

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION**  
**September 15, 2010**

The regular meeting of the Medford Water Commission was called to order at 12:30 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, White City, Oregon.

The following commissioners and staff were present:

Chair Leigh Johnson; Commissioners Cathie Davis, Tom Hall

Manager Larry Rains; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Geologist Bob Jones; Water Quality Superintendent Bob Noelle; Operations Superintendent Ken Johnson; Duff/WTP Supervisor Jim Stockton; Big Butte Springs Operator Dennis Burg; Duff Chief Operator Dan Perkins; Duff Water Quality Technicians Kevin Whitten and Brian Duelley

Guests: Medford Councilmember Jim Kuntz; Medford City Attorney John Huttli; Medford Deputy Fire Chief Kurt Bennett; Phoenix Councilmember Mike Stitt

Commissioner Jason Anderson and Don Skundrick were absent.

2. Approval or Correction of the Minutes of the Regular Meeting of September 1, 2010  
Approved.

3. Comments from Audience

- 3.1 Phoenix Councilmember Mike Stitt gave his thoughts on rate payer's tolerance. Their new water rate was restructured, tiered and measured by gallons; education to the public will be their council's next challenge. The MWC will be attending their next study session; Manager Rains noted the meeting with the City of Eagle Point lasted one hour; Mr. Stitt noted that amount of time would be sufficient. He further commented that Phoenix's water rate is under Talent's water rate.
- 3.2 Medford Councilmember Kuntz had nothing to report; Chair Johnson requested he report to Councilmember Strosser and all councilmembers about the study session discussion.
- 3.3 Deputy Fire Chief Bennett noted that the Medford Fire Department assisted with the Blackwell fire; some of the homes had burn all around them but were saved by irrigated landscape and proper preparation for fires. He noted that fire season will be over shortly.

4. Written Communications

- 4.1 Quarterly Letter to Mayor and Council  
The quarterly letter and financial reports for the fourth quarter of Fiscal Year 2009-10 were presented; the Board members agreed to the content, the Chair will sign and staff will forward the letter and relevant attachments to the Mayor and councilmembers.

5. Resolutions

- 5.1 No. 1420, A RESOLUTION Authorizing the Manager of the Medford Water Commission to Execute on Behalf of the Board of Water Commissioners a Memorandum of Agreement for Funding the Water For Irrigation, Streams and the Economy Project Interim Coordinator

The WISE project is moving forward. Funding for a part-time coordinator is necessary to keep it moving and for continuity. The six partners will each contribute \$5,000 to fund this position. The Bureau of Reclamation just completed a value engineering study on the pre-feasibility report. They recommended 11 potential changes that could save the project around \$135 million and still accomplish all the goals. Staff recommended approval.

Motion: Approve Resolution No. 1420

Moved by: Ms. Davis

Seconded by: Mr. Hall

Roll Call: Commissioners Davis, Hall, and Johnson voting yes.

Motion carried and so ordered. Resolution No. 1420 was approved.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$1,830,256.92.

Moved by: Mr. Hall

Seconded by: Ms. Davis

Roll Call: Commissioners Davis, Hall, and Johnson voting yes.

Motion carried and so ordered.

7. Engineer's Report

- 7.1 Duff Water Treatment Plant Fish Screens – Majority of work is complete, punch list items are being worked on. Project is nearing completion.
- 7.2 Duff Water Treatment Plant Remodel – The pre-qualification forms for the general contractors have been reviewed and five general contractors are qualified to bid the project. The qualified bidders are Batzer, Adroit, Ausland, Acme West and Vitus Construction. The project is currently out to bid. The bid opening is scheduled for September 21.
- 7.3 Reservoir Seismic Upgrade – A RFP for consultant design services for the reservoir seismic upgrade will be advertised this weekend.
- 7.4 Jackson County Project Ross Lane – Minor items are being adjusted; the water portion for this project is basically complete.
- 7.5 Control Station Upgrades – CH2M HILL is incorporating staff's comments and finishing the 100% plans and specifications.
- 7.6 Ave G 48" Transmission Main – Thornton Engineering is proceeding with the design of the 48" water main. Fifty percent design plans are due the first week of October.
- 7.7 11<sup>th</sup> Street 36" Water Transmission Main – Knife River Materials was the low bidder for the 11<sup>th</sup> Street Improvement Project with Jackson County. MWC portion of the project is approximately \$962,000. The project is scheduled to begin construction on September 21.
- 7.8 Coker Butte and Owens – Tie-ins of the water mains is underway at Owens Drive and Coker Butte. The majority of the water main construction is complete.
- 7.9 Big Butte Springs #1 Transmission Main – The repair work is underway and should be completed in about two weeks.

Commissioner Hall questioned the projects on 11<sup>th</sup> street and how they fit in our budget; Engineer Johnson explained how the project will be done within two budget years and that we have the funding needed for this budget season.

8. Water Quality Report

- 8.1 Water Quality Superintendent Noelle welcomed everyone to the Duff Water Treatment Plant and introduced staff.
- 8.2 Rogue source production for the 2010 season now totals 2201 MG.
- 8.3 Triad Mechanical has begun the demolition work on the HSP3; the installation of the new pump and motor will proceed during the next few weeks. The goal is to complete the installation, balancing, and testing before the end of September.

- 8.4 The Commission's residential cross connection control program provides testing and maintenance services for over 6,000 privately owned backflow prevention assemblies each year. To accomplish this, MWC solicits proposals and executes a contract with a qualified firm to provide the services. The current contract will expire December 31, 2010. That contract was awarded to Scott Bradley in January 2007 for a two-year term, with a contract option to extend for an additional two years. Staff is preparing to solicit new proposals for residential backflow testing and maintenance services and would like to repeat the same program structure. This contract is expected to exceed \$100,000 this year. Staff believes awarding all of the work to a single firm is in the best interest of MWC; the contract will minimize cost through price competition, provide for consistent representation of the program and accountability of the work.
- 8.5 The MWC received a letter from Jackson County Parks requesting assistance in dealing with the open range cattle issues at Willow Lake. Geologist Jones stated that this has been an ongoing issue and provided a brief update of the areas that are fenced to keep livestock out of protected zones. The Willow Lake area is one area that is not fenced. To fence approximately three-four miles would cost roughly \$30,000 to \$70,000, depending on the amount of cattle guards needed. If we did do this the MWC would need to notify those who use the area for cattle grazing. Manager Rains noted that the fencing would be on our property and requested direction from the Board. Chair Johnson noted that we need to talk to the permittees that use the land as well as the Forest Service as we are in a partnership with these people. Mr. Jones presented two options: 1) fence around the whole lake or 2) into a portion of the lake which could cause a problem with boating. The Board did not like the idea of fencing into the lake. The Board discussed the livestock using the lake vs. the creeks. Using troughs were also mentioned as a possibility. The Board requested staff talk with the parties involved and bring back at budget time.

9. Finance Report

- 9.1 Credit card issue – Clarification was received pertaining to ORS statutes and deposit issues and the MWC has all concerns addressed. The city is willing to pay 70% of the credit card use charges for inside city customers and the MWC would be responsible for the rest.

Motion: Direct staff to proceed with the usage of credit cards for MWC customers.

Moved by: Ms. Davis

Seconded by: Mr. Hall

Roll Call: Commissioners Davis, Hall, and Johnson voting yes.

Motion carried and so ordered.

10. Operations Report

- 10.1 Angelcrest Pump Station Site Improvement Project – The bid opening for this project will be on November 2 with a completion date of April 2011. There will be site work, asphalt repair, and some landscaping.
- 10.2 Leaks – Crews are working on numerous leaks and commented on a difficult fix with one of those leaks.
- 10.3 Paving and Sawcutting Contractor - Staff expects quotes back by September 24.
- 10.4 Big Butte Springs Operator Burg turned on the pump at the Rancheria Pump station, which will operate until they can go back to ½ pipe flow. Manager Rains noted that low water years are why the pump station was created and staff expected to use this station this year.

11. Manager/Other Staff Reports

11.1 Collections Analysis Report

Manager Rains noted that an analysis of accounts has been provided by Southern Oregon Credit Service. Due to economic conditions there has been an uptick in the number of accounts in collection while the recovery rate has remained fairly constant through June 2010. Of note is recovery on sewer accounts at 56% of the amount owed. He commented that the statute of limitations is six years for uncollected fees; sewer storm drain accounts recovery was about 50-60%, which is slightly better than the MWC has been collecting. Mr. Rains noted that staff does try to collect some money vs. shutting off their water.

11.2 Manager Rains questioned if the board would be able to attend the water district meetings in regards to rate increases; Councilmember Kuntz stated that he would like to attend the Charlotte Ann Water District as that is in his ward. The Board would like to see what days the meetings are. Mr. Rains also noted that Engineer Johnson does attend them.

11.3 Manager Rains commented that staff made news in the recent article called "Challenges of Operating a Seasonal Ozone Facility" which pertained to the DUFF plant. He noted that it was a very good article.

11.4 Manager Rains noted that Medford Finance Director Chan is in attendance pertaining to cost allocations ongoing with the City. Negotiations are going well and an IGA is being worked out; both parties are compromising. They will also go before council with the same report.

12. Propositions and Remarks from the Commissioners

12.1 Commissioner Davis thanked staff for the opportunity to see the fish screens today and commented that although the Board did not unanimously agree on all issues pertaining to the Water Conservation Committee topic at the study session, she was hopeful they could reach a consensus.

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:03 p.m. The proceedings of the 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  
Deputy City Recorder  
Clerk of the Commission