



The regular meeting of the Medford Water Commission was called to order at 12:16 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 Director Tessa DeLine; Human Resources Manager Tanya Haakinson; Water Maintenance Supervisor Lester McFall; Engineering Supervisor Brian Runyen; Information Technology Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman; Customer Service Lead Jullie Flenner; Billing Lead Brandis Havener

Guest(s): Attorney Mark Bartholomew; City of Central Point Councilor Taneea West Browning; Robert Annear

## **2. Comments from the Audience**

None.

## **3. Consent Calendar**

- 3.1 Approval or Correction of the Minutes of the Last Regular Meeting of September 15, 2021
- 3.2 Resolution No. 1788, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$1,485,276.00 with McClure & Sons, Inc. for the Robert A. Duff Water Treatment Plant Ozone Equipment Installation Project
- 3.3 Resolution No. 1789, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Solicitation and Awarding a Contract to Bend Mailing Services for Medford Water Commission's Water Bill Design, Printing and Mailing Services
- 3.6 Quarterly Letter to Mayor and Council

**Motion: Approve the Consent Calendar with removal of Items 3.4 and 3.5.**

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

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

**Motion carried and so ordered.**

## **4. Items Removed from Consent Calendar**

- 3.4 Resolution No. 1790, A RESOLUTION Adopting the Revised "Regulations Governing Water Service" and Repealing All Previous "Regulations Governing Water Service", effective November 1, 2021
- 3.5 Resolution No. 1791, A RESOLUTION Approving Amendments to the Monthly Salary Rates for Non-Bargaining Unit Employees, Effective Retroactive to July 1, 2021, and Section III of the Personnel Rules and Policies (Personnel Manual) for Employees of Medford Water Commission, Effective October 6, 2021

Commissioner Dailey requested removal of Items 3.4 and 3.5. Board members agreed to postpone consideration of Item 3.4, the revised "Regulations Governing Water Service" until a legal review has been completed; it will be brought back to the October 20 meeting on the Consent Calendar. Commissioner Dailey added that he would have preferred to have time

to go over Item 3.5 given that it is a major policy statement, but is amendable to approval with the provision that it be a study session of a future meeting. He clarified that his concern was not so much with the results of the survey, as the Personnel Manual and policies therein. Board members agreed, with Commissioner Bunn stating that he has no objections as far as the technical findings, but no basis to make modifications without further details.

**Motion: Approve Item 3.5, Resolution No. 1791.**

**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. Review of Vouchers**

The vouchers were circulated to board members prior to the meeting. Commissioner Dailey inquired about two invoices: one for Furrow Pump—adding that the invoice is dated April 26—and Woolpert, the consultant on our Asset Management project. The invoice in question is for progress on that project.

## **6. Management Reports**

- Engineering Supervisor Brian Runyen provided an update on the Water Quality Improvements Project: A bid opening for construction of two sodium hydroxide chemical feed facilities (Duff WTP and BBS) will open 10/19 and staff will recommend award at the 11/3 board meeting. Design Engineer is Black & Veatch; the engineer's estimate is \$8.4M. The three prequalified contractors are McClure and Sons, Slayden Constructors, and TEK Construction. Construction is anticipated to occur late 2021 to June 2023.

Commissioner Dailey remarked that he is surprised at the cost; Taylor noted that each facility requires a separate structure, and one is at BBS, which adds cost due to the remoteness.

- Water Treatment & Quality Director Ben Klayman – The water year ended September 30, and the 3-month outlook calls for above average precipitation; precipitation at BBS is 68% of average for the year. 96% of the state is in severe drought or worse. Surface water storage is well below average, streamflows are 68% of average for the year, and Lost Creek is at 14% full. Springflow levels are setting new historic lows each week; at 80% of average. Willow Lake level is slightly above the 20-year average, and October 15 marks the end of releases for EPID. Current system demands are at the 5-year average, and treatment plant production is above average due to low springflow.
- Finance & Administration Director Tessa DeLine – Following up on Commissioner Dailey's question about the Furrow Pump invoice from earlier in the meeting, DeLine confirmed that the Furrow Pump invoice was not received until September 16.
  - We are still in the midst of the annual audit. Onsite fieldwork has been completed with most of the testing completed remotely. 2020-21 was a particularly challenging year; we had at least three adjusting entries, which is highly unusual. Fortunately, they were immaterial and had minimal impact on the statements. Challenges with staffing, workload, and COVID-19 impacted our performance. Next year, our audit will be more comprehensive in nature with WIFIA and Revenue Bond requirements.

Commissioner Bunn asked if staff levels are still adequate, considering the increasing complexity of our organization's finances, with capital projects and bonds. Taylor confirmed that there are pressures in this area, and that the need to increase staff is anticipated.

- Human Resources Manager Tanya Haakinson
  - Recruitment Update – Field Tech III or II (refill) posted and accepted by Mark Hunter (FT II), creating an opening for a Utility Person I (refill), which was also posted. Water Systems Operator II or I (refill) was posted, and the Staff Engineer (refill) position remains open until filled.

- Netchex Update – Implementation staff has been trained; employee training is delayed until closer to go-live date, which has been updated to January 1. This delayed date allows time for mock-payrolls (a test group of 10-15 will enter time for testing and custom reporting).
- General Manager Brad Taylor
  - Highlights from Medford Water's Fourth Quarter FY20-21 Dashboard Report – Work has continued despite the increased workload, labor shortage, emergency events, and other challenges.
    - Increased participation rate in utilizing paperless billing and automatic bill payment tools (pg 10).
    - Uptick in new contracts, driven by the amount of outside work being done to support our growing capital plan and reduced workforce (pg 11).
    - Capital expenditures were 92.6% of planned (pgs 20-24).
    - Significant amount of Engineering plan checks, active work orders and Medford/Jackson County land development reviews (pg 9).
    - Dropped behind on valve exercising goal due to labor shortage and increased workload related to supporting new development work (pg 16).
    - Residential Backflow testing has been impacted by COVID. It has not created any problems at this point (pg 9).
    - Public outreach has not been to the degree we desire, largely because we had no tours this last year (pg 17).
    - Percentage of employees eligible for retirement is 33%. The national AWWA average is 21.7% (pg 9).
    - Training goals have been impacted by Covid (pg 18).
    - Zero recordable incidents for FY20-21.
  - Other Announcements
    - WIFIA Update – On City Council 10/7 agenda for ordinance approval; the October 20 Study Session will cover Bonding Strategy and WIFIA Agreement.
    - The November board meeting study sessions will cover Cost of Service Study.

## **7. Propositions and Remarks from the Commissioners**

Commissioner Anderson queried if board members wished to further consider the request from Greg Lemhouse on behalf of KDA Homes, that would allow further delay in the collection of fees for water service for developments (SDCs), requiring the developer use a mechanism such as a bond to reduce risk. The Board has already made accommodations, extending the term of Refund Districts from 10 years to 20, as well as offering the option to pay SDCs at the time completion of improvements. Commissioner Anderson confirmed that the Board has revised the policy, and does not wish to entertain further revisions. Commissioners Dailey and Strosser agreed, adding we have given due consideration on several instances.

Commissioner Bunn observed that Klayman's Watershed report would make a great introduction into a regional water rights presentation. As part of City's 20-year Vision strategic planning process, he has volunteered Medford Water to be the leader on regional water issues, which we are currently working on. He added that it is good to see the City understands the importance of water to the future growth of Medford and its prosperity.

## **8. Adjourn**

There being no further business, this Commission meeting adjourned at 1:01 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.