



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, March 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 12:17 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, Finance Manager Anna Roeder*, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Customer Service & Water Efficiency Manager Julie Smitherman, Executive Administrative Assistant Amber Furu

Guest(s): Medford Council Liaison Tim D'Alessandro; City of Central Point Councilor Tanea Browning*; (*Via Zoom)

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of February 15, 2023

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

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

5. Resolution No. 1860, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$100,000 to the Contract with PFM Financial Advisors, LLC, for a Total Contract Amount of \$250,000 for Municipal Advisory Services

In 2021, Medford Water issued an RFP for Financial Advisor services. PFM was awarded the 5-yr contract, not to exceed \$150,000, to provide municipal advisory services to assist with documents relating to Medford Water's WIFIA funding, of which \$145,182 has been spent to date. Staff requests a contract amendment in the amount of \$100,000 for estimated costs of services related to future funding that will be necessary in coming years. Commissioner Smith asked for clarification on if we have reached what we had originally budgeted for in the 5 year plan and are we having them do more than we thought. Roeder confirmed they have not done any additional work yet, we wanted to bring this to the board beforehand. Contract services has been budgeted for the work. Our current contract is thru 2026.

Motion: Approve Resolution 1860

Moved by: Mr. Dailey

Seconded by: Mr. Wright

Taylor added when the annual budget comes to the board in May it will have assumptions about acquiring additional bonding and PFM will be helping with that.

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

Motion carried and so ordered.

6. Resolution No. 1861, A RESOLUTION Authorizing the Distribution of a Water Efficiency Grant in the Amount of \$5,000 to Island Pointe HOA to Complete a Partial Irrigation System Upgrade to Increase Water Efficiency and Minimize Water Waste

Island Pointe HOA is completing partial irrigation system upgrade to increase water efficiency and minimize water waste. The current system uses approximately 45-50% more water because of performance issues. Upgrades to the irrigation system will result in an estimated 45% reduction in water use totaling approximately 1,000,000 gallons per year. The total cost to Medford Water is \$5,000 for the 22/23 fiscal year.

Motion: Approve Resolution 1861

Moved by: Mr. Dailey

Seconded by: Mr. Wright

Commissioner Dailey asked if this program at one point had a nonprofit requirement. Scoggins replied that we still lean toward nonprofit; Staff can revisit this. Commissioner Wright asked what the annual budget is for the water conservation grant, and how many projects we get requests for; the annual budget is \$10,000 and we receive 3 to 5 requests a year. Staff is in the process of reviewing guidelines so they can be more inclusive and in line with our customers.

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

Motion carried and so ordered.

7. Resolution No. 1862, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Soderstrom Architects, Ltd. for Consulting Services for Consulting Engineering & Architectural Services for Task Order 1 Programming and Basis of Design of the Medford Water Campus Project

Following an RFP procurement process to deliver Consulting Engineering & Architectural Services for Design & Construction of the Medford Water Campus, Soderstrom Architects, Ltd. has been selected as the design consultant. The full value of the contract including future Task Orders will exceed the General Manager's authority, therefore Board approval is being sought to execute a consulting services contract for this work. A Scope of Services and fee of \$116,720.00 have been negotiated and agreed upon for the first phase of work: Task Order 1 Programming and Basis of Design. This initial scope of work in the contract will consist of updated programming for the project, development of a Basis of Design report documenting design criteria, updated project estimates, review of possible additional funding sources, and assistance with developing an RFP for a CM/GC construction procurement approach. The work completed under this Task Order will better inform the scope for the full design of the project. At that time, a scope and fee for the remaining design work will be negotiated and brought to the Board for approval, which is anticipated in June of 2023.

Motion: Approve Resolution 1862

Moved by: Mr. Wright

Seconded by: Mr. Dailey

Commissioner Dailey asked about the status of the site acquisition; Runyun replied we are doing some work with the access to Industry Dr that supports the partition process of the subdivision. Sellers are working on removing soils from the site. Commissioner Dailey asked if they found contamination; Runyen confirmed contamination was found and the sellers are removing the top one foot of soil from the entire 10 acre site within 60 days of closing.

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

Motion carried and so ordered

8. Leadership Team Reports

- Kris Stitt, IT Manager
 - Website Replacement Project Update - Following an RFP procurement process to update Medford Water's website, Planeteria Media has been selected as the top ranking proposer. Planeteria was chosen based on considerations such as Utility experience, design process and understanding our needs. The next steps are to negotiate the initial

scope and fee, followed by board approval and award on April 6.

- Brad Taylor, General Manager
 - General Updates – A Capital Hill project update will be provided at city council meeting tomorrow night. Regarding CAWD Dissolution, staff is working with City of Phoenix on the City of Phoenix agreement and updates to CAWD agreement. The May election will determine the outcome of the Dissolution.
 - Upcoming Board Schedule - March 15 - Capital Budget 2023/24-Part 2, April 5 - Asset Management Project Update, April 19 - SDC's, Rules and Regulations/Fees, CLA's.

9. Propositions and Remarks from the Commissioners

None

10. Adjourn

There being no further business, this meeting adjourned at 12:48 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