



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, March 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 12:23 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Rick Whitlock

General Manager Brad Taylor; Medford City Attorney Lori Cooper; Deputy City Recorder Winnie Shepard; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; Technology Services Administrator Kris Stitt

Guests: Medford Councilmember Tim D'Alessandro; Central Point City Manager Chris Clayton; City of Phoenix Public Works Director Ray DiPasquale; City of Central Point Utility Maintenance Lead – Water Mike McClenathan; James Herndon

Commissioner Leigh Johnson was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of March 7, 2018
The minutes were approved as presented.

4. Comments from the Audience
Central Point City Manager Chris Clayton introduced Central Point Utility Maintenance Lead – Water Mike McClenathan, noting that he may attend meetings from time to time. He also advised that Central Point recently passed a resolution to only sell water to construction and public works purposes.

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$367,199.29.

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

Commissioner Whitlock questioned the Charlotte Anne payment; General Manager Brad Taylor explained that it is a water district and Medford Water Commission (MWC) conducts the billing and collection for them and issue a check for their proceeds.

Roll Call: Commissioners Anderson, Bunn, Dailey, and Whitlock voting yes.

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: Work continues toward completing the basins; chemical feed systems and piping should reach operational capacity by April 1, 2018. Concrete and rebar work continues for basin walls. The influence flume is complete. Electrical work continues on the bridges and the polymer feed system. Chemical feed systems installation are nearing completion. Chain and flight sludge collection system for basins 3 and 4 are done. SCADA work is under way. Basically, all the physical components are done.

- b. City of Medford Lozier Lane Project: The water main has passed all of tests and the final tie to the Stewart Avenue main is done. Water service tie-overs will be completed this week.
- c. Jackson County Table Rock Road Project: Construction for this project is 90% done. Work continues on the sewer crossings. The final water main connection will be finished once the sewer is complete.
- d. City of Medford Foothill Road Project: The City of Medford continues to work on the right-of-way acquisition and land appraisals.
- e. Corrosion Study: The pipe loop as well as the distribution sampling continues. Results from the scale analysis is still forthcoming.
- f. Duff II and Wetland Fill: MWC has obtained DEQ approval and the grading has started.
- g. Sam's Valley Substation's Secondary Electrical Feed: The Sam's Valley Substation is a transmission substation and will not feed the distribution grid. The Duff Water Treatment Plant electrical supply come from the White City substation located at 11th Street and Antelope Road. At one-time, Pacific Power was proposing to build another substation since the White City substation was nearing capacity. However, during the economic downturn, the demand on the White City substation decreased and the upgrade was cancelled.

An email from Monte Mendenhall was read into the record stating that there no infrastructure upgrades in the capital plan through 2022 for the White City area.

- 6.2 Operations Report (Operations Superintendent Ken Johnson)
 - a. Staff solicited quotes and sold for our scrap brass and meters to Schnitzer Steel. Sales of scrap materials occur about three or four times per year.
 - b. The Commission and other governmental agencies will sell surplus materials in an auction scheduled for April 2018. It was noted that four MWC vehicles will be sold in that auction.
 - c. MWC received the 2018 Ford Explorer and it was put into service last week.
- 6.3 Water Quality/Treatment Report (Water Quality Superintendent Jim Stockton)
 - a. Engineers from Harris Group are commissioning the new Programmable Logic Controllers (PLCs), replaced as part of the SCADA migration project.
 - b. Harris Group will assist with commissioning controls for the new equipment associated with the new floc/sed project over the next few weeks.
 - c. Plant staff is working on the commissioning the ozone system; it should be completed by week's end.
 - d. Plant staff will be facilitating the start-up activities to move water throughout the plant and begin training over the next three weeks.
 - e. The new uninterruptable power supply is being installed this week and should be commissioned next week.
 - f. Chemical supply contracts should be complete by early April. A resolution for the sole sourcing the primary coagulant will be presented at the April 4, 2018 Board meeting.

- 7.4 Finance Report (Finance Director Tessa DeLine)
- a. The Investment Advisory Services RFP is still on track to be published by the beginning of April.
 - b. The Systems Development Charges methodology review is going well. It is back to HDR for comments and/or revisions. Staff is working to complete the 10-Year Financial Plan before year end.
 - c. Staff has started working on the annual budget. Expense information has been shared; the overhead component and revenue projection are nearly complete. We are on track for the presentation on May 16.

Mr. Taylor advised that the RFP for an auditor closes at the beginning of April.

8. Manager's Report

- 8.1 A reimbursement payment of \$6,377 was made to Salvation Army and covers the past two years per the direction of the Board at the last meeting.
- 8.2 St. Vincent de Paul has used their previously approved funding and has requested additional funding through July 1. Mr. Taylor estimated another \$2,000 would cover those future expenses and advised that the additional \$2,000 did not exceed the total amount budgeted for the Bill Assistance Grants for 2017/18. Commissioners agreed to the \$2,000.
- 8.2 Technology Services still has an open position.
- 8.3 Mr. Taylor attended his first EPID meeting and agreed to sign the annual agreement. There are no changes from previous years, except that they agree to wait until April 23 before beginning to use water. Item 5 of the agreement outlines the amount of water to be released from Willow Lake and the limitation on drawing the lake below 1500 Acre feet of storage without agreement from all parties.
- 8.4 Attended the Rogue Drinking Water Partnership meeting and noted that collaboration of algae blooms information was discussed.

9. Propositions and Remarks from the Commissioners
None.

10. Executive Session in Accordance with ORS 192.660(2)(h) – To Consult with Counsel Concerning the Legal Rights and Duties Regarding Current Litigation or Litigation Likely to be Filed

The Board adjourned to executive session at 12:48 p.m.

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The Board reconvened at 1:18 p.m. with the same members present.

11. Adjourn

There being no further business, this Commission meeting adjourned at 1:18 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.