



**This meeting will be held in person, but you may attend virtually; see the instructions on page 2.**

## AGENDA

11:15 a.m. STUDY SESSION – Duff WTP Projects Update (Senior Capital & Special Project Manager Andy Huffman, Water Operations Manager Dan Perkins)  
*This session will not be available via Zoom.*

12:00 p.m. LUNCH

12:15 p.m. BOARD MEETING

**1. Roll Call**

**2. Pledge of Allegiance**

**3. Comments from the Audience**

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted.

**4. Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of September 4, 2024

4.2 Quarterly Letter to Mayor and Council

**5. Items Removed from Consent Calendar**

**6. Resolution No. 1957, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with InfoSend for Water Bill Design, Printing and Mailing Services**

**7. Leadership Team Reports**

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Finance Manager Beau Belikoff, Water Operations Manager Dan Perkins, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

**8. EXECUTIVE SESSION pursuant to ORS 192.660(2)(i), which allows the Commission to meet in executive session to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, and pursuant to ORS 192.660(2)(e), which allows the Commission to meet in executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

**9. Consider Matters of Executive Session and Provide Direction as Needed**

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

**11. Adjourn**

<b>DATES TO REMEMBER*</b>					
<b>DATE</b>	<b>DAY</b>	<b>TYPE OF MEETING</b>	<b>STUDY SESSION TIME &amp; TOPIC</b>	<b>REGULAR MEETING</b>	<b>LOCATION</b>
10/02/24	Wed	Board Meeting	Time TBD – Source Water Protection/ Forestry	12:15 p.m.	Big Butte Springs
10/16/24	Wed	Board Meeting	Time TBD – Foothill Rd and Table Rock Project	12:15 p.m.	Prescott Room, Police Dept
11/06/24	Wed	Board Meeting	Time TBD – COSA	12:15 p.m.	Prescott Room, Police Dept
11/20/24	Wed	Board Meeting	Time TBD – COSA	12:15 p.m.	Prescott Room, Police Dept

*\*Meeting dates, times, and locations are subject to change.*

### **INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY**



To join by computer, click the following link:

[https://us02web.zoom.us/webinar/register/WN\\_6RHfU8mMQAuf4jv2clxVHA](https://us02web.zoom.us/webinar/register/WN_6RHfU8mMQAuf4jv2clxVHA)

Meeting passcode: 823227



To join by phone, call:

(669) 900-6833

Meeting ID Number: 847 6920 4135

Meeting passcode: 823227



## Memorandum

**TO:** Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith  
**FROM:** Brad Taylor, General Manager  
**DATE:** Wednesday, September 18, 2024  
**SUBJECT:** Item 4.2 – Quarterly Letter to the Mayor and City Council  
**OBJECTIVE:** Board Approval

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### Issue

The letter to the Mayor and City Council for the fourth quarter of Fiscal Year 2023-24 along with the financials, Consumption Report, and Watershed Report.

### Discussion

Medford Water is required by Section 19 of the Medford Charter to make full reports of the business transacted by it and of the condition of its funds once every three months to the City Council. If the board members agree to the contents of the letter for the fourth quarter of FY23-24, the Chair and General Manager will sign, and it will be forwarded to the Mayor and Council members.

### Financial Impact

n/a

### Requested Board Action

Approve contents of the fourth quarter letter to the Mayor and City Council.



September 18, 2024

Mayor Randy Sparacino and City Council  
City of Medford, Oregon  
411 West 8th St.  
Medford, Oregon 97501

Honorable Mayor and Council Members:

Attached are Medford Water's quarterly financial reports for the fourth quarter of Fiscal Year 2023-24, as well as Consumption and Watershed Reports.

During the fourth quarter of Fiscal Year 2023-24, Medford Water completed "Going-Live" on a new Customer website and new bill payment portal, completed 60% design drawings and specifications for Medford Water Operations Center, closed FY 23/24 below budgeted operational expenses, and spent \$71.8 million dollars in Capital in the fiscal year (slightly more than budgeted).

If the Mayor or Council members have any questions, feel free to contact our office at any time, or Nick Card, Council Liaison.

Sincerely,

Bob Strosser, Chair  
Board of Medford Water Commissioners

Brad Taylor, General Manager  
Medford Water

Attachments

**Medford Water Commission**  
**Income Statement**  
**June 30, 2024**

	Month to Date		Year to Date	
	Current	Prior	Current	Prior
<b>Water Fund</b>				
<b>Operating Revenues</b>				
Residential Sales Inside Gallonage	\$1,151,502.74	\$788,488.11	\$6,410,436.77	\$5,621,031.24
Commercial Sales Inside Gallonage	383,267.01	283,282.48	2,321,833.44	2,069,922.20
Industrial Sales Inside Gallonage	(795.46)	15,514.20	94,355.23	169,522.01
Base Charges Inside	690,023.47	630,304.30	7,185,814.70	6,581,955.82
High Elevation Charges	68,814.70	47,900.90	487,715.31	428,207.20
Fire Services Inside	36,154.41	34,930.86	397,662.72	363,282.09
Residential Sales Outside Gallonage	133,836.71	139,323.99	999,136.01	987,481.71
Commercial Sales Outside Gallonage	77,477.62	64,468.80	474,575.26	485,530.35
Industrial Sales Outside Gallonage	158,538.66	138,273.36	1,660,116.61	1,341,300.84
Base Charges Outside	112,483.63	135,438.62	1,529,199.22	1,416,685.73
Fire Services Outside	9,009.18	13,461.04	122,001.98	105,591.80
Sales to Other Utilities	271,155.46	347,479.18	2,445,038.19	2,725,626.86
Miscellaneous Collections	27,120.04	38,962.25	463,763.22	444,462.76
Connections/Installations	266,857.95	168,028.88	1,144,649.55	969,032.44
<b>Total Operating Revenues</b>	<b>3,385,446.12</b>	<b>2,845,856.97</b>	<b>25,736,298.21</b>	<b>23,709,633.05</b>
<b>Operating Expenses</b>				
<b>Water Operating Expenses</b>				
Source of Supply	547,538.55	125,203.62	1,999,121.43	1,258,313.46
Supply Pumping	174,059.97	147,178.99	753,320.88	675,721.67
Purification	409,486.84	703,945.42	3,166,024.03	3,312,065.71
Transmission	62,558.40	15,042.27	297,616.26	337,444.47
Distribution Pumping	46,642.79	52,445.55	489,938.33	471,574.69
Distribution	251,044.89	489,432.70	3,356,261.53	4,180,954.75
Customer Accounts & Collection	294,420.88	212,901.38	2,680,279.52	2,335,923.91
Administrative & General	142,028.88	(19,441.87)	785,957.04	527,547.39
Connections/Installations	(134,946.39)	128,395.51	1,034,407.41	900,408.66
<b>Total Operating Expenses</b>	<b>1,792,834.81</b>	<b>1,855,103.57</b>	<b>14,562,926.43</b>	<b>13,999,954.71</b>
<b>Operating Income Before Depreciation</b>	<b>1,592,611.31</b>	<b>990,753.40</b>	<b>11,173,371.78</b>	<b>9,709,678.34</b>
Depreciation	371,266.71	366,667.37	4,415,261.97	4,184,795.67
<b>Total Operating Income</b>	<b>1,221,344.60</b>	<b>624,086.03</b>	<b>6,758,109.81</b>	<b>5,524,882.67</b>
<b>Non Operating Revenues (Expenses)</b>				
Charges in Lieu of Assessments	11,610.00	0.00	11,610.00	0.00
Investment Revenue	79,101.83	58,044.75	462,563.49	187,278.00
Grant Revenue	442,264.23	0.00	792,652.68	1,222.00
Forest Product Revenue	0.00	0.00	607,830.00	0.00
Debt Proceeds	3,948,346.05	5,508,386.60	32,639,804.51	18,541,276.53
Miscellaneous Revenue	(120,306.44)	9,413.56	60,657.46	72,739.17
FWRD Expense	0.00	0.00	(480,525.87)	0.00
<b>Total Non Operating Revenues (Expenses)</b>	<b>4,361,015.67</b>	<b>5,575,844.91</b>	<b>34,094,592.27</b>	<b>18,802,515.70</b>
<b>Income Before Contributions</b>	<b>5,582,360.27</b>	<b>6,199,930.94</b>	<b>40,852,702.08</b>	<b>24,327,398.37</b>
<b>Capital Contributions</b>				
System Development Charges	430,842.62	257,365.82	1,520,299.59	961,662.50
Developer Donations (Capitalized)	322,505.13	219,527.76	2,615,842.68	1,738,596.89
<b>Total Income from Contributions</b>	<b>753,347.75</b>	<b>476,893.58</b>	<b>4,136,142.27</b>	<b>2,700,259.39</b>
<b>Net Income - Water Fund</b>	<b>\$6,335,708.02</b>	<b>\$6,676,824.52</b>	<b>\$44,988,844.35</b>	<b>\$27,027,657.76</b>
<b>Combined Income (All Funds)</b>				
<b>Net Income - Water Fund</b>	<b>6,335,708.02</b>	<b>6,676,824.52</b>	<b>44,988,844.35</b>	<b>27,027,657.76</b>
<b>Net Income - Construction Fund</b>	<b>61,365.97</b>	<b>92,525.77</b>	<b>1,295,350.84</b>	<b>841,380.17</b>
<b>Net Income - Main Replacement Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income - FWTP Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income - FWRD Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income - Vernal Pool Mgmt Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Combined Net Income</b>	<b>\$6,397,073.99</b>	<b>\$6,769,350.29</b>	<b>\$46,284,195.19</b>	<b>\$27,869,037.93</b>

**Medford Water Commission**  
**Balance Sheet**  
**June 30, 2024**

	Water Fund	Water System Construction Fund	Total	Last Year
<b>Assets</b>				
<b>Current Assets</b>				
Cash	\$2,812,978.84	\$0.00	\$2,812,978.84	\$570,406.49
Revolving Fund Cash	3,024.23	0.00	3,024.23	262,049.57
Cafeteria Plan Cash	7,660.61	0.00	7,660.61	16,709.75
Short Term Investments	4,551,589.67	4,335,895.96	8,887,485.63	14,552,801.62
Short Term Investments- Future Main Replacements	0.00	4,012,323.92	4,012,323.92	4,960,402.51
Short Term Investments- Future Treatment and Transport	0.00	0.00	0.00	8,675,514.16
Short Term Investments- Future Water Rights Development	0.00	4,937,856.26	4,937,856.26	5,158,427.13
Short Term Investments- Vernal Pool Management	0.00	148,387.74	148,387.74	140,908.28
Short Term Restricted Investments	3,290,889.47	0.00	3,290,889.47	5,638,855.79
Notes Receivable	1,655,820.41	0.00	1,655,820.41	1,807,957.43
Accounts Receivable	3,963,681.58	0.00	3,963,681.58	2,632,839.76
Accounts Receivable - Misc.	5,323,140.48	0.00	5,323,140.48	6,205,415.07
Cafeteria Plan Receivable	17,695.34	0.00	17,695.34	20,326.63
Inventory	1,976,231.21	0.00	1,976,231.21	4,571,419.63
Work in Progress	644,950.32	0.00	644,950.32	439,984.41
Prepaid Expenses	456,881.38	0.00	456,881.38	580,377.80
Other Current Assets	131,116.10	0.00	131,116.10	98,970.77
<b>Total Current Assets</b>	<b>24,835,659.64</b>	<b>13,434,463.88</b>	<b>38,270,123.52</b>	<b>56,333,366.80</b>
<b>Fixed Assets</b>				
Utility Plant / Service	238,806,349.62	0.00	238,806,349.62	219,307,600.53
Construction in Progress	86,600,795.11	0.00	86,600,795.11	32,577,341.77
Accumulated Depreciation	(75,807,991.24)	0.00	(75,807,991.24)	(71,760,038.47)
<b>Total Fixed Assets</b>	<b>249,599,153.49</b>	<b>0.00</b>	<b>249,599,153.49</b>	<b>180,124,903.83</b>
<b>Total Assets</b>	<b>274,434,813.13</b>	<b>13,434,463.88</b>	<b>287,869,277.01</b>	<b>236,458,270.63</b>
<b>Liabilities &amp; Fund Equity</b>				
<b>Current Liabilities</b>				
Accounts Payable	8,350,504.70	0.00	8,350,504.70	5,348,790.49
Retainage Payable	2,122,360.03	0.00	2,122,360.03	282,292.12
Customer Deposits	122,960.72	0.00	122,960.72	91,566.62
Miscellaneous Deposits	0.00	0.00	0.00	250.00
Construction Deposits	845,475.51	0.00	845,475.51	638,730.00
Miscellaneous Payable	457,931.39	0.00	457,931.39	492,268.47
Water Districts Payable	25,047.15	0.00	25,047.15	57,446.72
Accrued Vacation	805,395.89	0.00	805,395.89	683,198.22
Cafeteria Plan Payable	7,660.61	0.00	7,660.61	16,709.75
Other Current Liabilities	3,375.64	0.00	3,375.64	2,648.06
<b>Total Current Liabilities</b>	<b>12,740,711.64</b>	<b>0.00</b>	<b>12,740,711.64</b>	<b>7,613,900.45</b>
<b>Fund Equity</b>				
Retained Earnings	198,599,731.27	30,244,638.91	228,844,370.18	200,975,332.25
<b>Total Fund Equity</b>	<b>198,599,731.27</b>	<b>30,244,638.91</b>	<b>228,844,370.18</b>	<b>200,975,332.25</b>
<b>Net Income - Fiscal YTD</b>	<b>44,988,844.35</b>	<b>1,295,350.84</b>	<b>46,284,195.19</b>	<b>27,869,037.93</b>
<b>Fund Transfers In (Out)</b>	<b>18,105,525.87</b>	<b>(18,105,525.87)</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>274,434,813.13</b>	<b>13,434,463.88</b>	<b>287,869,277.01</b>	<b>236,458,270.63</b>



## 2023-24 FISCAL YEAR WATER CONSUMPTION & SERVICES Fourth Quarter

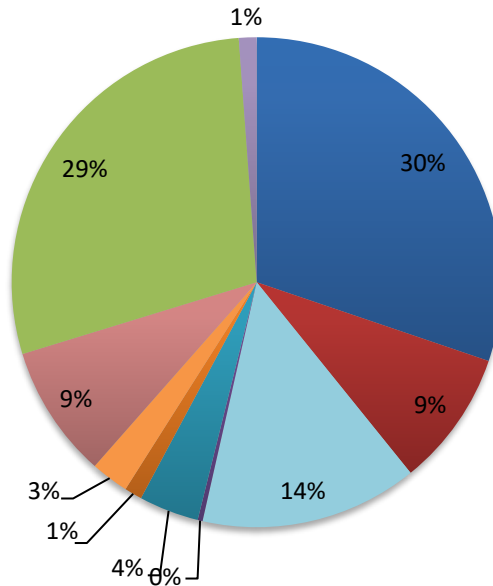
### WATER CONSUMPTION - THOUSANDS OF GALLONS

	<b>CONSUMPTION Apr-Jun 2024</b>	<b>CONSUMPTION Apr-Jun 2023</b>	<b>CHANGE IN CONSUMPTION</b>
INSIDE SINGLE-FAMILY RESIDENTIAL	683,015	664,229	2.83%
INSIDE MULTIPLE-FAMILY RESIDENTIAL	203,010	205,234	-1.08%
INSIDE COMMERCIAL	324,655	299,498	8.40%
INSIDE INDUSTRIAL	7,427	23,559	-68.47%
OUTSIDE SINGLE-FAMILY RESIDENTIAL	89,400	90,092	-0.77%
OUTSIDE MULTIPLE-FAMILY RESIDENTIAL	26,269	28,016	-6.24%
OUTSIDE COMMERCIAL	56,662	51,570	9.87%
OUTSIDE INDUSTRIAL	198,209	150,916	31.34%
SALES TO OTHER UTILITIES	645,810	638,833	1.09%
SALES TO WATER DISTRICTS	26,432	40,882	-35.35%
<b>TOTAL WATER CONSUMPTION</b>	<b>2,260,889</b>	<b>2,192,829</b>	<b>3.10%</b>

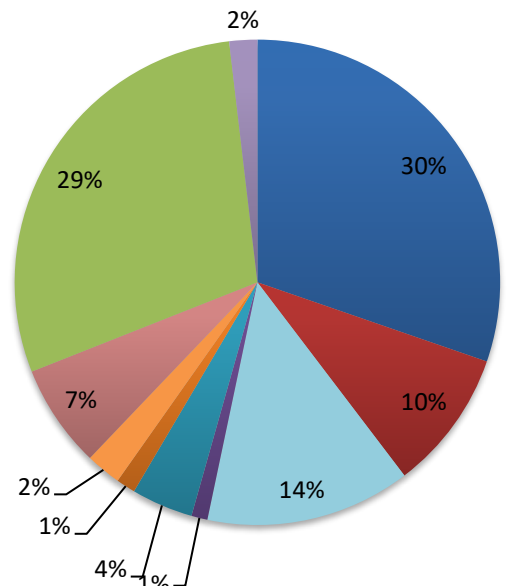
**Percentage of Total Consumption for Quarter**

- INSIDE SFR
- INSIDE MFR
- INSIDE COM.
- INSIDE IND.
- OUTSIDE SFR
- OUTSIDE MFR
- OUTSIDE COM.
- OUTSIDE IND.
- OTHER UTILITIES
- WATER DISTRICTS

**Q4-2024**



**Q4-2023**



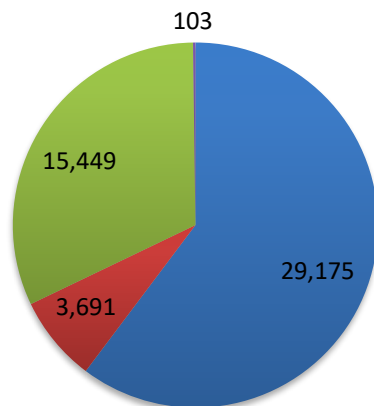
# WATER SERVICES TO JUNE 30, 2024

	<u>SERVICES JUN 2024</u>	<u>SERVICES JUN 2023</u>	<u>CHANGE IN SERVICES</u>
<b><u>INSIDE CITY</u></b>			
RESIDENTIAL - SINGLE-FAMILY	23,233	23,020	213
RESIDENTIAL - MULTIPLE-FAMILY	2,578	2,528	50
COMMERCIAL	2,791	2,782	9
INDUSTRIAL	49	50	-1
FIRE SERVICES	524	508	16
<b><i>SUBTOTAL - INSIDE CITY</i></b>	<b><u>29,175</u></b>	<b><u>28,888</u></b>	<b><u>287</u></b>
<b><u>OUTSIDE CITY</u></b>			
RESIDENTIAL - SINGLE-FAMILY	3,150	3,080	70
RESIDENTIAL - MULTIPLE FAMILY	91	90	1
COMMERCIAL	247	234	13
INDUSTRIAL	110	107	3
UTILITIES	6	7	-1
FIRE SERVICES	87	84	3
<b><i>SUBTOTAL - OUTSIDE CITY</i></b>	<b><u>3,691</u></b>	<b><u>3,602</u></b>	<b><u>89</u></b>
<b><u>OTHER UTILITIES</u></b>			
CITY OF CENTRAL POINT	6,858	6,829	29
CITY OF JACKSONVILLE	1,561	1,557	4
CITY OF EAGLE POINT	3,628	3,593	35
CITY OF PHOENIX	1,206	1,201	5
T.A.P.	2,196	2,180	16
<b><i>SUBTOTAL - OTHER UTILITIES</i></b>	<b><u>15,449</u></b>	<b><u>15,360</u></b>	<b><u>89</u></b>
<b><u>WATER DISTRICTS</u></b>			
PHOENIX	0	159	-159
ELK CITY	103	104	-1
<b><i>SUBTOTAL - WATER DISTRICTS</i></b>	<b><u>103</u></b>	<b><u>263</u></b>	<b><u>-160</u></b>
<b>TOTAL WATER SERVICES</b>	<b><u>48,418</u></b>	<b><u>48,113</u></b>	<b><u>305</u></b>

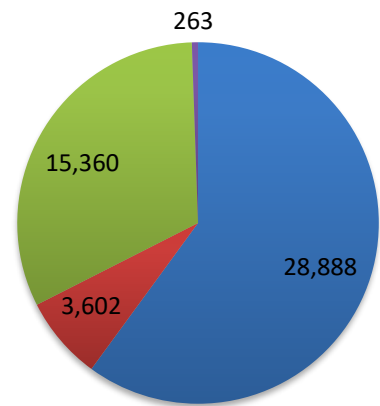
**Number of Services  
in June**

- INSIDE CITY
- OUTSIDE CITY
- OTHER UTILITIES
- WATER DISTRICTS

## JUNE 2024



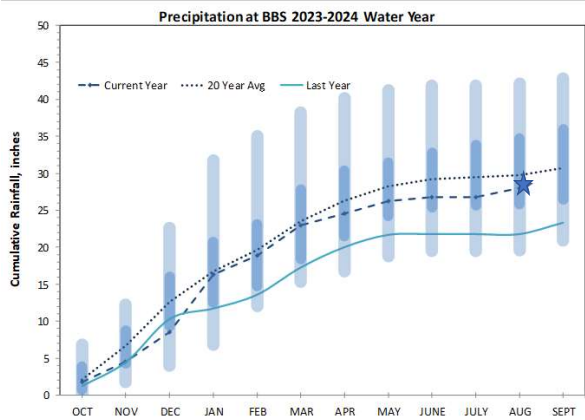
## JUNE 2023



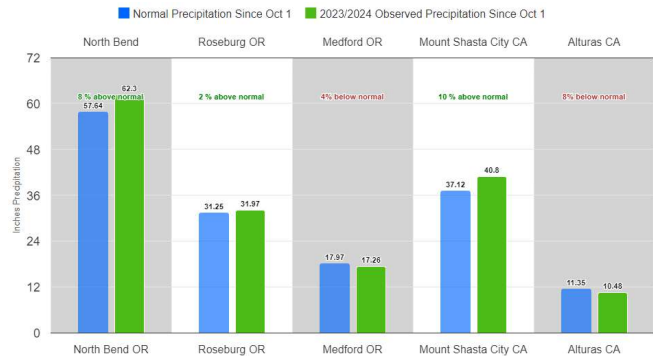


# Watershed Precipitation 2023-24 Water Year (Oct-Sep)

**BBS 28 inches = 93% of Normal**

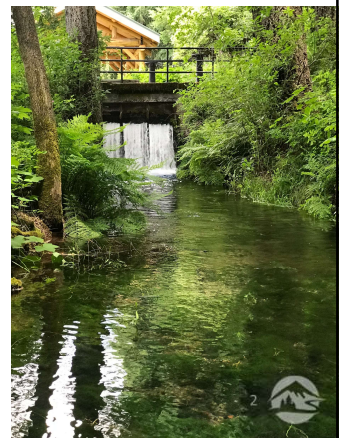
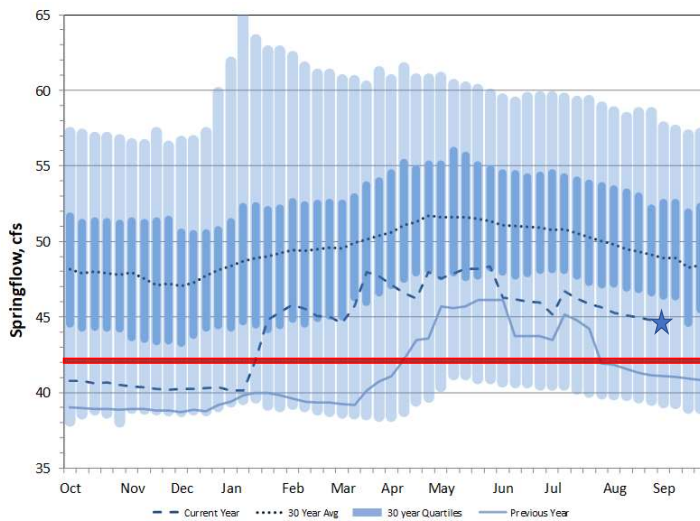


**Medford 96% of Normal**



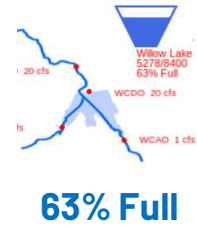
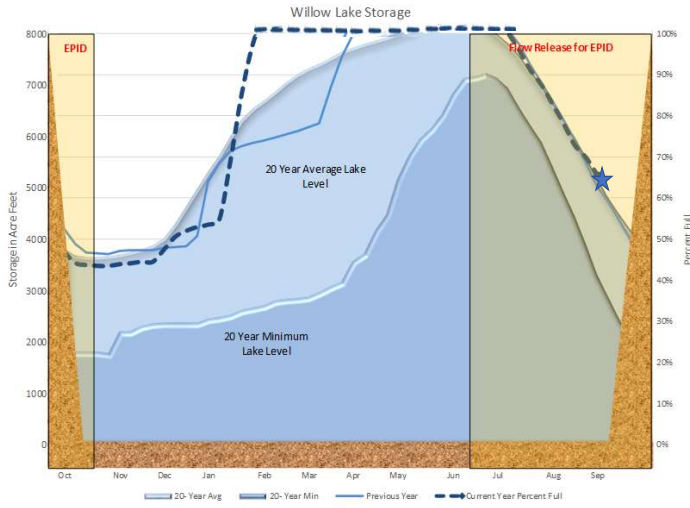
# BBS Springflow Water Year October 1, 2023 – September 30, 2024

Two full pipes April 17<sup>th</sup>, half flow on May 29<sup>th</sup>, full flow since July 2<sup>nd</sup>, back to half flow in mid Sept.



Minimum flow for 2 full pipes

# Willow Lake Storage





## **Memorandum**

**TO:** Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey and Michael Smith

**FROM:** Julie Smitherman, Water Resources and Customer Service Manager

**DATE:** September 18, 2024

**SUBJECT:** Item 6 – Resolution 1957 Authorizing the General Manager to execute a contract in the amount of \$1,700,000 with InfoSend for Water Bill Design, Printing and Mailing Services

**OBJECTIVE:** Board Approval

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### **Issue**

In July 2024 Medford Water issued a Request for Proposals (RFP) for water bill design, printing and mailing services. Through this process, InfoSend was selected by the review team as the most qualified to provide billing services to Medford Water.

### **Discussion and Findings**

Medford Water generates approximately 33,000 water bills per month over a 20-day billing cycle, or approximately 1,650 bills per day, which requires the assistance of a billing services company. Medford Water has been contracted with Bend Mailing for these services since 2009. In July of this year, a Request for Proposals was issued to compare costs and to see what services another company might be able to provide.

On July 9, 2024, Medford Water issued RFP #02-2024 for water bill design, printing and mailing services. This RFP was issued using the Qualifications-Based Selection (QBS) Process. The deadline to submit proposals was July 30, 2024.

Medford Water received seven proposals. The selection team reviewed each proposal and scored them on the categories that were outlined in the RFP. The review team also conducted interviews with the three highest ranked companies. The review team determined that InfoSend would best serve the interest of Medford Water and our customers. A notice of intent to award was issued on September 4, 2024, and no protests were received. Medford Water intends to award a contract to InfoSend based on the Qualification Based Selection Process.

### **Financial Impact**

Medford Water is proposing a one-year contract with up to four annual options to renew not to exceed \$1,700,000. The cost of bill printing and mailing services is included in the FY24-25 budget and will be included in future budgets to fund essential work.

### **Requested Board Action**

Staff recommends approval of Resolution 1957, authorizing the General Manager to execute a one-year contract with four options to renew for a total contract amount of \$1,700,000 to InfoSend for Bill Design, Printing and Mailing Services.

**RESOLUTION NO. 1957**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with InfoSend for Water Bill Design, Printing and Mailing Services

WHEREAS, Medford Water generates approximately 33,000 water bills per month as well as special communication inserts, quarterly newsletters and customer urgent notices which requires the assistance of a billing services provider to complete this essential work; and

WHEREAS, Medford Water solicited proposals for Water Bill Design, Printing and Mailing Services through a Qualification-Based Request for Proposal process; and

WHEREAS, of the seven proposals received, InfoSend was selected by Medford Water staff as the best fit to provide Water Bill Design, Printing and Mailing Services; and

WHEREAS, a Notice of Intent to Award was issued to InfoSend on September 4, 2024, and no protests to the award were received; and

WHEREAS, InfoSend is qualified and agreeable to render the service specified in the request for proposals; and

WHEREAS, the contract term will be for one year with four annual options to renew; and

WHEREAS, the value of the contract, not-to-exceed \$1,700,000 for InfoSend for Water Bill Design, Printing and Mailing Services, exceeds the General Manager’s authority.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That the contract in an amount not-to-exceed \$1,700,000 for Water Bill Design, Printing and Mailing Services, is hereby awarded to InfoSend.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$1,700,000, and any contract amendments not exceeding the General Manager signature authority, on behalf of the Board of Water Commissioners, which contract is on file in the Office of Medford Water and by reference made a part hereof, is hereby approved. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Medford Water Contracting & Purchasing Regulations.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 18th day of September 2024.

ATTEST: \_\_\_\_\_  
Amber Furu, Clerk of the Commission

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Bob Strosser, Chair