

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

December 19, 2012

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; City Recorder Glenda Wilson; Administrative Coordinator Betsy Martin; Finance Administrator Tessa DeLine; Geologist Bob Jones; Operations Superintendent Ken Johnson; TS Coordinator Kris Stitt; Duff Supervisor Jim Stockton; Water Quality Administrator Rosie Pindilli; Principal Engineer Eric Johnson

Guests: Medford Councilmembers Bob Strosser and Greg Jones; Central Point Mayor and Liaison Hank Williams; Central Point Interim City Manager Chris Clayton; Eagle Point Mayor and Liaison Bob Russell; Eagle Point Public Works Director Robert Miller; Public Works Management Joe Strahl and Chris Peters; Eagle Point City Administrator Henry Lawrence; Ashland Public Works Director Mike Faught and Associate Engineer Pieter Smeenk

3. Approval or Correction of the Minutes of the Regular Meeting of December 5, 2012  
The minutes were approved.

4. Comments from Audience  
None.

5. Resolutions

- 5.1 No. 1507, A RESOLUTION Authorizing the Chair and City Recorder Acting for the City of Medford By and Through its Board of Water Commissioners to Execute a Declaration of Covenants for the Operation and Maintenance of Stormwater Facilities with the City of Medford on a Portion of That Certain Real Property Situated in Medford, Oregon.

The Commission is building a new Martin Control Station at 3079 Crater Lake Avenue. Site improvements include a storm water quality control facility. The City of Medford is requiring a Declaration of Covenants for the Operation and Maintenance of Stormwater Facilities (Declaration) to insure the proper operation and maintenance of the facility.

Motion: Approve Resolution No.1507

Moved by: Mr. Dailey

Seconded by: Mr. Johnson

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

Motion carried and so ordered. Resolution No. 1507 was approved.

6. Authorization of Vouchers

- 6.1 Consideration of Vouchers for December 19, 2012 Board Meeting

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$2,023,535.89.

Moved by: Mr. Dailey

Seconded by: Ms. Davis

Commissioner Fortier questioned the payment to DEQ; Manager Rains explained that it was the last portion of the penalty payment. Bear Creek Watershed Council received funds from the Commission for a supplemental environmental project (SEP) that is now completed.

Roll Call: Commissioners Anderson, Dailey, Davis, Fortier and Johnson voting yes; Fortier recused himself from the Rogue Disposal and Recycling voucher and Johnson recused himself from Stanley Security voucher. Motion carried and so ordered.

6.2 Continued Vouchers from the November 21, 2012 Board Meeting  
Payments to Stanley Security, Asante and C&C Tires will need approval by either Commissioner Davis or Fortier, who were absent from that meeting.

Commissioners Davis and Fortier approved the vouchers.

7. Engineer's Report

7.1 Duff Water Treatment Plant Floc/Sed Basins – Weekly predesign and coordination meeting and water quality testing continues.

7.2 Duff Water Treatment Plant Emergency Backwash – Six general contractors are qualified for this project. The bid opening has been rescheduled on the 20<sup>th</sup> of December. The rescheduling was due to addendum and the weather.

7.3 Martin Control Station – A pre-construction meeting was held on the 13<sup>th</sup>. Slayden Construction is preparing submittal on materials and equipment.

8. Water Quality Report

8.1 Stage 2 Disinfectants and Disinfection Byproducts Rule Reporting spreadsheet was distributed to the Commissioners for review. Ms. Pindilli noted that this testing was on the Big Butte Springs only and that while there was a slight trace for organics; this is well below any limit that would be cause for concern.

8.2 Commissioners also reviewed a report on algae bloom advisories.

8.3 Ms. Pindilli reported on the meeting with the Eagle Point Irrigation District and that they will be partnering in the Willow Lake monitoring system.

9. Finance Report

9.1 Pipeline database reconciliation still underway.

9.2 The October financials are being published for the next meeting.

9.3 The new investment software is anticipated to be up and running in January.

10. Operations Report

10.1 The Stanford fence project has been completed with a few minor punch list items.

10.2 Operations crews are remaining busy.

11. Manager/Other Staff Reports

Mr. Rains recognized Councilmember Greg Jones as this will be his last meeting and thanked him for service.

11.1 Utility Billing Status and Direction Request

Mr. Rains distributed a utility billing status dated December 19, 2012. He noted that the City Council has voted to begin with the City managing its own utility billing as of July 1, 2013. He noted that he has received confirmation from Public Works Director Cory Crebbin that the Water Commission is not needed to provide a contingency plan as the City will be 100 percent ready to move to their system by that date. The Water Commission staff are ready to provide data to the City but need to know as soon as possible what format is needed by the City.

Mr. Rains noted that the staff would like to propose a change to the Water Commission billing to move to an every other month billing cycle. This is now an option given the separation of

billing for the City and would allow the Commission to streamline processes and obtain additional savings.

Mr. Rains discussed changes to current staffing levels and shifting of duties in Customer Service and Operations.

Commissioner Anderson questioned how this would affect customers with large bills such as commercial users. Mr. Fortier noted that some customers may be able to remain on monthly billing. Mr. Rains noted that this is being brought to the Commissioners for input before any further action is taken.

Staff discussed new payment options with the financial software upgrade.

Commissioners directed staff directed to move forward with every other month billing cycles and to bring back information on customer education and outreach for this change prior to publication.

11.2 Mr. Rains noted that the memo from Joe Strahl is entered into the record.

11.3 Suggested Reductions in MWC 'Other Cities' Water Rates – Direction Request

Mr. Rains noted that in response to the memo submitted by Mr. Strahl, he was distributing a copy of the staff response to the issues. As these issues pertain to the 2012 cost of service study, he would like Board direction on how to proceed.

Commissioners discussed hiring a professional firm to review the methodology and provide a comprehensive review and recommendations, possibly as an expansion of the scope of the SDC study currently underway with HDR. Ms. DeLine noted that with the new software implementation it may be advantageous to complete the review once system is in place as this will provide for more detailed data for analysis. Mr. Rains noted he would further investigate consultant costs and timeline and bring information back to the next meeting. Board members were in general agreement that the Commission should cover the costs of the study.

Meeting adjourned to Executive Session at 1:15 p.m.

12. Executive Session in Accordance with ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees

Meeting reconvened with the following members present.

Chair Jason Anderson; Commissioners Cathie Davis, John Dailey, Lee Fortier and Leigh Johnson.

Manager Larry Rains and City Recorder Glenda Wilson.

13. Propositions and Remarks from the Commissioners

14. Adjourn

There being no further business, this Commission meeting adjourned at 1:22 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.

Glenda Wilson  
City Recorder