



BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Wednesday, January 5, 2022

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:18 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners Daniel Bunn, John Dailey, Michael Smith*, and Bob Strosser (* Arrived as noted)

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Finance & Administration Director Tessa DeLine; Human Resources Manager Tanya Haakinson; Water Maintenance Supervisor Lester McFall; Engineering Supervisor Brian Runyen; Information Technology Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman; Capital & Special Projects Coordinator Andy Huffman

Guest(s): City of Central Point Councilor Tanea West Browning[†]; Rob Annear[‡]; Jeff Kanyuch, Jacobs ([†] Arrived late; [‡] Left early)

2. Comments from the Audience

None.

3. Consent Calendar

3.1 Approval or Correction of the Minutes of the Last Regular Meeting of December 15, 2021

3.2 Quarterly Letter to Mayor and Council

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey Seconded by: Mr. Bunn

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

Motion carried and so ordered.

4. Resolution No. 1797, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Jacobs Engineering Group, Inc for Consulting Services for SCADA Architecture Master Planning, Design, & Implementation Consulting Services

Capital & Special Projects Coordinator Andy Huffman and Jeff Kanyuch of Jacobs Engineering presented information on the SCADA Architecture project. Aging and incompatible SCADA and communications coupled with increasing security considerations necessitates an overall rework of the SCADA and communications platforms to provide support to all other infrastructure projects in the 10-year Capital Improvement Plan and beyond. Utilizing the required Qualifications-Based Selection and RFP process, Jacobs was scored as the highest-ranking proposer, and the Scope of Service and subsequent fee was agreed upon. This project will be delivered in two parts: Part A (this resolution) includes Phase 1 - Master Planning and Phase 2 - Pre-design and Standards, and Part B includes Phase 3 - Implementation. Part B scope will be negotiated following the completion of Part A.

The SCADA communication network is so vital to the system because it provides the data to manage the system, notifies operations staff of various alarms, accumulates data for use in evaluation of system operations, and influences decisions regarding optimization of system operations. Our approximately 30 facilities need to communicate and function as a system, and we are currently approaching 6,000 unique tags/pieces of information that have to be managed. The work associated with this project will provide Medford Water with a clear roadmap providing direction and standardization throughout the system to manage the ongoing development of the SCADA network.

Commissioner Dailey noted that SCADA systems have been identified as a security risk nationwide, and voiced his concern that we have documentation and preparation with running the entire system manually if SCADA is lost. Taylor agreed, adding that this master planning is not only about automating the system, but setting the framework for our organization to be more resilient. If automation does go down, we have to be able to bring it back up and reduce outage time. Commissioner Bunn offered the reminder that as the process moves forward, questions regarding security can be brought to the Board through Executive Session.

*Commissioner Smith arrived at 12:29 p.m.

Motion: Approve Resolution 1797.

Moved by: Mr. Dailey Seconded by: Mr. Bunn

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

Motion carried and so ordered.

5. Management Reports

- Director of Water Treatment and Quality Ben Klayman
 - Watershed Report – Below-average precipitation, but above average snowpack creates favorable conditions. The data shows that through end of December, totals are just shy of the 20-year average. Rogue Basin snowpack is 188% of average. Springflow is still setting new historical minimums each week; Klayman expects that by the next meeting, we will start seeing a recharge. The recent rain does melt much of the snow we have received, and lake storage has come up a bit due to that.
- Finance & Administration Director Tessa DeLine
 - Medford Water has earned its third consecutive Distinguished Budget Presentation Award for the 2021-2022 Annual Budget from the Government Finance Officers Association.
- Information Technology Manager Kris Stitt
 - Annex Server Relocation – Our Annex servers have been moved to the second floor as the City is preparing to remodel the first-floor server/network room. Multiple people have access to this room, which presents a security risk. In addition, the access to maintain the equipment can be difficult, as space is limited.
- Human Resources Manager Tanya Haakinson
 - Recruitment Update – Water Treatment Plant Operator I or II was posted on Monday; this is a refill position. The first review of candidates will take place on January 17. The position to expected to start in February.
 - Netchex Roll Out - Netchex went live January 1, 2022; training for managers took place in mid-December, and for employees in late December. A Q&A Training will take place this week (Crews 1 pay period delay). The capability to produce paychecks in GP for the first payroll has been retained, if needed.
- General Manager Brad Taylor
 - Working on updates to the Water District contracts; the contract may be split apart, with one contract associated with service and one for the treatment and transport of water. The districts are being treated differently by OHA as it relates to their responsibilities as a water district, which is ending up with us doing much of the additional work for them; the new contract(s) will structure this work for clarity.
 - Upcoming Meetings – January 19, BBS Operations and expected closing on WIFIA Loan Agreement Phase 1. It is possible that Taylor and DeLine may not be able to attend the board meeting on that day. February 2 and 16 will cover WIFIA and the Water Conservation Program.

6. Propositions and Remarks from the Commissioners

Commissioner Dailey requested the presentation slides following each meeting for future reference.

7. Adjourn

There being no further business, this Commission meeting adjourned at 1:07 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.



Yvette Finstad
Assistant Clerk of the Commission