



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, May 4, 2022

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 12:29 p.m. on the above date at the Medford Police Department building, Prescott Room, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; HR Director Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Engineering Manager Brian Runyen; Information Technology Manager Kris Stitt; Water Quality & Treatment Director Ben Klayman; Interim Finance Manager Anna Roeder

Guest(s): Attorney Mark Bartholomew, Robert Annear\*\* (\*\*via Zoom)

### 3. Comments from the Audience

None.

### 4. Consent Calendar

- 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of April 20, 2022
- 4.2 Quarterly Letter to Mayor and Council
- 4.3 Resolution 1811, A RESOLUTION Authorizing the General Manager to Execute an Agreement between the Board of Water Commissioners and the Laborers' International Union of North America, Local #737
- 4.4 Resolution 1812, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Thomas Road from Approximately 160 Feet North of Westwood Drive to Approximately 650 Feet North of Westwood Drive, and on Blanche Lane from Thomas Road to Approximately 250 Feet East of Thomas Road, from Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums so Collected to Stella RE Investments, LLC, Installer of Said Water Main

**Motion: Approve the Consent Calendar.**

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

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

**Motion carried and so ordered.**

### 5. Items Removed from Consent Calendar

None.

### 6. Leadership Team Reports

- Water Meter & Controls Manager Ken Johnson
  - Bulk Water Station
    - All in place for May 9, 2022, Bulk Water Modernization Project: public notification, face plate, PRV valve, painting of exterior wall, and verification of online account set up and online payment. Public outreach includes signs/touch cards at Service Center, website pages, FAQs, New User Information and Tips, and a media release.

Commissioner Dailey asked what will happen when users drive off with their hose still connected; Johnson noted that the part on the access panel is plastic, and we will have spares on hand to make repairs. The County said the process has been smooth and they have not had much issue with this.

- Bullis and Barneburg Reservoir Earthquake Valve Maintenance and Certification – Valves require recertification every three years, which must be completed by a contractor. The valve was certified the week of April 18, 2022. Barneburg earthquake controls will need to be replaced in the coming years due to obsolescence.

Commissioners and staff discussed the ShakeAlert system; these are not connected to that system. Once the valve senses the shaking and it reaches a threshold, it closes, and is not available for fire service. We will need to analyze whether this is good practice into the future, and strategize contingency plans for how it can be brought back online if necessary.

- Water Quality & Treatment Director Ben Klayman
  - Watershed Report – 5.3" precipitation in April (well above average); precipitation at BBS is 76% of average. Snowpack for the basin is 75%-80% of average. Springflow has had a slight increase with the April precipitation, and Willow Lake storage is much improved from last month.
  - Duff Water Treatment Plant – Started up again (third time) to make a little water to fill reservoir; the weather is anticipated to be cold and rainy next week, but we do anticipate demand and the plant is fully commissioned.

Commissioners and staff discussed the practice of starting up and stopping the plant versus commissioning and leaving it active. This practice allows us to flush and refill the reservoir water, as opposed to it sitting and losing chlorine amounts. This is less efficient, but it keeps the chlorine and treatment stable. If you put it back into the system, it may overflow Capital and also cause residual chlorine issues in the system. When we have hit this point before, we could go to two full pipes; we cannot currently do that, so it has extended the shoulder season of the plant. We are looking at capacity improvements at Big Butte Springs to improve this matter.

- Information Technology Manager Kris Stitt
  - Annual Security Training Completed – All Medford Water staff and new hires are required to attend online Security Training annually. The training, provided by Knowbe4.com, is updated every year to reflect current security threats. Topics include Social Engineering, Email Phishing, and others. We also conduct Phishing Tests on a monthly basis since 2019 (twice per month during the pandemic); we have had zero failures in the past year.
- Human Resources Manager Tanya Haakinson
  - Careers in Gear - Career Exploration Fair – Medford Water's booth had 5 employees in shifts discussing their career path and current role, covering the areas of Engineering, Watershed, Water Quality, Plant Operations, Crew/Apprenticeships, Finance, and HR/Safety. It fosters engaging career discussions with interactive games and fun giveaways. AWWA's booth was directly next to us and had 2 Medford Water employees facilitating water career discussions as well.
  - Recruiting Update – Water Efficiency Technician Aaron Adachi started on April 25, Administrative Assistant Amber Dell will start May 16, Project Manager candidate interviews are this week, and a job offer is expected. We are still searching for a candidate with the correct skill set for the IT Business Administrator position. Interviews for Duff WTP, Water Efficiency, and Summer Service Center Helpers

will occur Friday and Monday; positions will start positions towards the end of May or mid-June, depending on school schedule.

- General Manager Brad Taylor
  - Water Right Partnership Update – Central Point, Phoenix, and Jacksonville approved; Eagle Point/Talent scheduled in May, and Ashland scheduled June 7.
  - WIFIA – Loan #1 - Submitted second payment request for \$4.2 million; Loan #2 is scheduled to close tomorrow.
  - Upcoming Meetings – May 18, Budget-Part B (2022-23); June 1, Rules and Regulations Updates

**7. EXECUTIVE SESSION PER ORS 192.660(2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions.**

The Board adjourned to executive session at 1:02 p.m.

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The Board reconvened at 1:24 p.m.; Commissioner Bunn left during the executive session and did not return to the regular meeting.

**8. Propositions and Remarks from the Commissioners**

None.

**9. Adjourn**

There being no further business, this Commission meeting adjourned at 1:26 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