



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, September 18, 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 12:53 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, Daniel Bunn, John Dailey, Greg Jones and Rick Whitlock; General Manager Brad Taylor; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Water Meter and Controls Supervisor Ken Johnson; Water Treatment/Quality Director Ben Klayman; Finance and Administrative Services Director Tessa DeLine; IT Administrator Kris Stitt; Human Resources Manager Tanya Haakinson; and Deputy City Recorder Winnie Shepard

General Counsel Mark Bartholomew, Medford Councilmember Tim D'Alessandro, Central Point City Manager Chris Clayton; Principal from ORW Architecture Dana Crawford, and Richard and Elizabeth Fugas from Rising Sun Farms

3. Comments from the Audience

- a. Richard and Elizabeth Fugas from Rising Sun Farms provided a brief history of their business which lies between Phoenix and Talent outside the limits of these cities. Mr. and Mrs. Fugas have a well and irrigation water, but transport approximately 6,000 gallons of fresh water weekly. They requested access to the MWC water system.

Commissioners discussed the issue before recommending that Mr. and Mrs. Fugas request annexation into the limits of Phoenix or Talent.

4. Approval or Correction of the Minutes of the Last Regular Meeting of September 4, 2019
There being no additions or corrections, the minutes were approved as presented.

5. Review of Vouchers
The board reviewed the vouchers with no questions.

6. Staff Reports

6.1 Engineer's Report (Principal Engineer Eric Johnson)

- Foothill Road Improvement Project: Marquess and Associates are continuing the design of the 24" water main on Foothill Road. The vertical component of the City of Medford's storm drain design was received September 17th.

Commissioner Dailey questioned whether the MWC was building the infrastructure to the power substation and not beyond. Mr. Johnson responded that the City would continue to the junction at McAndrews and MWC would tie in at Lone Pine.

- Rancheria Springs: GSI consultants are starting the hydrogeological study for the ground water reclassification.
- Water Quality Improvement Project: Staff continues to coordinate with Black & Veatch for design of both sites.
- Engineered Lagoons Project: MWC Staff has submitted plans to Jackson County Building and Safety for review and permits. The project is scheduled to be advertised for bid on September 30th.
- Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) RFP:

Contracts have been forwarded to Carollo Engineering for signatures. Once the contacts are executed, a project kick off meeting will be scheduled.

- Lone Pine Pump Station Project: The pump is scheduled to be installed the week of September 23rd.
- Conservation: The tours for Big Butte Springs and the Duff plant on September 12th was a success. The tour was attended by 26 people, including city staff from Jacksonville and Central Point.

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

- Pump Station/reservoir large meter replacement: Working on details of installation of a Rosemount mag meter at the following locations: Bullis 24" meter, Barneburg 12" meter, and Stanford 16" meter. Bullis and Stanford require modifications to vaults or placement of new vaults.
- Lone Pine Pump Station Pump installation: Staff is working on electrical and mechanical tasks in preparation for the installation of pump/motor the week of September 23rd.

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

- Operations
 - The water treatment plant continues operating 24 hours per day, seven days per week.
 - The weather changes impact the water quality.
 - The treatment plant is seeing an increase in production to make up for half-pipe, but overall system demand is down.
 - Plant performed well during recent storms due to the recent floc-sed capital improvements.
 - Ashland plans to draw approximately two mgd from the TAP line from September 25 to October 1.
- Watershed
 - Met with Pembina Corporation, the new owners of the Jordan Cove project.
 - Appears the MWC has had an average water year, which does not mean an average spring flow. Currently, MWC is down to 1.5 pipes from the springs.
 - Commercial harvest has started at West Lake.
 - Noted the South Fork Big Butte Creek flow.
 - Willow Lake update, noting the year will end with higher than anticipated storage in the lake.
- Provided information on the Little Butte Creek intake location. Staff conducted an experiment to determine the percentage of Little Butte Creek's influence on the Rogue River. The percentage fluctuates based on the weather.

Commissioner Bunn questioned whether this information would be relevant during the consideration of another intake; Mr. Klayman believed it should be considered.

Commissioner Dailey asked whether this information meant the intake should be on the other side of the Rogue River; Mr. Klayman did not believe the option should be eliminated.

Commissioner Whitlock questioned whether it would be possible to influence Little Butte Creek before it reached the Rogue River to direct away from the intake; Mr. Klayman responded that conceptually MWC could do something like that, but it would be a very large project. MWC could install some sort of obstruction at the intake as well.

Mr. Taylor advised that our plant is very capable of filtering any contaminants from Little Butte Creek from the City's water.

Commissioner Whitlock noted that the increased minerals are not necessarily bad; Mr. Klayman agreed, but it does take more effort to filter those items out of the water.

Councilmember Bunn questioned whether tracers were used in the water for this study; Mr. Klayman responded that no tracers were used, but he was fairly confident in the data.

Councilmember Whitlock questioned whether any of the Little Butte Creek minerals impacted the water pH; Mr. Klayman replied that it had no impact.

- Water Quality
 - MWC is in 100% compliance with regulations.

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

- The auditing team from Isler CPA is onsite for the second round of field work for the annual audit. They are expected to be here until Friday.
- August financials should be out by the end of this week or early next week.
- Staff will begin testing the functionality of the landlord-tenant agreements soon. There are still a number of items to be completed before the new process is implemented.

Commissioner Dailey requested more information on the landlord-tenant issue. Ms. Deline explained that tenants close their account when they leave a rental. It takes a period of time before another tenant moves into the residence. During the time period between tenants, MWC loses their flat fee charged for water. The revised agreements would retain the flat rate and reduce the staff time incurred with turning the water off and on based on tenants.

Commissioner Whitlock noted that while he was reviewing old minutes, he noticed a request to staff to consolidate funds; Ms. DeLine will begin this process.

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

- The City of Medford had a failure of their core network switch over the Labor Day weekend. Most of our network traffic flows through this switch on the city's network to connect our remote sites (between the Annex, Service Center, and Duff Treatment Plant). This primarily impacts our SCADA communications between Duff and the Service Center as well as our Customer Service Interactive Voice Response (IVR) system.
- The City is in the process of configuring a new network switch and they have been working on getting it installed during the weekends causing some intermittent down time. While the Duff plant is still in operation, our operators rely on data from the Service Center SCADA system to help operate the plant. As a workaround, we have installed cellular hotspot devices at both sites (Duff and the Service Center) that can be used when the network is down. This will allow the operators to continue to view the distribution SCADA system.
- We will probably have a few more weekends or intermittent down time while the city configures and installs the new equipment.
- The IT department continues to work on various ongoing projects, including the installation of the new SAN storage servers at both sites, finalizing the configuration of new backup software, and preparing for the billing system upgrade project.

6.6 HR Report (Human Resources Manager Tanya Haakinson)

- Purchasing Agent: MWC considered 20 potential candidates, conducted six phone interviews and met with a hiring team to discuss. Four in-person interviews were scheduled. The position should be filled soon.
- Reviewed all employee files to determine accurate FMLA/OFLA tracking. A list of employees utilizing FMLA/OFLA leave was created. FMLA/OFLA conclusion letters were distributed to staff.
- Staff drafted a petition objection letter regarding union negotiations and mailed it yesterday.
- Human Resources records in both the storage room and Duff were consolidated. All files will be reviewed, stored and destroyed pursuant to the City's document control policy.

7. Manager's Report

- Mr. Taylor will attend the Oregon Water Utility Council meeting next week in Bend.
- Another successful partner city meeting regarding water resource supply strategy was held. The group is working through issues regarding the sharing/using of area water. This agreement should be completed by December.

The Board adjourned to the Executive Session at 1:30 p.m.

8. Executive Session

Executive Session in Accordance with ORS 192.660(2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions.

The Board returned from the Executive Session at 1:36 p.m. with the all Board members present.

9. Propositions and Remarks from the Commissioners

None.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:36 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.

Winnie Shepard, CMC
Deputy City Recorder