



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, November 1, 2017 – 12:15 pm

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 and staff present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Leigh Johnson; Bob Strosser

General Manager Brad Taylor; Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; TS Administrator Kris Stitt; Conservation Coordinator Dave Searcy

Guests: Medford Councilmember Michael Zarosinski; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton

3. Approval or Correction of the Minutes of the Last Regular Meeting of October 18, 2017

The minutes were approved as presented.

4. Comments from the Audience

5. Resolutions

- 5.1 No. 1656, A RESOLUTION Repealing Resolution No. 819 and Adopting Rules for the Government of the Proceedings of the Board of Water Commissioners of the City of Medford, Oregon

This resolution will revise the previously adopted rules for government of the proceedings of the Board to reflect the current meeting time, order of business, and minor administrative changes. Staff recommended approval.

Motion: Approve Resolution No. 1656

Moved by: Mr. Johnson

Seconded by: Mr. Strosser

The Board discussed approval of the vouchers.

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

Motion carried and so ordered. Resolution No. 1656 was approved.

6. Authorization of Vouchers

Continued Voucher from October 18, 2017 Board Meeting

Due to an abstention at the previous meeting, the payment to Asante Physician Partners needed approval by Commissioner John Dailey or Daniel Bunn, who were absent from the October 18 meeting. Both approved the payment.

Consideration of Vouchers for November 1, 2017 Board Meeting

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$788,872.81

Moved by: Mr. Bunn

Seconded by: Mr. Strosser

Commissioner Johnson questioned the payment pertaining to legal fees; staff provided clarification.

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

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – Bridges have been set on basins #1 and #2. The baffle walls have been poured. Construction of the seismic walls is underway.
- b. City of Medford Lozier Lane Project – New 12" water main installation in Lozier Lane has been completed from West Main Street to Prune Street. The next and final phase will start next spring. The final phase consists of installing the 12" water main from Prune Street to Garfield Street.
- c. Corrosion Study – An update on the project status will be provided by Dr. Ben Klayman of Black and Veatch.
- d. Jackson County Table Rock Road Project – The project is out to bid, the bid opening is scheduled for the middle of this month. Construction is scheduled to start in January 2018.
- e. City of Medford Foothill Road Project – Public Works is working on the design for the base drawing, which will be available in the near future.
- f. Dr. Klayman presented the highlights of a workshop presented to staff. Black & Veatch recommended eliminating phosphate from further testing. The link to the on-line survey will be available later today.

7.2 Operations Report (Operations Superintendent Ken Johnson)

- a. Crews are performing hydrant inspection in White City and valve maintenance in various locations.
- b. Staff has solicited vendors for water works materials to replenish inventory.
- c. Staff is working on solicitation documents for a new uniform contract to three vendors. Employees have appreciated adding their input on uniform selection.
- d. On Friday, November 3, crews will cut in a valve in front of the fire service at Howard Elementary School to provide future isolation.

7.3 Water Treatment Report (Water Treatment Director Jim Stockton)

- a. The last day of production for the Duff plant was October 19. Total production was 69 million gallons (MG); five year average was 67 MG and the record high of 149 MG was set in 2015.
- b. Staff is currently working on filter maintenance as well as draining and cleaning of the plant structures.
- c. Fire restrictions have been lifted in the watershed. Brushing activities are being done as long as conditions allow.
- d. Plant staff has started work on the plumbing for the pipe loop testing assemblies for the corrosion study.
- e. Prospective Forest Management contractors have been interviewed in an effort

to determine which would best serve the MWC. It was suggested to provide a longer duration to the contract. Staff will provide information on who provided this service in the past.

- 7.4 Finance Report (Finance Director Tessa DeLine)
 - a. A draft copy of the audit has been received and is being reviewed. The final draft will be ready in a few weeks.
 - b. The annual audit presentation will be December 20.
 - c. The newly created financial calendar was presented with changes emphasized. The annual budget process will start three months earlier and SDC calculations and capital budgeting will start several months earlier than past years. This will align the functions in the proper order as they occur throughout the year with specific emphasis on the timing of the Cost of Service Study.
 - d. Discussed were the auditor's adjustments pertaining to PERS.
8. Manager's Report
 - 8.1 An email was received from Josh Nelson pertaining to notification for service interruption. General Manager Brad Taylor noted there is a policy pertaining to shutting off water. The customer does receive two notifications by mail within a two month period. If they have never had their service shut off before they will receive a phone call. Customer Service Coordinator Barb Henderson joined the meeting to explain the process. She stated other cities say we are too lenient. The Board agreed our current policy is acceptable.
 - 8.2 Invitations for the December 8 Holiday Social were presented to the Board.
 - 8.3 Mr. Taylor attend the Oregon Water Utility Council meeting where there was discussion on 1) charging a fee for new water rights 2) Oregon Health Authority (OHA) wanting more stringent requirements for seismic upgrades to master plans (staff noted this was done with Dames & Moore a few years back) and 3) OHA is also talking about sampling requirements.
 - 8.4 The Board will soon receive two memos regarding 1) water supply to support cannabis operations and 2) status summary on permits obtained to support capital projects.
 - 8.5 Staff is continuing to work on a minor job description modification to Jim Stockton's position (Water Quality Superintendent).
9. Propositions and Remarks from the Commissioners
 - 9.1 Commissioner Bunn talked about the requirements on the Charter to provide a board report to the Commission. Mr. Taylor noted this is done by a letter approved by the Board but in the future he would like to personally deliver the report.
10. Adjourn

There being no further business, this Commission meeting adjourned at 1:15 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.

City Recorder
Clerk of the Commission