

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

October 7, 2015

The regular meeting of the Medford Water Commission was called to order at 12:34 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair Leigh Johnson; Commissioners Jason Anderson, John Dailey, Lee Fortier, Bob Strosser

Manager Larry Rains, Medford Deputy City Attorney John Huttli; City Recorder Karen Spoonts; Administrative Specialist Yvette Finstad; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett

Guests: Medford Councilmember Chris Corcoran; Central Point City Manager Chris Clayton; Central Point Mayor Hank Williams; Eagle Point Mayor Bob Russell; Eagle Point City Administrator Henry Lawrence; Eagle Point Public Works Director Robert Miller; Phoenix Mayor Jeff Bellah; Talent City Manager Tom Corrigan; Kay Harrison

### 3. Approval or Correction of the Minutes of the Regular Meeting of September 16, 2015

The minutes were approved as presented.

### 4. Comments from Audience

4.1 Eagle Point Public Works Director Robert Miller stated that he appreciated the Cost of Service Study process.

4.2 Central Point City Manager Chris Clayton stated that he was pleased with the Cost of Service Study process; he noted they compiled a list of future topics that they would like to have discussed and presented it to Manager Larry Rains.

4.3 Phoenix Mayor Jeff Bellah stated that through the Cost of Service Study process he learned that there are things that they can work much closer on with the MWC.

4.4 Talent City Manager Tom Corrigan stated that he too was pleased with the Cost of Service Study process.

### 5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$1,059,405.85

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Commissioner Johnson questioned the civil penalty payment to the Department of Environment Quality; Mr. Rains stated that this is not a new penalty but one previously discussed.

Roll Call: Commissioners Anderson, Dailey, Fortier, Johnson, and Strosser voting yes; Fortier recused himself from the Rogue Shred and Rogue Transfer vouchers and Johnson recused himself from the Stanley Convergent voucher.

Motion carried and so ordered.

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

6.1 Duff Water Treatment Plan Floc/Sed Basins – The sludge vault walls are formed, the wall reinforcing bars are tied, the electrical conduit has been installed and the pipe spools for the sludge lines are set. The first of two wall pours are being done tomorrow with the second pour being next week. The sludge lines from the sludge vault to the flocculation basins for phase one is complete.

- 6.2 Hwy 62 – 14" Water Main Reroute – OBEC continues working on the redesign of the sign post base. The drill shaft option for the sign post is the most economical option at this time.
- 6.3 City of Medford Project – Lozier Lane – The City of Medford Public Works Department is sending a letter to Jackson County this week concerning the Jacksonville Highway Water District issue. The bid date for the Lozier Lane project is July 2016. Public Works staff is currently obtaining the right-of-way for the widening of Lozier Lane. MWC staff is coordinating with Marquess and Associates on the water design of MWC's portion of the project.
- 6.4 Master Plan Updates – The Notice to Proceed has been issued for the three Master Plans. A project kickoff meeting is scheduled for October 20.

Commissioner Dailey questioned the pipe spools; Principal Engineer Eric Johnson explained the spools go through the wall and will be hooked up to the pipes on both sides of the wall.

Commissioner Johnson questioned the gas line on Hillcrest and how will it be moved; Mr. Eric Johnson noted the boring machine will drill and bore. Commissioner Dailey provided further information. Commissioner Johnson questioned why they are putting in gas lines when they did so already; Commissioner Anderson noted they needed to replace the pipe as it was faulty.

- 7. Finance Report (Finance Administrator Tessa DeLine)
  - 7.1 Finance Administrator Tessa DeLine stated that staff contacted Cogsdale pertaining to a software issue.
  - 7.2 Isler will be on site October 19 for the annual audit.
- 8. Operations Report (Operations Superintendent Ken Johnson)  
Not in attendance
- 9. Manager/Other Staff Reports
  - 9.1 Joint Study Session with Medford City Council  
The joint study session will be held Thursday, October 8, 2015 at the Carnegie Library, with lunch at 11:30 a.m. and the meeting at Noon. MWC staff will discuss the cash flow issues, the current rate study and bonding. Mr. Rains was not sure about the other two topics.
  - 9.2 Rate Study - Peak Flow/Peak Hour/Day Issues  
The TAP group will be meeting today on how to share data.
  - 9.3 Rates  
Mr. Rains requested direction from the Board in order to set the public hearing in two weeks. Commissioner Anderson verified that next week would be the deadline to make a decision. It was decided that staff will proceed with the Notice of Public Hearing for the next meeting. Discussed was various dates to increase rates, such as January, March and July; typically rates go up March 1 but staff wanted to do it on a calendar basis. If rates are increased in July customers are using more water and the summer rates are in effect as well. Mr. Rains will bring back additional information to the Board at the next meeting.
  - 9.4 Press Release  
Public Information Coordinator Laura Hodnett stated that from October 6-8, 2015, organizations across North America will encourage everyone to "Imagine a Day without Water". She stated that many materials were distributed and provided an example of a press release.

Ms. DeLine provided further information on deciding a rate increase date and remarked that in the past it has been done 60 days after receiving the audit information; otherwise we are using

data from a prior year. Commissioner Anderson questioned financials for the last four years; Ms. DeLine clarified. Commissioner Corcoran questioned if the rate hike will be January 1, 2016; Mr. Rains noted that is correct although the Board has not decided yet.

10. Propositions and Remarks from the Commissioners  
None

11. Adjourn

There being no further business, this Commission meeting adjourned at 12:54 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