



BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Wednesday, February 16, 2022

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:20 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

Chair Bob Strosser; Commissioners Jason Anderson, Daniel Bunn, John Dailey, and Michael Smith

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Finance & Administration Director Tessa DeLine; Human Resources Manager Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Engineering Manager Brian Runyen; Information Technology Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman; Water Resources Coordinator Julie Smitherman; Water Efficiency Specialist Cody Scoggins

Guest(s): Attorney Mark Bartholomew

2. Comments from the Audience

None.

3. Consent Calendar

3.1 Approval or Correction of the Minutes of the Last Regular Meeting of February 2, 2022

3.2 Resolution No. 1800, A RESOLUTION Authorizing the Chair of the City of Medford, by and Through Its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title To, and Interest In, the Portion of That Certain Gravity Water Pipe Line Easement Shown on the Final Plat of Stewart Acres Recorded January 19, 1910, and Referenced in Volume 245, Page 343, of the Official Records of Jackson County, Oregon, Lying Within the High Cedars Subdivision Phase 2, Phase 3B, Phase 4A, and Phase 4B

Commissioner Dailey inquired about the project location, which is south of Cedar Links and west of Foothill; the original partition of the land was in 1910, added Runyen.

Motion: Approve the Consent Calendar.

Moved by: Mr. Anderson

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

4. Items Removed from Consent Calendar

None.

5. Management Reports

- Engineering Manager Brian Runyen
 - Water Quality Improvements Project (WQIP) – Construction contract: McClure & Sons (NTP November 2021)
 - DUFF WTP site – Concrete placement began last week
 - BBS site – Site prep and excavation under way
 - Completion anticipated June 2023
 - Duff WTP 65MGD – Construction: Ozone Equipment Replacement
 - Suez Treatment Solutions (NTP April 2021) – Equipment & Startup
 - McClure & Sons (NTP Oct 2021) – Demo and Installation / Construction
 - Substantial completion May 2022; final completion June 2022

- Equipment Delays
- Duff WTP Startup without Ozone
 - Early season water temperatures
 - Enlist strategies if needed
 - Customer Service coordination
- IGA with Rogue Valley Council of Governments (RVCOG) – WIFIA Loan Project Documentation
 - Coordinate project administration and compliance, assist in meeting WIFIA conditions (MW's and contractors' obligations), contract amendments, preparing reimbursement requests to submit to EPA, and project closeout documentation. Initial term thru Feb 2023; there will be a \$20,000 maximum. This contract is within the General Manager's purchasing authority, but staff would like approval from the Board since it is an IGA.

Commissioner Dailey questioned if we had contracted with RVCOG before; we have a current contract for assistance with source water protection. He requested an update in February 2023 as to how this contract went. Taylor added that this part of a greater strategy to get all of the work behind the WIFIA funding done.

Motion: Approve IGA with Rogue Valley Council of Governments for WIFIA Documentation.

Moved by: Mr. Bunn

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

- Water Maintenance Supervisor Lester McFall
 - 24 breaks have occurred in the first 6 months of FY21-22 (Avg. breaks per year: 15)
 - Main Line Repairs – Starting July 1, we have also had 32 service line repairs, of which 22 have been replaced back to the main. Staff is working on a main line replacement priority list for our future replacement program. This program will allow us to replace deteriorating lines to avoid costly damage and disruption later, while allowing us to improve the resiliency of our system, provide a more reliable water supply, and operational flexibility.
 - Biddle Road breaks cost \$127K; McAndrews Road @ Crater Lake Ave (one valve fixed and one replaced) at a cost of \$50K.
 - Breaks seem to be caused by shifting of ground rather than corrosion.

Commissioner Strosser asked if there is a common factor with the breaks, such as material or age. McFall replied that in general it is all over the board, but many are 1950s-era cast iron, which is made to snap cleanly. The clay soils in our area swell due to moisture and temperature, popping the cast iron.

- Information Technology Manager Kris Stitt
 - Hunter Communications System Outage – February 2, 2022
 - Started hearing reports of issues at around 11:30 a.m. Hunter posted a Facebook notification at 1:50 p.m. that they had a cut fiber line. A Second post indicated service was restored at 5:49 p.m.
 - Medford Water has internet service provided by Hunter Communications and Charter Spectrum; services were mostly unaffected.
 - Lessons Learned – Spent time reviewing with a backup how to run Zoom meeting.
- General Manager Brad Taylor
 - Legislative Updates
 - HB 4061 – Requirements on record keeping around those selling bulk water
 - HB 4057 – Relating to minimum efficiency standards (such as sprinkler bodies)
 - All Hazards Preparedness Training

- Capital Plan Challenges
- Upcoming Meetings
 - March 2 & 16 – Capital Planning Part A and Capital Planning Part B

Taylor and Commissioner Dailey briefly discussed the HB 4061, which will require modifications to our bulk water dispensary that allow us to keep records of those purchasing bulk water (name, date, license plate, and quantity). Fortunately, we have started this prior to the legislative effort, and it will be up and running before the legislation takes effect. Staff will also come to the Board on March 16 to talk about policy discussions surrounding the facility and bulk water in general. Commissioners will receive a copy of both bills.

- Executive Administrative Coordinator Yvette Finstad
 - Centennial Slogan – A slogan will quickly and efficiently sum up what our organization’s centennial is about; should be a short, memorable phrase to connect our customers with our brand and message. Three options were provided, to generate feedback and preferences from the Board: 1) “For the Next 100 Years”, 2) “Brilliant Past. Brighter Future.”, and 3) “For the future of our community.”

Commissioners favored options 1 and 3, but noted that they wanted to use “century” rather than “100 years”, and that while we are Medford Water, we do serve other communities (with reference to option 3). Commissioner Dailey suggested something similar to “Building for the next century.”

- Centennial Logo – Three logo options were provided incorporating a centennial element into our existing logo from 2021. Options 1 and 2 applied a modern take, with 1 including the centennial years, and 2 including “Established 1922”; option 3 was more traditional, with a golden banner highlighting the centennial years.

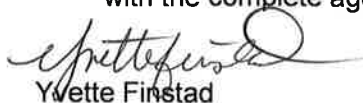
Commissioners preferred option 2 and 3, noting that option 3 could be used without the banner in the future, as would the “established” wording. Staff will take the feedback provided and fine-tune, providing opportunity for further comment via email at a later date.

6. Propositions and Remarks from the Commissioners

None.

7. Adjourn

There being no further business, this Commission meeting adjourned at 1:01 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