

**MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION**  
**May 2, 2012**

The regular meeting of the Medford Water Commission was called to order at 12:18 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 Cathie Davis, Lee Fortier, Leigh Johnson

Commissioner John Daily was absent.

Manager Larry Rains; Attorney John Huttli; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; TS Coordinator Kris Stitt

Guests: City of Medford Councilmembers Bob Strosser and Greg Jones; Central Point Manager Phil Messina; Central Point Assistant City Manager Chris Clayton; Central Point Councilmember Kay Harrison; Medford Fire Chief Dave Bierwiler; Medford Fire Marshall Greg Kleinberg; Medford Building Director Chris Reising (arrived late); Brad Martinkovich (arrived late)

2. Approval or Correction of the Minutes of the Last Regular Meeting of April 18, 2012  
Approved.

3. Comments from Audience  
None.

4. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$445,068.76

Moved by: Mr. Johnson

Seconded by: Mr. Fortier

Commissioner Johnson questioned the payment to Grover's; Manager Rains provided information on the product(s) purchased.

Roll Call: Commissioners Anderson, Davis, Fortier, and Johnson voting yes; Anderson recused himself from the Knife River voucher.

Motion carried and so ordered.

5. Engineer's Report

5.1 Duff Reservoir Seismic Upgrade – Landscaping restoration is done and this project is complete.

5.2 Duff Flocc/Sed Basins – The Quality Base Selection proposals were due May 1; a total of six proposals were received.

5.3 Ave G 48" Transmission Main – The 48" water main has been installed from the tie-in point at Duff Water Treatment Plant to the end of Phase 1. Approximately 3,560' of the 48" water transmission main has been installed. Phase 1 was successfully pigged last Thursday. Pressure testing and chlorination will be done in a few weeks.

5.4 Martin Control Station – Staff is currently reviewing the 75% designed plans and specifications. The review will continue for the next few weeks.

5.5 A PowerPoint presentation of the Ave G 48" Transmission Main Project was provided showing how Phase 1 was successfully pigged.

6. Finance Report

6.1 Final changes were made to the Draft Investment Policy which will be brought back to the board.

7. Manager/Other Staff Reports

7.1 Staff Report on the Utility Management Software Upgrade Project

TS Coordinator Stitt provided the monthly staff report on the software project, stating that this has been a time consuming process. Staff will be receiving a report on software configuration. All three companies are working together, with discovery sessions held the last three weeks. Mr. Stitt will begin working on the data conversation as well as a test data conversion. The Finance and Customer Service portion of the software program will soon be presented to staff.

7.2 Consider Changing Policy Regarding Residential Fire Sprinkler Systems

Staff met with Medford Fire Chief Bierwiler and Fire Marshall Kleinberg regarding their proposed changes to the meter for new residential construction that would accommodate home fire sprinkler systems without incurring added system development changes. Fire Chief Bierwiler acknowledged Medford Building Director Reising who just arrived. The Medford Fire Department is proposing a new fee of about \$35 more to support the newer meter so that homeowners can have residential fire sprinklers. Mr. Kleinberg presented handouts pertaining to homeowner fire sprinklers and provided statistics on local fire injuries within the last ten years. Currently there is a financial barrier into providing this to the homeowners. They would like to have the option for a homeowner to receive a different meter with capability for increased volume to accommodate this service.

Commissioner Johnson questioned if this pertains to both new homes and existing homes; Mr. Kleinberg noted it would not be mandatory but would give an option to existing homeowners that want to remodel with an upsize meter without paying \$2,000 in additional SDC's. Mr. Johnson questioned where the sprinkler heads would be placed; Mr. Kleinberg stated that they would be placed in all rooms except storage rooms. Mr. Johnson questioned the process a homeowner would take to do this; Mr. Kleinberg noted that a homeowner would order a new meter and that there would most likely be a service call to make the switch. Mr. Johnson thought that there were many existing homeowners that would remodel their homes to do this. Mr. Kleinberg noted that a flashover fire happens within a few minutes vs. 17 minutes in the 1970's due to the type of materials now found in homes. Commissioner Anderson questioned what staff was requesting at this time. Manager Rains noted that there would be no change to the SDC fee but there would be an additional charge of \$35 for the increased volume meter. Mr. Johnson questioned what the Building Department charges would be; Mr. Reising noted the building permit fee would be based on the size of the remodel; a 2,000 square foot home would have a fee of about \$200. Councilmember Strosser stated that Medford City Council has discussed this and was only interested if the price was reasonable and not mandatory. Mr. Johnson thought that homeowners could lose interest if the cost of installing was excessive; Mr. Kleinberg noted that prices will drop as more are done.

Motion: Authorize residents to purchase an increased volume water meter in the ¾" x ¾" size for an additional \$35 when installing a home fire sprinkler system with no change in SDC's

Moved by: Mr. Johnson

Seconded by: Ms. Davis

Chief Bierwiler noted that because MWC took the lead on residential fire sprinklers, it will open the door for other fire stations in other city jurisdictions. Mr. Rains cautioned that this is only for Medford; it is up to the other cities we serve to decide whether they choose to allow an increased volume water meter in the ¾" x ¾" size for home fire sprinkler system installations.

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

Motion carried and so ordered.

7.3 Consider Forest Foundation Letter of Request

A copy of the letter from the National Forest Foundation was emailed to the Board on April 18; the Foundation has requested a one-dollar-donation check-box on the utility bill that would fund

restoration projects on the Rogue River-Siskiyou National Forest and Medford watersheds.

Mr. Anderson questioned if the National Forest Foundation could come down to do an in-person presentation as mentioned in the letter and also questioned the cost involved for staff to do this. Mr. Rains noted that it can be done, staff is split on this, that this opens up the door for other requests, as well as the extra costs to manage this. Mr. Johnson expressed his concern that other organizations would be interested in requesting this as well, and stated that he has done research on this organization and does not think we should do this. Mr. Anderson questioned if we have a policy pertaining to this. Mr. Stitt noted that with our current system this would be a difficult task, the new software does have the capability although there is a process to extract that information. City Attorney Huttli questioned if it was a Medford Utility Bill; Mr. Rains noted that it was. Mr. Huttli noted that the City's policy is not to use the City's resources for other party benefits. The board agreed not to allow the \$1.00 voluntary contribution on the Medford Utility Bill. Mr. Rains stated that he will send a letter stating this to the National Forest Foundation. Mr. Strosser noted that this information was also given to the City and they were waiting for the Commission to review.

7.4 Water Fund for Fiscal Year 2012-13 - Mr. Rains provided a handout pertaining to the budget question that was brought up at the last study session.

7.5 OSHA Inspection – OSHA inspected the MWC office; a letter was received from OSHA stating that the MWC was 100% compliant.

7.6 Conservation Grant – Mr. Rains provided a draft *Intergovernmental Agreement to Procure Consulting Services to Study Water Conservation Opportunities for the Customers Served by the Medford Water Commission* which Mr. Huttli worked on with Mr. Strahl and other the cities involved. Mr. Huttli noted that the draft mirrors previous discussions to the board and any committees would need to follow the public meeting law. A consensus was received from those who had seen this.

Central Point Assistant City Manager Clayton stated that he hoped that this grant produces recommendations and strategies for water conservation and that the public will realize that we are engaged in opportunities to conserve water. Mr. Anderson questioned if we needed a formal adoption; Mr. Huttli noted that when the grant agreement comes in we will take it from there and that it will be adopted with multiple originals.

7.7 Ashland's Request for Emergency Water – Mr. Rains and Mr. Daily met with representatives of the City of Ashland who stated that they are requesting a connection for emergency purposes only, requested to tie in to Talent's system, and to not have to pay SDCs on this. Mr. Rains requested this be addressed when Mr. Daily was in attendance.

## 8. Propositions and Remarks from the Commissioners

8.1 Mr. Johnson brought up the subject of the Annual Cities & Districts meeting and questioned how many Commissioners would be attending, and if it should be a public meeting. Commissioners Anderson, Davis, and Fortier noted that they would not be attending. It was agreed to leave the meeting as is.

8.2 Because the meeting started early and Mr. Martinkovich was unaware that the meeting started early, Mr. Anderson allowed him time to speak. He further noted that meetings are noticed that they will start whenever the study session is finished, even if it is before 12:30 p.m.

## 9. Comments from the Audience

9.1 Brad Martinkovich stated that Dr. Paul Houser, a Department of Interior whistleblower, will be at the Siskiyou County Fairgrounds on Monday, May 7 at 6:30 p.m.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:02 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