

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

August 3, 2016

The regular meeting of the Medford Water Commission was called to order at 12:28 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, White City, Oregon with the following commissioners and staff present:

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

Manager Larry Rains, City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Geologist Bob Jones; Water Quality Director Rosie Pindilli; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; Administrative Specialist Jenny Crenshaw; Construction Administrator Andy Huffman, Staff Engineer Rodney Grehn

Guests: Medford Councilmember Chris Corcoran; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Scott Crawford of McClure and Sons (MSI); Dylan Moncus

Commissioner Jason Anderson was absent.

The pledge of allegiance was given.

3. Approval or Correction of the Minutes of the Regular Meeting of July 20, 2016  
The minutes were approved as presented.

4. Comments from Audience

- 4.1 Dylan Moncus stated he is job shadowing.

- 4.2 Scott Crawford, McClure and Sons, stated he is in attendance pertaining to the Flocculation/Sedimentation Basin Expansion Project and encouraged the Board to keep the project moving forward.

5. Resolutions

- 5.1 No. 1607, A RESOLUTION Authorizing the Manager of the Medford Water Commission to Execute on Behalf of the Board of Water Commissioners a Payment to City County Insurance Services (CIS) for the Medford Water Commission's General Liability, Automotive, and Property Insurance Premium for Fiscal Year 2016-2017

Information regarding MWC's annual insurance premium was presented to the Board by Agent Mike Mastroni on June 15, 2016. The FY 16-17 premium for general liability, automobile, and property damage coverage from CIS is \$152,925.41; this amount exceeds the Manager's purchasing authority without Board approval.

Motion: Approve Resolution No. 1607

Moved by: Mr. Strosser

Seconded by: Mr. Dailey

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

Motion carried and so ordered. Resolution No. 1607 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 \$517,694.25

Moved by: Mr. Fortier

Seconded by: Mr. Dailey

Roll Call: Commissioners Dailey, Fortier, Johnson, and Strosser voting yes; Commissioner Fortier recused himself from Rogue Shred and Rogue Transfer vouchers.

Motion carried and so ordered.

7. Operations Report (Operations Superintendent Ken Johnson)

7.1 Auto Accident - Engineering Inspector Lester McFall was involved in an auto accident at 8<sup>th</sup> and Riverside. His vehicle was totaled. As the MWC is self-insured the vehicle will need to be replaced and a budgeted F250 will be pushed to the next fiscal year.

7.2 Barnett Reservoir Overflow – On July 23, 2016 Barnett Reservoir had a small overflow which lasted 20 minutes. All alarm systems worked and the response was 20 minutes. There are set points for Lone Pine, Brookdale and Pierce Heights pumps (seven pumps) which are set to call on and off from the Stanford Level. Due to system demands this season, there is differential level between the Stanford and Barnett reservoirs as much as five feet in the late afternoons. In this situation Barnett fills sooner than Stanford. Pumps did not cycle off because Stanford did not reach levels to turn off, thus causing overflow at Barnett. Staff contacted DEQ via email and phone. Staff does not believe anything will become of this.

The estimated volume of overflow is 30,000 gallons that flowed 4,400 feet to a MID canal flowing 10-14 CFS or 4500-6300 gpm. Staff has reevaluated pumping schemes and solved the problem. Because of the differential, Stanford, which is a 23-foot deep reservoir, can only be filled to 17-18 feet to keep Barnett reservoir from overflowing.

7.3 Service Line Investigation Update – The west side is complete and staff is working on the east side plats. Saturday two 2-man teams performed investigations. They plan to have a team this Saturday to do more investigations. Commissioner Johnson asked about the location; Operations Superintendent Johnson noted they have about 24 plats to go and the Holly Street area has been completed. Manager Rains noted they are looking at 1946 and older lines.

Mr. Ken Johnson noted that they have replaced nine leaded pigtailed and are replacing one today. Excluding the first three pigtailed found, to date staff has potholed 13 single galvanized service lines and have found seven pigtailed. Once staff is finished potholing all single galvanized services, they will begin to pothole all steer horn services. Based on present data, staff believes that steer horn services are less likely to have a lead pigtail and shouldn't find as many pigtailed. He also noted Jackson Elementary and Roosevelt Elementary Schools have copper service lines all the way to the main. Staff will begin to go plat by plat potholing all steer horns which will take months to replace if a pigtail is found.

7.4 Sampling of Water for Lead at Meters at Jackson and Roosevelt Schools – Jackson School testing was completed last night and one meter at Roosevelt was sampled. Staff will pull a sample from the second meter at Roosevelt.

There are problems with one of the school meters, but staff is working with the school. Ms. Pindilli noted Neilson is doing a rush on some samples collected. If we need to run the other samples we can then do those; Mr. Rains noted the samples are good for six months.

7.5 Sensus Flex Net Kickoff Meeting – Staff will meet with Sensus pertaining to the reinstallation of hardware/software and how to integrate the software.

8. Engineer's Report (Principal Engineer Eric Johnson)

Principal Engineer Eric Johnson explained Lester McFall was driving through the 8<sup>th</sup> and Riverside intersection when he was hit by someone running a red light. Emergency crews responded quickly and Mercy Flights took him to Providence. He virtually walked away from the accident and was released for work.

Out of sequence.

- 8.2 Highway 62 14" Water Main Reroute – Construction work for the drilled shaft base has started and no conflicts with the existing 14" water main have been noted.
- 8.3 City of Medford Lozier Lane Project – MWC staff and City staff continue to coordinate on the plans, specification, cost estimate and other ODOT requirements for the project. Marquess and Associates is making the final corrections to the water plans. A package of plans, specification and cost estimates for the total project will be submitted by City of Medford to ODOT on August 11, 2016.

Commissioner Fortier questioned the \$38,000 in management fees to the City of Medford; Mr. Eric Johnson noted that is an estimate, but the fee represents a portion of the administration, flagging and other fees, totaling approximately 20% of the project. This fee is pursuant to an agreement MWC has with the City of Medford.

- 8.4 Master Plan Updates – The Water Management and Conservation Water Plan (WMCP) has been posted on the MWC website and notifications have been emailed to the respective parties to start the 30-day public review period. Staff continues to review the rough draft of the BBS/Duff Facility Plan. A project meeting was held on June 27, 2016 and discussed the Southwest High Level pressure zone, fire flows, reservoir storage options and soils information. CH2M continues to work on the Water Distribution System Facility Plan.
- 8.5 Corrosion Study – Engineering, with help from the administration staff, has finished the rough draft of the Request for Proposal (RFP) for the Corrosion Study. The RFP has been distributed to the Commissioners and staff for review and comment. Once comments are received, the RFP will be completed and then advertised. Mr. Eric Johnson requested the Board email comments back to him.
- 8.6 Jacksonville Highway Water District – The \$11.50 per month surcharge has been implemented and posted on the August bills of former Jacksonville Highway Water District (JHWD) customers. An outside user's rate schedule and a letter explaining the rate change was issued to the former JHWD customers, now MWC outside customers.
- 8.1 Duff Water Treatment Plant Floc/Sed Basins – Concrete forming, rebar setting and concrete pours continue for the sedimentation basins and the west end of the basins. The installation of the 48" pipe for the basin influent water is done. Work continues on the electrical system. MSI requested MWC consider the reallocation of \$2,000,000.00 to fiscal year 2016/2017 so the funding will match the proposed construction phasing. There are various options, including the reallocation of funds, allowing MSI to fund the difference, seeking outside financing for the difference, or reducing the amount of construction in Phase 2 and extending the project. Staff recommends a reallocation of funds. Mr. Eric Johnson will provide a tour after the meeting if the Board was available.

Motion: Direct staff to reallocate \$2 million from the Water Construction Fund to support the new phasing of the Floc/Sed Basin project.

Moved by: Mr. Dailey

Seconded by: None.

Motion failed due to lack of second.

Mr. Rains and Finance Administrator Tessa DeLine discussed the preferred language with the Board. Commissioner Dailey requested staff bring draft motion language to the next meeting to ensure the accuracy. Commissioner Johnson would like to know where the funding is coming from and still wants a secure rainy day fund balance. Commissioner Strosser questioned if it was the diminishing of the fund or would this include bonding. Commissioner Johnson noted not at this point but it can be a future discussion.

Back in sequence.

9. Water Treatment Report (Water Treatment Director Jim Stockton)
  - 9.1 During July, we produced 660 million gallons. This is not a record setting figure, but is average considering we had a half inch of rain and the average high temperature was 90°. We did see an instantaneous demand for the system of upwards of 80 million gallons a day. Plant production during this time period was 95%, which is excellent. Continuing to work on BBS and Duff Facility Plan to get to a final draft. Duff is hosting the Oregon Water Utility Council here on August 12<sup>th</sup> and a middle school tour next Wednesday.
10. Finance Report (Finance Administrator Tessa DeLine)
  - 10.1 Year-end financial statements have been emailed to the Board and will be finalized around the end of the month. July financials should be completed by mid-August. MWC received our sixth Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for fiscal year ending June 30, 2015. Councilmember Chris Corcoran noted that is great and offered his congratulations, especially with the software upgrade issues.
11. Manager/Other Staff Reports
  - 11.1 Mr. Rains noted there is a newsletter article on lead.
  - 11.2 Jacksonville Highway Water District – As part of the dissolution, the District deeded a small piece of property, (approximately 8x8) to the MWC; and approximately \$122,000 in funding has been received.
  - 11.3 The Oregon Water Utility Council meeting starts at 9:00 a.m. on August 12<sup>th</sup>. Golfing will be included.
  - 11.4 Staff met with Andrew Healy from HomeServe to determine Mr. Healy's requests. Mr. Rains stated a competitor had contacted the City for the same thing. HomeServe provides insurance for customers to cover water/sewer line damages. They would like to partner/approval with utilities nationwide to contact our customers, although MWC would not have any involvement in the sales. MWC would get a percentage back, about \$20,000 a year for the cooperation effort. Mr. Rains noted if the Board was okay they could come back at a study session, but noted the company had contacted the City and the City is not interested. He reported that Public Works Director Cory Crebbin stated the City does not endorse particular companies because 1) customers believe the City will charge more because they are receiving a cut 2) competing firms might have better value and service 3) City may be blamed for lack of coverage and/or have liability issues. The Board agreed with the City's reasoning.
  - 11.5 Pokemon Game – MWC received a notice from American Water Works that Pokemon stops have been showing up at pump stations and other locations. If this occurs here, Mr. Rains will request removal from the gaming site and notify the Board. Most of the pump stations are gated, but the Brookdale and Barneburg pump stations are not gated.
  - 11.6 ADA Issues –The City of Medford recently discovered that a written ADA Transition Plan is required, outlining how to solve any ADA issue that may arise. Mr. Rains is partnering with the City and will serve on a committee. In addition, the Department of Justice has visited MWC construction sites pertaining to ADA compliance. Mr. Rains voiced concerns about September's tour to the springs as the trails are not paved. Commissioner Johnson agreed with Mr. Rains and recommended the Board discuss whether to continue tours as they could potentially outline MWC's vulnerabilities. The Board agreed to cancel the upcoming tour.
  - 11.7 Ms. Pindilli spoke about a blood test for lead; Asante's cost is \$75.00. Jackson County Health had just four cases of lead poisoning in 2015 and three for 2016. Commissioner Dailey noted, that unfortunately, there isn't much we can do about it. Even if we tell people where to go to be tested, and if lead is found in their blood, it may not be from us. Commissioner Strosser noted

we need to find the source and do something about it. Commissioner Dailey recommended that MWC pay \$75 for a test and \$150 for a consult on a case-by-case basis. Commissioner Johnson clarified there are many parameters to consider; for example, customers may have just have moved to the area. The Board discussed the lead in Phoenix Mobile Home Park; Mr. Rains stated Phoenix Mobile Home Park is on a private water system, not part of MWC. However, we did pay for testing at the faucet. Commissioner Dailey recommended only paying for tests in areas where pigtailed were removed. Ms. Pindilli stated several people had blood tests and Oregon Health Authority will conduct an onsite investigation. Ms. Pindilli stated in one case, residents did their own testing; Commissioner Dailey asked if that family was referred to the Oregon Health Authority; Ms. Pindilli responded they were not, as they were the first complaint. Commissioner Strosser questioned whether staff should have the latitude to determine the parameters; Commissioner Dailey agreed. Ms. Pindilli offered to provide paperwork from the Oregon Health Authority on lead as requested by customers. The Board agreed to pay up to \$250 per person for testing, on a case-by-case basis. Because the Board needed the results, customers would be required to sign a disclosure and HIPPA release. The issue needed to be discussed with legal counsel.

12. Propositions and Remarks from the Commissioners

12.1 Councilmember Corcoran questioned the monthly collection reports for June 15 and July 15 and the significant drop in numbers; staff noted it may be a reporting issue, but will confirm.

12.2 Commissioner Johnson questioned if we received an answer pertaining to the beaver concern; Geologist Bob Jones responded that staff visited the area and beavers created side channels directing water onto a neighbor's property over a long period of time. In addition, the land in question has been designated as wetlands since 1982. MWC could potentially dig the channel and attempt to block water from flowing to the property, but it may flood again as the water table is probably above the surface of the ground. Mr. Rains noted he talked to Big Butte Springs Operator Dennis Burg and would like a meeting with Mr. Anderson to brainstorm options. Mr. Rains clarified that any work done in this area would require a permit, because it is wetlands.

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:30 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