



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, December 7, 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 12:22 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, Water Quality & Treatment Manager Ben Klayman, Customer Service & Water Efficiency Manager Julie Smitherman, Senior Lead Utility Person IV Tom Warren

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Tim D'Alessandro, Ed Olson, Central Point City Manager Chris Clayton, Shawn Koorn* (HDR), David Wright (*Via Zoom)

3. Comments from the Audience

Ed Olson will speak during the public hearing.

4. Public Hearings

- 4.1 Consider Resolution No. 1849, A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2022 Cost of Service Study Shall Become Effective on March 1, 2023, and Thereafter

Interim Finance Manager Roeder presented information on the rate study and proposed modifications, which are based on the cost-of-service results (the average difference between retail customers, districts, and Partner Cities is 8%). The current customer classes and rate structure will be maintained; specific rate components are updated based on actual costs.

The public hearing was opened.

Ed Olson spoke on the 10-cent surcharge paid by Partner Cities; this was originally done with the idea that there was going to be a significant investment ahead of work to be done, and this would reduce rate impacts to the Cities. He questioned if it should continue, and how it is reflected in the rate study. They would like to have further conversations with the Board about it. It amounts to approximately \$150,000 per year.

General Manager Taylor added that this is a good issue to circle with the Partner Cities on. There have been preliminary discussions between staff and HDR so that it is equitable and continues to soften the impact of rate actions; staff is committed to resolving this question.

The public hearing was closed.

Motion: Approve Resolution 1849.

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

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

Motion carried and so ordered.

5. Consent Calendar

- 5.1 Approval or Correction of the Minutes of the Last Regular Meeting of November 16, 2022
- 5.2 Resolution No. 1850, A RESOLUTION Authorizing the Chair to Execute a Five-Year Renewal of the Water Supply Agreement Between the City of Medford, Oregon, an Oregon Municipal Corporation, Acting By and Through its Board of Water Commissioners and Cherry Lane Well Wishers, Inc., a Non-Profit Corporation

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.

6. Items Removed from Consent Calendar

None.

7. Leadership Team Reports

- Brian Runyen, Engineering Manager
 - Foothill Road Corridor Project Costs Update – COM Project: Hillcrest to Delta Waters
 - This is an ODOT bid and managed construction project; ODOT bid opening took place November 17. Knife River Materials was the low bid at \$56,432,119. The Medford Water portion of the ODOT contract (including a share of general items) is \$6.4M. \$5.4M (85%) will come from the CIP, and \$1.0M (15%) from required City of Medford water adjustments.

Commissioner Dailey inquired if there is concern that any of the work we are doing on the pipelines will upset the hydraulics of the lines. The work we are doing as part of this project will not change the hydraulics, noted Runyen.

- Ken Johnson, Water Meter & Controls Manager
 - Foothill Road Project Relocations – The foothill project requires relocating service lines on BBS Line #1, in addition to air valves and blowoffs in conflict with the project. Relocations for this phase have been completed; 17 members of the Operations team took part in the project over 14 hours. This required a lot of advance work by the crew and other staff, who all did a great job of coordinating efforts.
- Ben Klayman, PhD, PE, Water Quality & Treatment Manager
 - Watershed Report – Precipitation is slightly below average in this second month of the water year. Snowpack is at a decent level, and springflow levels are responding to multiple-year patterns. Trends are visible looking at the data going back to 1991, and we are seeing a reduction in springflow. The other part of our supply portfolio is Willow Lake, which is at the historical average level.
- Kris Stitt, IT Manager
 - Internet Website Replacement Project RFP – The original website launched April 2001 and was redone in 2009; it has been updated within the constraints of the platform since that time. An RFP has been issued to replace the website, with the goal of providing a modern and easy to navigate site, streamlining content, creating a responsive, agile site compatible with tablets and mobile devices, and providing staff with greater control over content and navigation. Proposals are due January 17.

Commissioner Dailey asked if there are local bidders. Ashland firm Project A did indicate they will look at it, responded Stitt.

- Customer Service Website Update – Following original contract award in September 2021, staff received notice from the vendor that all projects were on hold due to software issues, expecting to resume in Q1/Q2. Staff no longer has a high degree of confidence in the solution and its fit long-term. We have the option to terminate for convenience with 30 days' notice; we have paid \$19,260 (of \$72,600) for the implementation work done up to this point, and should not have any further milestone payments due. We will need to purchase Rest API software for our Asset Management Project separately. When originally evaluating new software, staff identified two other potential vendors. Both WaterSmart by VertexOne, and Infinity.Link Enterprise had different advantages, and the team felt that either solution would be a good choice, but WaterSmart was determined to be the second choice. The vendor can commit to a 90 to 120-day implementation plan; staff is working to coordinate a technical demo and review references. If everything looks good, a proposal will be brought back to the Board.

Commissioner Smith inquired if there would be any issues with exiting the original contract; staff has spoken with legal counsel and terminating for convenience is cleaner and simpler than for cause. It was originally awarded as a sole source, and would be brought back as such due to the limited number of options.

- Tanya Haakinson, HR Manager
 - Recruitment Update – Utility Person I (Meters/refill) Jedidiah Rennels started November 28, Enterprise Applications Administrator (IT) Robert Bonham starts December 19. The SCADA Systems Administrator (IT) position has been posted.
 - 2022 Holiday Party – The holiday party was well attended (120 people with family members) and everyone had a good time getting together to celebrate. Haakinson thanked Commissioner Strosser and Mark Bartholomew for attending.

Commissioner Strosser enjoyed the party, adding that his affiliation with the organization began in 1999 and he has had the privilege of working with a lot of dedicated people since that time. This has not changed; a lot is going on as we approach the holiday season, but he appreciates the commitment and enthusiasm that our employees have.

- Brad Taylor, General Manager
 - Upcoming Board Schedule – December 21 - Swearing in new commissioner, Bulk Water Sales Update, and Annual Audit; January 4 - AMI Progress Update, and January 18 - Source Water Protection Plan.

8. Propositions and Remarks from the Commissioners

None.

9. Adjourn

There being no further business, this meeting adjourned at 1:17 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