



Wednesday, April 19, 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 12:28 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Chair Michael Smith; Commissioners Jason Anderson, and David Wright. Commissioners John Dailey and Bob Strosser were absent.

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, Finance Manager Anna Roeder, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Resources & Customer Service Manager Julie Smitherman, Executive Administrative Assistant Amber Furu

Guest(s): City of Central Point Councilor Tanea Browning*, City of Eagle Point Mayor Kathy Sell, Medford Council Liaison Tim D'alessandro, Robert Annear*, David McFadden, MW Attorney Mark Bartholomew, HDR Inc. Shawn Koorn* (*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 5, 2023

4.2 Resolution No. 1870, A RESOLUTION Adopting and Authorizing the General Manager to Execute an Amended Investment Policy for the Board of Water Commissioners

Motion: Approve the Consent Calendar.

Moved by: Mr. Anderson

Seconded by: Mr. Wright

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

6. Resolution No. 1869, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$100,000 with Lomakatsi Restoration Project (LRP) for a Total Contract Amount of \$250,000 for Five Years for Forest Management Planning Services

Water Resources & Customer Service Manager Smitherman presented the requested changes to Resolution 1869 per Commissioner's request at the April 5, 2023, board meeting. Lomakatsi was competitively solicited based on qualifications such as planning, consulting, permitting, inspections, and monitoring within Big Butte Springs Watershed in May 2020. The original contract was \$150,000 for 1 year with four one-year extensions expiring July 1, 2025. Smitherman stated the original plan was to spend \$30,000 to \$50,000 each year; the fires in 2020 made us very aware of fire risk, and the work in the watershed was accelerated. To date, \$104,000 has been spent, with the remaining \$45,000 being spent by the end of the current fiscal year. Staff requests an amended contract to include an increase of \$100,000, for a total contract amount of \$250,000 for up to five years of Forest Management Planning Services. Once the contract has expired, we will solicit a new Request for Proposal. Smitherman added that we have worked closely with Lomakatsi since 2020 and feel they are doing an excellent job for Medford Water.

Commissioner Anderson asked how many employees they have and where they are located; Smitherman did not know, but we work directly with a couple of them including one locally that

is our main point of contact. Lomakatsi is a Southern Oregon company located in Ashland. Commissioner Wright moved for approval; Commissioner Anderson did not second. Resolution 1869 was not approved. Commissioner Anderson elaborated that he is not comfortable with increasing the contract by 67%; the fair thing to do is to do a new solicitation. Taylor added for clarification that it would not be going out for bid but would be going out for a new qualification-based selection process. Commissioner Anderson states that this is in our watershed to support our drinking water, the qualification-based criteria should include criteria for locality, for not just the company but for the employees that do the work.

7. Resolution No. 1871, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment to a Purchase Order in the amount of up to \$270,000.00 with HD Fowler Co. for the Table Rock Road PL-1 Pipe Procurement

The 42" transmission pipeline on Table Rock Rd. from Duff to Vilas Rd., will provide a fully seismically resilient connection for our backbone; it can deliver 23 MGD to support resilient transmission requirements. It is a critical component in providing additional transmission capacity to deliver 65 MGD at Duff WTP to the water system. Early on it was determined that we were going to pre-purchase the 18,000 feet of 42" DI pipe and fittings; this gave pricing security for the majority of the materials purchased and schedule security in a difficult delivery environment. A low bid contract was awarded to HD Fowler for \$10.66M; second lowest bid was \$13M. US Pipe (our pipe manufacturer) is producing the pipe and it is ready to begin shipping. Storage for the 18,000 feet pipe will require over 4 acres of laydown storage area. We have negotiated a short-term solution with US Pipe at their staging facility in Iowa; available through July 31. Next steps for possible storage options are leasing property locally to store the pipe through construction, with cost being paid directly by Medford Water, or expediting the bid process and having pipe directly delivered to Medford Water's contractor, or possibly extending the storage in Iowa through October (at an additional cost). This amendment secures an interim storage solution and opens up options, it will add 2.7% to the bid pipe cost, only for pipe that must be stored by US Pipe.

Motion: Approve Resolution 1871

Moved by: Mr. Anderson Seconded by: Mr. Wright

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

Motion carried and so ordered.

Commissioner Anderson noted it was a good job locking in the price a year ago, paying up to 2.7% more for storage seems like a lot better deal than paying 23% more of \$10M. Taylor pointed out it is not only the lease cost of the land you have to figure out, but how to receive pipe on trucks coming every other day for 3 months straight, it's more complicated than just storage.

10. Leadership Team Reports

- Julie Smitherman, Water Resources & Customer Service Manager
 - Irrigation Auditor Training – This event was sponsored by Medford Water and hosted by and held at The City of Central Point; registration was sponsored by SOLA (Southern Oregon Landscape Association). We had 15 attendees participate which included our partner cities and irrigation professionals. This was a two-day training class and a half day for the exam. Looking at irrigation efficiencies, talking to customers and helping them understand their irrigation systems and making them as efficient as possible is what this program is all about.
 - Best Tasting Water & Meter Madness Competition - Annually in March we participate in a Best Tasting Water competition; it includes Roseburg, Grants Pass, Klamath Falls and Medford Water. This year Medford Water was selected for the Best Tasting Water award; Scott Allis will be our representative and will be taking one of our water samples in May to the AWWA Conference. The Meter Madness competition to see who can assemble a water meter the fastest was won by our Cody Scoggins. He too will be going in May to compete at the AWWA Conference.

- **Brian Runyen, Engineering Manager**
 - Duff WTP Filters Underground Piping Procurement – We issued an early underground piping contract to expedite construction prior to 100% completed design documents. The \$1,326,785 contract was awarded in July of 2022 (Reso 1821) to Jifco Inc.; construction is proceeding, and additional piping is to be added with the final design. Design of Filters is now 100% complete, including a design of connections to the new reservoir. A contract amendment for the remainder of pipe executed by the General Manager is approximately \$136,270 (within the General Manager’s purchasing authority and by Reso 1821). The reservoir and pump station will be about 90% designed by the middle of summer and is on track for completion of design in the fall.
 - Medford Water Campus – Soderstrom Architects have been engaged and the programming work is under way. Medford Water staff toured multiple facilities in Portland last Thursday including the Bonnivle Power Administration (BPA) Maintenance Headquarters, Portland Water Pollution Control Laboratory, the Portland Water Bureau Operations and Management Center, and Soderstrom Architects own office, getting a good view of all the components for this campus project. Soderstrom will begin interviews with MW staff next week, inventory of equipment will start in early May, and program and basis of design by June. The property is estimated to close in July or August pending completion of the land partition process by the seller.

Commissioner Anderson inquired if there were any environmental concerns with the property. There were concerns with the soil, the sellers are removing the top one foot of topsoil from the site prior to closing with a hold back if they haven’t received the permits.

- **Brad Taylor, General Manager**
 - AIC Duties – Granted by the Board the General Manager has a signature authority of \$150,000 per transaction; currently internal controls limit that delegation of that authority to \$20,000 per Manager. The General Manager is proposing that the full GM signature authority is granted to AIC and that the AIC would communicate that action to the Board Chair in an e-mail. All approvals done by the AIC are to be reviewed by the GM upon return and will report to the Board if any issues have resulted. If secondary (AIC) approval was not able to be reviewed by the GM within 30 days of approval, the AIC would bring it to the Board for a full review. Taylor states he is just looking for feedback and making sure the Board is comfortable with this process.

Commissioner Wright asked if there is a typical position that you put as AIC; any of the managers has the capacity to act in my role, replied Taylor.

- 3Q (FY22/23) Statistics and Metrics - Land Development and Engineering Plan checks have not dropped off. We have made significant progress in converting meters to AMI (Radio tower read). We continue to have more customers signing up for paperless billing, increasing every quarter. Customers paying with cash is about 500 per quarter; we had zero during COVID and about 1300 to 1400 prior to COVID. We had 30 new contracts in the last quarter, that is a new record, with over 185 active contracts in total. Taylor provided a hand-out with details about all the new Contracts and including the Active Sole Source and Special Procurement.
- Upcoming Board Schedule - May 3rd and 17th, Budget (2023-24).

11. Propositions and Remarks from the Commissioners

None.

12. Adjourn

There being no further business, this meeting adjourned at 1:19 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

A handwritten signature in black ink, appearing to read "Amber Furu". The signature is written in a cursive style with a long, sweeping tail on the final letter.