



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, August 15, 2018

**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 12:16 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners John Dailey, Daniel Bunn, Leigh Johnson; Rick Whitlock* (*arrived as noted)

General Manager Brad Taylor; City Recorder Karen Spoonts; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; TS Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Water Maintenance Supervisor Brian Davidson

Attorney Mark Bartholomew; Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton; Jim Herndon

3. Approval or Correction of the Minutes of the Last Regular Meeting of August 1, 2018
The minutes were approved as presented.
4. Comments from the Audience
None.
5. Written Communications
 - 5.1 Quarterly Letter to the Mayor and City Council
The letter of the fourth quarter of Fiscal Year 2017-18 along with the financials, consumption, recent precipitation and flow data were presented. The board members agreed to its contents, and the Chair and General Manager will sign, and staff will present it and the attachments to the Mayor and Council.
6. Review of Vouchers
The board reviewed the vouchers; General Manager Brad Taylor noted the payment to CIS Trust for insurance premium was authorized by Resolution #1679 at the August 15 board meeting. Commissioner Dailey questioned the health risk analysis; Finance Director Tessa DeLine stated it is part of our wellness program.
7. Staff Reports
 - 7.1 Engineer's Report (Principal Engineer Eric Johnson)
 - a. Duff Water Treatment Plant Floc/Sed Basins – The plate settles for basins #3 and #4 are scheduled to be delivered in late August and installed in September.
 - b. Duff Maintenance Building – The Type I planning permit has been approved by Jackson County. The site and building design are underway.
 - c. Rancheria Spring RFP – MWC has received three RFP's for the Rancheria Spring upgrades. The RFP's are from Jacobs, RH2 Engineering and Stenson Engineers, Inc. The RFP's are currently under review by staff.
 - d. Filter 5-8 Rehabilitation – Staff is currently working with Marquess and Associates for a scope of service concerning seismic analysis for the filters.

- e. Duff WTP Electrical Backup – Staff is currently working with PEC for a scope of service concerning electrical backup and on site generators.
- f. Conservation – The second yearly tour of Duff WTP and Big Butte Springs is scheduled for Thursday, September 13. The bus is currently 2/3 full. The summer intern, Emily Newberry, a senior at SOU, is working for the MWC during the summer. Sprinkler checkups are in full swing and will continue through the end of October. It was noted customers really take advantage of the sprinkler survey.

7.2 Operations Report (Water Maintenance Supervisor Brian Davidson)

- a. Maintenance continues on air valves, fire hydrants and valves.
- b. Private development projects have picked up for PSI and CL2 and new service lines.
- c. Crews are working hard to keep up with lowering valves for City paving projects, also staying on top of water service leaks.
- d. Ed Hunt, Lead Worker, has given his letter of intent to retire January 1, 2019. He has worked for the MWC for 33 years. Staff will promote a lead worker to train with him prior to his retirement and will hire another person to keep up with staffing levels.

Commissioner Dailey questioned the color scheme pertaining to fire hydrants; Mr. Davidson stated the colors are determined by the flow of the water; all yellow for high flow, 500-900 is an orange cap, or below 500 is a red cap. This is a national fire production standard but is up to the local jurisdiction to adopt. Mr. Taylor noted hydrant inspections are being done as well.

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

- a. Mr. Klayman noted the question has been asked how do the fires impact water usage. He noted we are seeing lower demands, probably due to less outdoor activity. If that continues staff plans to take the plant offline next week.
- b. Foam is being produced in the flocculation stage but is under control with temporary sprayers while working on a permanent solution.
- c. The filters are seeing considerably longer filter run times due to improved pre-treatment.
- d. The 105-acre thinning operation is anticipated to start early September.
- e. Two of the life estates on the watershed will be demolished.
- f. A new grant was received to continue efforts related to a streambank restoration project on Little Butte Creek (working with our partner Rogue River Watershed Council).
- g. Water quality is 100% in compliance.
- h. A new Oregon Health Authority permanent rule on Algal toxins is in development; a temporary rule is in place until then.

*Commissioner Whitlock arrived at 12:28 p.m.

- 7.4 Finance Report (Finance Director Tessa DeLine)
 - a. The Medford Water Commission has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. This is the 8th year in a row the MWC has received such an honor. Later this year, the Comprehensive Annual Financial Report will be submitted for consideration.
- 7.5 I.T. Report (Technical Services Administrator Kris Stitt)
 - a. Staff is getting closer to having the Invoice Cloud project wrapped up. There are a few remaining issues on our punch-list to work.
 - b. A kickoff meeting with Cogsdale was held yesterday to discuss our upcoming Finance upgrade. While this is a fairly major upgrade, most of the functionality of the software should remain very similar. Staff is working with Cogsdale to establish a timeline.
 - c. Staff has received the Scope of Work documents from Advanced Utility Systems for the billing system upgrade and will be shared with key staff members within the next week.
 - d. The new I.T. employee starts August 31.

8. Manager's Report

- 8.1 There will be a joint MWC/City Council study session on October 25 at 6:00 p.m.
- 8.2 Staff met with Army Corp of Engineers pertaining to the withdrawal of water from the Duff second intake. The need for this intake will be within the next 20 years. The permit was submitted in 2016; at this point we are trying to get clarification on the description of the project. We are scheduled to have ongoing conversations. As the topic matures it will be brought back to the board as needed. The meeting was not a very optimistic meeting pertaining to the use of the water beyond the 100 cfs. A consultant team is involved.
- 8.3 Feedback was requested on potential changes to the agenda and the board meeting. Mr. Taylor suggested using more of the Consent Calendar for items such as minutes and resolutions. Items could be pulled from further discussion as needed. The board discussed what other categories could be added to the Consent Calendar; Mr. Taylor noted resolutions could be added. Commissioner Bunn noted if it is something we have previously discussed that could go to the Consent Calendar. Commissioner Whitlock noted it would raise the bar on reports from the department. Mr. Taylor noted we will work on staff memos first.

9. Propositions and Remarks from the Commissioners

- 9.1 Commissioner Whitlock apologized for being late but had an earlier commitment.
- 9.2 Commissioner Johnson questioned if we have heard from the County on their water use at the dispensary. Mr. Taylor noted there has been no formal report but they will be invited to share in the month of October. The irrigation districts will try to provide water through the end of October.
- 9.3 Commissioner Bunn questioned the additional water rights; Mr. Taylor noted as it relates to the second intake, it is associated with water rights that we hold instream. Conditions

are applied to those permits and are not in certificate status. We would need to acquire bucket for bucket releases from the Federal Storage Project to mitigate for the use of the water. That in itself is a \$12 to 15 million dollar issue.

10. Review of General Manager

- 10.1 Commissioner Anderson stated the board had authorized Commissioners Anderson and Dailey to do a general overview of Mr. Taylor's first year serving as General Manager. They have met with him and reviewed his performance on leadership, communication, decision making and board relationship. They concluded his performance the first year had exceeded their expectations and recommended a similar increase as staff with a 2.8% cost of living increase and a merit increase of up to 3% to his retirement plan effective on the anniversary of his hire date.

Motion: Adopt the Manager's performance review as presented by the Commissioner's subcommittee of a 2.8% cost of living increase and up to 3% added to his retirement plan, effective on the anniversary of his hire date.

Moved by: Leigh Johnson

Seconded by: Rick Whitlock

Commissioner Anderson remarked they also discussed next year's goals of a ten year technical plan and a lengthy retreat to focus on where we are going as an organization. The goals will be brought back for approval at another meeting.

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

Mr. Taylor noted his success is dependent on everyone that sits behind him and is appreciative of the support received from staff.

11. Adjourn

There being no further business, this Commission meeting adjourned at 12:48 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