



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, February 7, 2024

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 12:37 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, Mike Smith, and David Wright.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manger Beau Belikoff, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, Water Efficiency Coordinator Cody Scoggins, Water Efficiency Technician Aaron Adachi

Guest(s): Attorney Mark Bartholomew, Medford City Council Liaison Nick Card, Central Point City Manager Chris Clayton, Central Point Parks and Public Works Director Matt Samitore, Eagle Point Mayor Kathy Sell

2. Elect Board Chair and Vice Chair for 2024

Motion: Appoint Bob Strosser as Chair for the year 2024.

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

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

Motion carried and so ordered.

Motion: Appoint David Wright as Vice Chair for the year 2024.

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

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

Motion carried and so ordered.

Former Chair Mike Smith turned the meeting over to Chair Bob Strosser, who requested that Commissioner Smith continue to Chair the meeting.

3. Presentation of the Years of Service Award to Jason Anderson

General Manager Brad Taylor presented Commissioner Jason Anderson with an award for 25 Years of Service to the City of Medford through the Board of Water Commissioners.

Taylor thanked Commissioner Anderson for his continued leadership and willingness to give his time and energy to the Organization.

4. Comments from the Audience

None.

5. Consent Calendar

5.1 Approval or Correction of the Minutes of the Last Regular Meeting of February 7, 2024

5.2 Quarterly Letter to Mayor and Council

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey Seconded by: Mr. Wright

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

Motion carried and so ordered.

6. Items Removed from Consent Calendar

None.

7. Resolution No. 1921, Authorizing the General Manager to Complete the Sale Agreement as Amended for Acquisition of All Right, Title to, and Interest in a 10 Acre Lot Located on Industry Drive Property Also Known as 371W06 Tax Lot 2500

The Board in Executive Session on July 13, 2022, authorized the General Manager (GM) to enter into a Purchase Agreement with sellers of a 10-acre property located at 4677 Industry Drive, Medford, Oregon. A purchase agreement was entered into September 15, 2022, and subsequently modified on February 24, 2023, and January 16, 2024. The property is anticipated to close in February 2024 and the GM will need Board approval to make payment during closing; the seller is required to remove the top one foot of soil across the entire 10-acre parcel by May 15, 2024. A hold back amount of \$112,772.00 will be held in escrow until completion of the soil. Medford Water has also agreed to compensate the sellers at \$2.33 per square yard of hardscape area of the proposed Medford Water Operations Center (this will save on excavation cost for construction).

Motion: Approve Resolution 1921.

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

8. Resolution No. 1922, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$921,727.00 with Soderstrom Architects, Ltd. for Consulting Engineering & Architectural Services for Task Order 4 Construction Documents, Permit, & Bid Phase Support of the Medford Water Operations Center Project

Soderstrom Architects, Ltd.'s contract for Task Order 1 (Programming and Basis of Design for Medford Water Operations Center Project), Task 2 (Schematic Design), and Task 3 (Detailed Design) is nearing completion. The team is moving into Task 4 Construction Documents, Permits, & Bid Phase Support. Soderstrom Architects, Ltd. was selected for a combination of experience, technical expertise, and industry knowledge to deliver this work to the satisfaction of Medford Water. The work completed under this Task Order 4, Construction Documents (100% Design), Building Permits and Bid Phases of the project are scheduled next. A scope and fee for the remaining work under this contract will be negotiated and brought to the Board for approval, which is anticipated in spring of 2024; this project will span multiple fiscal years. Commissioner Anderson inquired if Taylor and staff were generally happy with the work Soderstrom Architects, Ltd. is providing. Taylor confirmed yes, they are good; the amount of work that happened between December and the end of January was amazing and impressive. Commissioner Wright asked at what point are we selecting the contractor to be involved. Taylor explained it will be ready for bid once the work for Task Order 4 is completed around April or May, possibly June.

Motion: Approve Resolution 1922.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

9. Authorizing Staff to Allow a Service Connection Under Resolution 1058 Section 7 and to Waive Collection of System Development Charges (SDCs) for a Temporary Irrigation Water Service for the City of Central Point Bear Creek Greenway Restoration

The City of Central Point, thru Freshwater Trust, is beginning a riparian restoration of the burned Bear Creek greenway between Interstate 5 and Bear Creek north of the Table Rock Rd. overpass. A request was made to Medford Water to provide a long-term temporary irrigation water service from a Medford Water water main that traverses the area, as Central Point does not have a water line in the vicinity that could provide this water service. Our water infrastructure that happens to cross this tract presents the opportunity to provide this needed

water service. The City of Central Point and Freshwater Trust explored options to draw water directly from Bear Creek, but this was deemed infeasible. The need for this water service will span three to four years as the work progresses and landscaping becomes established. These restoration projects typically use around 500K gallons the first season with decreasing amounts needed each year. The expected service size is a 2" meter to accommodate potential peak periods of use and to minimize friction pressure losses to the irrigation system. The City of Central Point will pay all costs for installation of the new water service as well as for the future abandonment of the water service when the restoration project is complete. All costs will be paid in advance (at the time the new service is provided); they will also pay for all monthly costs of water service and usage based on the "Irrigation Outside City of Medford" water rates. Commissioners and Staff discussed the results of looking at the feasibility of obtaining water rights from Bear Creek. While water rights to Talent Irrigation District do exist and could potentially be transferrable to obtain water from Bear Creek at this location, the ability to utilize those rights has not been available for the entire summer for several years, making this an unreliable option.

Motion: Approve a Temporary Irrigation Water Service.

Moved by: Mr. Wright

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

10. Resolution No. 1923, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$938,581.00 for "Part E Design of Capital Hill Reservoir Replacement" to the Contract with RH2 Engineering, Inc. for the "Distribution System Resilient Backbone" Project

Engineering Manager Brian Runyen introduced newly hired Senior Engineer Jack Camp.

Pre-Design work for the Capital Hill Reservoir Replacement has been completed. A scope and fee for Design work thru bidding of the construction contract has been prepared and is recommended to be awarded to RH2 Engineering under the current "Distribution System Resilient Backbone" project as planned. The "Distribution System Resilient Backbone" (DSRB) will provide distribution system seismic resilience including replacing the Capital Hill Reservoirs with seismically resilient storage and providing storage in the River Zone. In consultation with Medford Water staff, RH2 Engineering has developed a scope and fee for "Part E Design of Capital Hill Reservoir Replacement" for an amount not to exceed \$938,581. The scope includes engineering services and public relations support thru design and bidding of the construction contract. Staff will return with an amendment to Part E for engineering services during construction around the time that the construction projects are bid.

Motion: Approve Resolution 1923.

Moved by: Mr. Anderson

Seconded by: Mr. Wright

Commissioner Dailey inquired about the limited access getting in and out of the area and will these issues be addressed at this stage of the design. Runyen confirmed conversations with City staff and transportation have already taken place. We do not have a specific route to get in and out as of yet, but the bid documents will have access routes and a traffic plan.

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

Motion carried and so ordered.

11. Resolution No. 1924, Adopting the Medford Water Representation in the Updates to the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan

Medford Water has participated in updates to the *Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan*, which has been reviewed and pre-approved by the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials contingent upon official adoption of the participating governments and entities. Jackson County developed a Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP) through a regional partnership funded by the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP). This updated Natural Hazard Mitigation Plan is a collaboration between Jackson County and the cities of Ashland, Butte Falls, Eagle Point, Gold Hill, Jacksonville, Phoenix, Rogue River, Shady Cove, and Talent, as well as Medford Water, Jackson County Fire District #3 and Jackson County Fire District #5, with further support from the Oregon Partnership for Disaster Resilience (OPDR) at the University of Oregon's Institute for Policy Research and Engagement. The "Medford Water Addendum to the Jackson County NHMP" is the result of Medford Water's participation in this process.

Motion: Approve Resolution 1924.

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

12. Leadership Team Reports

- Julie Smitherman Water Resources & Customer Service Manager
 - Watershed update – We are at 94% of normal precipitation with warmer than average temperatures for December. Springflows are much higher than previous years. Willow lake is 100% full. Rogue River Stream flows are at 3,520 cfs, which is 131% of normal. Lost Creek is 56% full. Climate predictions for February are showing above to equal chances for normal temperatures and equal chances for normal precipitation.
 - Snowy Butte Forest Restoration Project – Oregon Department of Forestry has notified Medford Water that they have awarded a \$150,000 grant to the Rogue River Siskiyou National Forest for fire resiliency and to start work on the Snowy Butte Forest Restoration Project. This will help to finish the surveys needed in order to move forward with the restoration of the project.
- Beau Belikoff, Finance Manager
 - Audit Update – Medford Water and Isler have agreed to engage in a Single Audit; in order to maintain transparency and accountability in reporting audit findings, which is essential for effective communication of audit findings. A Single Audit focuses on reviewing federal expenditures and will produce an opinion on compliance requirements subject to federal awards. It is expected to be completed in February 2024. It's also time again to send out an RFP for audit services. An invitation to bid will be sent to Moss Adams, Isler, KDP, and Clifton Larson Allen. Board members were invited to join the RFP process; Commissioner Dailey agreed to participate in the interview portion of the process.
- Tanya Haakinson, Human Resource Manager
 - NeoGov - Medford Water has a new applicant tracking system, NeoGov. Several public agencies use NeoGov such as City of Medford, City of Ashland, Bend, and EWEB. Training was done with City of Medford's Human Resource Department, and we went live with NeoGov on January 8. Three positions have been posted with the new system. The results are as follows: Water Treatment Plant Operator - 36 candidates, 7 interviews; Utility Person I – 42 candidates, 6 interviews; Staff Engineer – 4 candidates, 1 interview. Medford Water is getting great exposure and access to a much larger candidate pool.

- Recruitment Update
 - Positions Filled – Greg Smith to start February 16 as Water Treatment Plant Operator and Thomas Johnson to start February 16 as Utility Person I.
 - We continue to seek candidates for the Staff Engineer position (one interview scheduled for today February 7).
- Brad Taylor, General Manager
 - Upcoming Board Schedule – February 21 – Website Improvement; March 6 – Capital Plan Updates I; March 20 - Capital Plan Updates II

13. Propositions and Remarks from the Commissioners

Commissioner Strosser thanked Commissioner Smith and Dailey for their service as Chair and Vice Chair to the Board and welcomed Senior Engineer Jack Camp to Medford Water. Medford City Council Liaison Nick Card also thanked Commissioner Smith and Dailey for their service to Medford Water and appreciates the good leadership.

14. Adjourn

There being no further business, this meeting adjourned at 1:55 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting.



Amber Furu
Assistant Clerk of the Commission