



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, April 17, 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 12:00 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 John Dailey; Commissioners Jason Anderson, Daniel Bunn, Greg Jones, Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; TS Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Water Maintenance Supervisor Brian Davidson

Attorney Mark Bartholomew; Central Point Mayor Hank Williams; Susan James and son; Mr. & Mrs. Richard James

3. Comments from the Audience

- 3.1 Jennifer James, 400 Walker Creek Road, spoke about her sons medical needs and the need to hook up to Jacksonville water due to the high amount of boron in their well water. At the request of the Board, she presented her request to Jacksonville City Council asking if they could be annexed into Jacksonville. She further commented that it is cost prohibitive to move to Jacksonville; as the least expensive rent is \$1,200/month; mortgage would be \$1,500/month plus utilities. Because of that she lives with her parents. Ms. James stated she has not heard back from Jacksonville City Council.

Commissioner Whitlock stated that Water Treatment/Quality Director Ben Klayman thought it was possible to remove all harmful chemicals to the current water treatment system they are using. Ms. James stated Mr. Klayman emailed her but they would also need to treat the water for showering.

Richard James, 400 Walker Creek Road, stated he has talked to water analysis people through the years. Initially they were going to put a filter on the whole system which would be over \$100,000. As more people drilled into the area it has caused them to have to drill many wells but still they have little water, which creates high boron. General Manager Taylor noted Attorney Bartholomew is working on a response but it is not completed. There will be an Executive Session May 1 to address this issue. The item will then be discussed on May 15. Ms. James stated Jacksonville will address this at their next meeting. Commissioner Whitlock requested Jacksonville's formal response and a formal response from Jacksonville if we would grant the request.

4. Approval or Correction of the Minutes of the Last Regular Meeting of April 3, 2019
There being no additions or corrections, the minutes were approved as presented.

5. Review of Vouchers
The board reviewed the vouchers; no questions were received.

6. Staff Reports

- 6.1 Engineer's Report (Principal Engineer Eric Johnson)
a. Duff Maintenance Building – Interior painting and the HVAC system are complete. The finish electrical is under way and the site paving is scheduled for this week.

- b. Duff Engineered Lagoons – The draft Bases of Design Report has been reviewed by staff and returned to Carollo. The final design of the Lagoons is under way.
 - c. Corrosion Study – The final report of the corrosion Control Study is completed and the Executive Summary will be forwarded to the Board. The Bases of Design Report for the corrosion control facilities is due this week.
 - d. Rancheria Springs – The borings for the springs was done this week and will be used as monitoring wells. Wetland permitting will be evaluated as all field work pertaining to environmental conditions are complete.
 - e. Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) RFP – In response to an unfunded Federal mandate, MWC has advertised for qualifications from consulting firms to prepare an RRA and ERP for MWC. Plans must be prepared and submitted by March 2020 for the RRA and September 2020 for the ERP. The reports are basically on a vulnerability study and a plan on how MWC would respond to threat/vulnerability. Proposals are due May 9.
 - f. Board Comments – Commissioner Anderson thought the RRA and ERP could be done in house; staff noted we lack the personnel and expertise. Commissioner Whitlock questioned if the federal standards require us to use one of their approved experts; Mr. Johnson noted the Federal government does not have standards. Mr. Taylor noted in 2003 utilities did these plans via a consultant, as there were so many particulars that staff would not be aware of. He also commented that we can hardly keep up with the current workload. Commissioner Bunn would like to know the consultant's scope of work; Mr. Johnson noted this information will be in a future report. He further stated that in 2003 a vulnerability assessment was completed and staff completed what was suggested at the time.
- 6.2 Operations Report (Water Maintenance Supervisor Brian Davidson)
- a. Highlights:
 - The valve crew will start working today in White City
 - Air valves are continuing to be upgraded in the system
 - Road restoration has been shortened due to our ability to saw cut
 - Construction projects have been steady
- 6.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman)
- a. Operations
 - Operating with both Springs pipelines full (26.2 mgd) to meet increasing demands
 - Duff will be fully commissioned on April 24, if not sooner
 - Two new treatment operators are starting next week
 - b. Watershed
 - A contractor is on board to begin fuels reduction efforts on our forest lands
 - MWC participating in Governor's Wildfire Response Council between now and September
 - c. Water Quality
 - New algal toxin monitoring rule from OHA takes effect May 1 through October
 - The annual Water Quality Analyses Report has been posted to our website; compliance document will also go out

- 100% compliant with regulations
 - d. Board's Comments - Commissioner Whitlock questioned if we have defensible fuels reduction around BBS facilities. Mr. Klayman noted some work has been done in the past and BBS thinning is in the next segment.
- 6.4 Finance Report (Finance Director Tessa DeLine)
- a. A proposal was received from First Interstate Bank for lockbox services for our utility payments. After a quick review we found that the lockbox would be placed in either Portland or Seattle. It was offered to have a lockbox in Medford, but all payments received by the Medford lockbox would require to be overnighted to the Portland or Seattle lockbox. The Board requested information on the cost savings.
 - b. Currently a Customer Service representative daily picks up the mail on Sage Road. Staff will meet with a representative of the Post Office to inquire about the possibility of mail being delivered to the Annex Monday-Friday. This would create additional efficiencies within the Customer Service Department.
 - c. The March Financial Statements will be out today or tomorrow.
- 6.5 I.T. Report (Technical Services Administrator Kris Stitt)
- a. Current projects:
 - Upgraded our virtualization platform (VMWare) to the latest version
 - Installing additional Domain Controllers at Duff to provide additional redundancy
 - Setting up Distributed File Servers (DFS) to replicate data to multiple locations
 - Consolidating and decommissioning a few of our older servers
 - Staff is working on moving our customer service web server from a physical server over to a virtual server
7. General Manager's Report
- 7.1 Written Correspondence (Comments from Central Point Regarding Strategic Plan)
Not covered.
- 7.2 Staff Memorandum (Potential Impacts of Jordan Cove LNG Pipeline on MWC Facilities)
Not covered.
- 7.3 The June 19 Board meeting will take place as follows:
- Staff and the Board will meet at Duff at 10:45 a.m.
 - Travel to Big Butte Springs for 11:45 p.m. meeting, followed by inspection of BBS projects and pipelines
 - Return to Duff by 4 p.m.
- Commissioner Whitlock stated he may be out.
- 7.4 Staff is in the process of updating the personnel manual.
- 7.5 Contract negotiations have started with the union.
8. Propositions and Remarks from the Commissioners
- 8.1 Commissioner Anderson would like a list of exemptions for water we have granted to others and applications/requests that have been denied from the last 10-20 years. Mr. Taylor noted Resolution 1058 has changed many times and if there were exceptions,

they might not have been made by resolution. Mr. Taylor noted we need to resolve this issue on a long-term basis with our neighboring partners.

8.2 Commissioner Bunn noted we only need to send a letter to the U.S. Environmental Protection Agency certifying that we have the RRA and ERP report.

8.3 Commissioner Whitlock appreciated staff's work on the mission and values statements. Commissioner Dailey noted the Board has homework to do on this topic.

9. Adjourn

There being no further business, this Commission meeting adjourned at 2:04 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. Spoonts, MMC
City Recorder
Clerk of the Commission