



## BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, March 18, 2020

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 11:30 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 Daniel Bunn; Commissioners Jason Anderson, John Dailey, Greg Jones, Rick Whitlock

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad

Attorney Mark Bartholomew (via phone)

3. Comments from the Audience
4. Consent Calendar
  - 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of March 4, 2020
  - 4.2 Resolution No. 1730, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$198,600 with McClure and Sons, Inc. for Construction Manager/General Contractor Services for the Rancheria Springs UV Disinfection Facility Project

Motion: Approve the Consent Calendar

Moved by: Mr. Dailey

Seconded by: Mr. Whitlock

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar
6. Resolution No. 1731, A RESOLUTION Establishing Temporary Procedures for Meetings of the Board of Water Commissions and Temporary Authorization for the General Manager in Response to the Novel Coronavirus Public Health Emergency, and/or Other Purposes

Commissioner Bunn noted we can have meetings via phone if we have real time for those wanting to participate. There are two future items for public hearings, and the adoption of the budget, which will be approved in May, is not required to be a public hearing. Commissioner Whitlock noted we can comply by allowing them to attend at another location. General Manager Taylor requested the Board simplify procedures for staff. The Board reviewed Sections 1-18 listed in the resolution, agreed with the red line additions, and repealing Resolution 1731 when the City and State have rescinded the emergency.

Taylor would like further discussion on items not in the resolution. He stated there is the potential of some employees running out of leave options. He expressed concern with those that could lose their insurance. Chair Bunn questioned if we can track their hours; Taylor noted we can. The Board gave Taylor discretion regarding those who need to stay home due to the virus. Taylor noted today's morning roll call report was 51 out of 60 in attendance; one employee is on quarantine as they were in an area where the virus is prominent.

It was noted special meetings will be via phone, and incident command is via conference call.

Motion: Approve Resolution No. 1731 as amended (red line areas and additions to Section 15 (repealing Resolution No. 1731 when the City of Medford and State rescind the emergency).

Moved by: Mr. Whitlock

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

7. Review of Vouchers

Commissioner Anderson questioned the increase in temporary labor; Taylor noted there has been an increase. We've had temporary help in Operations and we have not wanted to add additional staff until the union contract was resolved. We had to delay resources that we were going to need additional help in order to stay in budgetary constraints. This will be the last week for three temporary employees in the Annex.

8. Propositions and Remarks from the Commissions

8.1 Board Chair Bunn questioned if the Noon hour works for Special Meetings; the Board agreed to Noon.

8.2 Taylor noted the organization is really pulling together; there is chaos but he is proud of the employees.

8.3 Commissioner Dailey stated the EPA mandated contingency plan that staff has been working on is not on the table. Taylor noted the RRA is the first phase; federal requirement has not been waived and the consultant is working with the federal government. We are working with the outdated EAP as needed. Our incident command team is meeting two times a day. The current plan will be added to the Board's ipad.

8.4 The Board did want to incentivize self-reporting of COVID-19 by allowing up to 80 hours of special leave, subject to the General Manager's discretion.

9. Adjourn

There being no further business, this Commission meeting adjourned at 12:14 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. Spoons, MMC  
City Recorder  
Clerk of the Commission