

MINUTES OF THE MEDFORD WATER COMMISSION  
October 2, 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 in the Lausmann Annex Conference Room 151/157 with the following commissioners and staff present

Chair Jason Anderson; Commissioners Cathie Davis and Leigh Johnson

Commissioners John Dailey and Lee Fortier were absent.

Manager Larry Rains; City of Medford Attorney John Hutt; City Recorder Glenda Wilson; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Operations Superintendent Ken Johnson; Big Butte Springs Operator Dennis Berg; TS Coordinator Kris Stitt

Guests: City of Medford Councilmembers Bob Strosser and Chris Corcoran; Central Point Mayor and Liaison Hank Williams; Greg Jones; Chris Clayton, Central Point; Chris Peter, RH2 Engineering; Henry Lawrence, Eagle Point City Administrator; Ashland Associate Engineer Pieter Smeek; Ashland Public Works Director Mike Faught.

3. Approval or Correction of the Minutes of the Last Regular Meeting of September 18, 2013  
There being no corrections the minutes were approved as presented.

4. Comments from the Audience  
None

5. Resolutions

- 5.1 No. 1533, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Solicitation and Awarding a Contract to Bend Mailing Services for Medford Water Commission's Water Bill Design, Printing and Mailing Services

Bend Mailing Services (BMS) has been under contract with the Commission since 2009, and continues to exceed expectations regarding their services. BMS worked closely with staff during the software upgrade, making modifications to the bill as necessary and providing on-call technical support. In order to minimize disruption of staff time and customer services during the ongoing transition period due to time spent reprinting the bills and reprogramming, staff recommends approval of an exemption from competitive solicitation for the new contract period. Award to BMS is in the best interests of the Commission, based on BMS's proven record of professionalism, flexibility, capabilities and costs. The value of their contract in 2012 was around \$177,000 per year, of which \$129,000 was postage. The printing/processing charges for the newsletter are an additional \$1,300 per quarter. Other extras can include programming costs, insertion of bill stuffers, etc. BMS has proposed to keep their unit charges for billing services at 2009 levels. The current contract expires in November. The resolution and new contract would allow the option of a two-year extension, upon mutual agreement of both parties, which would be authorized by the Manager. A copy of the resolution is attached, along with BMS's proposal.

Motion: Adopt the resolution.

Moved by: Ms. Davis                      Seconded by: Mr. Johnson

Roll Call: Commissioners Davis, Johnson and Anderson voting yes. Resolution 1533 was duly adopted.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$558,574.90.

Moved by: Mr. Johnson                      Seconded by: Ms. Davis

Roll Call: Commissioners Johnson, Davis and Anderson voting yes; Johnson abstained from Stanley Security voucher. Motion carried and so ordered.

7. Engineer's Report (E. Johnson)

7.1 Duff Floc/Sed Basins: Black and Veatch continue to work on the design for the basins. The 50% preliminary plans are due October 23<sup>rd</sup>.

7.2 Emergency Backwash: All of the equipment is on site. A tentative date of October 14<sup>th</sup> is schedule for Duff WTP to be shut down for the electrical and mechanical tie over.

7.3 Duff WTP Raw Water Intake pumps: Staff has reviewed the pre-design technical memorandum and returned it to CH2Mhill to incorporate the comments and complete the TM.

7.4 Martin Control Station: The existing Martin Control Pump Station has been shut down. The low level 24" water transmission main realignment to the new station is underway and the gravity 24" water transmission main realignment will be done next week.

7.5 Angelcrest Pump Station: Marquess and Associates is revising the draft technical memorandum to include Staff's comment and complete the TM.

7.6 Water Main Projects: Highway 62 Bypass - Staff is currently reviewing the design of the 14" water main realignment and will return comments to Thornton engineering this week. The design for the relocations of the other water mains is underway.

7.7 Vilas Road 16" Water Main Inter-tie: Staff is currently reviewing the proposed water main alignment in Vilas Road.

8. Water Treatment Report (Stockton)

No report

9. Finance Report (DeLine)

9.1 Software conversion: Currently have consultants on site this week to assist with remaining large components of the project: Payroll, Human Resources, Accounts Payable and Purchasing modules are all fully functional. Still have to load Fixed Assets in the system and are currently working on posting journal entries for historical and current year transactions.

9.2 Annual Audit: During week of October 21<sup>st</sup> will be undergoing annual audit. This is about a month later than usual due to the software conversion. Anticipate having the audited financial statements and presentation to Commissioners in mid-December.

10. Operations Report (K. Johnson)

10.1 TAP Meter: McCrometer has been able to replicate some of the field conditions in their lab

and are still working on a solution. They were given four weeks to develop a solution and are two weeks into that time frame. If they are unable to provide a solution, Mr. Johnson has other options he will present.

- 10.2 Staff is working on documents for the purchase of low lead brass for warehouse; expect cost to be approximately \$60,000 - \$80,000. Also working to have all meters in ground at current standard and replacement of obsolete meters.
- 10.3 Solicitation for paving contractors: quotes are due next week. This is done every year or not to exceed \$50,000 to allow opportunities for local paving contractors to bid for work.
- 10.4 Schnitzer Steel in White City will be picking up scrap iron, meters, brass, copper, scrap so some revenue will be forthcoming.
- 11. Manager/Other Staff Reports  
Mr. Rains reported on receipt of dividend of \$16,705 (31% of yearly premium) from SAIF worker's compensation.
- 12. Propositions and Remarks from the Commissioners
  - 12.1 Mr. Johnson thanked Ken and the staff for their response to his downtown tenant.
- 13. Adjourn  
There being no further business, this Commission meeting adjourned at 12:41 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.

Glenda Wilson  
City Recorder