



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, November 2, 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 12:38 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, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Quality & Treatment Manager Ben Klayman, Customer Service & Water Efficiency Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew, City of Central Point Councilor Tanea Browning\*, Shawn Koorn (HDR) (\*Via Zoom)

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

Central Point Councilor Tanea Browning extended appreciation for the Board's time, consideration, and thoughtful conversation around rates during the study session.

### **4. Approval or Correction of the Minutes of the Last Regular Meeting of October 19, 2022**

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

**Moved by: Mr. Anderson**

**Seconded by: Mr. Dailey**

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

**Motion carried and so ordered.**

### **5. Resolution 1842, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$257,193.10 With Ferguson Enterprises, LLC for the Foothill Road Pipe Procurement**

This purchase order is for 1024 lineal feet of fully restrained ductile iron pipe and accessories for the initial phase of waterline work to upsize the existing 12" waterline in Foothill Rd. to 24". Ferguson's bid of \$257,193.10 was determined to be the lowest responsible bid; Medford Water received a protest of the Purchase Order award by the second-place bidder. The protest was received and found to be without merit. Staff recommends a motion for approval.

This is the only section where we have to procure materials ahead of time; the pipe will be stored at the City's laydown yard (we are not doing the installation). The pipe type will help with seismic reliability.

**Motion: Approve Resolution 1842.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

### **6. Resolution 1843, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$5,838,212.00 With Slayden Constructors, Inc. for the Duff Filter/Reservoir/Pumping Expansion CM/GC Construction Services**

Staff has received the first of several contract amendments for the Filter/Reservoir/Pumping Expansion CM/GC project which, in aggregate, will result in a Guaranteed Maximum Price (GMP) for the work, which is separated into as many as five separate Early Work Amendments (EWAs). EWA 1 is the first of these. Each EWA will become a component to the GMP and will

be accounted for when the final GMP is delivered. EWA 1 scope elements include, but are not limited to filter excavation and backfill, large diameter underslab piping, and valve and actuator procurement. Staff recommends a motion for approval.

**Motion: Approve Resolution 1843.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

**7. Resolution 1844, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$65,500 to the Contract with Express Services, Inc. for a Total Contract Amount of \$190,000 for Temporary Staffing Services**

Using a staffing service provides flexibility with immediate and planned staffing needs, helps to develop future employees, and reduces in-house costs related to benefits and employee overhead. The initial contract was awarded November 2020, covering paid internships and other projects; there is one amendment for additional temporary staffing due to retirements and testing services for candidates. Amendment 2 will extend these. Two-year contract costs including Amendment 1 is \$124,500; Amendment 2 is \$65,500, for a total two-year contract value of \$190,000 (over the GM's authority). Staff recommends a motion for approval.

**Motion: Approve Resolution 1844.**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Dailey**

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

**Motion carried and so ordered.**

**8. Resolution 1845, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding a one-year with four annual options to renew the Contract to Express Services, Inc. for Temporary Staffing Services for up to \$500,000**

This one-year contract with four annual options to renew will take effect January 1, 2023, following expiration of the current contract (Item 7). With the new contract, implementing a process to help control temporary staffing costs within the different departments. Staff recommends a motion for approval.

**Motion: Approve Resolution 1845.**

**Moved by: Mr. Smith**

**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
  - Water Quality Improvement Project (WQIP) – Change Order 3 for \$127,950 is within the General Manager's authority. It includes but is not limited to an electrical service vault (BBS), addition of fire sprinkler addition (Duff), and roof structural changes from truss to W-Beam (Duff/BBS). The original contract amount was \$8,398,000; Change Order 2 was \$213,890 (Reso. 1810 4/20/22). The total contract amount through CO3 will be \$8,739,840. An additional contract amendment is anticipated to be brought to the Board later in November or December.
  - Academy Place Alleys Water Line Relocations – Driven by a city sanitary sewer project and concern for our lines that are below theirs, the project is located in the Academy Place neighborhood: Queen Anne Ave., Reddy Ave., and Euclid Ave. Our lines will be relocated from the alleys between the streets to the ROW. Design is underway, and construction is anticipated Summer 2023 (FY22/23 budget is \$575,000). A public information campaign has begun already to communicate project impacts.
- Ben Klayman, PhD, PE, Water Quality & Treatment Manager
  - Watershed & Treatment Plant Report – October was the first month of the 2022-23 Water Year (Oct.–Sep.). The forecast is for a wet fall, which will help with the drought.

Springflow does respond to precipitation; Willow Lake is starting the year with above-average storage. Duff Water Treatment Plant is off-line, likely for the season considering current demands and the weather forecast. This year's demand was right at the five-year average; the past two years were well above average.

- Non-Commercial Fuels Treatment Contractor Selection – The competitive RFP process was recently completed for non-commercial forest thinning, developed together with forestry consultant Lomakatsi. A lot of work is planned for the region; the intention will be to award a contract to top two firms to increase our ability to accomplish needed work and manage workload/availability issues.
- Kris Stitt, Information Technology Manager
  - Asset Management – Nexgen has been selected to be our CMMS Software provider. There will be a 12-month implementation plan for core functionality, with higher priority being asset entry and tracking, work order management, inventory management and GIS integration, among others. West Yost will provide project support to ensure successful implementation and help keep the CMMS vendor on track. Staff plans to bring the Nexgen contract back for consideration at the next board meeting; costs were estimated to be between \$750,000-\$1,050,000 but came in at \$858,472 with a recurring \$120,000 per year for support for a project total of \$1,925,552.
- Tanya Haakinson, Human Resources Manager
  - Recruitment Update – A new Customer Service Tech I starts November 7, coming from City of Ashland. Open Positions are Enterprise Applications Administrator (IT)—formally known as IT Business Administrator—and SCADA Systems Administrator (IT). We may need to eventually consult an executive recruitment firm.
  - Safety Committee Awards – At the recent Southern Oregon Occupational Safety & Health Conference, the safety committee received a recognition award; General Manager Taylor was honored with the “Business Leader Who Gets It” Award.

Commissioner Strosser congratulated Taylor, who noted that it takes Haakinson and the entire safety committee working together to accomplish these efforts.

- Julie Smitherman, Customer Service & Water Efficiency Manager
  - Water Efficiency Team Update - Calendar Contest – Theme is “What Does Water Mean to Me, and Why Is It Important to Conserve?”; seven schools in Medford and White City participated (4th grade). 142 submissions were received and 12 will be selected by a committee to include in a calendar, which will be provided to the students and schools.
- Brad Taylor, General Manager
  - Carey Pond – November 1 was the deadline for notching the man-made dam, preventing storage. It is not where it should be, but getting closer. The owner is working with the Watermaster to accomplish this voluntarily.
  - Upcoming board schedule – November 16 - Cost of Service (Rate Setting) Part B, December 7 - Bulk Water Sales Update and Public Hearing for Rates, December 21 - Annual Audit.

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

Commissioner Strosser noted that he will be available for the next meeting, helping with potential quorum issues, and thanked staff for continued attention to escalating costs and looking for opportunities to save.

## **11. Adjourn**

There being no further business, this meeting adjourned at 1:24 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting.