



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, April 3, 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 12:24 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, White City, 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; Administrative Specialist Jenny Crenshaw; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Water Meter and Controls Supervisor Ken Johnson; TS Administrator Kris Stitt; Watershed Administrator Craig Harper; Water Treatment & Quality Director Ben Klayman; Duff Plant Supervisor Dan Perkins; Watershed & Water Quality Technician Arlo Todd; Water Quality Technician III Julie Arvis; Big Butte Springs Operator Dennis Burg; Duff Plant Operator II Tony Thompson; Duff Plant Operator III Brian Duellely; Duff Plant Operator II Kevin Whitten

Attorney Mark Bartholomew; Medford Councilmember Alex Poythress; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton

3. Comments from the Audience

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of March 20, 2019

4.2 Resolution No. 1704, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with HASA, Inc., for Sodium Hypochlorite for Medford Water Commission's Robert A. Duff Water Treatment Plant

Motion: Approve Consent Calendar

Moved by: Mr. Whitlock

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

6. Review of Vouchers

Commissioner Whitlock appreciated the additional detail on the statement. The board reviewed the vouchers; no questions were received.

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- a. Duff Maintenance Building – The rough plumbing, electrical and insulation are completed. Doors, window and interior painting is under way.
- b. Duff Engineered Lagoons – The draft Bases of Design Report was submitted for staff review. The Jackson County Type II permit was submitted March 22.
- c. Corrosion Study – The final draft of the Corrosion Control Study was submitted for staff review. Preliminary design of the corrosion control facilities is under way.

- d. Rancheria Springs – The field work for the environmental assessment and exploratory test holes are complete. Wetland delineation field work is complete.
- e. Conservation – Citizens are participating in the 8<sup>th</sup> Annual National Mayor's Challenge for Water Conservation. The City of Medford is currently in first place nationwide. Information is posted on the MWC website.

7.2 Operations Report (Water Meter & Controls Supervisor Ken Johnson)

- a. Staff completed the Capital Hill Reservoir #1-3 large meter replacement project. All three reservoirs now have new meters.
- b. During spring break staff replaced five meters at the following locations:
  - Hedrick Middle School 3" meter
  - North Medford High School 4" master meter
  - Two North Medford High School 4" irrigation meters
  - Orchard Home Elementary School 3" meter

Mr. Perkins stated that information received from the meters is very useful to Duff.

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

- a. Local precipitation is 80% to 95% of normal. Spring flow is dropping after a dry March. There is a potential of an earlier Duff start although the forecast is for a wet April and snow melt.
- b. Willow Lake is overflowing.
- c. The Consumer Confidence Report is in progress with local cities.
- d. 100% compliant with regulations.
- e. Board questions: Commissioner Anderson questioned the timeline to produce water; staff noted it would take about three days but currently we are almost ready. Commissioner Whitlock questioned the sodium hypochlorite contract length; Mr. Klayman noted it is a one-year contract with options of five one-year renewals, although the price is negotiated with each renewal. Mr. Taylor commented on the benefits to staff for adding additional years to a contract.

7.4 Finance Report (Finance Director Tessa DeLine)

- a. Barb Henderson and Tessa DeLine met with First Interstate Bank last week about the possibility of lockbox services for utility payments. Efficiencies and potential cost savings by utilizing this service is the draw. A proposal is expected shortly.
- b. Month end close has begun; statements should be out the week of April 15.
- c. The financial software upgrade was successful. Staff is utilizing new features and working to streamline workflows and procedures.
- d. Board questions: Commissioner Dailey questioned if the checks currently come in to the Medford Water Commission. Ms. DeLine stated an employee going to the Post Office to pick them up and another employee scans the checks. Commissioner Dailey stated they if we do go to a lockbox he would ask for a Medford address for the utility box.

- 7.5 I.T. Report (Technical Services Administrator Kris Stitt)
  - a. Duff servers were replaced. Mr. Klayman noted much improvements has been seen by staff.
  - b. The billing system upgrade will not be scheduled until July.
8. Manager's Report
  - 8.1 Meeting Schedule
    - April 17 – SDCs/CLA/Fees & Mission Discussion. The Board was asked to review documentation before the meeting.
    - May 1 – 3Q FY 18-19 Summary Report & Mission Discussion II
    - May 15 – Annual budget
9. Propositions and Remarks from the Commissioners
  - 9.1 Commissioner Bunn remarked on the excellent presentation given at the study session.
  - 9.2 Commissioner Whitlock questioned if the Board received the memorandum on the Jordon Cove project; the Board remarked they had. He noted he had asked for information on explosion and fire, and staff had agreed to add a supplemental paragraph to the memo. Mr. Taylor will reissue a modified memo and present to the Board. After discussion, the Board agreed to wait until Jordon Cove receives their right-of-way authorization before sending Jordon Cove a letter voicing MWC concerns, with a copy to the federal safety regulators.
10. Adjourn

There being no further business, this Commission meeting adjourned at 12:57 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. Spoons, MMC  
City Recorder  
Clerk of the Commission