



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, May 18, 2022

Medford Police Department Prescott Room
219 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:03 p.m. on the above date at the Medford Police Department building, Prescott Room, with the following commissioners, staff, and guests present:

Chair Bob Strosser; Commissioners Jason Anderson, Daniel Bunn, John Dailey, and Michael Smith.

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; HR Director Tanya Haakinson; Water Meter & Controls Manager Ken Johnson; Water Maintenance Manager Lester McFall; Engineering Manager Brian Runyen; Information Technology Manager Kris Stitt; Water Quality & Treatment Manager Ben Klayman; Interim Finance Manager Anna Roeder; Customer Service & Water Efficiency Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Tim D'Alessandro, City of Central Point Councilor Tanea West Browning* (*Via Zoom)

Out of sequence

7. Leadership Team Reports

- Engineering Manager Brian Runyen
 - Duff 65MGD - Ozone Replacement – Medford Water, Suez, MSI, and Orepac (I&C subcontractor) are working closely together. Ozone generator skids are in testing; estimated to ship June 13, and installation and testing beginning June 20.
 - Duff 65MGD - CM/GC for Filters, Reservoir & Pump Station – Two proposals for CM/GC received; interviews will take place May 19, and it will be brought back June 15 for award. Filters are at 60% design, and the conceptual design for the Reservoirs/FWPS is complete. Staff anticipates three GMP packages: August 2022 - early earthwork and equipment, October 2022 - filters building, and March 2023 - reservoir and FWPS.
 - Land Development Construction Plan Review – Goals are to improve predictability of the review process, improve review time, reduce number of review cycles (average 2.5 reviews currently), and reduce issues during construction. A new plan submittal application packet has been implemented which includes an application, requirements checklist, responsible party form, and current general notes. Plan review fees are determined and due by the second plan review. Staff is encouraging concurrent submittal to us and City/County and is exploring opportunities for joint review in City of Medford review process.

Commissioners and staff discussed the circumstances that would require a third review as well as best practices. In general, minor things may cause this, such as waiting for easements or comments from the City. National best practices depend on the workload; our goal will be two weeks, but many places are four weeks. Staff sat down with engineers, letting everyone know what was going to happen, and asking what could be done to help them with the process. They also met with city staff to explore how to be a direct part of their process.

Back in sequence

3. Comments from the Audience

Councilor D'Alessandro has been assisting the mayor and working with the development community, in sections, departmentally. The goal has been to reduce the number of views, streamline the system, and put significance behind the engineering stamp (rather than

rereview by another engineer). This is where stalling has been found in the process. City of Medford would like to work in tandem at a responsible, accelerated pace to get developers going with less setbacks, working hands-on as necessary but not slowing the process for others. They have found it effective working through it as isolated groups and made leaps and bounds interdepartmentally.

4. Public Hearings

- 4.1 Consider Resolution No. 1813, A RESOLUTION Modifying the Charges in Lieu of Assessment, Exhibit A of the Regulations Governing Water Service, for Properties Directly Benefited by the Installation of Water Mains but Not Specifically Assessed for Such Benefit, Effective July 1, 2022

Information on proposed Charges in Lieu of Assessment (CLAs) was presented to the Board on April 20. These are updated annually based on the current Construction Cost Index (CCI). Staff recommends approval of Resolution 1813, modifying the Charges in Lieu of Assessments and Refund Districts.

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Motion: Approve Resolution 1813.

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

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

Motion carried and so ordered.

- 4.2 Consider Resolution No. 1814, A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2022

Information on proposed Charges for Special Services was presented to the Board on April 20. Charges are reviewed annually and modified accordingly based on actual cost of the service being rendered. Items include but are not limited to charges for installation of service connections, air valves, control valves, fire hydrant painting, meter resetting, and field collection. Staff recommends approval of Resolution 1814, modifying the Charges for Special Services.

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

Motion: Approve Resolution 1814.

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

Commissioner Strosser asked if administrative costs are included as well; Runyen confirmed they are.

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

Motion carried and so ordered.

5. Approval or Correction of the Minutes of the Last Regular Meeting of May 4, 2022

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

6. Resolution 1815, A RESOLUTION Authorizing the General Manager of Medford Water Commission to Execute on Behalf of the Board of Water Commissioners a Memorandum of Understanding with the Rogue River Watershed Council

Since the original MOU in 2017, Rogue River Watershed Council has established and leads the Rogue Drinking Water Provider Partnership, implemented agriculture-related water quality improvement projects, instream and streamside restoration projects, and more. Projects planned for the 2022-2027 MOU period: development of the Rogue River Basin Report Card (with help from Medford Water) and Geographic Response Plans, completion of a National Water Quality Initiative plan, and instream and streamside restoration projects. Staff recommends approval of Resolution 1815, authorizing execution of an MOU with Rogue River Watershed Council.

Commissioner Dailey inquired about the geographic scope of the Council and their overall budget. They cover from the headwaters of the Rogue River to just below Galice (though Valleys of the Rogue Watershed Council has jurisdiction over a region in the middle). We work with them exclusively on projects above our intake; potential exists for their help around mitigation with regards to water rights. Their budget is \$1.25M, so we are a small part of that and get a great value. They use our funds as match, in addition to other grant monies and other funds. It would cost us more to get this assistance elsewhere.

Motion: Approve Resolution 1815.

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

7. Leadership Team Reports, Cont'd.

- Water Meter & Controls Manager Ken Johnson
 - Bulk Water Station Update – There is still more work to do, such as a guardrail to protect the wall and panel, and working on permanent signage. As of May 17, 2022, there are 157 members, 97 transactions, and the average volume per transaction is 326 gallons. Feedback has been positive so far. 300-400 members are eventually anticipated.
- Water Maintenance Manager Lester McFall
 - Preorder of FY22-23 Vehicles/Water Meters – Due to supply chain issues, staff seeks approval to preorder vehicles for the 2022-23 Fiscal Year prior to budget approval; this exceeds the purchasing limit of the General Manager. These vehicles are in the proposed budget and would not be paid for until they arrive, between January and March of 2023. Supply chain issues are also a challenge with meters this year. This is within the General Manager's purchasing authority, but we want to be transparent about preordering.

Board members gave thumbs up to proceed with preordering. Staff has to keep on top of all inventory due to delays. The wait time for meters is usually two months, but was nine months last year. Commissioner Strosser remarked that he is pleased with the foresight and problem solving. Commissioner Bunn added that for our critical components, staff may consider holding more inventory.

- Water Quality & Treatment Manager Ben Klayman
 - Snowy Butte Landscape Restoration Project – Forest Service project out for public comment; the project will reduce fuels and fire risk on 27,000 acres in our watershed. 23,000 of these acres are in BBS. This work will benefit the springs and streamflows. Medford Water staff has been instrumental in bringing the project to fruition, leveraging partnerships and collaborations; it is scheduled to begin as soon as next year.

Commissioner Strosser observed that given HB2616, this project shows that we are initiating, taking care of issues, and partnering to reduce the hazard. HB2616 may return or a modern equivalent may be introduced in the future, but this should mitigate some of

the comments made during that time.

- Human Resources Manager Tanya Haakinson
 - Recruiting Update – Project Manager (refill) Jake Kathol started on May 16, 2022; still seeking qualified candidates IT Business Administrator. All four intern positions have been filled for June-September (Service Center, Duff/Watershed, and Water Efficiency).

The interns perform actual work, and are a great value for organization.

- Customer Service & Water Efficiency Manager Julie Smitherman
 - PNWS-AWWA Conference – Julie, Brian, and Rachel attended the Pacific Northwest (Oregon, Washington, half of Idaho) conference and expo in Tacoma, Washington, April 27-29. Generally attended by drinking water and wastewater professionals, consulting/engineering firms. This was the first in-person conference in three years; there were 820 attendees, including 87 vendors. Presentations involved topics across distribution, engineering, water resources, water quality, and conservation; Senior Engineer Rachel Lanigan presented on lessons learned from wildfire impacts, and Josh Kennedy of Jacobs Engineering provided information on increasing capacity and reliability at our treatment plant.
- General Manager Brad Taylor
 - Water Right Partnership Update – Central Point, Phoenix, Jacksonville, Eagle Point have approved; Talent is scheduled for tonight and Ashland for June 7.
 - Upcoming Meetings – June 1st: Rules and Regulations Updates and Insurance Strategy Discussion.


Commissioner Strosser thanked staff for their hard work on all of these projects and issues.

8. Propositions and Remarks from the Commissioners

None.

9. Adjourn

There being no further business, this Commission meeting adjourned at 1:17 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