



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, September 6, 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 12:30 p.m. on the above date at Medford Police Department Prescott Room with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, 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, Senior Accountant Jamie Look

Guest(s): Attorney Mark Bartholomew, City of Central Point Councilor Tanea Browning*, HDR Inc. Shawn Koorn* and Kevin Lorentzen*, Medford Council Liaison Nick Card, Robert Annear (*Via Zoom)

3. Comments from the Audience

None.

4. Public Hearings

- 4.1 Consider Resolution No. 1902, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for Water Treatment and Transmission Facilities, to \$2,225.62 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective October 1, 2023

Information was provided on this SDC at the Study Session on April 19, 2023.

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Motion: Approve Resolution 1902.

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

Commissioner Wright asked if we received any feedback during the 90-day notice period. Runyen answered we did not receive any feedback.

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

Motion carried and so ordered.

- 4.2 Consider Resolution No. 1903, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL) to \$10,420.44 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective October 1, 2023

Information was provided on this SDC at the Study Session on April 19, 2023.

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Motion: Approve Resolution 1903.

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

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

Motion carried and so ordered.

- 4.3 Consider Resolution No. 1904, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the Southwest High Level Area (SWHL) to \$10,090.81 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and

Information was provided on this SDC at the Study Session on April 19, 2023.

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Motion: Approve Resolution 1904.

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

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

Motion carried and so ordered.

5. Consent Calendar

- 5.1 Approval or Correction of the Minutes of the Last Regular Meeting of August 16, 2023

- 5.2 Quarterly Letter to Mayor and Council

Motion: Approve the Consent Calendar.

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

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

Motion carried and so ordered.

6. Items Removed from Consent Calendar

None.

7. Resolution No. 1905, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Paymentus for payment processing services, Not to Exceed \$1,201,500

Medford Water is currently implementing VXSmart as our new Customer Service website. About 72% of the payments processed by Medford Water are electronic payments. In order to finish rolling out our new Customer Service Website, VXSmart customers will need to re-register on the site and re-enter any existing payment information. Because of this it was a good opportunity for Medford Water to evaluate its current electronic payment processor, Invoice Cloud. While re-evaluating the providers we did find a few advantages and disadvantages to both providers but overall, we felt both providers offered a comparable set of features. Switching to Paymentus is anticipated to save Medford Water approximately \$43,632 per year based on current utilization. Implementation is anticipated to take up to 6-months.

Commissioner Wright inquired if the flat fees would increase each year. Stitt explained it is possible, we have not gone through the contract negotiations yet; we did ask them early on if they anticipated any increase in fees, they do not anticipate any increases within the term of the contract. Commissioners and staff discussed credit card fees and incentives for customers to sign up for auto pay.

Motion: Approve Resolution 1905.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

8. Resolution No. 1906, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with N. Advanced Utilities Systems (AUS) a Subsidiary of N. Harris Computer Corporation for Support and Maintenance, Not to Exceed \$281,875

Medford Water implemented CIS Infinity from Advanced Utility Systems (AUS) in 2013. CIS Infinity is the software used by Medford Water to bill and manage our customers. Some examples of functionality include Customer Billing, Customer Management, Meter Reading Management, and Electronic and Paper Service Orders. The proposed resolution allows Medford Water to extend this agreement for an additional 3-year term and allows for increases of up to 5% per year (increases have typically been in the 3% range). The total cost including a 5% annual increase would be \$281,875. Staff will review again at the conclusion of this 3-year term.

Motion: Approve Resolution 1906.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

9. Resolution No. 1907, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$246,040 with Central Pipeline, Inc. for the Orchard Home Waterline Extension Project

The City of Medford has entered into a grant agreement with the State of Oregon, through the Oregon Business Development Department, to receive \$2,700,000 of American Rescue Plan Act (“ARPA”) funds for water infrastructure improvements in support of development in the Southwest Medford area. On June 7, 2023, the Board approved an IGA between Medford Water and the City of Medford, whereby Medford Water will deliver two water construction projects funded by the grant money obtained by the City of Medford. The project consists of approximately 1,082 LF of 12” water main extension in the Southwest Pressure Zone north of Orchard Home Dr, west along Westwood Dr and north along future Fallen Leaf Ave to directly benefit the Housing Authority of Jackson County’s (HAJC) “Orchard Meadows” project. The extension of this water main through areas otherwise not currently served by water will also be a benefit for future redevelopment of this area of Southwest Medford.

Motion: Approve Resolution 1907.

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

Taylor extended his thanks to Matt Brinkley and City of Medford staff for identifying these opportunities and moving them forward, it’s a great partnering arrangement.

10. Leadership Team Reports

- Water Resources & Customer Service Manager Julie Smitherman
 - Watershed Report – Precipitation is 30% below average with above average temperatures. Springflow has gradually decreased, which is expected for this time of year. At this rate we will end our current water year better than we did last year and we will start our new water year on October 1 with a higher flow than last year. This year we had 2 full pipes for 59 days. Rogue River Streamflow at Dodge Bridge

was last observed at 1,860 cfs, and a gauge height of 3.55 feet. Willow lake is 61% with flow releases supporting Eagle Point Irrigation District.

Commissioner Smith inquired about this being an El Nino year; Smitherman explained El Nino tends to bring warmer ocean water but more snowpack and is said to be increasing in strength.

- General Manager Brad Taylor
 - Upcoming Board Schedule - September 20, TBD. October 4, Duff WTP Expansion Tour. October 18, AMI Project Update. November 1 and 15, COSA.

11. Propositions and Remarks from the Commissioners

None.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:39 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.



Amber Furu
Assistant Clerk of the Commission