



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, August 16, 2017

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 12:22 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

Manager Brad Taylor; Principal Engineer Eric Johnson, Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Finance Director Tessa DeLine; Duff/Water Treatment Plant Director Jim Stockton; Staff Engineer Rodney Grehn; Operations Supervisor Brian Davidson

Guests: Medford Councilmembers Michael Zarosinski and Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor Bob Russell, Ben Klayman of Black & Veatch

Commissioners Jason Anderson and Leigh Johnson were absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of August 2, 2017
The minutes were approved as presented.

4. Comments from the Audience
None.

5. Written Communications

- 5.1 Letters from ACCESS and St. Vincent de Paul

Funding request letters have been received from two of three agencies that receive annual grants from the Commission for low-income, water bill payment assistance. The emergency assistance grants have been included in the Commission's budget since 2003 and were increased to \$5,000 per agency in 2014. Grants are awarded based on the agencies' current balances, up to the \$5,000 maximum. The agencies handle the screen of applicants and disbursement of funds.

Based on their current funding status, staff recommended the following grants to FY 17/18 to ACCESS and St. Vincent de Paul.

- Access \$2,627 (Current balance is \$2,373)
- St. Vincent de Paul \$3,323 (Current balance is \$1,677)

The Board agreed to increase the funding of Access and St. Vincent de Paul to bring their current balance up to \$5,000.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$417,116.20

Moved by: Mr. Strosser

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

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

- 7.1 Cooperative Agreement for Table Rock Road Improvements – The cooperative agreement between MWC, City of Medford, and ODOT for the improvements to Table Rock Road has been received; the estimated total cost to MWC is \$265,739.50. There is an option for a letter of credit vs. depositing cash.

Motion: Direct staff to enter into a Cooperative Agreement between the City of Medford and ODOT for Table Rock Road improvements

Moved by: Mr. Bunn

Seconded by: Mr. Dailey

Commissioner Strosser stated after conferring with the City Attorney he will be voting on this motion.

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

Motion carried and so ordered.

- 7.2 Duff Water Treatment Plant Floc/Sed Basins – Demolition of basin #2 has begun. The bridges for basins 1 and 2 are being assembled. Piping for the chemical feed system is being installed.
- 7.3 City of Medford Lozier Lane Project – A new 12" water main installation in Lozier Lane is underway. Approximately 600' of the 12" water main has been constructed. All water work in Prune Street is completed.
- 7.4 Corrosion Study – The bench scale testing is underway and will continue for the next 8 to 12 weeks. The 'Stakeholders Interview Discussion Packet' and stakeholders list was issued to the Board for review and comment. If the Board concurs with the Packet and list, both will be forwarded to Black and Veatch to be included in the Public Outreach portion of the study.
- 7.5 Jackson County Table Rock Road Project – Final revision to the plans and specifications have been coordinated with HDR. The IGA will be returned to ODOT for signatures and the LGIP account will be set up.
- 7.6 City of Medford Foothill Road Project – City staff is waiting on City Council approval of the project at the August 17 meeting.
8. Operations Report (Operations Supervisor Brian Davidson)
- 8.1 New Sampling of Water Mains - Crews will sample water mains after all depressurizations is done to comply with AWWA C651 Sec. 4.11.3.1. This includes all new water main tie in's and main breaks.
- 8.2 Lozier Lane – There have been a few problems with the contractor hitting the existing and new service lines and mains.
- 8.3 Paving and Saw Cutting Contractors – Staff is working with contractors to expedite the repair of sidewalks and streets at our work sites. Commissioner Dailey questioned if we are having trouble getting small contractors, Operations Supervisor Brian Davidson stated that this is not a high priority to the contractors.
- 8.4 Normal Operational Projects – MWC crews are continuing to upgrade ½" service lines on a regular basis.

9. Water Treatment Report (Water Treatment Director Jim Stockton)
 - 9.1 Duff water production got off to a bold start in August with an August 1 high temperature of 112. The following day had the season high instantaneous demand of 95 MGD. The third day of the month had the season high production of 32.6 MG at Duff, which makes for a 59 MGD for the system.
 - 9.2 Currently we are eleven months through a twelve month sampling period for the Long Term 2 second phase of source water sampling requirement. The sampling is for Cryptosporidium, E. coli, and turbidity. The purpose is to determine the level of risk that any of these indicator contaminants bring to our system. The results will be used to determine the possible need for any additional treatment and sampling by our facility. To date, our results keep us in the lowest risk rating.
 - 9.3 Portland City Council has decided to employ a filtration plant after fighting to keep their original unfiltered water system. This is due to Cryptosporidium in the source water.
 - 9.4 With the corrosion study in progress MWC is as well positioned for the anticipated water quality environment.
10. Finance Report (Finance Director Tessa DeLine)
 - 10.1 Year-end financial statements will be completed once direction has been received pertaining to a liability that has recently come to staff's attention.
 - 10.2 The annual audit has been moved to October 9th at the request of our auditors.
 - 10.3 The 10-year financial plan and SDC review contracts are with Legal for review. Staff will be working on the scope of work for the Cost of Service Study that will be completed by calendar year end. Manager Brad Taylor stated staff is looking forward to the Cost of Service review.
11. Manager/Other Staff Reports
 - 11.1 There will be an Executive Session on September 6th.
 - 11.2 The MWC family picnic is Saturday from 1-4 p.m. and Commissioners were invited. Mr. Taylor stated he will be moving that day. Commissioners requested more advanced notice.
 - 11.3 Commissioner Dailey stated he would like the bus tours to start up again.
 - 11.4 MWC will meet with Jackson County and Central Point on August 22 pertaining to water filling stations. In addition, Jackson County is interested in modifying the IGA for raising their price for water from \$3.00/per thousand dollars to \$6.00/per thousand dollars. Mr. Taylor noted this would be a minor change to the overall cost of the water.
 - 11.5 Mr. Taylor will be out of the office tomorrow afternoon through Friday.
 - 11.6 The Corrosion Study has been given to the media and should hit the news next week.
12. Propositions and Remarks from the Commissioners
 - 12.1 Commissioner Strosser noted he had a conversation with John Vial, Jackson County Roads and Parks Director pertaining to the water dispense. The RFP may have gone out but not awarded. Mr. Taylor provided information on the MOU. Commissioner

Strosser noted the facility may need to be upgraded. Central Point Manager Chris Clayton provided information on the illegal use of a fire hydrant on Blackwell Road.

13. Adjourn

There being no further business, this Commission meeting adjourned at 12:47 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