



This meeting will be held in person, but you may attend virtually through the following link:

https://us02web.zoom.us/webinar/register/WN_QKKy0FunQgCXRHOfzwLh-Q

The meeting passcode is 562433.

Online participants will be able to view presentation material and submit questions or comments.

You can also join by dialing in with your phone; call (669) 900-6833.

The meeting ID number is 886 0754 4253, and the meeting passcode is 562433.

AGENDA

11:30 a.m. LUNCH *(Held in the Medford Room at City Hall, Room 330)*

11:45 a.m. STUDY SESSION – Insurance Strategy Discussion (Interim Finance Manager Anna Roeder and Payne West)

12:15 p.m. BOARD MEETING *(Held in Council Chambers at City Hall, Room 300; shall begin at the conclusion of the Study Session)*

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted via teleconference.

4. Approval or Correction of the Minutes of the Last Regular Meeting of May 18, 2022

5. Written Communications

5.1 Letters from St. Vincent de Paul and The Salvation Army

6. Workers' Compensation Renewal

7. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Water Quality & Treatment Manager Ben Klayman, Interim Finance Manager Anna Roeder, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Customer Service & Water Efficiency Manager Julie Smitherman, and General Manager Brad Taylor.

8. Propositions and Remarks from the Commissioners

9. Adjourn

DATES TO REMEMBER *					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
06/15/22	Wed	Board Meeting	11:45am – Annual Goals for FY22/23	12:15 p.m.	Study Session: City Hall Medford Room – Rm 330 Board Meeting: City Hall Council Chambers - Rm 300
07/06/22	Wed	Board Meeting	11:45am – TBD	12:15 p.m.	Prescott Room, Police Dept.
07/20/22	Wed	Board Meeting	11:45am – TBD	12:15 p.m.	Prescott Room, Police Dept.

**Meeting dates, times, and locations are subject to change.*



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn

FROM: Julie Smitherman, Customer Service & Water Efficiency Manager

DATE: May 25, 2022

SUBJECT: Item 5.1 – Letters from The Salvation Army and St. Vincent de Paul

OBJECTIVE: Board Approval

Issue

Funding request letters have been received from two of the three agencies that receive annual grants from the Commission for low-income, water bill payment assistance.

Discussion

Emergency assistance grants have been included in the Commission’s budget since 2003, and are awarded based on the agencies’ current balances, up to the \$5,000 maximum. The agencies handle the screening of applicants and disbursement of funds. Copies of the letters and disbursement reports are attached.

Financial Impact

Based on their current funding status, staff would recommend the following grants for FY 2022-23 to The Salvation Army, and St. Vincent de Paul:

ACCESS:	\$0	Current Balance:	\$560,000 (LIHWA funding)
The Salvation Army:	\$4,410.10	Current Balance:	\$ 589.90
St. Vincent de Paul:	\$5,000	Current Balance:	\$ 0

ACCESS has a current balance of \$560,000 through the Low-Income Household Water Assistance program (LIHWA), and they are not requesting additional funding from Medford Water at this time. The Salvation Army is requesting \$4,410 and St. Vincent de Paul is requesting the full \$5,000 maximum. Both agencies are aware of the available funding through the LIHWA program and have been referring many of our customers to ACCESS. However, they would like to continue to partner with us and provide assistance to our customers who have an emergency situation, a leak they need help repairing, or do not qualify for LIHWA funding through ACCESS.

\$10,000 for Emergency Bill Payment Assistance has been budgeted for in the 2022-23 fiscal year.

Requested Board Action

Staff recommends approval of the above grant amounts by motion for The Salvation Army and St. Vincent de Paul.



The Salvation Army
Medford Citadel Corps & Community Center
Serving all of Jackson County
Medford, Oregon 97501

March 31, 2022

Founded in 1865

William & Catherine
Booth
Founders

Brian Peddle
General

Commissioner
Douglas Riley
Territorial Commander

Major Nancy Dihle
Divisional Commander

Major Randy Mulch
Major Jonnette Mulch
Jackson County
Coordinators/Corps Officers



Brad Taylor
General Manager
Medford Water Commission

Dear Mr. Taylor

We at The Salvation Army are thankful to the Medford Water Commission for their commitment to our community to provide safe water resources to low-income individuals in our community. This includes and is demonstrated by the \$5,000.00 grant given to The Salvation Army in December 2021 to help those who have been issued water shut off notices.

Since the December 2021 grant to The Salvation Army was received, we have been able to help 23 households in our community with payment of their water bills. The current balance of our grant is \$1,144.32.

We have seen a recent influx of low-income households in Medford coming to us seeking help with water shut off notices. We believe that our current balance of water assistance funding will be depleted soon. Because of the influx of requests, we would like to request an additional grant of \$5,000.00 so that we can help these households to continue to have access to safe water.

Thank you for helping us help Others.

With Blessings

Randy Mulch, Major
The Salvation Army
Jackson County Oregon

Medford Citadel Corps
304 Beatty Street
Ph (541) 773-6965
Fax (541) 734-4293

Hope House Transitional Living
1065 Crews Road
Ph (541) 773-7005
Fax (541) 842-2497

Family Services
922 N. Central
Ph (541) 772-8149
Fax (541) 842-2489

Thrift Store
922 N. Central
Ph (541) 773-7335

Serving Jackson County



**ROGUE VALLEY DISTRICT COUNCIL
SOCIETY OF ST. VINCENT DE PAUL**

P.O. BOX 1663 • 2424 N. PACIFIC HWY. • MEDFORD, OREGON 97501
PHONE: (541) 772-3828 • FAX: (541) 772-6886 • www.stvincentdepaulmedford.info

March 25, 2022

Brad Taylor, General Manager
Jullie Flenner, Customer Service Lead
Medford Water Commission
200 S. Ivy Street, Room 177
Medford, OR 97501-3100

Dear Mr. Taylor and Ms. Flenner:

On January 5, 2022 we deposited your check dated Dec. 22, 2021 in the amount of \$5,000 in our Social Services account to help Medford and White City clients pay their water bills. We have now depleted these funds. I am enclosing a print-out showing the expenditures. We are very grateful to the Medford Water Commission for this grant and for the assistance you have provided our clients over the years.

We are requesting another grant be made to our program. We will continue the program in the same manner as previous years, including the provision of a report of expenditures. Should you require further information or clarification of this report/request please contact me at your convenience.

Sincerely,

Phyllis Douglas
Volunteer, Grants

gpdouglas2775@gmail.com

541-261-5208

2:18 PM

03/25/22

Accrual Basis

CONFERENCE #1 - SACRED HEART Medford Water Commission - Profit and Loss

December 1, 2021 through March 21, 2022

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Income						
GRANTS - FOUNDATION AND TRUST GRANTS						
453 - Government Grants						
Deposit	01/05/2022	5494	Medford Water Commission	Water -Medford & White City	5,000.00	5,000.00
Total 453 - Government Grants					5,000.00	5,000.00
Total GRANTS - FOUNDATION AND TRUST GRANTS					5,000.00	5,000.00
Total Income					5,000.00	5,000.00
Gross Profit					5,000.00	5,000.00
Expense						
CLIENT - CLIENT SUPPORT						
680 - Utilities Expense						
Check	01/05/2022				495.00	495.00
Check	01/05/2022				146.29	641.29
Check	01/11/2022				128.47	769.76
Check	01/12/2022				297.00	1,066.76
Check	01/18/2022				0.00	1,066.76
Check	01/18/2022				67.59	1,134.35
General Journal	01/18/2022				296.63	1,430.98
Check	01/19/2022				206.15	1,637.13
Check	01/20/2022				95.00	1,732.13
Check	01/21/2022				296.63	2,028.76
Check	01/21/2022				500.00	2,528.76
Check	01/27/2022				109.89	2,638.65
Check	01/28/2022				373.00	3,011.65
Check	01/31/2022				130.00	3,141.65
General Journal	02/02/2022				-296.63	2,844.81
Check	02/03/2022				315.54	3,160.35
Check	02/03/2022				250.00	3,410.35
Check	02/04/2022				250.00	3,660.35
Check	02/09/2022				150.00	3,810.35
Check	02/11/2022				125.91	3,936.26
Check	02/14/2022				45.00	3,981.26
Check	02/16/2022				90.81	4,072.07
Check	02/16/2022				59.63	4,131.70
Check	03/01/2022				49.00	4,180.70
Check	03/10/2022				191.00	4,371.70
Check	03/11/2022				115.67	4,487.37
Check	03/15/2022				119.10	4,606.47
Check	03/16/2022				152.00	4,758.47
Check	03/16/2022				160.07	4,918.54
Check	03/16/2022				61.12	4,979.66
Check	03/21/2022				20.34	5,000.00
Total 680 - Utilities Expense					5,000.00	5,000.00
Total CLIENT - CLIENT SUPPORT					5,000.00	5,000.00
Total Expense					5,000.00	5,000.00
Net Ordinary Income					0.00	0.00
Net Income					0.00	0.00



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn
FROM: Tanya Haakinson, HR Manager
DATE: Wednesday, June 1, 2022
SUBJECT: Item 6 – Workers’ Compensation Renewal, Plan Year 7/1/2022-6/30/2023
OBJECTIVE: Informational, Opportunity for Comment

Issue

Medford Water renews Workers’ Compensation insurance annually. Payne West is our broker for Workers’ Compensation insurance, and SAIF Corporation continues to be the provider. SAIF responded to our request for the 2022-2023 coverage year.

Discussion

For the 2022-2023 coverage year, SAIF’s quoted premium is \$27,762, which includes a 3.5% annual prepay discount (\$1,007) as well as a premium discount (\$3,157).

At renewal, the experience modification factor will decrease from 0.65 to 0.58 resulting in a 42% discount (\$20,838).

If the SAIF Board of Directors elect to declare a dividend for their policyholders, Medford Water will be eligible. Our dividend payments from the last 5 years have totaled \$182,971.

Financial Impact

The current annual policy premium is \$32,986 and the renewal annual premium is \$27,762 (18.5% decrease). The budget has assumed these costs, no assumption has been made for dividends.

Requested Board Action

This material is presented to the Board for informational and comment purposes only, prior to the General Manager approving the payment of the renewal.