

MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

December 2, 2015

The pledge of allegiance was given.

The regular meeting of the Medford Water Commission was called to order at 12:25 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Acting Chair Lee Fortier; Commissioners Jason Anderson, John Dailey

Manager Larry Rains, Medford Deputy City Attorney John Huttli; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Geologist Bob Jones; Water Quality Superintendent Jim Stockton; Operations Superintendent Ken Johnson, Big Butte Springs Operator Dennis Burg; Administrative Specialist Jenny Crenshaw, Public Information Coordinator Sara Bristol

Guests: Medford Councilmembers Chris Corcoran and Michael Zarosinski; Central Point Assistant City Manager Chris Clayton

Commissioners Leigh Johnson and Bob Strosser were absent.

3. Approval or Correction of the Minutes of the Regular Meeting of December 2, 2015
The minutes were approved as presented.

4. Comments from Audience
None

5. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$376,879.86

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Dailey, and Fortier voting yes; Anderson recused himself from the C&C Tires voucher.

Motion carried and so ordered. The C&C Tires voucher will be continued to the December 16, 2015 meeting for a confirmed quorum approval by Commissioners Johnson and Strosser.

6. Engineer's Report (Principal Engineer Eric Johnson)

- 6.1 Duff Water Treatment Plant Floc/Sed Basins – Portions of the bottoms of floc basins 3 and 4 were poured yesterday. Installations of electrical conduits continue in the ozone room and the chemical feed room. The temporary drain tie overs to the existing basin have been installed and the existing basins and the ozone basin has been drained and cleaned.

- 6.2 Highway 62 14" Water Main Reroute – ODOT is preparing the bid package for the project. The project will be advertised for bids early next year. ODOT has scheduled the bid opening for the project on February 11, 2016.

- 6.3 Lozier Lane – MWC crews have completed the pothole on Lozier Lane for Jacksonville Highway Water District (JHWD). The surveying was performed by the City of Medford surveyors and the data was provided to the City's Engineering Department, who will check for conflicts with the proposed storm drain. Once any conflicts are identified, JHWD will be notified of the potential impact to their water mains. Staff continues to work with Marquess and Associates on the water design of MWC's portion of the project.

- 6.4 Master Plan Updates – Staff is nearing completion of the data compiling per CH2M's request for the master plans. A meeting with CH2M is scheduled for the week of December 14.

Commissioner Dailey questioned if it made sense to do all master plans at the same time; Principal Engineer Eric Johnson stated that they dovetail together.

7. Water Treatment Report (Water Treatment Plant Director Jim Stockton)
 - 7.1 Work on decommission activities continues and should be wrapped up in the month of December.
 - 7.2 The winter season maintenance projects have started.
 - 7.3 A discharge valve has been ordered to replace one which was original from 1968. This valve will cost approximately \$10,000; the lead time is about 12 weeks.

8. Finance Report (Finance Administrator Tessa DeLine)

- 8.1 The annual audit field work has been completed. Draft statements are in hand. Finance is working with Moss Adams who will be back on site December 7.
- 8.2 Harris Group will help staff with software items still outstanding, which are checkbook integration and inventory.

Commissioner Anderson questioned how long Moss Adams will be here; Finance Administrator Tessa DeLine stated for the next few weeks. Commissioner Dailey questioned when the Board will receive the monthly financial statements; Ms. DeLine provided information on the upcoming goals and stated they should be caught up by the end of January.

9. Operations Report (Operations Superintendent Ken Johnson)

- 9.1 A letter was received from DEQ which stated no enforcement action will be taken from the recent incident.
- 9.2 The TAP meter stopped working as the GFI receptacle tripped out and the battery back-out was depleted. Staff is working with Phoenix pertaining to the estimate flow methodology for the five days in which the meter was out. A letter will be written for all involved.
- 9.3 Staff is working with failures of electronic Sensus meters; a meeting is planned with Sensus on how to resolve this issue. A more traditional meter will be used until resolved.

Commissioner Dailey questioned if the TAP meter is in the monitoring schedule; Operations Superintendent Ken Johnson noted that the TAP meter is not in our building. Manager Larry Rains noted that if we took on the task of connection of the TAP meter to an alarm system we would need our own power and SCADA system and it could be a high price to do that; he also noted that this will be brought back to the Board at budget time. Mr. Ken Johnson explained how the power works in the building. Commissioner Dailey noted that it is in everyone's best interest to solve this problem.

10. Manager/Other Staff Reports

- 10.1 The MWC Holiday Social is Friday, December 11 at the Point Pub & Grill located in Central Point.
- 10.2 The WISE Project will hold a meeting on December 14 from 1-3 p.m. to resolve issues. Commissioner Leigh Johnson is involved with this.
- 10.3 Geologist Bob Jones stated that the Rogue Basin Partnership is requesting a letter of support pertaining to a planning grant for the Rogue Basin. Mr. Rains questioned what the purpose of

the letter is; Mr. Jones stated that as we are not a partner with them this letter will give them weight. The grant will develop a plan for water resource, flow, availability, contamination, etc. for various creeks in the area, such as Bear Creek. In our case this would involve the WISE project.

Commissioner Dailey requested the letter be emailed to the Board before it is sent out.

10.4 Mr. Jones stated that the survey, delineation, and preliminary design have been received for Duff II wetlands. The draft analysis has been completed for three phases. It appears that there will be minimum effect on the Coho species. David Evans and Associates will review; the survey is expected to be completed by January 11. Upon approval this will be forwarded to the Army Corp of Engineers. Staff is on schedule and hopes to receive the permit soon, which is good for 10 years. Staff noted we will have to build something otherwise we will have to start over again. Pertaining to the DSL permit, we are allowed to extend the permit if construction is started.

10.5 There will be a free Pesticide and Container Collection Event on March 4 and 5, 2016. The MWC is one of the event sponsors; staff will need approval of the agreement at a later board meeting.

Commissioner Johnson questioned if the Duff II project would need to be completed for the DUFF permit; Mr. Jones noted that we could start the Duff II construction project but it would not need to be completed.

11. Propositions and Remarks from the Commissioners
None

12. Adjourn
There being no further business, this Commission meeting adjourned at 12:54 p.m. The proceedings of the Medford 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
City Recorder
Clerk of the Commission