



The regular meeting of the Medford Water Commission was called to order at 12:16 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

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

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 Supervisor Brian Runyen; Information Technology Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman; Purchasing Agent Mark Depner; Capital & Special Projects Coordinator Andy Huffman

Guest(s): Attorney Mark Bartholomew; Medford Council Liaison Tim D'Alessandro*; City of Central Point Councilor Taneea West Browning; Rob Annear; Gordon Lyford (* Left early)

2. Comments from the Audience

Taylor noted that he had forwarded Commissioners two emails related to the Bulk Water Study Session topic today. Gordon Lyford, author of one of the emails, was present at the meeting and commented that the presentation did a good job of accounting for the water use. He noted this is also an issue in Josephine County (the cities of Grants Pass and Cave Junction) and suggested that together with Medford, the cities work together in terms of policy to make sure water is put to beneficial use, adding that the use of water affects the State Scenic Waterway flows, which impacts approval of water rights for wells by the Water Resources Department. He requested copies of the reports from the Study Session, which will be provided.

3. Written Communications

3.1 Letters from ACCESS and St. Vincent de Paul

Additional funding request letters have been received from the agencies that receive annual grants for low-income, water bill payment assistance. Payment in the amount of \$15,000 was made to the three agencies in August 2021; they have requested additional funds due to increased demand following the resumption of shut off procedures for non-payment of water service. Based on their current funding status, staff recommends the following additional grants for FY 2021-22: ACCESS - \$4,820.57, and St. Vincent de Paul - \$5,000. The Salvation Army did not cash their grant check from August 2021; it was determined to be lost and will be reissued, leaving them fully funded at this time. As a result, their funding request was removed from consideration at this time, but they will be eligible to submit a new request when they have depleted these funds.

Commissioner Dailey questioned why the average amount disbursed to recipients had increased recently; this is due to the fact that the balance on some customer's accounts had accumulated over time since the pandemic began and Medford Water suspended shut offs for non-payment.

Motion: Approve the grants for water bill payment assistance for ACCESS and St. Vincent de Paul.

Moved by: Mr. Dailey Seconded by: Mr. Smith

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

Motion carried and so ordered.

4. Approval or Correction of the Minutes of the Last Regular Meeting of December 1, 2021

The Chair put forth the question on approval of the minutes of the last regular meeting. The minutes were approved by general consent.

5. Management Reports

Out of sequence

Due to time constraints, the QBS Process portion of the Study Session was held during the regular meeting. Presented by Capital & Special Projects Coordinator Andy Huffman and Purchasing Agent Mark Depner.

- The Qualifications Based Selection (QBS) process is used for Requests for Proposals (RFPs) for Construction Design Services, defined as architectural, engineering, survey, photogrammetric, mapping, and transportation planning.
- The first step in the process is Request for Proposals, second is to narrow choices to top 3 proposers, and last step is to identify the top proposer and begin negotiations.
- Evaluations of proposals are based on weighted criteria identified in the RFP such as: specialized experience, capabilities, and technical competence, resources to perform the work, and record of past performance.
- Benefits of the QBS process include that it allows Medford Water to select the most qualified firm for the project, identify specialized experience, capabilities, competence, resources, availability, familiarity, and promotes the public interest and provide cost savings by leveraging those special attributes of the selected firm.
- In summary, the statute is very prescriptive about RFP structure and proposals scoring, and competition is highly weighted on qualifications. Selection of Highest-Ranking Proposer is that point at which scope and fee are introduced; the highest-ranked proposer is compelled to come to an agreement to contract the job. Staff uses this process to ensure best value to ratepayers.

Commissioner Dailey asked what process was used before QBS; Huffman replied that it was similar, but a fee proposal was included. Generally, they would try to scope the project alone and provide us with a fee. He added that QBS gives us better quality product; we can influence the scope and fee instead of being stuck with it, as we do not always understand the exact nature of the project when we go into design. This allows us to work together to achieve the most accurate scope, and provides us with a better value.

Back in sequence

- Water Maintenance Supervisor Lester McFall – McFall shared photos of the new Vac-Con hydro excavation truck. It was driven to us; a demonstration and training was also provided. It was put to use right away on a main break. McFall noted that the order was advantageous since the price had gone up about \$30k since that time.
- Finance & Administration Director Tessa DeLine – Medford Water has earned its 11th consecutive Certificate of Achievement in Financial Reporting for the financial statements for the year ended June 30, 2020. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting; DeLine thanked her team for their help in meeting the standards of the program.
- Human Resources Manager Tanya Haakinson
 - Recruitment Update – Accountant Tyler Fulcher has been hired; will start January 3, 2022. Tyler has a strong auditing background. Staff Engineer Wendy Williams starts February 1, 2022. She has an engineering background from city water departments in both California and Arizona.

- Photos from various Wellness Committee events were shared.

Commissioner Strosser remarked that he had a good time at the Holiday Party, and that the organization that went into it was evident.

- General Manager Brad Taylor
 - Rotary Club – Taylor gave a presentation to the Rotary Club of Medford on Tuesday, which included a brief overview our 10-year Capital Improvement Plan and other information.
 - Legislative Session – Provide \$25 million for a comprehensive, statewide plan to address the proliferation of illegal cannabis around the state and ease the associated humanitarian impacts.
 - Upcoming Meetings – January 5, SCADA Contract Award; January 19, BBS Operations and expected closing on WIFIA Loan Agreement-Phase 1.

6. Propositions and Remarks from the Commissioners

Commissioner Anderson brought forth two items for review. The first was the acceptance of the annual audit by the Board as presented in today's Study Session.

Motion: Accept the Annual Audit.

Moved by: Mr. Dailey Seconded by: Mr. Strosser

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

Motion carried and so ordered.

The second item was Taylor's salary review; the General Manager position was left out of the recent salary review for non-union staff pending further analysis. Taylor shared market analysis with Commissioners Anderson and Strosser, who recommend an increase equivalent to the COLA received by union staff earlier this year, which was 1.8%, and an increase in life insurance benefits from \$50k to an amount equal to his annual salary (costing Medford Water \$240 per year).

Motion: Approve an increase of the General Manager's salary by 1.8% and an increase of life insurance benefits to an amount equal to his annual salary.

Moved by: Mr. Anderson Seconded by: Mr. Dailey

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

Motion carried and so ordered.

Commissioner Strosser noted that Taylor had given a presentation to Medford Rotary, which was well-received, and a number of people expressed their appreciation. He added that he had attended the Holiday Party, and gave kudos to the team that organized the event. Commissioner Dailey remarked on the TAP Master Water plan article in the Mail Tribune, which stated that the TAP water system is expected to grow by 65% over the next 50 years. Taylor noted that we are a part of that conversation; our Senior Engineer is "at the table", and was involved in that before coming here. It is their work, and they are leading it, but we are staying informed and supporting what is coming. As we know more, it will be brought back and shared with the Board.

7. Adjourn

There being no further business, this Commission meeting adjourned at 1:06 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.