



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, February 17, 2021

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 Jason Anderson; Commissioners Daniel Bunn, John Dailey, Michael Smith, and Bob Strosser

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 Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Interim Engineering Supervisor Brian Runyen; Capital & Special Projects Coordinator Andy Huffman; Water Treatment & Quality Director Ben Klayman; Information Technology Administrator Chad Glass

Guest(s): Attorney Mark Bartholomew; Medford Council Alternate Liaison Kevin Stine; City of Central Point Councilor Tanea West Browning; Robert Annear; Attorney Chris Hearn

2. Comments from the Audience

Attorney Chris Hearn spoke again on behalf of Steve and Cindy Taylor, owners of Whispering Pines Mobile Home Park, and their preliminary request for support of annexation into Charlotte Ann Water District (CAWD) for the purpose of obtaining water service to the park. Hearn had provided the Board with a letter from Jackson County Health Department and Oregon Health Authority (OHA) asserting that the elements of a contaminated water source have been met, which meets statutory basis for inclusion into a water district. With that, they now have the endorsement of CAWD for petition of annexation, and an agreement from the Commission to provide water is needed before it can go to Jackson County Board of Commissioners as a petition to annex.

Commissioner Bunn requested clarification that the OHA document referred to is the email submitted to the Board in January. Hearn confirmed there was a letter from Jackson County's Department of Health & Human Services Drinking Water Coordinator Susan Baker, and an email from OHA's engineer.

3. Approval or Correction of the Minutes of the Last Regular Meeting of February 3, 2021

The Chair put forth the question on approval of the minutes of the last regular meeting.
The minutes were approved by general consent.

4. Consider Information Discussed in Executive Session

Regarding the request by Whispering Pines for approving CAWD's annexation of the park, Commissioner Bunn stated that the route for the Commission to endorse the annexation would be through a determination from a qualified entity that a danger to public health exists, and an official record substantiating that finding. It should consist of a formal letter including who is making the determination and how they are vested to make it, what their finding is and under what statute it falls. This would remain consistent with our comprehensive plan, and inasmuch as finding that there is a danger to public health, would allow us to go outside of resolution 1058. Commissioners Anderson and Strosser agreed that OHA should be able to assist with this, as the current letter from the County does not meet these requirements; it is too narrowly defined to the park. Commissioner Smith concurred, noting that better definition and reasoning is needed. Commissioner Dailey voiced concern with delegating responsibility of determining who we serve, although Commissioner Anderson noted the Board will still be making the decision. This documentation should not be a problem to obtain, stated Hearn, with Taylor adding that a special meeting could be called to facilitate a quick turnaround if needed.

5. Review of Vouchers

Commissioner Dailey noted that a lot of information has been provided, although some of it is aged, and observed that the City of Medford makes up approximately five pages of the report. Per DeLine, many of them have been paid, and the Finance Department is close to getting caught up; the City of Medford items may be an accumulation of several months. She will look into it.

6. Management Reports

6.1 Engineering Report (Interim Engineering Supervisor Brian Runyen)

- Normil Terrace water main improvements – There is a history of reports from property owners on Normil Terrace of recurring water pressure drops; this has been confirmed by monitoring and analysis. Factors include elevation, location in system and development patterns. A solution has been determined to move 9 lots from pressure zone 1a to zone 2; this will require construction of 1300' of new 8" water line. This will provide the additional benefit of potential service to 3 additional lots (3.67ac total). Next steps are to prepare a contract for design with Marquess & Associates (\$33,600); the preliminary construction cost is estimated at \$232,000. Staff will keep the Board updated on the progress of the project.

Commissioner Bunn inquired if the pressure drops amounted to a failure to meet statutory minimums or our own standards; Runyen replied that this refers to our own service standards, and is related to the pumping from Lone Pine and Brookdale Pump Stations. Commissioner Anderson asked who would be paying for the project, to which Taylor responded it would be spread across the rate base (Inside City customers, not Partner Cities) using capital money. The project should not have been done this way (the waterline was built in 1992), and the issue has been compounded by the order of development.

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

- Charlotte Ann Water District (CAWD) Update
 - ODOT Projects – Phase 1: Construction of the bridge at Coleman Creek will conflict with CAWD facilities that will need to be moved in advance of construction in the year 2022. MWC will be responsible for this. Phase 2: Coleman Creek to Glenwood Drive; construction will occur in 2023-24. Expect many water facility conflicts with this as well, and possible shutdowns of many customers due to single feed water source.
 - VOC Testing – CAWD Board approved passing on a fee to each customer in the amount of \$500 for VOC sampling. Staff estimates it will cost between \$45,000 to \$55,000 to perform sampling for the 111 customers impacted by the fire.
 - Oregon Health Authority – CAWD is classified as a "Purchasing Public Water System". This is defined as a public water system which obtains its water in whole or in part from one or public water systems (MWC). They qualify as a Community Water System, thus will have their own unique Public Water System Identification number and will be required to follow new criteria such as: regular water system inspection (typically every 3 years). The direct regulating entity will be Jackson County Public Health Department; additional compliance requirements may apply. The district is in the process of filling out forms to submit to the Oregon Health Authority.
 - Large Meter Replacement – CAWD board approved the replacement of the 6" meter for Harry & David and tentatively approved the replacement for the Harry & David 3" meter (MWC needs permission to perform work that exceeds \$1,800). Reason to replace meters are meter inaccuracy and obsolescence.
 - CAWD Pump Station – At the February 11, 2020 CAWD board meeting, Commission staff reminded CAWD of the continued need for improvements to their station in order to provide reliable and plentiful water to their customers. Two pumps were purchased and will be replaced in the coming weeks; additional improvements are still needed.

Commissioner Dailey questioned if CAWD has any water storage; Johnson replied they do not, instead depending entirely upon the Commission. A system with pumps and a booster station is used.

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

- CAWD post-fire efforts – 46 CAWD commercial/multi-family customers will be required to install backflow protection at the meter per MWC Regulations, and Klayman will provide testimony for the Oregon House Wildfire Recovery Committee on 2/24.
- Compliance with water quality regulations is 100%.

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

- Municipal Advisory Services RFP Update – Three very qualified firms submitted proposals; two firms were interviewed. Duncan Brown of PFM was selected as our Municipal Advisor.
- Financial Statements Update – November and December statements were emailed yesterday; January statements are expected to be out sometime next week.
- Water accounts receivable data as of 2/12 was provided; the 120-plus day category continues to increase slowly. Customer Service is strategizing ways to move forward when we start shutting off accounts for non-payment again.

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

- Oldsmar Florida Security Breach 2/5 – Oldsmar, Florida (population about 15,000) water treatment facility was targeted. Attackers gained access to their SCADA system and attempted to increase the sodium hydroxide feed to an unsafe level; operators noticed the changes and were able to stop it before any harm was done. The system was likely accessed the SCADA system using TeamViewer (desktop sharing software) by exploiting security weaknesses including: poor password policies (shared passwords, not using Multi-Factor Authentication), outdated operating systems (Windows 7), and lack of network security (SCADA system may have been directly connected to the internet). Our SCADA systems are on a separate network that is separated by a firewall and does not route to the internet. Remote access requires Multi-Factor Authentication, vendor access requires MWC staff to provide access code; remote connections are logged and recorded. Remote access software is kept up to date, and systems are running current operating systems. We are not immune to threats; IT security continues to be an area where we focus our time and efforts.

Commissioner Dailey appreciated the reporting on this event, and asked if the chemicals we use for water treatment could be dumped in all at once in this manner, causing a high enough concentration to cause harm. While we do not have sodium hypochlorite yet as in this instance, as with any chemical, we would see an alarm before it would reach a level that would be dangerous to public health; our system provides 24-hour real-time alerts. You could not dump an entire supply in at once, it has to be fed through equipment and mechanisms. The feed rate could be increased in the system, which would trigger the alarms.

6.6 HR Report (Human Resources Manager Tanya Haakinson)

- OR-OSHA Proposed Permanent Rule – Attending an open meeting 2/26.
Additional changes from OR-OSHA Temp rule:
 1. Encourage multiple vehicles for transport
 2. Quarterly ventilation records and to attest by 6/1/2021
 3. Exposure records maintained for 30 years
 4. Written advisement of return-to-work rights
 5. Cooperation with public health department, if workplace vaccinations are offered; declination form if employee declines

6. Encourage face masks over face shields

7. COVID-19 Health Hazards poster required

- Recruitments – Bob Dawson selected as Lead Utility Person. 5 other internal interviews were completed; will lead to employee development/stretch assignments for future open positions. Continuing to search for qualified candidates for Senior Engineer; Water Efficiency Specialist position closes on 2/18.

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

- Logo Discussion – Exec. Admin. Coordinator Finstad presented initial prototypes for general input and direction to begin the process of updating the Commission's logo, to refresh the look of our utility and pay respect to our legacy ahead of our 100 year anniversary. It was noted that the Commission's 75th anniversary was celebrated in 2002 on the anniversary of the completion of BBS (1927) rather than the charter forming the Commission (1922); board members agreed that the anniversary should be tied to the formation in 1922. The general input received on the logo confirmed that blue should be incorporated; commissioners leaned towards samples 2, 3, and 5, preferring a mountain and stream to just a water drop design, showing consistency yet transition. In addition, it would be nice to move away from the distorted look of the font in the current logo, but the use of only MWC initials is not preferred. Tailored samples based on this input will be brought in the future.
- 2021 Legislative Session Updates – Two key bills: A meeting is set for 2/25 with Representative Helm to speak about our opposition to HB 2616 (Carey Pond), and engagement efforts to oppose HB 2310 (Plastic Pipe Bill) continue.
- Upcoming Board Schedule – 3/3 Capital Planning Part 1, 3/17 Capital Planning Part 2, 4/7 Overview of Revenue Collection Fees, 4/21 SDC/Fees

7. Propositions and Remarks from the Commissioners

Commissioner Dailey remarked that he recently heard a radio interview that implied the TAP line was undersized; the line is 24", but is limited to the pumping capacity of 4000 gallons per minute at the TAP building/pump station that feeds Phoenix, Talent, and their reservoir system. It is how the system is designed; fire flow is based on reservoirs.

8. Adjourn

There being no further business, this Commission meeting adjourned at 1:18 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