



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, January 2, 2019

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 12:30 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* (left as noted), Greg Jones, Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Water Meter and Controls Supervisor Ken Johnson; TS Administrator Kris Stitt; Big Butte Springs Operator Dennis Burg; Water Treatment Plant Operator II Tony Thompson

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

3. Comments from the Audience

4. Consent Calendar

- 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of December 19, 2018

Motion: Approve modified Consent Calendar including revised minutes sent via email.

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

- 4.2 Resolution No. 1701, A RESOLUTION Repealing Resolution No. 1656 and Adopting Rules for the Government of the Proceedings of the Board of Water Commissioners of the City of Medford, Oregon

Commissioner Whitlock remarked on the amendments he suggested on the resolution. Commissioner Dailey expressed concern regarding the notification of the meeting.

Motion: Approve Resolution No. 1701 as revised.

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

6. Review of Vouchers

The board reviewed the vouchers; no questions were received.

*Commissioner Bunn left the meeting.

7. Staff Reports

- 7.1 Engineer's Report (Principal Engineer Eric Johnson)
Duff Maintenance Building – The concrete footings have been poured and the CMU

stem wall has been started. The rebar for the slab is being installed. Commissioner Anderson questioned if we have a name for the building; Principal Engineer Johnson stated they always talked about naming it after Jim Stockton.

Other Projects – The other projects were on a hiatus for the past two weeks.

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

The transition of select meters to AMI reads are ongoing: 72 meters in day 10 have been read via tower (AMI) and successfully billed for three months; 175 meters in day 2 will be read via AMI this month; 277 meters in day 12 will be read via AMI this month.

Staff has successfully integrated day 10 (72 meters) AMI reads into the billing system and maintain same billing date for customers. This was a big hurdle to overcome. Meters being read in AMI in gallon resolution has proven to be a powerful tool to monitor meters and provide greater detail of customer consumption.

In March 2019 the Board will hear more on the meter program.

7.3 Finance Report (Finance Director Tessa DeLine)

The budget process is underway. Staff is reviewing the requirements for GFOA's better budget document award. The official checklist has been received and staff is determining which items are needed for submission.

The Oregon State Treasury raised the Local Government Investment Pool rates from 2.5% to 2.75% last week. Staff is in the process of determining our liquidity for the remainder of the year and if we will invest in investments other than the pool.

The Comprehensive Annual Financial Report has been submitted to GFOA for review and to the Oregon Secretary of State's Audit division.

7.4 I.T. Report (Technical Services Administrator Kris Stitt)

As part of ongoing efforts to keep our computer systems secure, all MWC staff participate in annual Security Awareness training. This 45-minute web based training provides staff with information on how to identify potential threats that they may come across during their daily work. A large part of this training focuses on what to look for in an email to help determine if it is legitimate. We supplement this by sending out test phishing emails periodically throughout the year to help reinforce the training.

There are also about twenty staff members enrolled in 15-minute training class that focuses on how to identify, handle and secure sensitive information such as credit card numbers, bank accounts, and other personally identifiable information.

8. Manager's Report

8.1 General Manager Brad Taylor stated they received a letter from the Labors Local Union Group regarding opening the contract for negotiation. This is expected as the current agreement is good through June of 2019.

8.2 December new contracts were provided to the Board; Commissioner Whitlock questioned if the list could be added to the vouchers in order to save paper. Mr. Taylor stated it could be added to the voucher and questioned if the Board would be open to using tablets in order to eliminate more paper. The use of tablets would also provide an email for each of the Board members. Commissioners Whitlock and Jones were supportive of exploring the use of tablets. Commissioner Anderson requested this topic

be discussed at the Board Strategic Planning Meeting. Mr. Taylor noted the meeting is quite full so additional information may come by email.

8.3 The Comprehensive Financial Management Policy will be sent to the Board early to allow them time to review before the meeting. Commissioner Whitlock noted Commissioner Bunn wanted a designated set of sections. Mr. Taylor noted the Board may be surprised how quickly they can get through the document.

8.4 The Board Strategic Planning Meeting will be held February 20 beginning at 8 a.m. in the Police Department Prescott Room. Material should be available two weeks before the meeting.

9. Propositions and Remarks from the Commissioners

10. 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 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. Spoons, MMC
City Recorder
Clerk of the Commission