



The regular meeting of the Medford Water Commission was called to order at 12:15 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 Director Tessa DeLine; Human Resources Manager Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Engineering Supervisor Brian Runyen; Information Technology Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman; Associate Engineer Dashton Peccia

Guest(s): Attorney Mark Bartholomew; City of Central Point Councilor Tanea West Browning\*; Rob Annear (\* Arrived late)

## **2. Comments from the Audience**

None.

## **3. Public Hearings**

- 3.1 Consider Resolution No. 1796, A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2021 Cost of Service Study Shall Become Effective on March 1, 2022, and Thereafter

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

**Motion: Approve Resolution No. 1796.**

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

Taylor noted that we still owe the Partner Cities a detailed memo regarding the adjustments that were done and calibration of the service model; they have also requested a forecast of capital investments we are undertaking so that they can understand what we are doing in terms of the rate action. Commissioner Anderson remarked that when this process was started several years ago, 8% increases were projected; now we are closer to 6% and 4% for Partner Cities, so hopefully it is viewed as favorable as opposed to what was initially projected. Taylor and Commissioner Dailey agreed; a forecast will help them prepare for what is to come when assets are used and useful, as they will then be subject to the capital rate and also the return on the capital.

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

**Motion carried and so ordered.**

## **4. Approval or Correction of the Minutes of the Last Regular Meeting of November 17, 2021**

**The Chair put forth the question on approval of the minutes of the last regular meeting.**

**The minutes were approved by general consent.**

## **5. Management Reports**

- Engineering Manager Brian Runyen
  - Normil Terrace project has been wrapped up; homeowners at the bottom end were

experiencing significant pressure drops. Staff did a number of studies, determining that the location in the system and the surrounding development patterns were causing the issue. The solution was to construct 1300 feet of new 8" water line to connect the lower section of homes to the upper section, and bring them into the next-higher pressure zone. Bids opened in July; low-bidder Pilot Rock and our inspector worked well to keep things moving on the challenging site to allow for project completion ahead of asphalt overlay by the City in the spring. The only item left is striping.

- Associate Engineer Dashton Peccia provided an update on two BBS bridge improvements, and the work being done to restore them to working conditions. Before restoration, conditions included concrete spalling, exposed rebar, and deteriorated curbs. Marquess came up with nice plan for repair, including means to ensure water flows off the bridge surfaces, and DeVore Construction completed this work, which totals almost \$110k. A total of five bridges have now been repaired and restored around BBS since 2016.

Commissioner Dailey inquired about bridge access; one is on private property (we have an easement), and the other is near our point of entry building, which is not accessible by anyone else.

- Master Planning, Design and Implementation of SCADA Architecture – Procured through the Qualifications Based Selection Process (QBS); the highest-ranking proposer is Jacobs Engineering Group. Currently negotiating Part A (Evaluation and Pre-Design) scope and fee; staff anticipates bringing the contract to the Board for award in January. A brief study session on the QBS process has been planned for the next meeting.
- Water Treatment & Quality Director Ben Klayman
  - Watershed report – Above average precipitation for October, the start of the water year; has now dropped below average in November. Snowpack in the state is well below average as well. The precipitation we have seen typically results in a recharge of springflow this time of year, but this has not happened yet. Lake storage started off above average, but we are seeing a below-average fill rate. At this point the amount being released (we are required to release 2 cfs throughout the year to facilitate fish flow) is matching what is coming in.
- Water Meter & Controls Supervisor Ken Johnson – Staff was notified on the day before Thanksgiving of a fire at Conrad station. The fire resulted from a person who had been operating a cook stove nearby, which malfunctioned and burned her belongings. There was no significant damage to the facility, but a small area of the outside wall will need to be repainted. This site has an ongoing problem with vandalism; ODOT has given approval to build a fence that encroaches on their property (the tax lot is very narrow due to the ODOT right-of-way).

Commissioners Bunn and Dailey asked staff about the proposed fencing, and wanted to be sure that it will look good due to the high visibility location of the facility. It will be a wrought iron, anti-climb fence (no razor wire).

- HR Manager Tanya Haakinson
  - Positions starting this week:
    - Water Treatment Operations Specialist III – Internal, Scott Allis
    - Water Systems Operator I – Joshua Sutfin
    - Field Tech III – Eric Luna
    - Utility Person I – Jimmie Colangelo
  - Accountant – Candidate second interview next week
  - Staff Engineer – Posted; open until filled

Commissioner Dailey inquired if the Engineer position has been hard to fill because there is not a lot of Staff Engineers in the area; Haakinson replied that applicants either do not have the work history or skill set, or are even licensed. Runyen added that other agencies are having the same problem; Rob Annear of Geosyntec confirmed this as well. The position has been posted nationally and is frequently refreshed/updated.

- General Manager Brad Taylor
  - WIFIA – Reviewed 3rd draft of Loan Agreement; second draft of loan terms. There are 2 loan agreements: Phase 1 and 2. The environmental review is almost complete for Phase 1 (WQIP, Ozone, and Filters). Waiting on 30-day comment period on findings on archeological site review. Closing is scheduled between 1/14/22 and 1/21/22.
  - Upcoming Meetings – December 15 will be Bulk Water Year in Review; Jackson County and the Watermaster will be here to provide an overview of bulk water use. This may provide the framework for downstream policy work.

**6. Propositions and Remarks from the Commissioners**

Taylor reminded Commissioners that the holiday party is this Friday if any would like to attend. Commissioner Anderson praised staff and HDR's work on setting up rates, and noted that the rest of the Board would be updated on Taylor's evaluation, which will hopefully be concluded at the next meeting.

**7. Adjourn**

There being no further business, this Commission meeting adjourned at 12:53 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.

Yvette Finstad  
Assistant Clerk of the Commission