



BOARD OF WATER COMMISSIONERS MINUTES

Wednesday, June 17, 2020

Police Department, Prescott Room
219 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 11:30 a.m. on the above date at the Medford Police Department, Prescott Room with the following commissioners, staff, and guests present:

Chair Daniel Bunn; Commissioners Jason Anderson, John Dailey, Greg Jones

General Manager Brad Taylor; City Recorder Karen Spoons; Administrative Coordinator Yvette Finstad; Finance & Administrative Services Director Tessa DeLine; Water Meters & Controls Supervisor Ken Johnson; IT Administrator Kris Stitt; Water Treatment & Quality Director Ben Klayman; Human Resources Manager Tanya Haakinson

Attorney Mark Bartholomew

3. Comments from the Audience
4. Consent Calendar
 - 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of June 3, 2020
 - 4.2 Resolution No. 1738, A RESOLUTION Adopting and Authorizing the General Manager to Execute an Amended Investment Policy for the Board of Water Commissioners
 - 4.4 Resolution No. 1740, A RESOLUTION Approving Amendments to the Monthly Salary Rates for Non-Bargaining Unit Employees of Medford Water Commission, Effective July 1, 2020
 - 4.5 Resolution No. 1741, A RESOLUTION Authorizing the Chair of the Board of Water Commissioners to Execute an Intergovernmental Agreement by and Between the Medford Water Commission and City of Medford, an Oregon Municipal Corporation, for Departmental Charges of the City of Medford

Motion: Approve Consent Calendar with the removal of item 4.3.

Moved by: Mr. Dailey

Seconded by: Mr. Jones

General Manager Taylor reminded the Commissioners to notify him if the Board would like an item removed from the Consent Calendar so that staff can prepare for their questions.

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar
 - Commissioner Dailey requested Resolution No. 1739 be pulled due to the high renewal rate.
 - 4.3 Resolution No. 1739, A RESOLUTION Authorizing the General Manager of the Medford Water Commission to Execute on Behalf of the Board of Water Commissioners a Payment to CityCounty Insurance Services (CIS) for Medford Water Commission's General Liability, Automotive, Property Damage and Cyber Liability Insurance Premium for Fiscal Year 2020-2021

Commissioner Dailey was surprised with the increase; Commissioner Bunn noted there has been some big losses and it eventually trickles down. CIS can purchase insurance less than the open market, which would more than likely be a 50-100% increase. Taylor noted the MWC could test the market next year. Commissioner Bunn stated we could self-insure with the City to make it effective. Commissioner Dailey remarked that City of Medford Risk Manager Bonnie Huard reviewed our insurance a few years back. Finance/Administrative Services Director DeLine stated we could start reviewing other insurance options later this year for the next renewal. She also said that we are self-insured at the distribution system. Commissioner Anderson would like to see CIS come back to explain the increase. Taylor noted they can, but will say the same thing. Commissioner Anderson would like options, such as deductible, etc. DeLine stated we can remove some lower dollar items to reduce our cost. Taylor stated they could provide options for the next meeting. The Board would like quotes for next year's renewal process.

Motion: Approve Resolution 1739

Moved by: Mr. Anderson

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

6. Worker's Compensation Renewal

This is our annual worker's compensation renewal with SAIF. The MWC is positioned well in the next two years if we continue to work safely. Commissioner Bunn questioned if we carry statutory limits; HR Manager Haakinson was unsure. Commissioner Dailey questioned the recap of the year; Haakinson stated we should receive another dividend in the winter although we did have a minor accident. Commissioner Anderson questioned what safety programs have been implemented since Haakinson started. Haakinson replied the following have been implemented:

- Accident analysis
- Basic SAFE (software to help categorize)
- Develop and grow the Safety Committee (two from Service Center, two from Duff, two from Annex, Haakinson, and union representative)
- Train the trainer class
- Regular training

Haakinson noted CIS does offer worker's compensation. The Board agreed to stay with SAIF and appreciated that SAIF works closely with the MWC on training.

7. Management Reports

7.1 Engineer's Report (Principal Engineer Eric Johnson)
Not present.

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

- Capital Hill Reservoir #3 Improvements
 - Ongoing work to preserve integrity of roof
 - Trying to buy 10 years with the reservoir
 - Project can't move forward until Coker Butte built
- New electrician hire
 - Phil Badura – Licensed Journeyman Supervisor Electrician
 - Can bring in an apprentice
- Operations Maintenance
 - Minor breaks – 6" DI pipe on San Juan Drive

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

- Springs are operating at pipe and a half capacity

- First year not able to fill up both pipelines
- This year is the earliest start date on record for the Duff WTP
- Completed thinning work around BBS infrastructure and Forest Stand 201
- Plan for fuels treatment work in the fall
- June 23 partnering meeting with the Forest Service
- Collecting samples at our new Entry Point since January
- Algal toxin sampling throughout the summer months
- Focused on removing stagnant water due to COVID-19
- 100% compliant

Commissioner Dailey questioned why the change from our past forest consultant; Water Treatment/Quality Director Klayman stated their local staff retired. Our current consultant's proposal met up with our goals.

7.4 Finance Report (Finance/Administration Director Tessa DeLine)

- Updating financial policies
- Preparing 2021 budget for GFOA for review
- Setting up new cash flow model
- Cash receipts estimate
- Account Receivables aging graph
 - Policy of no shut off yet to be determined (could be Federal restrictions)
 - Study Session in August regarding regulations
- Accounts Receivable
 - Single family residential is where we will need to watch for delinquent payments

Out of sequence

7.7 IT Report (IT Administrator Kris Stitt)

- Project goals
 - Evaluate our current asset management software
 - Evaluate our GIS system with a focus on asset management
 - Develop an asset management strategy for the Commission
 - Wolpert won the RFP for asset management
- Current events
 - June 1 Kickoff meeting
 - June 1–12 Request for information
 - June 15–26 Remote interviews with MWC staff
 - Go live towards the end of summer
- Things went well for staff working from home

Back in sequence

7.5 HR Report (Human Resources Manager Tanya Haakinson)

- COLA information for non-union employees
 - Job titles correction
 - Salary analysis review
 - HRA /VEBA vote (employees 55+)
 - Deadline today for those eligible to vote
 - COLA based on union contract; same index
- Recruiting
 - Engineering position – second interviews

- Summer Service Center with two temps
- Conservation temp
- Health Care Review Team
 - Team of non-supervisory staff reviewing health care cost and options
 - Team project
 - Will provide input to GM/HR
 - Should wrap up in 6-8 weeks

7.6 General Manager’s Report (General Manager Brad Taylor)

- Hanley Hill property to market
 - Appraisal completed by third party
 - Realtor pricing assessment
 - Board role

Commissioner Anderson questioned the value of the property. Commissioner Bunn stated we can go into an Executive Session to discuss that item.

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 adjourned to the Executive Session at 12:30 p.m. and returned from the Executive Session at 12:36 p.m. with the same members present.

- Upcoming Board Schedule
 - 7/1 No study session
 - 7/15 Executive Session on Water Rights Strategy (Zoom meeting with out of town attorney)
 - 8/5 Customer shut-off procedures
 - 8/19 4th Quarter 2019/20 Summary Report
 - 9/2 MWC Regulations
- Certificate of Appreciation to City Recorder Spoonts
 - Due to the MWC/City agreement renewal, minutes will now be done by Yvette Finstad as Spoonts will be retiring in a few months

8. Propositions and Remarks from the Commissioners

9. Adjourn

There being no further business, this Commission meeting adjourned at 12:43 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