



## BOARD OF WATER COMMISSIONERS MINUTES

**Wednesday, August 7, 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 12:30 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, Administrative Coordinator Yvette Finstad, Principal Engineer Eric Johnson, Finance Director Tessa DeLine, IT Administrator Kris Stitt, Water Treatment & Quality Director Ben Klayman, Water Maintenance Supervisor Brian Davidson, Human Resources Director Tanya Haakinson, Deputy City Recorder Winnie Shepard

Central Point Mayor Hank Williams and Central Point City Manager Chris Clayton

3. Comments from the Audience  
None.

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of July 17, 2019

4.2 Resolution No. 1717, A RESOLUTION Awarding and Authorizing the General Manager to Execute Log Purchase Agreements for the West Lake Tree Sale on Big Butte Springs Watershed

4.3 Resolution No. 1718, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of a Water Main Constructed on a Portion of Powhatan Avenue, Prospect Street and Penn Street from Property Owners Benefiting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to Sullivan Development, LLC, Installer of Said Water Main

4.4 Approval of Fairfield Inn 24" Water Main Reimbursement Project (Additional background will be provided during the Study Session)

Motion: Approve the Consent Calendar.

Moved by: Mr. Whitlock

Seconded by: Mr. Jones

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

Commissioner Anderson requested the removal of 4.4 and asked for clarification. Water Commission Manager Brad Taylor advised that it allowed the general manager to authorize purchase orders up to \$200,000 for reimbursement. The Commissioners discussed this issue and agreed that the purchase order maximum would be reported during the Engineer's Report.

Motion: Approve Agenda Item 4.4.

Moved by: Mr. Bunn

Seconded by: Mr. Whitlock

Roll Call: Commissioners Anderson, Bunn, Dailey, Jones and Whitlock voting yes.  
Motion carried and so ordered.

6. Review of Vouchers

The board reviewed the vouchers; no questions were received.

7. Staff Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)

- Foothill Road Improvement Project: MWC Staff has coordinated with Marquess on the design of the water improvements. Marquess is proceeding with the design.
- Rancheria Springs: MWC staff, CH2M and GSI consultants are scheduled to meet with Oregon Water Resource Department (OWRD) on August 13th to see if OWRD is favorable to changing the water classification from surface water to ground water for the Rancheria Springs. If so, this flexibility may facilitate design of the water collection system.
- Water Quality Improvement Project: A project kick-off meeting has held on July 24<sup>th</sup> with Black and Veatch. Site civil, fire protection, electrical, process control and many other items central to the design of the project were discussed. Black and Veatch is proceeding with design.
- Engineered Lagoons Project: Carollo Engineering is finishing the plans and specifications. A bid package will be assembled in August and the project bid in September.

Commissioner Whitlock noted the vouchers referenced a hydrology report and questioned the status of that report. Principal Engineer Eric Johnson advised that a consultant is visiting Big Butte Springs to measure various items and a report will be generated. Mr. Taylor clarified there was a voucher for a software upgrade needed for the hydraulic model.

7.2 Operations Report (Water Maintenance Supervisor Brian Davidson)

- Crews will be completing 1/2" service line replacements on West 4<sup>th</sup> Street this week.
- We will be interviewing prospective applicants for the replacement of Ed Hunt who retired earlier this year.
- Construction projects are remaining steady.
- System Maintenance continues on fire hydrants and valves.

Commissioner Whitlock asked about the status of the valve turning; Mr. Davidson reported that it was stalled due to lack of staffing, but approximately 10% were changed. Mr. Taylor added that two employees were on leave.

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

- Operations
  - The water treatment plant is operating 24 hours per day, 7 days per week and producing approximately 28 million gallons per day.
  - The peak day of the year was in June, despite recent hot weather.
- Watershed
  - Possible increase in production in another week or two if MWC goes go to half pipe.
- Water Quality
  - Lead and copper rule sampling was conducted in 30 residences and 12 distribution sites. Results are due back in approximately 2 weeks.
  - 100% compliance with regulations

Commissioner Anderson asked for an update on Rancheria; Mr. Klayman advised that there is a meeting with OWRD to reclassify the surface water to ground water which will provide more flexibility in collection. The estimated completion is 18 to 24 months out.

Commissioner Dailey asked about water collection; Mr. Klayman responded that ground water classification would allow MWC to drill wells and collect water below ground. Surface water classification requires collection within the wetlands; permitting and construction would be required.

Mr. Taylor is attending next week's meeting and believes the proposal will be accepted as it is consistent with their view, but the project is on-hold and the application to OWRD won't be submitted until he receives direction.

Mr. Johnson clarified that that ground water collection would be cheaper and easier than the wetlands intake boxes. If the wells aren't approved by OWRD, MWC will continue the current process.

Commissioner Jones asked whether the well approval would shorten the completion date; Mr. Johnson believed it was possible, but not likely. Commissioner Whitlock asked whether the surface collection would take longer due to construction and permitting; Mr. Johnson responded that the surface collection option timeframe had not been researched yet, as they are hopeful the well request will be granted. He did note that snow and the permitting process would impact construction.

Commissioner Whitlock asked whether the well heads would be shallow; Mr. Johnson advised that they would be about 40 feet deep.

#### 7.4 Finance Report (Finance and Administrative Services Director Tessa DeLine)

- Year end is nearly complete; staff is waiting for capitalization paperwork.
- Staff has started on July financials.
- The semi-annual inventory at the service center was successful; there was a \$1,400 inventory adjustment.
- On Monday, a \$3 million bond matured. Staff is meeting with Deanne Woodring from Government Portfolio Advisors to determine any future investment.

#### 7.5 I.T. Report (Information Technology Administrator Kris Stitt)

- Billing software upgrade software should begin soon, starting with the I.T. department.
- Department name was officially changed from Technology Services to Information Technology.

#### 8. Manager's Report

8.1 St. Vincent de Paul thank you letter was distributed. Mr. Taylor believes additional letters will be received.

8.2 Reviewed upcoming Board meeting dates. The August 21 meeting will include the fourth quarter metrics. The first September meeting will include conservation efforts. The second September meeting will include preliminary work regarding a new building; this topic will be discussed periodically through the end of the year.

Commissioner Dailey asked whether an architect had been hired; MWC will be using OWR Architecture, which is the same company the City of Medford used.

Commissioner Whitlock questioned whether Medford's new public works building would impact MWC; Mr. Taylor explained that the City and MWC are separate and that MWC

will maintain their current areas of the building. However there could be other impacts, for instance if the fueling station moved.

Councilmember Dailey asked about use of the annex; Mr. Taylor responded that only one floor can be added to the annex, but the City is focused on the public works facility at this time.

Councilmember Bunn asked whether there was an executive session scheduled to discuss new property; Mr. Taylor advised that there are property issues that will be scheduled for executive sessions, but nothing is scheduled at this time.

Out of sequence.

10. Review of General Manager

Commissioner Dailey read portions of the Water Commission Director's Performance Evaluation into the record and requested the inclusion of this year's evaluation in the official minutes. [Evaluation attached.]

Motion: Board approves and adopts the Manager Performance Evaluation dated July 29, 2019.

Moved by: Mr. Whitlock

Seconded by: Mr. Anderson

Commissioner Bunn noted that the Board recommended a cost of living and merit increases, but they will be delayed until union negotiations have ended.

Commissioner Whitlock clarified language in the review regarding the Board's resistance to change. He clarified that this language was referring to the debt structure and not an overall resistance to change.

Commissioners praised Mr. Taylor's performance.

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

Motion carried and so ordered.

Mr. Taylor thanked the Board. He credited his success to the team of staff and the Board.

Commissioner Dailey questioned whether all staff received annual reviews. Human Resources Director Tanya Haakinson explained that there will be multiple updates to current practices, including consistent annual reviews.

9. Propositions and Remarks from the Commissioners  
None.

Back in sequence.

11. Adjourn

There being no further business, this Commission meeting adjourned at 1:00 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.