

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION
August 7, 2013

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:30 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, Cathie Davis, Lee Fortier, Leigh Johnson

Manager Larry Rains; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Geologist Bob Jones; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Supervisor Jim Stockton

Guests: City of Medford Councilmembers Bob Strosser and Chris Corcoran; Ashland Public Works Director Mike Faught; Ashland Associate Engineer Pieter Smeenk; Central Point Mayor and Liaison Hank Williams; Central Point City Manager Chris Clayton; Eagle Point Public Works Director Robert Miller; Joe Strahl of RH2 Engineering

3. Approval or Correction of the Minutes of the Last Regular Meeting of July 17, 2013
The minutes were approved as presented.

4. Comments from Audience

- 4.1 Joe Strahl of RH2 Engineering, speaking for the City of Phoenix, provided an update on the TAP meters. The MWC meter has problems and will be replaced by the metering company. Mr. Strahl asked Manager Rains if MWC staff could help out with the other meter which will be replaced as well; Mr. Rains agreed. Mr. Strahl stated that they are hoping for accurate results with the new meters and may need to reconcile with the MWC regarding past readings. Commissioner Anderson questioned how you will know if the new meters are reading correctly; Mr. Strahl noted that is difficult and perhaps Operations Superintendent Johnson would know. Commissioner Dailey questioned what the manufacture said about this; Mr. Strahl said they felt they had an obligation and that improvements have been made to that type of meter. Mr. Dailey questioned if there was anything else the MWC needed to do; Mr. Strahl stated that at this time we are right on track. Mr. Johnson agreed to what Mr. Strahl said and that further evaluation will be done.

5. Written Communications

- 5.1 Letters Received from ACCESS and St. Vincent De Paul

Thank you letters were received from two of the three agencies that receive annual grants from the Commission for water bill payment assistance. The emergency assistance grants have been included in the Commission's budget since 2003 and were increased to \$3,000 per agency per year in 2009. The screening of applicants and disbursement of funds are handled by the agencies. The letters requested grants for Fiscal Year 2013-14; those payments are included in the payables for this meeting. The funds are restricted to payments of water bills; staff recommended approval.

Mr. Anderson noted that ACCESS requested an increase in funding. Commissioner Davis stated she is on the ACCESS board so will not comment on this. The board discussed the increase of \$9,000 to \$15,000. Manager Rains noted that because we no longer have the utility billing with the MWC billing it will be easier for the agencies to determine water bills. Commissioner Johnson requested time to think on this as this is a big increase; he thought perhaps a partial increase this year and another the following year. Mr. Dailey questioned if we help with funding in any other way; staff said that we do not.

6. Resolutions

- 6.1 No 1531, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Harris Group Inc. for Support Services for Medford Water Commission's Supervisory Control and Data Acquisition System (SCADA)

In June 2009, Harris Group Inc. (HGI) was awarded a contract to provide a SCADA Software Upgrade, System Integration, and Support Services at the Robert A. Duff Water Treatment Plant. HGI has since successfully provided integration services for the Hypochlorite Conversion and Carbon Dioxide Addition project at the Duff WTP and Big Butte Spring's facilities, the MOSCAD distribution system, and other instrumentation and control enhancements at the plant. All projects with HGI have been completed on-time and on-budget. HGI staff is highly familiar with the Commission's control system architecture and programming; their experience makes them the logical choice for on-going SCADA Support Services. Public notice of the proposed exemption was published and posted on the Commission's website; staff recommended approval.

Motion: Approve Resolution No. 1531

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Commissioner Fortier questioned the dollar amount; Duff/Water Treatment Plant Supervisor Stockton stated that this is a time and material contract for about \$7,000 a year. Principal Engineer Johnson noted there would be more work due to Duff upgrades. Mr. Dailey questioned if other companies have expressed an interest; Mr. Stockton noted that it would be costly and time consuming to go with another company but no, there has been no other interest.

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

Motion carried and so ordered. Resolution No. 1531 was approved.

7. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$1,254,435.27

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

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

8. Engineer's Report (E. Johnson)

- 8.1 Duff Floc/Sed Basins – The Basis of Design Report, which is due next week, has been returned to Black & Veatch to incorporate the edits and finish the report. The kickoff meeting for the design of the Floc/Sed basins is scheduled for August 28.
- 8.2 Duff Emergency Backwash – The project equipment has been manufactured and deliveries are starting to arrive. The transformers have arrived and Pacific Electrical Contractors has installed them. The mechanical pipe is on-site. The delivery for the pumps and motors will be later this month.
- 8.3 Martin Control Station – The roof continues to be worked on; the site electrical has been started. The vault for the transformer and the pressure reducing valves have been installed.
- 8.4 Water Main Project Highway 62 Bypass – Staff has submitted the conflicts back to ODOT for review and we are waiting for a response from them concerning the relocation of the 14" water main on Highway 62.

- 8.5 Other Projects - Staff is currently negotiating scope of services with various consultants concerning the Duff Water Treatment Plant raw water intake pumps, Duff II rough grading, and Angelcrest Pump Station pump upgrade. Originally Stardust Pump Station was scheduled to be upgraded but it was discovered that an upgrade of pumping capacity at the Angelcrest Pump Station would provide a greater benefit to the water system.

Vilas Road 20" Water Main Inter-tie – Marquess & Associates will start the preliminary engineering next week.

Mr. Anderson questioned if we were out at East McAndrews Road; Operations Superintendent Johnson confirmed that the Service Center crew was there.

Mr. Dailey questioned what the outcome was pertaining to water pressure around the mall; Engineer Johnson noted that the Service Center crew has run various testing and the problem seemed to be fixed by the opening of the 20" valve.

9. Water Treatment Report (Stockton)

- 9.1 July production was 786 million gallons; there were over ten days above 100 degrees with an average high of 96 degrees and low of 62 degrees. Production is now down.

Principal Engineer Johnson noted that the figures given by Water Treatment Plant Supervisor Stockton pertains to Duff production.

10. Finance Report (DeLine)

- 10.1 Staff is continuing to work on the new software; consultants will be on hand next week to work on items needing immediate attention.

- 10.2 The year-end financial statement will be finished soon as well as the July statement.

Mr. Anderson questioned how the billing is going since the split; Finance Administrator DeLine noted that it is going great and that there is a high level of accuracy. Councilmember Strosser noted that on the other side of the equation there are nine people answering phone calls in Engineering.

11. Operations Report (K. Johnson)

- 11.1 Operations Superintendent Johnson provided information on a faulty valve which, when taken apart, showed that the gears were stripped. They believe the valve was built in 1955. It has been sent out for emergency repair to a company in Lebanon, Oregon and will be put back in next week.

12. Manager/Other Staff Reports

- 12.1 Mr. Rains received a memo from Operations Superintendent Johnson pertaining to the purchase of a hydro excavation truck. Two manufactures, Vactor and Vac-On were each given the opportunity to give a full day demonstration to Service Center employees. Because of that staff recommended Vac-On. There are two ways to purchase this truck; go out to bid or utilize the National Joint Powers Alliance (NJPA). To utilize NJPA staff would need to sign an agreement to join the alliance; staff noted this is the same agreement that the City of Medford uses. Mr. Dailey questioned how they are funded; staff thought they must get a commission. Councilmember Corcoran noted that this is used as a clearing house, buy in volume and have a direct line to the purchaser.

Motion: Authorize staff to join the National Joint Powers Purchasing Alliance

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

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

Motion carried and so ordered.

12.2 Public Information Coordinator Hodnett stated that the City of Medford has entered into an agreement with the University of Oregon called Sustainable City Year Initiative and the demonstration garden is one of the projects. Presently the project would cost about \$20,000 for the design and master plan although Ms. Hodnett thought a local architect might do it pro bono. A question came from both the Parks and Planning Department that if the City donated the land would the MWC be willing to pay the entire \$20,000. Mr. Dailey questioned how big the area is; Ms. Hodnett noted that she did not have the answer as location has not been determined. Mr. Anderson said that the City would own the land anyway and we are beautifying their land, there is some value for the City giving up land but how much; he thought this might not be a fair trade. Mr. Dailey was concerned with issues with the last park. Councilmember Corcoran will volunteer to bring this back to the next council meeting. Ms. Hodnett noted that the city's budget is biennial. Councilmember Strosser noted this conversation is mostly with staff, not council.

13. Propositions and Remarks from the Commissioners

13.1 Mr. Johnson stated that he misunderstood the amount requested by ACCESS and was now comfortable with the amount requested. Mr. Anderson thought it could go to next years' budget for a total of \$12,000. Councilmember Corcoran commented that the season of need is coming up and they are expecting shortfalls. Councilmember Strosser agreed stating that ACCESS is helping about 2,000 people a month. The board agreed to give \$12,000 total to the three agencies.

13.2 Mr. Dailey commented on an article he read called *'Toilet-To-Tap' Water Purification Coming to South Bay* which stated that it cost \$68 million to build a sewage treatment plant which generates eight million gallons a day and compared this to the MWC.

14. 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