



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, February 6, 2019

Lausmann Annex Room 151/157

200 S. Ivy Street, Medford, Oregon 97501

City Recorder Karen Spoonts administered the oath of office to Jason Anderson, who has been reappointed to the Board; his term will expire January 31, 2024.

The regular meeting of the Medford Water Commission was called to order at 12:37 p.m. on the above date at the Medford City Hall Lausmann Annex, Room 151/157 with the following commissioners, staff, and guests present:

Commissioners Jason Anderson, John Dailey, Daniel Bunn, Greg Jones, Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoonts; Administrative Coordinator Yvette Finstad; Finance Director Tessa DeLine; Water Meter and Controls Supervisor Ken Johnson; TS Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Customer Service Coordinator Barb Henderson; Customer Service Tech II Brandis Havener

Attorney Mark Bartholomew; Medford Councilmember Tim D'Alessandro; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton

3. Elect Board Chair and Vice Chair for Calendar Year 2019

Commissioner Anderson stated that there are some on the Board who have filled partial terms and have not been on the Commission long, therefore, he proposed the Chair and Vice Chair be based on seniority vs. terms. That would mean John Dailey would serve as Chair and Daniel Bunn as Vice Chair.

Motion: Nominate John Dailey as Chair and Daniel Bunn as Vice Chair

Moved by: Mr. Whitlock

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

Former Chair Jason Anderson turned the meeting over to Chair John Dailey.

4. Comments from the Audience

4.1 Councilmember D'Alessandro questioned the Board's stance on the Jordon Cove project and if they had read Jackson County position. Commissioner Dailey stated as a public official you have to consider this is a six billion dollar project and the tax revenue that would come from this. Commissioner D'Alessandro stated this will probably come up at Thursday's Council meeting. He further stated that the application was not clean in many spots. Commissioner Whitlock stated he had read the Mail Tribune's summary on Jackson County's comments and many of their hot buttons are not the MWC's concerns. Commissioner Bunn was concerned about a utility company telling another utility company what to do. The Board agreed with Councilmember Bunn's comments. General Manager Brad Taylor will forward the Jackson County letter to the Board and the matter will be placed on a future agenda if requested by any Commissioner.

5. Consent Calendar

5.1 Approval or Correction of the Minutes of the Last Regular Meeting of January 16, 2019

5.2 Quarterly Letter to the Mayor and City Council

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.

6. Items Removed from Consent Calendar

7. Landlord/Tenant Agreement

Staff proposed phasing in requiring an agreement between MWC and landlords (a Landlord/Tenant Agreement) to automatically transfer service into the responsible party's name when a tenant informs Customer Service they have moved out. This service would align our policies with that of other utility companies and streamline the workload of our Utility person.

Commissioner Bunn questioned under the proposal, who would pay an outstanding bill once the tenant left. Mr. Taylor noted it would be paid by the tenant, not the landlord. Further discussion involved having the property owner pay what has not been paid. Commissioner Dailey questioned if there is an option for one bill for multiple addresses; TS Administrator Stitt noted that is available. The Commission agreed to the agreement as presented.

8. Review of Vouchers

The vouchers were reviewed and no comments were noted.

9. Staff Reports

9.1 Engineer's Report (Principal Engineer Eric Johnson)

No report given as Eric Johnson was not in attendance.

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

a. Staff installed piping, fittings and pressure release valve at Barneburg pump station on Tuesday. Field Technicians will set up valve for operations this week. This is added protection for over pressurization. This valve is one point to protect the whole zone; there is one single feed to the distribution system, which is a challenge. Staff would like a redundant feed to that area.

b. There are a total of 521 meters that are now read via the radio technology (tower). Staff has verified that the read is consistent. Presently the MWC reads meters by vehicle reads, manual and radio technology.

c. Sensus, at no cost, is evaluating what infrastructure requirements would be necessary to archive a communication network for 100% coverage on all meters in our service area. This is coming back in March to discuss a more efficient way to handle meter reading vs. the three ways currently used.

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

a. Two Operations operators will be hired; an Operator I and Operator II. At present, all are external applicants.

b. Tony Thompson has been selected as our new Water System Operator, which will assist with cross training. This position will have full operational ability at the plant and at the Springs.

c. New charts were shown for watershed data, springflow and Willow Lake. Precipitation is 70% to 80% of normal as of January 20. Springflow is just starting to

come up from recent rains. Willow Lake is 60% full, which is below average. Commissioner Bunn suggested adding the minimum/maximum figures on the graphs. Staff noted the charts are projected to be posted on the website.

- d. Oregon Health Authority is requesting a sanitary survey, which is done every five years. This should be scheduled in May or June of this year.
- e. We are 100% compliance with all regulations.

9.4 Finance Report (Finance Director Tessa DeLine)

- a. Staff is working on closing the month of January and preparing the annual budget.
- b. Staff is looking forward to the finance system upgrade over the weekend. The upgrade will provide additional functionality and improved workflows.

9.5 I.T. Report (Technical Services Administrator Kris Stitt)

- a. Staff has been preparing for the finance upgrade scheduled for this week. The upgrade will move us from Microsoft Dynamics GP 2010 to version 2016. Staff has tested the new software for several months and don't anticipate any major hurdles. Our support vendor, Cogsdale, will assist with the upgrade, as this is a fairly complex upgrade. In the future, staff should be able to perform the upgrades in house.

10. Manager's Report

10.1 2Q FY 18-19 Summary Report

The second quarter FY 18-19 Summary Report was presented to the Board. The report was categorized by the following: Financial Metrics, Operational Statistics, Organizational Goals, and Capital Plan Execution Dashboard.

- 10.2 The next Board meeting date includes the Board Strategic Planning in the Prescott Room located at the Medford Police Department. Mr. Taylor noted there is an exercise the Board needs to complete before the next meeting.

- 10.3 Attorney Bartholomew provided information on ORS 294.316 Exclusions from Scope; the provisions of local budget law does not apply to Municipal Public Utilities operating under separate Boards and Commissions and authorized under City Charter.

11. Propositions and Remarks from the Commissioners

- 11.1 Commissioner Bunn thanked the Operations staff pertaining to a recent issue with a fire vault at a medical office.
- 11.2 Commissioner Whitlock questioned if there is a plan in place for handling federal employees that could not pay their water due to the government shutdown. Mr. Taylor noted there is and a customer is given two months before water is shut off.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:23 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