



**BOARD OF WATER COMMISSIONERS**  
**MEETING MINUTES**

**Wednesday, March 16, 2022**

Via teleconference

The regular meeting of the Medford Water Commission was called to order at 12:20 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Human Resources Manager Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Engineering Manager Brian Runyen; Information Technology Manager Kris Stitt; Water Quality & Treatment Director Ben Klayman; Interim Finance Manager Anna Roeder

Guest(s): Attorney Mark Bartholomew; Shawn Koorn, HDR; Sarah Lynch, PRS & Centennial Golf Course

**2. Comments from the Audience**

None.

**3. Consent Calendar**

3.1 Approval or Correction of the Minutes of the Last Regular Meeting of March 2, 2022

3.2 Quarterly Letter to Mayor and Council

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

***Moved by: Mr. Dailey***

***Seconded by: Mr. Anderson***

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

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

**4. Items Removed from Consent Calendar**

None.

**5. Resolution No. 1803, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$1,383,000 to the Contract with Jacobs Engineering for the 65 MGD Capacity Expansion Project at the Robert A. Duff Water Treatment Plant**

- Task Order 11 being presented for approval for the new Finished Water Pump Station; will provide consulting services for pre-design, design, and services during construction for a new resilient pump station with a 23 MGD firm capacity.
  - Short-term CIP goal is to get 65MGD thru and away from the Duff WTP (through Duff 65 MGD Capacity Expansion Project); staff is working to refocus projects with regards to current conditions, drought impacts, cost escalation, supply chain challenges, and refinements of project understanding. Leveraging the existing Jacobs design team and internal staff costs will provide synergy in the ability to deliver on construction and flexibility of WIFIA funding. Seeking board confirmation of CMGC approach to save cost and time. Authorized budget to date is \$8,469,597; design contract amendment is \$1,383,000 (design services at 11.7%).

Commissioner Dailey inquired if the CMGC approach is what results in the open-ended task orders; in the previous work we have done, we have been able to identify other work that can be done ahead of time. CMGC is a way to do this too, to bundle and optimize costs. In this case, it does not make sense to get a separate engineer. He dislikes the task order

process but supports the strategic objective and plan to accomplish. Runyen noted that this way design services remain low, under 12%.

**Motion: Approve Resolution 1803.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

## **6. Management Reports**

- Engineering Manager Brian Runyen
  - Emergency Metered Water Service Agreements (Golf Courses)
    - Current historical agreements (1993) with Stewart Meadows Golf Course, Rogue Valley Country Club, and Quail Point Golf Course; recent agreement requests from Bear Creek Golf Course (not executed, expired 2021) and Centennial Golf Course.
    - Water conservation plan required with Updated Agreement; efficiency efforts and water conservation measures to be implemented. Operations procedures, including weekly meter readings, pumping schedule, and watering times; Maximum per day usage calculated in conjunction with Conservation staff. Only surplus supply made available; flow rate and time schedule determined by Medford Water to minimize impacts to existing customers and Medford Water operations. There will be a 60-day termination notice. The Bear Creek GC agreement was limited to the year 2021.
    - Next Steps – Board Direction; new agreement requests for Centennial Golf Course and Bear Creek Golf Course. Terminate and execute new agreements with Stewart Meadows Golf Course, Rogue Valley Country Club, and Quail Point Golf Course.

Commissioner Dailey questioned what arrangement we have with Parks & Recreation; while we do not have a separate agreement with them, we do work with them on efficiency standards, etc. Their metered services do not have restrictions such as these agreements. He has heard from Rogue Valley that it has been a collaborative, congenial effort. Commissioner Smith noted that it is a fantastic opportunity to look at their water usage and efficiency. Commissioner Anderson is hesitant to sign any agreement before the Board has seen it; they should approve one document before it is piecemealed. Agreements are structured the same, the one component that varies is their maximum allowance. There will be one resolution to approve.

- Water Meter & Controls Supervisor Ken Johnson
  - Landscape Maintenance Contract-Invitation to Bid – Staff formally solicited an Invitation to Bid for Landscape Maintenance Services on February 1, 2022. Three bids were received on March 1, 2022; Notice of Award to was sent to Milestone Landscape Group on March 15, 2022. A two-year contract equals \$109,504; incidentals and/or added scope of work could add an estimated \$6,000 to this cost over two years. At the end of the first two (2) year contractual period, staff can consider resoliciting or negotiate an additional two-year term via change order with board approval.
- Human Resources Manager Tanya Haakinson
  - Remote Workers Return – As of 3/7/2022, all remote workers returned to their official duty stations. Remote work may be utilized for future specific occasions (like quarantine) if employee able to work. Masks are no longer required; however, we will continue to make available as needed, and continuing to follow any related OR-OSHA rules, such as COVID related training, Exposure Risk Assessment, Infection Control Plan, and annual HVAC certification.

Commissioner Smith questioned how the transition has gone; Haakinson replied that it is nice for people to see each other; some have requested flexibility.

- General Manager Brad Taylor
  - Other Announcements
    - Talent City Council meeting tonight
    - WIFIA Loan #2 may not make the end of March, may close in April
    - Good progress has been made on union negotiations, hoping to have agreement for the Board to consider in the short term. It has been very collaborative.
    - Water District contracts have been put on the back burner a little, but work still continues.
  - Upcoming Meetings – April 6 (Back to In Person!) - Bulk Water Policy Discussion, Public Hearing, and District and Partner Cities Water Rates; April 20 - SDCs/CLAs/Special Fees; May 4th & 18<sup>th</sup> – Budget.

**7. Propositions and Remarks from the Commissioners**

Commissioner Strosser remarked that the Board appreciated having Tessa DeLine with us for 16 years; she will be leaving March 25. Anna Roeder will be the Interim Finance Manager moving forward. There have been internal promotions of Julie Smitherman, Cody Scoggins, and Esmeralda Cortez; commissioners requested a new employee list/organization chart. The monthly meeting with Taylor, the Chair, and Vice Chair to coordinate and offer insight will continue. Commissioner Smith added that the meetings are a nice opportunity to get institutional knowledge and broader understanding of some of the things we are facing. The Chair and Vice Chair will discuss the two conferences coming up to coordinate.

**8. Adjourn**

There being no further business, this Commission meeting adjourned at 1:58 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.



Yvette Finstad

Assistant Clerk of the Commission