



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, July 15, 2020

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:45 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

Chair Daniel Bunn; Commissioners Jason Anderson, John Dailey, Greg Jones

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance & Administration Services Director Tessa DeLine; Water Meter & Controls Supervisor Ken Johnson; IT Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman; Human Resources Manager Tanya Haakinson

Attorney Mark Bartholomew

2. Comments from the Audience

None.

3. Consent Calendar

3.1 Approval or Correction of the Minutes of the Last Regular Meeting of July 1, 2020

Motion: Approve Consent Calendar

Moved by: Mr. Dailey

Seconded by: Mr. Jones

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

Motion carried and so ordered.

4. Items Removed from Consent Calendar

None.

5. Review of Vouchers

Commissioners reviewed the vouchers; no questions were received.

6. Management Reports

6.1 Engineer's Report (Principal Engineer Eric Johnson)

- Rancheria UV Facility – The CMU walls are complete, the roofing structure is underway, and the pan-decking being installed today. Fiber conduit installation is proceeding.
- Duff WTP 65MGD Expansion – Hydraulic Modeling TM is due this month, the Ozone TM is due next week, and the Basis of Design report is due in August. The reservoir evaluation is underway, as is the Filter Testing Plan field testing and the Table Rock Road design.
- WQIP – 90% plan review returned to Black and Veatch, and 90% specification review is complete and returned to Black and Veatch. The project is currently on track for bidding in November. New Point of Entry - Engineering has contacted the new landowners of the property, who are amenable to working with MWC on placing new facility on their property, and easement documents being updated.
- Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) - Meeting scheduled for July 16; the ERP is due September 30, 2020.
- Duff Lagoons – Footings and wall continue, and pipe installation is underway.
- Duff WTP Backup Power – Johnson presented an economical opportunity to the Board: Knife River Materials is onsite for the current Lagoon Project. Expansion of the existing construction contract to provide similar work using a change order

process will facilitate timely installation of the new generators for the backup power project, saving 3 months of staff and public contracting time.

- Construction Cost – \$400,000, which includes all the necessary contract administration, site civil, structural concrete, and electrical infrastructure aspects. The original Duff Backup Power project cost is estimated at \$1,400,000, which includes the previous Cummins contract award of \$917,986. A proposed change order with Knife River of \$400,000 to expand the Lagoon project would make a difference of approximately \$82,000. The lagoon construction contract with Knife River was \$4,310,000. The \$400,000 proposed change order would add 9.3% to the existing contract.

Commissioner Bunn requested verification of the percentage dollar amount of change to the original project cost and whether Knife River would be doing electrical or just the civil work; Johnson noted that the percentage is 9.3% and they would use subcontractors for both types of work. Johnson requested an informal approval to bring a resolution to the next meeting for this change order. Commissioner Dailey inquired how much diesel fuel is on site; he is concerned that our supply means a lot of oil next to the river, and that it needs to be highly contained. Johnson replied that we have enough to run for a week or longer, but he can bring back exact figures of storage and number of days it will run; a concrete containment, standard in industry, is utilized for storage. Board members affirmed that they approved bringing a change order to the next meeting for consideration. Taylor gave kudos to Eric and his team for their level of commitment in looking for opportunities to be more efficient. Commissioner Jones asked when the disinfection unit would be going in at the Rancheria facility. The UV unit will go in this month or next for startup and testing, Johnson replied.

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

- A power outage occurred at Angelcrest Pump Station on Sunday, July 12 for 4 hours. The outage occurred at a time of summertime peak demand, though Stardust and Cherry Lane Reservoirs were at higher levels at the time. PP&L stated that power would not be restored for up to 3 hours, so the decision was made to set up a portable generator to maintain reservoir levels. Johnson noted that sustained power outages seldom occur but being prepared to maintain operation is critical to system reliability.
- The following pump stations are set up to run by portable generator: Pierce Height Pump Station, Stanford Pump Station, and Hillcrest Pump Station.
- Pump stations with emergency propane motor pumps: Archer, Barneburg, Brookdale, Lone Pine, Stardust

6.3 Water Treatment & Quality Report (Water Treatment & Quality Director Ben Klayman)

- Water Production – The Springs operating at pipe-and-a-half capacity (~19 mgd), and Duff WTP operating 24/7, making about 27 mgd to meet system demand
- Watershed – The kickoff meeting with forestry consultant Lomakatsi took place July 2; they toured past work sites, providing good insights for moving forward. Currently planning fall thinning work to begin after fire season.
- Water Quality – Online Water Quality Analyzers / WIMS: Utilizing new instruments and dialing in the maintenance program. Analyzers are providing real-time monitoring information, and WIMS allows staff to monitor water quality throughout the system through a customizable interface, which can quickly identify areas that need attention (for flushing, sampling, etc.). For example, you can see that the levels of chlorine residual at Archer are dependent on the cycling of water levels at Bullis Reservoir.
- Compliance with water quality regulations is 100%.

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

- In addition to prep for new software version, staff continues preparation for GFOA's Better Budget Document review, and for possible funding from Oregon Coronavirus Relief Fund and FEMA.
- 120-day Accounts Receivable category is up 1% to 3% of total Accounts Receivable compared to the same time last year (618 delinquent accounts in this category: 384 active, 234 closed). Staff will continue to monitor the cash flow situation weekly.

Commissioner Dailey inquired how the agencies that receive bill payment assistance grants are doing. DeLine hopes to present information on this topic at the next meeting; since we are not doing shutoffs, the agencies may not be using their funds. Commissioner Dailey also questioned the term "inactive accounts". These would be an account where someone moved out, the meter was shut off, and the account closed, per DeLine. The customer account is inactive, but the physical meter account may be active (because someone else may have moved into the residence). Taylor confirmed that these grants will come to the next meeting, and that staff is currently trying reach the agencies to verify what has been spent.

6.5 IT Report (IT Manager Kris Stitt)

- Billing System Upgrade moving forward; currently doing End User Training
- Adjusting for challenges of COVID-19 - Leveraging technology in new ways to continue to do business. Pre-Lockdown, employees were switched over to virtual as feasible, Zoom was utilized for remote meetings to limit face-to-face communications, and Microsoft Teams and OneNote was utilized for COVID-19 ICS meetings. Working from home entailed pre-planning and policy, with a phased rollout. ConnectWise Control is used for remote connectivity, and VoIP phone lines and phones were purchased for Customer Service staff (calls are routed from our primary number); dealing with these phones on home networks has been a challenge. Approximately 20 people are currently working from home full or part time (peak was 24).
- Stitt thanked his team and all staff for stepping up and helping during this time.

6.6 HR Report (Human Resources Manager Tanya Haakinson)

- New Hire – Staff Engineer Brian Runyen starting 7/16/2020
- Contracting with engineering executive search firm Ensicon to do recruiting for Water Engineer Director
- Health Care Team Update – Employee Benefit Survey has been sent out; deadline 7/17/20
- The current Performance Management System is being updated for employees and management

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

- Working with COM on two agreements for Police/Fire communications that expired in 2016: Capital Hill and Hanley Hill, both good cases for document management.
- Union update – back at table actively; there is a new business representative, conversations are proceeding, and movement is expected in the next 30 days.
- Upcoming Board Schedule: 8/5 - Customer Shut-off Procedures, 8/19 - 4Q 2019/20 Summary Report, 9/2 - MWC Regulations.
- Taylor thanked Commissioners for the Executive Session conversation today; he appreciates the Board taking an active role in determining how we move forward

and setting us up for the future.

7. Propositions and Remarks from the Commissioners

Commissioner Dailey asked who the new union representative for the Union is. Taylor stated that the representative is Zack Culver, who will remain in this role until our contract negotiations are complete. Commissioner Bunn noted that it is time to schedule Taylor's performance review.

8. Adjourn

There being no further business, this Commission meeting adjourned at 1:34 p.m. The proceedings of the Medford Water Commission meeting were recorded and are filed at Medford Water Commission's Office, along with the complete agenda of this meeting.

Yvette Finstad
Assistant Clerk of the Commission