



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, March 15, 2023

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 12:25 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 Coordinator Yvette Finstad, Finance Manager Anna Roeder*, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Customer Service & Water Efficiency Manager Julie Smitherman, Capital & Special Projects Coordinator Andy Huffman, Executive Administrative Assistant Amber Furu.

Guest(s): Attorney Mark Bartholomew; City of Eagle Point Mayor Kathy Sell; City of Central Point Councilor Tanea Browning*; City of Central Point City Manager Chris Clayton, Robert 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 March 15, 2023

4.2 Resolution No. 1863, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction of a Water Main in Aster Street, from Adjacent Parcels Benefitting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to RD Properties Oregon, LLC

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

6. Resolution No. 1864, A RESOLUTION Awarding and Authorizing the General Manager to Execute Contract Amendment No. 3 in the Amount of \$42,806 to the Contract with RH2Engineering, Inc. for a Total Contract Amount of \$230,998 for the North Foothill Road BBS Waterline Relocation Engineering Services

The Foothill Rd Corridor Project Engineering Services Contract with RH2 Engineering, Inc. had initial contract approval in June 2021 (\$94,455) with Amendments 1 and 2 being approved in May and September of 2022. These amendments were in response to ongoing roadway, wall, drainage, and other utility design changes that were occurring from the City of Medford's Park projects. During this time, we removed the construction support services from RH2's contract, about \$12,000. We had 2 different consultants working on this project; Marquess had designed a portion of the project, and RH2 was brought on to do the adjustments for BBS lines 1 and 2. We recognized we needed to consolidate during the design phase and not have multiple contracts going on with our consultants.

Amendment 3 (\$42,806) is for construction support services from RH2; this covers both Marquess design section and RH2's design section. If we need Marquess, we have an ongoing on-call contract; otherwise, we are only managing one consultant as needed. Lester McFall will be the Inspector/Manager on the projects; this will provide support for when he needs things addressed. It will cover all 3 years of construction. The total cost for full design with both consultants and including construction support is still under 9% of the total contract value.

Commissioner Dailey inquired if the overall design of the project is stable enough now that designs will stay as planned; Runyen confirmed that the project is designed and bid.

Motion: Approve Resolution 1864.

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

9. Leadership Team Reports

- Brian Runyen, Engineering Manager and Dan Perkins, Water Operations Manager
 - Supply Chain Issues for Operations & Maintenance & Land Development Projects - Materials for land development projects and operations/maintenance are a challenge because of long lead times; we are working on a direct purchase procurement process from the warehouse instead of factory ordering. It can decrease lead time by months; otherwise, we don't have meters and we can't keep up. This is a nationwide issue and may be a shift in the industry on how to mitigate the issues being had by the supply chain. The Developer pays fees up front to Medford Water for water service materials (corp stops, copper service line, angle stops, yokes, meter boxes, customer valves, etc.), and Medford Water maintains inventory of all these items for all land development projects. Contractors then pick up materials from our Service Center and our Inspector inspects all materials at the job site. Staff is proposing that the contractor supply all the water service materials. Medford Water will update details and specifications for a clear and approved products list, and our Inspector will still inspect all materials at the site. The developer is not paying us for all those materials, 6 to 8 months in advance; they are in control of their own procurement of those materials.

Commissioner Smith asked if the change is a result of developers complaining; Runyen replied is it not a direct result, but we have talked over the last year and half about what we can do to improve the process. Commissioner Dailey asked about material prices and if this is how other municipalities handle the process; Runyen confirmed that in his experience, this is how other agencies have done it. Commissioner Wright asked was the original reason we did it this way in the past for control; Runyen replied yes. Commissioner Smith questioned if this changes our contracting process at all or costs in any way; it does change the contracting in that we will not be procuring as much of it and won't be guessing as much of the volume. Commissioner Anderson asked what kind of public notice is required; Runyen has been communicating with contractors, engineers, developers, and suppliers. We are finalizing the changes now for implementation July 1.

- Julie Smitherman, Water Resources & Customer Service Manager
 - Watershed Update – Precipitation for the 2022-23 as of February this graph shows we are right about where we were last year, about 30% below normal for this time year according to the trend of the last 20 average. We had above average snowpack in the Rogue Basin; snowpack is now up to 120%. Spring flows are doing better than last year but still below that minimum flow (2 full pipes). Willow Lake Storage is below the historical average this year but better than last year; it is 77% full and there is a high probability that the lake will fill completely this year. Reservoir levels in the Rogue Basin were also provided.

Commissioner Wright and Smitherman discussed 4 Mile Lake. 4 Mile Lake is actually a natural reservoir, and they built a dam above it to hold more water; the natural part of it is full, but anything above that natural flow is what is available to serve the irrigation districts. Guest Robert Annear asked how air temperatures in January through now compare to previous years, and if we are experiencing a cooler spring, does this relate to lower stream flows and more snow, or something else; staff will research and include it in the next Watershed Report.

- Brad Taylor, General Manager
 - Upcoming Board Schedule
 - April 5 - Asset Management Project Update,
 - April 19 - SDC's, Rules and Regulations/Fees, CLA's.

10. Propositions and Remarks from the Commissioners

Commissioner Strosser remarked that he talked with one of our customers and she spoke very highly of our staff; she was very pleased with how we listened and responded and provided good information. Commissioner Dailey will be out at both April meetings.

11. Adjourn

There being no further business, this meeting adjourned at 1:05 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