDR has started the water main design for Table Rock Road.

- 6.6 City of Medford Foothill Project – The City will have base plans available to MWC in the middle of March. Upon receiving, MWC will start the water main design.
7. Operations Report (Operations Superintendent Ken Johnson)
  - 7.1 The Big Butte Springs Bridge Project was projected to be \$20,000 based on a contractor we used often; one quote was received in the amount of \$40,255. Ken Johnson suggested reallocating approved funds from other projects. He noted contractors are busy which is probably why we received only one bid. He also commented they added what was needed to make it as large of a project as possible and the rebar is showing on the bridge decks. The Board agreed to move forward.
  - 7.2 An installation of an 18" check valve was completed and was done under budget.
  - 7.3 The installation of the City of Central Point's 10" master meter on Vilas Road was completed. The water bill to the City of Central Point will need to be estimated one last time. Staff noted this is our meter.
8. Water Quality Report (Water Quality Director Rosie Pindilli)
  - 8.1 The Water Management Goals include the expansion of the Water Quality Division. Ms. Pindilli stated the backflow and flushing program are of most concern due to the sharing of a person with Water Treatment, the extended flushing program, use of temporary help who are not certified, and being short one vehicle.

These programs help to improve distribution system water quality and reduce the threat of contamination to our drinking water. In order to run our current water quality programs as they should be, a full time employee and a vehicle should be placed in the budget for the Board's review. She noted in previous years, items which had been added to the budget, had been red-lined.

Commissioner Dailey questioned who performs the blackflow testing; Ms. Pindilli noted those are by contract. He remarked he would like this request incorporated into the budget. Interim Manager Johnson explained the past process and because this will be a flag in the budget, he wanted it explained in detail. Commissioner Strosser requested the full report to be sent to the commissioners absent. Finance Director DeLine stated she did not include the Public Information Coordinator position in the budget and questioned if it should be added; Commissioner Dailey would like it included the budget.

Commissioner Dailey questioned Ms. Pindilli on her thoughts on the corrosion study; Ms. Pindilli noted that it is more than she thought it would be but it is needed.
9. Finance Report (Finance Director Tessa DeLine)
  - 9.1 The first round of the annual budget is in the process of being finalized. Finance Department received the last of the budget requests from staff earlier this week. The next step is for Eric Johnson and Tessa DeLine to meet with the entire staff to review all of the requests prior to submitting the initial draft to the Board in May.
  - 9.2 The February Financial Statements will be distributed to the Board late this afternoon.
10. Interim Manager/Other Staff Reports
  - 10.1 MWC is still awaiting work from AUS pertaining to recurring payments. The person we had met with is no longer there.
  - 10.2 Scott McCulloch has been hired to replace Rich Calhoun. This position has been vacant since Rich's retirement. Scott will start tomorrow.

10.3 Staff will need the General Manager's job description for the next Board meeting. Commissioner Dailey noted that Rudd Johnson of Crown Hill Consulting assured him that he will have the job description available for the next meeting. City Attorney Cooper commented that job descriptions as usually part of the agenda packet.

11. Propositions and Remarks from the Commissioners

11.1 Cindy Krebs of Alliance Resource Consulting will have the next report out Friday.

11.2 Commissioner Strosser stated that Jackson County voted to agree to the WISE project and the Bradshaw Drop Joint Diversion Point Project.

12. Adjourn

There being no further business, this Commission meeting adjourned at 12:50 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