



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, November 16, 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 12:40 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 Michael Smith.

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad\*, Interim Finance Manager Anna Roeder, HR Manager Tanya Haakinson, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Customer Service & Water Efficiency Manager Julie Smitherman, Senior IT Administrator Chad Glass, GIS/EAM Administrator Karim Naguib, Watershed Administrator Craig Harper (\*Via Zoom)

Guest(s): Attorney Mark Bartholomew, Ed Olson

### 3. **Comments from the Audience**

Ed Olson spoke on the \$0.10 paid by Partner Cities; the concept behind this has changed, and may be inconsequential, but perhaps rate study consultant HDR can look at how the cities are impacted when the money is spent.

The charge is still considered relevant, noted General Manager Taylor, adding that it can be more formally addressed in the future for transparency with regard to the original concept.

### 4. **Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of November 2, 2022

4.2 Quarterly Letter to Mayor and Council

**Motion: Approve the Consent Calendar.**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Dailey**

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

**Motion carried and so ordered.**

### 5. **Items Removed from Consent Calendar**

None.

### 6. **Resolution 1846, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with NEXGEN Asset Management, Inc. for Computerized Maintenance Management Software and Implementation Services, Not to Exceed \$1,705,552**

As part of our Asset Management plan, Medford Water has selected NEXGEN to provide Asset Management Software and Implementation Services. Of the 6 RFP responses, NEXGEN was unanimously selected by the steering team as the best fit for Medford Water. Implementation work would likely begin early 2023 with a focus on having core functionality in the first year. The contract has an initial 3-year term, with 2 additional options to renew; annual support is limited to a maximum 3% annual increase (this number was used to determine contract value, actual costs may be lower).

Commissioner Smith remarked that he was impressed with the RFP process, and found it to be professional and beneficial to the organization.

**Motion: Approve Resolution 1846.**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Dailey**

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

**Motion carried and so ordered.**

**7. Resolution 1847, A RESOLUTION Awarding and Authorizing the General Manager to Execute Contracts with Sunset Forestry, Inc. and JD Forestry, LLC for Big Butte Springs Forest Thinning Services, Not to Exceed \$500,000 Each**

Non-commercial thinning and fuels treatment is an essential component of Medford Water's Forest Management Program. Our Forest Management Plan was completed in 2020, and includes several commercial treatment projects, non-commercial thinning, fuels treatment, and restoration projects. Non-commercial thinning and fuels treatment is ongoing; an RFP went out in August, 9 proposals were received and ranked. Two contractors were selected: Sunset Forestry, Inc. and JD Forestry, LLC, for one-year contracts, with options to renew.

Commissioner Anderson received negative public feedback on the RFP, and asked for an explanation of the process; Harper clarified that the RFP had parts that may have made it difficult for proposers on the large project. It ultimately focused on the per-acre cost, at different levels of intensity (light, medium/moderate, heavy, or extreme thinning and piling, depending upon how thick the growth is). A large area of indeterminate intensity was removed, and proposers were informed that it would not be counted. Harper provided some examples of the per acre costs for each contractor, by intensity; having two contractors will allow more flexibility in scheduling, and we can reassess if they are not up to the standards of the others. This is a follow-up to previous commercial work. Commissioner Dailey requested an update on these contracts at a future date.

**Motion: Approve Resolution 1847.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Smith**

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

**Motion carried and so ordered.**

**8. Resolution 1848, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$411,986.30 with North Coast Electric for Procurement of Allen Bradley Programmable Logic Controllers and Other Related Components**

This is for the Procurement of PLC components from North Coast Electric for the Duff 65MGD Filters, Reservoir, and Pump Station project. These components are consistent with SCADA Master Plan work, and are long lead time items, requiring early procurement. North Coast Electric is the sole vendor authorized to provide Allen Bradley PLC components in Southern Oregon, and listed with Oregon Buys (ORPIN) program for direct solicitation. The cost is consistent with anticipated costs, and is within the approved FY22/23 budget for Duff 65MGD Expansion project.

**Motion: Approve Resolution 1848.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

**9. Leadership Team Reports**

- Brian Runyen, Engineering Manager
  - Medford Water Campus Update – Property Acquisition in process; due diligence investigations are ongoing, as are the land partition, street, and utility construction plans. The RFP for Consulting Engineering & Architectural Services during Design & Construction was posted November 9; proposals are due January 10.

Commissioner Anderson inquired about the projected closing date, which Runyen noted will be tied to the land partition process through the City. He expects it to be spring or summer of next year.

- Energy Trust of Oregon Grant – Energy Trust of Oregon invited us to submit request for funding in May 2022 as part of their “Project Development Assistance Incentive Program” to evaluate hydraulic opportunities to enhance hydropower generation potential between control stations and identify opportunities for hydropower generation and opportunities available for using the power that is generated. This would expand on previous work done and require additional and overlapping scope; the \$69,486 grant was awarded to our organization and will cover the additional scope plus up to 25% of the original scope, for a net project cost of \$79,368.

Commissioners thanked staff for their work towards these types of opportunities.

- Brad Taylor, General Manager
  - Upcoming Board Schedule – December 7 - Cherry Lane Well Wishers Renewal and Public Hearing for Rates, December 21 - Bulk Water Sales Update and Annual Audit.

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

Commissioner Strosser reminded board members about the upcoming holiday party. Commissioner Anderson will be absent from the December 21 meeting, and Commissioner Dailey may as well; both may be able to call in if necessary.

**11. Adjourn**

There being no further business, this meeting adjourned at 1:12 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting.



Yvette Finstad

Assistant Clerk of the Commission