



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, September 7, 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 12:25 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 Jason Anderson, Daniel Bunn, John Dailey, and Michael Smith.

General Manager Brad Taylor, Executive Administrative Coordinator Yvette Finstad, Interim Finance Manager Anna Roeder, 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, Customer Service & Water Efficiency Manager Julie Smitherman, Senior IT Administrator Chad Glass

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Tim D'Alessandro*, Robert Annear* (*Via Zoom)

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of August 17, 2022

The Chair put forth the question on approval of the minutes of the last regular meeting. The minutes were approved by general consent.

5. Resolution 1836, A RESOLUTION Authorizing the General Manager to Execute an Intergovernmental Agreement by and Between Medford Water Commission and Rogue Valley Council of Governments for Water Support Services up to \$250,000

Rogue Valley Council of Governments (RVCOG) has been providing excellent service to Medford Water for years, offering additional services that could be used in the coming years as well. This IGA would allow for project-based task orders to be developed as needs arise. The term would be five-years, not-to-exceed \$250,000; this is a projection if we continue doing the work today plus take on more. They bill on a time and material basis, performing work as a consultant would, yet giving us a government rate, saving us a lot of money.

Motion: Approve Resolution 1836.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

6. Resolution 1837, A RESOLUTION Clarifying the Award and Authorization of the General Manager to Execute a Contract in the Amount of \$500,000 to Harris Group, Inc. for Support Services for Medford Water Commission's Supervisory Control and Data Acquisition System (SCADA)

Resolution 1737 (June 2020) awarded a SCADA Support Services contract to Harris Group, Inc. for 5 years/\$500,000. The memo did specify the approved amount and time, but the resolution did not; this resolution would clarify the terms of that award and the General Manager's authority to execute the contract, payments, and amendments. There is zero impact to the awarded dollar amount and contract length. This was found due to internal controls.

Motion: Approve Resolution 1837.

Moved by: Mr. Anderson

Seconded by: Mr. Bunn

Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.
Motion carried and so ordered.

7. Resolution 1838, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$46,161 to the Contract with RH2 Engineering, Inc. for a Total Contract Amount of \$188,192 for the North Foothill Road BBS Waterline Relocation Engineering Services

There are two different design consultants involved in the Foothill Road Corridor Project; Marquess has a section, and RH2 came in as the City's section increased. The scope of the project includes 24" BBS 1 Relocation from Viewpoint to Delta Waters, 24" BBS 2 Relocation from Cedar Links to Viewpoint, and the 12" PL-12 Extension from Viewpoint to Delta Waters. This project will give us the opportunity to move pipeline out of multiple single-family lots. The initial contract including Amendment 1 was \$142,031 (\$94,455 + \$47,576), within the General Manager's authority. Amendment 2 is \$46,161, for a total contract amount of \$188,192, requiring board approval. This amendment will cover the extensive additional coordination with COM street and drainage plans, ODOT requirements, including specifications, special provisions, bid quantities and estimates, and value engineering, including BBS pipe materials and the extent of BBS 2 replacement. Design costs, including this amendment, were included in the project budget summary presented at the August 17 meeting, and are less than 8% of the estimated construction cost (RH2: \$188,192 is 3.3%, Marquess: approximately \$116,000 is 2.1%, and other/Medford Water: approximately \$121,000 is 2.2%).

Commissioners Smith and Bunn suggested that staff consider releasing the existing easements (which will remain, and facilities abandoned in place and filled) while memorializing that there is still pipe in the ground, to eliminate encumbrances on properties. Bartholomew added that filling the pipes likely constitutes willful abandonment, erasing the easement. Taylor noted that in the future this is not how we want to do things and are working hard to not leave this type of situation. He also acknowledged that it is wrong to come to the Board for approval *after* the money has been spent; this is a fast-moving project.

Motion: Approve Resolution 1838.

Moved by: Mr. Bunn

Seconded by: Mr. Smith

Commissioner Dailey requested clarification of how much had been spent so far; the original \$142,301 has been spent. They have done additional work but have not yet invoiced us.

Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.
Motion carried and so ordered.

Commissioner Bunn appreciated Taylor's candor regarding the project spending.

8. Leadership Team Reports

- Ben Klayman, Water Quality & Treatment Manager
 - Watershed update – Precipitation is still at 83% of average. Springflow is setting new historical minimums each week; storage at Willow Lake is just above the 20-year average. Duff Water Treatment Plant is in 24-hour operations, as demands are typical for the season and starting to decline.
 - Fire Watch – Over 100,000 acres in Oregon have burned this season (compared to 700 acres just 1 month ago), but there are no major fires in our watershed.
- Tanya Haakinson, HR Manager
 - Recruitment Update
 - Retirements – Jimmy Artoff, Utility Person III (20 years), and Lester McFall, Water Maintenance Manager (27 years in total); McFall is back through our new

temporary retiree work process.

- Positions filled – Scott McCulloch promoted to Utility Person III on August 16, Josh Benton started on August 16 as Utility Person I, Meters, Russell Kockx started September 1 as Warehouse Specialist I, Josh Brown started on September 6 as Utility Person I - Maintenance, and Jared Wolfe will start on September 26 as Water Quality Technician II.
- We continue to seek candidates for the Field Technician II or III (first review September 8) and IT Business Administrator positions.

Commissioner Strosser wished both retirees well and recognized their long contribution to our organization, adding that it is a privilege to have McFall still with us temporarily. Commissioner Dailey inquired about the advertising of positions; it depends upon the position, but we generally advertise with AWWA, GovernmentJobs.com, and Indeed, but also utilize specialized sites for certain positions.

- Brad Taylor, General Manager
 - Charlotte Ann Water District (CAWD) Update – At the August 13 CAWD board meeting, a motion was passed to draft a resolution for dissolution for further action at their September 3 Board Executive Session. The next regular board meeting will be September 10. CAWD continues discussions with State Representatives, Jackson County, Medford Water, and City of Phoenix on this issue; Medford Water is drafting the dissolution agreement. Short/long term improvements to the CAWD pump station are on hold, ODOT will need direction on responsible party for water facility relocations for the ODOT OR99 Glenwood to Coleman Creek project (it most likely will be Phoenix). This will go to election in May 2023, with dissolution/annexation up to CAWD voters.

Commissioner Bunn inquired if there is major capital expense expected as a result of dissolution. The pipe is ours, and most of the meters have been updated; indirectly, we will recoup costs such as the agreement through rates, though some of it is shared by other parties. Commissioner Strosser asked if any potential funding may come as a result of the Alameda fire; there are opportunities that they are continuing to look for. A lack of funds will represent a large liability for the remaining rate payers.

9. EXECUTIVE SESSION PER ORS 192.660(2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions, and ORS 192.660(2)(i) – To review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.

The Board adjourned to executive session at 1:12 p.m.

The Board reconvened at 1:47 p.m.

Motion: Accept the General Manager’s annual evaluation recap from July 2021 to June 2022, as submitted by the Chair and Vice Chair, including the salary increase of 5% retroactive to the anniversary date.

Moved by: Mr. Anderson Seconded by: Mr. Bunn

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

Motion carried and so ordered.

10. Property Acquisition for Medford Water Campus Facility

Motion: Authorize the General Manager to execute a purchase contract for property described in materials presented at the executive session.

Moved by: Mr. Dailey Seconded by: Mr. Smith

Commissioner Bunn disclosed a potential conflict of interest for the record, due to a financial interest in a vacant piece of industrial land in the vicinity of the subject property. This parcel is not currently available for purchase by Medford Water, and thus the potential conflict does not rise to such a level that it would impact his ability to make a fair decision, but he will recuse himself if any members of the Board wish him to do so; they declined.

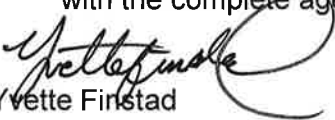
***Roll Call: Commissioners Anderson, Bunn, Dailey, Smith, and Strosser voting yes.
Motion carried and so ordered.***

11. Propositions and Remarks from the Commissioners

Commissioner Smith noted that with regards to the ozone system being up and running, it was a slow start, but the work is getting done and communication has been thorough. He also appreciates the opportunity for involvement in the RFP for the Asset Management project. Commissioner Strosser thanked Commissioner Anderson for running the last meeting, and Commissioner Smith for participating in the RFP selection process.

12. Adjourn

There being no further business, this Commission meeting adjourned at 1:53 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