



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, October 16, 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 12:19 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 Specialist Jenny Crenshaw; Finance and Administrative Services Director Tessa DeLine; Water Maintenance Supervisor Brian Davidson; IT Administrator Kris Stitt; Human Resources Manager Tanya Haakinson

Attorney Mark Bartholomew; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton

3. Comments from the Audience

4. Approval or Correction of the Last Regular Meeting of October 2, 2019
There being no additions or corrections, the minutes were approved as presented.

5. Review of Vouchers
The board reviewed the vouchers; no comments were received.

6. Staff Reports

6.1 Operations Report (Water Maintenance Supervisor Brian Davidson)

- 2020 replacement vehicles have been ordered.
 - Butler Ford was awarded the Ford F550 and two F150's trucks.
 - Landmark was awarded the Ford Escape Hybrid.
- Valve and hydrant maintenance continues.
- Construction projects have picked up.
- Crews are keeping up on all correction of hydrants, valves and air valves. A valve that was paved over 30 years ago was found in White City.

6.2 Finance Report (Finance and Administrative Services Director Tessa DeLine)

- The Cost of Service Study Model has been updated with preliminary numbers and has been sent to HDR for their review.
- The 2020-21 annual budget is now in the first draft stage. Those numbers will be used to formulate rates for the COSA.
- September financials will be out later this week/early next week.
 - Commissioner Dailey would like staff to think about ways to eliminate expenses due to less revenue received from water usage.

6.3 I.T. Report (Information Technology Administrator Kris Stitt)

- Staff is working on multi-factor authentication for remote activity for administrator access (I.T.) and vendors. An official policy will be implemented for those who may use it. The field crew is limited to the mapping system.

6.4 HR Report (Human Resources Manager Tanya Haakinson)

- There is on-going management training in areas such as conflict resolution, accountability, management rules, media response during emergencies, and reasonable suspicion training (how to determine if an employee is using drugs).
 - In response to Commissioner Dailey’s question, Ms. Haakinson stated employees are drug tested after an auto accident.
- Ethics training will be held November 14.
- Mark Depner is on board as Purchasing Agent and will be introduced to the Board at a later time.
- Taylor and Haakinson will be attending tomorrow’s URB hearing.
- The 2019 HR Metrics shows the average length of service is 10.5 years; longest term employees are from utility and engineering. MWC has 60 employees total.
 - Average turnover rate average was 8.8%; MWC went above that average one year at 9.5%.

7. Manager’s Report

7.1 Taylor attended a recent TAP (Talent, Ashland and Phoenix) group meeting where there was discussion on a longer term Master Plan, flow rate extensions and the pump station upgrade. We serve them but they have a pump station to push water up to them.

Pertaining to Commissioner Anderson’s question on the number of meters, Taylor noted they have one primary that goes to the TAP facility and an additional meter that goes to Phoenix. Commissioner Dailey questioned when Phoenix got their own meter; Stitt noted it is a secondary meter that helps their system. The Kings meter has been there for some time. The meter that was dysfunctional was in the pump station. RVCOG is used for billing purposes and MWC bills the TAP group.

7.2 Invitations are out for the December 13 Christmas Party. An RVSP is requested.

7.3 There will be a Study Session only on Wednesday, October 30 in the City Hall Alba Room at 11:45 a.m. Upcoming meetings as listed on the agenda, were highlighted.

8. Executive Session in Accordance with ORS 192.660(2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions.

The Board adjourned to the Executive Session at 12:51 p.m.

The Board returned from the Executive Session at 1:14 p.m. with the same members present.

9. Propositions and Remarks from the Commissions

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:14 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