



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, July 18, 2018

Duff Water Treatment Plant

8301 Table Rock Road, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:00 p.m. on the above date at the Duff Water Treatment Plant with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners John Dailey, Daniel Bunn, Leigh Johnson; Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoonts; Administrative Coordinator Yvette Finstad; Administrative Specialist Jenny Crenshaw; Principal Engineer Eric Johnson; Finance Director Tessa DeLine; Water Meter & Control Supervisor Ken Johnson; Duff Water Quality Superintendent Jim Stockton; TS Administrator Kris Stitt; Water Treatment and Quality Director Ben Klayman; Water Treatment Plant Chief Operator Dan Perkins; Construction Administrator Andy Huffman

Attorney Mark Bartholomew; Medford Councilmembers Tim D'Alessandro and Michael Zarosinski; Central Point Mayor Hank Williams; Central Point City Manager Chris Clayton

3. Approval or Correction of the Minutes of the Last Regular Meeting of June 20 and Special Meeting of June 27, 2018

The minutes were approved as presented.

4. Written Communications

4.1 Letters from ACCESS, St. Vincent de Paul and the Salvation Army

Funding request letters have been received from the three agencies that receive annual grants from the Commission for low-income, water bill payment assistance. The emergency assistance grants have been included in the Commission's budget since 2003 and were increased to \$5,000 per agency in 2014. Grants are awarded based on the agencies' current balances, up to the \$5,000 maximum. The agencies handle the screening of applicants and disbursement of funds.

Based on their current funding status, staff recommended the following grants for FY 1819 to ACCESS, St. Vincent de Paul and The Salvation Army:

- ACCESS \$3,466 (current balance: \$1,534)
- St. Vincent de Paul \$3,749 (current balance: \$1,251)
- The Salvation Army: \$1,361 (current balance: \$3,639)

Motion: Authorize grant funding to ACCESS in the amount of \$3,466, St. Vincent de Paul in the amount of \$3,749, and The Salvation Army in the amount of \$1,361.

Commissioner Bunn stated that he is on the ACCESS board but will be voting.

Moved by: Mr. Dailey

Seconded by: Mr. Whitlock

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

Motion carried and so ordered.

- 4.2 Regarding others in financial need, General Manager Taylor stated he discussed with ACCESS about the possibility of a grant for those with service line leaks, which can be very expensive. As there is no mechanism to help, Mr. Taylor would like to create a similar fund where a grant can be given. He suggested a \$5,000 annual grant to support this project. The Board discussed options, such as sharing the cost with the homeowner. Commissioners indicated that no individual grant should exceed \$1,000 and that they would prefer to have the customer pay some type of deductible or contribution toward the project

cost. It was suggested staff contact ACCESS for options.

5. Comments from the Audience

- 5.1 Councilmember D'Alessandro stated he will not be attending the tour as he attended one a few weeks ago.

Out of sequence.

7. Manager Reports

7.1 Invoice Cloud Update

TS Administrator Kris Stitt provided information on the new payment processor, Invoice Cloud, which will offer additional services to our customers, such as recurring payments, scheduled payments enhanced, online services, and overall higher security.

- 7.2 Chad Glass has been hired as T.S. Business Analyst. He will start August 31.

- 7.3 Mr. Taylor reminded the Board of the upcoming study sessions. Commissioner Anderson stated he will not be in attendance for the next meeting.

6. Authorization of Vouchers

Motion: Authorize the Manager and the Recorder to issue check-warrants in payment of invoices for a total amount of \$1,628,564.29.

Moved by: Mr. Johnson

Seconded by: Mr. Dailey

Commissioner Whitlock questioned if the approval of vouchers was necessary; Attorney Bartholomew stated Eagle Point still does this but it is a board judgment call. The Board agreed to have staff provide the report with no motion needed. Finance Director Tessa DeLine stated security precautions are used throughout the payment process.

Roll Call: Commissioners Anderson, Bunn, Johnson, and Whitlock voting yes; Dailey voting no; Anderson and Bunn recused themselves from the Asante voucher.

Motion carried and so ordered.

Mr. Taylor noted we need to review the payroll process as it is over his signing authority. The board noted this was not an issue as no one employee is over his signing authority.

Back in sequence.

8. Propositions and Remarks from the Commissioners

- 8.1 Commissioner Anderson stated it is the one year anniversary for Brad Taylor. Because this came up so quickly he suggested only Commissioners Dailey and Anderson meet with him for a formal review. It was stated the default is an Executive Session, dependent on if the general manager would like one.

9. Water Treatment Plant Tour

To be held after the meeting has been adjourned.

10. Adjourn

There being no further business, this Commission meeting adjourned at 12:32 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