



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

AGENDA

11:15 a.m. LUNCH

11:30 a.m. STUDY SESSION – 10-Year Capital Plan Part A (Engineering Manager Brian Runyen and Capital & Special Projects Coordinator Andy Huffman)

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 February 15, 2023

5. Resolution No. 1860, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$100,000 to the Contract with PFM Financial Advisors, LLC, for a Total Contract Amount of \$250,000 for Municipal Advisory Services

6. Resolution No. 1861, A RESOLUTION Authorizing the Distribution of a Water Efficiency Grant in the Amount of \$5,000 to Island Pointe HOA to Complete a Partial Irrigation System Upgrade to Increase Water Efficiency and Minimize Water Waste

7. Resolution No. 1862, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Soderstrom Architects, Ltd. for Consulting Services for Consulting Engineering & Architectural Services for Task Order 1 Programming and Basis of Design of the Medford Water Campus Project

8. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Water Operations Manager Dan Perkins, Finance Manager Anna Roeder, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Customer Service & Water Efficiency 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
03/15/23	Wed	Board Meeting	Time TBD – Capital Planning Part B	12:15 p.m.	Prescott Room, Police Dept.
04/05/23	Wed	Board Meeting	Time TBD – Asset Management	12:15 p.m.	Prescott Room, Police Dept.
04/19/23	Wed	Board Meeting	Time TBD – CLAs, SDCs, & Fees	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_-lwHpxyoRBWEbbbH8J7sgw

Meeting passcode: 270753



To join by phone, call:

(669) 900-6833

Meeting ID Number: 817 3120 9459

Meeting passcode: 270753



Memorandum

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

FROM: Anna Roeder, Finance Manager

DATE: Thursday, February 23, 2023

SUBJECT: Item 5 – Resolution 1860, Authorizing a Contract Amendment with PFM Financial Advisors, LLC to the Municipal Advisory Contract

OBJECTIVE: Board Approval

Issue

A contract amendment is required to provide sufficient support for Municipal Advisory Services in anticipation of upcoming needs in relationship to future borrowing by Medford Water. The total cost of amended contract exceeds the General Manager's purchasing authority without board approval.

Discussion

In March 2021, Medford Water entered a 5-year contract, not to exceed \$150,000, with PFM Financial Advisors, LLC. PFM Financial Advisors, LLC was contracted to provide municipal advisory services to assist with documents relating to Medford Water's Water Infrastructure Finance and Innovation Act (WIFIA) funding. \$145,182 has been spent to date in support of two WIFIA Loan Agreements. Staff requests a contract amendment in the amount of \$100,000 for estimated costs of services related to future funding that will be necessary in coming years.

Financial Impact

Municipal Advisory Services are budgeted in the Contract Services line item within the 2022-2023 Fiscal Year Budget and are included in the future year budget estimates.

Requested Board Action

Approval of Resolution 1860, authorizing the General Manager of Medford Water to execute a contract amendment in the amount of \$100,000 with PFM Financial Advisors, LLC, for a total contract amount of \$250,000 for Municipal Advisory Services through March 2026.

RESOLUTION NO. 1860

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$100,000 to the Contract with PFM Financial Advisors, LLC, for a Total Contract Amount of \$250,000 for Municipal Advisory Services

WHEREAS, after being selected via a Request for Proposal competitive process, Medford Water Commission (Medford Water) executed a Contract with PFM Financial Advisors, LLC on March 17, 2021; and

WHEREAS, the value of the original Contract, at \$150,000, was within the General Manager's purchasing authority; and

WHEREAS, additional services estimated at \$100,000 related to future funding will be necessary in coming years; and

WHEREAS, the total value of the Contract, estimated at \$250,000 exceeds the General Manager's purchasing 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 \$100,000, for a total contract amount of \$250,000, for Municipal Advisory Services is hereby awarded to PFM Financial Advisors, LLC.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment with PFM Financial Advisors, LLC, payments for said contract and amendments, up to \$250,000, which contract is on file 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 Medford Water's Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 1st day of March 2023.

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

Michael Smith, Chair



Memorandum

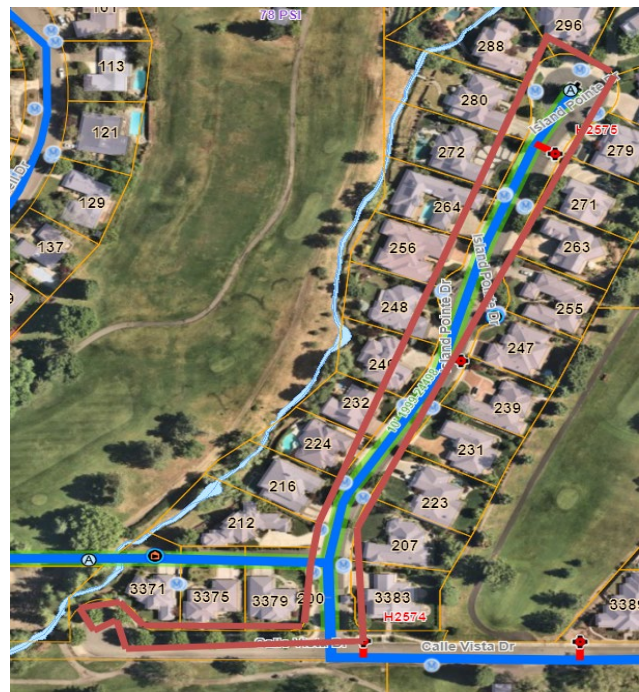
TO: Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright
FROM: Cody Scoggins, Water Efficiency Coordinator
DATE: Wednesday, March 1, 2023
SUBJECT: Item 6 – Resolution 1861, Approving a Water Conservation Grant for Island Pointe Homeowners Association
OBJECTIVE: Board Approval

Issue

Grant Project Proposal: Irrigation system repair, controller replacement and lawn removal.

The Island Pointe Homeowners Association is requesting a water conservation grant from the Medford Water Commission to complete a full irrigation system upgrade, which will increase water efficiency and minimize water waste. The included map shows the project area outlined in red. The current system waters 17,000 square feet of lawn and uses up to 50% more water than necessary because of irrigation system performance issues such as mismatched sprinkler heads, inefficient nozzles, controller issues, and major leakage.

The proposal includes fixing major leaks, removing nonfunctional turf and replacing mismatched and inefficient sprinkler heads with more efficient nozzles that include check valves. Additionally, the proposal includes replacing current outdated controller with a Hunter HCC with Solar Sync smart controller, which will automatically shut sprinklers off during rain events.



Discussion

Typical usage at this property is over 500,000 gallons of water in a peak summer month. The proposed project meets the conservation grant objectives for reduced water usage and reflects the preference for projects that improve existing inefficient conditions. Upgrading the sprinkler system that waters 17,000 square feet of lawn, the installation of the smart controller and reduction in lawn areas should decrease the amount of water used by up to 50%.

Financial Impact

The adopted budget for FY22/23 has allocated funds for this grant request.

Requested Board Action

Approval of Resolution 1861, approving the Island Pointe Homeowners Association grant request and authorizing the General Manager to administer a one-time grant payment in the amount of \$5,000.

RESOLUTION NO. 1861

A RESOLUTION Authorizing the Distribution of a Water Efficiency Grant in the Amount of \$5,000 to Island Pointe HOA to Complete a Partial Irrigation System Upgrade to Increase Water Efficiency and Minimize Water Waste

WHEREAS, Medford Water Commission (Medford Water) developed a Water Conservation Grant Program in 1999 (Resolution No. 964); and

WHEREAS, the program guidelines were revised in 2013 (Resolution No. 1513) to increase maximum grant amount, match percentage amount, and update design criteria; and

WHEREAS, the objective of this program is to facilitate projects that will reduce water usage at facilities owned by public or non-profit entities, with preference to projects that address improved efficiency of landscape water usage; and

WHEREAS, Island Pointe HOA has requested a Water Conservation Grant of \$5,000 to complete a partial irrigation system upgrade, which will increase water efficiency and minimize water waste; and

WHEREAS, Island Pointe HOA has completed a Grant Program Application in accordance with Medford Water’s guidelines; and

WHEREAS, the proposed project meets the conservation grant objectives for reduced water usage and reflects the preference for projects that improve existing inefficient conditions; and

WHEREAS, the requested grant amount is Medford Water’s maximum match percentage of 50 percent per project per fiscal year and is under the maximum grant amount allowed;

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 to distribute a \$5,000 Water Efficiency Grant in FY22/23 for a landscape conversion project by Island Pointe HOA, as Medford Water’s share in funding the water conservation project as set forth in the attached Exhibit A and incorporated herein by reference.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 1st day of March 2023.

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



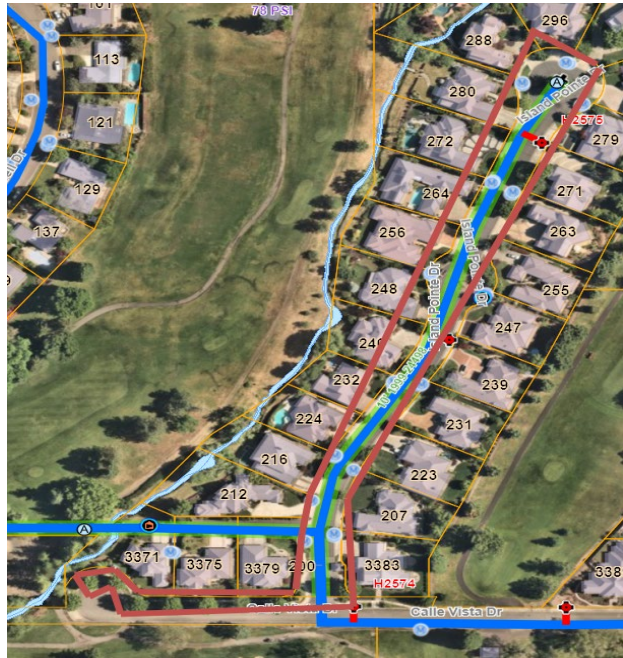
Island Pointe Irrigation – Grant Proposal

Location: Island Pointe Dr, Medford OR 97504 **Account Number:** 0912107

Project Cost: \$25,268 (See quote) **Grant Request:** \$5,000

Project Summary:

A partial irrigation system upgrade to lawn areas throughout Island Pointe HOA is being proposed to increase efficiency and minimize water waste. The current system uses at least 50% more water than necessary because of irrigation system performance issues such as mismatched sprinkler heads, inefficient nozzles, controller issues, and major leakage. The proposal includes upgrading sprinkler location to improve uniformity (better uniformity means watering for less time), replacing mismatched sprinkler heads and inefficient nozzles with new efficient nozzles that are all equipped with check valves to reduce low head drainage.



Project Savings:

Upgrading the sprinkler system that waters 17,000 square feet of lawn will result in an estimated savings of 1,000,000 gallons of water per year, a 40-50% reduction. The installation of the new smart controller will decrease water use throughout the entire property that could result in additional savings.

Estimated water use for 17,000 square feet of lawn with old sprinkler system compared to upgraded system.

Current	
Month	Gallons
May	98,000
June	174,000
July	364,000
August	494,000
September	706,000
October	288,000
November	170,000
Total	2,294,000

Proposed (New)	
Month	Gallons
May	58,000
June	104,000
July	218,000
August	296,000
September	300,000
October	172,000
November	102,000
Total	1,250,000



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager

DATE: Wednesday, March 1, 2023

SUBJECT: Item 7 – Resolution 1862, Authorizing a Contract with Soderstrom Architects, Ltd. for Consulting Engineering & Architectural Services for Task Order 1 Programming and Basis of Design of the Medford Water Campus project

OBJECTIVE: Board Approval

Issue

Medford Water advertised an RFP seeking proposals to deliver Consulting Engineering & Architectural Services for Design & Construction of the Medford Water Campus. Soderstrom Architects, Ltd. has been selected as the design consultant thru a Qualification Based Selection process, and a scope and fee have subsequently been negotiated. The full value of the contract including future Task Orders will exceed the General Manager's authority, therefore Board approval is being sought to execute a consulting services contract for this work.

Discussion

In November 2022, Medford Water advertised an RFP seeking proposals to deliver Consulting Engineering & Architectural Services for this project. Six proposals were received and evaluated by a selection committee including members of the Engineering, Operations and IT departments of Medford Water, the General Manager of Medford Water, a member of the Board of Water Commissioners, and a member of the City of Medford Planning Department. Based on review of these proposals, three consultant teams were selected to be interviewed. Ranking of the teams based on these interviews, held January 26, 2023, is as follows:

1. Soderstrom Architects, Ltd.
2. FFA Architecture and Interiors, Inc.
3. ORW/Hacker

Staff is satisfied that Soderstrom Architects, Ltd. has the right combination of experience, technical expertise, and industry knowledge to deliver this work to the satisfaction of Medford Water. After notification of Soderstrom Architects, Ltd. as the Highest Ranked Proposer, a Scope of Services and fee of \$116,720.00 were negotiated and agreed upon for the first phase of work: Task Order 1 Programming and Basis of Design. Notice of Intent to Award was issued on February 14, 2023, and the protest period has closed with no protests being received.

This initial scope of work in the contract will consist of updated programming for the project, development of a Basis of Design report documenting design criteria, updated project estimates, review of possible additional funding sources, and assistance with developing an RFP for a CM/GC construction procurement approach.

The work completed under this Task Order will better inform the scope for the full design of the project. At that time, a scope and fee for the remaining design work will be negotiated and brought to the Board for approval, which is anticipated in June of 2023.

Financial Impact

This project will span multiple fiscal years. There is budget allocated for design of the project in fiscal year 22/23 and money forecast for design and construction is included in the 10 yr. CIP plan in FY23/24 thru FY25/26.

Requested Board Action

Staff recommends approval of Resolution 1862, authorizing the General Manager to execute a Consulting Services contract with Soderstrom Architects, Ltd. in the amount of \$116,720.00 for Task Order 1 Programming and Basis of Design of the Medford Water Campus project.

RESOLUTION NO. 1862

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Soderstrom Architects, Ltd. for Consulting Services for Consulting Engineering & Architectural Services for Task Order 1 Programming and Basis of Design of the Medford Water Campus Project

WHEREAS, Medford Water Commission (Medford Water) solicited proposals for Consulting Engineering & Architectural Services for Design & Construction of the Medford Water Campus through a Request for Proposals based on the Qualification Based Selection process; and

WHEREAS, a Notice of Intent to Award was issued to Soderstrom Architects, Ltd. on February 14, 2023, and no protests of the award were received; and

WHEREAS, Soderstrom Architects, Ltd. has submitted a Scope of Work, Schedule, and Budget for Task Order 1 Programming and Basis of Design phase of the project and is qualified and agreeable to render the services specified therein; and

WHEREAS, upon completion of this Task Order 1 Programming and Basis of Design phase of the project, a scope and fee for remaining design work will be negotiated and brought to the Board for approval; and

WHEREAS, the value of the contract, estimated at \$116,720.00 is within the General Manager's authority, but the full value of the contract including future Task Orders will exceed 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 \$116,720.00 for Consulting Services for Task Order 1 Programming and Basis of Design of the Medford Water Campus project is hereby awarded to Soderstrom Architects, Ltd.

SECTION 2. That the General Manager is hereby authorized and directed to execute 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. 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 1st day of March 2023.

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

_____ Michael Smith, Chair