



Wednesday, April 17, 2024

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 12:27 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, John Dailey, and Mike Smith. Commissioner David Wright was absent.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Beau Belikoff, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Capital & Special Projects Coordinator Andy Huffman, Water Resources & Customer Service Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew, Rob Annear*, Shelby Snow* (*Via Zoom)

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of April 3, 2024

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

Moved by: Mr. Anderson

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

5. Resolution No. 1928, A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment with West Yost Associates in the Amount of \$410,872.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract

On February 2, 2022, West Yost Associates was awarded a contract to complete the work for the Southeast Medford Master Plan and to draft the Barnett Pump Station Basis of Design Report (BODR). The BODR facilitated the advancement of the pump station design to the 30% completion mark. Staff has obtained a comprehensive scope of work and fee proposal for the detailed design phase. This phase aims to produce construction documents for bidding and to provide ongoing support to staff throughout the bidding process. Once a construction contractor is secured, Medford Water will engage in negotiations with West Yost for additional services during the construction phase.

Commissioner Dailey inquired about the comprehensive expenses of the project and expressed concerns regarding potential escalations with the associated fees. Huffman provided clarification, stating that the estimated cost stands at approximately \$2.3 million and explained the ongoing negotiations with West Yost Associates regarding the services covered by the fee; despite uncertainties in the planning phase, particularly as detailed design progresses, it is unlikely that the entire \$410,872.00 allocated will be expended. Commissioners and staff continued to discuss the location for the Barnett Pump Station and the uncertainties of the timeline for design aspects related to offsite piping, all of which are encompassed within the detailed design fee.

Motion: Approve Resolution 1928.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

6. Leadership Team Reports

- Dan Perkins Water Operations Manager
 - The Foothill Road Tie-Ins – This project is a collaborative effort between the City of Medford, ODOT, and Medford Water, with Knife River serving as the primary contractor for major tasks. This segment involved the replacement of all water main lines from 12" to 24", marking a significant step towards establishing a Resilient Backbone. Medford Water is responsible for conducting all wet tap tie-ins and overseeing inspections of the water main lines. This tie-in work necessitated the shutdown of 200 individual meters and involved extensive outreach efforts to notify affected customers well in advance. The successful implementation of this effort required the hard work and commitment of the entire Medford Water team.

Commissioner Anderson inquired whether this particular segment of the project presented the greatest challenge. Perkins noted that while the recent shutdown was significant, we anticipate there to be further challenges ahead, particularly as we proceed with realignments involving our 24" main lines, which will necessitate additional shutdowns in those areas.

- Julie Smitherman Water Resources & Customer Service Manager
 - Fix A Leak Week – Water Efficiency Coordinator Cody Scoggins, Water Efficiency Technician Aaron Adachi, and Customer Service staff participated in Fix A Leak Week. Our events took place at Home Depot, Lowes, and Grovers Electric, where presentations were delivered to the store staff to enhance their ability to assist customers in selecting water efficient products. This year, we initiated a 10-minute leak challenge for our customers, aiming to equip them with the necessary tools to tackle leaks independently. The event was met with great success.
- Brad Taylor General Manager
 - Upcoming Board Schedule – April 25 – Joint Meeting with City Council at Water Reclamation Facility, May Meetings – Fiscal Year Budget 24/25

7. EXECUTIVE SESSION pursuant to ORS 192.660(2)(e), Which Allows the Commission to Meet in Executive Session to Conduct Deliberations with Persons Designated by the Governing Body to Negotiate Real Property Transactions, and Pursuant to ORS 192.660(2)(h), Which Allows the Commission to Meet in Executive Session to Consult with Counsel Concerning the Legal Rights and Duties Regarding Current Litigation or Litigation Likely to be Filed.

The Board adjourned to executive session at 12:52 p.m.

The Board reconvened at 1:10 p.m.

8. Consider Matters of Executive Session and Provide Direction as Needed None.

9. Resolution No. 1929, A RESOLUTION of the Board of Water Commissioners of Medford Water Declaring a Public Need for the Acquisition of Property for a New Reservoir Site and an Easement for Associated Access and Infrastructure

Medford Water aims to build a new reservoir to meet its customer demand, requiring specific terrain considerations. Resolution 1914 established the public need for acquiring land and easement access; Medford Water has obtained a metes and bounds legal description of the property, and an update to the public need declaration is necessary. Negotiations with the property owners, ongoing since February 2023, have yet to yield an agreement, despite extensive efforts. The property details are outlined in Exhibit A.

Motion: Approve Resolution 1929.

Moved by: Mr. Smith

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

10. Resolution No. 1930, A RESOLUTION Authorizing the General Manager to File a Lawsuit in Jackson County Circuit Court to Acquire Fee, Title and Both a Permanent Easement and Temporary Construction Easement on the Property Identified in Exhibit A (the "Property")

The Board, having adopted Resolution 1914, and Resolution 1929 to declare the public need for property acquisition for a reservoir construction project including easements, needs to reach a price agreement for the property despite ongoing negotiations. We are seeking authorization to initiate a lawsuit for acquisition and to deposit the appraised property value with the Jackson County Circuit Court clerk to permit immediate possession.

Motion: Approve Resolution 1930.

Moved by: Mr. Smith

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

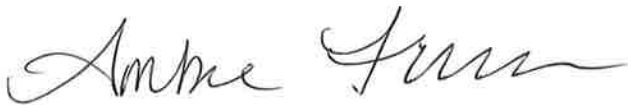
11. Propositions and Remarks from the Commissioners

Commissioners thoroughly reviewed and discussed the recommendations presented during the Study Session concerning revenue bonding issuance. Various methods and alternatives were explored, noting the diligent efforts made to consider all appropriate options. It was agreed that a negotiated sale would be the optimal choice moving forward.

Commissioner Anderson reported that he had a meeting with the City of Medford's Council Liaison and City Manager regarding agenda topics for the upcoming joint study session on April 25. They proposed discussing three key items: the evaluation process for reimbursing the Lausmann Annex Building and Service Center, the timing around capital improvement projects, and a review of the Charter between Medford Water and the City of Medford.

12. Adjourn

There being no further business, this meeting adjourned at 1:50 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