

# Meeting of the Board of Water Commissioners

**Wednesday, April 17, 2024 – 12:15 p.m.**Medford Police Department Prescott Room 219 S. Ivy Street, Medford, Oregon 97501

This meeting will be held in person, but you may attend virtually; see the instructions on page 2.

# **AGENDA**

11:00 a.m. LUNCH

11:15 a.m. STUDY SESSION – Revenue Bond Issuance Discussion (PFM Advisor Duncan Brown)
CLA's, SDCs, & Fees (Engineering Manager Brian Runyen & Finance
Manager Beau Belikoff & HDR Inc Shawn Koorn and Kevin Lorentzen)

12:15 p.m. BOARD MEETING

- 1. Roll Call
- 2. Pledge of Allegiance
- 3. Comments from the Audience
  Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted.
- 4. Approval or Correction of the Minutes of the Last Regular Meeting of April 3, 2024
- 5. Resolution No. 1928, A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment with West Yost Associates in the Amount of \$410,872.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract
- 6. Leadership Team Reports
  - Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Operations Manager Dan Perkins, Finance Manager Beau Belikoff, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.
- 7. EXECUTIVE SESSION pursuant to ORS 192.660(2)(e), which allows the Commission to meet in executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions and, pursuant to ORS 192.660(2)(h), which allows the Commission to meet in executive session to Consult with Counsel Concerning the Legal Rights and Duties Regarding Current Litigation or Litigation Likely to be Filed.
- 8. Consider Matters of Executive Session and Provide Direction as Needed
- 9. Resolution No. 1929, A RESOLUTION of the Board of Water Commissioners of Medford Water is Declaring a Public Need for the Acquisition of Property for a New Reservoir Site and an Easement for Associated Access and Infrastructure

- 10. Resolution No. 1930, A RESOLUTION Authorizing the General Manager to File a Lawsuit in Jackson County Circuit Court to Acquire Fee, Title and Both a Permanent Easement and Temporary Construction Easement on the Property Identified in Exhibit A (the "Property")
- 11. Propositions and Remarks from the Commissioners
- 12. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
5/1/24	Wed	Board Meeting	Budget Part I	12:15 p.m.	Prescott Room, Police Dept
5/15/24	Wed	Board Meeting	Budget Part II	12:15 p.m.	Prescott Room, Police Dept
6/5/24	Wed	Board Meeting	Regulations	12:15 p.m.	Prescott Room, Police Dept
6/19/24	Wed	Board Meeting	Insurance Update	12:15 p.m.	Prescott Room, Police Dept

<sup>\*</sup>Meeting dates, times, and locations are subject to change.

#### INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY



To join by computer, click the following link:

https://us02web.zoom.us/webinar/register/WN 1iceuSgyQj6qy1nyDVMRXA

Meeting passcode: 710649



To join by phone, call: (669) 900-6833

Meeting ID Number: 830 4784 5348 Meeting passcode: 710649



# **Memorandum**

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and

Michael Smith

**FROM:** Brian Runyen, PE, Engineering Manager

**DATE:** Wednesday, April 17, 2024

**SUBJECT:** Item 5.0 – Resolution 1928, Authorizing a Contract Amendment to West Yost

Associates for Consulting Services for the Design of Zone 2 Pumping at Barnett

Reservoir

**OBJECTIVE:** Board Approval

#### Issue

West Yost has completed the Basis of Design Report (BODR) for the new Barnett Pump Station. Staff seeks approval of a contract amendment to proceed with the design of the new Barnett Pump Station.

#### **Discussion**

On February 2, 2022, a contract was awarded to West Yost Associates. The scope of the contract included evaluation of system demands in the southeast area of Medford and included all the upper-level zones. It also included consulting services to provide pre-design support for the development of a new Zone 2 pump station assumed to be sited adjacent to the existing Barnett Reservoir.

West Yost has completed the Southeast Medford Master Plan work and the Barnett Pump Station BODR. The BODR advanced the pump station through 30% design. Staff has received a scope and fee for detail design. This work will provide biddable construction documents and support to staff through the bid period. Staff has reviewed the scope and fee and finds it agreeable.

Upon securing a construction contractor, Medford Water will negotiate a scope and fee for services during construction with West Yost.

Following is a summary of contract activities with West Yost Associates:

February 2, 2022	Contract Awarded (Reso 1798)	\$297,900	
August 8, 2022	Contract Amendment #1 (GM Authorized)	46,800	
January 4, 2023	Contract Amendment #2 (Time Extension)	No Cost	
July 19, 2023	Contract Amendment #3 (Reso 1896)	80,000	
Total Proposed Master Plan and Pre-design Contract Value: \$424,700			

April 17, 2024	Contract Amendment #4 (Reso 1928)	<i>\$410,872</i>
Total for Pre-design	, design, and bid support	\$527,372
Total for Master Pla	n, Pre-design, Design, and Bidding	\$835,572

# **Financial Impact**

The contracted amounts are within the FY 23/24 and FY 24/25 budget amounts.

# **Requested Board Action**

Staff recommends approval of Resolution 1928, authorizing the General Manager to execute a Contract Amendment with West Yost Associates in the amount of \$410,872.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract.

A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment with West Yost Associates in the Amount of \$410,872.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract

WHEREAS, West Yost Associates was awarded a Consulting Services Contract on February 2, 2022, through Resolution 1798 in the amount of \$297,600.00; and

WHEREAS, a Contract Amendment in the amount of \$46,800.00 was awarded by the General Manager on August 8, 2022 under Medford Water Contracting and Purchasing Regulation 1.02 (E); and

WHEREAS, a Contract Amendment in the amount of \$80,000.00 was awarded by the General Manager on January 4, 2023; and

WHEREAS, West Yost Associates has submitted an additional scope and fee in the amount of \$410,872.00 for detail design and bid support services; and

WHEREAS, the contract amendment price has been examined and has been found to be agreeable; and

WHEREAS, the value of the contract amendment exceeds the General Manager's authority;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That a contract amendment in the amount of \$410,872.00 for Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir (CIP-22-00342) is hereby awarded to West Yost Associates.

SECTION 2. The General Manager is hereby authorized and directed to execute said contract amendment and payments for said contract amendment with West Yost Associates

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 17<sup>th</sup> day of April 2024.

ATTEST:			
	Amber Furu, Asst. Clerk of the Commission	Bob Strosser, Chair	

RESOLUTION NO. 1928 041724



# **Memorandum**

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and

Michael Smith

**FROM:** Mark Bartholomew, Counsel; Brad Taylor, General Manager

**DATE:** Wednesday, April 17, 2024

**SUBJECT:** Item 9.0 – Resolution 1929, Adopting a Resolution Declaring a Public Need for

the Fee Title Acquisition of Real Property for a New Reservoir Site and an

Easement for Associated Access and Infrastructure

**OBJECTIVE**: Board Approval

#### Issue

Medford Water needs to construct a new reservoir site to serve its customer base. As such, the reservoir needs to be within a circumscribed area based on topography and elevations. The Board of Water Commissioners of Medford Water previously adopted Resolution 1914, declaring a public need for fee title acquisition and easement access for a new reservoir site. Since that time, Medford Water has obtained a metes and bounds legal description of the needed property and the declaration of public need must be updated to reflect the accurate description of the needed property. The property is described in Exhibit A.

#### **Discussion**

Medford Water and its agents have been in negotiations with the owners of the Subject Property since at least February 2023. To date, Medford Water and the owners of the Subject Property have been unable to reach an agreement for the Subject Property. Oregon law permits government entities to acquire private property for public needs through a process known as condemnation. In order to file a lawsuit for condemnation, the public entity seeking to acquire real property must first adopt a resolution declaring a public need for the property. Adoption of the resolution is not a lawsuit, and no lawsuit would be filed without further board approval.

## **Financial Impact**

Unknown. Federal and State law require that a public entity must pay fair market value for any property acquired by condemnation. Therefore, the financial impact will be at least the fair market value of the property but could be higher if the parties continue to fail to reach an agreement and litigation becomes needed.

#### Requested Board Action

Staff recommends approval of Resolution 1929, replacing Resolution 1914 (Exhibit B) and declaring a public need for the fee title acquisition of real property for a new reservoir site and an easement for associated access and infrastructure.

A RESOLUTION of the Board of Water Commissioners of Medford Water is Declaring a Public Need for the Acquisition of Property for a New Reservoir Site and an Easement for Associated Access and Infrastructure

WHEREAS, Medford Water needs to construct a new reservoir and acquire an easement for access and infrastructure appurtenant to the reservoir; and

WHEREAS, Medford Water evaluated sites in and near its service area and has determined that the property identified on Exhibit A is the ideal location for the reservoir, due to elevation, topography, and service needs for Medford Water customers; and

WHEREAS, the reservoir will also require an easement for access and its associated infrastructure. The easement is depicted on Exhibit A; and

WHEREAS, Medford Water has attempted to reach a negotiated purchase of the reservoir property in fee simple, as well as the easement, but all negotiations to date have failed; and

WHEREAS, Medford Water adopted Resolution 1914 on December 6, 2023, declaring a public need for the property identified in Resolution 1914; and

WHEREAS, Medford Water now has obtained a metes and bounds legal description for the needed property and is replacing its resolution of public need to reflect the more precise location of the needed property;

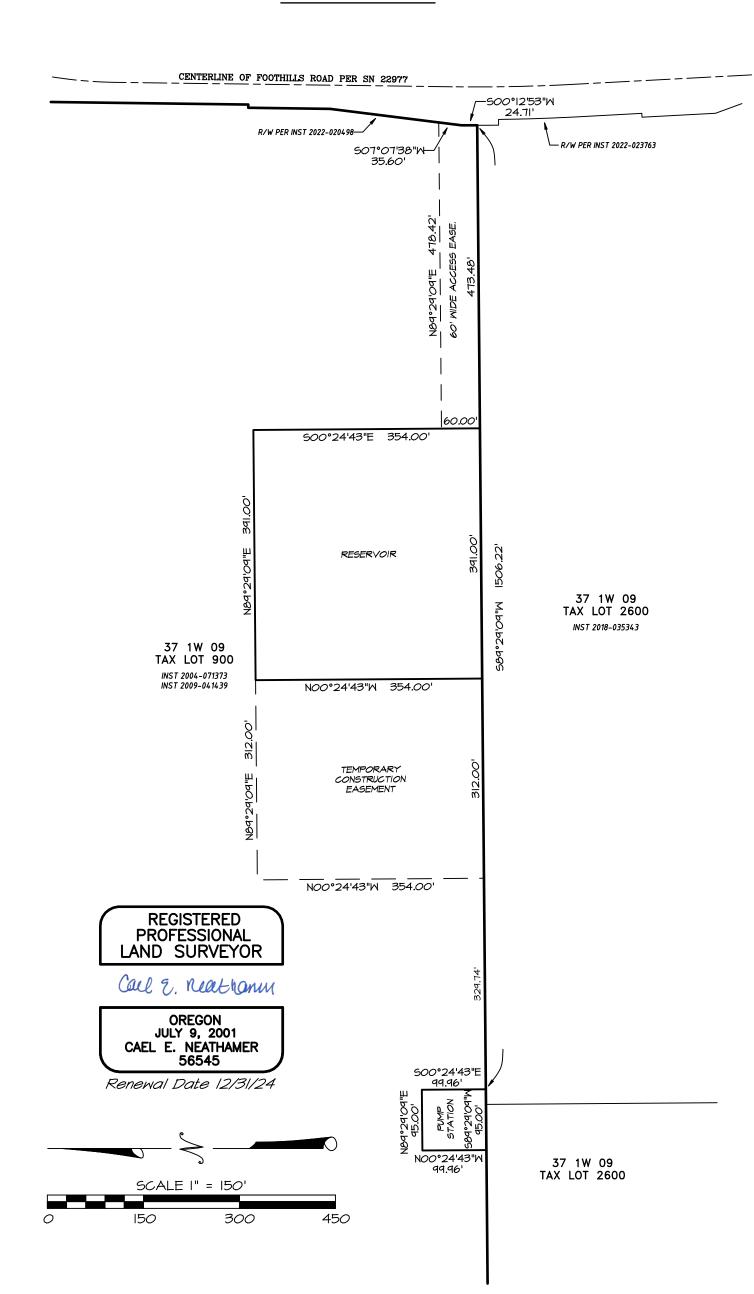
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That Medford Water hereby declares a public need to acquire fee and title to the reservoir property identified on Exhibit A, as well as a public need to acquire the easement, also identified on Exhibit A.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 17th day of April 2024.

ATTEST	:		
	Amber Furu, Asst Clerk of the Commission	Bob Strosser, Chair	

RESOLUTION NO. 1929 041724



# EXHIBIT "

### RESERVOIR AREA DESCRIPTION SHEET

A portion of that certain real property described in Instruments Numbered 2004-071373 and 2009-041439 of the Official Records of Jackson County, Oregon, being located within Donation Land Claim Number 66, within Section 9, Township 37 South, Range 1 West of the Willamette Meridian, in the City of Medford, Jackson County, Oregon. The exterior boundary of which is more particularly described as follows:

Commencing at a point on the southerly boundary of aforesaid tract per Instruments Numbered 2004-071373 and 2009-041439, where said boundary intersects the westerly right-of-way of Foothill Road per Instrument Number 2022-020498 of the Official Records of Jackson County, Oregon; thence leaving said right-of-way, South 89°29'09" West, along said southerly boundary, 473.48 feet to the **TRUE POINT OF BEGINNING**; thence continuing along said southerly boundary, South 89°29'09" West, 391.00 feet; thence leaving said southerly boundary, North 00°24'43" West, 354.00 feet; thence North 89°29'09" East, parallel with said southerly boundary, 391.00 feet; thence South 00°24'43" East, 354.00 feet to the Point of Beginning.

Containing 138,414 square feet, more or less.

The area described hereinabove is for the distinct purpose of outlining the area for a future reservoir and is not intended to be utilized for the conveyance of real property, or the determination or creation of real property boundaries.

Basis of bearings for this description is Geodetic North referenced to the NAD83 2011 (Epoch 2010.00) datum, projected onto the Oregon Coordinate Reference System, Grants Pass-Ashland zone (references: OAR 734-005-0005, 734-005-0010 and 734-005-0015(3)(p)). Note that the grid bearings listed herein do not equal geodetic bearings due to meridian convergence.

Prepared by: NEATHAMER SURVEYING, INC. PO Box 1584 Medford, OR 97501 Phone: (541) 732-2869

Date: February 5, 2024

Project: 21016-4

REGISTERED PROFESSIONAL LAND SURVEYOR

Call E. neet warm

OREGON
JULY 9, 2001
CAEL E. NEATHAMER
56545

# EXHIBIT " "

### PUMP STATION AREA DESCRIPTION SHEET

A portion of that certain real property described in Instruments Numbered 2004-071373 and 2009-041439 of the Official Records of Jackson County, Oregon, being located within Donation Land Claim Number 66, within Section 9, Township 37 South, Range 1 West of the Willamette Meridian, in the City of Medford, Jackson County, Oregon. The exterior boundary of which is more particularly described as follows:

Commencing at a point on the southerly boundary of aforesaid tract per Instruments Numbered 2004-071373 and 2009-041439, where said boundary intersects the westerly right-of-way of Foothill Road per Instrument Number 2022-020498 of the Official Records of Jackson County, Oregon; thence leaving said right-of-way, South 89°29'09" West, along said southerly boundary, 1506.22 feet to the **TRUE POINT OF BEGINNING**; thence continuing along said southerly boundary, South 89°29'09" West, 95.00 feet; thence leaving said southerly boundary, North 00°24'43" West, 99.96 feet; thence North 89°29'09" East, parallel with said southerly boundary, 95.00 feet; thence South 00°24'43" East, 99.96 feet to the Point of Beginning.

Containing 9,497 square feet, more or less.

The area described hereinabove is for the distinct purpose of outlining the area for a future pump station and is not intended to be utilized for the conveyance of real property, or the determination or creation of real property boundaries.

Basis of bearings for this description is Geodetic North referenced to the NAD83 2011 (Epoch 2010.00) datum, projected onto the Oregon Coordinate Reference System, Grants Pass-Ashland zone (references: OAR 734-005-0005, 734-005-0010 and 734-005-0015(3)(p)). Note that the grid bearings listed herein do not equal geodetic bearings due to meridian convergence.

Prepared by: NEATHAMER SURVEYING, INC. PO Box 1584 Medford, OR 97501 Phone: (541) 732-2869

Project: 21016-4

Date: February 5, 2024

REGISTERED PROFESSIONAL LAND SURVEYOR

Call E. neet warm

OREGON JULY 9, 2001 CAEL E. NEATHAMER 56545

# EXHIBIT " "

### ACCESS EASEMENT DESCRIPTION SHEET

A portion of that certain real property described in Instruments Numbered 2004-071373 and 2009-041439 of the Official Records of Jackson County, Oregon, being located within Donation Land Claim Number 66, within Section 9, Township 37 South, Range 1 West of the Willamette Meridian, in the City of Medford, Jackson County, Oregon. The exterior boundary of said easement area is more particularly described as follows:

Beginning at a point on the southerly boundary of aforesaid tract per Instruments Numbered 2004-071373 and 2009-041439, where said boundary intersects the westerly right-of-way of Foothill Road per Instrument Number 2022-020498 of the Official Records of Jackson County, Oregon; thence leaving said right-of-way, South 89°29'09" West, along said southerly boundary, 473.48 feet; thence leaving said southerly boundary, North 00°24'43" West, 60.00 feet; thence North 89°29'09" East, parallel with said southerly boundary 478.42 feet to intersect aforesaid westerly right-of-way; thence along said westerly right-of-way, the following courses: South 07°07'38" West, 35.60 feet; thence South 00°12'53" West, 24.71 feet to the Point of Beginning.

Containing 28,504 square feet, more or less.

The area described hereinabove is for the distinct purpose of outlining an access easement and is not intended to be utilized for the conveyance of real property, or the determination or creation of real property boundaries.

Basis of bearings for this description is Geodetic North referenced to the NAD83 2011 (Epoch 2010.00) datum, projected onto the Oregon Coordinate Reference System, Grants Pass-Ashland zone (references: OAR 734-005-0005, 734-005-0010 and 734-005-0015(3)(p)). Note that the grid bearings listed herein do not equal geodetic bearings due to meridian convergence.

Prepared by: NEATHAMER SURVEYING, INC. PO Box 1584 Medford, OR 97501 Phone: (541) 732-2869

Project: 21016-4

Date: February 16, 2024

REGISTERED PROFESSIONAL LAND SURVEYOR

Call E. neet warm

OREGON JULY 9, 2001 CAEL E. NEATHAMER 56545

## EXHIBIT " "

### TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION SHEET

A portion of that certain real property described in Instruments Numbered 2004-071373 and 2009-041439 of the Official Records of Jackson County, Oregon, being located within Donation Land Claim Number 66, within Section 9, Township 37 South, Range 1 West of the Willamette Meridian, in the City of Medford, Jackson County, Oregon. The exterior boundary of said easement area is more particularly described as follows:

Commencing at a point on the southerly boundary of aforesaid tract per Instruments Numbered 2004-071373 and 2009-041439, where said boundary intersects the westerly right-of-way of Foothill Road per Instrument Number 2022-020498 of the Official Records of Jackson County, Oregon; thence leaving said right-of-way, South 89°29'09" West, along said southerly boundary, 864.48 feet to the **TRUE POINT OF BEGINNING**; thence continuing along said southerly boundary, South 89°29'09" West, 312.00 feet; thence leaving said southerly boundary, North 00°24'43" West, 354.00 feet; thence North 89°29'09" East, parallel with said southerly boundary, 312.00 feet; thence South 00°24'43" East, 354.00 feet to the Point of Beginning.

Containing 110,448 square feet, more or less.

The area described hereinabove is for the distinct purpose of outlining the area for a temporary construction easement and is not intended to be utilized for the conveyance of real property, or the determination or creation of real property boundaries.

Basis of bearings for this description is Geodetic North referenced to the NAD83 2011 (Epoch 2010.00) datum, projected onto the Oregon Coordinate Reference System, Grants Pass-Ashland zone (references: OAR 734-005-0005, 734-005-0010 and 734-005-0015(3)(p)). Note that the grid bearings listed herein do not equal geodetic bearings due to meridian convergence.

Prepared by: NEATHAMER SURVEYING, INC. PO Box 1584 Medford, OR 97501 Phone: (541) 732-2869

Project: 21016-4

Date: February 5, 2024

REGISTERED PROFESSIONAL LAND SURVEYOR

Carl E. nout warm

OREGON
JULY 9, 2001
CAEL E. NEATHAMER
56545

A RESOLUTION of the Board of Water Commissioners of Medford Water is declaring a public need for the acquisition of property for a new reservoir site and an easement for associated access and infrastructure.

WHEREAS, Medford Water needs to construct a new reservoir and acquire an easement for access and infrastructure appurtenant to the reservoir; and

WHEREAS, Medford Water evaluated sites in and near its service area and has determined that the property identified on Exhibit A is the ideal location for the reservoir, due to elevation, topography, and service needs for Medford Water Commission customers; and

WHEREAS, the reservoir will also require an easement for access and its associated infrastructure. The easement is depicted on Exhibit A; and

WHEREAS, Medford Water has attempted to reach a negotiated purchase of the reservoir property in fee simple, as well as the easement, but all negotiations to date have failed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That Medford Water hereby declares a public need to acquire fee title to the reservoir property identified on Exhibit A, as well as a public need to acquire the easement, also identified on Exhibit A.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 6<sup>h</sup> day of December 2023.

ATTEST:

Amber Furu Asst Clerk of the Commission

Michael Smith, Chair

RESOLUTION NO. 1914



# Memorandum

**TO:** Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey,

and Michael Smith

**FROM:** Brad Taylor, General Manager and Mark Bartholomew, Counsel

**DATE:** Wednesday, April 17, 2024

**SUBJECT:** Item 10.0 - Resolution 1930, River Zone Property Acquisition

**OBJECTIVE:** Board Approval

#### Issue

The Board adopted Resolution 1914 and will be considering Resolution 1929 (which will replace Resolution 1914) declaring a public need to acquire property ("Property") for the construction of a reservoir and to obtain a temporary and permanent easement for construction and for infrastructure associated with the reservoir. As of now, we have not been able to agree on a price for the Property. We are seeking authorization to file a lawsuit to acquire the Property and to deposit the appraised value of the Property with the clerk of the Jackson County Circuit Court to permit immediate possession of the Property.

#### **Discussion**

The appraised value of the Property, including both fee title and easements, is \$124,100.00. Medford Water needs to commence planning, design, and construction by 2024. Therefore, it cannot wait until any potential litigation is ultimately adjudicated. Medford Water can obtain immediate possession by commencing a condemnation lawsuit to acquire the Property. Prior to filing any lawsuit, Medford Water must make an offer to pay just the compensation for the Property. At least 40 days after such an offer of just compensation, Medford Water may then file the lawsuit. Upon filing, Medford Water may file a notice of immediate possession of the Property and deposit an amount estimated to be just compensation with the Clerk of the Court.

## **Financial Impact**

\$124,100.00 in addition to staff time and attorney fees.

## **Requested Board Action**

Staff recommends approving Resolution 1930, to authorize the General Manager to direct Medford Water Counsel to make an offer of just compensation to the owners of the Property, to commence litigation to acquire the Property by condemnation, no fewer than 40 days after such offer, and to file a notice of immediate possession and deposit the appraised value of the Property into Jackson County Circuit Court.

A RESOLUTION Authorizing the General Manager to File a Lawsuit in Jackson County Circuit Court to Acquire Fee, Title and Both a Permanent Easement and Temporary Construction Easement on the Property Identified in Exhibit A (the "Property")

WHEREAS, the City of Medford, acting by and through its Board of Water Commissioners, is duly authorized and empowered to acquire, by purchase, gift, devise, condemnation proceedings or otherwise, such real property as in the judgment of Medford Water (MW) is necessary or proper to exercise its powers; and

WHEREAS, Medford Water needs to construct a new reservoir on the Property, along with an easement for access and infrastructure appurtenant to the reservoir; and

WHEREAS, Medford Water has negotiated in good faith with the owners of the Property and has failed to reach an agreement;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That the Board of Water Commissioners hereby determines that acquisition of the Property is in the best interests of Medford Water.

SECTION 2. That the General Manager is authorized to make an offer of just compensation to the owners of the Property.

SECTION 3. That the General Manager is hereby authorized and directed to authorize counsel for Medford Water to file an action to acquire the Property under ORS 35 no fewer than 40 days after the offer of just compensation if no agreement has been reached between Medford Water and the Property owners.

SECTION 4. That the General Manager is further authorized and directed to authorize counsel for Medford Water to file a notice of immediate possession of the Property and to deposit an amount of money equal to the appraised value of the Property with the clerk of the Jackson County Circuit Court, as permitted by ORS 35.265.

PASSED at a regular meeting of the Board of Water Commissioners of the City of Medford, Oregon, and signed by me in authentication thereof this 17th day of April 2024.

ATTEST:			
	Amber Furu, Asst. Clerk of the Commission	Bob Strosser, Chair	

RESOLUTION NO. 1930 041724