

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

February 3, 2016

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:26 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

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

Manager Larry Rains, City Councilmember Michael Zarosinski, Medford City Attorney Lori Cooper; Deputy City Recorder Winnie Shepard; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Sara Bristol; Conservation Coordinator Laura Hodnett; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton

Commissioners Lee Fortier and Leigh Johnson were absent.

Guests: Central Point Mayor Hank Williams, Central Point City Manager Chris Clayton

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

4. Comments from Audience
None.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices of \$426,939.91.

Moved by: Jason Anderson

Seconded by: Bob Strosser

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

Motion carried and so ordered.

6. Engineer's Report (Principal Engineer Eric Johnson)
 - 6.1 Duff Water Treatment Plant Floc/Sed Basins: Two sections of the settled water flume are complete. Forming for the next two sections of the settled water flume continue. The basins walls are being formed. Excavation under the finished water flume is complete and forming will start next week. Demolition in the ozone room has started.
 - 6.2 Highway 62: 14" Water Main Reroute: Phase 1 project is out to bid. ODOT has scheduled the bid opening for February 11, 2016 next week.
 - 6.3 City of Medford Lozier Lane Project: Medford Water Commission is awaiting Jacksonville Highway Water District's decision. Marquess and Associates is proceeding with the design of the 12" water main from West Main to Stewart Ave in Lozier Lane. Staff and is coordinating the plans and specifications for the project.

- 6.4 Master Plan Update: CH2M continues to work on the Master Plans; the next review meeting is tentatively scheduled for late this month.

Mr. Dailey asked if the Water Commission could expedite the Jacksonville Highway project. Mr. Johnson responded that meetings had been held, but he did not see a way to speed up the process.

7. Water Treatment Report (Water Treatment Plant Director Jim Stockton)

- 7.1 Winter season maintenance projects continue. Staff continues to work on the redesign of the data collection system to transition from handwritten to electronic.
- 7.2 Hyper-chloride system work is underway. It is nearly complete for the offseason with the addition of some visual flow meters and equipment to improve troubleshooting.
- 7.3 The Ozone Commissioning System components were received this week; treatment is expected to begin in March.
- 7.4 Modifications to secure and protect our basin sample pumping were completed this week. Although this gets changed out in the Floc/Sed project, it will not take place for a couple years.
- 7.5 The balance of the high service valve components should arrive by the end of February. In early March, we should be able to shut down and make corrections.
- 7.6 One of the plant's 7000 gallon storage tanks will be inspected this month to prevent structural compromise issues.

8. Finance Report (Finance Administrator Tessa DeLine)

- 8.1 Finance is nearly caught up and back on track. December statements have been completed and January statements are nearly finished.
- 8.2 Finance staff is beginning the 2016-2017 annual budget. The goal is to streamline the budget process internally as well as fine-tune the new budget document. A first draft should be completed by April of 2016.
- 8.3 Mr. Rains signed a two year extension with Government Portfolio advisors. Mr. Anderson asked if it would be part of a study session; Mr. Rains responded yes.

Mr. Dailey noted he had received the December statements and asked whether the Board would receive them routinely. Ms. DeLine explained the Board should expect them by the 15th of each month.

9. Operations Report (Operations Superintendent Ken Johnson)

- 9.1 Hillcrest fence project was completed by Medford Fence. It is eight feet tall and should help with the deer issues.

10. Manager/Other Staff Reports

10.1 Mr. Rains noted that Finance Staff is working on the new budget and it is on schedule.

10.2 Invitations for Bob Jones' retirement party have been sent.

11. Propositions and Remarks from the Commissioners

None.

12. Adjourn

There being no further business, this Commission meeting adjourned at 12:35 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.

Winnie Shepard
Deputy City Recorder