

The regular meeting of the Medford Water Commission was called to order at 12:40 p.m. on the above date via teleconference with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners Daniel Bunn\*, John Dailey, Michael Smith, and Bob Strosser (\* Left as noted)

General Manager Brad Taylor; Executive Administrative Coordinator Yvette Finstad; Finance & Administration Director Tessa DeLine; Human Resources Manager Tanya Haakinson; Water Meter & Controls Supervisor Ken Johnson; Water Maintenance Supervisor Lester McFall; Engineering Supervisor Brian Runyen; Information Technology Manager Kris Stitt; Water Treatment & Quality Director Ben Klayman; Capital & Special Projects Coordinator Andy Huffman

Guest(s): Attorney Mark Bartholomew; Medford Council Liaison Tim D'Alessandro\*; Shawn Koorn\*, HDR; Rob Annear\*; Ed Olson (\* Left early)

**2. Comments from the Audience**

None.

**3. Approval or Correction of the Minutes of the Last Regular Meeting of November 3, 2021**

**The Chair put forth the question on approval of the minutes of the last regular meeting. The minutes were approved by general consent.**

**4. Resolution No. 1795, A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$2,262,597 with Jacobs Engineering for the 65 MGD Capacity Expansion Project at the Robert A. Duff Water Treatment Plant**

Huffman presented information on the proposed \$2,262,597 contract amendment for the 65 MGD Capacity Expansion Project at the Robert A. Duff Water Treatment Plant. The original budget (awarded in September 2019) was \$6,207,000; as the project developed, the refinement of its various components identified additional tasks that are necessary to ensure overall success. Task Orders 7.2 – Intake Permitting Support, 9 – Reservoir, and 10 – Seismic Evaluation are under consideration today.

- Task Order 7.2 - Intake Permitting Support
  - Coordinated approach for environmental permitting including:
    - USACE, NMFS, USFWS, DEQ, DSL, OR SHPO
    - Collaborative oversight for the entire Duff 65 MGD expansion environmental permitting
    - Multi-discipline approach for successful permitting action
- Task Order 9 - Reservoir
  - Conceptual Design
  - Land Use Permit and Land Use Compatibility Review
  - Environmental Permitting – Joint Permit Application
  - Detailed Design
  - Construction Documents
  - Services During Construction
  - Oregon Health Authority Final Project Approval
- Task Order 10 - Seismic Evaluation
  - Establish WTP post-earthquake Level of Service goals
  - Provide comprehensive seismic evaluation to individual structural components
  - Provide a progressive seismic evaluation of process components together
  - Establish risk ranking of structural components

- Provide a seismic risk assessment report
- Inform decision making process relating to phasing of projects

Commissioner Dailey and Huffman discussed what we will have when the tasks are done, including a relocated entrance, reservoir curtain baffles, and the ozone project ready to proceed; we will have permits but also actual assets. The ratio of design costs to construction costs is higher on a facility like this than compared to an office building due to the permitting required and the complexity of making water. Some of these tasks also include costs to build a new intake. Commissioner Dailey again expressed his disapproval with the project approach, preferring a defined scope of work that does not give one contractor an advantage. Taylor apologized that the process has not been translated well enough to the Board, but noted that we are on absolutely on target with accomplishing this work—which is in the 10-year Capital Plan—at the cost in that plan, and that doing it this way will save our customers money.

**Motion: Approve Item 4, Resolution No. 1795.**

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

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

**Motion carried and so ordered.**

\*Commissioner Bunn left.

## **5. Management Reports**

- Engineering Manager Brian Runyen
  - SCADA Project – Master Planning, Design, and Implementation of SCADA Architecture
    - (Part A) Phase 1 – Evaluation of existing SCADA and Communication platforms, Phase 2 – Pre-Design: Standards, Control Block Descriptions, Details, Com/Software Selection, Implementation Schedule, Basis of Design Report.
    - (Part B) Phase 3 – Design; the highest-ranking proposer is Jacobs Engineering Group. Negotiation for Part A scope and fee are currently underway; the goal is to bring the contract to Board on December 1.
  - Zone 2 Pumping at Barnett Reservoir – Pre-Design, Design and Construction Consulting Services. This was identified in the 2016 Water System Master Plan, to offer a redundant supply from Zone 1 to Zone 2 and upper zones for seismic resiliency. The RFP was issued November 2, and proposals are due December 2. It is expected to come to the Board for approval of award on February 2.

This pump station is located off Barnett Road east of N. Phoenix Road; Commissioner Dailey inquired if this work is due to the development that is expected around Centennial Golf Course. Runyen confirmed that the project is part of our ongoing studies of the southeast development and connected to that planning, and also provides seismic resiliency in line with the goals of future development.

- Water Treatment & Quality Director Ben Klayman – Klayman provided updates on the Water Quality and Technology Conference in Tacoma, Washington, held November 7-10. Medford Water gave a presentation on the impacts from the September 2020 Alameda Drive and S. Obenchain wildfires; relevant conference themes included filter pilot testing and design, treatment plant construction, source water management, distribution system flushing and water quality, and regulations and emerging contaminants. Upcoming conferences are the Pacific Northwest Section Conference, April 27-29 in Tacoma, and the AWWA National Annual Conference, June 12-15, in San Antonio, Texas.

Commissioner Smith asked how springflows look with the rainfall we have experienced. Klayman will have a more formal update at next meeting, but we are above average for

precipitation for the year so far (the water year starts October 1). He does not expect to see a bump yet, but we will soon. Taylor added that the election of the Board chair will take place in early 2022, and we wanted to get this conference information out now for commissioners to start thinking about if they would like to attend.

- Water Maintenance Supervisor Lester McFall – Photos of the recent repair of an 18” 1953 side operating gate valve located under the concrete in the Crater Lake Avenue and McAndrews Avenue intersection. A 6” 1967 gate valve was replaced in the same area.

Commissioner Anderson inquired about the night work; it is necessary due to the busy intersection. Taylor further noted that this type of work comes from the fact that we have taken an active role in maintenance throughout the system, so we are seeing things that need to be repaired or replaced.

- Finance & Administration Director Tessa DeLine – Medford Water is resuming shut offs for non-payment of water service today and tomorrow. There were 193 total customers on the list. Due to limited staffing, we will only be able to accomplish 20 shut offs today and 20 shut offs tomorrow. Customer Service is working with our delinquent customers by setting up payment arrangements and referring them to the three agencies, ACCESS, The Salvation Army, and St. Vincent de Paul. There are just over 70 arrangements in place at this time.
- HR Manager Tanya Haakinson – Recruitment updates
  - Water Systems Operator I (refill) – Joshua Sutfin to start on 12/2/2021
  - Field Tech III or II (refill) – Job offer to be made this week
  - Utility Person I – Interviewing this week
  - Accountant (new) – Posted; 1st candidate review on 11/22/2021
  - Staff Engineer (refill) – Posted; open until filled
- General Manager Brad Taylor
  - Partner Cities Meeting – Scheduled to have substantially complete draft IGA by middle of December. Work planned with Partners in January/February, and the plan is to bring to the Board for review in March 2022 (will plan to share early draft with Chair and Vice Chair in December).
  - Upcoming Meetings – December 1 - Personnel Manual Section 3; December 15 - Bulk Water Year in Review and Audit.

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

None.

## **7. Adjourn**

There being no further business, this Commission meeting adjourned at 1:16 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