



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, February 20, 2019

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 12:08 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 Spoonts; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; TS Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Water Maintenance Supervisor Brian Davidson

Attorney Mark Bartholomew; Medford Councilmembers Tim D'Alessandro and Alex Poythress; Central Point Mayor Hank Williams

3. Comments from the Audience

4. Approval or Correction of the Minutes of the Last Regular Meeting of February 6, 2019  
The minutes were approved as presented.

5. Review of Vouchers

As the Board did not have time to review the vouchers, this item will be presented later in the meeting.

6. Staff Reports

6.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Maintenance Building – The construction of the CMU walls are complete. The roof construction is under way.
- b. Duff Engineered Lagoons – The topographic survey is done. The subsurface soil investigation is done. A contract for design services has been executed with Carollo Engineers and design is under way.
- c. Corrosion Study – Black & Veatch is finishing the pipe loop technical memorandum. The final report for the Corrosion Study will be done by early next month. Barney & Worth are working on a public outreach package for MWC review.
- d. Rancheria Springs – The topographic survey is done. The field work for the environmental assessment will start once the weather clears.
- e. Conservation – Staff from the Conservation Department have participated in the Pacific Northwest Water Section AWWA Young Profession outreach program. Amie Batham is our programs communication coordinator who prepares social media materials and participates in the planning of the Bear Creek Fall Festival.

Commissioner Anderson questioned if we will be at 45 MGD when Duff is back on; Principal Engineer Johnson stated we are currently at 45 MGD and will continue to be at 45 MGD when Duff is up and running. In order to be at 65 MGD, lagoons and filters need to be completed, which could be done in about three fiscal years. Water

Treatment & Quality Director Klayman noted we are short on reservoir storage for sustainable 65 MGD; Mr. Johnson stated at this time there are no physical drawings to construct the reservoir storage.

- 6.2 Operations Report (Water Maintenance Supervisor Brian Davidson)
- a. Emergency Planning – Working on setting up company alert levels within ICS and updating the phone list. We are also working on identifying critical care facilities on the GIS system. Tabletop exercises are being planned.
  - b. Maintenance – Continue to address maintenance of fire hydrants and air valves. Gearing up to start a valve exercising program next month.
  - c. Outside Development – Slow but steady.
  - d. Main Breaks – Crews repaired two main breaks on Charlotte Ann Road (6" cast iron and a 2" steel). A shutdown of a main to do a tie-in for new construction just happened, eight (meters) services lines needed to be shut off, staff localized six of them, forgot two of them, which means we have to issue boil water notice to eight homes. This is a mistake by staff; the good news is that they knew boil water notices would be needed. Commissioner Whitlock questioned the checks and balances to prevent these things. Water Maintenance Supervisor Davidson stated there is a procedure, staff had reviewed the project on site the day before, but they failed to adhere to it on this project.

- 6.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman)
- a. Operations – Plant maintenance is continuing, and staff is preparing for the next operating season.
  - b. Watershed – Recent storms have brought us closer to average precipitation year, which will help Operations in the future. Mr. Klayman stated he would like to give this report monthly, vs. twice a month, as there isn't much to report every two weeks. The Board agreed.

Commissioner Bunn questioned the impact that a storm can have; Mr. Klayman stated this storm had a major impact as we went from 60-70% of average to 90-100% average of the year.

- c. Water Quality –
  - Earlier this week EPA announced an action plan for PFAS (anti-stick coatings, such as Teflon), which is getting into the environment. This has not been detected in our water.
  - Staff is working on our annual Water Quality Analysis Report for 2018, which should be ready for the next meeting.
  - We are 100% in compliance with water quality regulations.

Commissioner Anderson questioned bringing Duff up sooner. Mr. Klayman stated right now we are at pipe and ½ (reduced flow) from the Springs due to lower winter demand. With Rancheria off line due to an upgrade and the groundwater level too low, we may be unable to fill up both pipes once the demand increases in the spring. In the future once Rancheria is back on line, all the historical data shows we could supply the full amount from the Springs even with groundwater at the lowest historical levels.

- 6.4 Finance Report (Finance Director Tessa DeLine)
- a. Staff is focusing on the annual budget which will be presented to the Board in May.

- b. The January 2019 Financial Statements were emailed to the Board this morning.
- 6.5 I.T. Report (Technical Services Administrator Kris Stitt)
  - a. Finance Upgrade – This last weekend the financial system was upgraded to Microsoft Dynamics GP version 2016. Overall the upgrade went well, and is fully up and running. This upgrade came with a new way to enter timesheets for our employees, which is taking everyone some time to get used to. The first payroll was yesterday and everyone received their paycheck.
  - b. Top 25 Users Report – When this item was discussed last month, there may have been a few missing pieces of information on how this report is used in our organization. Staff does not use this report internally to help track high consumption users. High consumption users are caught when the daily readings are processed into our billing system and an exception list of accounts that fall outside of normal readings is created. Those accounts are then manually verified by Customer Service. If it is determined that the customer has a leak, staff will start the process of notifying the customer. About 120 leak letters per month are sent out in the winter, about 230 in the summer. Two notices are sent, then it is sent to conservation for follow up. Staff proposes to continue to create the report for the Board, however they would like to propose that the hand written comments section be eliminated as it takes staff several hours to track down the information. The Board agreed.

Commissioner Whitlock questioned the value of having the report; Commissioner Bunn stated having the number of leaks would be of more importance. Mr. Taylor questioned if it could go on the quarterly dashboard; the Board agreed.

- 7. Manager's Report
  - 7.1 Mr. Taylor noted there is an updated MWC contact sheet in their packet. Commissioner Anderson questioned if it could be emailed; Mr. Taylor noted that can be done.
  - 7.2 The Monthly Collections Report was presented; Mr. Taylor questioned if this could be part of the quarterly report. The Board agreed to move it to the quarterly report.
  - 7.3 Mr. Taylor thanked the Board for their engagement in the Board Strategic Planning meeting this morning. He stated it was one of the most proactive and strategic meetings he has had with the Board.

Out of sequence.

- 5. Review of Vouchers  
Commissioner Dailey noted there was a question on the payment to McClure and Sons; Mr. Johnson noted it is the monthly payment on the maintenance building at Duff. Commissioner Dailey thought it might be helpful to tie the contract with the contractor.

Back in sequence.

- 8. Propositions and Remarks from the Commissioners
  - 8.1 Commissioner Whitlock stated the Board Strategic Planning meeting held this morning was very useful and he learned a lot. Commissioner Bunn noted it was the best strategic planning meeting he has been to.

- 8.2 Commissioner Dailey noted he had conversations with Mr. Taylor regarding the Jordan Cove project and the impact it could have on water quality. He thinks staff should look if there is any substantial impact to the project; the Board agreed. Commissioner Whitlock was under the impression there was an assessment already done. Mr. Klayman stated he has looked over where the pipeline would go, but has not flushed out if there would be an issue if a pipeline ruptured. Commissioner Dailey noted he would like a memo to file, not necessarily to turn in as public comment.
9. Adjourn  
There being no further business, this Commission meeting adjourned at 12:39 p.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