

## MINUTES OF THE REGULAR MEETING OF THE MEDFORD WATER COMMISSION

December 3, 2014

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

Manager Larry Rains, Deputy City Attorney Lori Cooper; Deputy City Recorder Karen Spoons; Administrative Coordinator Betsy Martin; Principal Engineer Eric Johnson; Finance Administrator Tessa DeLine; Public Information Coordinator Laura Hodnett; Water Quality Director Rosie Pindilli; Water Treatment Director Jim Stockton; Operations Superintendent Ken Johnson

Guests: Medford Councilmember Bob Strosser\*; Ashland Public Works Director Mike Faught; Ashland Associate Engineer Pieter Smeenk; Central Point City Manager Chris Clayton

Commissioner Leigh Johnson was absent.

\*Arrived as noted.

2. Pledge of Allegiance
3. Approval or Correction of the Minutes of the Regular Meeting of November 19, 2014  
The minutes were approved as presented.
4. Comments from Audience  
None
5. Resolutions
  - 5.1 No. 1562, A RESOLUTION Authorizing the Chair and the City Recorder to Execute a Two-Year Wholesale Water Service Agreement with the City of Ashland, Oregon (Ashland)

The Ashland council approved the water service agreement at their regular meeting on December 2, 2014; this agreement would renew in 2016, along with all of the other cities and water districts. Staff recommended approval.

Motion: Approve Resolution No. 1562

Moved by: Mr. Dailey

Seconded by: Ms. Davis

Ashland Public Works Director Mike Faught commented that Ashland Council was very appreciative of the MWC; he thanked Manager Rains for his assistance. Commissioner Dailey questioned if they have paid their first SDC payment; Mr. Faught stated that the check is in the mail.

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

Motion carried and so ordered. Resolution No. 1562 was approved.

- 5.2 No. 1563, A RESOLUTION Authorizing the Chair of the Board of Water Commissioners to Execute an Intergovernmental Agreement (IGA) and Deed Declaration Restrictive Covenant, By and Between the Medford Water Commission (Commission), a Chartered Municipal Water Utility of the City of Medford, Oregon, and the City of Medford, Oregon (City), an Oregon Municipal Corporation, Reallocating Restricted Building Safety Fund and Water Fund Parking, to Allow Development of the Police Facility on Property Described as 371W30CB Tax Lot 6600, Formerly Known as the Green Lot

The Commission will soon lose its 31 parking lot spaces as construction begins on the new police station. The City has agreed to exchange the Commission's spaces for a like number in what is currently the Building Safety parking lot. Building Safety will park in the lot to be constructed at Oakdale and 10<sup>th</sup> Street. The IGA and Deed Declaration Restrictive Covenant will formalize the arrangement between the City and Commission. Staff recommended approval.

Motion: Approve Resolution No. 1563

Moved by: Ms. Davis

Seconded by: Mr. Dailey

Mr. Dailey questioned if spaces are assigned; Mr. Rains noted they are not. Commissioner Anderson questioned the number of employees working at this campus; Mr. Rains noted that we have a need for 28 spaces.

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

Motion carried and so ordered. Resolution No. 1563 was approved.

- 5.3 No. 1564, A RESOLUTION Authorizing an Exemption from Competitive Solicitation for Listed Manufacturers and Materials Used in the Water System for the 65 MGD Flocculation and Sedimentation Basin Expansion Project, Pursuant to Medford Water Commission's Contracting and Purchasing Regulations, Section 2.33(21) – Special Procurements; Contracts Exempt From Competitive Bidding – Single Manufacturer or Compatible Product

Staff has generated a list of sole-source items to facilitate construction of the new flocculation and sedimentation basins at the water treatment plant. The project requires the extension of existing structures and processes that are currently in place within the plant. The control system electronics equipment will need to be extended while maintaining the common communication protocols. The on-line analytical equipment is an extension of existing equipment currently being used. This equipment will provide overall cost savings to the Commission in that it will minimize spare parts inventories, and economize on specialty calibration requirements as well as on training and troubleshooting. The exemption was noticed on the website and at the offices of the Commission and City Hall. Staff recommended approval.

Motion: Approve Resolution No. 1564

Moved by: Mr. Fortier

Seconded by: Ms. Davis

Mr. Dailey questioned the amount to be spent on plate settlers; Principal Engineer Johnson noted that they will be purchased from Meurer Research, Inc., (MRI) and the cost will be more than expected. Water Treatment Director Stockton explained where they sit in the sed basin and the importance of having quality plate settlers. Mr. Dailey noted that on the internet there seems to be plenty of people that make this; Mr. Stockton noted that it seems very simple although there are only two manufacturers that make the style we need. He further stated that we have a compatibility issue and explained why the engineer chose this particular plate settler.

\*Medford Councilmember Bob Strosser arrived.

Manager Rains noted that these are designed to give the 65 mgd and questioned if any other manufacturer could do this; Mr. Stockton noted that there might be one other manufacturer and explained the constraints we were under. Mr. Johnson noted when you go down a design path you have to decide who you are going to work with; Black & Veatch chose MRI when designing the floc/sed basin. Mr. Rains questioned what would happen if we didn't list them as the sole source; Mr. Johnson noted that modifications would need to be done.

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

Motion carried and so ordered. Resolution No. 1564 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 \$658,720.07

Moved by: Mr. Dailey

Seconded by: Mr. Fortier

Roll Call: Commissioners Anderson, Dailey, Davis, and Fortier voting yes; Anderson recused himself from the Asante Physicians Partners voucher. Motion carried and so ordered.

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

7.1 Duff Water Treatment Plant Floc/Sed Basins – Black & Veatch and staff continue to coordinate on the plans and specifications, which are due December 12.

7.2 Duff Water Treatment Plant Raw Water Intake Pumps 1 & 2 – The project is currently on hold awaiting delivery of the variable frequency drive motors in February 2015 and the new pump #2 in March of 2015.

7.3 Duff Water Treatment Plant Filters 5-8 Valve Replacement – All of the valves have been ordered and should be on site in about eight weeks. The prequalification of the project was due yesterday. MWC received one prequalification which was from Medford Mechanical. A bid opening is scheduled for December 16.

7.4 Vilas Road 16" Water Main Inter-tie – Staff has reviewed the final plans. Specification and cost estimates are currently being worked on.

7.5 Avenue H 12" Water Main Replacement – Neathamer Surveying has finished the topographic survey. Marquess will incorporate the survey into the design of the water main.

Mr. Anderson questioned if we are on budget with the floc/sed basin; Mr. Johnson noted that we are still in design and that we are within budget.

8. Water Treatment Report (Water Treatment Director Jim Stockton)

8.1 Decommissioning concluded last week and staff is working on winter maintenance and on refilling the reservoir in White City. Mr. Anderson questioned where the reservoir is drained to; Mr. Stockton noted that it is sent to the lagoons and then to the river.

9. Finance Report (Finance Administrator Tessa DeLine)

9.1 The annual audit is completed; staff is working on the comprehensive report and the July general ledger. The audit will be hand delivered next week.

Mr. Anderson questioned if the annual audit presentation by Isler can be presented at a later time; Finance Administrator DeLine stated that staff has items that need to be presented to the state in January. It was agreed to leave the audit presentation on the next study session.

10. Operations Report (Operations Superintendent Ken Johnson)

10.1 The MWC will host the AWWA subsection meeting tomorrow where the discussion will be the Martin Station; about 30-40 AWWA members will be attending.

10.2 The nuisance leak repair on BBS #2 at Lone Pine Park did not hold; it took three notices to 133 customers before it was repaired correctly. Operations Superintendent Johnson stated that customers were very pleased with the information received. Mr. Dailey questioned the services; Mr. Johnson explained the hook-up in this area.

11. Manager/Other Staff Reports

11.1 Mr. Anderson questioned the Commissioners on what they thought of interim rates as presented during the study session. The Board discussed and agreed to go with the middle

option which was a 7-1/2% increase. Mr. Anderson stated that his biggest concern was that we just approved agreements with several cities and did not like to increase rates so soon after the agreements were signed.

Motion: Direct staff to set a public hearing for a rate increase in the amount of 7-1/2%.

Moved by: Ms. Davis

Seconded by: Mr. Dailey

Mr. Anderson noted that we will have a public hearing at our next meeting of December 17; our last rate increase was nearly 3 years ago.

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

Motion carried and so ordered.

11.2 The employee Christmas Gathering will be December 12 at 4 Daughters.

11.3 Due to the fact that it would be Councilmember Strosser's last meeting as council liaison, Mr. Rains questioned Councilmember Strosser if he would be at the next meeting; Mr. Strosser stated that he would.

12. Propositions and Remarks from the Commissioners

12.1 None

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:05 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  
Deputy City Recorder  
Clerk of the Commission