



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, September 19, 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 12:30 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Acting Chair John Dailey; Commissioners Daniel Bunn, Leigh Johnson, Rick Whitlock; Commissioner Jason Anderson was absent.

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; TS Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; GIS Technicians Larry Wise and Colin May

Attorney Mark Bartholomew; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point City Administrator Henry Lawrence; Jim Herndon

3. Comments from the Audience

4. Consent Calendar

- 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of September 5, 2018
- 4.2 Resolution No. 1686, a Resolution Adopting, and Authorizing the General Manager to Execute an Amended Investment Policy for the Board of Water Commissioners
- 4.5 Contract Amendment for Mason, Bruce & Girard, Inc. for Forest Management Services
- 4.6 Authorization of Payment to McClure & Sons, Inc.

Motion: Approve Consent Calendar

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

Commissioner Whitlock requested 4.3 and 4.4 be removed from the Consent Calendar.

- 4.3 Resolution No. 1687, a Resolution Authorizing the General Manager to Execute a Contract Amendment for Harris Group for Phase 3 SCADA Improvements at Duff WTP.

A revised version of Resolution No. 1687 was presented and clarification provided.

Motion: Approve Resolution No. 1687 as amended.

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

- 4.4 Resolution No. 1688, A Resolution Amending Article 1.02(E), Authority of the Manager, and Article 2.33 (9)(b), Special Procurements; Contracts Exempt from Competitive

Bidding, of the Medford Water Commission's Contracting and Purchasing Regulations

Commissioner Whitlock didn't think that the original resolution was what the Board requested and believes the revised resolution is more of what the Board wanted. Commissioner Dailey stated the resolution was intended to keep the signature authority the same but to correct issues.

Motion: Approve Resolution No. 1688 as amended.

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

6. Review of Vouchers

Commissioner Whitlock questioned if the amount to Neilson Research is a typical monthly bill; Water Treatment & Quality Director Klayman stated for this bill we were at the peak of the Corrosion Study. In November the bill will go down quite a bit. The type of testing performed was discussed. Neilson Research also does our developer testing, which is billed to the MWC but reimbursed by the developer. Commissioner Whitlock also questioned the payment to Sensus meter purchases; Finance Director DeLine stated this is a small amount and part of our annual budget. In the future, it will be part of the inventory.

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

Principal Engineer Johnson stated that Larry Wise, GIS Technician, will be retiring at the end of November. He introduced Colin May, who will be replacing Mr. Wise.

- a. Duff Water Treatment Plant Floc/Sed Basins – The plate settlers for basins #3 and #4 are being installed.
- b. Duff Maintenance Building – The site utility, grading and building plans have been submitted and reviewed by staff.
- c. Rancheria Spring RFP – Staff is waiting on a Scope of Service from Jacobs.
- d. Filter 5-8 Rehabilitation – The kickoff meeting with Marquess and Associates was held. Marquess is proceeding with the seismic analysis.
- e. Duff WTP Electrical Backup – The kickoff meeting with Pacific Electrical Contractors (PEC) was held. PEC is proceeding with the analysis for backup generators at Duff.

Commissioner Dailey questioned how much we are planning to back up; Principal Engineer Johnson noted about 18 million gallons, which is our winter flow numbers. The analysis will probably suggest multiple generators at various locations.

- f. Conservation – The second yearly tour of Duff WTP and Big Butte Springs went well, and the tours will resume in the spring. MWC hosted a Water Research Foundation lecture by Michael Dirks on September 12. We spend about \$16,000 a year to support the foundation, and in return we have access to training, articles, scholarships, etc. The Bear Creek Fall Festival (formerly known as Kids and Bugs) is scheduled for September 29. MWC will have an exhibition booth on site.

7.2 Operations Report (Water Maintenance Supervisor Brian Davidson)

No report given.

7.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman)

a. Treatment Plant

- This week we reduced the flow from BBS from 26 mgd to approximately 20 mgd as Rancheria Springs is unavailable. This adds 6 mgd to the plant production and extends 24-hour operations by a few weeks. The City of Ashland has requested their full amount from the tap line for approximately one month for testing purposes.
- Corrosion study boards will be repurposed October 2 for long term corrosion monitoring.

b. Watershed

- Willow Basket commercial thinning kickoff meeting was held September 18.
- Staff is evaluating three bids on the two life estate demolitions.

Commissioner Dailey questioned if there were issues with hazardous materials on the properties. Staff was unsure at this time although there will be asbestos in the mobile homes. Mr. Taylor noted there not a line item for the demolition of these estates.

- We received a \$30,000 grant from the Oregon Infrastructure Finance Authority (IFA) contract for Little Butte Creek Floodplain rehabilitation.

c. Water Quality

- 100% compliance.
- The new algal toxin draft rule has been published and is open for utility comment.

7.4 Finance Report (Finance Director Tessa DeLine)

- August financial statements will be out by early next week. We will be back on normal schedule after that.
- Finance is still working on the new COSA model before sending it back to HDR for their review and input.
- Isler CPA will be onsite tomorrow for their audit fieldwork.

7.5 I.T. Report (Technical Services Administrator Kris Stitt)

- Staff recently completed a test upgrade of our finance software to go from Microsoft Dynamics GP 2010 to version 2016. Staff is currently testing the system before we go ahead with the full upgrade; if all goes well it should be fully upgraded in about a month.
- Staff recently completed the review of the Statement of Work from our software provider, Advanced Utility Systems (AUS) for the upgrade of our billing system from CIS Infinity Version 3 to Version 4. The next step will be to finalize the contract with AUS and establish a project timeline.
- Staff is working on our list of projects planned for this year. Currently they are replacing old servers located at Duff, upgrading our virtual desktops from Windows 7 to Windows 10, and replacing the SCADA server located at the Service Center.

Commissioner Whitlock questioned how AUS will interface; TS Administrator Stitt noted it is a nine month process. Functionality it is almost identical but issues, such as reliability, are being addressed. The test system will be up for a bit as it will be a gradual transition.

8. Manager's Report

8.1 A draft quarterly Active Procurement List was provided to the Board and Mr. Taylor questioned if the Board had any comments. Commissioner Bunn requested the resolution date be added. General Manager Taylor noted there are two sections; the upper section is resolution based and the lower section is what he can approve. Commissioner Whitlock questioned if the sole source is accurate. Mr. Taylor noted the wording ties in to our purchasing regulations. Commissioner Whitlock suggested adding whether the contract was sole source or special procurement.

9. Propositions and Remarks from the Commissioners

9.1 Commissioner Dailey stated the Waterlines newsletter is well written and questioned who is writing the articles; Administrator Coordinator Finstad noted she does but other departments contribute.

9.2 Mr. Taylor reminded the Board that the picnic is this weekend.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:23 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