



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, September 4, 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 12:15 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager 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, Staff Engineer Matthew Scott

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Nick Card, Eagle Point Mayor Kathy Sell, Rob Annear\*, Shelby Snow\*, Gary Sumrak\* (\*Via Zoom)

### 3. Comments from the Audiences

Medford Council Liaison Nick Card informed commissioners that rates have been approved for the new waste-water treatment plant. He noted that City Council is working to ensure the plant is funded in the most cost-effective way to minimize overall expenses.

### 4. Approval or Correction of the Minutes of the Last Regular Meeting of August 21, 2024

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

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

### 5. Resolution No. 1955, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$294,990 with Knife River Materials for the Construction of the Big Butte Springs Facility Road and Lot Paving Project

Engineering Manager Brian Runyen introduced Staff Engineer Matthew Scott who presented information on the Big Butte Springs Road and Lot Paving Project. This project supports the improvements made under the Water Quality Improvement Project (WQIP) at Big Butte Springs, focusing on upgrading the roadway and parking lot around the Water Quality facilities. Key elements include enhancing drainage systems, strengthening the roadway for larger vehicles accessing the new Sodium Hydroxide Chemical Feed facility, and improving overall operations. Medford Water staff has prepared the design plans and bid documents internally, and issued the construction bid invitation on July 16, 2024. After reviewing the submissions, Knife River Materials was identified as the lowest responsive bidder. The project has a budget of \$370,000 for FY24-25, with \$15,500 spent on in-house costs so far. The project is anticipated to be completed under budget.

**Motion: Approve Resolution 1955**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

Commissioner Dailey inquired about the extent of the access road being paved. Staff responded that the project includes repaving the existing roadway branching from the main access road northward to the disinfection and WQIP buildings, along with paving and drainage improvements in the surrounding areas. This work will strengthen the existing roadway and provide an improved turning radius for larger vehicles supplying the new WQIP building (sodium hydroxide chemical feed facility), while also facilitating easier roadway maintenance during winter conditions at Big Butte Springs.

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

**Motion carried and so ordered.**

**6. Resolution No. 1956, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment to Extend the Contract with Bend Mailing Services for Three Additional Months and Increase the Contract Amount by \$100,000 and Set the Not to Exceed Contract Amount to \$800,000 for Medford Water's Bill Design, Printing, and Mailing Services**

The current contract, adopted by resolution 1826, began in October 2021 with a one-year term and two optional one-year extensions, not exceeding \$600,000. In March 2024, staff projected the contract funds would be depleted by June 2024, five months before the October 2024 expiration, prompting the Board to approve resolution 1926, which increased the contract by \$100,000, bringing the total to \$700,000. On July 9, 2024, a Request for Proposals for new billing services was issued. Seven proposals were reviewed, and interviews were conducted with the top three companies. Contract scoping and negotiations are ongoing with the highest-scoring company, which indicated a 15-week implementation process. To ensure a smooth transition, staff is requesting an extension of the Bend Mailing contract to January 25, 2025, allowing sufficient time for the new company to complete the transition. Staff expects to spend approximately \$25,000 per month with Bend Mailing. Increasing the contract amount by \$100,000 would cover at least three additional months of service.

**Motion: Approve Resolution 1956**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Anderson**

Commissioners and staff discussed that while Bend Mailing missed the proposal deadline, they are willing to assist with the transition to the new service provider. Smitherman informed the group that the new contract is for one year, with the option to renew for up to four additional one-year terms. She also noted that as the new billing service contract is finalized, additional details will be shared, including the redesign of the billing format.

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

**Motion carried and so ordered.**

**7. Leadership Team Reports**

- Julie Smitherman Water Resources & Customer Service Manager
  - Watershed Update – Precipitation at Big Butte Springs is 93% of normal. Springflows are doing well; we have been at 2 full pipes since July 2nd and will go back to half flow in mid-September. Willow Lake is 63% full. Rogue River Stream flows are at 1,890 cfs and is 93% of normal. Lost Creek Lake is now 50% full. Climate predictions for September show equal chances temperatures and above average precipitation.
- Brad Taylor General Manager
  - Medford Water Operations Center Update – Crews are currently removing the top foot of soil and working on the road extensions for Aqua Way and Industry Drive. The parking lot will offer secure staff parking, event flexibility, and additional parking for visitors and operational staff. The facility will have a gated entrance, with the warehouse and crew room located nearby. A separate building will house vac trucks and equipment, along with a welding and support area. Covered storage will protect fleet vehicles, and a facility at the rear will handle vac truck waste disposal.
  - Upcoming Board Schedule – September 18 – Duff WTP, October 2 – BBS Tour-Source Water Protection - Forestry Work

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

None.

**9. Adjourn**

There being no further business, this meeting adjourned at 1:00 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