



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, July 19, 2023

Medford City Hall Medford Room

411 W. 8th Street – Rm 330, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:15 p.m. on the above date at Medford City Hall Medford Room, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Anna Roeder*, HR Manager Tanya Haakinson, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Capital & Special Projects Coordinator Andy Huffman, Water Resources & Customer Service Manager Julie Smitherman, Senior Accountant Jamie Look

Guest(s): Attorney Mark Bartholomew, City of Central Point City Manager Chris Clayton, City of Eagle Point Mayor Kathy Sell, City of Medford City Council Nick Card, Robert Annear* (*Via Zoom)

3. Comments from the Audience

Written comment was received July 17, 2023, from Gary Sumrak. Commissioners appreciated the inquiry. Mr. Sumrak's comments are attached to the minutes.

4. Approval or Correction of the Minutes of the Last Regular Meeting of July 5, 2023

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

Moved by: Mr. Anderson

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

5. Resolution No. 1892, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Lomakatsi Restoration Project for Forest Management Services

Medford Water's Forest Management Plan adopted in 2020, calls for treatments each year to maintain our 3,500 acres of forested land in the Big Butte Springs Watershed. A forest management services contractor is necessary to assist staff with the coordination, planning, monitoring and implementation of these forest treatment projects. Staff developed a scope of work and proposed a one-year contract with up to four annual options to renew, not to exceed \$250,000. On May 9, 2023, Medford Water issued a Request For Proposal (RFP) for Forest Management Services, this RFP was issued using the Qualifications-Based Selection (QBS) Process. The deadline to submit proposals was June 14, 2023; Medford Water received two proposals. While the team felt that both proposers were capable, Lomakatsi Restoration Project (LRP) stood out based on their experience and work team qualifications, and the team determined that LRP would best serve the interest of Medford Water. A Notice of Intent to Award was sent to both proposers on July 5, 2023, and no protests were received.

Commissioner Anderson inquired how LRP responded to our request to use local employees and stated that their headquarters are local, but they contract out of county employees. Smitherman stated they responded well, and we were able to apply points for them being local; all the employees that will be working on this project will be out of the Ashland office. Commissioner Wright asked when will the current contract end. Smitherman explained there is a little money left on the current contract, once we finish that contract, we will start the new contract.

Motion: Approve Resolution 1892

Moved by: Mr. Strosser

Seconded by: Mr. Wright

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

Motion carried and so ordered.

Commissioner Smith noted he enjoyed being a part of the selection team, it was enlightening, and he appreciated being a part of it.

6. Resolution No. 1893, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$15,633,800 with Pilot Rock Excavation, Inc. for the construction of the Table Rock Road Resilient Water Pipeline Project

On June 29, 2023, Medford Water staff received bids for the Construction of the Table Rock Road Resilient Water Pipeline Project. A new 42" transmission pipeline on Table Rock Road from the Robert A. Duff Water Treatment Plant (Duff), approximately 18,000 feet to Vilas Rd, this will provide a full seismically resilient connection from the plant and will deliver 23 MGD to support the resilient transmission requirements and providing additional transmission capacity to achieve 65 MGD at Duff. Bid opening was on June 29, 2023, and staff received the following (3) bids: Pilot Rock Excavation, Inc. - \$15,633,800, K&E Excavating, Inc. - \$18,742,975, and James W. Fowler Co. - \$18,858,450. Staff reviewed the bids and found the bid by Pilot Rock Excavation, Inc. to be the lowest responsive bid and a Notice of Intent to Award was sent to all bidders on July 5, 2023. This project is a component of the WIFIA loan funding in Loan Package 2. Funding for the pre-purchase of materials and construction of this project is included in the FY22/23, FY23/24, and FY24/25 budgets.

Commissioner Smith inquired about the pipeline being able to handle 23 MGD but also 65 MGD, and what the 42" pipeline will be able to handle; Huffman answered that 23 MGD is a resilient number, the idea is to have a resilient connection in the event of a natural disaster; this pipeline will also provide the avenue to get that water away resiliently. Taylor added that the pipe is tied to a limitation at the plant in terms of the resiliency of the plant. Huffman stated the original plant had a 42" pipeline that was rated at 30 MGD. Commissioner Anderson asked if the new 42" pipeline will be in the same location; this pipe will come down Table Rock Rd. to Vilas and then likely the intention is to go at Vilas across to Highway 62 and to make a connection to the Martin Control Station for a resilient connection.

Motion: Approve Resolution 1893

Moved by: Mr. Wright

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

7. Resolution No. 1894, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$41,428.00 with McClure & Sons, Inc. for the Water Quality Improvement Projects

As the Water Quality Improvements Project (WQIP) project nears substantial completion at Big Butte Springs (BBS) and finish work continues at the Robert A. Duff Water Treatment Plant (Duff), a final contract amendment is needed to complete the remaining out of scope items. The WQIP is providing pH adjustment to the finished water at both Duff and BBS facilities. A combination of change credits and debits has resulted in the need to process a contract amendment. The credit changes are a combination of value engineering opportunities, deleted scope, and items found to be unnecessary to the project. The debit changes include an owner driven contract extension, opportunity items which benefit other projects, unexpected impacts, and design oversights. Staff has reviewed these change proposals and find them to be agreeable in both scope and cost and necessary items for successful completion of the project. Commissioner Smith asked is the pause that we needed to take the reason this project was extended or did this project just take longer. Huffman explained the project is taking longer, lead times on everything were long and the 8 month pause was an unforeseen condition.

Motion: Approve Resolution 1894

Moved by: Mr. Anderson

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

8. Resolution No. 1895, A RESOLUTION Awarding and Authorizing the General Manager to Execute an Amendment to the Contract with Black & Veatch Corporation in the amount of \$62,000.00 for Consulting Services for the Design and Construction of the Water Quality Improvement Project

Black & Veatch (B&V) was contracted to provide design services for the Water Quality Improvements Project (WQIP) facilities, to increase the pH in the finished water provided by Medford Water. As the project has progressed, the need for additional engineering support became evident. The following are some of the items which have resulted in the extra effort: evaluation of alternative feed point design at the Robert A. Duff Water Treatment Plant (Duff), significant unscoped submittal and RFI review, extension of the construction contract by 8 months due to product delivery delays, evaluation and redesign of utility water system at Big Butte Springs (BBS), and a delay in the availability at the Duff plant to install the product feed point because of the need for the Duff plant to be available during the off season while work was being done on the BBS transmission lines. There is sufficient budget in the FY 2023/24 budget to accommodate this change.

Taylor noted this project has been tough; Andy has done a tremendous job demonstrating the work ethic and the attitude, along with all the things necessary to take on a project like this and get it done.

Motion: Approve Resolution 1895

Moved by: Mr. Strosser

Seconded by: Mr. Wright

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

Motion carried and so ordered.

9. Resolution No. 1896, A RESOLUTION authorizing the General Manager to execute a Contract Amendment with West Yost Associates in the amount of \$80,000.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract

Ongoing previously approved work by West Yost has resulted in identification of additional scope and fee needed to adequately complete the South East Medford Facility Plan (SEMFP) and the Barnett Pump Station Basis of Design Report. The scope of the contract included evaluation of system demands in the southeast area of Medford and included all the upper-level zones. It also included consulting services to provide pre-design support for the development of a new Zone 2 pump station assumed to be sited adjacent to the existing Barnett Reservoir. Medford Water and West Yost have continued to work on the SEMFP. The resulting output, when complete, will provide Medford Water with a comprehensive roadmap for development of the system in this area through 2040 and even further out to 2070. The work has also given opportunity to optimize the location for the new Zone 2/Barnett Pump Station. This contract amendment will provide the necessary funding to best position Medford Water as we move into future work in both comprehensive CIP budget planning in the southeast area of Medford and the development of the Basis of Design Report for the new Barnett Pump Station. We expect to come back to the board for the contract amendment around January or February of next year, it will be about an 8 month design and construction will be about a year, as long as we can get pumps.

Motion: Approve Resolution 1896

Moved by: Mr. Strosser

Seconded by: Mr. Wright

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

Motion carried and so ordered.

10. Resolution No. 1897, A RESOLUTION Authorizing the General Manager to purchase SCADA software from North Coast Electric including 3 years of annual maintenance in the amount of \$294,712.06

Medford Water has been working with Jacobs Engineering to develop a SCADA Master Plan to address and standardize its SCADA architecture. The plan identified the need to replace our two existing SCADA platforms with a single resilient, secure, and modern platform. The first phase of this upgrade is to replace the SCADA system at Robert A. Duff Water Treatment Plant at the end of this operating season. The hardware needed for this has been purchased and is currently being configured. We now need to purchase the SCADA software needed for the platform. The Rockwell FactoryTalk suit of software was recommended as the best fit for our new platform. The initial cost of the software with the first year of maintenance was quoted at \$221,261.91; of that approximately \$187,138.73 covers the initial software purchase and \$34,123.18 is for the initial year of maintenance. We are assuming a 5% per year increase on the maintenance costs annually bringing the 3-year total to \$294,712.06. Additionally, we would request that the board authorize the General Manager to exceed this limit by up to 25% to cover additional software and maintenance costs if required for the project. The total cost including the 25% contingency not expected to exceed \$368,390.07.

Commissioner Smith asked how the new SCADA software will integrate with current security practices and if you can receive warnings after hours, will you have the ability to access this remotely through web interface; part of the asset center software we are looking at is a big security component of that and it monitors for current firmware and to make sure we are on current software versions. We are also looking into Microsoft Defender to monitor network traffic. We use a program called ConnectWise which requires a multi-factor authentication. The people who use it can only authorize the machines they have been authorized to use; it logs and will take a video when a person signs in.

Motion: Approve Resolution 1897

Moved by: Mr. Anderson

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

11. Leadership Team Reports

- Julie Smitherman, Water Resources & Customer Service Manager
 - Big Butte Springs Watershed - On June 24th, 2023, 10am -12:30pm, staff hosted a meeting/picnic with neighbors of the Big Butte Springs Watershed. 23 people attended including 5 staff (Arlo Todd, Craig Harper, Dennis Burg, Josh Sutfin and Julie Smitherman). Meeting with neighbors of the watershed to discuss common concerns, water quality and land use activities, talk about projects, and share contact information.
 - Discussion topics included, fire resiliency, spill response, trespassing and dumping of garbage, fencing and livestock and thinning projects. Meghan Montgomery with Jackson Soil, and Ross Ballou with Oregon Department of Forestry presented on potential funding assistance for reducing fire risk. Everyone enjoyed the discussions, thought the meeting was a success and said we should do this every year.
- Brad Taylor, General Manager
 - City of Phoenix – Attended City of Phoenix City Council Meeting. We provided an overview of opportunities for ongoing regional collaboration on Water Efficiency Programs. We received positive feedback and a willingness to explore more possibilities. The City of Phoenix has since reached out and we have offered to help put together a newsletter for their customers this fall. This is a good demonstration on the progress being made with working together more regionally, as it relates to water efficiency. This was a good and positive experience.
 - Upcoming Board Schedule - August 2 - No Study Session, August 16 - BBS Modernization, September 6 - Duff WTP Tour.

12. EXECUTIVE SESSION PER ORS 192.660(2)(i) – To review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.

13. Propositions and Remarks from the Commissioners

Commissioners discussed the General Manager's review. Taylor has done an exemplary job; we have more capital projects going now than we have had the previous 15 years. Taylor stated his concern is getting anything greater (more than 5%) than what the organization receives. Board members decided on a 5% salary increase and will re-evaluate once a new salary survey (January or February of 2024) has been completed. Haakinson noted we contract out for our salary survey, once we have that preliminary report back, we can meet in executive session and go over the results at that time.

Motion: Approve 5% Salary Increase

Moved by: Mr. Wright

Seconded by: Anderson

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

Motion carried and so ordered.

14. Adjourn

There being no further business, this meeting adjourned at 1:37 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

Public Comment #1 For: Board of Water Commissioner's 7-19-2023 Meeting

Previously For: 12-8-22 Planning Commission Meeting – Agenda Item: Public Comments

WATER TALK

Disclaimer: My talk here is strictly as a water user, and I profess not to imply I'm an expert on anything I'm about to say!

Back when I was in 8TH grade, I got the privilege for "Job Day" to attend and learn about the inner workings of the Los Angeles Metropolitan Department of Water and Power. My primary thought and concern then was – I wonder where we are going for lunch! I can now only blame the "Teenager Syndrome" for my indifference back then.

LA's main water sources then and now still come from ground water, California state's interconnected water projects, and primarily the Colorado River Aqueduct. Back then they were serving a population of 9 million, now, 60 years later – the serviced population is 19 million. Unfortunately, I'm sure a large portion of its citizenry takes it for granted.

Today, I now have started to suffer from "The Old Man Syndrome" with justifiable concerns of the wellbeing of one of our most important natural resources - the Rogue Water Basin. At some point, will our growing population's demand for water exceed the available natural water sources for the Rogue Basin? Thankfully, the recent awarding of \$97 million dollars to the Medford Water Commission's Water Supply Resiliency Program will help to potentially mitigate water issues for years to come.

However, in addition to all the great work of various Water Conservation groups and those in the profession of water management to include the Medford Water Commission, in the Rogue Basin; we all - as individuals, also need to serve as gate keepers of this precious resource. This primarily means that all of those that serve on various county and city commissions and committees in the Rogue Basin have the shared responsibility to help protect and insure the future viability of our water sources.

We have been so fortunate to inherit an exceptional water system due mainly in part to the foresightedness of our forefathers. Please keep their earlier efforts in mind when evaluating any newly proposed developments; for our water sources have become more precious than ever lately because of the several years of the ongoing drought and hotter summers.

We all need to be shepherds of our available water sources and I only ask for all of you to be conscientious stewards and carry forward due diligence on this matter. It ultimately affects every one of our lives and the variety of wildlife species around us. I only wish I could come back here in another 60 years to find out that all is well in the Rogue Water Basin.

Sincerely – Gary Sumrak, 2485 Pinebrook Circle, Medford, OR 97504

Public Comment #2 For: Board of Water Commissioner's 7-19-2023 Meeting

RESIDENTIAL WATER CONSERVATION IDEAS

With my Public Comment #1 submittal serving as a personal introduction on the topic of water conservation in the Rogue Water Basin, my hope here would be for the establishment of preliminary water conservation codes to govern water use for all users, when our advanced knowledge of available water source/supply becomes marginal. In particular, to be addressed here, would be code related water conservation restrictions for new residential buildouts.

Per Planning Director Matt Brinkley, over the next 20 years it is anticipated 13,000 new residential buildings (single family homes, apartments, and townhouses) will need to be constructed to support a population increase somewhere between 20,000 to 30,000 new citizens. At this time, this does not include any additional commercial or industrial expansion.

With that kind of residential building increase in mind, it may be necessary to place various municipal code level restrictions on high water use features like - swimming and lap pools, ponds, high water use landscape features, large in-house bathtubs and jacuzzies tubs, outdoor hot tubs/jacuzzies, and lawns. The use of newer generation water-wise household fixtures and appliances should be encouraged and possibly be made mandatory. Also, the planting and use of drought tolerant plants should be accentuated.

The MWC staff and Board members do a fantastic job managing and maintaining our extensive water supply system and its ongoing water conservation efforts. But we now more than likely need to take a more proactive approach to better govern future water consumption to include outlining cities supplied by the MWC.

The City of Medford is nearing the finalization and adoption of the Climate Change Adaptation and Resilience Plan (CCARP). Hopefully with the participation of the Planning Department, all commissions, council members, the MWC, and to include citizen's input; an equitable solution can be reached that serves across all social economic standings to govern our water use in relation to the available water supply.

This is probably one of the more significant issues and challenges we will be facing in the coming years due to the unknown severity and consequences of a potential ongoing drought.

Thanks for listening.

Sincerely – Gary Sumrak, 2485 Pinebrook Circle, Medford, OR 97504