



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, April 20, 2022**

Medford Police Department Prescott Room  
219 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:18 p.m. on the above date at the Medford Police Department building, Prescott Room, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Engineering Manager Brian Runyen; Information Technology Manager Kris Stitt; Water Quality & Treatment Director Ben Klayman; Interim Finance Manager Anna Roeder; Customer Service & Water Efficiency Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew

### **3. Comments from the Audience**

None.

### **4. Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of April 6, 2022

4.2 Resolution 1807, A RESOLUTION Adopting and Authorizing the General Manager to Execute an Amended Investment Policy for the Board of Water Commissioners

**Motion: Approve the Consent Calendar.**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Bunn**

**Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.**

**Motion carried and so ordered.**

### **5. Items Removed from Consent Calendar**

None.

### **6. Resolution No. 1808, A RESOLUTION Adopting Revisions to Sections 10.5, 10.6, and 18.3 of the “Regulations Governing Water Service”, effective April 29, 2022**

The changes are fairly basic housekeeping items in Section 10.5 and 10.6 (Section 10 is titled Public Fire Hydrants). A new Section 18.3 was added (Section 18 is titled Surplus Water), which contains language about volume limits and record keeping, such as license plate information. Changes will be effective April 29th, 2022 (a new rate table, previously adopted, is effective June 6, 2022).

Commissioner Dailey asked how the license plate and maximum volume limit would be enforced. The online account will meet our statutory requirements by allowing only one license per account and tracking the usage information, stated Taylor. Commissioners and staff further discussed the gallonage limits, noting that the number was based on observing normal usage from single-family/smaller-quantity bulk water users (rather than commercial haulers).

**Motion: Approve Resolution 1808.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Bunn**

**Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.**

**Motion carried and so ordered.**

**7. Resolution No. 1809, A RESOLUTION Authorizing the General Manager to Execute Emergency Metered Water Service Agreements with Stewart Meadows Golf Course, Rogue Valley Country Club, Quail Point Golf Course, Bear Creek Golf Course, and Centennial Golf Course, and Repealing All Previous Agreements**

- Emergency Metered Water Service Agreements (Golf Courses)
  - Current Historical Agreements (1993) with Stewart Meadows Golf Course, Rogue Valley Country Club, and Quail Point Golf Course
  - Recent Agreement Requests from Bear Creek Golf Course (not executed, expired 2021) and Centennial Golf Course
  - Agreements have been updated; a Water Conservation Plan is required.
    - Efficiency efforts and water conservation measures to be implemented, including Operations procedures, weekly meter readings, pumping schedule, and watering times. Maximum per day usage calculated in conjunction with Conservation staff. Only surplus supply made available; flow rate and time schedule determined by Medford Water to minimize impacts to existing customers and our operations. New agreements include a 60-day termination notice, and supersede and replace all prior Emergency Water Service Agreements.

Commissioners and staff discussed negotiations did occur with each course, and we worked with them to calculate how much they need based on square footage, tees, greens, and fairways; this was compared with what they calculated as well. They also reviewed what was recently used—which has come down considerably from past years due to the improvements they have made. The courses will work with our Operations team on a schedule that works with our system; the meters are on our Large Meter Replacement Program, which will offer efficiencies as well, through AML. Commissioner Smith noted that this tells a great story, if we track and analyze previous/current/future use to share with others in the community.

**Motion: Approve Resolution 1809.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Bunn**

**Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes. Motion carried and so ordered.**

**8. Resolution No. 1810, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$213,890.00 with McClure & Sons, Inc. for the Water Quality Improvement Projects**

- WQIP – Construction Contract Change Order includes the following components
  - Rebar escalation – market forces influencing raw material pricing (steel)
  - Drain swale reconstruction – contractor laydown area required emergency remedial work during and after Christmas storm
  - Reroute sewer force main – 2" force main from Duff Plant to Kirtland was in conflict with new foundation
  - Relocate conduits at Duff – conduits for existing yard lighting were in conflict with new foundation
  - Hard rock excavation at BBS – contractor encountered hard rock over the extents of the excavation footprint at BBS site

**Motion: Approve Resolution 1810.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Bunn**

Commissioners and staff discussed how this amount impacted the project's contingency amount; these were items we knew we needed to align, approximately 2% of the contract value, the majority of which is rock excavation. The project is still ongoing, but staff wants

to be sure to be transparent about cost changes that are substantial and above the General Manager's authority.

***Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.  
Motion carried and so ordered.***

Taylor confirmed that the item was brought to the Board to make sure to staff remained connected and transparent with how those type of decisions are made. Commissioner Strosser appreciated the transparency.

## **9. Leadership Team Reports**

- Engineering Manager Brian Runyen
  - Duff 65MGD - Ozone Equipment Replacement
    - Suez Treatment Solutions (NTP April 2021) - Equipment & Startup
    - McClure & Sons (NTP October 2021) - Demo and Installation / Construction
  - Ozone Installation Contract Change Order, consisting of 6 items totaling \$124,584: rotameter replacement, conduit upsizing, actuator mounting, new communication corridor to serve ozone and more, conduit repair, new sample line to lab. Completion estimated June/July 2022.

Commissioner Smith inquired if the amount fit within the contingency; Runyen confirmed that it was right at that amount.

- Water Meter & Controls Supervisor Ken Johnson
  - Pacific Pride Fire-South Central Ave., April 12, 2022 – Four metered services impacted with structure damage; shut off morning after fire. Staff assessed nearby metered services outside of fire zone, and observed oil residue within meter boxes due to water and contaminates from firefighting flowing north of the fire zone.
    - Facts of Water System near Fire Zone – Distributions system-maintained pressure during the fire event (cast iron pipe and copper services). Staff performed water quality field analysis at metered sites north of fire; water quality was normal. Sampling performed as a precaution to ensure water system was not harmed during fire.
      - ❖ Remediation – Staff is working with a remediation contractor to remove contaminated soils in meter boxes and cleaning of copper and valves within the meter box. Meters and radios will be replaced as well as a few meter lids that sustained minor damage. The four metered services within the fire zone will follow the same sampling requirements followed during the Alameda Fire.
      - ❖ Teamwork – The assessment of the conditions and sampling sites was a team effort by staff from Meters & Controls and Water Quality.
- Water Quality & Treatment Director Ben Klayman
  - TouVelle Pipe Diversion – Originally built in 1967 (approximately 1500' of buried pipe), it diverts runoff from White City industrial area to below our intake. Protects against accidental spills, illicit discharges, urban runoff, and generally degraded water quality. The natural channel collected in diversion box; operator can route flow through natural channel or diversion. The pipe condition has deteriorated over the years; intruding roots have caused blockages and localized flooding. Annual pipe cleanings are no longer sufficient; it required rehabilitation and was relined. One small section of the 12"-15" diameter pipe was not done, as it was not determined to be necessary in this section (will reevaluate in the future). This project relates to additional Source Water Protection efforts, which is important in the area. This topic will be brought to the Board later this year.
  - Duff WTP started operation for the season for a brief period on April 7. It rained not long after and the plant was shut down again. Once demand goes up, it typically

stays up.

- Information Technology Manager Kris Stitt
  - Security Camera System Install/Upgrade
    - Duff WTP – The camera system at Duff was planned for replacement this year; the old system was at its end of life and was also identified as a potential risk during the RRA. Staff worked with Cook Solutions to install new Security Cameras and DVR system at Duff. Cook Security provides security solutions for over 20,000 sites (Including many banking institutions) nationwide and has offices located in Medford. Features include device control (such as our new front gate location), easy to search for footage based on motion detection, cloud and mobile access, single pane of glass view across multiple sites.
    - Annex – Existing 6 camera system was installed about 9 years ago by Medford Water and is no longer supported (the DVR is experiencing hard drive errors). System currently covers the lobby (multiple views), cashiering area, exit doors, break room, and the customer-facing monitor. The new system replaces existing configuration and will provide full coverage of lobby.
    - Point of Entry – Currently has no security camera system in place; we are installing 4 camera system, 2 external and 2 internal, and a DVR.
  - A common platform across all sites provides visibility between systems in one location.
  
- Human Resources by Brad Taylor
  - Retirement – Joseph Watson has formally retired after 34 years. Joe has worked for our organization since January 11, 1988. In that time, Joe has risen from a Water Service Person I to a Senior Lead - Utility Person IV. Joe has always been dedicated to his crew, his work, his family, and his career. He knows the importance of his role in serving the customers, his co-workers, and the entire community, and he passes that message onto the crew.

On behalf of the Board, Commissioner Strosser recognized Watson's long service to our organization and wished him the best going forward.

- Customer Service & Water Efficiency Manager Julie Smitherman
  - Low Income Household Water Assistance (LIHWA) – New federal assistance program through the Office of Community Services. Funds have been distributed to Jackson County (\$600,000) by Oregon Housing and Community Services; the Community Action Agency is ACCESS.
    - How it works: Eligible customers can request funding to help pay water and sewer bills; household must be under 60% state median income to be eligible. We are getting the word out and directing customers to ACCESS. They have reached out to not just our community, but other cities as well.

Commissioners and staff discussed the annual \$5000 bill payment assistance grants to the three agencies; two of which got extra funds in December 2021. ACCESS and St. Vincent de Paul have used all of those funds, while The Salvation Army has \$1100 left. The large amount of LIHWA funding may last a while, but since it is spread across the county, it is hard to tell.

- General Manager Brad Taylor
  - Other Announcements
    - Water Right Partnership – At Central Point next week
    - WIFIA – Loan #1, received our first reimbursement payment of \$2.2 million; loan #2, schedule to close May 5.
  - Upcoming Meetings – May 4th & 18<sup>th</sup>, Budget (2022-23). First meeting in June, we will be back on the bill payment assistance grants, and more minor changes to

Regulations. The second meeting in June will be goals coming out of the budget work.

**10. EXECUTIVE SESSION PER ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.**

The Board adjourned to executive session at 1:17 p.m.

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The Board reconvened at 1:30 p.m. with the same members present.

**11. Propositions and Remarks from the Commissioners**

None.

**12. Adjourn**

There being no further business, this Commission meeting adjourned at 1:31 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