



BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Wednesday, August 16, 2023

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

The regular meeting of the Medford Water Commission was called to order at 12:15 p.m. on the above date at the Medford Police Department Prescott Room, with the following commissioners, staff, and guests present:

Chair Michael Smith; Commissioners Jason Anderson, John Dailey, and Bob Strosser. Commissioner David Wright was absent.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, HR Manager Tanya Haakinson, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, Senior Accountant Jamie Look

Guest(s): Attorney Mark Bartholomew, City of Central Point City Manager Chris Clayton, City of Central Point Councilor Tanea Browning* (*Via Zoom)

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of August 02, 2023

Motion: Approve the minutes of the last regular meeting as presented.

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Roll Call: Commissioner Anderson, Dailey, and Strosser voting yes. Commissioner Smith Abstained.

Motion carried and so ordered.

5. Resolution No. 1900, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$508,327.00 with Soderstrom Architects, Ltd. for Consulting Engineering & Architectural Services for Task Order 2 Schematic Design of the Medford Water Campus Project

Soderstrom Architects, Ltd's contract for Task Order 1 (programming and Basis of Design for Medford Water Campus Project) is nearing completion and we are moving toward Task 2 (Schematic Design). The work completed under this Task Order 2 will better inform the scope for the full design of the project. At that time, a scope and fee for the remaining design work will be negotiated and brought to the Board for approval, which is anticipated in October of 2023. Estimated total project cost is \$49 million (with escalation) with completion scheduled in FY 25/26.

Commissioner Dailey inquired if anyone from the Robert A. Duff Water Treatment Plant (Duff) be moved to the new building. Taylor explained there will be some positions that will move from Duff to the new building such as the Water Quality department and, the Water Operations Manager will have an office at both Duff and the new building. Commissioner Dailey asked what will happen to the water station currently located at the Service Center; the City of Medford would prefer that it goes away if we are no longer there.

Motion: Approve Resolution 1900

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

Roll Call: Commissioner Anderson, Dailey, Smith, and Strosser voting yes.

Motion carried and so ordered.

6. Resolution No. 1901, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Hasa, Inc. in the Amount of \$1,300,000.00 to Purchase Sodium Hypochlorite (Cl₂) for Medford Water Commission’s Robert A. Duff Water Treatment Plant and Big Butte Spring Treatment Facility

In July 2023, Medford Water issued a public solicitation for the supply of Sodium Hypochlorite needed to operate the treatment system at the Robert A. Duff Water Treatment Plant and the Big Butte Springs Treatment Facility. The contract is intended to cover up to 5 years of Sodium Hypochlorite purchases not-to-exceed \$1,300,000. The bid from Hasa, Inc. was determined to be the most responsive and responsible bid, Hasa, Inc. is qualified to provide the product as required.

Commissioner Anderson asked if Hasa, Inc. is the only company that provides chlorine and how Ozone fits into this chlorination process. Perkins explained Hasa, Inc. is not the only company that sells chlorine, but they are the only company that was interested and submitted a bid. Ozone is a disinfectant that helps with taste and odor, it goes into the water does its job and then goes away. Commissioner Dailey asked if there are alternatives to chlorine; there is no alternative to chlorine that we know of.

Motion: Approve Resolution 1901

Moved by: Mr. Strosser

Seconded by: Mr. Dailey

Roll Call: Commissioner Anderson, Dailey, Smith, and Strosser voting yes.

Motion carried and so ordered.

7. Leadership Team Reports

- Dan Perkins, Water Operations Manager
 - Stewart Avenue Main Line Break - Around 2:00 p.m., Friday August 11, a 1949 14” Cast Iron pipe broke; staff responded and made the necessary repairs. City of Medford Public Works assisted with traffic control and the asphalt was restored on Tuesday August 15th. Kudos to the “Friday Crew” staff for the quick repair. Water Resources & Customer Service Manager Julie Smitherman stated our customer service department called the eight customers effected and made sure they understood what was going on, then coordinated with Communications to get the word out and on our website and social media. It was a good exercise for all of us and we worked good as a team.
- Julie Smitherman, Water Resources & Customer Service Manager
 - Spill Response Plan Update - Rogue Drinking Water Partnership (RDWP) received a \$50,000 grant to identify potential threats to water quality and develop a spill response plan for the Rogue River upstream of our intake. The grant was issued by the Infrastructure Finance Authority (IFA) and distributed through Business Oregon. Working with Rogue River Watershed Council and Rogue Valley Council of Governments to develop the plan on behalf of the RDWP. We have spent approximately \$12,000 to date and the project is about 1/3 complete. The goal of this plan is to identify primary sites to implement a response strategy. Response strategy could include deploying booms, absorption applications, skimming from the site, flow diversion, monitoring stations, etc. Next steps are to continue to identify high risk sites and write the remainder of the plan.
- Tanya Haakinson, Human Resources Manager
 - Annual Wellness Program Results – Our Wellness Incentive Participation for 2022-2023 increased 9% from the previous year. The Service Center had the highest increase of participants going from 6 employees last year to 16 out of 23 employees this year. At the Annex, 20 out of 35 employees participated, and at Duff, 3 out of 13 employees participated.

- Paid Leave Oregon Update – The State of Oregon is moving forward with Paid Leave Oregon (PLO), the go-live date is September 3, 2023. Employees will be able to start applying for benefits as of Monday, August 14, 2023, and payments via Hartford (Equivalent Plan) will be available as of Sunday, September 3, 2023. The average weekly amount of pay staff will receive via Hartford is 79%. Medford Water will allow employees to request the difference, supplementing from their Sick Leave bank. PLO requires employees to give a 30-day notice for planned absences (surgery, etc.); for unplanned, as soon as possible. Medford Water policy notice must be within 24 hours of absence.

Commissioner Smith asked if this is an insurance and if, employees are taxed; this is a payroll tax, the employee will be given a choice how they want the tax to come out. Commissioner Dailey asked if the payroll tax is paid by both the employee and the employer. Haakinson confirmed, both employee and employer contribute to PLO.

- Brad Taylor, General Manager

- Upcoming Board Schedule - September 6 – TBD, September 20 - Website/BBS Modernization Project Updates, October 4 - Duff WTP Expansion Tour, October 18 - AMI Project Update, November 1 and 15 - COSA Both Meetings

8. Propositions and Remarks from the Commissioners

None.

9. Adjourn

There being no further business, this meeting adjourned at 1:14 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting.



Amber Furu
Assistant Clerk of the Commission