

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
January 15, 2014

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:39 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Acting Chair Cathie Davis; Commissioners John Dailey, Lee Fortier, 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; Operations Superintendent Ken Johnson; TS Coordinator Kris Stitt; Utility Supervisor Rich Calhoun; Utility Person II Brian Davidson

Guests: City of Medford Councilmembers Bob Strosser and Chris Corcoran; Ashland Public Works Director Mike Faught; Ashland Associate Engineer Pieter Smeenk; Central Point Mayor & Liaison Hank Williams; Eagle Point Mayor & Liaison Bob Russell; Eagle Point City Administrator Henry Lawrence; Phoenix Mayor & Liaison Jeff Bellah; Medford Emergency Management Coordinator Larry Masterman

Chair Jason Anderson was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of January 8, 2014
The minutes were approved as presented.

4. Comments from Audience

- 4.1 Eagle Point Mayor & Liaison Bob Russell stated that their council met last night to look at the Medford Water Commission contract and because of the holidays, will not have much time to review it before the February 5 deadline. He requested additional time to review the contract.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$239,808.99

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Commissioner Johnson thought the payment to CenturyLink is excessive for a cell phone bill; TS Coordinator Kris Stitt noted that the charge is either for a fax or a dedicated land line at Duff.

Roll Call: Commissioners Dailey, Davis, Fortier, and Johnson voting yes; Fortier abstained from Rogue Transfer and Rogue Disposal & Recycling vouchers.

Motion carried and so ordered.

6. Engineer's Report (E. Johnson)

- 6.1 Duff Water Treatment Plant Duff Floc/Sed Basins – Black & Veatch have delivered the 75% plans and specifications which staff is currently reviewing.

- 6.2 Duff Water Treatment Plant Raw Water Intake Pumps 1 & 2 – CH2M Hill will work towards completion of the 90% design plan submittal.

- 6.3 Martin Control Station – Punch list items are being worked on and the project will be completed this month.

- 6.4 Angelcrest Pump Station – Marquess & Associates continue to work on the final design of the pump and controls.

- 6.5 Highway 62 Bypass – ODOT has approved the plans for the 14" water main realignment in Hwy 62. Staff is currently preparing the project for bidding.
- 6.6 Vilas Road 16" Water Main Inter-tie – Marquess & Associates are preparing a proposal to perform the design of the 16" water main and Neathamer Surveying is preparing a proposal to perform surveying of the 16" water main; once both proposals are reviewed and approved the project will be under design.

7. Finance Report

- 7.1 The July financial statement has been completed and will be sent out for Board review as well as the balance sheet and income statement. The consultants are working though some issues that are holding up the general ledger financial statements; once completed staff will then roll out the remaining months, catch up on the supplemental reports, and make the financial reports timelier.
- 7.2 Staff would like to go out for a Request for Proposal (RFP) for banking services this spring as the cost has gone up to approximately \$2,000 to \$2,500 per month in fees. Commissioner Dailey questioned if those fees included the credit card transaction fees; Finance Administrator Tessa DeLine noted that the fees were for NSF charges, deposits, and check fees and did not cover credit card transaction fees.

8. Operations Report (K. Johnson)

- 8.1 A store and forward repeater was installed last week at the Capital Hill reservoir site for the purpose of improving communications between the Duff Treatment Plant and our control stations; staff was testing this today.
- 8.2 Operations staff is working on the City of Medford storm drain project on La Loma Drive.
- 8.3 The vac-on truck is being built and will be delivered sometime in mid-February.

9. Manager/Other Staff Reports

- 9.1 Consideration of Purchase of Water Meters
This purchase is part of the Commission's annual meter purchase from Sensus Metering Systems, the Commission's sole-source provider per Resolution No. 1481. The proposed list of meters and parts is attached; the total cost will be \$240,263.73, which exceeds the Manager's purchasing authority. Staff recommended approval, by a motion of the Board.

Motion: Direct staff to purchase water meters from Sensus Metering Systems in the amount of \$240,263.73

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Mr. Dailey questioned how long this supply would last; Operations Superintendent Ken Johnson stated that because we don't have room to purchase a year's worth of meters we order enough to last approximately six to eight months.

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

Motion carried and so ordered.

9.2 Eagle Point Agreement

Mr. Rains questioned if the Board would agree to the additional time needed from the City of Eagle Point to review the water agreement; Commissioner Fortier suggested we push out to the first meeting in March. Mr. Rains noted that we can't go much past that as we need to finalize

an agreement with Ashland and the new agreements need to be finalized before that happens. Ashland Public Works Director Mike Faught thought the delay would work.

10. Propositions and Remarks from the Commissioners

10.1 Commissioner Davis noted that because she has increased responsibilities with outside activities she would like to forgo her position as Chair next year and will conclude her serving on the Board at the end of this year. She stated that she has informed Mayor Wheeler.

11. Adjourn

There being no further business, this Commission meeting adjourned at 12:50 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