



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, October 5, 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 12:17 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, Interim Finance Manager Anna Roeder, HR Manager Tanya Haakinson, Water Maintenance Manager Lester McFall, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Quality & Treatment Manager Ben Klayman, Customer Service & Water Efficiency Manager Julie Smitherman, Senior IT Administrator Chad Glass

Guest(s): Attorney Mark Bartholomew

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of September 21, 2022

The Chair put forth the question on approval of the minutes of the last regular meeting. The minutes were approved by general consent.¹

5. Leadership Team Reports

- Lester McFall, Water Maintenance Manager
 - Potholing on Table Rock Road – Potholing for PL-1 is ongoing; this work is taking a lot of crew time, working at night, requiring traffic control, etc., and requiring extensive communication with Engineering.
 - Relocating service line on Foothills Road – This work is related to the Foothill Road Project; there are issues getting materials and with the timing, after the project has been delayed. Our portion is now expected to be done November 1.

McFall and Commissioner Dailey briefly discussed the issues with receiving materials; we are getting materials to an extent, but it is taking longer and requires planning much further ahead. There has been no improvement ductile iron, but things like meter boxes have gotten a little better. Costs have gone up as well.

- Ben Klayman, PhD, PE, Water Quality & Treatment Manager
 - Watershed update – End of Water Year (Oct-Sep); precipitation at BBS is at 26 inches for the water year (short of our average), the outlook shows that there are equal chances that we will continue in the drought or have an abundance of precipitation, springflow is down approximately 1 cfs over the water year, and Willow Lake storage is just above the 20-year average at 4800-acre feet.
 - Duff Water Treatment Plant Operations – The plant is no longer on 24-hour operation, but demands are holding at approximately 35 mgd with warm, dry weather in the forecast. This week they've been doing some raw water pumping testing, and performance testing on the ozone system will take place next week. It has operated

¹ Medford Water Attorney Mark Bartholomew has advised that approval of minutes should be done by motion with roll call even when not placed within a Consent Calendar; the September 21, 2022, minutes will be brought back to the October 19, 2022, meeting for approval.

into October for the last couple of years due to demand, and we anticipate that it will still be online to coordinate BBS being offline for the relocation work involved in the Foothill project.

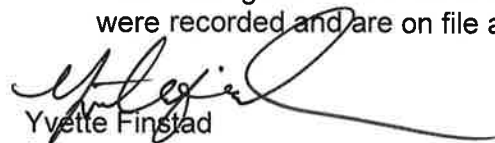
- Tanya Haakinson, HR Manager
 - Recruitment Update – Field Tech III Kevin Frauendorfer starts October 10; the IT Business Administrator is still open, and an interview is scheduled for Friday.
 - Workers' Compensation Update – 2022 Annual Dividend is \$7,536 (13% of premium). Dividends are distributed based off an employer's pro-rata share of overall premium. This year was the smallest percentage declared in the history of dividends.
- Julie Smitherman, Customer Service & Water Efficiency Manager
 - Water Rates Comparison – In response to a request from Commissioner Dailey for updated water rates for communities around Oregon, Smitherman provided a handout with a comparison of that data. These have been updated as of September 2022, and are normalized for volume, etc.
- Brad Taylor, General Manager
 - October 19 - Capital Plan Update-Duff WTP, November 2 - Cost of Service (Rate Setting) Part A and CM/GC-Early Work Amendment-Duff 65 mgd Expansion, November 16 - Cost of Service (Rate Setting) Part B, December 7 - Bulk Water Sales Update

6. Propositions and Remarks from the Commissioners

Commissioner Dailey thanked staff for the 10-year CIP map, and requested a future presentation regarding resiliency within our construction and our processes.

7. Adjourn

There being no further business, this meeting adjourned at 12:39 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting.


Yvette Finstad
Assistant Clerk of the Commission