



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, June 2, 2021

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:20 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; Information Technology Manager Kris Stitt; Human Resources Manager Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Capital & Special Projects Coordinator Andy Huffman; Water Treatment & Quality Director Ben Klayman; Engineering Supervisor Brian Runyen

Guest(s): Attorney Mark Bartholomew; Medford Council Alternate Liaison Kevin Stine; City of Central Point Councilor Taneea West Browning; Allen Purdy (S+B James Const.)*; Jay Harland (CSA Planning Ltd.)*; Karen Zerger (Rogue Credit Union)*; Josh Geyer (S+B James Const.)* (* Left early)

2. Comments from the Audience

Karen Zerger, Chief Administration Officer at Rogue Credit Union (RCU), provided comment regarding RCU's construction project located at Garfield and Highway 99. Per Zerger, in August 2020, RCU was told that installation of a looped 8" waterline for the project would be required, with the option of a 10" or 16" tie-in. They received an email on May 7, 2021, asserting that upon examination, MWC staff had determined the waterline would need to be connected to the 16" line, but with no model included to indicate the amount of water needed for their building and future demands as was expected.

Zerger further stated that she was referred to MWC regulations specifying that as a new development, all properties are required to extend water mains to facilitate future connection and extension of the main, and questioned whether it is RCU's responsibility to pay 100% for improvements associated with serving an entire area. Their estimate shows that the change in line size and tie-in will increase permit fees by \$20k-\$25k, in addition to an increase of up to \$200k for the actual installation and traffic control, among other costs. RCU objects to the process causing this exaction. They ask for additional costs and fees to satisfy MWC's specifications that are beyond their needs to be paid for by MWC. MWC's procedure to reimburse RCU for a portion of the costs as area building develops in the future should be incorporated into a complete future discussion that will result in equitable apportionment of costs.

Commissioner Bunn asked Zerger if the \$200k figure is being driven by fact that the 16" line is on the other side of the highway, whereas the other connection is closer. Runyen noted the lines in question are approximately 8' apart. Josh Geyer, of S+B James and on the line with Zerger, added that a third-party located the 10" hub 2' east of the white line, and not in the highway. He maintained that the 16" is 18' further to the west. Jay Harland (CSA Planning Agency) appeared to answer any questions on RCU's behalf. He remarked that his reading of agency comments as part of the land-use review is that both lines would have been available to connect to for this project, and believes that was S+B's view as well. In lieu of a discussion during a public comment period, Taylor interjected that MWC staff would bring back material as it relates to this issue, and the Board directed staff to do so.¹

3. Public Hearings

- 3.1 Consider Resolution No. 1773, A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2021-22 Commencing July 1, 2021, and Making Appropriations Thereunder

¹ Engineering Supervisor Brian Runyen provided a memo to the Board on June 4, 2021, as a follow-up to this item; it will be attached to the hard copy of these minutes.

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

Motion: Approve Resolution No. 1773.

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. Approval or Correction of the Minutes of the Last Regular Meeting of May 5, 2021

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

5. Review of Vouchers

None.

6. Management Reports

6.1 Engineering Report (Engineering Supervisor Brian Runyen/Capital & Special Projects Coordinator Andy Huffman)

- Relocated Entrance – The new driveway is roughed in and electrical conduits have been installed. Work in the Right of Way has begun.
- Pilot Filter – The pilot filter has been received and installed; Jacobs was on site last week for startup and commissioning.
- Reservoir Baffle/Contact Time Tracer Study – The tracer study is scheduled for Thursday.
- Ozone Construction – Submittals from Suez are in process, as are 90% construction plans with ozone skid submittal layout.

Commissioner Dailey asked Huffman if the ozone equipment would look like the other ozone generators we have and whether it will support the 65mgd capacity planned. It will look similar, replied Huffman, having the flexibility to work at 45mgd, and modulate to 65mgd conditions.

- Raw Water Pumps – The shell for raw water pump #3 was received last Thursday; Perrine Electric worked through the night to make the repair in preparation for installation Friday. The repair was effective, and the pump is back in service.

Commissioner Dailey questioned if this pump was the one found to be casting off shavings during investigation. Per Huffman, that pump was pulled and is in the shop; this pump was leaking oil.

- COM Foothill Road Corridor Project – Contracts for Water Design Work
 - RH2 Engineering – BBS line adjustments, 12" Zone 1A water main (PL-12): \$94,455
 - Marquess & Associates – 12" water main, Lone Pine Rd to Eucalyptus Dr (PL-3): \$27,500

Taylor remarked that as we get into the work around BBS #1 and #2, there will be more discussion on this in the coming months due to potential operational complications.

6.2 Operations Report (Water Maintenance Supervisor Lester McFall)

- Our new Build-A-Box for shoring has arrived at the Service Center. It can be used in multiple configurations to meet field settings. The shoring we have been using to date is not as flexible; this will improve safety conditions.

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

- Watershed report – Drought conditions persist; precipitation at BBS is 65% of average

(approximately 0.2 inches in May), and 72% of the state is in severe drought or worse. At Commissioner Dailey's request, Klayman clarified that the graphs provided represent the highest and lowest readings over 20 years, with the 25th and 75th percentiles and average.

- Springflow – Setting new historic lows each week
- Willow Lake Storage – Lake releases for EPID began this week, a little earlier this year than typical, but not bad.
- Treatment Plant – Record production continues
 - Capacity Improvements – Reservoir tracer study is necessary to have regulatory permission to operate at 48mgd. Filter pilot testing underway now; testing conditions that illustrate our ability to make 48 with existing equipment, as well as running filters with a deeper filter bed that would exhibit configuration to get us to 65mgd.
- Compliance with all water quality regulations is 100%

Commissioner Dailey noted that earlier discussion included rearranging priorities for logging and getting commercial logs out, but suggested backing off as the market is well supplied and prices are weak. Klayman replied that they had planned to harvest 100 acres, and following examination with consultant, we may be able to harvest up to 150 acres in spite of a large supply locally following the fires. He added that unofficial bids are better than we have received in the past; our advantage is that our logs are of better quality than salvaged lumber. He is confident in this process and our position in the market.

6.4 Finance Report (Finance & Administration Services Director Tessa DeLine)
None.

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

- Investigating Cloud Backup Options – Allows for immutable backups that are read only and cannot be changed, provides additional protection against ransomware, out of area data storage in the event of a major loss, and aids in disaster recovery and restore time.
 - Setup – Data is currently backed up between the Annex and Duff, archived data is stored on a separate system at Duff, and data also sent to a Cloud Service provider.

Commissioner Dailey asked for details on the cloud storage; it is read-only, so it cannot be changed once it has been uploaded. The software links to the cloud and uploads in encrypted format, so it cannot be changed even if someone accesses it. Commissioner Smith inquired if this includes control of the SCADA systems, to which Stitt replied it includes data from the systems; we will be looking into full disaster recovery in future, but this would allow us to restore data. The SCADA system does not have access to the internet and is on a separate network at Duff and the Service Center.

Out of sequence

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

- Whispering Pines Legislation HB 3126 – Directs Jackson County to annex Whispering Pines into CAWD
- In-person board meeting with box lunch - July 7, 2021
- Upcoming board schedule – 6/16 MWC Logo Conversation

6.6 HR Report (Human Resources Manager Tanya Haakinson)

- Recruitment – IT position posted; candidate review to take place on June 8.
- COVID Update – MWC will re-open to the public on July 6; COM will reopen on the same date. Jackson County is still reviewing their options. MWC will be preparing a reopening plan, which includes bringing remote employees back to their normal duty stations. Supervisors will work with HR for plan details. HR will verify vaccination cards final week

of June, prior to re-opening. Per OHA, OR-OSHA, and the Governor's guidelines, those who have verified vaccination cards, via HR, will be able to choose not to wear a mask and socially distance while at work.

Commissioner Dailey questioned if the verification of cards goes further than just looking at cards. Verification entails looking at the cards and the date, keeping a simple spreadsheet of who has been verified (only HR will have this info), replied Haakinson. Commissioner Smith inquired if it has to be a vaccination, or if an antibody test would work. It must be a vaccination, per OHA.

Back in sequence

9. Propositions and Remarks from the Commissioners

None.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:04 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