

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
March 20, 2013

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:35 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair Jason Anderson; Commissioners Cathie Davis, John Dailey, Leigh Johnson

Manager Larry Rains; Attorney John Huttli; 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 Administrator Rosie Pindilli; Operations Superintendent Ken Johnson; Duff/WTP Supervisor Jim Stockton; Duff/WTP Chief Operator Dan Perkins

Guests: City of Medford Councilmembers Bob Strosser and Chris Corcoran; Central Point Mayor and Liaison Hank Williams; Central Point City Manager Chris Clayton; Eagle Point City Administrator Henry Lawrence; Pat Van Duser and David Carlson of Black & Veatch

Commissioner Lee Fortier was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of March 6, 2013
The minutes were approved as presented.
4. Comments from Audience
 - 4.1 Medford Councilmember Chris Corcoran was introduced as the new alternate for Medford City Council.
5. Written Communications
 - 5.1 Letter Regarding Approval of the Greater Bear Creek Valley Regional Plan
The Commission was copied on a letter from the Department of Land Conservation and Development to the Jackson County Board of Commissioners, confirming approval of the Plan, which was the culmination of years of work on the part of many local participants in the Regional Problem Solving process. In the near future staff will come back to the board pertaining to Resolution 1058.
6. Resolutions
 - 6.1 No. 1514, A RESOLUTION By the City of Medford By and Through its Board of Water Commissioners (Board), Declaring Surplus Property and Authorizing the Chair to Execute a Declaration of Covenants and Restrictions and Access Easement on that Certain Real Property situated in Jackson County, Oregon, Known as the Duff II Mitigation Property, for Conservation Purposes, and Adopting the Long-Term Management and Maintenance Plan for Medford Water Commission's Vernal Pool Preserve

The Commission is close to finalizing agency (Department of State Lands and Army Corps of Engineers) requirements for approval of the wetlands mitigation property, which was purchased as part of the plan for the future Duff II expansion at the treatment plant. Requirements include declaring the property surplus, executing a Declaration of Covenants and Restrictions (deed restriction) and access easement in order to protect the property in perpetuity, and adopting the Long-Term Management and Maintenance Plan of the newly-named Vernal Pool Preserve. Staff recommended approval.

Motion: Approve Resolution No. 1514
Moved by: Mr. Dailey

Seconded by: Ms. Davis

Commissioner Dailey questioned why we declared this surplus property; Attorney Huttli noted that surplus is the part we will not use regularly. Commissioner Anderson questioned the number of total acres; Geologist Jones noted we will restrict 34.11 acres but there is 35 acres total; the property is located by Pacific West Transformers and the railroad tracks.

Roll Call: Commissioners Anderson, Dailey, Davis, and Johnson voting yes.
Motion carried and so ordered. Resolution No. 1514 was approved.

7. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$2,034,329.11

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Commissioner Johnson questioned the payments to the City of Medford; staff noted those are the regular monthly payments for sewer, storm, street and street light.

Roll Call: Commissioners Anderson, Dailey, Davis, and Johnson voting yes; Johnson recused him from the Stanley Convergent Security Solutions voucher. Motion carried and so ordered.

8. Engineer's Report (E. Johnson)

- 8.1 Duff Flocc/Sed Basins – Staff presented today's study session with recommendations to the board requesting direction for the Flocc/Sed basins project.

Mr. Anderson questioned phasing of the project and what does staff need at present; Principal Engineer Johnson noted that staff needed direction in order to start the process; once that is received staff will be back with the capital budget and contract. Mr. Dailey stated that he will be in Texas but would like to the information emailed to him. Commissioner Johnson noted that we don't have to pay this in one year but can be done in phases.

Motion: Approve to repurpose and expand the existing Flocc/Sed Basin

Moved by: Mr. Johnson

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

- 8.2 Duff Emergency Backwash – Equipment submittal review is ongoing and nearing completion and approval.
- 8.3 Martin Control Station –The pipe gallery floor was poured and the forming of the walls has started. The submittal approval process is continuing.
- 8.4 Water Main Project Lyman Street & Bundy Street – Water main design has been reviewed by staff and returned to Marquess for revisions.
- 8.5 Water Main Project Highway 62 Bypass – The potholing of existing water mains are done. The pothole data is being compiled and forwarded to ODOT for review.

9. Water Treatment Report (Stockton)

- 9.1 The Medford Water Commission's Big Butte Springs water received the Best Tasting Water Contest award from the Pacific Northwest Subsection of the American Water Works Association. Duff Supervisor Stockton will transport our water to Spokane for the regional phase of the contest; if we win there we would go to nationals. Mr. Anderson questioned if we

have ever made it to the nationals before; staff noted that we had although we did not win.

- 9.2 The first round of UCMR 3 samples has been collected; the second round of Stage 2 DBPs have been collected.

Medford Councilmember Corcoran questioned how the water is sent to the competition; Water Quality Administrator Pindilli stated that the rules have changed and approved containers must now be used and the water kept cold.

10. Finance Report (DeLine)

- 10.1 Finance Administrator DeLine stated that they are working on several major projects, such as the Utility Management Software Project with an emphasis on the work order management and time sheet entry task. Once that is completed the focus will shift to the customer service software module and begin general ledger mapping for the customer accounts adjustments.

10.2 As time permits staff will work on the annual expense budget.

- 10.3 A signed contract has been received from Umpqua Bank extending our banking services contract to the end of this calendar year.

11. Operations Report (K. Johnson)

- 11.1 Operations Superintendent Johnson stated that he is working on request for quotes for refurbishing Lone Pine pump #1 and the Nickols Gap fence.

12. Manager/Other Staff Reports

- 12.1 Staff Report on the Water Conservation Site Development Committee

Public Information Coordinator Hodnett updated the board on the Committee's recent activities, including study session presentations for the Planning Commission and City Council regarding proposed changes to City Code. The next scheduled study session will be with the Site Plan & Architectural Commission. No study session has been suggested for the Water Commission although staff questioned if the board would like one. Councilmember Corcoran remarked that he was very impressed with the study session and appreciated the photos showing what the goal is for less water usage. Commissioner Strosser noted that the users were the ones who brought this forward. Commissioner Johnson stated that he had the opportunity to go through Las Vegas in September and although rock, with art, is highly used in their landscaping it is attractive to drive along any major road. Ms. Hodnett noted that the Committee still wants to work on streetscapes. The north and south interchange landscaping was discussed.

- 12.2 A long time service leak at Hillcrest and Scheffel Avenue has been repaired. Mr. Rains thanked the City for working with the MWC on this as the owner needed to go through the public right-of-way in order to complete the project.

- 12.3 Staff provided a copy of the low lead letter which the board directed staff send to our representatives and others who may have influence is the use of brass material.

13. Propositions and Remarks from the Commissioners

- 13.1 Mr. Johnson stated that since the Medford Water Commission has recently become a topic of discussion regarding wholesale water rates to Other Cities served, and because at least one of the local mayors of one of those Cities has talked with State Representatives and the legislature complaining about SDCs and water rates charged by the MWC, and because we are in a long range planning process and don't know how long before Duff II will be needed, **this may be a good time to ask our wholesale customers what do they see in their long term**

water supply plan for their communities as they may have other alternatives and might not want to continue to be a MWC wholesale customer for treat and transport/surplus water supply purposes in the future. If so, it would provide notice to MWC that some of the Other Cities served do not plan on being a part of the Duff II project, allowing those funding dollars not to be needed so quickly and the project timeline projected farther out in years. Perhaps a meeting on this would be beneficial. Mr. Anderson questioned how that communication would go; Mr. Johnson noted that the Other Cities have five year renewable agreements. Mr. Rains commented that it is important for the MWC board and staff to know what future planning needs to be done and suggested a work session would be beneficial as a study session might not be long enough. Mr. Huttl and Mr. Rains will work on options and bring back to the board.

- 13.2 Attorney Huttl stated that a contractor recently has been hooking up to a hydrant to fill a water truck. Because he has not complied with the warnings received the case has been turned over to Police Code Enforcement. Mr. Johnson questioned if the process was easy to request usage when needed; staff noted that the process is very easy and is given when needed. Mr. Dailey questioned if a backflow device would be needed for that; Mr. Rains noted that a backflow is needed for use of a hydrant, which this contractor has not used. This individual was warned in the past and has since started to do it again.

14. Adjourn

There being no further business, this Commission meeting adjourned at 1:05 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