



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, July 20, 2022

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:

Chair Bob Strosser; Commissioners John Dailey and Daniel Bunn. Commissioners Jason Anderson and Michael Smith were absent.

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, HR Manager Tanya Haakinson, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Quality & Treatment Manager Ben Klayman, Interim Finance Manager Anna Roeder, Customer Service & Water Efficiency Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Tim D'Alessandro, City of Central Point Councilor Tanea West Browning*, Robert Annear* (*Via Zoom)

3. Comments from the Audience

None.

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Regular Meeting of June 15, 2022

4.2 Approval or Correction of the Minutes of the Last Regular Meeting of July 6, 2022

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

Roll Call: Commissioners Bunn, Dailey, and Strosser voting yes.

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

6. Resolution 1819, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Kemira Water Solutions for a Primary Coagulant for Medford Water Commission's Robert A. Duff Water Treatment Plant

Medford Water has used this coagulant from Kemira since 2004; bench and full-scale studies have confirmed this product works best for our water chemistry. A coagulant evaluation will be scheduled for when the new filters come online in 2026 to determine if this is still the best product or if something else will work better.

Motion: Approve Resolution 1819.

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

This is our main chemical adjustment product. Once we have the new filters, we will do a formal study to determine which coagulant gives us the best filter performance. Commissioners and staff discussed how much product is used every year, which varies based on consumption but is estimated at an average of 10 milligrams per liter, and how much is stored. We store enough to meet our standard for days of operation, but could store more if we had more storage space.

Roll Call: Commissioners Bunn, Dailey, and Strosser voting yes.

Motion carried and so ordered.

7. Resolution 1820, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$75,000 to Purchase Additional Liquid Oxygen for Medford Water Commission's Robert A. Duff Water Treatment Plant

Air Products selected from competitive bidding process in 2018; the contract was anticipated to last 5 years and remain under \$150k. Three record-breaking production years resulting in higher consumption along with approximately 7% cost escalation have exhausted funds.

Motion: Approve Resolution 1820.

Moved by: Mr. Bunn

Seconded by: Mr. Dailey

Commissioner Bunn clarified that the resolution authorizes \$75k, but even if this is not spent, a solicitation will be completed this fall. The original contract estimated \$30k per year for a total of \$150k, but with the escalated expenses it would have exceeded that. There was some savings due to ozone system being down, but now will use double for commissioning, and will share more about that process as it occurs.

Roll Call: Commissioners Bunn, Dailey, and Strosser voting yes.

Motion carried and so ordered.

8. Resolution 1821, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$1,326,785.00 with Jifco, Inc. for the Duff Filter Underground Piping Procurement

This is part of the greater Rogue Valley Water Supply Resilience Program - Duff 65MGD Filters project, and it represents an opportunity for us to get ahead of supply chain issues. Staff has identified items that will not change and can order those materials ahead of time, such as this welded steel pipe for the new filters. It consists of approximately 638' welded steel plus pipe spools, in sizes ranging from 24" to 72". Following an ITB process (two bids received), Jifco, Inc. was determined to be the lowest responsive bid at \$1,326,785. Steel pipe is used due to the large diameters and angles; these are coated for protection.

Motion: Approve Resolution 1821.

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

Roll Call: Commissioners Bunn, Dailey, Strosser voting yes.

Motion carried and so ordered.

Commissioners and staff discussed the capital budget for these materials; this item is in the broader budget item for the project. This is owner-purchase as part of the CM/GC process. What is in the capital plans is based on engineer estimates of what we think the project is going to entail, and going further through that process will help to solidify what those numbers will actually be. As we do that, staff will bring the items back along with information on how they compare to the estimates.

9. Extension of SDC Waiver for Temporary Emergency Accommodations Located at 880 S. Front Street, Central Point, for Providence Health & Services

A request was previously brought to the board for a waiver of SDC charges for a temporary accommodation facility for victims of the 2020 fires; it was a one-year waiver request. There are still employees of Providence Health & Services living in the facility, and Providence has requested an extension. A permanent housing facility is projected to be completed in 2024, and this two-year extension (to July 2024) would allow SDC to be waived due to the temporary nature of the current facility. SDC charges would apply to any permanent facility. This is a financial waiver only, not a waiver of standards.

Motion: Approve an extension of the SDC waiver for temporary emergency accommodations located at 880 S. Front Street, Central Point, to July 2024.

Moved by: Mr. Bunn Seconded by: Mr. Dailey

Roll Call: Commissioners Bunn, Dailey, and Strosser voting yes.

Motion carried and so ordered.

10. Leadership Team Reports

- Ken Johnson, Meters & Controls Manager
 - Hillcrest Reservoir #1 and Stardust Reservoir Concrete Roof Edge Repair – Reservoirs constructed in 1972, with flat concrete roofs with slight pitch. Over the years, concrete edges have failed most likely from freeze/thaw forces. These are non-structural edge repairs, but if not taken care of would have continued to deteriorate and become structural. An RFQ was solicited; Simpson & Associates was awarded the contract. The repair followed industry-recognized repair of concrete surfaces per the American Concrete Institute RAP-7.
- Brian Runyen, Engineering Manager
 - COM Foothill Road Corridor Project – This is a COM Project/ODOT Bid.
 - Hillcrest to Delta Waters; roadway widening, curb & gutter, sidewalk, bike lanes, storm drainage. This project has given us the opportunity to do some of our projects, such as relocating 24" lines that currently run through yards, etc.
 - Medford Water Improvements – Consultants Marquess & Associates and RH2 Engineering; 24" PL-3 (Hillcrest to Lone Pine to Eucalyptus), 12" PL-12 Extension (North of Viewpoint to North of Delta Waters), and to relocate portions of 24" BBS 1 and 2.
 - City of Medford Water Adjustments – Storm drains, street grade changes, walls, and irrigation piping; will require considerable additional coordination and design work for Medford Water staff and consultants.
 - Schedule – Final construction plans due July 22, bid opening November 2022, and construction starting Spring 2023. An ODOT Cooperative Improvement Agreement (Medford Water to advance deposit funds for water construction) and Medford Water/City of Medford MOU to memorialize COM's responsibility for cost reimbursement for COM water adjustments based on existing policies and practice per past memos are to come.

Taylor noted that these policies regarding reimbursement are our direction moving forward, and need to be very clear. They are tied to historical documentation of past agreements, back many years and managers, and their efforts to protect our rate payers from paying twice for things that are changed beyond our control by another entity. The total water infrastructure portion is \$5M; \$500k of that is related to CoM adjustments. Runyen speculates that the conflicts are being driven by engineering constraints, due to items not being fully developed but discovered later. All of our time and design time is pushed to CoM under that reimbursement. Approximately \$250k of that \$500k is related to design costs.

- Rogue Valley Water Supply Resilience Program - Duff 65MGD Ozone Replacement – The two ozone generators have been moved in and are sitting on pads; this keeps us on schedule to start installation the third week of July. The units will be wired, and oxygen lines cleaned and tested. We are still hopeful to have the system operational in mid-to-late August.

Klayman provided an update on the taste and odor issue as a result of not having ozone, our main tool to combat these issues. Complaints started June 27; there are still customers reporting issues, but these have decreased. We have received approximately 130 calls since that time. Customer Service, Water Quality, and Treatment staff fielding calls using standard talking points around seasonal water

quality issues and the lack of ozone. Updated FAQs have been posted on our webpage and other platforms.

Commissioner Dailey inquired about ozone's efficacy against algal toxins; it is the best tool, per Klayman, who added that we do algal testing twice a month and all results have been non-detect since 2018 when our monitoring program started.

- Ben Klayman, Water Quality & Treatment Manager
 - Water Research Foundation Project #5106 Workshop – This workshop is a chance to visit with peers in the industry that have been impacted by fires. The WRF #5106 project examines sources of distribution system contamination following wildfires, focused on development of a universally applicable wildfire recovery and response plan; this guidance does not exist anywhere else. Utilities represented from OR, CA, and CO.

- Tanya Haakinson, HR Manager
 - Recruitment update
 - Warehouse Specialist I Phil Alger, starts July 27
 - Administrative Assistant Shelbi Hangaard, starts August 1
 - Senior Accountant Jamie Loock, starts August 8
 - Customer Service Tech I Amber Dell (Internal), starts new position August 12
 - Utility Person I – Meters Josh Benton (Current Temp.), starts August 16
 - IT Business Administrator: Strong candidate interview on Friday
 - Retirement Announcement: Julie Alvis, Water Quality (25 years)

This brings us to full staff in Finance and Customer Service; the Water Quality position will be backfilled. Commissioners will receive a new organizational chart soon.

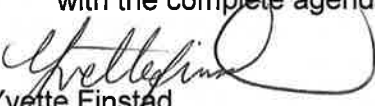
- Brad Taylor, General Manager
 - Other Announcements – Water Sharing Agreement approved by Ashland council last night; this is the last Partner City to approve. The agreement will be placed on the consent calendar for the August 3 meeting.

11. Propositions and Remarks from the Commissioners

None.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:23 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.


Yvette Finstad
Assistant Clerk of the Commission