



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, November 6, 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 12:38 a.m. on the above date at the Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

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

Guest(s): Attorney Mark Bartholomew, Medford City Council Liaison Nick Card, Shawn Koorn (HDR), Shelby Snow*, Rob Annear* (*Via Zoom)

3. Comments from the Audience

None.

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of October 16, 2024

4.2 Resolution No. 1960, 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 Entire Easement Originally Recorded as Document No. 2007-50458 of the Official Records of Jackson County on November 05, 2007

Motion: Approve the Consent Calendar

Moved by: Mr. Anderson Seconded by: Mr. Smith

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

6. Resolution No. 1961, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$1,733,335 with Pilot Rock Excavation, Inc. for the Construction of the Southwest Medford Infrastructure Improvements – S. Stage Road 12" Water Main Project

Medford Water seeks Board approval to execute a \$1,733,335 contract with Pilot Rock Excavation, Inc., funded by a \$2.7 million ARPA grant managed through an IGA with the City of Medford. Medford Water will deliver two water construction projects, the first of the two projects – the Orchard Home Waterline Extension – has already been completed. The project will support development and improve water pressure for 200 existing connections. The contract bid was the lowest responsive bid, and costs will be reimbursed within 10 days by the City.

Motion: Approve Resolution 1961.

Moved by: Mr. Anderson Seconded by: Mr. Wright

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

Motion carried and so ordered.

7. Resolution No. 1962, A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment in the Amount up to \$3,179.04 with Paramount Ironworks LLC for the Big Butte Springs Line 1 Standpipe 858+51 Replacement

Medford Water entered into a \$264,497 contract with Paramount Ironworks, LLC for the Big Butte Springs Line #1 Standpipe Replacement Project, granted through Board Resolution No. 1918. Due to unforeseen constructability issues, a change order of \$3,179.04 is needed, requiring Board approval. This increases the project cost to \$267,676.04, a 1.2% rise. Capital variance funds will cover these unplanned expenses.

Motion: Approve Resolution 1962.

Moved by: Mr. Anderson

Seconded by: Mr. Wright

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

Motion carried and so ordered.

8. Leadership Team Reports

- Finance Manager Beau Belikoff
 - GFOA Award – Medford Water has received the GFOA Distinguished Budget Presentation Award for FY23/24. This award is a significant achievement, reflecting the commitment of the governing body and staff to upholding the highest principles of governmental budgeting.
- Water Resources & Customer Service Manager Julie Smitherman
 - Watershed Report – Precipitation at Big Butte Springs is 100% of normal and Medford is 12% above normal for the beginning of the 2024-25 water year. Mountain snowpack is above average for this time of year and Medford temperatures for September were higher than average. Springflows at Big Butte Springs are at half flow. Willow Lake is 38% full. Rogue River Stream flows are at 1,470 cfs and is 108% of normal. Lost Creek Lake is now 39% full. Climate predictions for November show equal chances for temperature and precipitation.
- General Manager Brad Taylor
 - BRIC Grant Update – Medford Water hosted FEMA representatives and an Oregon Emergency Management official for a tour of the proposed project sites, which include the Martin Control Station, Crater Lake Avenue transmission line, Merriman Road transmission (suction line), and Capitol Hill Reservoir. These interactions were productive and demonstrated strong alignment with the grant requirements. The grant will be managed as a reimbursement project, with a 90- to 120-day reimbursement timeline. Medford Water is preparing to manage this financial aspect to ensure project continuity.
 - Upcoming Board Schedule – November 20 - Cost of Service and Future Rate Projections, December 4 - Bulk Water Intermediate Water Use Update and Public Hearing On Rates, December 18 - Annual Audit

9. Propositions and Remarks from the Commissioners

None.

10. Adjourn

There being no further business, this Commission meeting adjourned at 1:03 p.m. The proceedings of the meeting are on file along with the complete agenda of this meeting.



Amber Furu
Assistant Clerk of the Commission