



**In accordance with the Governor's current recommendations regarding COVID-19, this meeting will be held virtually. To attend, click on the following link:**

[https://us02web.zoom.us/webinar/register/WN\\_2WXIIPmDQ1Wol48772A2yg](https://us02web.zoom.us/webinar/register/WN_2WXIIPmDQ1Wol48772A2yg)

The meeting passcode is 902876.

Online participants will be able to view presentation material and submit questions or comments.

You can also join by dialing in with your phone; call (669) 900-6833.

The meeting ID number is 864 3725 0120, and the meeting passcode is 902876.

## AGENDA

11:45 a.m. EXECUTIVE SESSION PER ORS 192.660(2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions.

12:00 p.m. STUDY SESSION – WIFIA Update (General Manager Brad Taylor)

12:15 p.m. BOARD MEETING (*Shall Begin at the Conclusion of the Study Session*)

**1. Roll Call**

**2. Elect Board Chair and Vice Chair for 2022**

**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 via teleconference.

**4. Approval or Correction of the Minutes of the Last Regular Meeting of January 19, 2022**

**5. Resolution No. 1798, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with West Yost Associates for Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir**

**6. Resolution No. 1799, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$120,624.24 with Black & Veatch Corporation for Consulting Services for the Design and Construction of the Water Quality Improvement Project**

**7. Management Reports**

Management staff will be present and may provide information: Engineering Manager Brian Runyen, Water Meter & Controls Supervisor Ken Johnson, Water Maintenance Supervisor Lester McFall, Water Treatment/Quality Director Ben Klayman, Finance & Administration Director Tessa DeLine, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, and General Manager Brad Taylor.

**8. Propositions and Remarks from the Commissioners**

**9. Adjourn**

<b>DATES TO REMEMBER*</b>					
<b>DATE</b>	<b>DAY</b>	<b>TYPE OF MEETING</b>	<b>STUDY SESSION TIME &amp; TOPIC</b>	<b>REGULAR MEETING</b>	<b>LOCATION</b>
02/16/22	Wed	Board Meeting	11:45am – Water Conservation Update	12:15 p.m.	TBD
<i>Monday, February 21, 2022 – Presidents' Day – Offices closed</i>					

*\*Meeting dates, times, and locations are subject to change due to COVID-19 precautions and by order of Governor Brown.*



## **Memorandum**

**TO:** Commissioners Jason Anderson, Bob Strosser, Daniel Bunn, John Dailey, and Mike Smith

**FROM:** Brian Runyen, PE, Engineering Manager  
Andy Huffman, Capital & Special Projects Coordinator

**DATE:** Tuesday, January 25, 2022

**SUBJECT:** Item 5 – Resolution 1798, Authorizing a Contract with West Yost Associates for Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir

**OBJECTIVE:** Board Approval

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### **Issue**

Previous master planning efforts, confirmed by contemporary analysis, has demonstrated a need for resilient and redundant pumping from Zone 1 to Zone 2 and beyond. Continued land development activity in this area is compelling a more comprehensive evaluation of the east side upper-level zones.

### **Discussion**

In November, Medford Water advertised an RFP seeking proposals to deliver Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir. The 2016 Water Facility Master Plan identified additional pumping from Zone 1 to Zone 2 and further identified a potential site for that pumping at Barnett Reservoir.

Continued land development activities in the upper-level zones are the impetus to further evaluate the coordination between this prescribed pump station and other build out conditions to serve the southeast area of Medford. The RFP language stipulated further evaluation of the pumping and storage needs for Zone 2 and the zones above this, to confirm the pump station is appropriately sized and situated. This will also provide opportunity to confirm the integration of this new pump station with the zones above. Proper understanding of the implications of a new pump station on the balance of upper-level pumping and storage is critical to the success of this project.

Medford Water received (2) proposals for this project on December 2, 2021. Scoring of the proposals was provided by a 5-person selection committee including members of the Operations, Conservation, and Engineering departments. The outcome of the rankings are as follows:

1. West Yost Associates
2. RH2

Upon notification of the Highest Ranked Proposer, the Scope of Service and subsequent fee was agreed upon. Notice of Intent to Award was issued on January 24, 2022, and the protest period closed with no protest.

Subsequent negotiations between Medford Water and West Yost have resulted in an agreeable scope with an associated fee of \$297,900.00.

This project will be delivered in (2) parts.

- **Part A** includes the Southeast Medford Facility Plan / Zone 2 Pump Station Basis of Design Report.
- **Part B** includes Zone 2 Pump Station Detail Design and Services During Construction.

Staff is satisfied that West Yost Associates has the right combination of experience, technical expertise, and industry knowledge to deliver this work to the satisfaction of Medford Water. The work associated with this project will provide Medford Water with a clear roadmap for both the design and construction of a new Zone 2 pump station and ongoing continued development of the upper zones in the water system.

### **Financial Impact**

This project will span over multiple fiscal years. There is budget allocated for fiscal year 2021/2022 and there is forecast money in the 10 yr. CIP plan for the project.

### **Requested Board Action**

Staff recommends approval of Resolution 1798, authorizing the General Manager to execute a Consulting Services contract with West Yost Associates in the amount of \$297,900.00 for Part A. Part B scope will not be negotiated until the completion of Part A. Part B is anticipated to be negotiated in winter of 2022/23 for presentation to the Board

**RESOLUTION NO. 1798**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with West Yost Associates for Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir

WHEREAS, Medford Water solicited proposals for Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir (CIP-22-00342) through a Request for Proposals based on the Qualification Based Selection process; and

WHEREAS, a Notice of Intent to Award was issued to West Yost Associates on January 24, 2022, and no protests of the award were received; and

WHEREAS, West Yost Associates has submitted a Scope of Work, Schedule, and Budget for the project and is qualified and agreeable to render the services specified therein; and

WHEREAS, the value of the contract, estimated at \$297,900.00, 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 in the amount of \$297,900.00 for Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir (CIP-22-00342) is hereby awarded to West Yost Associates.

SECTION 2. That the General Manager is hereby authorized and directed to execute Part A of said contract and any contract amendments not exceeding the General Manager’s purchasing authority or 25 percent of the original contract amount, on behalf of the Board of Water Commissioners, which contract is on file in the Office of the Commission and by reference made a part hereof, is hereby approved. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Commission’s Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 2<sup>nd</sup> day of February 2022.

ATTEST: \_\_\_\_\_  
Yvette Finstad, Asst. Clerk of the Commission

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Bob Strosser, Chair



## **Memorandum**

**TO:** Commissioners Jason Anderson, Bob Strosser, Daniel Bunn, John Dailey, and Mike Smith

**FROM:** Brian Runyen, PE, Engineering Manager  
Andy Huffman, Capital & Special Projects Coordinator

**DATE:** Tuesday, January 25, 2022

**SUBJECT:** Item 6 – Resolution 1799, Authorizing a Contract Amendment with Black & Veatch Corporation to the Water Quality Improvements Design Contract

**OBJECTIVE:** Board Approval

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### **Issue**

Black & Veatch (B&V) was contracted to provide design of the Water Quality Improvements Project (WQIP) to provide facilities to increase the pH in the finished water provided by Medford Water. A contract amendment is required to provide sufficient support for services during construction.

### **Discussion**

In June of 2019, B&V was contracted to provide evaluation and design services to incorporate recommendations to increase the pH of finished water. Additional design items which were not in the original scope were identified by the project team and provided by B&V during the design phase. There were dollars within the original budget that were utilized to provide consulting services to support these items, and these items were captured within a change log. Some of the items which required additional dollars outside of the original scope include:

- SCADA Instrumentation & Control design at existing Big Butte Springs Facilities.
- Feed point changes at the Duff Water Treatment Plant distribution piping.
- Point of Entry Basis of Design evaluation.

The additional fee associated with this contract amendment also reflects the 2 yr. delay between the completion of design and the initiation of construction phase activities. This delay has resulted in an escalation component to the originally scoped services during construction. This escalation is captured in the additional fee.

### **Financial Impact**

There is sufficient budget in the FY 2021/22 budget to accommodate this change.

### **Requested Board Action**

Staff recommends approval of Resolution 1799, authorizing the General Manager to execute a Contract Amendment with Black & Veatch Corp. in the amount of \$120,624.24.

**RESOLUTION NO. 1799**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$120,624.24 with Black & Veatch Corporation for Consulting Services for the Design and Construction of the Water Quality Improvement Project

WHEREAS, in 2016 Medford Water entered into a contract with Black & Veatch Corporation (B&V) to perform a Water Quality Corrosion Control Study; and

WHEREAS, the Corrosion Control Study is complete, and resulting recommendation is to raise the pH of the water; and

WHEREAS, in order to accomplish raising the pH, additional water treatment facilities are required; and

WHEREAS, B&V is qualified and agreeable to render additional Consulting Services; and

WHEREAS, the value of the original contract, estimated at \$950,503, exceeded the General Manager’s authority; and

WHEREAS, Medford Water adopted Resolution No. 1711, authorizing an exemption from competitive bidding for a contract with B&V; and

WHEREAS, B&V has submitted a revised Scope of Service and additional cost of \$120,624.24 for services during construction; and

WHEREAS, the total cost of the amendment and the original contract exceeds the General Manager’s purchasing authority without board approval;

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 \$120,624.24 is authorized for the Consulting Services for the Design and Construction of the Water Quality Improvement Project with Black & Veatch.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment, payments for said contract amendment and the original contract, up to \$1,071,127.24, with Black & Veatch Corporation.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 2nd day of February 2022.

ATTEST: \_\_\_\_\_  
Yvette Finstad, Asst. Clerk of the Commission

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Bob Strosser, Chair