



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, February 1, 2023

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 12:21 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Chair Michael Smith; Commissioners Jason Anderson, John Dailey, Bob Strosser, and David Wright.

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, Customer Service & Water Efficiency Manager Julie Smitherman, Executive Administrative Assistant Amber Furu, Water Efficiency Coordinator Cody Scoggins, Water Efficiency Technician Aaron Adachi

Guest(s): Attorney Mark Bartholomew, City of Central Point Councilor Tanea Browning*, Robert Annear* (*Via Zoom)

3. Elect Board Chair and Vice Chair for 2023

Motion: Appoint Michael Smith as Chair for the year 2023.

Moved by: Mr. Anderson Seconded by: Mr. Dailey

Roll Call: Commissioners Anderson, Dailey, Strosser, and Wright voting yes; Smith abstained.
Motion carried and so ordered.

Motion: Appoint John Dailey as Vice Chair for the year 2023.

Moved by: Mr. Strosser Seconded by: Mr. Wright

Roll Call: Commissioners Anderson, Smith, Strosser, and Wright voting yes; Dailey abstained.
Motion carried and so ordered.

Former Chair Bob Strosser turned the meeting over to Chair Michael Smith.

4. Comments from the Audience

None.

5. Approval or Correction of the Minutes of the Last Regular Meeting of January 18, 2023

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

Moved by: Mr. Dailey Seconded by: Mr. Strosser

Roll Call: Commissioners Anderson, Dailey, Smith, Strosser, and Wright voting yes.
Motion carried and so ordered.

6. Resolution No. 1858, A RESOLUTION Amending the Amount of Funds Authorized to Be Deposited into a Local Government Investment Pool Account Required by the Cooperative Improvement Agreement (CIA) Between the Medford Water Commission (Medford Water), the State of Oregon, Acting by and Through Its Department of Transportation (ODOT), and the City of Medford (City) For Water Improvements Within the Foothill Road Corridor Project

Resolution 1834 authorized a Cooperative Improvement Agreement (CIA) with ODOT and the City of Medford for construction of water improvements within the Foothill Road Corridor Project. Medford Water deposited project funds into a Local Government Investment Pool Account (LGIP) based on pre-bid construction cost estimates; ODOT has since accepted bids for the project, and the post-bid costs require additional funds be deposited into the LGIP, exceeding what was authorized by Resolution 1834. The original construction cost of water

improvements in the work bid by ODOT was estimated at \$4,500,000, with an additional 25% contingency (for a total of \$5.625M) authorized, and \$5,423,313.71 was deposited into the LGIP account based on this estimate. The updated water improvements project cost is \$6,444,842.41, requiring an additional \$1,021,528.70 deposit into the LGIP account, and amendment of the amount authorized in Resolution 1834.

Motion: Approve Resolution 1858.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

Commissioner Wright asked for more information on the reimbursement from the City. The City will reimburse us for the portions of waterline relocation work that we are doing to accommodate the roadway construction specifically, such as springs line conflicts (there are also portions of work that we already planned to do as part of our CIP plan which will not be reimbursed). Commissioner Dailey inquired if our crews would be doing the work on the water system; ODOT contracted out Foothill Road improvements including the water system components (Knife River is the contractor and Medford Water will inspect all work). Our crews will also complete advance work, such as tie-ins and relocations; that work will be paid for by the City at actual cost. City reimbursement for portions of the project constructed under the ODOT contract are based on bid values in the contract.

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

Motion carried and so ordered.

7. Resolution No. 1859, 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 February 1, 2023

Several policies within Medford Water's Personnel Manual have been updated, including restructuring of the Sick Leave Policy (Section 4) for compliance with new Paid Leave Oregon and other leave rules. Oregon requires all employers to adopt the Paid Leave Oregon program in 2023, and we are moving forward with an equivalent plan; the 2023 maximum rate an employer will pay is 40% of 1% of the employee's salary. An employment lawyer was consulted.

Commissioner Anderson clarified that instead of paying into the state plan we will pay into equivalent plan; Haakinson confirmed, noting that it will save the organization and employees money. Our rate will be less than the 1%.

Motion: Approve Resolution 1859.

Moved by: Mr. Wright

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

8. Leadership Team Reports

- Brian Runyen, Engineering Manager
 - Proposals were due for Architectural & Engineering Design Services for the campus facility in January 2023. 6 proposals were reviewed, and 3 teams interviewed; Soderstrom Architects, FFA Architecture and Interiors, and ORW/Hacker.; Soderstrom was selected as the Highest Ranked Proposer. Next steps are negotiation of initial scope and fee, and then board approval of the contract for initial work in March 2023.

Commissioner Anderson inquired why the committee chose Soderstrom. Runyen noted that it was a tough decision, as all three were really good teams; Soderstrom engaged with the project vision well and will work well with the project manager.

- Ben Klayman, Water Quality & Treatment Manager
 - Watershed Update – Precipitation is 70% of average, and snowpack in the basin is at average. Springflow is better than this time last year, and Willow Lake is slightly below

the historical average level. We anticipate the lake to fill again this year.

- Tanya Haakinson, HR Manager
 - Recruitment Update – Executive Administrative Assistant Amber Furu (internal) started today; our organization is growing, and this position changed as Yvette Finstad is moving into a FT Communications position. Yvette will train Amber over next few months, before moving into her new role. The SCADA Systems Administrator (IT), posted 11/2022, and Staff Engineer (refill), posted 1/27/2023, are open.
- Brad Taylor, General Manager
 - Conference-Board Attendance – Two annual conferences are coming up if any members of the Board are interested: PNWS-AWWA in Kennewick, Washington, May 3-5, and AWWA ACE in Toronto, Canada, June 11-14.
 - Upcoming Board Schedule – 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 Anderson informed the Board that he will miss the March 1 meeting; Commissioner Strosser may also be absent.

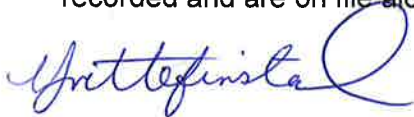
10. Executive Session in Accordance with ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Board adjourned to executive session at 12:54 p.m.

The Board reconvened at 1:15 p.m.

11. Adjourn

There being no further business, this meeting adjourned at 1:15 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