



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, February 2, 2022  
Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:35 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

Commissioners Jason Anderson, 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 Manager Brian Runyen; Information Technology Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman

Guest(s): Attorney Mark Bartholomew

## 2. Elect Board Chair and Vice Chair for 2022

***Motion: Appoint Bob Strosser as Chair and Michael Smith as Vice Chair for the year 2022.***

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

***Roll Call: Commissioners Anderson, Bunn, Dailey, and Strosser voting yes; Smith abstained. Motion carried and so ordered.***

Former Chair Jason Anderson turned the meeting over to Chair Bob Strosser.

## 3. Comments from the Audience

None.

## 4. Approval or Correction of the Minutes of the Last Regular Meeting of January 19, 2022

Commissioner Smith asked for clarification of the amount of money available for forestry fuels reduction; Klayman affirmed that the federal government has made \$50B available.

***The Chair put forth the question on approval of the minutes of the last regular meeting. The minutes were approved by general consent.***

## 5. Resolution No. 1798, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with West Yost Associates for Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir

Runyen presented information on the Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir Project. Previous master planning efforts have demonstrated that due to continued land development activity, there is a need for resilient and redundant pumping from Zone 1 to Zone 2, and further identified a potential site for that pumping at Barnett Reservoir. An RFP was issued in 2021, and negotiations with West Yost Associates have resulted in an agreeable scope and fee of \$297,900. Part A includes the Southeast Medford Facility Plan/Zone 2 Pump Station Basis of Design Report, Part B includes Zone 2 Pump Station Detail Design and services during construction. This work will provide us with a clear roadmap for design and construction of a new Zone 2 pump station and development of the upper zones. Staff recommends approval of Resolution 1798, authorizing the General Manager to execute a consulting services contract in the amount of \$297,900.00 for Part A.

Runyen and Commissioner Dailey discussed the location of Barnett Reservoir (near the east end of Barnett, past N. Phoenix Road); the pump station would be located next to it.

***Motion: Approve Resolution 1798.***

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

***Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes. Motion carried and so ordered.***

**6. Resolution No. 1799, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$120,624.24 with Black & Veatch Corporation for Consulting Services for the Design and Construction of the Water Quality Improvement Project**

Runyen provided information on the Water Quality Improvements Project (WQIP); in June 2019, Black & Veatch (B&V) was contracted to provide evaluation and design services to incorporate recommendations to increase the pH of finished water. Additional design items which were not in the original scope were identified by the project team and provided by B&V during the design phase; dollars within the original budget were utilized to provide consulting services to support these items, however some items require additional dollars outside of the original scope, including SCADA instrumentation & control design at existing Big Butte Springs facilities, feed point changes at the Duff Water Treatment Plant distribution piping, and Point of Entry basis of design evaluation. A contract amendment is required to provide sufficient support for these services during construction. The two-year delay between the completion of design and the initiation of construction phase activities has also resulted in the addition of an escalation component to the originally scoped services. There is sufficient budget in the FY2021/22 budget to accommodate this change; staff recommends approval of Resolution 1799, authorizing the General Manager to execute a Contract Amendment with B&V in the amount of \$120,624.24.

**Motion: Approve Resolution 1799.**

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

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

**Motion carried and so ordered.**

**7. Management Reports**

- Water Meter & Controls Supervisor Ken Johnson
  - Landscape Maintenance Contract – Long time Medford Water landscape contractor Spencer Dahlgren and caretaker/residence of home at Capital Reservoir site is retiring. The caretaker residence will be vacated, and staff will bring forth recommendation on it at a later date. An Invitation to Bid has been issued; Notice to Proceed for selected contractor is expected prior to March 31, 2022. The new contractor will be responsible to maintain 25 Medford Water sites.
  
- Lester McFall, Water Maintenance Supervisor
  - Service Truck Decals – Almost all of the Operations trucks now have new logo decals applied; the logo text had to be extended to cover the ghosted image of the previous logo decal (new trucks will not need this adaptation). New decals are made with high-visibility reflective material for optimum night-time visibility and safety.
  
- Director of Water Treatment and Quality Ben Klayman
  - Watershed Report – Still at below-average precipitation; snowpack was above average at the end of December, but is now only near-average since new snow has not been added. Springflow is still setting new historical minimums each week; it is not enough to fill two full pipes. Lake levels are similar, although there has been some filling from snow, and it is still below average. Snowpack remains to give us further filling and we are hoping for further precipitation to help round out the supply.
  - System Demands – A graph of the last year's demand and production was provided; we are currently at typical wintertime demand conditions. Every year, our system experiences a rapid change where we go from wintertime conditions to people turning on sprinklers (last year it occurred in March); next week's forecast calls for 70 degrees and sunny weather. The plant startup last year on April 1 was the earliest on record. It is ready to fire up when necessary, and staff is preparing for the inevitability of starting up the plant without the new ozone system in place. Spring is best time for this, the value of ozone is realized in the summer and fall when there

is more algal activity. More details are to come on the ozone project.

- Oregon Health Authority (OHA) Update – Medford Water received a violation for a mis-scanned page as part of a water quality compliance reporting. The incident generated good discussion with OHA regarding their role in notifying us and assessing violations. Also related to OHA, Klayman has been appointed to the Drinking Water Advisory Committee, which advises OHA on policies and rules that impact public health. This is the first time that a Southern Oregon utility has had a seat at that table, and it represents a huge honor that allows us to add our voice as a utility to the common vision of protecting public health.
- HR Manager Tanya Haakinson
  - Recruitment Update – Staff Engineer (refill) Wendy Williams brings engineering experience from two previous public employers; Water Treatment Plant Operator (refill) Andrew Mead has lab and supervisory experience from previous employer.
  - 2021 OSHA/WC Update – At the end of the OSHA year, we have one time-loss recordable due to illness.
  - Payroll Update – Netchex provides resiliency, user-friendly application, and better employee access/information. The system went live on 1/1/2022 for Annex, Duff, and BBS. Systems are payroll and time & attendance; this includes leave banks of vacation, sick time, and personal days. Service Center leave banks also went live on 1/1/2022. Medford Water developed a system information exchange with Survey 1, 2, 3 and Netchex for the Service Center. This allows for time worked and various equipment to be tracked/entered on one system, instead of on two separate systems. Final testing is in progress and the expected go-live date is 3/1/2022.

Commissioner Dailey inquired how much Netchex was paid (flat fee per check, or by number of employees, etc.) and how they are paid; DeLine will verify and followup.

- General Manager Brad Taylor
  - Upcoming Meetings – February 16, Water Conservation Program; March 2 and 16, Capital Planning Part A and Capital Planning Part B. Additional policy discussion on bulk water will be fit in as well, in addition to background information on several legislation bills.

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

Commissioner Strosser thanked Commissioner Anderson for hard work as Chair over the last year, and Commissioner Smith for his willingness to work as Vice Chair in the coming year. He also congratulated Klayman on his prestigious appointment to the Drinking Water Advisory Committee.

## **7. Adjourn**

There being no further business, this Commission meeting adjourned at 1:13 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