

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION**  
**April 2, 2014**

The regular meeting of the Medford Water Commission was called to order at 12:24 p.m. on the above date at the Lausmann Annex, 200 S. Ivy Street, Room 151/157, Medford, Oregon.

The pledge of allegiance was given.

The following commissioners and staff were present:

Chair Jason Anderson; Commissioners John Dailey, Cathie Davis, Lee Fortier

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

Guests: City of Medford Councilmember Bob Strosser; Central Point Mayor & Liaison Hank Williams; Central Point City Manager Chris Clayton; Geoff Speidel of Medford First Christian Church

Commissioner Leigh Johnson was absent.

3. Approval or Correction of the Minutes of the Last Regular Meeting of March 19, 2014

The minutes were approved as presented.

4. Comments from Audience

4.1 Medford Councilmember Bob Strosser apologized for missing the study session tour of the Martin Control Station.

5. Resolutions

5.1 Resolution No. 1541, A RESOLUTION Authorizing the Distribution of a Water Conservation Assistance Grant in the Amount of \$8,500.00 to Facilitate Completion of the Landscape Conversion Project at the First Christian Church on the Northeast Corner of Crater Lake Avenue and Brookhurst Street

First Christian Church has requested an \$8,500 conservation grant for the second year of their landscape renovation project. The funding for the first year (\$5,100) was approved by the Board last April.

Two of the three project phases were completed last summer. The remaining Phase III work, along with the Brookhurst streetscape, will be performed this spring, as outlined in the application.

The cost of this year's grant was included in the Commission's FY 2013-14 budget. Upon approval, the Commission will have funded less than 50% of the total costs of this project over two years.

The majority of the work is being done by church members, reflecting the congregation's commitment to this project. Projects such as these, which focus on improved efficiency of landscape water usage, are designed as highest priority for conservation grants; therefore, staff recommended approval of the grant request.

Geoff Speidel of Medford First Christian Church stated that this has been a true blessing to the congregation. He remarked that it was a huge undertaking to take care of the grass and that the changes have become a park-like setting which is easier to maintain. Public Information Coordinator Laura Hodnett stated that all figures have been compiled; the church has been

good to work with and that the project is bigger due to another portion of landscaping to be changed.

Motion: Approve Resolution No. 1541

Moved by: Mr. Dailey

Seconded by: Ms. Davis

Commissioner Dailey noted that he likes this project because they will take care of it.

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

Motion carried and so ordered. Resolution No. 1541 was approved.

- 5.2 Resolution No. 1542, A RESOLUTION Authorizing the Manager to Execute a Contract By and Between Goldstreet Designs (Goldstreet) and the City of Medford, By and Through its Board of Water Commissioners (Commission), for Design Services for the 2014 Consumer Confidence Report (CCR) Project

Staff desired to award a contract to Goldstreet for design services for the 2014, federally-mandated, CCR. Goldstar has submitted a cost estimate of \$1,520.00 and requires the Commission to sign a Contract that includes terms and conditions and hold-harmless language. The Commission's Contracting and Purchasing Regulations require Board approval for all agreements containing hold-harmless and/or limitations of liability clauses.

Motion: Approve Resolution No. 1542

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

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

Motion carried and so ordered. Resolution No. 1542 was approved.

Out of order

7. Engineer's Report (E. Johnson)

- 7.1 Duff Water Treatment Plant Duff Floc/Sed Basins – Black and Veatch continue to work towards the completion of the 90% plans and specifications; plans are due May 16.
- 7.2 Duff Water Treatment Plant Raw Water Intake Pumps 1 & 2 – CH2M Hill has completed the plans and specifications. The bid package is being prepared and will be advertised for bid on April 18.
- 7.3 Martin Control Station – Martin Control Station is completed; this is the last report for this project.
- 7.4 Angelcrest Pump Station – Triangle Pump & Equipment, Inc. has submitted pump submittal for final review. Staff has reviewed and approved the submittal. Triangle Pump & Equipment, Inc. will place the order for the pump.
- 7.5 Highway 62 Bypass Water Main Project – A bid opening was held on March 25. There were four bids. The bid results are in the Commissioner's packets. The low bidder is Central Valley, Inc. with a bid of \$155,322.00. The award of bid will be presented at the next Board meeting.
- 7.6 Vilas Road 16" Water Main Inter-tie – Neathamer Surveying is finishing the surveying this week. Marquess and Associates continues to design the 16" water main.

8. Finance Report (DeLine)

8.1 Finance Administrator Tessa DeLine stated that staff and the consultant are working on the software project. March appears like it will balance as it was only off by \$300 although Ms. DeLine stated that they are researching this. All modules have been installed; training will take place tomorrow morning pertaining to fixed assets. Ms. DeLine further stated that the large list of software issues is becoming smaller.

9. Operations Report (K. Johnson)

9.1 Meter and MXU's Order - Operations Superintendent Ken Johnson presented the meter and MXU order for fiscal year 2013-2014 and stated that the order is up approximately \$112,000; another order for this fiscal year will be forthcoming.

9.2 Airport Security Badges – There is an annual audit by Jackson County Airport Authority of airport security badges. Every two years those staff members who have badges must go in to reapply. Mr. Johnson stated that staff needs to be in various locations to read meters, resolve water quality issues, etc. Because of this there will be an upcoming voucher for Jackson County Airport Authority.

Commissioner Dailey questioned if we have water lines in the airport area; staff noted that we do.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$688,582.56

Moved by: Mr. Dailey

Seconded by: Ms. Davis

Commissioner Anderson questioned the use of temporary employees; Manager Larry Rains noted that they work great and there are times when they become full time employees. Also questioned was the check to the City of Medford for movie tickets; Mr. Rains stated that the Health Promotion Team has health promotion goals; if the required minimum are met you receive \$200 and those who obtain above that receive movie tickets as well.

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier voting yes; Anderson abstained from C&C Tires and the Mail Tribune vouchers; Fortier abstained from Rogue Shred and Rogue Transfer vouchers. Motion carried and so ordered.

Back in order.

10. Manager/Other Staff Reports

10.1 Mr. Rains stated that the next two study sessions will have to do with the budget. Because the software update has not resolved all financial issues the spreadsheets won't have the detailed information the Board is familiar with. Mr. Anderson questioned if it made sense to do it now; Mr. Rains noted that we have to for budget purposes.

11. Propositions and Remarks from the Commissioners

11.1 Mr. Dailey remarked that we have completed the joint conservation meetings about a year ago and questioned the final outcome. Ms. Hodnett noted that she sent out the report several months ago although it was not a full report. She commented that the project was completed last fall and then submitted to the State. Mr. Dailey questioned if we conserved water; Ms. Hodnett noted that the outcome was to provide direction. Many communities did not have good data, therefore it took longer as many required more data. A series of actions that could be pursued were determined as something that could be achieved. Many of the first phase items

we already do.

Ms. Hodnett suggested Central Point City Manager Chris Clayton talk about what they do; Mr. Clayton stated that they did have good data and in order to implement the plan they received proposals and costs which are being weighed based on financial decisions.

Mr. Rains noted that a one page summary could be given to the Board. Ms. Hodnett noted that everyone has the report as options.

Mr. Clayton noted there would have been huge costs to implement and biting off the first phase would be more than enough. Mr. Dailey questioned if they would be able to complete the first phase; Mr. Clayton did think so.

11.2 Mr. Anderson requested the Board give any comments for the executive session to Mr. Huttli. Mr. Anderson provided the timeline that they had discussed; Mr. Huttli noted that we are on schedule.

11.3 Mr. Huttli provided clarification on the need to bring Resolution No. 1542 to the Board. He explained the hold harmless liability clause and stated how the City takes care of this. Mr. Anderson questioned what signing authority Mr. Rains has; Mr. Rains stated his authority is up to \$150,000. Mr. Dailey questioned the reasoning for the hold harmless with this contract; Mr. Huttli explained the concerns within the contract.

## 12. Adjourn

There being no further business, this Commission meeting adjourned at 12:47 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