



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, December 21, 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 12:23 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 John Dailey, Michael Smith, and David Wright (Commissioner Wright was sworn in ahead of the study session). Jason Anderson was absent.

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, 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, Water Quality & Treatment Manager Ben Klayman, Project Manager Kevin M. Caldwell, Water Efficiency Coordinator Cody Scoggins

Guest(s): Attorney Mark Bartholomew, City of Central Point Councilor Tanea Browning*, Justin Dillon (OWRD) *Via Zoom

3. **Comments from the Audience**

Central Point Councilor Tanea Browning remarked that she has been inspired by Medford Water to take tours of other municipalities within the state, and will be excited to share those experiences. From an elected perspective, she is very pleased with where we are.

4. **Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of December 7, 2022

4.2 Resolution No. 1851, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction in Connection With the Construction of the My Place Hotel on Parcel 372W12A1150, From Adjacent Parcels Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of a Per Acreage Pro-Rata Share So Collected to Celtic Services, Inc., Installer of Said Water Main

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey

Seconded by: Mr. Smith

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

Motion carried and so ordered.

5. **Items Removed from Consent Calendar**

None.

6. **Resolution No. 1852, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$248,444.00 with RH2 Engineering, Inc. for Consulting Services for Predesign of Crater Lake Avenue Pipeline**

This is an Engineering Services Contract for Predesign of Crater Lake Avenue Pipeline Project. The 2022 Distribution System Resilience Backbone Study identified a need for additional seismically resilient transmission conveyance from Martin Control Station to the Capital Hill Reservoirs. This is included in the current 1/10-year CIP plans; \$548K for design in FY22/23 and FY23/24, and \$3.2M for construction in FY23/24 and FY24/25. This \$248,444 Pre-Design contract includes pipeline alignment alternatives analysis, preliminary geotechnical evaluation, review of environmental considerations of the alternatives, and preparation of Basis of Design (BOD) Report. This work will identify the best alternative to continue forward in design; scope and fee will be negotiated upon completion of the BOD Report. The new pipeline will be built

to new standards, adding to the resiliency of our system, and take load off of distribution mains currently being used.

Motion: Approve Resolution 1852.

Moved by: Mr. Dailey Seconded by: Mr. Smith

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

Motion carried and so ordered.

Taylor added that this item is also part of a Building Resilient Infrastructure and Communities (BRIC) grant application for additional funding as staff continues to look ahead to find additional ways to help fund projects.

7. Resolution No. 1853, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$311,730.00 with McClure & Sons, Inc. for the Water Quality Improvements Project

This is Change Order 4 for the WQIP Construction Contract with McClure & Sons, Inc. The project will provide pH adjustment to finished water through chemical feed facilities at BBS the water treatment plant. Final design was completed in 2020, before the project was shelved for a year. Design capacity at the plant is 65 MGD to calibrate with other work; construction has been ongoing for over a year (the original construction contract was \$8,398,000, and estimated to be completed in September 2023). Staff and contractor have been responsive to volatile market conditions and opportunities. This project is uniquely positioned to benefit other projects. Change order 4 items include: relocating the trailer/project laydown yard, utility pump and piping at BBS, sump pump changes, and conduit/equipment for 65 MGD Expansion and SCADA. All four change orders amount to just under 8% of the total contract value.

Motion: Approve Resolution 1853.

Moved by: Mr. Dailey Seconded by: Mr. Wright

Commissioner Wright asked for clarification on the total budget; \$10.3mil is budgeted in the current and future budgets (the estimate is \$10.2mil).

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

Motion carried and so ordered.

Commissioner Smith inquired if staff had communicated with Jackson County Emergency Services or other partners that could use fiber connectivity; these are remote sites, and the lines are leased from Hunter Communications; we do not own them.

Commissioner Strosser requested a motion to accept the annual audit.

Motion: Accept the Annual Audit.

Moved by: Mr. Dailey Seconded by: Mr. Smith

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

Motion carried and so ordered.

8. Leadership Team Reports

- Ken Johnson, Water Meter & Controls Manager
 - Bradford Way Boil Water Advisory on December 15, 2022 – Planned maintenance work and isolation of water mains near the intersection of Pierce Road and Hillcrest Road caused short term pressure loss in the area. 54 customers were impacted; notifications were completed via phone by Customer Service staff and door hangers. Seven coliform bacteriological samples collected; all samples tested negative, and the advisory was lifted at 2:30 p.m. on Friday, December 16. This was a precaution to protect public health and maintain transparency, and was accomplished as a team effort.

Commissioner Smith remarked that the communication was excellent; Commissioner Dailey asked for more information on what exactly caused the issue. There is no looping in this area; staff thought the main was isolated, but without the pump station running to maintain pressure, it was not. If the pump station had been running, pressure would have been maintained. We are now aware and can take remedial steps.

- Anna Roeder, Finance Manager
 - GFOA Awards – Medford Water has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY20/21; this is the 11th year receiving this award. The FY21/22 Annual Comprehensive Financial Report will be submitted soon. The GFOA Distinguished Budget Presentation Award was also received for FY22/23; this is the 4th year receiving this award.
- Cody Scoggins, Water Efficiency Coordinator
 - First Annual Calendar Contest – Winners of the first annual calendar contest have been determined and the calendars have been printed. A little over 100 classes participated; this has been a great way to connect with students and pique their interest in water conservation. Future contests will include other themes, such as engineering and water quality.

Commissioner Strosser remarked that this is a great program, and thanked all staff that participated.

- Tanya Haakinson, HR Manager
 - Wellness Committee Update – The Wellness Committee coordinates a variety of initiatives to engage and promote employee wellness, such as a giving event (Toys for Tots, etc.), “No New Pounds”, walking trek competitions, healthy recipes, and more. Employees must complete 10 initiatives to qualify for a financial incentive at the end of the fiscal year. FY21/22 saw 46.3% employee participation.
- Brad Taylor, General Manager
 - Upcoming Board Schedule – January 4, AMI Progress Update; January 18, Source Water Protection Plan; February 1, Water Efficiency Updates; February 15, Resiliency Backbone Discussion; March 1, Capital Budget 2023/24-Part 1; March 15, Capital Budget 2023/24-Part 2.

9. Propositions and Remarks from the Commissioners

Commissioner Strosser thanked staff for very busy year and welcomed Commissioner Wright, wishing everyone a healthy, happy, and prosperous 2023.

10. Adjourn

There being no further business, this meeting adjourned at 1:18 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