



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, January 15, 2020

Lausmann Annex Room 151/157

200 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:40 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Chair John Dailey; Commissioners Jason Anderson, Daniel Bunn, Greg Jones, Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance & Administrative Services Director Tessa DeLine; Water Maintenance Supervisor Brian Davidson; Water Treatment & Quality Director Ben Klayman; Human Resources Manager Tanya Haakinson; Watershed Administrator Craig Harper; Watershed Technician Arlo Todd

Attorney Mark Bartholomew; Medford Councilmember Tim D'Alessandro

3. Comments from the Audience

4. Approval or Correction of the Last Regular Meeting of December 18, 2019
There being no additions or corrections, the minutes were approved as presented.

5. Review of Vouchers

The board reviewed the vouchers; the payment to Debor Electric was questioned; General Manager Taylor noted it was for fasteners for a metal wood structure at Capital Hill Reservoir complex.

Medford Councilmember D'Alessandro stated a Council study session was held December 9 pertaining to SDCs impacts on building ADUs. The City would like the MWC to remove or reduce SDCs, if possible. Taylor noted Planning Director Matt Brinkley will be giving a presentation to the MWC. The current MWC policy is if an existing meter is used there is no charge; if they request a new meter there is an additional SDC charge. Commissioner D'Alessandro noted staff would like to implement in three-four months. Commissioner Bunn noted it would be a policy change and would promote affordable housing by lowering SDCs. The Board requested materials to review before Brinkley gives his presentation.

6. Staff Reports

6.1 Engineer's Report (Principal Engineer Eric Johnson)

- Foothill Road Improvement Project – Plans have been submitted to Public Works, who have combined their plans with MWC's and submitted the full package to ODOT. The City has obtained additional funding for the Foothill Road project. The City portion of the Foothill Road project has been extended northerly to Delta Waters Road. An exhibit of the full project of Jackson County and the City's portions will be presented at the next Board meeting. Since the project is being expanded, no capital expenditure towards construction will be realized this fiscal year. The majority of unspent funds will be reallocated towards the Engineered Lagoon projects or rolled to FY 20/21. Our BBS lines weave their way through Foothill, Cedar Links to Farmington. MWC has separate easements for both of our spring lines.
- Rancheria Springs – A revised action plan was sent to Oregon Health Authority

(OHA) proposing the use of a UV system to disinfect the water at Rancheria Springs to provide compliance with OHA regulations. Staff is expecting OHA comments no later than February.

- Duff WPT 65 MGD Expansion – MWC and Jacobs have agreed upon the Scope of Services and an estimated cost for the total project. A letter of intent to award has been issued to Jacobs. The project is a multi-phased, multi-year project with a specific design task yet to be determined, and thus, specific cost per task is unknown at this time. Staff will bring the proposed contract, cost and schedule to the next Board meeting for consideration.
- Water Quality Improvement Project – The 75% designed plans have been returned to Black & Veatch for correction. Staff is currently reviewing the specification.
- Engineered Lagoon Project – The preconstruction meeting was held January 9. Material submittals will be reviewed during the months of January and February. Construction is scheduled to start the first weeks of March.
- Risk & Resilience Assessment (RRA) and Emergency Response Plan – The third workshop was held on January 9. This workshop was a follow-up to resolve outstanding items from previous workshops. Items covered were consequence, vulnerability and likelihood. These three items determine the risk finding for each asset. All of the data obtained through the workshops will be compiled into the final report.
- BBS Entry Point Chlorine Monitoring Station – OHA has moved the BBS entry point from Coal Mine Station to the Springs, as a monitoring station must be located upstream of the first customer. Since the disinfection compliance is based on contact time between the water and the chlorine disinfection, the monitoring station is downstream of BBS. This puts the monitoring station in the watershed on Weyerhaeuser property. MWC has been in communications with Weyerhaeuser and they are favorable to allowing and granting an easement to facilitate the monitoring station. The duration of this project from design to final construction is estimated at 18 months. Staff will continue to monitor at Coal Mine, which is closer to our entry point.

6.2 Operations Report (Water Maintenance Supervisor Brian Davidson)

- Crews will be replacing the first broken valve from the Valve Maintenance activities.
- Crews have been conducting routine maintenance of fire hydrants, water valves, and air valves.
- Year-end inventory will be completed on Friday.
- Working on a February contest flier for staff regarding emergency preparedness.
- Outside construction is still steady.

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

- Operations
 - Normal winter operations; half pipe.
- Watershed
 - Precipitation of 50 to 60% of average.
 - Springflow at historic lows.
 - Willow Lake water level is above average.
- Water Quality
 - Begun collecting compliance data at new entry point at Big Butte Springs.
 - New water quality analyzers are being installed in the distribution system this week.
 - 100% compliant with all regulations.

- 6.4 Finance Report (Finance & Administrative Services Director Tessa DeLine)
- Financial statements for the month of December are expected to be out by the end of the week.
 - Next week we will be rolling out a new requisition process to the utility. The benefits of the new process is separation of duties, increased centralization of the purchasing process, increased standardization of processes, and increased efficiencies.
 - A CIS Version 4 upgrade has started, testing the new billing system and working towards parallel testing. Customer Service is currently working with the software vendor on configuration to mimic current functionality.
 - MWC received its first cash back rewards for credit card use of \$14,000. We expect to increase that amount in the coming year.
- 6.5 I.T. Report (Information Technology Administrator Kris Stitt)
- 6.6 HR Report (Human Resources Manager Tanya Haakinson)
- BasicSafe Safety Management (and other) Software – Half of this year’s cost has been reimbursed via EAIP money in the amount of \$1,800, which allowed them to purchase a safety service software program.
 - Finishing job descriptions.
 - Training – Active Threat via City of Medford – Free training will be given to employees this month.
 - Service Center fall projection training will be open to citizens. The next class will be in September.
 - Access Thank You Letter – Employees donated 30 shoeboxes to Access for their Seniors Shoebox Program. Staff met, assembled, wrapped and donated as a group a week before Christmas.

7. General Manager’s Report

7.1 Surplus Property

MWC Attorney Bartholomew addressed the Board regarding disposing of MWC surplus property. Medford Charter allows the disposal of property and recommended following the process used by the City of Medford, under ORS 221.725, which is to 1) publish a notice at least once during the week prior to a public hearing of the sale and 2) holding a public hearing. The MWC will need to provide some form of evidence of value. We have no requirement to offer the surplus property to the City, although it would be a courtesy to do so. Taylor noted the surplus properties are on Hwy 62 and Hanley Hill.

Commissioner Whitlock questioned if a declaration would be needed stating that the property is surplus; Bartholomew stated there is no specific declaration needed. Pertaining to the description, he suggested an address. Taylor will communicate with the Board the economic aspects via Executive Session which will be sometime this spring.

7.2 Working with the union to return to the table. An accrual has been set aside to be used once an agreement has been reached.

7.3 Taylor will be scheduling commission meetings in pairs January 28-31; the meetings will be 30-45 minutes to discuss upcoming agenda items.

7.4 Upcoming board calendar:

February 5 MWC Campus Building Planning

February 19 Water Rights Strategy

8. Propositions and Remarks from the Commissioners

8.1 Commissioner Bunn stated three of the commissioners have been selected to serve on the Medford Charter Review Committee. The Board briefly commented on suggestions pertaining to the MWC. Council will hold a public hearing so the public can weigh in on the suggestions made by the Committee. MWC will have to create a notice for every one of those meetings.

9. Adjourn

There being no further business, this Commission meeting adjourned at 1:33p.m. The proceedings of the Medford Water Commission meeting were recorded on tape and are filed in the Water Commission's Office. The complete agenda of this meeting is filed in the Water Commission's Office.

Karen M. Spoonts, MMC
City Recorder
Clerk of the Commission