



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, August 3, 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 12:17 p.m. on the above date at Medford Police Department's Prescott Room with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, HR Manager Tanya Haakinson, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Quality & Treatment Manager Ben Klayman, Customer Service & Water Efficiency Manager Julie Smitherman, Senior Capital & Special Project Manager Andy Huffman, Purchasing Agent Mark Depner

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Alternate Kevin Stine\*, City of Central Point Councilor Tanea West Browning\*, Central Point City Manager Chris Clayton\*, Mandy Gunn of PayneWest Insurance (\*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 July 20, 2022

4.2 Resolution 1822, A RESOLUTION Authorizing the General Manager to Execute an Intergovernmental Agreement by and Between Medford Water Commission and the Partner Cities of Talent, Ashland, Phoenix, Eagle Point, Central Point, and Jacksonville for Phase 1 of a Coordinated Water Rights Management and Water Sharing Plan

***Motion: Approve the Consent Calendar.***

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

***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.

\*Out of sequence\*

### **11. Resolution 1828, A RESOLUTION Authorizing the General Manager of the Medford Water Commission to Execute on Behalf of the Board of Water Commissioners, a Revised Payment to CityCounty Insurance Services in the Amount of \$227,779.12 for Medford Water Commission's General Liability, Automotive, and Property Damage Insurance Premium for Fiscal Year 2022-2023**

On June 15, 2022, the Board approved Resolution 1817 to execute a payment of \$208,641 to CIS for general liability, auto, and property damage insurance. When the invoice was received from CIS, a discrepancy was noted. An error occurred in the calculation of the premium; Mandy Gunn of PayneWest explained the error. It is a large discrepancy, but there is still a savings due to changing the deductibles, and in the future CIS will provide full proposals with clear line items so this does not happen again.

**Motion: Approve Resolution 1828.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Smith**

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

**Motion carried and so ordered.**

\*Back in sequence\*

**6. Resolution 1823, A RESOLUTION Updating Medford Water Commission's Contracting and Purchasing Regulations Article II – Goods & Services, Section 2.35 Protests and Judicial Review of Contract Award and Section 2.36 Judicial Review of Other Violations**

The existing Contracting and Purchasing Regulations did not define Medford Water's response to a contract award protest, and the judicial review process was not consistent with Oregon Revised Statutes. Legal reviewed and approved the proposed changes. Comprehensive review and updates of the Regulations are also planned.

**Motion: Approve Resolution 1823.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Smith**

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

**Motion carried and so ordered.**

**7. Resolution 1824, A RESOLUTION Authorizing the General Manager to Execute a Memorandum of Extension and Second Addendum to the Advanced Metering Infrastructure Agreement, and payments to Sensus USA, Inc. up to \$205,095**

The initial Advanced Metering Infrastructure Agreement was signed July 8, 2016, and the First Addendum to signed on May 15, 2020 (the ending period of this agreement was July 8, 2022). This Second Addendum to the Agreement will add 5 additional years, with no change to the original agreement other than pricing related to annual software fees, which is based on how many end points report to the system. The price over 5 years is \$205,095; there are approximately 9300 end points reporting to AMI at this time.

**Motion: Approve Resolution 1824.**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Dailey**

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

**Motion carried and so ordered.**

Taylor added that staff will continue to keep the Board informed of those annual costs as we progress.

**8. Resolution 1825, A RESOLUTION Authorizing the General Manager to Execute Purchase Orders in the Amount of \$585,000 to Sensus Metering Systems for Meters, Radio SmartPoints, and Advanced Metering Infrastructure for Fiscal Year 2022-2023**

As part of the Advanced Metering Infrastructure Agreement, each year staff budgets for meters and radios Smart Points to purchase inventory which then are expensed to various projects. This resolution will grant the General Manager authority to approve purchases throughout the fiscal year that added together exceed the authorized limit of \$150,000. Making these purchases in advance will help offset delays and supply chain issues. Sensus programs the meters to measure in 1000-gallon increments.

**Motion: Approve Resolution 1825.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Smith**

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

**Motion carried and so ordered.**

**9. Resolution 1826, A RESOLUTION Authorizing the General Manager to Execute Contract Payments to Bend Mailing Services Estimated at \$200,000 Annually up to a**

**Maximum of \$600,000 for Medford Water Commission’s Water Bill Design, Printing, and Mailing Services, Awarded October 6, 2021**

An exemption from competitive bidding was authorized for Bend Mailing Services in October 2021; the contract was to last one year with two, one-year extensions. Resolution did not clearly authorize the General Manager to approve total costs up to \$600,000 (costs are estimated at \$200,000 per year). Staff wants to make sure that is authorization is clearly articulated going forward.

**Motion: Approve the Resolution 1826.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Smith**

Commissioner Dailey asked about the layout of the statements; Bend Mailing sets those up for us based on our input. Commissioner Anderson inquired if the \$600,000 includes room for increases over the next two years; Smitherman confirmed that increases such as postage were considered and should be within that amount.

**Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.**  
**Motion carried and so ordered.**

**10. Resolution 1827, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Jacobs Engineering Group, Inc for Consulting Services for a Portion of Part B Design and Implementation of Supervisory Control and Data Acquisition (SCADA) Architecture for the Robert A. Duff Water Treatment Plant for up to \$2,800,000.00**

Part A of the SCADA Project with Jacobs was authorized by Resolution 1797 on January 5, 2022, for \$510,773.00. The project included Master Planning and Evaluation of existing SCADA and Communications, Standards, Implementation Schedule, Cost Analysis, and Project Definition, and a Basis of Design Report. Work has advanced to a point where informed selections regarding SCADA hardware and software have been made and need to be integrated with existing functions at the plant. The scoped work under this contract amendment will include the development of SCADA programming standards which will apply to the reconfiguration of the entire distribution system SCADA platform as well. It also covers programming, configuration, and deployment of the Operational Technologies systems. Part A’s scope is on track to stay within the contracted amount and to be completed by June 30, 2023. Part B (a portion of the overall Part B) will be spent over multiple years concurrent with Duff 65MGD Expansion. There is \$1,582,482.00 allocated in the 10-year CIP budget, which will be rearranged to accommodate the recalibrated cost impacts.

**Motion: Approve Resolution 1827.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

**Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.**  
**Motion carried and so ordered.**

**12. Leadership Team Reports**

- Lester McFall, Water Maintenance Manager
  - FEMA Road Restoration Project – BBS access roads have been restored back to pre-fire conditions. We have been notified that our FEMA cost reimbursement on the restoration will change from 75% to 90%. All costs total \$302,616.25, and the grants will cover \$273,945.67(\$42,049.43 more than previously expected), leaving our total cost at \$28,670.58.
- Brian Runyen, Engineering Manager
  - Rogue Valley Water Supply Resilience Program - Duff 65MGD Ozone Replacement – Following delivery and placement of the two ozone generators, the units are being installed and wired, and oxygen lines are being cleaned and tested. This keeps us on schedule for startup and commissioning to begin the second week of August, and having the system operational in mid-to-late August. Klayman added an update on

the taste and odor issue; staff has received only two calls in the two weeks since the last meeting. The Board will see this equipment in person at the next meeting.

- Ben Klayman, Water Quality & Treatment Manager
  - Watershed update – Precipitation is still at 83% of average. Springflow is holding steady despite typical summer decline; flow releases supporting EPID have begun from Willow Lake. Duff Water Treatment Plant is in 24-hour operations, as demands are typical for the season.
  - Fire Watch – There are many tools available for monitoring fire in the watershed; we do pay a lot of attention to fires in the summertime. ArcGIS based maps (IRWIN), such as Inciweb, CalFire, and OEM. ODF has a fire channel and blog, with automated text, and USFS has a radio channel. Many new fires started this week with the lightning storms.

Commissioner Strosser remarked that over the last couple of years, there has been a concerted effort to upgrade some of the heat cameras and eliminate blind spots; the recent Corey Road fire was reported by a lookout camera.

- SB762 Wildfire Risk Map – Includes all properties in Oregon; the program’s overall purpose is to minimize risk of fire in Wildland-Urban Interface (WUI). The wildfire risk map was developed by ODF and OSU. Properties classified as high or extreme risk have additional building code requirements. Over 1,000 people attended the recent Southern Oregon meeting on Zoom. It remains to be seen what the implications will be; BBS and our three life estate properties are classified as high-risk.
- Julie Smitherman, Customer Service & Water Efficiency Manager
  - Water Management & Conservation Plan (WMCP) – The update to our WMCP was recently approved by OWRD. First plan completed in 2009, and the second in 2017; they include a description of the water system, a curtailment plan, water loss estimates, and more. This was a five-year progress report with data from the past five years on conservation benchmarks, total consumption for each customer class, diversions from each water right, and water loss/non-revenue water. A new report is due every ten years (ours will be due January 5, 2027).
  - St. Vincent de Paul – The organization submitted a thank you letter for the recently approved \$5,000 grant donation for water bill payment assistance. They have helped a couple of customers since June (approx. \$300), but are continuing to send customers to ACCESS (as part of the LIHWA fund). In an effort to help in other ways, they would like to offer leak repair assistance using the grant funds. Our staff will refer customers with long-term leaks to them, and they will determine customer eligibility, working with local plumbers to get the leak repaired. Assistance will be limited to \$1,000 per customer and the customer will pay approximately 20%.
- Brad Taylor, General Manager
  - Upcoming Meetings – August 17, Duff WTP meeting; September 7, 4Q FY 21/22 Summary Report.

### **13. Propositions and Remarks from the Commissioners**

Commissioner Strosser will not be available as Chair at the next regular meeting, but may be able to attend via Zoom; he requested confirmation that there will be a quorum. Commissioner Smith will not be available either; Commissioners Anderson and Dailey confirmed they will attend. Staff will follow up with Commissioner Bunn, who had dropped off Zoom.

### **14. Adjourn**

There being no further business, this Commission meeting adjourned at 1:07 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.