



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, October 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 12:13 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, Greg Jones, Rick Whitlock; Commissioner Daniel Bunn was absent.

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

Attorney Mark Bartholomew; Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams

3. Comments from the Audience
4. Approval or Correction of the Minutes of the Last Regular Meeting of September 18, 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)
    - Foothill Road Improvement Project – Marquess and Associates has received all design data from Public Works; design of the 24" water main on Foothill is proceeding. Currently Jackson County is repairing the road in this section, as needed.
    - Rancheria Springs – GSI consultants have submitted the application to Oregon Water Resource Department (OWRD) to start the reclassification of the surface water to ground process. Thursday's meeting will determine the outcome of the next steps.
    - Duff WTP 65 MGD Expansion – The Request for Proposals was advertised on September 9. The pre-proposal meeting was held on September 17 and attended by Black & Veatch, Jacobs, Carollo, Murry Smith, Marquess, and Shannon & Wilson. The proposals are due October 10. The project consists of upgrades to site planning, ozone system, filter expansion, filter rehabilitation, reservoir expansion and other miscellaneous improvements to facilitate the 65 MGD buildout. This will provide internal coordination for many projects starting at BBS first.
    - Water Quality Improvement Project – Staff continues to coordinate with Black and Veatch for design of the sodium hydroxide buildings for both Duff WTP and BBS sites.
    - Engineered Lagoons Project – The project bid package is nearing completion and scheduled to be advertised for bid on October 7.
    - Lone Pine Pump Station Project – The pump has been installed; startup and

testing will be October 3. Eric Johnson stated there is plenty of capacity for future development.

- Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) RFP – The contracts have been signed by Carollo Engineering. The kickoff meeting is scheduled for October 8.

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

- The pump, motor, mechanical and electrical are ready for startup at the Lone Pine Pump Station on October 3. This will also provide redundancy. Staff is pleased that they have the staff to install this particular item.

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

- Twenty-four hour operations has ceased. Some days we don't produce water, depending on system demand. Water tends to sit longer and warmer water creates challenges, such as chlorine residual. Flushing is taking place at various fire hydrants to release water. The Board questioned the flushing of the fire hydrants/inspection; Mr. Klayman noted that is done separately by the Service Center.
- Staff is participating in the Imagine a Day without Water event on October 23 by hosting a public tour at Duff.
- Logs are being sold from the West Lake Timber Sale; Boise Cascade was the highest bidder on Doug fir and brought some of their staff on a tour of our harvest area.
- There was a story in the news yesterday about a person on Table Rock Road who found something in the bathtub. OSU identified it as a plant or insect. KOB 5 interviewed staff. There is no indication that there is a water quality issue.
- We are 100% compliant in all regulations.

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

- The auditing team from Isler CPA finished their field work. Draft financial statements are expected in about two weeks. The CAFR will then be updated.
- Cost of Service Study work is underway. The draft model is to be submitted to HDR within a week for their review and input.
- An item to consider from the August 2019 Financial Statements is that the Water Revenue is \$144K under the season's year-to-date budgeted amount of \$4.7M. Water revenue is less than the same time last year by \$200K. This is after a rate adjustment in March of 2019. Water revenue is expected to be down due to the rain in later summer.
- Not included in the August Financial Report is that the Forest Project revenue will be less than budgeted by \$100K due to a decrease in timber valuation.
- During our audit, we were off \$172 due to electronic payments.

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

- The official kickoff meeting for our billing system upgrade has been scheduled with AUS. Staff will be working on getting the new application servers set up. A scrubbed copy of our billing system database has been sent to AUS, where they will set up a test system and start the process of validating the data for the new system.
- Staff is getting ready to order a few network switches to replace an older switch located at the Annex. This will provide additional capacity.

6.7 HR Report (Human Resources Manager Tanya Haakinson)

- Conflict resolution management training was held yesterday.

- The new Purchasing Agent, Mark Depner, will start October 16.
- Open enrollment meetings are taking place.
- SAIF hearing testing is being held at this time.
- A function testing with Asante is being held for a new Utility I employee. A simulation test assists with labor type positions. This also helps if an employee gets injured at a later date.
- The SAIF dividend for our 2017 policy plan is slightly over \$25,000.

7. Manager's Report

- 7.1 Due to new carpet, paint, and new employees, Annex employees will be moved around a bit to accommodate the changes. We are trying to mitigate customer service disruption. Employees from various departments are assisting with the changes to the office so that all employees feel represented.

The Board adjourned to the Executive Session at 12:50 p.m.

8. Executive Sessions

- 8.1 ORS 192.660(2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions.
- 8.2 ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Board returned from the Executive Session at 1:23 p.m. with the same members present.

9. Propositions and Remarks from the Commissioners

- 9.1 Commissioner Whitlock stated that the study session was very informative and staff does a great job on all the hard work they do. He emphasized his appreciation for the work that the water maintenance and control units do.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:24 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