



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, March 3, 2021

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:19 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Finance & Administration Services Director Tessa DeLine; Information Technology Manager Kris Stitt; Human Resources Manager Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Interim Engineering Supervisor Brian Runyen; Capital & Special Projects Coordinator Andy Huffman; Water Treatment & Quality Director Ben Klayman

Guest(s): Attorney Mark Bartholomew; Medford Council Alternate Liaison Kevin Stine; City of Central Point Councilor Tanea West Browning

2. Comments from the Audience

None.

3. Consent Calendar

3.1 Approval or Correction of the Minutes of the Last Regular Meeting of February 17, 2021

3.2 Resolution No. 1762, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$242,321 with McClure and Sons, Inc. for Construction of the Point of Entry Analyzer Station Project

**The Chair put forth the question on approval of the Consent Calendar.
The Consent Calendar was approved by general consent.**

4. Items Removed from Consent Calendar

None.

5. Review of Vouchers

Commissioner Dailey inquired about a bill from a water rights consultant; General Manager Taylor responded that a consultant was engaged to research rights formerly belonging to the Butte Creek Mill and evaluating the potential to secure those rights and the possibility that they could support our activities. There is nothing to report at this point.

6. Management Reports

6.1 Engineering Report (Capital & Special Projects Coordinator Andy Huffman)

- Duff Plant – Project Status
 - Raw Water Pumping – RW#3 and #2 to be reset the end of this week; #4 and #5 motors will be pulled and rebuilt by the first week of April.
 - Reservoir Baffles – Curtain baffles are hanging; contractor is beginning the sandbag installation at the bottom of the curtains. Taylor noted that this is an example of a project that the Commission has taken on in a short time frame out of concern for having adequate capacity at the Duff Plant, and incrementally looking for opportunities as we deal with the timeline associated with going from 45 to 65 MGD.
- Upcoming contract milestones
 - Point of Entry – Award contract today; Notice to Proceed approximately 3/15
 - Duff 65 MGD – Ozone equipment procurement bid opening 3/16

- Duff 65 MGD – Relocated entrance; Design/Bid/Build project; will advertise end of March

6.2 Operations Report (Water Maintenance Supervisor Lester McFall)

- 2020 F550 Crew Truck – Outfitted and ready to go
- Vac-con trucks – Potential to have expensive issues and downtime due to breakdown in the trucks, which are 2004 and 2014. This is why we are looking to bring another in as seen in the Capital Plan presentation.
- Valve Maintenance and Corrections program – As the program progresses, crews have started to run into issues with valves that have not been regularly maintained. Repairs and replacements can be time consuming and take a lot of effort. Per Taylor, the reality is that they have not been turned enough, and will crack/break and leak; this is why a maintenance program is needed.

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

- Watershed report – Precipitation is at 85% of average; snowpack is 95% of average
- Springflow remains at 20-year minimum, similar to last year. It is right above the point where today we would be able to fill both pipelines with the use of Rancheria Springs; based on historical patterns it is unlikely it will be able to stay at two full pipes all season.
- Willow Lake Storage – Nearly full and is anticipated to fill; this is beneficial to our water sharing agreement with EPID.

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

- Financial Statement update – January Financial Statements have been published and were emailed earlier this week. Work on February statements has begun; expect statements toward the middle of March.
- Insurance Agent of Record – Will be going out for RFP for Agent of Record, a company that is authorized to represent the Medford Water Commission in the purchase, servicing, and maintenance of insurance coverage. Our current contract expires in June.
 - Cyber security insurance is expected to double in price due to increases in ransomware. General Liability and Property will experience increases in response to local and nationwide disasters that occurred last year.
- Auditing Services – We will be going out for RFP for Auditing Services; the current contract expires in June of this year.
- Water accounts receivable data as of 3/1 was provided; approximately one-fifth of the 120+ day category are closed accounts and may be subject to collections.

Commissioner Dailey asked who the City was using for auditing services, and if they were planning to go out to bid. DeLine replied that Moss Adams is the City's current auditor; their contract expires June 2022. Commissioner Smith queried how long the Commission has used its current audit firm, and if there is a practice of changing firms after a certain period of time for a fresh look. The Commission has been using Isler for 15 years, per DeLine, agreeing that it is a good time for a new perspective. Taylor invited a board member to participate in selection process; Commissioner Smith volunteered.

6.5 I.T. Report (Information Technology Manager Kris Stitt)

- Project Update
 - Customer Service Website – Staff has attended demonstrations from two software vendors and will be ready to make a recommendation soon.
 - Asset Management Project – Gathering additional information to bring back at our 4/7 study session.

6.6 HR Report (Human Resources Manager Tanya Haakinson)

- Recruitment Update

- Senior Engineer – Solid candidate found with great experience; an offer will go out this week.
- Water Efficiency Specialist – After 2 rounds of interviews, a strong candidate was selected. The job offer has been issued and accepted by an internal candidate.

6.7 General Manager's Report (General Manager Brad Taylor)

- 2021 Legislative Session Updates – actively involved in monitoring
 - HB 2616 Carey Pond – Met with Representative Helm, the chair of committee where bill has been assigned. Next step is scheduling meeting with Vicki Breese Iverson, the bill sponsor to communicate that we do not support it.
 - WIFIA/Bonding project – Kick off meeting held last week with the team. First step is to get an expectation rating from the Bond Market before our application is due April 15. We have been assigned an underwriter and engineer by EPA to guide us through the process.
- Upcoming Board Schedule – 3/17 Capital Planning Part 2, which will include a scenario with accelerated capital in place to spend, and one without, 4/7 Asset Management, 4/21 SDC/Fees; back into budget in May.

7. Propositions and Remarks from the Commissioners

Commissioner Anderson remarked that he, Commissioner Strosser, and Taylor met with the City Manager and City Council President. Taylor presented to them a summary of what the Board saw today, with the idea that we would be needing the City's blessing regarding selling revenue bonds to pay for the aforementioned capital improvements. The City presented information on some of their development partnerships, and what they are hoping to accomplish through CSA Planning, and streamlining some of their planning permit processes through LID reimbursement districts, building incentives, etc. This is preliminary only; it is not known how the Commission plays into that at this time. There is the potential for a future joint study session when they determine how they are going to move forward.

Taylor and Attorney Bartholomew will be talking with the Board about what will be needed with regards to the council and bonding. WIFIA allows up to 35 years at a low interest rate; the charter limits the City from entering into repayment periods of more than 30 years. Any more than that would require a change to the charter, and thus, a vote of the people. Commissioner Anderson recommended developing a proposal for a 30-year bond.

8. Adjourn

There being no further business, this Commission meeting adjourned at 12:48 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