



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

AGENDA

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Asset Management (IT Manager Kris Stitt)

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. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of June 19, 2024

4.2 Resolution No. 1943, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Easement Originally Recorded as Document No. 1993-20866 on June 25, 1993

5. Items Removed from Consent Calendar

6. Resolution No. 1944, A RESOLUTION Authorizing the General Manager to Execute Purchase Orders in the Amount of \$787,356 with Sensus Metering Systems for Fiscal Year 2024-2025

7. Resolution No. 1945, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$34,054 with RH2 Engineering, Inc. for the “Distribution System Resilient Backbone” Project for a Portion of the Work Identified as “Part B Pre-Design of Reduced Pressure Zone Storage”

8. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Finance Manager Beau Belikoff, Water Operations Manager Dan Perkins, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

9. Propositions and Remarks from the Commissioners

10. Adjourn

| DATES TO REMEMBER* | | | | | |
|--------------------|-----|-----------------|---|-----------------|-----------------------------|
| DATE | DAY | TYPE OF MEETING | STUDY SESSION TIME & TOPIC | REGULAR MEETING | LOCATION |
| 08/7/24 | Wed | Board Meeting | Time TBD – New Website | 12:15 p.m. | Prescott Room, Police Dept. |
| 08/21/24 | Wed | Board Meeting | Time TBD – Water Distribution Operations Update | 12:15 p.m. | Prescott Room, Police Dept. |

*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_4o87My9jTuGMFM0CJjMw1g

Meeting passcode: 909486



To join by phone, call:

(669) 900-6833

Meeting ID Number: 834 5453 4716 Meeting passcode: 909486



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager

DATE: July 17, 2024

SUBJECT: Item 4.2 – Resolution 1943, Authorizing Execution of a Quitclaim Deed to 300 West Antelope Road, LLC, the Owner of 300 W Antelope Rd, White City (tax lots 362W23104 & 362W24300)

OBJECTIVE: Board Approval

Issue

A Resolution is required to authorize the Chair of the Board of Water Commissioners to execute a Quitclaim Deed for an easement dedicated to Medford Water (MW) that is no longer needed.

Discussion

As part of the Lighthouse Guardhouse waterline realignment project, a new easement was required to encompass the realigned portion of the existing water main located at 300 W. Antelope Rd. in White City (tax lots 362W23104 and 362W24300). Due to existing easement errors and changes needed for the realignment section, the owner provided a new easement (recorded in Document No. 2024-009442 on May 16, 2024) to replace in its entirety the prior easement that covers all necessary public water facilities on the two properties.

MW staff recommends a Quitclaim Deed be executed by the Board Chair, releasing the prior recorded easement (recorded in Document No. 1993-20866 on June 25, 1993) relinquishing any rights MW may have to the prior easement on this property.

The new easement (recorded in Document No. 2024-009442) provides all the same rights to MW as the prior easement.

Financial Impact

There is no financial impact to Medford Water. Recording fees for the easement and the Quitclaim Deed are paid by the Owner.

Requested Board Action

MW Staff recommends approval of this Resolution, authorizing the Chair of the Board of Water Commissioners to sign the Quitclaim Deed in favor of the Owner, on behalf of the City of Medford, by and through its Board of Water Commissioners as set forth in the Quitclaim Deed attached to the Resolution.

Send Tax Statements to:
300 West Antelope Road, LLC
300 West Antelope Road
White City, OR 97503

QUITCLAIM DEED

The CITY OF MEDFORD, by and through its Board of Water Commissioners, GRANTOR, does hereby remise, release and forever quitclaim to 300 West Antelope Road, LLC, GRANTEE, all its rights, title, and interest in and to the hereinafter described real property in the County of Jackson, City of Medford, State of Oregon.

The Released Easement Area is the water easement granted to The CITY OF MEDFORD, by and through its Board of Water Commissioners, recorded on June 25, 1993 as Document No. 1993-20866 of the Official Records of the County Clerk's Office of Jackson County, Oregon.

The Released Easement Area has been replaced by an easement the Medford Water Commission, recorded in Document No. 2024-009442 of the Official Records of the County Clerk's Office of Jackson County, Oregon. This Quitclaim Deed shall have no effect on this replacement easement.

GRANTOR hereby agrees that the Water Easement recorded in Document No. 1993-20866 is hereby terminated, released and discharged with respect to the Released Easement Area, subject to the subsequently recorded easement (Document No. 2024-0099442).

Before signing or accepting this instrument, the person transferring fee title should inquire about the person's rights, if any, under ORS 197.352. This instrument does not allow use of the property described in this instrument in violation of applicable land use laws and regulations. Before signing or accepting this instrument, the person acquiring fee title to the property should check with the appropriate city or county planning department to verify approved uses, to determine any limits on lawsuits against farming or forest practices as defined in ORS 30.930 and to inquire about the rights of neighboring property owners, if any, under ORS 197.352.

The consideration for this conveyance: good and valuable (\$0.00).

IN WITNESS WHEREOF, said GRANTOR has executed this Quitclaim Deed this _____ day of _____, 20____.

By (Printed Name): _____

Signature: _____

Its: _____

STATE OF OREGON) ss.
County of _____)

This instrument was acknowledged before me on the ____ day of _____, _____, by _____, as _____, and that said instrument is the free act and deed of such _____.

Notary Public for Oregon

My Commission Expires: _____



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith
FROM: Dan Perkins Operations Manager
DATE: Wednesday, July 17, 2024
SUBJECT: Item 6.0 – Resolution 1944 Authorizing the General Manager to Execute purchase orders to Sensus Metering Systems
OBJECTIVE: Board Approval

Issue

Purchase of water meters of various sizes, radio SmartPoints via quote #35489 from Sensus Metering Systems over multiple purchases in FY24-25 exceed the General Managers authorized limit of \$150,000.

Discussion

Purchases exceeding the General Manager purchasing authority are required to be approved by the Board, and in each of the past six years, a resolution to authorize the General Manager to execute purchase order(s) to Sensus Metering Systems for water meters, radio SmartPoints, and AMI Infrastructure have been presented.

Staff request that General Manager again be granted authority to approve purchases throughout the fiscal year that added together exceed General Managers authorized limit of \$150,000.

Financial Impact

\$787,356 stock and inventory purchases; to be expensed over time (as issued) to various work orders or CIP's.

Requested Board Action

Staff recommends approval of Resolution 1944, allowing the General Manager to execute purchase order(s) to Sensus Metering Systems in the amount of \$787,356.

RESOLUTION NO. 1944

A RESOLUTION Authorizing the General Manager to Execute Purchase Orders in the Amount of \$787,356 with Sensus Metering Systems for Fiscal Year 2024-2025

WHEREAS, Medford Water budgets and purchases meters, radio SmartPoints, and Advanced Metering Infrastructure (AMI) for the distribution system annually; and

WHEREAS, Medford Water will prepare multiple orders for Sensus Metering Systems for the fiscal year 2024-2025 for inventory; and

WHEREAS, the combined amount of the multiple purchase orders exceeds the General Manager’s authority pursuant to Medford Water’s Contracting and Purchasing Regulations, Section 1.02;

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

That the General Manager is hereby authorized and directed to execute purchase order(s) to Sensus Metering Systems for FY24-25 in the total amount of \$787,356. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof the 17th day of July 2024.

ATTEST: _____
Amber Furu, Asst. Clerk of the Commission

Bob Strosser, Chair



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager

DATE: July 17, 2024

SUBJECT: Item 7.0 - Resolution 1945, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$34,054 to the Contract with RH2 Engineering, Inc. for the “Distribution System Resilient Backbone” project for a portion of the work identified as “Part B Pre-Design of Reduced Pressure Zone Storage”.

OBJECTIVE: Board Approval

Issue

In continuation of work towards future design of the River Zone Storage reservoir project, environmental and historical site clearance must be obtained. This is a required step towards being able to access the portion (\$13,940,000) of our Water Infrastructure Finance and Innovation Act (WIFIA) Loan #2 related to this project. A scope and fee for this work has been prepared by our consultant, RH2 Engineering, Inc. and is recommended to be awarded as planned under the current “Distribution System Resilient Backbone” project contract with RH2 Engineering, Inc. The total dollar amount of contract amendments to date exceeds the General Manager’s signing authority; therefore, Board approval is needed.

Discussion

The “Distribution System Resilient Backbone” (DSRB) will provide distribution system seismic resilience including replacing the Capital Hill Reservoirs with seismically resilient storage and providing new reservoir storage in the River Zone. The DSRB projects are part of the Water Infrastructure Finance Innovation Act (WIFIA) a Rogue Valley Water Supply Resiliency Project.

The “Distribution System Resilient Backbone” Project consists of five planned phases:

Part A – Planning

Part B – Pre-Design of River Zone Storage

Part C – Design and Construction of River Zone Storage

Part D – Pre-Design of Capital Hill Reservoir Replacement

Part E – Design and Construction of Capital Hill Reservoir Replacement

A contract for “Part A – Planning” was awarded to RH2 Engineering, Inc. in August of 2021, authorized under Resolution 1783. Part A work identified critical distribution system infrastructure that will provide seismic resilience while also resolving current and future operational issues. Continuing consulting work on Parts B thru E has and will be issued as change orders to this base contract.

Parts D & E (Capital Hill Reservoir Replacement) are complete and in progress, respectively.

RH2 Engineering, Inc. has been providing ongoing support towards Parts B & C (River Zone Storage), consisting primarily of preliminary work analyzing potential reservoir locations to facilitate the ongoing land acquisition process for the chosen site.

The focus of work for the requested change order under this Resolution is to perform the environmental and historical investigation work necessary to proceed with the River Zone Storage project. This is also a required step towards being able to access the portion (\$13,940,000) of our Water Infrastructure Finance and Innovation Act (WIFIA) Loan #2 related to the River Zone Storage project.

In consultation with Medford Water staff, RH2 Engineering, Inc. has developed a scope and fee for this portion of "Part B - Pre-Design of River Zone Storage" for an amount not to exceed \$34,054. The scope includes engineering services and work performed by subconsultant Rabe Consulting, Inc. to provide environmental and historical assessments and to prepare and submit the required reports.

Financial Impact

The contract amendment of \$34,054 proposed in this Resolution is accounted for in the current (FY24/25) fiscal year CIP Budget.

A summary of estimated consultant costs for Parts B & C (River Zone Storage) follows:

| | | |
|---|------------------|-----------------------------|
| Part B Pre-Design | | |
| (Prelim Siting & Land Acquisition Support Work) | \$ 45,838 | <i>(approval by GM)</i> |
| (Environmental Clearance) | \$ 34,054 | < THIS RESOLUTION |
| Basis of Design work (Future) | \$ 450,108 | <i>(est, future)</i> |
| Part C Design & Construction Support (Future) | \$ 560,000 | <i>(est, future)</i> |
| ----- | ----- | |
| TOTAL Estimated Consultant Costs | \$ 1,090,000 | <i>est total</i> |
| Parts B&C – River Zone Storage | | |

Total estimated consultant cost for the River Zone Storage (Parts B&C) is 4.4% of the estimated construction cost of \$25M.

Completion of this work is also a required step towards making \$13.9M of our WIFIA Loan #2 funds allocated to this project available for future reimbursement requests.

Requested Board Action

Staff recommends approval of this Resolution awarding a portion of Part B of the multi-part Distribution System Resilient Backbone contract in the amount of up to \$34,054 to RH2 Engineering, Inc. and authorizing the General Manager to administer payments for work under this contract.

