

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

January 21, 2015

The pledge of allegiance was given.

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 Jason Anderson; Commissioners John Dailey, Cathie Davis, Lee Fortier, Leigh Johnson

Manager Larry Rains; City Attorney John Huttl; Deputy City Recorder Karen Spoonts; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Geologist Bob Jones; Water Quality Director Rosie Pindilli; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Supervisor Jim Stockton; TS Coordinator Kris Stitt

Guests: City of Medford Councilmember Chris Corcoran; Central Point Mayor & Liaison Hank Williams; Central Point City Manager Chris Clayton; Bob Strosser

3. Approval or Correction of the Minutes of the Last Regular Meeting of January 7, 2015
The minutes were approved as presented.

4. Comments from Audience

- 4.1 Medford Councilmember Chris Corcoran appreciated the thoroughness on the Bi-Monthly Billing - Pros & Cons topic presented at today's study session. Due to the presentation given, the consensus of the Board was not to pursue the Bi-monthly billing.

5. Resolutions

- 5.1 No. 1568, A RESOLUTION Authorizing an Exemption from Competitive Solicitation for Turbidimeters Used in the Water Treatment System, Pursuant to Medford Water Commission's Contracting and Purchasing Regulations, Section 2.33(21) – Special Procurements; Contracts Exempt from Competitive Bidding – Single Manufacturer or Compatible Product

In Fiscal Year 2014-15, staff had budgeted to replace all 14 of the filter turbidimeters at the Robert A. Duff Water Treatment Plant. They are 15 years old, and along with their associated particle counters, which are 20 years old, have become unreliable and costly to repair. The instruments are required for filter assessment and regulatory compliance. Staff is proposing to replace both devices at each filter with one Hach device that combines both functions. Hach is the only manufacturer of this new, consolidated product. Costs are estimated at \$75,000 for 14 instruments. Staff recommended approval.

Motion: Approve Resolution No. 1568

Moved by: Mr. Dailey

Seconded by: Ms. Davis

Commissioner Johnson noted that we are not competitive bidding as much; Manager Larry Rains acknowledged but explained the reasoning, as in this case Hach is the only manufacturer. Commissioner Dailey stated that he went to the website and noted the language is different and questioned if we were buying the correct product; City Attorney John Huttl noted that this is explained in the findings.

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

Motion carried and so ordered. Resolution No. 1568 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 \$500,381.06

Moved by: Mr. Johnson

Seconded by: Ms. Davis

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier, and Johnson voting yes; Anderson abstained from the Ipipe voucher; Fortier abstained from the Rogue Disposal & Recycling and Rogue Shred vouchers.

Motion carried and so ordered.

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

- 7.1 Duff Water Treatment Plant Duff Flocc/Sed Basins – Black & Veatch are finishing the final corrections to the plans and specifications which are due January 29; these will be presented to the Board February 4.
- 7.2 Duff Water Treatment Plant Raw Water Intake Pumps 1 & 2 – The variable frequency drive motors and line filter has arrived and will be installed next week. The new pump #2 is expected to arrive in March.
- 7.3 Duff Water Treatment Plant Filters 5-8 Valve Replacement – Medford Mechanical has submitted all of the required documents to start work on the project. A pre-construction meeting was scheduled for later in the day. The 24" valves should be on site by late February.
- 7.4 Vilas Road 16" Water Main Inter-tie – The final plans and specifications are being compiled. The construction cost estimate is also being worked on.
- 7.5 Avenue H 12" Water Main Replacement – A meeting was held with Marquess to finalize the alignment of the water main last week. Marquess is working on the 90% design of the water main.

8. Water Quality Report (Water Quality Director Rosie Pindilli)

- 8.1 The MWC had no violations in 2014.
- 8.2 A new year of regulatory testing has begun. In addition to required testing, staff must conduct a second round of monitoring under the Long Term 2 Enhanced Surface Water Treatment Rule or LT2 for short. The first round was in 2007-2008. Monitoring is to begin no later than October 2015 and staff will monitor for cryptosporidium, E-coli and turbidity at our intake on a monthly basis for two years. The number of cysts found determines our Bin classification which then determines whether or not additional treatment is needed. The MWC was placed in Bin 1 during the first round which required no additional treatment.

9. Finance Report (Finance Administrator Tessa DeLine)

- 9.1 Finance Administrator Tessa DeLine stated that the inventory software fix was done this morning; everything seemed to be correct but will verify later today. Timesheet and paycheck mapping has been resolved.
- 9.2 September financials will soon be done.
- 9.3 Ms. DeLine stated that she is also involved in the creation of a new budget document and preparing an RFP for banking and records.

10. Operations Report (Operations Superintendent Ken Johnson)

- 10.1 Operations Superintendent Ken Johnson stated that a few weeks ago there was a failure at the Capital Hill location causing 1.6 million gallons of chlorinated water to flow into the ditch. The alarm went off and an employee checked on it although did not respond to it correctly. Mr.

Johnson stated that he talked to DEQ and is refreshing staff on how to respond to alarms. Mr. Anderson requested staff keep the Board informed.

10.2 Ohio Street – Staff will determine the condition of the pipe within the next few days. Mr. Johnson noted that a coupling was leaking about a gallon a minute.

10.3 Barnett Reservoir was recently cleaned.

11. Manager/Other Staff Reports Out of sequence

11.2 The salary survey is completed and Mr. Rains requested two board members to review the survey; both Mr. Dailey and Mr. Anderson agreed to assist.

11.3 Mr. Rains stated that he attended the Oregon Water Symposium in Salem, Oregon. Two representatives from the legislature were there and seemed to be new. Representatives from the agencies were there as well. No information was given on what is coming down from the legislature. Mr. Rains stated that he will be going up to talk to the lobbyist.

Back in sequence

11.1 Board Goals Discussion

Staff presented the priorities for 2015 during the study session. At last year's goals meeting, the Commissioners chose not to make any modifications to the 2013 list. The Board agreed to keeping the goals as is.

11.4 Staff requested board direction on the interactive voice response (IVR) phone system. Mr. Dailey questioned if it is a new cost or benefit; TS Administrator Stitt noted that it can go either way but stated that staff is getting buried in credit calls. Mr. Dailey suggested that if it was a wash to go for it.

12. Propositions and Remarks from the Commissioners

12.1 Mr. Anderson noted that this was Commissioner Davis' last day on the Board; Ms. Davis noted that she appreciated working with staff and the various Board members throughout the last ten years. Mr. Anderson stated that he appreciated working with her as well. A plaque was presented and cake was served.

13. 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.