



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, December 18, 2019
Lausmann Annex Room 151/157
200 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:51 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Acting Chair Daniel Bunn; Commissioners Jason Anderson, Greg Jones, Rick Whitlock; Commissioner John Dailey was absent.

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance & Administrative Services Director Tessa DeLine; Water Meters & Controls Supervisor Ken Johnson; IT Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Human Resources Manager Tanya Haakinson

Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Eagle Point City Administrator Henry Lawrence

3. Comments from the Audience

4. Public Hearings

- 4.1 Consider Resolution No. 1724, A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2019 Cost of Service Study Shall Become Effective on March 1, 2020, and Thereafter

Public hearing opened.

Central Point Mayor Williams stated all financial actions have a direct impact on all users groups, including other cities. He encouraged MWC to attend a Central Point Council meeting to help their Council and citizens understand the financial impact.

The Board agreed; Commissioner Anderson suggested the MWC General Manager and Chair attend a Central Point meeting. Mr. Williams stated if that was possible, he would request a line item specifically for the MWC, so that the public and staff can ask questions.

Public hearing closed.

Motion: Approve Resolution No. 1724

Moved by: Mr. Whitlock

Seconded by: Mr. Jones

Roll Call: Commissioners Anderson, Bunn, Jones, and Whitlock voting yes.

Motion carried and so ordered.

5. Consent Calendar

- 5.1 Approval or Correction of the Minutes of the Last Regular Meeting of December 4, 2019.
- 5.2 Resolution No. 1725, A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment with CH2M Hill Engineers, Inc. for the Design of an Ultraviolet Water Treatment System for Rancheria Springs Project

- 5.3 Resolution No. 1726, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of up to \$850,000 with Rogue Valley Backflow Service, LLC for Residential Backflow Assembly Testing and Maintenance Services.
- 5.4 Resolution No. 1727, A RESOLUTION Authorizing the Manager to Execute a Contract Amendment for GSI Water Solutions, Inc. (GSI) for Consulting Services for Permitting Related to the Future Robert A. Duff Water Treatment Plant Intake
- 5.5 Acceptance of Annual Audit

Motion: Approve Consent Calendar

Moved by: Mr. Whitlock

Seconded by: Mr. Jones

Commissioner Whitlock questioned the additional amount of money in the contract for Rogue Valley Backflow Service. Klayman noted the additional amount allows for repair and miscellaneous services as needed, and the contract value is unknown for future years as we won't know the actual amount of backflow devices in service. Taylor noted staff did talk about this and wanted to make this as simple as possible. If needed, there is an opportunity to go out to bid.

Roll Call: Commissioners Anderson, Bunn, Jones, and Whitlock voting yes.
Motion carried and so ordered.

6. Items Removed from Consent Calendar

7. CM/GC – Exemption from Competitive Low-Bid Award

Taylor noted our purchasing regulations allow for CM/GC but staff thought it was important to bring this before the Board as we have not done this before.

Motion: Acknowledge the use of the CM/GC exemption from competitive low-bid award and class exemption for the project as authorized in the Commission's Contracting & Purchasing Regulations and OAR 279C.335.

Moved by: Mr. Anderson

Seconded by: Mr. Whitlock

Commissioner Whitlock would like it noted in the record that findings presented respond to each criteria that are identified by the CM/GC provisions within our public contracting rules.

Roll Call: Commissioners Anderson, Bunn, Jones, and Whitlock voting yes.
Motion carried and so ordered.

8. Review of Vouchers

There being no additions or changes, the vouchers were approved as presented.

9. Staff Reports

9.1 Engineer's Report (Principal Engineer Eric Johnson)

- Foothill Road Improvement Project – Marquess and Associates are revising the plans per staff comments. Plans will be submitted to the City next week for submittal to ODOT.
- Rancheria Springs – Jacobs continues to press forward with the project. A UV reactor specification and solicitation document as well as a Request for Proposal for CM/GC, Construction Manager/General Contractor delivery method are being prepared. The letter addressing the change of direction from a well system to a UV disinfection system was sent to OHA for their review.
- Duff WTP 65 MGD Expansion – MWC staff is currently working with Jacobs to

develop a Scope of Services for the project. Once the scope is negotiated, a Cost for Services will then be determined.

- Water Quality Improvement Project – Staff has reviewed the 75% designed plans and are currently compiling the comments to be returned to Black & Veatch. Staff will be reviewing the specifications next.
- Engineered Lagoons Project – MWC has received the executed contracts from Knife River Materials. A Notice to Proceed was sent to them yesterday. A preconstruction meeting is tentatively scheduled for January 2021.
- Risk & Resilience Assessment (RRA) and Emergency Response Plan – The Cyber Security workshop via Skype was held on December 9. The next workshop is scheduled for January 9 as a follow-up to resolve outstanding items from previous workshops.
- Questions
 - Commissioner Whitlock would like discussion on the capital projects regarding the 65 mgd and lagoon expansions. Johnson noted because we live in Southern Oregon, we don't have the drying time needed for the lagoons. If we have a poor summer or wetter winter it impacts our needs. Taylor noted Rancheria has a lot of uncertainty, but we will continue to keep the Board apprised. Johnson remarked we don't know what OHA requires.

9.2 Operations Report (Water Meter & Controls Supervisor Ken Johnson)

- Large Meter Change Out Program
 - Due to obsolescence of meters (impacted by 2014 Low Lead Act) a change-out program was started 2-1/2 years ago.
 - There are 204 large meters in our system from 3" to 10" in size.
 - There are a total of 60 meters left to replace.
 - Reassess how often testing is done per size/location of meter.

9.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman)

- Operations
 - Normal winter operations; half pipe.
- Watershed
 - Wet weather expected this week.
 - Tree service continuing around BBS infrastructure.
 - Pile burning (Willow Basket) and thinning work (West Lake) ongoing.
 - Draft Forest Management Plan will be presented on January 15.
- Water Quality
 - Received a reporting violation for insufficient number of coliform samples reported to the State. The correct number were collected, however some samples did not get reported by the lab, leading to the violation.

9.4 Finance Report (Finance & Administrative Services Director Tessa DeLine)

- Focused on month and year end reports.
- Budget is in the model; currently reaching out to staff for further input.

9.5 I.T. Report (Information Technology Administrator Kris Stitt)

- Ordered additional network switches and firewall for Annex and Duff.
- Working on utility billing system upgrade. Vendor on site in January.

9.6 HR Report (Human Resources Manager Tanya Haakinson)

- Updating job descriptions, which will determine appropriate classifications.
- Working on Safety Data sheets to make sure we are compliant.

- Rolled out updated company policies last week.

10. Manager's Report

10.1 There is a copy of a memo in the Board's packet addressed to the Partner Cities.

10.2 Taylor extended an invitation to next year's Chair to attend the AWWA conference held in Spokane in April or the national conference in Orlando in June.

10.3 Board Study Session Calendar:

January 1	Meeting cancelled
January 15	Watershed Update
February 5	MWC Campus Building Planning
February 19	Water Rights Strategy

10.4 Taylor noted he will be on vacation next week.

11. Propositions and Remarks from the Commissioners

11.1 Commissioner Anderson stated we have had high water rate hikes for the third year in a row. We kept rates flat for three-five years and for future commissioners, keep that in mind, as a small rate hike is better than high rate hikes.

11.2 Commissioner Whitlock thanked staff for an excellent year and congratulated them on successes.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:29 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. Spoons, MMC
City Recorder
Clerk of the Commission