

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
April 16, 2014

The regular meeting of the Medford Water Commission was called to order at 12:28 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; Leigh Johnson

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; Water Quality Administrator Rosie Pindilli; Utility Supervisor Richard Calhoun

Guests: City of Medford Councilmember Bob Strosser; Central Point Mayor & Liaison Hank Williams; Eagle Point Mayor & Liaison Bob Russell; Eagle Point City Administrator Henry Lawrence; RH2 Engineering Joe Strahl; City of Medford Emergency Management Coordinator Larry Masterman; Sydnee Dreyer of Huycke, O'Connor, Jarvis, Dreyer, Davis & Glatte, LLP

3. Approval or Correction of the Minutes of the Last Regular Meeting of April 2, 2014

The minutes were approved as presented.

4. Comments from Audience

4.1 Joe Strahl of RH2 Engineering noted that he would like to comment later pertaining to Resolution No. 1543.

4.2 Sydnee Dreyer of Huycke, O'Connor, Jarvis, Dreyer, Davis & Glatte, LLP stated that she may have a comment further in the meeting.

5. Resolutions

5.1 Resolution No. 1543, A RESOLUTION Approving a Two-Year Exemption from Competitive Solicitation for Listed Manufacturers and Materials Used in the Water Distribution System, Pursuant to Medford Water Commission's 2011 Contracting and Purchasing Regulations, Section 2.33(20) – Special Procurements; Contracts Exempt from Competitive Bidding – Specifications and Brand Names

This resolution approves amendments to the Commission's list of manufacturers and materials that are exempt from competitive bidding for two-year periods. A notice was published on the Commission's website and at City and Commission offices; staff recommended approval.

Commissioner Anderson questioned what this was about; Manager Rains noted that they use standardized products in order to keep inventory the same. Commissioner Dailey noted that according to the list there are two-three companies that could provide product which allows the rates to stay down due to competition; discussed also was the sole supplier of one item; Operations Utility Supervisor Rich Calhoun stated that we do not want to go to anything made outside of the U.S.

Joe Strahl of RH2 Engineering stated that he was okay that McCrometer could not fix the tap problem but questioned how the MWC settled with Rosemont. He stated that he is waiting to hear from Operations Superintendent Ken Johnson, who is out of the office. The Board requested a staff report. Mr. Rains noted that Ken Johnson is out on medical leave. Mr. Strahl noted that this is important for Ashland and the TAP group; Mr. Dailey questioned what Ashland

is purchasing; Mr. Strahl was not sure. Mr. Dailey questioned if everyone is happy with the Phoenix tap; Mr. Strahl believed they were and stated that the MWC will receive a report.

Motion: Approve Resolution No. 1543

Moved by: Mr. Dailey

Seconded by: Ms. Davis

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

Motion carried and so ordered. Resolution No. 1543 was approved.

- 5.2 Resolution No. 1544, A RESOLUTION Awarding to, and Authorizing the Manager to Execute a Contract in the Amount of \$155,322.00 with Central Pipeline, Inc. for Construction of Crater Lake Highway 62, 14-Inch Transmission Main Improvements

Four bids were received for this project. Central Pipeline, Inc. was the low, responsible bidder. Notice of Intent to Award was issued on March 26, 2014 and no protests were received. Staff recommended approval.

Mr. Dailey questioned if Central Pipeline has done any work for us before; staff noted that they have.

Motion: Approve Resolution No. 1544

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

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

Motion carried and so ordered. Resolution No. 1544 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 \$439,048.63

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

Questioned were the membership dues for Alliance for Water Efficiency; Public Information Coordination Laura Hodnett noted that this company does many studies and lobbying, and allows staff to participate in webinars as well.

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier, Johnson voting yes; Fortier abstained from Dry Creek Landfill, Rogue Disposal & Recycling, Rogue Transfer, and Rogue Transfer & Recycling vouchers. Motion carried and so ordered.

7. Engineer's Report (E. Johnson)

- 7.1 Duff Water Treatment Plant Duff Floc/Sed Basins – Black & 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 – The project is ready to bid and is being advertised for bid on April 18, 2014.
- 7.3 Angelcrest Pump Station – Triangle Pump & Equipment, Inc. has placed the order for the pump; the estimated delivery time is 16 weeks.
- 7.4 Highway 62 Bypass Water Main Project – The project was awarded today to Central Valley, Inc. Once we receive the contracts, bonds and insurance forms a "Notice to Proceed" will be issued and a pre-construction meeting scheduled.
- 7.5 Vilas Road 16" Water Main Inter-tie – Neathamer Surveying has finished the surveying and

mapping of the project. Marquess and Associates continues to design the 16" water main.

Mr. Anderson questioned the Hwy 62 bypass; Operations Superintendent Eric Johnson noted that a future box culvert interfered hence we have to move the 14" line. The Board also questioned the logistics and timing of the project.

8. Water Quality Report (Pindilli)

8.1 The WISE project continues to move forward; staff is working on the cost benefit analysis and starting to discuss governance.

8.2 Pertaining to the Watershed Council consolidation/merger, a consultant has been selected to assist by using grant money from OWEB in the amount of \$65,000.

8.3 Fence work around Willow Lake continues.

8.4 Our new backflow tester contractors are working out well; there have been no issues. Mr. Anderson questioned if we are subcontracting; Water Quality Administrator Pindilli noted that we are and that due to the size of the project, have had to have two contractors.

8.5 The required Cross Connection Annual Summary Report was submitted to the State for compliance on March 18.

8.6 Our residential survey program and hydrant flushing has been put on hold. Staff has since gone through an interview process to fill the position and has selected a new Water Quality II/Water Treatment II person who is scheduled to start on May 1. The new employee will begin in treatment operations and remain there until about September, then transfer to residential survey for the winter. Mr. Anderson questioned if this was a new employee; staff noted that it was. Mr. Anderson requested the new employee attend the board meeting.

8.7 Pertaining to hydrant flushing, Ms. Pindilli stated that one of their temporary workers has been trained and is doing a great job. There is a link on our website that provides information on our hydrant flushing and why we do it. Mr. Dailey questioned if the explanation pertaining to fire hydrants is on our website; Ms. Pindilli noted that it is.

8.8 Ms. Pindilli stated that she has continued to be involved with the Floc/Sed design project for the Duff plant by providing information based on her past experience operating conventional treatment plants, in areas such as operation controls/tools, process optimization, and water quality requirements.

Mr. Anderson questioned if the subcontracting is new; staff noted that it is not, in fact this year we have two companies who are doing this due to the size of the project. Ms. Pindilli stated that they also perform the testing which is input into the software system by staff and then sent to the State. Due to subcontractors representing the MWC, the Board questioned the qualities needed for this; Mr. Pindilli noted that the contract is specific. Councilmember Bob Strosser noted that he received a compliment pertaining to their service.

Mr. Dailey commented that he saw hexavalent chromium in the news; Ms. Pindilli noted that we know our levels are below the standard.

9. Finance Report (DeLine)

9.1 Fixed assets have finally been loaded. Finance Administrator Tessa DeLine stated that they look forward to having it completed to the month of March.

9.2 Inventory will be checked in order to test the system.

9.3 Financial statements will be emailed to the Board by the end of the week. Balancing is becoming easier every month.

10. Manager/Other Staff Reports

10.1 Staff Report on the Utility Management Software Upgrade

TS Coordinator Kris Stitt stated that they have made good progress. The core system is starting to come together. Other parts of the project were pushed aside as the financial aspect was being worked on, such as mapping. A study session in June will go over the software project.

Out of order

10.3 Budgeting Reviews

Public Information Coordinator Laura Hodnett stated that staff is requesting Board input pertaining to water conservation. The old code required that there was an irrigation system but no specific standards. Pertaining to the Medford Code, the Parks Department is pulling away from landscaping and the Planning Department will be the lead. Because of this the MWC will be heavily involved. Staff believes that hiring a contractor to complete this will be necessary; at present there is \$9,000 in the proposed budget. One of the former conservation board members requested not raising fees for contractors. Staff needs to be prepared starting July 1, otherwise there is no department reviewing the process. Mr. Dailey questioned if the Planning Department gets paid to review the plans; staff noted they do but not for the irrigation plan. Mr. Dailey wondered if the MWC reviews plans and if so, we should get paid for it; staff noted that Principal Engineer Eric Johnson does review plans.

Mr. Strosser noted that there is more to this and that he had talked this issue over with Mayor Wheeler and Commissioner Johnson. Mr. Johnson noted that the developer was concerned because fees tend to continue to grow. Mr. Anderson thought there was previous discussion about the MWC covering this for a year and thereafter it would be reviewed. Also discussed was having several contractors as subcontractors to review plans for a period of one year. Mr. Johnson questioned if we do this for one year that we will not be committed to this forever; Ms. Hodnett stated that this would give us time to evaluate the review process. The board agreed.

Back in order

10.2 Staff Report on Wholesale Other City (or District) Customer Surplus Water Service Agreement
Staff reported on Draft #2 of the proposed wholesale other customer water service agreement generic format. Draft #2 was prepared with consideration of other city comments, additional staff comments, and Board comments. It is the intent of staff to gain Board approval of a common document that can be used in implementation of agreements with Ashland, Talent, and Jacksonville that are currently overdue in finalizing. The cities and water districts remaining (Central Point, Eagle Point, Phoenix, JHWD, CAWD, and ECWD) will have their agreements renewed with the common document when due in 2016.

Mr. Anderson requested about two weeks to review this with an executive session scheduled after that. Mr. Dailey questioned if we could circulate the boards thoughts amongst themselves. City Attorney John Huttli stated that that would be a deliberation and would require a meeting. Mr. Huttli stated he would like an executive session as well. The Board discussed the drafts presented by Attorney Huttli and requested him to resend the final draft.

Mr. Anderson questioned if there were any comments from the audience; there were none.

11. Propositions and Remarks from the Commissioners

None.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:08 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. Spoons, MMC
Deputy City Recorder/Clerk of the Commission