



**This meeting will be held in person, but you may attend virtually through the following link:**

[https://us02web.zoom.us/webinar/register/WN\\_2LmZV11hSb-IUB3EqITZ7Q](https://us02web.zoom.us/webinar/register/WN_2LmZV11hSb-IUB3EqITZ7Q)

The meeting passcode is 376208.

Online participants will be able to view presentation material and submit questions or comments.

You can also join by dialing in with your phone; call (669) 900-6833.

The meeting ID number is 834 7507 0071, and the meeting passcode is 376208.

## **AGENDA**

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Strategic Plan Review (General Manager Brad Taylor)

12:15 p.m. BOARD MEETING

**1. Roll Call**

**2. Pledge of Allegiance**

**3. Comments from the Audience**

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted.

**4. Consent Calendar**

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

4.2 Quarterly Letter to Mayor and Council

**5. Resolution 1839, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$475,887 for “Part D Pre-Design of Capital Hill Reservoir Replacement” to the Contract with RH2 Engineering, Inc. for the “Distribution System Resilient Backbone” Project**

**6. Resolution 1840, A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective September 21, 2022**

**7. Resolution 1841, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Don Hamann, Inc. for Rancheria Logging Services for the Rancheria Timber Sale, Not to Exceed \$350,000**

**8. Leadership Team Reports**

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Water Quality & Treatment Manager Ben Klayman, Interim Finance Manager Anna

Roeder, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Customer Service & Water Efficiency Manager Julie Smitherman, and General Manager Brad Taylor.

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

**10. Adjourn**

| DATES TO REMEMBER*  |     |                 |   |                 |                             |
|---|-----|-----------------|---|-----------------|-----------------------------|
| DATE  | DAY | TYPE OF MEETING | STUDY SESSION TIME & TOPIC                      | REGULAR MEETING | LOCATION                    |
| 10/05/22  | Wed | Board Meeting   | 11:45am – Customer Service Website              | 12:15 p.m.      | Prescott Room, Police Dept. |
| 10/19/22  | Wed | Board Meeting   | 11:45am – Capital Plan Review                   | 12:15 p.m.      | Prescott Room, Police Dept. |
| 11/02/22  | Wed | Board Meeting   | 11:45am – Cost of Service Study & Slayden EWP#1 | 12:15 p.m.      | Prescott Room, Police Dept. |
| 11/16/22  | Wed | Board Meeting   | 11:45am – Cost of Service Study                 | 12:15 p.m.      | Prescott Room, Police Dept. |
| <i>Thursday &amp; Friday, November 24 &amp; 25, 2022 – Offices closed in observance of the Thanksgiving Holiday</i> |     |                 |   |                 |                             |

*\*Meeting dates, times, and locations are subject to change.*



## Memorandum

**TO:** Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn

**FROM:** Brad Taylor, General Manager

**DATE:** Wednesday, September 14, 2022

**SUBJECT:** Item 4.2 – Quarterly Letter to the Mayor and City Council

**OBJECTIVE:** Board Approval

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### Issue

The letter to the Mayor and City Council for the fourth quarter of Fiscal Year 2021-22 along with the financials, Consumption Report, and Watershed Report.

### Discussion

Medford Water is required by Section 19 of the Medford Charter to make full reports of the business transacted by it and of the condition of its funds once every three months to the City Council. If the board members agree to the contents of the letter for the fourth quarter of FY21-22, the Chair and General Manager will sign, and it will be forwarded to the Mayor and Council members.

### Financial Impact

n/a

### Requested Board Action

Approve contents of second quarter letter to Mayor and City Council.



September 21, 2022

Mayor Randy Sparacino and City Council  
City of Medford, Oregon  
411 West 8th St.  
Medford, Oregon 97501

Honorable Mayor and Council Members:

Attached are Medford Water's quarterly financial reports for the fourth quarter of Fiscal Year 2021-22, as well as Consumption and Watershed Reports.

During the fourth quarter of Fiscal Year 2021-22, Medford Water made significant progress on design work for Water System Improvements to support the Foothill Road Project. This work has been closely coordinated with City staff who have provided numerous hours of effort to help us get water infrastructure improvements and realignments into this project that will be built by ODOT. We also continue to make progress on the Water Quality Improvement Facilities at the Robert A. Duff Water Treatment Plant (Duff WTP) and Big Butte Springs, along with work on the Ozone replacement project at the Duff WTP.

Additionally, we finalized the IGA between Medford Water and our Partner Cities (Ashland, Central Point, Eagle Point, Jacksonville, Phoenix, and Talent) to coordinate the use of water rights from Partner Cities that are used during the summer months at the Duff WTP. The project has now moved into the implementation phase.

If the Mayor or Council members have any questions, feel free to contact our office at any time, or Tim D'Alessandro, Council Liaison.

Sincerely,

Bob Strosser, Chair  
Board of Medford Water Commissioners

Brad Taylor, General Manager  
Medford Water

Attachments

**Medford Water Commission**  
**Income Statement**  
**June 30, 2022**

|   | Month to Date         |                       | Year to Date           |                       |
|---|-----------------------|-----------------------|------------------------|-----------------------|
|   | Current               | Prior                 | Current                | Prior                 |
| <b>Water Fund</b>                           |                       |                       |                        |                       |
| <b>Operating Revenues</b>                   |                       |                       |                        |                       |
| Residential Sales Inside Gallonage          | \$371,204.62          | \$818,617.55          | \$4,867,750.52         | \$5,708,761.52        |
| Commercial Sales Inside Gallonage           | 160,472.68            | 290,714.02            | 1,830,918.06           | 1,969,514.88          |
| Industrial Sales Inside Gallonage           | 12,916.49             | 17,528.57             | 167,411.67             | 200,062.20            |
| Base Charges Inside                         | 451,678.45            | 582,400.84            | 5,942,149.32           | 5,683,238.89          |
| High Elevation Charges                      | 29,479.34             | 43,413.32             | 385,175.68             | 401,912.07            |
| Fire Services Inside                        | 24,846.27             | 31,582.33             | 323,141.02             | 306,132.88            |
| Residential Sales Outside Gallonage         | 62,117.98             | 141,682.96            | 815,590.56             | 988,459.87            |
| Commercial Sales Outside Gallonage          | 35,801.25             | 82,875.81             | 477,918.26             | 471,193.66            |
| Industrial Sales Outside Gallonage          | 68,187.20             | 121,967.62            | 1,269,271.55           | 1,263,273.19          |
| Base Charges Outside                        | 95,607.45             | 126,456.99            | 1,279,337.41           | 1,232,145.86          |
| Fire Services Outside                       | 7,235.94              | 9,135.05              | 92,325.61              | 87,551.97             |
| Sales to Other Utilities                    | (68,420.29)           | 61,443.47             | 2,386,465.30           | 2,406,486.98          |
| Miscellaneous Collections                   | 108,588.70            | 19,449.43             | 400,620.98             | 254,888.38            |
| Connections/Installations                   | 217,281.78            | 210,643.29            | 1,297,524.71           | 786,664.52            |
| <b>Total Operating Revenues</b>             | <b>1,576,997.86</b>   | <b>2,557,911.25</b>   | <b>21,535,600.65</b>   | <b>21,760,286.87</b>  |
| <b>Operating Expenses</b>                   |                       |                       |                        |                       |
| <b>Water Operating Expenses</b>             |                       |                       |                        |                       |
| Source of Supply                            | 112,403.76            | 97,575.36             | 1,149,276.41           | 799,402.77            |
| Supply Pumping                              | 92,534.91             | 136,731.81            | 578,598.97             | 743,738.18            |
| Purification                                | 243,136.76            | 304,168.87            | 2,224,104.93           | 2,260,423.31          |
| Transmission                                | 11,395.85             | 42,474.46             | 262,354.19             | 273,448.17            |
| Distribution Pumping                        | 45,329.51             | 64,804.55             | 377,794.28             | 387,247.99            |
| Distribution                                | 346,874.94            | 275,706.33            | 3,111,520.66           | 2,865,059.92          |
| Customer Accounts & Collection              | 185,767.65            | 192,872.83            | 2,280,114.71           | 2,307,016.83          |
| Administrative & General                    | 238,771.90            | 200,618.16            | 2,359,787.90           | 1,858,395.73          |
| Connections/Installations                   | 160,581.68            | 191,353.12            | 1,078,643.14           | 709,851.68            |
| <b>Total Operating Expenses</b>             | <b>1,436,796.96</b>   | <b>1,506,305.49</b>   | <b>13,422,195.19</b>   | <b>12,204,584.58</b>  |
| <b>Operating Income Before Depreciation</b> | <b>140,200.90</b>     | <b>1,051,605.76</b>   | <b>8,113,405.46</b>    | <b>9,555,702.29</b>   |
| Depreciation                                | 336,566.59            | 343,909.61            | 3,899,340.13           | 3,916,304.28          |
| <b>Total Operating Income</b>               | <b>(196,365.69)</b>   | <b>707,696.15</b>     | <b>4,214,065.33</b>    | <b>5,639,398.01</b>   |
| <b>Non Operating Revenues</b>               |                       |                       |                        |                       |
| Charges in Lieu of Assessments              | 0.00                  | 0.00                  | 4,311.05               | 10,280.94             |
| Investment Revenue                          | 46,990.25             | 50,690.68             | 95,745.44              | 119,023.30            |
| Grant Revenue                               | 61,395.12             | 0.00                  | 75,299.51              | 0.00                  |
| Forest Product Revenue                      | 0.00                  | 0.00                  | 636,682.13             | 0.00                  |
| Debt Proceeds                               | 5,565,028.14          | 0.00                  | 11,918,353.60          | 0.00                  |
| Miscellaneous Revenue                       | 78,395.83             | 144,015.26            | 139,792.38             | 356,952.33            |
| <b>Total Non Operating Revenues</b>         | <b>5,751,809.34</b>   | <b>194,705.94</b>     | <b>12,870,184.11</b>   | <b>486,256.57</b>     |
| <b>Income Before Contributions</b>          | <b>5,555,443.65</b>   | <b>902,402.09</b>     | <b>17,084,249.44</b>   | <b>6,125,654.58</b>   |
| <b>Capital Contributions</b>                |                       |                       |                        |                       |
| System Development Charges                  | 344,115.81            | 143,448.20            | 2,104,166.22           | 1,334,183.03          |
| Developer Donations (Capitalized)           | 8,317.00              | 143,442.26            | 2,155,808.58           | 1,618,649.42          |
| <b>Total Income from Contributions</b>      | <b>352,432.81</b>     | <b>286,890.46</b>     | <b>4,259,974.80</b>    | <b>2,952,832.45</b>   |
| <b>Net Income - Water Fund</b>              | <b>\$5,907,876.46</b> | <b>\$1,189,292.55</b> | <b>\$21,344,224.24</b> | <b>\$9,078,487.03</b> |
| <b>Combined Income (All Funds)</b>          |                       |                       |                        |                       |
| Net Income - Water Fund                     | 5,907,876.46          | 1,189,292.55          | 21,344,224.24          | 9,078,487.03          |
| Net Income - Construction Fund              | 2,722.54              | 922.01                | 27,877.46              | 34,878.00             |
| Net Income - Main Replacement Fund          | 0.00                  | 741.79                | 0.00                   | 28,060.56             |
| Net Income - FWTP Fund                      | 0.00                  | 1,190.11              | 0.00                   | 42,990.48             |
| Net Income - FWRD Fund                      | 0.00                  | 869.63                | 0.00                   | 32,013.89             |
| Net Income - Vernal Pool Mgmt Fund          | 0.00                  | 23.77                 | 0.00                   | 898.19                |
| <b>Total Combined Net Income</b>            | <b>\$5,910,599.00</b> | <b>\$1,193,039.86</b> | <b>\$21,372,101.70</b> | <b>\$9,217,328.15</b> |

**Medford Water Commission**  
**Balance Sheet**  
**6/30/2022**

|  | Water System          |                      | Total                 | Last Year             |
|--|-----------------------|----------------------|-----------------------|-----------------------|
|  | Water<br>Fund         | Construction<br>Fund |                       |                       |
| <b>Assets</b>                                      |                       |                      |                       |                       |
| <b>Current Assets</b>                              |                       |                      |                       |                       |
| Cash   | \$4,478,672.94        | \$0.00               | \$4,478,672.94        | \$2,481,423.27        |
| Revolving Fund Cash                                | 34,622.06             | 0.00                 | 34,622.06             | 47,724.30             |
| Cafeteria Plan Cash                                | 28,448.26             | 0.00                 | 28,448.26             | 16,399.66             |
| Short Term Investments                             | 4,356,817.38          | 10,626,348.03        | 14,983,165.41         | 26,702,944.87         |
| Short Term Investments- Future Main Replacements   | 0.00                  | 4,551,326.15         | 4,551,326.15          | 0.00                  |
| Short Term Investments- Future Treatment and Tran  | 0.00                  | 7,741,442.57         | 7,741,442.57          | 0.00                  |
| Short Term Investments- Future Water Rights Develk | 0.00                  | 5,010,814.85         | 5,010,814.85          | 0.00                  |
| Short Term Investments- Vernal Pool Management     | 0.00                  | 136,876.04           | 136,876.04            | 0.00                  |
| Short Term Restricted Investments                  | 215,865.08            | 0.00                 | 215,865.08            | 215,794.91            |
| Notes Receivable                                   | 1,954,438.38          | 0.00                 | 1,954,438.38          | 2,096,890.63          |
| Accounts Receivable                                | 1,818,400.14          | 0.00                 | 1,818,400.14          | 2,492,683.55          |
| Accounts Receivable - Misc.                        | 3,378,738.01          | 0.00                 | 3,378,738.01          | 582,478.08            |
| Cafeteria Plan Receivable                          | 15,333.96             | 0.00                 | 15,333.96             | 12,618.46             |
| Inventory  | 1,528,247.15          | 0.00                 | 1,528,247.15          | 1,134,754.89          |
| Work in Progress                                   | 259,341.03            | 0.00                 | 259,341.03            | 304,775.14            |
| Prepaid Expenses                                   | 1,451,499.41          | 0.00                 | 1,451,499.41          | 1,581,821.18          |
| Other Current Assets                               | 90.15                 | 0.00                 | 90.15                 | 1,253.95              |
| <b>Total Current Assets</b>                        | <b>19,520,513.95</b>  | <b>28,066,807.64</b> | <b>47,587,321.59</b>  | <b>37,671,562.89</b>  |
| <b>Fixed Assets</b>                                |                       |                      |                       |                       |
| Utility Plant / Service                            | 199,563,705.62        | 0.00                 | 199,563,705.62        | 205,378,322.72        |
| Construction in Progress                           | 15,564,531.06         | 0.00                 | 15,564,531.06         | 8,749,419.66          |
| Accumulated Depreciation                           | (56,507,287.80)       | 0.00                 | (56,507,287.80)       | (67,232,689.84)       |
| <b>Total Fixed Assets</b>                          | <b>158,620,948.88</b> | <b>0.00</b>          | <b>158,620,948.88</b> | <b>146,895,052.54</b> |
| <b>Total Assets</b>                                | <b>178,141,462.83</b> | <b>28,066,807.64</b> | <b>206,208,270.47</b> | <b>184,566,615.43</b> |
| <b>Liabilities &amp; Fund Equity</b>               |                       |                      |                       |                       |
| <b>Current Liabilities</b>                         |                       |                      |                       |                       |
| Accounts Payable                                   | 2,145,815.95          | 0.00                 | 2,145,815.95          | 2,012,815.73          |
| Retainage Payable                                  | 0.00                  | 0.00                 | 0.00                  | 19,507.80             |
| Customer Deposits                                  | 84,773.80             | 0.00                 | 84,773.80             | 82,556.57             |
| Construction Deposits                              | 534,680.00            | 0.00                 | 534,680.00            | 363,250.00            |
| Miscellaneous Payable                              | 523,084.75            | 0.00                 | 523,084.75            | 541,482.88            |
| Water Districts Payable                            | 55,647.99             | 0.00                 | 55,647.99             | 36,799.40             |
| Accrued Vacation                                   | 660,655.07            | 0.00                 | 660,655.07            | 686,222.57            |
| Cafeteria Plan Payable                             | 23,984.56             | 0.00                 | 23,984.56             | 15,896.90             |
| Other Current Liabilities                          | 33.10                 | 0.00                 | 33.10                 | 590.03                |
| <b>Total Current Liabilities</b>                   | <b>4,028,675.22</b>   | <b>0.00</b>          | <b>4,028,675.22</b>   | <b>3,759,121.88</b>   |
| <b>Fund Equity</b>                                 |                       |                      |                       |                       |
| Retained Earnings                                  | 155,940,768.51        | 24,866,725.04        | 180,807,493.55        | 171,590,165.40        |
| <b>Total Fund Equity</b>                           | <b>155,940,768.51</b> | <b>24,866,725.04</b> | <b>180,807,493.55</b> | <b>171,590,165.40</b> |
| <b>Net Income - Fiscal YTD</b>                     | <b>21,344,224.24</b>  | <b>27,877.46</b>     | <b>21,372,101.70</b>  | <b>9,217,328.15</b>   |
| <b>Fund Transfers In (Out)</b>                     | <b>(3,172,205.14)</b> | <b>3,172,205.14</b>  | <b>0.00</b>           | <b>0.00</b>           |
| <b>Total Liabilities &amp; Fund Equity</b>         | <b>178,141,462.83</b> | <b>28,066,807.64</b> | <b>206,208,270.47</b> | <b>184,566,615.43</b> |



## 2021-22 FISCAL YEAR WATER CONSUMPTION & SERVICES Fourth Quarter

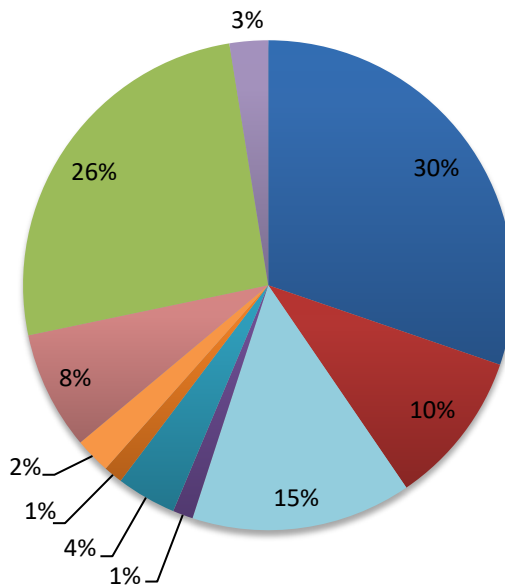
### WATER CONSUMPTION - THOUSANDS OF GALLONS

|                                     | CONSUMPTION<br>APR - JUN 2022 | CONSUMPTION<br>APR - JUN 2021 | CHANGE IN<br>CONSUMPTION |
|-------------------------------------|-------------------------------|-------------------------------|--------------------------|
| INSIDE SINGLE-FAMILY RESIDENTIAL    | 556,813                       | 870,763                       | -36.05%                  |
| INSIDE MULTIPLE-FAMILY RESIDENTIAL  | 187,827                       | 231,717                       | -18.94%                  |
| INSIDE COMMERCIAL                   | 267,295                       | 387,423                       | -31.01%                  |
| INSIDE INDUSTRIAL                   | 24,580                        | 28,767                        | -14.55%                  |
| OUTSIDE SINGLE-FAMILY RESIDENTIAL   | 72,730                        | 113,534                       | -35.94%                  |
| OUTSIDE MULTIPLE-FAMILY RESIDENTIAL | 23,107                        | 32,439                        | -28.77%                  |
| OUTSIDE COMMERCIAL                  | 43,422                        | 77,288                        | -43.82%                  |
| OUTSIDE INDUSTRIAL                  | 143,787                       | 169,536                       | -15.19%                  |
| SALES TO OTHER UTILITIES            | 473,573                       | 714,272                       | -33.70%                  |
| SALES TO WATER DISTRICTS            | 46,748                        | 51,547                        | -9.31%                   |
| <b>TOTAL WATER CONSUMPTION</b>      | <b>1,839,882</b>              | <b>2,677,286</b>              | <b>-31.28%</b>           |

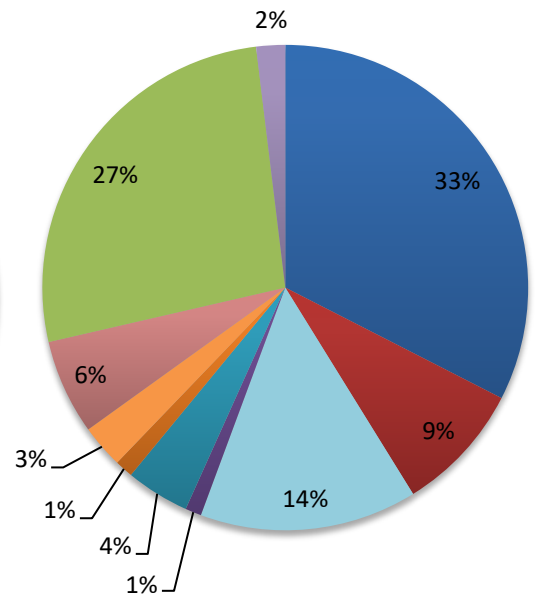
**Percentage of Total Consumption for Quarter**

- INSIDE SFR
- INSIDE MFR
- INSIDE COM.
- INSIDE IND.
- OUTSIDE SFR
- OUTSIDE MFR
- OUTSIDE COM.
- OUTSIDE IND.
- OTHER UTILITIES
- WATER DISTRICTS

**Q4-2022**



**Q4-2021**



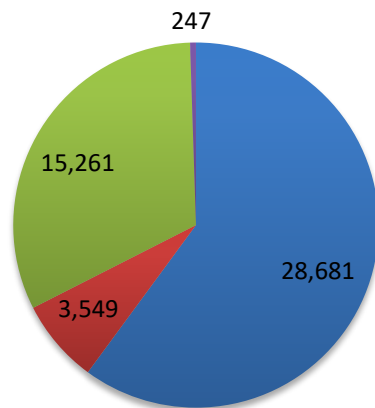
# WATER SERVICES TO JUNE 30, 2022

|  | <u>SERVICES<br/>JUN 2022</u> | <u>SERVICES<br/>JUN 2021</u> | <u>CHANGE IN<br/>SERVICES</u> |
|--|------------------------------|------------------------------|-------------------------------|
| <b><u>INSIDE CITY</u></b>                |                              |                              |                               |
| RESIDENTIAL - SINGLE-FAMILY              | 22,857                       | 22,562                       | 295                           |
| RESIDENTIAL - MULTIPLE-FAMILY            | 2,512                        | 2,491                        | 21                            |
| COMMERCIAL                               | 2,766                        | 2,731                        | 35                            |
| INDUSTRIAL                               | 50                           | 48                           | 2                             |
| FIRE SERVICES                            | 496                          | 487                          | 9                             |
| <b><i>SUBTOTAL - INSIDE CITY</i></b>     | <b><u>28,681</u></b>         | <b><u>28,319</u></b>         | <b><u>362</u></b>             |
| <b><u>OUTSIDE CITY</u></b>               |                              |                              |                               |
| RESIDENTIAL - SINGLE-FAMILY              | 3,046                        | 3,054                        | -8                            |
| RESIDENTIAL - MULTIPLE FAMILY            | 87                           | 83                           | 4                             |
| COMMERCIAL                               | 229                          | 230                          | -1                            |
| INDUSTRIAL                               | 100                          | 97                           | 3                             |
| UTILITIES                                | 7                            | 7                            | 0                             |
| FIRE SERVICES                            | 80                           | 78                           | 2                             |
| <b><i>SUBTOTAL - OUTSIDE CITY</i></b>    | <b><u>3,549</u></b>          | <b><u>3,549</u></b>          | <b><u>0</u></b>               |
| <b><u>OTHER UTILITIES</u></b>            |                              |                              |                               |
| CITY OF CENTRAL POINT                    | 6,808                        | 6,765                        | 43                            |
| CITY OF JACKSONVILLE                     | 1,550                        | 1,541                        | 9                             |
| CITY OF EAGLE POINT                      | 3,547                        | 3,478                        | 69                            |
| CITY OF PHOENIX                          | 1,186                        | 1,122                        | 64                            |
| T.A.P.                                   | 2,170                        | 2,082                        | 88                            |
| <b><i>SUBTOTAL - OTHER UTILITIES</i></b> | <b><u>15,261</u></b>         | <b><u>14,988</u></b>         | <b><u>273</u></b>             |
| <b><u>WATER DISTRICTS</u></b>            |                              |                              |                               |
| CHARLOTTE ANN                            | 144                          | 105                          | 39                            |
| ELK CITY                                 | 103                          | 104                          | -1                            |
| <b><i>SUBTOTAL - WATER DISTRICTS</i></b> | <b><u>247</u></b>            | <b><u>209</u></b>            | <b><u>38</u></b>              |
| <b>TOTAL WATER SERVICES</b>              | <b><u>47,738</u></b>         | <b><u>47,065</u></b>         | <b><u>673</u></b>             |

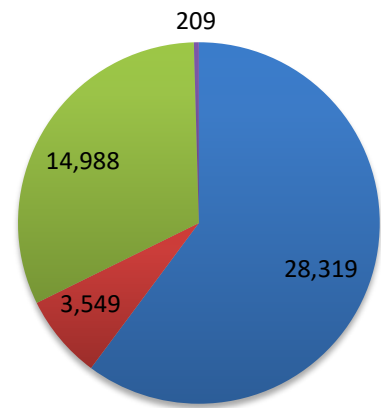
**Number of Services  
in June**

- INSIDE CITY
- OUTSIDE CITY
- OTHER UTILITIES
- WATER DISTRICTS

**JUN 2022**



**JUN 2021**



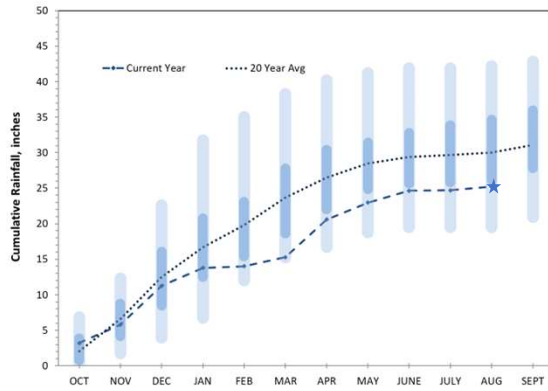


# Watershed Precipitation

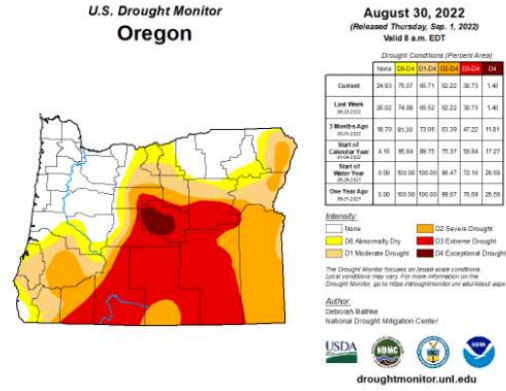
Ben Klayman, PhD, PE, Water Quality & Treatment Manager

- It's summertime!

Precipitation at BBS (83% of average)

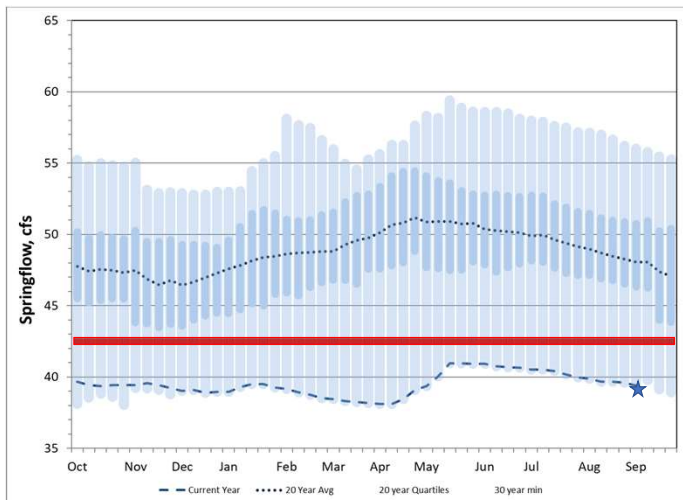


State-wide drought monitor

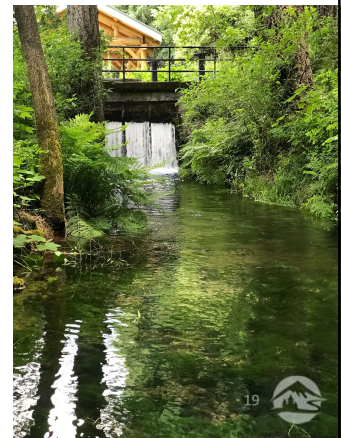


# Springflow

New historical minimums set each week

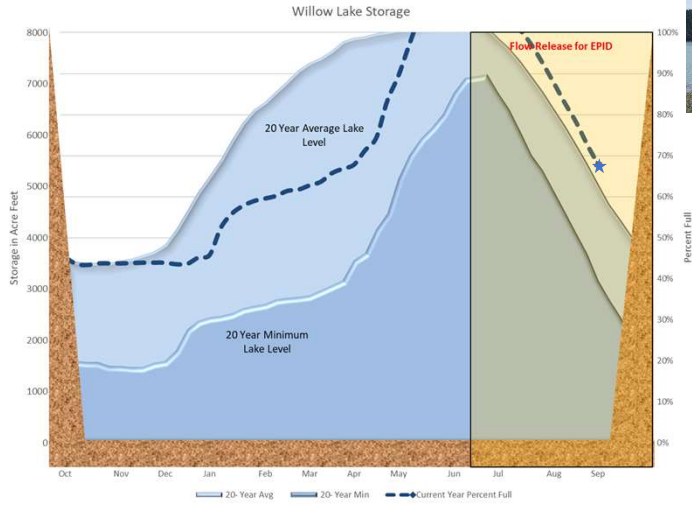


← Minimum flow for 2 full pipes



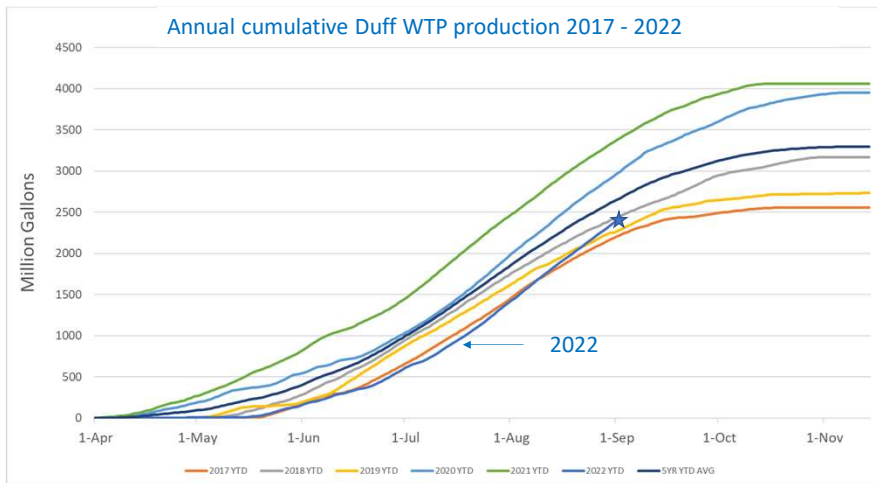
## Willow Lake Storage

Just above 20-year average



## Duff Water Treatment Plant in 24-hour operations

Demands typical for the season starting to decline





## Memorandum

**TO:** Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn

**FROM:** Brian Runyen, PE, Engineering Manager

**DATE:** September 21, 2022

**SUBJECT:** Item 5 - Resolution 1839, Awarding a Contract Amendment for \$475,887 for “Part D Pre-Design of Capital Hill Reservoir Replacement” to the Contract with RH2 Engineering, Inc. for the “Distribution System Resilient Backbone” project

**OBJECTIVE:** Board Approval

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### Issue

A contract for the “Distribution System Resilient Backbone” (DSRB) project for “Part A – Planning” was awarded to RH2 Engineering in August of 2021 thru Resolution No. 1783. The DSRB project contemplated four additional parts, for which the scope and fee would be further defined based on the Part A work. Part A work has identified “Part D - Pre-Design of Capital Hill Reservoir Replacement” as the appropriate next component of work for the DSRB project. In consultation with Medford Water staff, RH2 Engineering has developed a scope and fee for completion of the “Part D - Pre-Design of Capital Hill Reservoir Replacement” work.

### Discussion

The “Distribution System Resilient Backbone” will provide distribution system seismic resilience including replacing the Capital Hill Reservoirs with seismically resilient storage and providing storage in the River Zone (previously named Reduced Pressure Zone). The project is being accomplished in a stepped approach, beginning with identifying critical distribution system infrastructure that will provide seismic resilience while also resolving current and future operational issues. Project phases include:

- Part A – Planning
- Part B – Pre-Design of River Zone Storage
- Part C – Design and Construction of River Zone Storage
- Part D – Pre-Design of Capital Hill Reservoir Replacement
- Part E – Design and Construction of Capital Hill Reservoir Replacement

Completion of the “Part A – Planning” work is imminent. Parts B through E were intended to be defined and scoped upon completion of Part A and brought back to the Board for approval and amendment to the contract, and could include backbone reservoir design and construction other than the specific reservoirs defined.

In consultation with Medford Water staff, RH2 Engineering has developed a scope and fee for completion of the “Part D - Pre-Design of Capital Hill Reservoir Replacement” work in an amount not to exceed \$475,887. This proposed Resolution is for approval for amendment of the original contract with RH2 Engineering to include this Part D scope of work.

The “Distribution System Resilient Backbone” projects are part of the Water Infrastructure Finance Innovation Act (WIFIA) Rogue Valley Water Supply Resiliency Project (RVWSRP)

**Financial Impact**

The contract amendment of \$475,887 is budgeted for in the 10-year CIP, beginning in the current fiscal year.

**Requested Board Action**

Staff recommends approval of Resolution 1839, awarding Part D of a multi-part contract in the amount of up to \$475,887 to RH2 Engineering, and authorizing the General Manager to administer payments for work under this contract.





## Memorandum

**TO:** Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn  
**FROM:** Tanya Haakinson, HR Manager  
**DATE:** Wednesday, September 21, 2022  
**SUBJECT:** Item 6 - Resolution 1840, Adopting 2022 Personnel Manual (Full Update)  
**OBJECTIVE:** Board Approval

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### Issue

Incorporating recently adopted Personnel Manual policies (2019, 2020, 2021 and 2022) and including current verbiage updates, into one completed 2022 Personnel Manual.

### Discussion

Personnel Manual updates from recent years, including current verbiage updates, incorporated into one completed 2022 Personnel Manual (Sections 1-12). A copy of the proposed document will be made available ahead of the meeting.

### Financial Impact

With an updated Personnel Manual, employees are informed about the organization's expectations, practices, procedures, and work rules; helping to safeguard both the employees, and Medford Water, in matters related to personnel management.

### Requested Board Action

Staff recommends approval of Resolution 1840, approving updates to the Personnel Manual, thus creating one completed 2022 Personnel Manual, for employees and management of Medford Water.

**RESOLUTION NO. 1840**

A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective September 21, 2022

WHEREAS, over the years, a number of amendments and additions to the Personnel Manual have been approved; and

WHEREAS, the Board of Water Commissioners recognize the convenience to be gained in consolidating all amended and added personnel rules and policies into a single authorizing resolution; and

WHEREAS, this resolution will become the master enacting document with respect to all current revisions to the Personnel Manual; and

WHEREAS, this resolution supersedes prior rules and policies<sup>1</sup> to the extent it conflicts with the past provisions and amendments, and otherwise ratifies and continues the past provisions and amendments;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS, THAT:

The Board of Water Commissioners hereby adopts the personnel rules and policies as set forth in the revised Personnel Manual, a copy of which is on file in the Commission's office and by reference made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners of the City of Medford, Oregon, and signed by me in authentication thereof this 21st day of September 2022.

ATTEST: \_\_\_\_\_  
Yvette Finstad, Asst. Clerk of the Commission

\_\_\_\_\_  
Bob Strosser, Chair

<sup>1</sup> Res. No. 495 established (11/1/82); amended by the following resolutions: 553 (7/15/85), 573 (6/18/86), 625 (12/19/88), 660 (7/2/90), 677 (7/1/91), 696 (11/18/91), 702 (2/19/92), 718 (7/8/92), 742 (4/5/93), 808 (9/6/94), 892 (9/3/97), 977 (12/1/99), 996 (6/7/00), 1043 (7/2/01), 1071 (7/3/02), 1123 (11/5/03), 1126 (12/17/03), 1207 (1/4/06), 1237 (11/1/06), 1344 (3/4/09), 1476 (2/15/12), 1770 (05/19/21), 1791 (10/06/21), 1802 (03/02/22), and 1835 (08/17/22).



## Memorandum

**TO:** Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn

**FROM:** Ben Klayman; Water Quality and Treatment Manager

**DATE:** September 14, 2022

**SUBJECT:** Item 7 – Resolution 1841; Authorizing the General Manager to Execute a contract with Don Hamann, Inc. for Rancheria Logging Services

**OBJECTIVE:** Board Approval

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### Issue

Medford Water plans to conduct a commercial timber harvest in the Fall of 2022 according to the adopted Forest Management Plan and intends to award the logging services contract to Don Hamann, Inc. based on a competitive solicitation for services.

### Discussion

Commercial thinning (“logging”) will be focused on two areas - one immediately west of the Big Butte Springs complex, and the other approximately two miles southeast of the Springs. The logging/harvest area is approximately 232 acres and contains a mix of conifers and hardwoods. The site contains many large, vigorous conifers but needs thinning for forest health and to reduce the risk of catastrophic wildfire. The operation, known as the Rancheria Timber Sale, will yield approximately 850 MBF, or 850,000 board feet, of timber primarily comprised of White Fir and Douglas Fir (approx. 90%)

Medford Water published an invitation to bid seeking a contractor to perform commercial thinning (logging) services. Medford Water received one bid – Don Hamann, Inc. located in Butte Falls. Medford Water has received excellent quality and service from Don Hamann on past contracts and is fortunate to have them performing work again on this project. Fuels treatment and slash disposal activities for this harvest will be conducted under a separate contract.

### Financial Impact

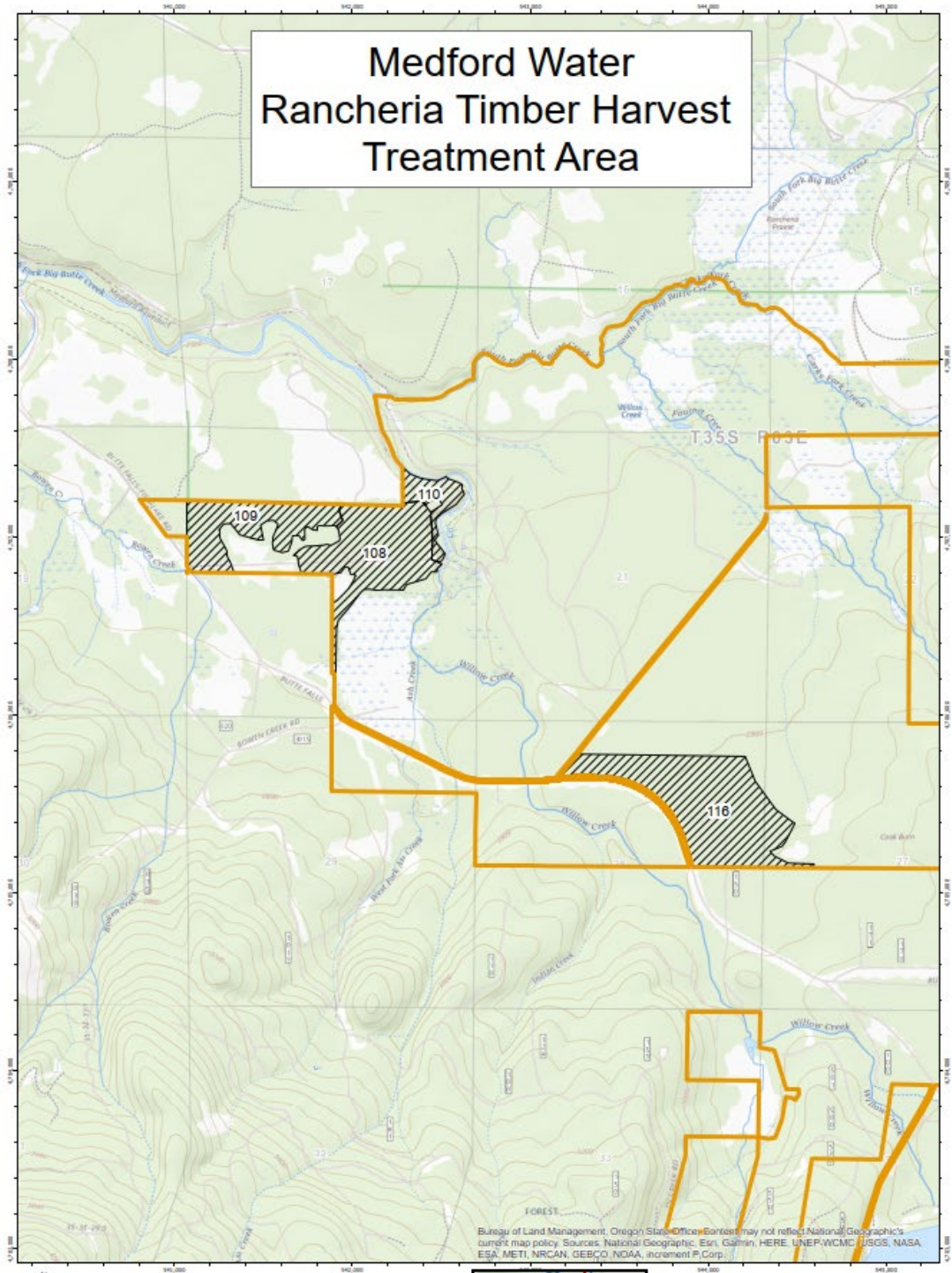
The cost of logging services is included in the FY22-23 budget. While final cost of services is directly dependent on the scaled quantity of logs removed (services priced per MBF of logs removed), based on the estimated quantity of timber a contract value of NTE \$350,000 is anticipated to cover the services.

### Requested Board Action




Staff recommends approval of Resolution 1841, authorizing the General Manager to execute a contract for Rancheria Logging Services to Don Hamann, Inc. for NTE \$350,000.



# Medford Water Rancheria Timber Harvest Treatment Area



Bureau of Land Management, Oregon State Office. Content may not reflect National Geographic's current map policy. Sources: National Geographic, Esri, Garmin, HERE, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, increment P Corp.

-  Treatment Area
-  MWC Property
-  BBS Watershed Boundary



285 S. Ivy Road - Room 177 Medford, Oregon 97504  
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[www.cityofmedford.org](http://www.cityofmedford.org)

This map is based on a digital database compiled by Medford Water Commission from a variety of sources. Medford Water Commission cannot accept responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied.

## RESOLUTION NO. 1841

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Don Hamann, Inc. for Rancheria Logging Services for the Rancheria Timber Sale, Not to Exceed \$350,000

WHEREAS, Medford Water Commission (Medford Water) plans to conduct a commercial timber harvest in the fall of 2022 according to the adopted Forest Management Plan, and have selected an approximately 232-acre forested area, one section immediately west of the Big Butte Springs complex, and the other approximately two miles southeast of the Springs, for harvest and thinning; and

WHEREAS, the primary goals of the operation, known as the Rancheria Timber Sale, will be to promote forest health and reduce fire risk; and

WHEREAS, Medford Water solicited bids for Rancheria Logging Services through an Invitation to Bid process; and

WHEREAS, a Notice of Intent to Award was issued to Don Hamann, Inc. on September 6, 2022, and no protests of the award were received; and

WHEREAS, Don Hamann, Inc. is qualified and agreeable to render the services specified in the aforesaid Invitation to Bid; and

WHEREAS, the value of the contract, not-to-exceed \$350,000 based on the estimated quantity of timber, exceeds the General Manager's authority;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That a contract in an amount not-to-exceed \$350,000 for Rancheria Logging Services is hereby awarded to Don Hamann, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$350,000, and any contract amendments not exceeding the General Manager's purchasing authority or 25 percent of the original contract amount, on behalf of the Board of Water Commissioners, which contract is on file in the Office of the Commission and by reference made a part hereof, is hereby approved. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Commission's Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 21st day of September 2022.

ATTEST: \_\_\_\_\_  
Yvette Finstad, Asst. Clerk of the Commission

\_\_\_\_\_  
Bob Strosser, Chair