



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, September 20, 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, Bob Strosser, and David Wright. Commissioner John Dailey was absent.

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, Water Resources & Customer Service Manager Julie Smitherman, Senior Accountant Jamie Look

Guest(s): Attorney Mark Bartholomew, City of Central Point Councilor Tanea Browning\*, Medford Council Liaison Nick Card\*\*, Robert Annear\*, Sawyer Plank (\*Via Zoom) (\*\*arrived late)

### **3. Comments from the Audience**

None.

### **4. Approval or Correction of the Minutes of the Last Regular Meeting of September 6, 2023**

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

***Moved by: Mr. Anderson***

***Seconded by: Mr. Wright***

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

***Motion carried and so ordered.***

### **5. Resolution No. 1908, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$176,131 with Central Pipeline, Inc. for the Duff Raw Water Fiber Conduit Installation**

The title of Resolution 1908 states Central Pipeline, Inc as the contractor, this is an error, the contractor is McClure & Sons, Inc. Medford Water solicited bids for the Duff Raw Water Fiber Conduit Installation project through an Invitation to Bid process. This project is to install electric conduit at the Duff Water Treatment Plant to support fiber optic communications to the raw water intake building and associated SCADA components. Approximately 400 LF of 4" x 3" conduit and pull boxes will be connected to existing and proposed duct banks at the Duff Water Treatment Plant site. This will provide future redundant SCADA connection to the raw water intake facilities and is a component of the overall Duff 65MGD expansion and SCADA system upgrade project.

Commissioners and Staff discussed open trench installation and how the lines will have a protective slurry of concrete (a duct bank) covering them, along with providing connections for future intake structure. The current single fiber line is not in conduit and is a direct buried line (A follow on conversation confirmed that the existing conduit is in conduit and not direct bury).

***Motion: Approve Resolution 1908***

***Moved by: Mr. Wright***

***Seconded by: Mr. Strosser***

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

***Motion carried and so ordered.***

### **6. Leadership Team Reports**

- Tanya Haakinson, Human Resources Manager
  - Recruitment Updates – Engineering Tech II / Inspector, this is a refill position; we had 5 internal candidates and 1 external candidate (offered to an internal candidate). Payroll Technician, this position is from a reassignment of duties; we had 2 internal candidates (offered to an internal candidate). Staff or Senior Engineer, this is a refill position (recruitment continues).

- Paid Leave Oregon follow up – A question was asked at the previous board meeting; would the employer be taxed on the employee portion of PLO. The answer is no, taxation of the employer on the employees' portion would only be in effect if the employer pays the employee's portion. Medford Water is not doing that. Southern Oregon Employers Council is holding a half day seminar on Paid Leave Oregon on October 24, 2023, this will help to answer any questions employers have.
- Brad Taylor, General Manager
  - Medford Water's Fourth Quarter FY22-23 Dashboard Update - Work has continued despite staffing challenges both internal and external, leadership team-rebuilding, labor shortage and turnover, retirement and knowledge transfer, labor shortage, supply chain issues, and other challenges. We continue to see increased participation in those utilizing paperless billing and automatic bill payment tools: paperless increased by 38%, autopayments increased by 6%, and credit card payments increased by 5%. Staff has made progress toward automated meter reading, with a 114% increase in AMI Meters, a 61% reduction of AMR, and a 21% reduction in manual meter reads. Capital expenditures were 56% of planned; supply chain and other project delays impacted this, other factors included pipe purchase for the Table Rock Road Project, campus property and design, Asset Management, SW Pressure Zone Rezoning, Academy Alley, and Foothill Road. Fire Hydrant Inspections have fallen behind target due to a change in the process of how we do our inspections. We have dropped behind on valve exercising goals due to labor shortages and increased workloads related to supporting new development work. Air valve maintenance is ahead of target. IT phishing testing, security training, and data security compliance targets were achieved for FY22/23, and in HR we currently have 4 employees eligible for retirement. This trend continues to put pressure on knowledge transfer and recruiting/retaining/attracting new employees. There were 3 recordable incidents for FY22-23 and 0 days of time lost.

Commissioner Anderson inquired if these fire hydrants are in the City of Medford; they are our hydrants in the City of Medford, the incorporated area of White City and the 2 water districts (Charlotte Anne Water District effective July 1, 2023, has dissolved, leaving just one Water District).

- Upcoming Board Schedule – October 4, Duff WTP Expansion Tour. 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 12:50 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