



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, June 21, 2017

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 12:26 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners and staff present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Leigh Johnson; Bob Strosser*

Interim Manager and Principal Engineer Eric Johnson, Medford City Attorney Lori Cooper; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Finance Director Tessa DeLine; Operations Superintendent Ken Johnson; Duff/Water Treatment Plant Director Jim Stockton; Watershed Administrator Craig Harper

Guests: Medford Councilmembers Michael Zarosinski and Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Deputy City Manager Kelly Madding

*Left as noted.

Attorney Lori Cooper stated Brad Taylor signed the employment contract. There were a few minor changes but nothing requiring an executive session.

No. 1644, A RESOLUTION Authorizing the Chair of the Medford Water Commission ("Commission") to Execute on Behalf of the Board of Water Commissioners an Employment Contract Effective July 24, 2017, By and Between the Commission and Brad Taylor ("Employee"), for Professional Services as Manager of the Commission

Motion: Approve Resolution No. 1644

Moved by: Mr. Anderson

Seconded by: Mr. Johnson

Roll Call: Commissioners Anderson, Bunn, Dailey, Johnson, and Strosser voting yes.

Motion carried and so ordered.

The Commissioners were thanked for their involvement in this process and Eric Johnson for serving as Interim Manager.

3. Executive Session in Accordance with ORS 192.660(2)(a) – To Consider Employment of a Public Officer, Employee, Staff Member or Individual Agent
Cancelled
4. Approval or Correction of the Minutes of the Last Regular Meeting of June 7, 2017
The minutes were approved as presented.
5. Comments from the Audience
 - 5.1 Councilmember D'Alessandro stated he did take the issue regarding the vernal pools burn to the City; they had stated they had not been asked to help pay for the burn.
6. Resolutions
 - 6.1 No. 1641, A RESOLUTION Adopting, and Authorizing the Manager to Execute the Investment Policy for the Board of Water Commissioners

The Commission re-adopts its investment policy every year in order to comply with state statutes. The policy provides guidance, diversification, effective management of financial risk and internal controls on investment decisions. There have been minimal revisions since last year's policy was adopted. Staff recommended approval. The Board would like the consultant to attend a meeting in order to be introduced to commissioners who have not met her.

Motion: Approve Resolution No. 1641

Moved by: Mr. Strosser

Seconded by: Mr. Johnson

Roll Call: Commissioners Anderson, Bunn, Dailey, Johnson, and Strosser voting yes.

Motion carried and so ordered. Resolution No. 1641 was approved.

- 6.2 No. 1642, A RESOLUTION Approving Amendments to the Monthly Salary Rates for Non-Bargaining Unit Employees of the Medford Water Commission, Effective July 1, 2017

As part of the budget process, staff revised the monthly salary rates for all nonunion employees, determined by the preceding year's 12-month average of the Consumer Price Indexes, Pacific Cities and US City Averages, for Urban Wage Earners and Clerical Workers. The average of the indexes was 1.6 percent. Staff recommended approval.

Motion: Approve Resolution No. 1642

Moved by: Mr. Johnson

Seconded by: Mr. Strosser

Roll Call: Commissioners Anderson, Bunn, Dailey, Johnson, and Strosser voting yes.

Motion carried and so ordered. Resolution No. 1642 was approved.

- 6.3 No. 1643, A RESOLUTION Approving Amendments to the Monthly Salaries of Bargaining Unit Employees of the Medford Water Commission, as Set Forth in the Agreement between the Board of Water Commissioners of the City of Medford, Oregon and the Oregon and Southern Idaho District Council of Laborers, Laborers' International Union of North America, Local #737, effective July 1, 2017

The three-year union contract signed in 2015 provides for a cost-of-living increase determined by the preceding year's 12-month average of the Consumer Price Indexes, Pacific Cities and US City Averages, for Urban Wage Earners and Clerical Workers. The resolution reflects a 1.6 percent cost-of-living increase. Staff recommended approval.

Motion: Approve Resolution No. 1643

Moved by: Mr. Johnson

Seconded by: Mr. Strosser

Roll Call: Commissioners Anderson, Bunn, Dailey, Johnson, and Strosser voting yes.

Motion carried and so ordered. Resolution No. 1643 was approved.

7. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$548,752.75

Moved by: Mr. Johnson

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Bunn, Dailey, Johnson, and Strosser voting yes; Bunn recused himself from the Aramark voucher; Dailey recused himself from the voucher made out to him; Johnson recused himself from the Stanley voucher.

Motion carried and so ordered.

8. Engineer's Report (Principal Engineer Eric Johnson)
 - 8.1 Duff Water Treatment Plant Floc/Sed Basins – Site and electric work continues as well as piping for the chemical feed system. A cost saving proposal will be presented at the July 5th Board meeting.
 - 8.2 City of Medford Lozier Lane Project – Construction continues on Prune Street.
 - 8.3 Master Plan Updates – The Water Management and Conservation Water Plan (WMCP) is complete and the final order is being issued. The Water Distribution Master Plan is complete and printed.

*Commissioner Strosser left.

- 8.4 Corrosion Study – The second monthly meeting was held yesterday. Preparations are under way for the bench testing to start in July. The “Stakeholders Interview Discussion Packet” is being provided for the Board's review and comment.

Commissioner Dailey noted that the problem with Flint, Michigan was that they did not listen to people. He noted we need to do what is in the customer's best interest.
- 8.5 Jackson County Table Rock Road Project – Final revisions to the plans and specifications have been coordinated with HDR.
- 8.6 Foothill Road – City Public Works staff is waiting on Council approval of the project in July.
9. Operations Report (Operations Superintendent Ken Johnson)
 - 9.1 City of Jacksonville Meter – A recent test revealed Jacksonville's meter did not meet AWWA standards. Staff has informed the City of Jacksonville; a replacement meter has been ordered. Staff has developed a large meter replacement plan, which was added to the meter CIP budget this coming budget year.

Commissioner Dailey questioned if there was a pattern to the meters failing; Operations Superintendent Johnson noted these wear out and the complete meter needs to be replaced. Discussed was the procedure to review their data usage during failure.
 - 9.2 Big Butte Springs Bridges – The contractor is readying forms for concrete and plans to pour concrete cap on the two bridges this week.
 - 9.3 East Barnett Road – Property owners have requested that the Commission participate financially to help restore a failing private road. The Commission uses this road to access Barnett Reservoir. When received, additional information from the property owners will be brought forward, as well as what was done in the past.

Pertaining to meters, Interim Manager Johnson noted 25% of our revenue comes from large meters.
10. Finance Report (Finance Director Tessa DeLine)
 - 10.1 The newly adopted budget is now available on the website.
 - 10.2 Government Portfolio Advisors recommended purchasing another bond to replace the bond which matured today. An investment analysis will be added to the Board's packet

in the future. Staff will forward the Quarterly Reports to the Board.

11. Interim Manager/Other Staff Reports

11.1 City of Medford/Medford Water Commission Intergovernmental Agreement

The City Council approved the IGA, which is due to expire on June 30. The proposed IGA has a one-year time frame in order to provide a review period prior to bringing back a six-year agreement to the Board for approval next year. The IGA pertains to shared cost between the two agencies. Staff recommended approval.

Deputy City Manager Madding stated six years ago the MWC processed the utility billing, which needed to be removed from the agreement. All else remains the same. Attorney Cooper noted this will need a resolution; staff will add this to the next agenda.

11.2 Vernal Pool Burning

The Nature Conservancy (TNC) performed the control burn for the vernal pool area last week. The controlled burn was completed successfully. Staff will send a letter of thanks to TNC for their efforts.

11.3 Staff is required to put various monitors in creeks, which has been done with a verbal agreement from various property owners. One property owner would like a hold harmless agreement. The Board agreed to the request.

11.4 Staff received an email from the state questioning if a business located in Talent can use city water to irrigate a marijuana grow located in Jackson County. Staff noted this is not allowed per our agreement.

12. Propositions and Remarks from the Commissioners

12.1 Commissioner Johnson attended a Chamber presentation where Jackson County Administrator Danny Jordan spoke on marijuana. He made a comment that the Oregon Health Authority stated water would not be an issue, hence it has not been addressed by the State.

12.2 Councilmember Bunn noted someone is stealing water from a fire hydrant by his office. Staff will add a lock to that hydrant.

13. Adjourn

There being no further business, this Commission meeting adjourned at 1:09 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