



## BOARD OF WATER COMMISSIONERS MINUTES

**Wednesday, May 2, 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 12:19 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 Daniel Bunn\* (left as noted), Leigh Johnson (via phone); Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff Water Quality Superintendent Jim Stockton; TS Administrator Kris Stitt; Water Treatment and Quality Director Ben Klayman

Guests: Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Jim Herndon

Commissioner John Dailey was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of April 18, 2018  
The minutes were approved as presented.

4. Comments from the Audience

5. Written Communications

- 5.1 Quarterly Letter to the Mayor and City Council

The letter for the third quarter of Fiscal Year 2017-18 was provided, along with the financials, recent precipitation and flow data. The Board members agreed to its contents. Brad Taylor will present this to the Mayor and Council on May 3.

6. Resolutions

- 6.1 No. 1667, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of a Water Main Constructed on Marsh Lane From the Intersection of Sparrow Way and Marsh Lane to 580' South of Sparrow Way from Property Owners Benefiting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to Rue Noblesse LLC, Installer of Said Water Main

Rue Noblesse, LLC has installed 624 lineal feet of 8-inch ductile iron water main in Marsh Lane (from the intersection of Sparrow Way and Marsh Lane to 580' south of Sparrow Way) that benefits the properties fronting on the east side of Marsh Lane; approval of this resolution will allow the Commission to collect proportionate shares of the cost of the water main from property owners benefiting from the water line and provide the payment of sums back to the developer. Staff recommended approval.

Marsh Lane is located on the west side of town off Kings Highway.

Motion: Approve Resolution No. 1667

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

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

Motion carried and so ordered. Resolution No. 1667 was approved.

7. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$864,839.45

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

Commissioner Whitlock questioned the purchase of meters.

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

\*Commissioner Bunn left.

8. Staff Reports

8.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Flocc/Sed Basins – Concrete and rebar work is nearing completion for basin #1 and #2. Electrical work continues on various items. SCADA integration continues as well. The plant is operational and producing water.
- b. City of Medford Lozier Lane Project – Staff is waiting on the final paving to adjust valve can lids.
- c. Jackson County Table Rock Road Project – All water meter tie-overs and main line tie-ins are done. Final adjustment of valve cans will be done with the final paving.
- d. City of Medford Foothill Road Project – City of Medford continues to work the right-of-way land appraisals and land acquisition.
- e. Corrosion Study – The pipe loop conditioning and distribution sampling continues. Black and Veatch will be on site Monday to start the pipe loop testing phase of the project.
- f. Duff II Wetland Fill – The upland area is being cleaned up and some of this area will be finished this fiscal year.
- g. Spring Garden Fair – The Spring Garden Fair is this weekend from Saturday, May 5 from 9am to 5pm to Sunday, May 6, 2018 from 10am to 4pm. The Fair will be held at the Jackson County Expo.
- h. Our Valley magazine published MWC's advertisement about choosing tap water.

8.2 Operations Report (Operations Superintendent Ken Johnson)

- a. Crew successfully completed a tie-in of water mains connecting a new water main to an existing water main on the Table Rock Road CIP Project.
- b. Southern Oregon communities have been interested in how the Commission charges for meter installations. Many communities do not have a system that fairly charges customers for cost of services related to new meter installations. Staff shared a cost analysis worksheet for charge out costs with two nearby communities to assist them in their methodology of charge out rates.
- c. Ken Johnson attended the 2018 PNWS-AWWA Annual Conference in Tacoma last week. Items learned:

- Access to electronic maps in the field with mobile devices that are server based when communications are down due to the Cascadia earthquake or other natural disaster
- Seismic resiliency
- Leadership skills in the water industry
- What to look for in water tank diving contractors
- Pump station system condition assessment

He also stated he taught a class pertaining to the investigation of our lead pigtails.

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

- a. Dr. Ben Klayman was introduced.
- b. The plant has moved out of the standby mode to the operations mode. On Thursday, April 26, the Duff plant had its first day of production for the season after previous warm dry days. Cooler temperatures along with moisture rolled in for the next few days and Duff production was no longer necessary.
- c. Staff continues to work on solving commissioning problems which are mainly control issues rather than mechanical issues.
- d. Plant staff is transferring to more of a shift schedule which will allow for seven day a week operation as needed in the next few weeks.
- e. Watershed Administrator Craig Harper is busy this week with meetings of the “All Lands --Partnership” in Klamath Falls, and to Kaiser for the Drinking Water Utilities quarterly meeting.
- f. Many of the creek flows within the watershed are starting to decline.

8.4 Finance Report (Finance Director Tessa DeLine)

- a. Tomorrow is the last day for investment firms to respond to the Investment Advisory Services RFP. So far, one firm has submitted a proposal (our current investment firm), one declined.
- b. Finance is in the process of completing a fixed asset inventory. Staff is reviewing the asset and equipment schedules for the insurance renewals. In order to reduce our insurance premium costs, schedules for accuracy and revaluing the auto/property schedules are being checked.
- c. The annual budget will be ready for presentation at the May 16 Board meeting.

9. Manager's Report

9.1 Cost of Service Study

- a. Brad Taylor, Tessa DeLine, Daniel Bunn and Chris Clayton participated in the interview process for the Chief Financial Officer for the City of Medford.
- b. The RFQ for legal services was posted this week. Commissioners Whitlock and Anderson will serve on the panel to review the RFQs, which will start on May 29. If interviews are needed it is expected to be the week of June 11-15.
- c. A list of new contracts was placed in the board packets. Feedback is appreciated.
- d. The changes to the upcoming board meeting schedule was noted. The review of

SDC's will be moved to the June 6 study session. The board was questioned if they would like a meeting on Tuesday, July 3 due to the 4<sup>th</sup> being a holiday. Commissioner Anderson requested the meeting be cancelled. Commissioner Whitlock questioned if the MWC was required to hold two meetings a month; staff noted the Charter does not require two to be held, as in the case for City Council.

10. Propositions and Remarks from the Commissioners

10.1 Commissioner Johnson noted he appreciated attending by phone and hoped to make the next meeting in person.

10.2 Commissioner Anderson welcomed Ben Klayman.

11. Adjourn

There being no further business, this Commission meeting adjourned at 12:41 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. Spoons, MMC  
City Recorder  
Clerk of the Commission