



Wednesday, April 5, 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 12:15 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Acting Chair Jason Anderson; Bob Strosser* and David Wright. Commissioners Michael Smith and John Dailey were absent.

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, Finance Manager Anna Roeder, 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, Executive Administrative Assistant Amber Furu

Guest(s): Robert Annear*, City of Central Point Councilor Tanea Browning* (*Via Zoom)

3. Comments from the Audience
None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of March 15, 2023

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

Moved by: Mr. Strosser

Seconded by: Mr. Wright

Roll Call: Commissioner Anderson, Strosser, and Wright voting yes.

Motion carried and so ordered.

5. Resolution No. 1865, A RESOLUTION Authorizing Extension of Water Service Outside the Talent City Limits to the Property Owned by Southern Oregon Education Service District (SOESD), in Accordance with the Conditions of Medford Water Commission's Resolution No. 1058, Section 7 (Exhibit A)

A request for an additional 2" water service for SOESD came to Medford Water directly from the City of Talent. The Alameda Fire caused damage to the school (SOESD) located at 5465 South Pacific Highway, and as a result the existing water service that previously serviced the school is needing an additional 2" water service in order to meet the needs of the new building they are currently constructing. The policy of water service outside of Medford city limits connects back to board Resolution 1058, section 7, which allows for the Board, where it would be in the general public interest, may extend water service for property owned and operated by the United States Government, the State of Oregon, Jackson County, school districts, and the cities of Medford, Central Point, Eagle Point, Jacksonville, Phoenix, and Talent. Commissioner Anderson asked how far the lines are going to extend; Taylor explained, the existing infrastructure that's in that area is adequate but they need another 2" service, primarily just the length of the service line.

Motion: Approve Resolution 1865

Moved by: Mr. Wright

Seconded by: Mr. Strosser

Roll Call: Commissioner Anderson, Strosser, and Wright voting yes.

Motion carried and so ordered.

6. Resolution No. 1866, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Airgas USA in the Amount of \$477,822 to Purchase Liquid Oxygen for Medford Water Commission's Robert A. Duff Water Treatment Plant

Airgas USA is our liquid oxygen supplier, which is what we use to produce ozone. The contract is intended to cover up to 5 years of liquid oxygen purchases not to exceed \$477,822. Perkins

went on to explain the process of using liquid oxygen to produce ozone and how it is needed to operate the ozone treatment system at the Robert A. Duff Water Treatment Plant. Ozone treatment is used to help control taste and odor issues.

Motion: Approve Resolution 1866

Moved by: Mr. Strosser

Seconded by: Mr. Wright

Commissioner Anderson questioned how often deliveries occur, monthly or bimonthly, and how much of that supply is delivered at once; Perkins replied we usually get 12,000 gallons in a year. This year a three percent annual cost escalation is assumed, but the actual amount will be determined with the vendor on an annual basis. The anticipated cost of liquid oxygen in the 2023/2024 operating season is \$90,000.

Roll Call: Commissioner Anderson, Strosser, and Wright voting yes.

Motion carried and so ordered.

7. Resolution No. 1867, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Planeteria Media for Website Design, Implementation, and Hosting Services, Not to Exceed \$164,100

An RFP was issued in January 2023; from that, Planeteria Media was selected by the team as the best fit for Medford Water. Staff intends to award a contract with Planeteria Media based on a competitive solicitation of services. Contract negotiations and pricing have been completed and staff have worked with Planeteria Media to develop a Scope of Work for the project to refine the total costs. Stitt explained the timeline for design and implementation; we will start with looking at what we need and don't need, making sure information and visual design is customer focused, and then working with them to develop new content and build the new site for launch in 6-8 months. Staff is proposing an initial 3-year term with 2 optional 3-year terms for a potential total term of 9 years, total cost of \$164,100.

Commissioner Wright asked if we have a termination clause if we did have a problem; Stitt explained we still need to work out the language, but generally speaking, we have a 30-day termination clause in all our standard contracts.

Motion: Approve Resolution 1867

Moved by: Mr. Wright

Seconded by: Mr. Strosser

Roll Call: Commissioner Anderson, Strosser, and Wright voting yes.

Motion carried and so ordered.

8. Resolution No. 1868, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment to the Advanced Metering Infrastructure Agreement with Sensus USA, Inc. (Sensus) Established by Resolution 1824 to Include Interval Data Export Services in the Amount of \$5,561 and the Option to Further Amend the Agreement up to an Additional 25%

Medford Water has begun work on our new Customer Service Website (WaterSmart / VXSmart). One of the features of our customer service website will be the ability to provide our customers with a more detailed view of their water consumption. In order to provide this data, we will need to provide the vendor (VertexOne) with a daily extract of the interval data, captured through our AMI system. The software does not currently provide an automated way to extract interval data that can be used by our customer service website. This proposal would allow Sensus to implement a service that will create the interval daily data files and send them to our website provider. Resolution 1824 established a 5-year not to exceed limit of \$205,095. Resolution 1868 authorizes the General Manager to amend the contract up to 25% of the original contract amount (\$256,368.75). A task order will be issued for the file export service and will add approximately \$5,561 to the existing agreement with Sensus for a total of \$210,656.

Motion: Approve Resolution 1868

Moved by: Mr. Strosser

Seconded by: Mr. Wright

Roll Call: Commissioner Anderson, Strosser, and Wright voting yes.

Motion carried and so ordered.

9. Resolution No. 1869, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$150,000 and to Add an Additional Option Year to Extend the Contract with Lomakatsi Restoration Project for a Total Contract Amount of \$300,000 for Six Years for Forest Management Services

Lomakatsi Restoration is a local nonprofit organization that develops and implements forest and watershed restoration initiatives. Their contract was competitively solicited (utilizing a Qualification Based Selection (QBS) process) and awarded in May 2020 for planning, consulting, permitting, inspections and monitoring the BBS Watershed. The original contract was \$150,000 for five years with annual renewals (expiring July 1, 2025). Current funding is anticipated to be used by June 30, 2023. A lot of projects were moved forward after the fires we experienced in 2020. It was a priority to reduce the fire risk to our watersheds. Many of those projects were accelerated, which is why we depleted the funds by this fiscal year. Staff requests an amended contract to include an increase of \$150,000 and an additional one-year extension. Costs are estimated up to \$50,000 per year, for a total contract amount of \$300,000 for six years of Forest Management Services. Staff feel it is important to continue to work with Lomakatsi; they have experience managing forests in municipal watersheds within Southern Oregon and they understand the unique principles of forest health and source water protection. Lomakatsi staff are very reliable, they complete tasks on time and within budget, they are responsive and deliver high quality work. Keeping that continuity is very important to us.

Commissioner Wright asked how the scope of work has changed since the first contract was signed and if we are confident that this \$150,000 will achieve the work that still needs to be accomplished. Taylor explained doing this type of work was not in our day-to-day process at that time, and we took advantage of some opportunities to do projects we thought were critical after the fires. Commissioner Anderson stated his concern is that three years ago when we originally put this to bid, some companies may have not bid because it was only for \$150,000 and now it would increase to \$300,000; doing this prevents other companies from being interested in our work. Smitherman noted that in reviewing the two other bids submitted in 2020, they didn't have the experience we needed them to have or the workforce to do what we were asking in our proposal; and we chose to go with Lomakatsi (QBS Process). Commissioners requested staff review approach and come back at the next board meeting, April 19, 2023, with a new resolution.

10. Leadership Team Reports

- Julie Smitherman, Water Resources & Customer Service Manager
 - Watershed Update – Precipitation is slightly below average but above where we were last year and above average snowpack in the Rogue Basin. Spring flow is increasing and will likely increase as snow begins to melt. Willow Lake is 95 percent full and is expected to fill this year.
- Tanya Haakinson, HR Manager
 - Recruitment Update – We recently did some position realignment creating movement and position advancements; Water Treatment Plant Supervisor is now Matt Severloh, Water Treatment Plant Lead is Scott Allis, and Customer Service Supervisor is Esmeralda Cortez. Newly filled positions; Customer Service Tech I (backfill), Cathrine Ruffer started on March 1, 2023, and SCADA Systems Administrator, John Crowley started on April 4, 2023.
- Brad Taylor, General Manager

- Upcoming Board Schedule - April 19 - SDC's, Rules and Regulations/Fees, CLA's. May 3rd and 17th, Budget (2023-24).

11. Propositions and Remarks from the Commissioners
None.

12. Adjourn

There being no further business, this meeting adjourned at 12:48 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