



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, July 17, 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 12:18 p.m. on the above date at the Medford Police Department - Prescott Room with the following commissioners, staff, and guests present:

Acting Chair David Wright; Commissioners Jason Anderson, John Dailey, Mike Smith, and Bob Strosser\*. (\*Via Phone)

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Beau Belikoff, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Nick Card

### 3. Comments from the Audience

None.

### 4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of June 19, 2024

4.2 Resolution No. 1943, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Easement Originally Recorded as Document No. 1993-20866 on June 25, 1993

#### **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. Commissioner Strosser attended the meeting via phone. During the roll call and subsequent vote, Commissioner Strosser's vote was not heard due to technical difficulties and, therefore, was not counted.**

### 5. Items Removed from Consent Calendar

None.

### 6. Resolution No. 1944, A RESOLUTION Authorizing the General Manager to Execute Purchase Orders in the Amount of \$787,356 with Sensus Metering Systems for Fiscal Year 2024-2025

Each year staff budgets for meters, and radio Smart Points to purchase inventory which are then expensed to various projects. This resolution will grant the General Manager authority to approve purchases throughout the fiscal year when added together exceed the authorized limit of \$150,000.

#### **Motion: Approve Resolution 1944**

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

Commissioner Dailey asked if we ever run out of supplies. Perkins explained that although there has been a shift in our ordering process, we do occasionally run a bit low. However, we manage to maintain sufficient stock by pre-ordering and proactively addressing potential shortages. Commissioner Wright inquired if the order is solely for new meters. Perkins stated that the order includes both new and replacement meters for various projects that are already factored into the budget.

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

***Motion carried and so ordered. Commissioner Strosser attended the meeting via phone. During the roll call and subsequent vote, Commissioner Strosser's vote was not heard due to technical difficulties and, therefore, was not counted.***

**7. Resolution No. 1945, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$34,054 with RH2 Engineering, Inc. for the "Distribution System Resilient Backbone" Project for a Portion of the Work Identified as "Part B Pre-Design of Reduced Pressure Zone Storage"**

In continuation of work towards future design of the River Zone Storage reservoir project, environmental and historical site clearance must be obtained. This is a required step towards being able to access the portion (\$13,940,000) of our Water Infrastructure Finance and Innovation Act (WIFIA) Loan #2 related to this project. A scope and fee for this work has been prepared by our consultant, RH2 Engineering, Inc. and is recommended to be awarded as planned under the current "Distribution System Resilient Backbone" project contract with RH2 Engineering, Inc.

Commissioners and staff discussed the reasons for bringing forward a resolution for \$34,054 and inquired about the timing of the environmental clearance process. Runyen explained that the total value of the contract is now \$1.9 million and emphasized the importance of keeping the Board informed and up to date on the project's progress. The design and construction phases are currently included in the CIP plan for 2027-2029 and in order to secure the EPA funds for WIFIA Loan #2, we must first demonstrate ownership of the property and obtain environmental clearance. Once these requirements are met, the EPA will release the funds, which can then be used for all projects under the WIFIA Loan #2. Attorney Mark Bartholomew clarified that, in eminent domain proceedings you can gain early possession of the property prior to adjudication or a stipulated settlement, that early possession is deemed ownership for purposes of access to the funds.

**Motion: Approve Resolution 1945**

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

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

***Motion carried and so ordered. Commissioner Strosser attended the meeting via phone. During the roll call and subsequent vote, Commissioner Strosser's vote was not heard due to technical difficulties and, therefore, was not counted.***

**8. Leadership Team Reports**

- Finance Manager Beau Belikoff
  - Water Revenue Bond Update - Over the past three months, Medford Water has been diligently working on the Preliminary Official Statement, which details all ongoing projects. This effort required extensive collaboration across all departments. S&P Global Ratings assigned a "AA" rating with a stable outlook. The bond sale took place on July 11, 2024, and funds from the sale will be received at closing on July 25, 2024.
- Water Resources & Customer Service Manager Julie Smitherman
  - Bill Design, Printing, and Mailing Services RFP - On July 9th, we issued a Request for Proposals (RFP) for billing services, including design, printing, and mailing. Our current contract is with Bend Mailing Services. To ensure a competitive selection process, we consulted with our Partner Cities to identify their mailing service providers and contacted several companies to inform them about the RFP. Final RFPs are due by July 30, and interviews will be held August 12-16th.

Medford Council Liaison Nick Card inquired about the implementation of the new billing system. Smitherman responded that it is going well overall, despite a few hiccups with autopay. The issue has been resolved, and the affected customers were contacted and offered a \$15 credit for the inconvenience.

- General Manager Brad Taylor
  - Upcoming Board Schedule - August 7 New Website, August 21 Water Distribution Operations Update.

**9. Propositions and Remarks from the Commissioners**

None.

**10. Adjourn**

There being no further business, this Commission meeting adjourned at 12:55 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