



The regular meeting of the Medford Water Commission was called to order at 12:32 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

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

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

Guest(s): Attorney Mark Bartholomew; Medford Council Liaison Tim D'Alessandro\*; Duncan Brown\*, PFM (\* Left early)

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

None.

## **3. Consent Calendar**

3.1 Approval or Correction of the Minutes of the Last Regular Meeting of October 6, 2021

3.2 Resolution No. 1790, A RESOLUTION Adopting the Revised "Regulations Governing Water Service" and Repealing All Previous "Regulations Governing Water Service", effective November 1, 2021

**Motion: Approve the Consent Calendar with removal of Item 3.3.**

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

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

**Motion carried and so ordered.**

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

3.3 Resolution No. 1792, A RESOLUTION Approving the Issuance of Bonds for the Purposes and as Otherwise Described in Medford City Ordinances #2021-115 and #2021-116, and Delegating Medford Water Officials to Take Actions in Connection with the Bonds in Compliance with All Covenants, and Depositing Proceeds and Applying Amounts Due as Authorized in the City Ordinance to the Water Fund, Effective Immediately upon Adoption

Commissioner Dailey requested removal of Item 3.3. It is a substantial departure from past practice, but board members support it in general. There are built-in safety measures throughout the process, and while it is a broad authorization, staff will keep them apprised of the economic terms before issuance.

**Motion: Approve Item 3.3, Resolution No. 1792.**

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

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

**Motion carried and so ordered.**

## **5. Wholesale Water Service Agreement Extensions for Partner Cities**

These letters of agreement will extend the wholesale water agreements for Partner Cities to 2026, with the same terms and conditions as the originals. A lot of work was put into the

original agreements to get them onto the same timeline, and it is expected that all cities will sign. Taylor added that with regards to the Coordinated Water Rights Management and Water Sharing Plan, there may be items to address in these agreements in the future. Commissioner Bunn asked if the Cost of Service Analysis model, referenced in the agreements, can be updated due to the issuance of debt if necessary. Taylor confirmed that the agreements require us to do an annual analysis, giving us that flexibility.

***Motion: Approve letters extending Wholesale Water Service Agreements for Partner Cities.***

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

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

***Motion carried and so ordered.***

## **6. Review of Vouchers**

The vouchers were circulated to board members prior to the meeting. Commissioner Dailey inquired about the invoice from GE Services for work on SCADA, since Harris Group was approved as a sole source for SCADA. Klayman responded that GE makes the SCADA software, while Harris Group is the consultant that integrates the software into the system. The invoice is for license/software support renewal for one of the SCADA locations.

## **7. Management Reports**

- Engineering Supervisor Brian Runyen
  - Water Quality Improvements Project (WQIP) – Project consists of the construction of two sodium hydroxide chemical feed facilities, at Duff WTP and BBS. The Design Engineer is Black & Veatch; the engineer's estimate is \$8.4M. At the bid opening on 10/19, two bids were received: McClure and Sons, and Slayden Constructors. The lowest responsive bid was \$8,398,000 from McClure and Sons. There was a \$10,000 spread between bids. Construction is anticipated to occur late 2021 to June 2023.

Commissioner Dailey asked if staff is anticipating any supply chain difficulties regarding the construction. Staff is concerned but has yet to identify any specific areas that will see issues.

- Information Technology Manager Kris Stitt
  - Fiber Project – We now have 1GB fiber internet connectivity at BBS and the Point of Entry Building. This provides BBS with a direct network connection to our network. Additional redundancy and resiliency to be achieved by adding additional connections at the Annex, Duff, and BBS. Point of Entry data is connected to Duff SCADA for monitoring; BBS is currently reporting to SCADA by analog telephone. Photos were provided of the equipment, including the network routers and switches, finished rack installation at BBS, and Rancheria fiber connection to the chlorination building.
- Water Meter & Controls Supervisor Ken Johnson and Water Maintenance Supervisor Lester McFall
  - On October 6, staff repaired a leak on BBS line #1 and rebuild of a 16" Cla-Val at Coal Mine Station, requiring extensive planning and coordination. BBS Line #1 had to be shut off at the Springs; actual repairs took 6 hours to complete. The line was flushed, and water was gradually turned back on, returning to full service at Coal Mine early on October 8. Photos were provided of the various stages of the repair and rebuild.
  - CAWD VOC Sampling – 110 total sites to sample; 77 sites have been sampled currently. All VOC results to date are negative. VOC Sampling Statewide – Reported VOC Exceedances: 5 public water systems, local include Whispering Pines (exceedances for Benzene just over MCL at two sites), and Talent (three locations over MCL for benzene with one sample 15 times higher than the MCL; 76 ug/L vs MCL of 5 ug/L).

- Human Resources Manager Tanya Haakinson
  - Medford Water's Safety Committee won the award for 2021 Outstanding Safety Committee by the Southern Oregon American Society of Safety Professionals.
  - Recruitment Update – Field Tech III or II (*refill*); internal candidate decided to stay in current position. Reviewing candidates from previous posting and may repost. Water Systems Operator II or I (*refill*); interviews will take place next week. Utility Person I; to fill in November. Staff Engineer (*refill*); open until filled.
- General Manager Brad Taylor
  - Other Announcements – Upcoming board meeting schedule: November Board Meeting Study Sessions will cover the Personnel Manual Section 3, and Cost of Service Study Part 1 and Part 2.
  - The status of the Capital Plan is as expected when it was presented earlier in the year, with regards to the bonding and other information that has been discussed today. Taylor thanked the Board for the confidence they have placed in the management team and organization; this is a huge step in a new direction and the Board will be kept informed as the process moves forward.

**8. Propositions and Remarks from the Commissioners**

Commissioner Anderson noted that the new Medford Water sweaters look very nice.

**9. Adjourn**

There being no further business, this Commission meeting adjourned at 1:10 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