



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, October 4, 2023

Robert A. Duff Water Treatment Plant
8301 Table Rock Road, White City, Oregon 97503

The regular meeting of the Medford Water Commission was called to order at 12:15 p.m. on the above date at the Robert A. Duff Water Treatment Plant, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Anna Roeder*, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Senior Capital & Special Project Manager Andy Huffman, Water Resources & Customer Service Manager Julie Smitherman, Senior Accountant Jamie Looch (*Via Zoom)

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Nick Card, Sawyer Plank

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of September 20, 2023

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

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

5. Resolution No. 1909, A RESOLUTION Clarifying the General Manager's Authority to Approve Disbursements from the Local Government Investment Pool (LGIP) Account Created Per the Cooperative Improvement Agreement (CIA) Between the Medford Water Commission, the State of Oregon, Acting by and Through its Department of Transportation (ODOT), and the City of Medford for Water Improvements Within the Foothill Road Corridor Project, Previously Approved Under Board Resolutions 1834 & 1858

As authorized by Resolution 1834 and amended by Resolution 1858, Medford Water entered into a Cooperative Improvement Agreement with ODOT and the City of Medford for construction of water improvements within the Foothill Road Corridor Project. Medford Water deposited project funds into a Local Government Investment Pool Account (LGIP) for this purpose. However, the previously approved Resolutions 1834 and 1858 did not explicitly state the General Manager's authority to approve all disbursements to ODOT from the LGIP account. Resolution 1909 amends Resolution 1834 and 1858 to authorize the General Manager to approve all disbursements from the referenced LGIP account up to the amounts approved or as amended under said Resolutions.

Motion: Approve Resolution 1909

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

Commissioner Dailey and staff discussed if we have any authority over ODOT to withhold funds or can ODOT draw down on the LGIP account on their own authority. They can draw on the account with their own authority, but we do have direct input in the process, in that our contract manager is reviewing those invoices with the contractor and ODOT prior to them being approved.

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

Motion carried and so ordered.

6. Leadership Team Reports

- Water Resources & Customer Service Manager Julie Smitherman
 - Watershed Report – Precipitation is 25% below normal. For the 2023 water year (October 2022 – September 2023), we were very close to the average precipitation at the Upper Rogue Watershed; this is what influences the flows that we have in our Big Butte Springs, not the precipitation that we get at Big Butte Springs. Oregon average temperature reported by Jackson County had the 5th warmest August on record. It was a great year for Springflows, we were able to fill two full pipes for a period of time. Our flows are higher now than they were at the beginning of this water year and the year before. Willow Lake is 45% full; we started releasing water for Eagle Point Irrigation District on July 1st and will continue through October 12th. Rogue River Stream flow is controlled by releases from Lost Creek Lake and was last observed 1,240 cfs, and a gauge height of 3.05 feet. Twelve counties declared a drought at the end of this summer.

- Technology Manager Kris Stitt
 - Credit Card Fee Options - Medford Water currently has two merchant accounts set up to process Credit and Debit Card payments. We are enrolled in the Utility billing program which gives us discounted rates on many card types but can only be used to process utility bill payments. Engineering Fees are used for all other non-utility credit and debit card payments such as engineering fees, billable projects, SDC fees, and others. Fees for both accounts are based on the Interchange Plus model where we pay the actual charges assessed by the Credit Card companies. Three options we are looking into are:
 1. Status Quo, Medford Water absorbs credit card fees for engineering payments using the interchange plus fee rates.
 2. Fee Model, a fee of 2.65% is passed along to customers using a credit card for non-utility payments. This fee is then passed along to our payment processor Paymentus.
 3. Establish Limits, continue to absorb credit card fees and establish maximum payment amounts for non-utility credit card payments. (44 of the 55 payments were less than \$5,000, with a limit of \$5,000 we would save about \$2,000 in fees)This would only impact credit and debit card payments. Customer would still have the option to pay by check, eCheck, or cash.

Commissioners and Staff discussed at length the credit card fees paid by Medford Water and if we want to continue to absorb these fees or pass them along to the customer. Taylor acknowledged this conversation is more of a policy discussion than a leadership team report, we will come back with more information and present as a study session.

- General Manager Brad Taylor
 - Upcoming Board Schedule – October 18, pH Adjustment Plan for BBS/Duff. November 1 and 15, COSA. December 6, JC/MW Bulk Water Sales Update and Intermediate Water User Update. December 20, Annual Audit.

7. Propositions and Remarks from the Commissioners

None.

8. Adjourn

There being no further business, this meeting adjourned at 12:49 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