



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, February 21, 2018  
Lausmann Annex Room 151/157  
200 S. Ivy Street., Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:15 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 and Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoonts; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton

Guests: Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Mayor Bob Russell

Commissioners Daniel Bunn and Leigh Johnson were absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of February 7, 2018  
The minutes were approved as presented.
4. Comments from the Audience
  - 4.1 Councilmember D'Alessandro was questioned by Commissioner Anderson on who is the Council Alternate Liaison for the MWC; Councilmember D'Alessandro stated that Councilmember Zarosinski is now the Council Alternate Liaison.
  - 4.2 Central Point City Manager Chris Clayton stated he was contacted by Jackson County Planning as four growers filed applications with the County and listed the City of Central Point as their water provider. Central Point has not issued direct written permission to any landowner but advised Jackson County they may want to direct the applicant to the public filling station as their source. Commissioner Dailey questioned if they had areas that could grow within the city limits; Mr. Clayton noted only outside the city limits unless they grow inside a building with a building permit. Engineer Eric Johnson noted the MWC has received requests to serve as a water provider. Mr. Clayton noted a person needs written permission unless they use the filling station. Commissioner Whitlock noted people provide a contract with a water purveyor, meaning someone uses a tank truck. General Manager Brad Taylor noted the County is working on their water station on Antelope Road and provided information on cities around the valley pertaining to bulk water permits.

### 5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$429,577.44

Moved by: Mr. Dailey

Seconded by: Mr. Whitlock

Commissioner Anderson stated he will abstain from the Asante Partner voucher so it will need to come back to the next meeting although he believes Commissioner Bunn would need to abstain as well. Commissioner Whitlock noted with an abstention it counts as a quorum but you don't have a vote on that issue. It was decided the voucher could be paid.

Roll Call: Commissioners Anderson, Dailey, and Whitlock voting yes; Anderson recused himself from the Asante voucher.

Motion carried and so ordered.

6. Staff Reports

6.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Water Treatment Plant Floc/Sed Basins – The diffuser wall is complete. Concrete and rebar work continues for basin walls. Electrical work continues on the bridges and on the polymer feed system. The installation of the chemical feed systems is in progress as well as the chain and flight sludge collection system. The plate settler superstructure in basins #3 and #4 are being installed.
- b. City of Medford Lozier Lane Project – Water main construction continues. The 12" water main has been installed from Prune Street to Westdale Place, approximately 1700 feet.
- c. Jackson County Table Rock Road Project – Construction is underway. Approximately 600 feet of the 12" water main has been installed. All water main construction is occurring at night.
- d. City of Medford Foothill Road Project – MWC is waiting on base drawings from the City, which could be available this month.
- e. Corrosion Study – The pipe loop conditioning continues. Neilson personnel has been trained by Black & Veatch to take samples from the pipe loops. The distribution sampling continues. Results from the scale analysis is forthcoming.
- f. MWC Office: Store Front – The installation of the store front continues and is scheduled to be completed this week.
- g. Duff II Wetland Fill – The status of the permitting for the Duff II grading is as follows:
  - DSL permit will expire April 5, 2018
  - Corps of Engineers (COE) permit will expire April 30, 2021
  - Jackson County Planning approval obtained February 15, 2018
  - Jackson County Grading Permit approval obtained February 16, 2018
  - DEQ update of existing permit is in progress
  - COE and tribes (two weeks notification) to be notified of commencement of grading on February 26, 2018
  - Archeologist to be on site March 8, 2018
  - Floc/Sed contractor, McClure and Sons, to begin grading operation on March 12, 2018

McClure and Sons will perform the work on a time and material bases. The estimate is not to exceed \$150,000. In order to accomplish the grading, a motion by the Board was needed.

Motion: Direct the General Manager to execute a change order to the MWC contract with McClure and Sons not to exceed \$150,000 to complete work to comply with the Department of State Lands permit for future expansion of the Robert A. Duff Water Treatment Plant

Moved by: Mr. Dailey

Seconded by: Mr. Whitlock

As this is a change order, the contract will only be extended to the amount that Mr. Taylor is authorized to sign. This will involve grading and rock, and will sit until Duff II is ready. Staff noted they have not found any issues with the soil; this property used to be a BMX dirt bike area and was part of Camp White.

Commissioner Whitlock questioned if change orders are reviewed by legal staff, Mr. Taylor noted not usually.

Roll Call: Commissioners Anderson, Dailey, and Whitlock voting yes.  
Motion carried and so ordered.

- 6.2 Operations Report (Operations Superintendent Ken Johnson)
  - a. Stanford Pump Station Update – This four-day project was delayed to February 26.
  - b. Large Meter Replacement Program – This project is ongoing. Today a 10" master meter to Central Point is being replaced due to obsolesce. Staff is being proactive replacing meters prior to failure.
- 6.3 Water Quality/Treatment Report (Water Quality Superintendent Jim Stockton)
  - a. The low bid electrical controls contractor for the Phase 2 SCADA Migration Project has ordered the new PLCs which should be in by the end of this week. Work is scheduled to begin by the first week of March.
  - b. The new uninterruptible power supply is scheduled to be delivered to the plant by the middle of March. Installation should follow immediately.
  - c. Preparations are underway to negotiate treatment chemical contracts with suppliers.
  - d. Plant staff is working on finishing up with the winter maintenance tasks in preparation for commissioning activities of the plant, which will begin earlier this year due to new equipment.
  - e. Commissioner Anderson questioned Mr. Stockton on when his replacement will start; Mr. Stockton noted he starts April 23 but we won't see him until May as he will be attending a conference.
- 6.4 Finance Report (Finance Director Tessa DeLine)
  - a. Contracts have been signed with First Interstate Bank for the banking RFP. Staff will meet with bank representatives next week to discuss scope of work and the implementation schedule.
  - b. The Investment Advisory Services RFP draft is ready and will be emailed to Commissioners Bunn and Dailey as requested.
  - c. The Systems Development Charges methodology review is in progress. Staff will have conference calls next week with Shawn Koorn of HDR to discuss the initial findings of our current methodology.
  - d. The 10 year Financial Plan is on the back burner temporarily. Staff is wrapping up the SDC project and waiting for the final report for the Cost of Service Study. The new approved water rates are scheduled for implementation on March 1. Once these items are completed, staff will focus on the 10 year Financial Plan.
  - e. The semi-annual inventory at the Service Center was completed late last month. Over \$1M in inventory was booked at the end of January and after the physical count, there was less than a \$500 or less than a half percent unfavorable inventory adjustment. Service Center staff continues to do a great job keeping track of parts and materials for our distribution system. Staff noted the inventory is computerized.

Commissioner Whitlock questioned the terms of the banking RFP; Finance Director Tessa DeLine stated it is for three years; about \$18,000/year in fees, with options to renew.

7. Manager's Report

- 7.1 The City of Ashland notified the MWC that they intend to test the TAP sometime this spring. Total TAP capacity will be verified and sent to the Board.
- 7.2 The Quarterly Report was presented at the February 15 Council meeting.
- 7.3 Mr. Taylor will once again schedule the one on twos meetings, which will be scheduled 30 minutes after a board meeting.
- 7.4 Discussion is continuing with the City on administrative costs for ICMA investments. There will be the capability of grandfathering current employees who are using Mass Mutual.
- 7.5 The Technology Services Business Analyst position is still open. Commissioner Whitlock questioned if the qualifications were reviewed; Mr. Taylor noted they have been reviewed and will look at the applications again, but they try to align with what is being posted for this position elsewhere. The MWC is looking for someone with experience with enterprise business systems.

8. Propositions and Remarks from the Commissioners

- 8.1 Commissioner Whitlock stated he is impressed with the organization and noted staff is equipped with information and updates that he is now becoming familiar with.
- 8.2 Commissioner Dailey read through the customer survey and noted there are a lot of good ideas and questioned what the next step would be. Mr. Taylor noted there are action items that they will work on which he will present to the Board as well as the MWC customers.

9. Adjourn

There being no further business, this Commission meeting adjourned at 12:49 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