



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, August 17, 2022

Robert A. Duff Water Treatment Plant
8301 Table Rock Road, Central Point, Oregon 97502

The regular meeting of the Medford Water Commission was called to order at 12:21 p.m. on the above date at the Robert A. Duff Water Treatment Plant, 8301 Table Rock Road, Central Point, Oregon 97502, with the following commissioners, staff, and guests present:

Acting Chair Jason Anderson; Commissioners Daniel Bunn, John Dailey, and Bob Strosser*. Michael Smith was absent. (*Via Zoom)

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, Interim Finance Manager Anna Roeder, HR Manager Tanya Haakinson*, Water Maintenance Manager Lester McFall*, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Quality & Treatment Manager Ben Klayman, Customer Service & Water Efficiency Manager Julie Smitherman*, Senior Capital & Special Project Manager Andy Huffman, Project Manager Kevin Caldwell* (*Via Zoom)

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Alternate Kevin Stine*, Josh Kennedy of Jacobs (*Via Zoom)

3. Comments from the Audience

None.

4. Public Hearings

- 4.1 Consider Resolution No. 1829, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for Water Treatment and Transmission Facilities, to \$2,053.51 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2022

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Motion: Approve Resolution 1829.

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

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

Motion carried and so ordered.

- 4.2 Consider Resolution No. 1830, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL), to \$9,539.42 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2022

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Commissioner Dailey questioned whether the proposed modifications were the result of our formula or if the formula had changed; Runyen confirmed that the same formula was used.

Motion: Approve Resolution 1830.

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

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

Motion carried and so ordered.

- 4.3 Consider Resolution No. 1831, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the Southwest High Level Area (SWHL) to \$10,651.74 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2022

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Motion: Approve Resolution 1831.

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

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

Motion carried and so ordered.

5. Approval or Correction of the Minutes of the Last Regular Meeting of August 3, 2022

The Chair put forth the question on approval of the minutes of the last regular meeting.

The minutes were approved by general consent.

6. Resolution 1832, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding a Five-Year Contract to Neilson Research Corporation for Laboratory Analytical Services for up to \$425,000

Neilson Research has provided excellent technical and customer service, has state of the art equipment and conducts tests locally, and provides a substantial discount off list price for microbiological analyses. This will be a five-year NTE \$425,000 contract.

Commissioner Bunn inquired where the next closest lab is; Neilson is also in Grants Pass, and beyond that, Portland and Sacramento have qualified labs.

Motion: Approve Resolution 1832.

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

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

Motion carried and so ordered.

7. Resolution 1833, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$10,663,510.20 with HD Fowler Co. for the Table Rock Road PL-1 Pipe Procurement

The purpose of this award is the procurement of pipe for a new pipeline from Duff, which will provide a full seismically resilient connection, deliver 23 MGD to support resilient transmission requirements, and provide additional transmission capacity to achieve 65 MGD. Owner procurement will offer pricing security for majority of material purchase and schedule security in a difficult delivery environment. One protest to the award was received, and denied with approval from legal counsel.

Commissioner Bunn queried staff as to the substance of the protest; HD Fowler did not provide the bidder experience list in the manner in which it was requested. Commissioner Dailey asked if other materials were considered and if we have talked to the vendor about storage; due to the cut-up nature of roadway, due to joints and cuts required, welded steel was not practical. We will work with the supplier to see what options there are for storage.

Motion: Approve Resolution 1833.

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

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

Motion carried and so ordered.

8. Resolution 1834, A RESOLUTION of the City of Medford, Oregon, by and through Its Board of Water Commissioners, Authorizing the General Manager to Execute a

Cooperative Improvement (Utility) Agreement (CIA) Between the Medford Water Commission (Medford Water), the State of Oregon, Acting by and through Its Department of Transportation (ODOT), and the City of Medford (City) For Water Improvements within the Foothill Road Corridor Project, and Authorizing the General Manager to Open a Local Government Investment Pool Account and to Deposit Funds Required by the CIA, Currently Estimated at \$4,500,000 into the Account

COM Project/ODOT Bid; project goes from Hillcrest to Delta Waters, and encompasses roadway widening, curb and gutter, sidewalk, bike lanes, and storm drainage. Medford Water Improvements includes 24" PL-3 (Hillcrest to Lone Pine to Eucalyptus), 12" PL-12 Extension (N. of Viewpoint to N. of Delta Waters), relocating portions of 24" BBS 1 & 2, and adjustments to storm drains, street grade changes, walls, and irrigation piping. This is an ODOT bid-and-managed construction project; bid date is November 3, and construction is estimated to begin Spring 2023. Pre-bid estimate is \$4.5M; there is a construction and bidding contingency of \$1M. Portions of some items are reimbursable by City (water adjustments for City construction). It requires an advance funding deposit by Medford Water into an LGIP account, and funds are withdrawn as construction progresses. This agreement is the mechanism for including Medford Water work within the City/ODOT project. It includes currently estimated costs for items that will be bid under the ODOT contract, but does not include Medford Water prepurchase of Phase 1 water materials, work performed by Medford Water forces, or Medford Water's portion of ODOT bid items in City's portion of contract. Current project estimate is \$5.2M-6.2M; \$4M over multiple fiscal years is in the 10-yr CIP project budget (adjustments to the 10-yr CIP will be made to account for project cost escalations and timing).

Commissioner Bunn questioned if we get the earnings from the LGIP account; it is money that we have there already that will be restricted for this purpose, and we do get the interest on it. Commissioner Dailey asked if we realize any benefit other than getting out of the road; the 24" line is major component in our system to pump water, is tied to development in SE Medford, and feeds a small part of zone 1.

Motion: Approve Resolution 1834.

Moved by: Mr. Bunn

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

9. Resolution 1835, A RESOLUTION Approving the Addition of Section 2.16.5, Retiree Temporary Work Assignment Policy, to the Personnel Rules and Policies (Personnel Manual) for Employees of Medford Water Commission, Effective August 17, 2022

This 2.16.5 Retiree Temporary Work Assignment Policy will be used for critical needs only; GM approval is required. Timeframe will be in 6-month increments, and there will be a reduced benefit package, as outlined in policy. By employing a retiree, we are provided with a skilled employee during a critical staffing need, in order to help finish important projects and to help train others to fulfill responsibilities. Cost analysis summarized savings between Retiree vs Current Employee (\$4676), and New Hire vs Retiree (\$137).

Motion: Approve Resolution 1835.

Moved by: Mr. Dailey

Seconded by: Mr. Bunn

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

Motion carried and so ordered.

10. Leadership Team Reports

- Anna Roeder, Interim Finance Manager
 - WIFIA Reimbursement #4 – \$1.1M; brings the total so far for FY21/22 to \$10.6M.

Commissioner Anderson inquired when payments start; Roeder confirmed they start in 2030.

- Kris Stitt, Information Technology Manager
 - Our Computerized Maintenance Management System (CMMS) Software and Implementation Services RFP closed yesterday. We received a total of 6 responses and the steering team will begin the scoring process to select our top 3 proposers. The next steps are to select the Top 3 proposers, scripted demonstrations, statement of work, and award of the contract. Expecting to have everything wrapped up by mid-November. Commissioner Smith is part of the selection committee.

- Brad Taylor, General Manager
 - Upcoming Meetings – September 7, back at the Prescott Room, 4Q FY 21/22 Summary Report

11. Propositions and Remarks from the Commissioners

Commissioner Bunn queried whether a laydown yard would be useful; the new campus will potentially provide this opportunity. Commissioner Dailey noted that the “News from 100 Years Ago” feature in the *Mail Tribune* from the last few days have related to Medford Water Commission.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:01 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