



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, November 20, 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, Rick Whitlock; Commissioner Greg Jones was absent.

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Principal Engineer Eric Johnson; Finance and Administrative Services Director Tessa DeLine; Water Maintenance Supervisor Brian Davidson; IT Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Human Resources Manager Tanya Haakinson

Attorney Mark Bartholomew; Central Point Mayor Hank Williams; Eagle Point City Administrator Henry Lawrence; Ed Olson

3. Comments from the Audience

- 3.1 Ed Olson stated that former Commissioner Steve Hess passed away this week. Mr. Olson stated he brought a unique perspective to the Board.

4. Approval or Correction of the Last Regular Meeting of November 6, 2019

There being no additions or corrections, the minutes were approved as presented.

5. Review of Vouchers

The Board reviewed the vouchers. Rosemont voucher was questioned (four water quality analyzer stations, three of which are in the distribution system) and Anderson requested a list of MWC properties and which are tax exempt/non-exempt.

6. Staff Reports

6.1 Engineer's Report (Principal Engineer Eric Johnson)

- Foothill Road Improvement Project – Staff is currently reviewing the 70% design plans from Marquess and Associates.
- Rancheria Springs – Jacob is revising their Scope of Services and project schedule.
- Duff WTP 65 MGD Expansion – Staff will be holding interviews tomorrow with Black & Veatch, Jacobs, and Carollo, which is part two of the scoring process.
- Water Quality Improvement Project – Staff is currently reviewing the 75% design plans and specifications from Black & Veatch.
- Engineered Lagoons Project – The bid opening was held yesterday; there were seven bidders. Knife River Materials was the lowest bidder with an amount of \$4,310,000. The contract will be awarded on December 4. A Notice of Intent to Award will be noticed tomorrow.
 - Anderson questioned the cost difference between the estimate vs. the actual bid. Johnson noted engineers do an opinion of cost vs. a piece per line item cost.
- Risk and Resilience Assessment (RRA)/Emergency Response Plan (ERP) – The second workshop meeting is scheduled for Friday, November 22. This workshop will cover Consequence Analysis for Threat-Asset Pair.
 - Implements strategies for each type of risk.

- 6.2 Operations Report (Water Maintenance Supervisor Brian Davidson)
- A leak repair on Big Butte Springs (BBS) #1 was used for emergency training.
 - Planned shutdown and notified customers.
 - Welder used and a 26" long band was applied.
 - Discovered cell phones and radios don't work in that area, although a staff member had a ham radio which was used; strategy planned for future.
 - AED defibrillators are not in MWC vehicles.
 - Grants were available after 911 for communication or safety equipment; but not available since then.
 - Staff will continue to use the Incident Command System for planned and unplanned projects or emergencies.
 - Valve maintenance and fire hydrant maintenance has increased.
 - Construction projects have increased.
- 6.3 Water Treatment/Quality Report (Water Treatment/Quality Director Ben Klayman)
- Line controls are now being done due to new position filled, which helped find the BBS #1 leak.
 - The Water Treatment Plant will be shut down this week due to recent cool, wet weather.
 - Watershed
 - West Lake Timber Sale is complete.
 - Log accounting ongoing, but appears to have more Doug Fire than originally estimated.
 - Table Rock Forestry is beginning slash treatment (from West Lake Timber Sale) and a new pre-commercial thinning operation around Willow Lake.
 - Risk thinning being done around Big Butte Springs.
 - Water Quality
 - Gearing up for new sampling requirements from Oregon Health Authority beginning January 2020.
 - Met with Weyerhaeuser to discuss acquiring an easement for a new chlorine analyzer station.
 - One-time fee to cover administrative costs for easement.
 - 100% compliant with regulations.
 - Low risk for PFAS but is being monitored.
- 6.4 Finance Report (Finance & Administrative Services Director Tessa DeLine)
- Financials statements to be published this week.
 - Investment rate dropped.
 - Audit presentation will be December 18.
- 6.5 I.T. Report (Information Technology Administrator Kris Stitt)
- A new server at Duff failed due to a faulty memory module. We are running redundant servers at Duff, so everything continued to run.
 - No data lost.
 - Failed part was delivered on Monday, and most likely came from Eugene.
 - Continue to work on billing upgrade. Met with our vendor to go over the first round of data validation.
- 6.6 HR Report (Human Resources Manager Tanya Haakinson)
- Two employees started this week.

- Refund arrived from Workers Compensation.
 - Money used to assist employee in their current position.
 - Worker's Compensation will be tracked annually.
- Annual hearing testing held.
- Non-represented employees voted not to be added to the union contract.
 - Able to address their questions with meetings held.

7. Manager's Report

- 7.1 On Monday a monthly meeting was held with partners' cities where the draft water strategy was discussed. This topic will be presented during a February study session.
- 7.2 The audit study session will be moved to December 18. There may not be a study session on December 4.
- 7.3 Pertaining to the union vote for non-represented employees, it was noted that the Card Check process didn't apply to all employees, but this process was used with a subset of employees to initiate the process. Due to the amount of non-represented employees who voted for the union, there is work to do, such as communication and engaging on how we do that. Whitlock noted employee communication would apply to all employees, no matter how they voted. He stated they need to know we are all in this together, including accomplishments.

8. Propositions and Remarks from the Commissions

- 8.1 Bunn questioned a low term capital policy and whether fire flow calculations are per connection or building permit. Johnson noted guidelines are provided and there are footnotes on the website (within the Master Plans) pertaining to the size of our reservoirs.

9. Adjourn

There being no further business, this Commission meeting adjourned at 1:14 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