



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, January 3, 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 12:16 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

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

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 Council Liaison Nick Card, Jacob Krall\* (\*Via Zoom)

### 3. Comments from the Audience

None.

### 4. Approval or Correction of the Minutes of the Last Regular Meeting of December 20, 2023

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

**Moved by: Mr. Dailey**

**Seconded by: Mr. Wright**

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

**Motion carried and so ordered.**

### 5. Resolution No. 1918, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$264,497.00 with Paramount Ironworks LLC. for the BBS1 Standpipe 858+51 Replacement

Multiple failures and temporary repairs to the BBS1 Standpipe has led to Medford Water working with RH2 Engineering to come up with a new design that will become a template for future standpipes moving forward. There are twelve standpipes on line one and seven standpipes on line two. Paramount Ironworks, LLC came in as the lowest bidder and has indicated there are areas in this current standpipe project and future standpipe projects for value engineering. This is the first air stack that will have been replaced in its entirety.

Commissioners and staff discussed how air stacks work—as water flows and air gets trapped in the line of the air stacks, hydraulic control valves allow these pockets of air to come in as needed in order for the pipe to not collapse—and the cost of future air stack replacement; each air stack is different, but cost will be similar. Funds for this project are from the variance CIP budget. We will assess all the air stacks but will only be replacing ones that are not able to function.

**Motion: Approve Resolution 1918**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Wright**

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

**Motion carried and so ordered.**

### 6. Resolution No. 1919, Awarding and Authorizing the General Manager to execute a Volume Licensing agreement with Microsoft through Software House International for Subscription Software and Services for a 3-year Term, Not to Exceed \$261,045.06

Medford Water relies heavily on Microsoft software and services for our day-to-day operations. Software provided by Microsoft is typically either subscription based or a One-time purchase with Software Assurance. Over this past year we have migrated our security and logging software over to the Microsoft platform. Medford Water is also in the process of a major SCADA upgrade project which has required a significant increase in the number of licenses needed for

the servers, databases, and security software needed for the project. Medford Water works with Software House International (SHI) to purchase and manage our software with Microsoft. The quote provided by SHI is based on our current software licensing needs and would be billed annually in the amount of \$87,015.02 per year for a total of \$261,045.06 over the 3-year term. We may have additional items to add to this term such as: additional user licenses, Microsoft Defender for Internet of Things, and Microsoft Sentinel Data Logging. We have included a 20% contingency which should cover this additional licensing if needed. Commissioners Smith remarked that the 20% contingency seemed high, and asked if it is from the unknowns; it is mainly from the additional licenses, we do not know how many devices we will be monitoring, making it difficult to get good pricing. Commissioners and staff discussed our current licensing cost, at \$150,000 for 3 years, and the quantity of licenses needed; we need licenses for all 71 employees and for things like iPads and conference rooms.

**Motion: Approve Resolution 1919**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Strosser**

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

**Motion carried and so ordered.**

Taylor assured the Board that if we do go in the direction of contingency funds, that would be something we would bring into a Leadership Team Report to keep the Board apprised of those issues.

## **7. Leadership Team Reports**

- Water Resources & Customer Service Manager Julie Smitherman
  - Watershed Report – Precipitation is 65% of normal. Mountain snowpack is less than normal for this time of year. Jackson County reported warmer than average temperatures for Oregon with an average of 43.3 degrees. Springflows are good and higher than previous years. Willow Lake is 51% full and the Rogue River Stream flow is 73% of normal. Irrigation reservoirs are below average with Lost Creek at 46% full.
  - Second Annual Calendar Contest – This year our Water Efficiency Team advertised to 4<sup>th</sup> grade classes at 21 different schools (in Medford and White City). They did 16 presentations at 9 schools to 24 classes and received 150 drawings (deadline Oct. 31<sup>st</sup>). This year's theme was What Does Water Mean to Me, & Why Is It Important to Conserve? The drawings were displayed at Rogue Gallery. Awards will be presented to the kids next week and the calendars are available to the public.
- Engineering Manager Brian Runyen
  - Distribution System Resilient Backbone (DSRB) Project – This project was awarded to RH2 Engineering in August 2021. Over the past year we have been working on the predesign of Capital Hill Reservoir Replacement which included: Geotechnical and site investigation for optimal reservoir configuration, public outreach and communication, and a Basis of Design report expected this week. While doing this work we jumped ahead on predesign (Part B) for the Reduced Pressure Zone Storage and searched for property needed for the reservoir site and included investigations and preliminary conceptual site evaluations in order to know what is needed and to keep this project moving. We are moving into the design and construction of Capital Hill Reservoir Replacement (Part E) and now have a scope and fee for design and is under review. More details and a request for Board approval of engineering design services are expected to be presented at the first Board meeting in February.

Commissioners and Runyen discussed the reservoirs being replaced and if this changes the timeline of the project. Runyen confirmed we will be replacing 12 million gallons online before anything else has to go offline at Capital; this is a WIFIA project, and it has shifted about 6 months, but we are still on track.

- **General Manager Brad Taylor**
  - **Water Sharing IGA with Partner Cities** – This group meets monthly to keep everyone apprised of the progress being made. In 2023 Ashland did not use any water under the agreement and were able to meet their demands entirely using their own water system. Central Point used above what they have water rights for; this was anticipated and why this agreement was put together, in order to leverage everyone’s water right, and to share it across all the Partner Cities. Talent will sell their full Excess Water Right Volume of 26.3 acre-feet to Central Point. All other Partner Cities will sell 51.3 acre-feet of their Excess Water Right Volume to Central Point to fulfill Central Point’s 231.6 acre-feet Volume of Excess use. Central Point’s cost to purchase the excess water from the Partner Cities is \$5,855.28.
  - **Upcoming Board Schedule** – January 17 Watershed Management/Source Water Protection, February 7 COM-City Manager/Water Efficiency, February 21 Website Improvements

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

Commissioners Dailey and Anderson discussed with Taylor the legal and administrative time put into this partnership. It really has to do with future water rights; even though we do not need more rights now, we will need them in the future, and the IGA will help line out those rights when the need comes. We are at the front end of an agreement that is looking to the future. The benefits of developing a community wide culture on how we use, and value water takes a lot of effort, but it is the next step in solving future problems down the road.

**9. Adjourn**

There being no further business, this meeting adjourned at 1:15 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