



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, December 16, 2020

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

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; Capital & Special Projects Coordinator Andy Huffman

Guest(s): Attorney Mark Bartholomew, Brian Davidson (Luna Local 737), Tanea Browning (City of Central Point Councilor)

2. Comments from the Audience

None.

3. Consent Calendar

3.1 Approval or Correction of the Minutes of the Last Regular Meeting of December 2, 2020

3.2 Quarterly Letter to Mayor and Council

3.3 Resolution No. 1758, A RESOLUTION Authorizing the Chair of the Board of Water Commissioners and the Medford Water Commission General Manager to Execute an Agreement between the Board of Water Commissioners and the Laborers' International Union of North America, Local #737

Motion: Approve Consent Calendar

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

The adoption of the motion was approved by voice vote.

4. Items Removed from Consent

None.

5. Review of Vouchers

No vouchers were circulated; the vouchers for this period will be included on the January 6 review due to staffing issues and task prioritization.

6. Management Reports

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

- Lagoons 5-8 – Fence fabric is being stretched now, and punchlist items are nearly complete. Hydrostatic testing has been completed in Basins 5 and 6. This project effectively doubles drying capacity and provides much needed operational flexibility.
- Duff 65 MGD Expansion
 - Reservoir Baffles – CM/GC competitive proposals are due on 12/18. MWC will pre-purchase materials to expedite delivery. Work must be complete by 2/28 to accommodate plant commissioning activities.
 - Ozone Generator – The competitive solicitation package will be ready in January; a traditional bidding process is planned for June.
 - Relocated Entrance – Design work is proceeding; project bidding is scheduled for late February, and work will commence in early May with completion by end of June.

Commissioner Dailey inquired about the material used in the baffles. The material is a potable water-approved polymer material (NSF61 Approved); it is extremely durable and thick, per Huffman.

- BBS Point of Entry – 100% plans and specs due this month; construction is on track for delivery by end of June. This will meet the OHA required timeline for Point of Entry relocation for BBS. Special thanks to Jacob Groves and Chinook Timberlands/ Siskiyou Timberlands for their gracious donation of the permanent easement. A formal letter of acknowledgement will be prepared for a future meeting.
- Flagpole at Duff – Work has been completed on the flagpole. 7 consultant and contractors donated labor and materials, such as the concrete pad, lighting, and plaque: Knife River, C&C Constructors, Pacific Electrical Contractors, McClure & Sons, Black & Veatch, Jacobs Engineering, and Marquess & Associates. A formal letter of acknowledgement will be prepared for each participant for a future meeting.

Commissioner Anderson asked what the total of the donated materials and labor was, which Huffman estimated to be approximately \$8-10k; no one contractor/consultant provided more than a \$2k value.

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

- Meter & controls
 - Nichols Gap 24" Cla-Val air in water event – Minor repair of copper tubing created instability in critical valve on Big Butte Springs Line #2. This valve modulates upstream and downstream pressure to maintain hydraulic grade line. The instability created conditions for air to enter into water. Board was informed on Saturday afternoon, December 5; news release to public and website updated. Staff adjusted the valve manually and air at Coal Mine Station was absent by 8:30 p.m. Saturday evening.
- Maintenance
 - In the last couple of weeks, manpower has been redirected from maintenance to main line and service leaks. Several leak examples were provided.

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

- Bond Counsel interviews will be conducted this afternoon.
- Municipal Advisory Services RFP has been distributed for comment and review; it is expected to be finalized late this month.
- Continuing to work with FEMA and the Oregon Coronavirus Relief Fund for possible reimbursements for fire and COVID-19 related expenses.
- Working with customer service staff to develop criteria for shut-off for non-payment of water bills during and after COVID-19 pandemic.
- Water accounts receivable data was provided.

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

- Security
 - Cybersecurity and Infrastructure Security Agency (CISA) – Operates under the Department of Homeland Security, providing updates and guidance on the latest vulnerabilities as they are discovered, and offers Vulnerability Assessment services at no cost to public agencies.
 - Cyber Hygiene Assessments – MWC enrolled in Cyber Hygiene Assessment program; regular scans of our internet-facing servers to probe for security holes.

6.5 HR Report (Human Resources Manager Tanya Haakinson)

- Zoom Holiday Party – The team (Jenny Crenshaw, Colin May, Jullie Flenner, and Ashley Patsel) have planned several activities to engage with employees during this non-traditional holiday party, such as contests, trivia, raffles, videos, etc. The goal is to help keep employees engaged during an unusual year.
- Recruiting for Full Charge Bookkeeper – The position closes 12/29. Conducting telephone interviews for initial screening; the hiring committee will conduct Zoom interviews.
- COVID Process – First positive employee test, non-work related. Worked through all requirements, postings, and notifications. Continuing to work with other COVID situations, as they occur.

Commissioner Bunn congratulated staff on wrapping up union negotiations.

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

- Hanley Hill property has closed, and funds deposited.
- Taylor remarked that the organization continues to impress him. The challenges we have faced in the last year and how we have responded has invigorated him as General Manager, and he is proud to be a part of it.
- Upcoming Schedule – 1/6-Annual Audit, 1/20-Big Butte Springs Operations Report

7. Propositions and Remarks from the Commissioners

Commissioner Dailey inquired if the recent precipitation had been impactful to the Springs. Taylor replied that overall it has been fairly dry, but hopefully today's rainfall will help; Water Treatment & Quality Director Ben Klayman will be at the next board meeting to report on this.

8. Adjourn

There being no further business, this Commission meeting adjourned at 12:49 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