



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, May 19, 2021

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:20 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners Daniel Bunn, John Dailey, Michael Smith, and Bob Strosser

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Finance & Administration Services Director Tessa DeLine; Information Technology Manager Kris Stitt; Human Resources Manager Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Capital & Special Projects Coordinator Andy Huffman; Water Treatment & Quality Director Ben Klayman; Engineering Supervisor Brian Runyen; IT Administrator Chad Glass

Guest(s): Attorney Mark Bartholomew; Medford Council Liaison Tim D'Alessandro*; Robert Annear*; Tanea West Browning* (* Left early)

2. Comments from the Audience

None.

3. Public Hearings

- 3.1 Consider Resolution No. 1767, A RESOLUTION Modifying the Charges in Lieu of Assessment, Exhibit A of the Regulations Governing Water Service, for Properties Directly Benefited by the Installation of Water Mains but Not Specifically Assessed for Such Benefit, Effective July 1, 2021

Public hearing opened; no one spoke. Public hearing closed.

Motion: Approve Resolution No. 1767.

Moved by: Mr. Dailey Seconded by: Mr. Bunn

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

Motion carried and so ordered.

- 3.2 Consider Resolution No. 1768, A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2021

Public hearing opened; no one spoke. Public hearing closed.

Motion: Approve Resolution No. 1768.

Moved by: Mr. Dailey Seconded by: Mr. Bunn

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

Motion carried and so ordered.

4. Consent Calendar

- 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of May 5, 2021

- 4.2 Resolution No. 1769, A RESOLUTION Adopting and Authorizing the General Manager to Execute an Amended Investment Policy for the Board of Water Commissioners

- 4.3 Resolution No. 1770, A RESOLUTION Amending Sections I and II of the Personnel Rules and Policies (Personnel Manual) for Employees of the Board of Water Commissioners, Effective May 19, 2021

- 4.4 Worker's Compensation Renewal

Motion: Approve Consent Calendar with Item 4.5 removed.

Moved by: Mr. Bunn **Seconded by: Mr. Strosser**

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

Motion carried and so ordered.

Commissioner Anderson noted that the amendments in Item 4.3 are administrative; subsequent changes will be discussed outside of the Consent Calendar.

5. Items Removed from Consent Calendar

4.5 Resolution No. 1772, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$100,000 with Perrine Industrial Electricians for the Raw Water Pumping Project at the Robert A. Duff Water Treatment Plant

Commissioner Dailey requested removal of Item 4.5, and expressed concern that the work involved is symptomatic of projects not getting attention they need. Taylor responded that often with this type of machinery, you discover additional issues as you go. A prior culture of not putting money into maintenance or repair contributes as well. Huffman presented the following material:

- Duff Raw Water Pumping – Additional work of an emergency nature has been identified.
 - Raw Water #2 16MGD pump – MCC breaker failed; this is a special-order item.
 - Raw Water Motor #3 is leaking oil – A new motor has been ordered and will take 3 months for delivery. A replacement upper frame is being expedited from Ohio. Once here, RW#3 motor will be pulled, and the upper frame will be replaced. It will be reinstalled until the new motor arrives, which will then be installed and give a shelf-spares 500hp motor that fits both RW#3 and #4. Pump #5 will be pulled for repairs.

Commissioner Dailey asked how much a new motor costs, and if it appears to be coincidence that these components went bad at the same time. A new 500hp motor costs \$67k per Huffman, who does not think this will happen again in the same fashion, especially with asset management. The motor was procured separately from this work.

Motion: Approve Resolution No. 1772.

Moved by: Mr. Dailey **Seconded by: Mr. Strosser**

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

Motion carried and so ordered.

6. Resolution No. 1771, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding a Contract to Woolpert, Inc., for Asset Management Program Development and Software Selection Services

Glass presented the next steps for the Asset Management project: the program development and software selection phases. Program Development will develop detailed documentation on how to manage assets across organization and guide implementation. Software Selection will develop requirements and demonstration scripts for prospective vendors, helping to select the best-fit vendor. Budget is not to exceed \$250,000 (as planned); estimated duration is nine months. Purchase and Implementation to follow in a separate phase. Staff requests exemption from competitive solicitation as this work builds upon Woolpert's Needs Assessment. Commissioner Dailey inquired as to how many types of systems are available to evaluate. While there are only 2 or 3 that will fit our needs, the bulk of the work is developing documentation, replied Glass.

Motion: Approve Resolution No. 1771.

Moved by: Mr. Dailey **Seconded by: Mr. Bunn**

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

Motion carried and so ordered.

7. Review of Vouchers

Commissioner Dailey queried DeLine on an invoice for dump fees that is a year old; the invoice was received late from the City.

8. Management Reports

8.1 Engineering Report (Engineering Supervisor Brian Runyen/Capital & Special Projects Coordinator Andy Huffman)

- COM Foothill Road Corridor Project – Hillcrest to Delta Waters; grant project designed by COM/bid construct by ODOT. 5 lanes with bike path and sidewalks each side. COM 90% plans by end of September and 100% plans by end of 2021; will bid Spring 2022.
 - Water main improvements design from Hillcrest to Lone Pine previously completed (majority of Master Plan project PL-3). Extension of project north to Delta Waters creates opportunities for additional water design and construction. Completed 22 “pothole” locates of existing MWC water mains; additional potholes being done soon.
 - 12” Gravity Zone water main – Lone Pine Rd to Eucalyptus, approximately 850’; this is the remainder of Master Plan project PL-3. 12” Zone 1A water main, north of Viewpoint to north of Delta Waters, approximately 1400’; serves future Zone 1A areas to north and is a portion of Master Plan project PL-12.
 - BBS #1 relocation – Approximately 200’ to resolve conflict with retaining wall at Delta Waters, approximately 1500’ total to realign to Viewpoint and west to Farmington.
 - BBS #2 relocation – Approximately 1100’ realign from Cedar Links to Viewpoint; 1700’ to realign from Viewpoint to Delta Waters.
- Design Work – RH2 Engineering, Inc. for BBS adjustments/relocations and 12” Zone 1A water main (PL-12). Marquess & Associates for the 12” water main, Lone Pine to Eucalyptus (PL-3). DOWL Engineering for Jackson County Roads; coordinated pothole work confirmed any conflicts. Potholing provides updated information on alignment and depth of transmission mains. MWC will periodically observe to protect the BBS lines.
- Duff Backup Power – All three Gensets are online and started up. Commissioning has been completed and SCADA work is being finalized. Confirmed capacity of 23+ MGD.

8.2 Operations Report (Water Meters & Controls Supervisor Ken Johnson)

- Challenging 2” Service Line Break on Sun Oaks Drive, Friday May 7, 2021 – Crew unsure if leak was on service line or on transmission line. Engineering reviewed hydraulic model to determine impact of isolating 24” transmission line. As the day progressed, staff prepared for a shut down and communicated with impacted customers. Crew shut off 101 metered services in Sun Oaks Estates out of precaution of possible depressurization. Around 6:00 p.m., crew determined that the leak was coming from a 2” copper line near compression fitting, and was able to close the corpstop to stop leak.

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

- Record total system demands so far this year are 200MG over last year’s record. Related to a dry start and may also be contributed by new gardens during the pandemic.
- Showing a similar pattern is the treatment plant record YTD production, a result of record demand and reduced supply from the Springs. As recently as 2017, the plant had not even started at this time.
- First algal toxin sample non-detect; source water quality not showing impacts from fire.
- Forest Management – Stands 101 and 112 have been prioritized due to stand density and fire risk. 100 acres around BBS originally planned for commercial harvest this fall (~1,000 mbf). Supply glut due to local conditions limits our confidence to successfully treat much more, but planning efforts underway to contract for 150 acres (~1,500 mbf).

Commissioner Dailey questioned if any of the timber is sold or if it is sold after the harvest. Per Klayman, it is sold ahead of time and set up with mills through log purchase agreements.

- Water Quality – Watershed Tech Arlo Todd will present on MWC’s use of data analysis at the PNWS AWWA Conference May 20; Klayman will be presenting at a PNWS AWWA special session on wildfires June 2. 100% compliance with all water quality regulations.

8.4 Finance Report (Finance & Administration Services Director Tessa DeLine)

- Payroll Processing Services – Working on contract details and looking at July go-live.

- Partner Cities March 2020 Billing Error – MWC under-billed Partner Cities from the time period of March 2020 through March 2021, two fiscal periods. March 2020 rate change occurred during a chaotic time when employees started remote work due to COVID-19; the error affected both the gallonage and meter charges. Partner Cities have been verbally notified of the error and will be receiving updated bills. Total impact is \$98,884. Business processes have been documented in order to avert this from happening again.

8.5 I.T. Report (Information Technology Manager Kris Stitt)

- Customer Service Website Upgrade – Staff has been reviewing website software to replace our existing customer service website, and believes the best fit would be the Infinity.Link Enterprise software offered by our billing system vendor Advanced Utilities Systems (AUS). It offers real-time integration with our billing system, and a single point of contact for support on both systems.
 - Features – Smart meter integration, usage comparison, outage/boil water mapping, alerts/bill analysis, and more. It is also mobile friendly. Will be Self-Hosted by MWC.

Commissioner Bunn asked if there were any PCI requirements associated with our hosting; Stitt confirmed there are not.

- Cost – Implementation \$66,000, annual license \$37,500, startup \$103,500, current support \$10,609, annual cost increase \$26,891. Will contract with AUS (may need to come back for approval), with approximately 90 days to configure and deploy.

8.6 HR Report (Human Resources Manager Tanya Haakinson)

- Training - SHRM Annual Legal Update – Attended webinar for HR-related legal topics.
- State of Oregon COVID Updates – Watching for guidelines from Governor regarding last Thursday's public announcement on face masks, physical distancing, and vaccinations verification, as well as watching OR-OSHA for any updates for COVID rule due to the announcement. It is unknown at this time how they will relate to MWC specifically.

Commissioner Anderson requested that Haakinson let the Board know when that is available.

8.7 General Manager's Report (General Manager Brad Taylor)

- HB 2616 – Bill did not move out of Senate Committee. Still work to be done between now and next legislative session, and will come back to the Board with next steps.

Commissioner Bunn asked about an enforcement action, which could relate to what is coming next, replied Taylor. Commissioner Dailey supported this position as well, and Commissioner Strosser added that conversation will be occurring along these lines.

- WIFIA Application Fee – \$100,000; covered in positive operational variance for FY 20/21.
- Tomorrow, Jackson County commissioners will consider an order requesting that OHA initiate proceedings for the annexation of the Whispering Pines Mobile Home Park into the Charlotte Ann Water District due to conditions dangerous to public health. This will provide a vehicle for OHA to make a formal determination.
- Upcoming Board Schedule – 6/2 TBD or none; 6/16 MWC Logo Conversation

9. Propositions and Remarks from the Commissioners

Commissioner Strosser appreciated Commissioner Dailey's question regarding the raw water pumps, and the insight as to the perception and difficulties staff has faced in the situation.

10. 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 and are on file along with the complete agenda of this meeting.