



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, December 2, 2020

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:15 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

Chair Daniel Bunn; Commissioners Jason Anderson, and John Dailey; Commissioners Greg Jones and Michael Smith were absent.

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 Maintenance Supervisor Lester McFall; Water Meter & Controls Supervisor Ken Johnson; Water Treatment & Quality Director Ben Klayman; Capital & Special Projects Coordinator Andy Huffman

Guest(s): Attorney Mark Bartholomew**; Medford Council Liaison Tim D'Alessandro*; Robert Annear* (*Left early, **Arrived late)

2. Comments from the Audience

3. Public Hearings

- 3.1 Consider Resolution No. 1757, A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2020 Cost of Service Study Shall Become Effective on March 1, 2021, and Thereafter

General Manager Taylor summarized that the total revenue system adjustment is estimated at 6.4% for retail customers, 2.1% for districts, and 3.3% for Partner Cities.

Public hearing opened.

No one spoke.

Public hearing closed.

Motion: Approve Resolution No. 1757

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

4. Approval or Correction of the Minutes of the Last Regular Meeting of November 18, 2020

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

5. Review of Vouchers

Commissioner Dailey made several inquiries that were addressed by staff:

- Invoice dates – Many invoices are dated October and November, but some are from September and one from July. Invoices are processed upon receipt by Finance and marked when received, but also currently sit for 3 days as part of COVID precautions. The delay of an invoice from July is due to corrections to the original invoice, not disputes with the vendor.

- MWC Operations Fund – This is for customer refunds; if someone moves out and has a credit balance, they are issued a refund. The large amount is likely for many customers not just one refund. A name change may make this more transparent in the future.
- Power bill for Duff WTP – There are two charges for the same amount and discrepancies in the bill and payment columns. This could be due to a credit, and staff will look into it.

6. Management Reports

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

- Engineered Lagoons - Paving is complete, lighting and electrical in process, and fencing installation has begun; close to punch list phase.
- Backup Power at Duff – Generator containment slabs are poured, ozone and intake generators to be delivered on 12/15, ozone transfer switch to be delivered on 12/15, and the main plant generator and transfer switch in late February. This switch connects the new generator set and equipment in the intake structure, transferring them over to be able to receive power from the generator rather than the grid.

Commissioner Bunn asked if the switchover is automatic; Huffman replied that it is a hybrid process. It will search and automatically select/turn on the generator for power, but there are other parts of the process depending upon the situation. A UPS battery backup will control essential devices for compliance monitoring, etc.

- Duff 65 MGD Expansion
 - Filter Expansion – Staff and consultant evaluations continue.
 - Reservoir Baffle – CM/GC contract is on fast track to achieve installation goal; must be in place by 2/1/21, and work must be completed by 2/28/21.
 - Ozone Generator Solicitation – Jacobs continues to develop solicitation documents; construction plans need to be ready to bid by June. COVID impacts continue.
- Raw Water Pumps at Duff – Duff plant staff routinely has vibration analysis done on raw water (RW) pumps and has voiced concerns about the pumps during CIP budget development. October observations demonstrated 4 of 5 pump motors needing attention.
 - Contracting stipulations – This is highly specialized motor/pump repair; limited resources are available locally. Under contract with Perrine Industrial Electricians and CIP budget funds are allocated for this work.
 - Work sequence – RW #2 motor and RW #3 pump and motor pulled yesterday; Perrine will rebuild in their shop locally. RW #4 and #5 pump motors will be pulled when #2 and #3 are reinstalled. This ensures there is always sufficient pumping capacity to meet emergency conditions.

Commissioner Dailey inquired whether this work is expected maintenance or due to premature breakdown. #2 is premature, but since it is a variable frequency drive (VFD), the inherent static field can lead to pitting of the bearing, per Huffman. Many of these have been in service since 1981 and these issues may result even with best practices after that time.

6.2 Operations Report (Water Meter & Controls Supervisor Ken Johnson and Water Maintenance Supervisor Lester McFall)

- Meters & Controls
 - Bullis Reservoir – Installation of 24" Rosemount Mag Meter will take place this month. This is an approved CIP project that includes excavation, installation of meter and bypass, construction of vault, and backfill.
 - City of Eagle Point – Eagle Point will transition to using BBS #2 line in the winter, utilizing a 4" meter near Stevens Road and Palima Drive. Will save the city pumping costs. In the summer, their water comes from meters located off of Highway 62 near the domiciliary; this switchover will begin when Duff starts up for the season.

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

- Watershed Report – Drought conditions persist; December forecast calls for below average precipitation. BBS and statewide precipitation data was provided.
- Springflow remains at 20-year minimum – Comparison data for the last 20 years was provided. It is likely that levels will remain low unless we receive substantial rainfall.
- Willow Lake level is above average – Current, 20-year average and minimum lake levels were provided. Current level is impacted by above-average snowpack.
- Watershed – Grayback Forestry, Inc. selected for fuels treatment contract; work to begin this month burning slash piles and non-commercial thinning.
- Water Quality – Post-fire activity: Regional Water Quality Monitoring Plan for areas impacted by fires has been approved by State; sampling this week for CAWD.
- 100% compliance with all water quality regulations.

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

- Bond Counsel selection process has been extended to Friday, December 18.
- Municipal Advisory Services Request for Proposal is currently in draft form and will be available to the public by late January. DeLine invited Commissioner Dailey to advise.

Commissioner Dailey questioned how the scoring process would work; DeLine replied that score sheets have been provided and staff would like to meet to go over submissions.

- Continuing work with FEMA and Oregon Coronavirus Relief Fund for possible reimbursements for Almeda Fire, Obenchain Fire and COVID-19 related expenses.
- Water accounts receivable data was provided.

Taylor clarified that there are two selection processes ongoing: bond counsel and municipal advisory services. Zoom meetings will be set up to go over them.

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

- Projects moving forward
 - Asset Management – Presentation of findings to staff next week
 - Fiber Internet at BBS – Delayed until early 2021 due to permitting challenges
 - Installed Manage Engine Desktop Central – Secure Gateway; allows us to better secure, manage and update field computers.
 - Quarterly password audit – Found no compromised passwords.

6.6 HR Report (Human Resources Manager Tanya Haakinson)

- Safety Committee & OR-OSHA Temp Rule – Worked with members of Safety Committee from each location to complete OR-OSHA Temp Rule (requirement). Moving forward with work on Infection Control plan and required postings/trainings.

Taylor explained for the Board that these are temporary rules as it relates to operating during the COVID-19 pandemic.

- FMLA/OFLA Year-End Audit – Leave of Absence processing and putting files in order.

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

- FEMA – Engineering is working with FEMA to consider a Temporary Housing Project in White City (28th Street and Houston Loop, between Ave. C and E). Infrastructure is already in place and the property is vacant. Nothing is being asked of the Commission but want to keep the Board informed.
- Water Infrastructure Finance and Innovation Act (WIFIA) Update – 67 letters of interest

have been submitted from 24 states, requesting a total of \$9.2 billion, the largest amount ever requested through the program. The current cycle has \$5 Billion available. Criteria for selection include water quality improvement with emphasis on Lead and Copper reduction, regional solution, financial position, shovel ready status, and more.

- Upcoming Board Schedule – 12/16 Jackson County and MWC Bulk Water Sales Update.

7. Propositions and Remarks from the Commissioners

None.

8. Adjourn

There being no further business, this Commission meeting adjourned at 1:09 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