



BOARD OF WATER COMMISSIONERS - MEETING MINUTES

Wednesday, July 7, 2021

Medford City Hall Council Chambers
411 W. 8th Street – Rm 300, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:15 p.m. on the above date at Medford City Hall Council Chambers, Rm 300, 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; Engineering Supervisor Brian Runyen

Guest(s): Attorney Mark Bartholomew; Medford Council Liaison Tim D'Alessandro* (* Arrived late)

3. Comments from the Audience

None.

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of June 16, 2021

4.2 Resolution No. 1775, A RESOLUTION Approving Amendments to the Monthly Salaries of Bargaining Unit Employees of the Medford Water Commission, as Set Forth in the Agreement between the Board of Water Commissioners of the City of Medford, Oregon and the Laborers' International Union of North America, Local #737, Retroactive to July 1, 2021

Motion: Approve the Consent Calendar.

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

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

6. Resolution No. 1776, A RESOLUTION Declaring That Medford Water Commission Maintains a Sufficient Supply of Water to Serve Whispering Pines Mobile Home Park Upon Annexation into Charlotte Ann Water District by Jackson County, Pursuant to HB 3126

Attorney Bartholomew explained that the referenced legislation emanated from the Alameda Fire of 2020. It was specifically designed to address the Whispering Pines Mobile Home Park (WP) case and circumvents a large element of the process: the danger to public health determination, which has to be made administratively pursuant to ORS 431. It essentially allows the property owner to petition the county to declare that the water supply is insufficient or has become dangerous due to wildfire, and then the County health department is vested with making the public health determination. It is incumbent upon us to say whether or not we have sufficient water to serve Charlotte Ann Water District (CAWD) if it were to annex in WP. When asked by Commissioner Dailey if this sets any precedence; Bartholomew replied that the resolution is tailored to reference back to HB 3126 and is circumscribed in scope so that it cannot be utilized by others.

Commissioner Bunn questioned if this becomes a permanent obligation if we make the finding that we have sufficient water. This is not a contract with WP, noted Bartholomew, it only opens the door for them to become part of CAWD, at which point we fall back to our obligations to serve CAWD. There is a surplus today, but it does not create a right that there will always be surplus water. Strosser added that constraints include that the parcel of land must be totally surrounded; not many properties qualify for that.

Motion: Approve Resolution No. 1776.

Moved by: Mr. Dailey **Seconded by: Mr. Strosser**

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

Motion carried and so ordered.

7. Review of Vouchers

Commissioner Dailey questioned the \$6500 HASA invoice and whether that was our normal price for chlorine. Taylor replied that it is in line with what we have seen recently prior to the shortage. Building material costs have increased as well, and Commissioner Dailey asked if this has put the capital budget at risk. Taylor responded that we are comfortable at this point as there are contingencies built into projects to deal with escalations, but anytime it gets beyond basic assumptions it can cause an issue. We can prioritize or pull back if it becomes necessary.

8. Management Reports

Management staff presented information:

- Engineering Supervisor Brian Runyen – Runyen provided an update on the Chlorine Supply Situation. Incident Command Structure opened by MWC Management on 6/16; staff from all departments involved in coordinated efforts, including Operational Evaluations and Adjustments, Monitoring and Testing, Planning, including Demand and Supply Forecasting, Voluntary Reductions in Usage, Public Outreach, Safety. Graphs were provided for Demand Forecasting (average 10% reduction from projected demand 6/21-6/30), Supply Projections on 6/30 if no supply deliveries, Supply Projections with 6/23 Duff and 7/1 BBS supply deliveries, and a Current State summary. BBS: the last delivery was received 7/1; there are approximately 92 days of supply at current dose and projected demand (as of 7/2). Duff WTP: the last delivery was received 6/23; there are approximately 23 days of supply at current dose and projected demand (as of 7/2). Next deliveries are scheduled for July 8 and July 21.

Commissioner Dailey requested more information on what happened at the plant in Longview. Runyen detailed that the plant had a major transformer go out, which is built specific to their facility. They were able to find one and refurbish it and have a new one on order that will take months to build. Other events across the country impacted the supply chain as well. Canadian support during the closure was very helpful; they sent multiple rail shipments of raw product to the US. Commissioner Smith asked Runyen if the event is over. Taylor stated that it is not; until the plant is has resumed full production, staff is remaining cautious. The plan is to issue another media release thanking customers but also asking them to continue to use water wisely. This will step from Stage 2 to Stage 1 curtailment, where we will stay through the rest of the summer.

Out of sequence

Following Taylor's update to City Council last week, Medford Council Liaison Tim D'Alessandro shared his observation of the Jackson County fill station. He reported seeing large trucks filling with water, such as repurposed milk tankers and others, 11 of which had no plates. Per D'Alessandro, this indicates they are not paying taxes or appropriate fees, and not transporting this water legally. While the size and number of trucks is not new information, it represents a safety issue, people being put at risk due to these unlicensed

vehicles. He suggested that a weighmaster could be involved to ensure weigh limits are being followed and drivers are certified. Commissioner Anderson noted that the Board could discuss this in Propositions and Remarks later in the meeting.

Back in sequence

- Water Meters & Controls Supervisor Ken Johnson – Update on HWY 99 ODOT Project at Colman Creek (CAWD). They are moving water conflicts in advance of ODOT Project, keeping Operations staff busy over last several weeks. 10' tap at Royal Oaks Mobile Home Park with water main stub, hydrant, and meters. Next is Coleman Creek Estates new meter and backflow vaults; MWC to be reimbursed for the cost from CAWD at an estimated \$96,000. CAWD will have percentage of the total cost reimbursed from ODOT, estimated at \$66,700.

The Bullis 24" Meter Replacement Project will replace the failing insertion meter with a Rosemount Spool Meter. This involved the issues with procurement of materials, winter scheduling, and several contracts. MWC crew did the excavation and demolition, pipe assembly, new 12' bypass, and backfill. Concurrently, the 10,000,000-gallon reservoir was drained, cleaned, and inspected. This is a multi-year project that totals just over \$170,000; benefits include reliable flow readings and operational flexibility for future maintenance. Commissioner Anderson inquired where the water goes when the reservoir is drained; Johnson confirmed that it gets pumped back into the system to reduce water waste.

- Finance & Administration Services Director Tessa DeLine – MWC has earned Government Finance Officers Association's Distinguished Budget Presentation Award for the second year in a row. This is the highest form of recognition in governmental budgeting. Over 1600 governments in the U.S. and Canada have earned this award including states, counties, cities, special districts, school districts and more. Program criteria includes whether it encompasses a Policy Document, Financial Plan, Operations Guide, and Communication Tool.
- Human Resources Manager Tanya Haakinson – The Outsourcing Payroll Project, NetChex, has been delayed due to the Chlorine Shortage and ICS structure. The go-live date has been pushed back to mid-September, allowing extra time for required team trainings and content submissions. Commissioner Anderson asked if the customers would notice anything. Haakinson confirmed that this would impact employees only, both union and non-union.
- General Manager Brad Taylor – An update was provided to council last week about the chlorine issue as well as the WIFIA projects. Council will need to pass an ordinance that will allow us to actually sign the WIFIA application. We are receiving consistent feedback on water fill stations and rumors of how people are using the water; it will be brought back to the Board at a later date for guidance on how to move forward. The Consumer Confidence Report was published by the June 30 deadline and hard copies were distributed. The next meeting will be a continuation of the logo discussion; we are in council chambers until the second meeting in August.

9. Propositions and Remarks from the Commissioners

Commissioner Anderson solicited the Board for any direction regarding the water fill stations, such as contacting the ODOT weighmaster. Commissioner Bunn confirmed that we need to contact the County too as it is their facility, though Commissioner Strosser suggested that the issue is occurring at both facilities. He added that the dispensers have been a long-time policy question.

Commissioner Bunn recommended reaching out to ODOT to see what the process is, and in the meantime, a resource could be set up (such as an 800 number) for people to report the stealing of water, proposed Commissioner Dailey. As Commissioner Bunn pointed out, there are legitimate uses of hydrant water too, and we can show people how to identify official devices (with MWC's blue tube). Website and bill insert/newsletter placement will be utilized to get the word out, and staff will call ODOT and County and come back with policy ideas at a later time.

Commissioner Bunn queried what MWC's role is in the local projects that have received infrastructure money. We are in preliminary discussions related to these projects, providing expertise and leadership, but there are no major engineering impacts on us as a supplier. Ultimately, will come down to CAWD being willing to work with Phoenix to carry it out; we are not a part of it, and WP's annexation into CAWD is not dependent upon whether or not CAWD dissolves into Phoenix.

On the topic of HB 2616, further discussion has been delayed, but will be scheduled in the future to determine where the Board would like to go on the issue.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:03 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