



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 (Information Technology 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. Approval or Correction of the Minutes of the Last Regular Meeting of March 15, 2023

5. Resolution No. 1865, A RESOLUTION Authorizing Extension of Water Service Outside the Talent City Limits to the Property Owned by Southern Oregon Education Service District (SOESD), in Accordance with the Conditions of Medford Water Commission's Resolution No. 1058, Section 7 (Exhibit A)

6. Resolution No. 1866, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Airgas USA in the Amount of \$477,822 to Purchase Liquid Oxygen for Medford Water Commission's Robert A. Duff Water Treatment Plant

7. Resolution No. 1867, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Planeteria Media for Website Design, Implementation, and Hosting Services, Not to Exceed \$164,100

8. Resolution No. 1868, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment to the Advanced Metering Infrastructure Agreement with Sensus USA, Inc. (Sensus) Established by Resolution 1824 to Include Interval Data Export Services in the Amount of \$5,561 and the Option to Further Amend the Agreement up to an Additional 25%

9. Resolution No. 1869, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$150,000 and to Add an Additional Option Year to Extend the Contract with Lomakatsi Restoration Project for a Total Contract Amount of \$300,000 for Six Years for Forest Management Services

10. 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, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

11. Propositions and Remarks from the Commissioners

12. Adjourn

DATES TO REMEMBER*

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
04/19/23	Wed	Board Meeting	Time TBD – CLAs, SDCs, & Fees	12:15 p.m.	Prescott Room, Police Dept.
05/03/23	Wed	Board Meeting	Time TBD – Annual Budget Preview/Investment Policy	12:15 p.m.	Prescott Room, Police Dept.
05/17/23	Wed	Board Meeting	Time TBD – Annual Budget Approval/CFMP	12:15 p.m.	Prescott Room, Police Dept.

Monday, May 29, 2023 – Offices closed in observance of the Memorial Day Holiday

**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_5jwo86ZOQUmWm26YUnacXA

Meeting passcode: 491230



To join by phone, call:

(669) 900-6833

Meeting ID Number: 849 0934 7487 Meeting passcode: 491230



Memorandum

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

FROM: Brad Taylor, General Manager

DATE: Wednesday, April 5, 2023

SUBJECT: Item 5.0 – Resolution 1865, Authorizing Extension of Water Service outside the Talent City Limits to the Property owned by Southern Oregon Education Service District (SOESD), in Accordance with the Conditions of Medford Water Resolution No. 1058, Section 7.

OBJECTIVE: Board Approval

Issue

SOESD owns and operates property outside the city limits of City of Talent for the purposes of providing educational services at 5645 South Pacific Highway. An existing 2” water service is currently provided at this address. An additional 2” water service is needed at this location and is allowed per Section 7 of Medford Water Resolution No. 1058 (Exhibit A).

Discussion

SOESD is a School District under Oregon State law. SOESD owns and operates property at 5645 South Pacific Highway (Exhibit B & C). Medford Water provides surplus wholesale water to the urbanized area of the City of Talent under separate contract and limits wholesale water services outside the City Limits without approval.

SOESD was damaged in the Alameda fire in 2021 and has an existing (previously approved) 2” water service outside the city limits. Rebuilding and modernization of the facility will now require a second 2” water service.

Under Medford Water’s Resolution No. 1058, Section 7, allows the Board to consider extension of water service outside the city limits of Medford, and outside city limits of the City of Talent, to property owned and operated by a school district.

Financial Impact

There is no financial impact to Medford Water, except Medford Water will receive a System Development Charge (SDC) payment for the 2” water service and additional water will be billed to City of Talent per separate surplus wholesale water contract terms and conditions.

Requested Board Action

Staff recommends approval of Resolution 1865, authorizing extension of water service outside the Talent City Limits to the Property owned by Southern Oregon Education Service District (SOESD), in Accordance with the Conditions of Medford Water’s Resolution No. 1058, Section 7.

RESOLUTION NO. 1865

A RESOLUTION Authorizing Extension of Water Service Outside the Talent City Limits to the Property Owned by Southern Oregon Education Service District (SOESD), in Accordance with the Conditions of Medford Water Commission’s Resolution No. 1058, Section 7 (Exhibit A)

WHEREAS, SOESD is a School District by Oregon state law; and

WHEREAS, Medford Water Commission (Medford Water) provides surplus wholesale water to the urbanized area of the City of Talent under separate contract; and

WHEREAS, the Medford Water surplus wholesale water contract limits water service outside the City Limits without approval; and

WHEREAS, SOESD was damaged in the Almeda fire in 2021 and has an existing (previously approved) 2” water service outside the City Limits; and

WHEREAS, the Medford Water’s Resolution No. 1058, Section 7, allows the Board of Water Commissioners (Board) to consider extension of water service outside the city limits of Medford, and outside city limits of the City of Talent, to property owned and operated by a school district; and

WHEREAS, SOESD owns and operates real property at 5645 South Pacific Highway (Exhibit B and C);

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

SECTION 1: That the Board hereby authorizes extension of water service outside the Talent city limits to property owned and operated by SOESD, at 5645 South Pacific Highway, for so long as the conditions of Resolution No. 1058, Section 7, are met.

SECTION 2: If ever those conditions are not met, Medford Water shall order SOESD, or its successor, to show cause why such water service shall not terminate.

SECTION 3: The City of Talent agrees to collect a Systems Development Charge on the second 2” service at 5645 South Pacific Highway and remit the portion attributable to Medford Water for water service per requirements of a separate contract.

PASSED by the Board of Water Commissioners and signed by me in authentication thereof this 5th day of April 2023.

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

Michael Smith, Chair

RESOLUTION NO. 1058

A RESOLUTION of the City of Medford, Board of Water Commissioners revising Resolution No. 992 regarding the extension of water service outside of city boundaries.

WHEREAS, the Board has determined that Resolution No. 992 which limits the extension of water service outside city boundaries, needs to be revised; and,

WHEREAS, the Board, pursuant to Section 21 of the Medford Charter of 1976 and Chapter 225, Oregon Revised Statutes, is empowered to construct facilities and extend water service outside the corporate limits of the City of Medford; and,

WHEREAS, the Board periodically receives requests to extend facilities and services outside the corporate limits of the city and in responding to such requests finds it useful and desirable to promulgate written policies regarding such extension; and,

WHEREAS, the Board finds there is a need to coordinate actions on such requests with statewide land use planning goals and guidelines, comprehensive plans, cooperative agreements, urban growth boundary policies and annexation policies of the public bodies affected by such requests in order to ensure the planned and orderly provision of all necessary public services, including water; and,

WHEREAS, it is the intention of the Board to observe existing statutory and contractual obligations as well as the policies of affected bodies; and,

WHEREAS, the Board has determined that water is an urban service, and has acquired sufficient water supplies to adequately meet the requirements of the areas within urban growth and urban reserve boundaries of the cities and existing water districts which the Board is presently committed to serve. Such water supplies are not adequate to serve additional areas;

WHEREAS, the Commission desires to clarify that the Commission will not expand water service to any new or existing water districts which are not currently under contract with the Commission,

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

SECTION 1. That water districts purchasing water from the Medford water system will be permitted to extend their water system facilities within their boundaries subject to the other provisions contained herein. Such extension of districts' water mains shall be done only with prior written approval of the Water Commission and that such approval shall be based on findings of the Commission that there are provisions for the coordinated development of all other urban facilities and services appropriate for the area to be served by the extension and that such extension is in accordance with the comprehensive plan of the City of Medford as it applies to the area to be served. All extension of water service shall be installed to full "urban" standards as determined by the Water Commission.

SECTION 2. That water districts and similar agencies will not be permitted to annex additional areas beyond their present boundaries without written permission of the Commission. Permission will be granted if all of the conditions of Section 4 or Section 7 of this Resolution have been met and the Commission has no water facilities available to supply service to the

area requesting service. Permission will also be granted if the water districts wish to annex the remaining portion of existing tax lots which are split by the water district's legally described boundary at the time of the adoption date of this resolution provided that the annexations are finalized by March 3, 2001. The Commission will not expand water service to any new or existing water districts which are not currently under contract with the Commission.

SECTION 3. That water service is supplied to other cities in the region by contract. These contracts define those geographic areas where water service maybe supplied based upon the type of water supply contracts ("surplus water" or "treat and transport") and the individual planning processes of each of these cities. The intent of the urbanization standards contained in these contracts is to follow the same general urbanization policies as is defined in this resolution. These standards must not be contrary to the "public interest" of the Medford Water Commission and City of Medford. Granting of any water service outside of the corporate boundaries of any city must be done in accordance to provisions of Chapters 195 and 197 of the Oregon Revised Statutes and Jackson County Comprehensive Plan.

SECTION 4. That water service may be granted to property within the Medford urban growth boundary of the City of Medford providing all of the following conditions have been met:

- a) Undeveloped property that is in the urban growth boundary shall not receive water service unless the property is annexed into the City.
- b) Developed property that is in the urban growth boundary may receive water service provided the property owners are not proceeding with any land use permits, as follows:
 - 1) Contiguous property owners – are contractually obligated to annex to the City of Medford and have started the annexation process.
 - 2) Non-contiguous property owners – have demonstrated to the City's planning department that they do not have a reasonable chance of successfully completing the annexation process (i.e., due to the location of property, refusal by intervening property to agree to annex, etc.). The property's owners must sign an irrevocable consent binding present and future owners to annex to the City, which will be recorded before water service is provided.
- c) The property owner must pay a systems development charge for its proportional share of the cost of treatment and transmission facilities.
- d) The water facilities which are needed to supply this property shall be installed to full "urban" standards as determined by the Commission. This shall include minimum main sizes of six inches (6"), fire hydrants spaced according to City of Medford Fire Department standards, high level facilities, etc. as if the property were being developed in an urban area.
- e) Water service to property outside city boundaries which is supplied directly by the Commission shall be by special contract. A water rate differential which would provide for a higher rate of return on investment and pay for source water from Lost Creek Reservoir will be charged these customers. Upon change of ownership of the property, a new contract must be signed before water service will be restored. The contract shall also contain the same irrevocable consent to annex provision as was recorded with the property.

SECTION 5. That the Board will grant water service to property within the boundaries of dissolved water districts whose assets have been given to the Commission provided that the property owner signs an irrevocable consent to annex or annexes to the appropriate city, that there are adequate water facilities available to serve the property, and that the property meets all other Regulations Governing Water Service as now exist or may be modified in the future.

SECTION 6. That any proposed extension of water service be in conformance with the Jackson County Comprehensive Plan and will in no way be detrimental to the residents of Medford or the present or future operation, maintenance or construction procedures or requirements of the Commission. New connections to the Big Butte Springs transmission mains above the Coal Mine Pressure Control Station, except to meet contractual obligations, are prohibited under any circumstances. All water service is granted in accordance with the Regulations Governing Water Service as now exist or may be modified in the future.

SECTION 7. Regardless of location, water service will be granted to parties where the Commission has incurred contractual obligations for the extension of service as a part of the consideration for the purchase of rights-of-way, provided such extensions granted these parties meet all standards and regulations as now exist or may be modified in the future. Also, the Board, where it would be in the general public interest, may extend water service for property owned and operated by the United States Government, the State of Oregon, Jackson County, school districts, and the cities of Medford, Central Point, Eagle Point, Jacksonville, Phoenix and Talent.

SECTION 8. That Resolution No. 944 is hereby repealed and that the policy of said Board of Water Commissioners as regards the extension of water service outside of city boundaries is now as stated in this resolution.

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 2nd day of January 2002.

ATTEST: Beverly Sandblast
City Recorder

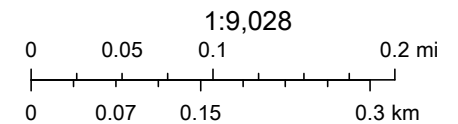
J. J. Johnson
Chair

Community Development Map



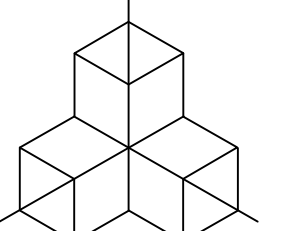
3/9/2023, 11:28:08 AM

- Override 1
- Urban Growth Boundary (1978-385-O)
- P Pending Land Use Actions
- City Limit (2007-836-O)
- Tax Lot (Jackson County)
- Zoning (Effective 06/05/2020)
- Residential Zone - Multiple-Family - High Density
- Residential Zone - Single-Family - Medium Density
- Commercial Zone - Highway Commercial



Google and Jackson County, Esri Community Maps Contributors, County of Jackson, OR, Oregon State Parks, State of Oregon GEO, © OpenStreetMap,

City of Talent Community Development Department



Stamp



UTILITY NOTES:

GENERAL CONSTRUCTION NOTES:

- CONSTRUCT STRUCTURES AND PIPING TO GRADES, ELEVATIONS, AND ALIGNMENTS SHOWN ON PLAN.
- UPON MOBILIZATION CONTRACTOR SHALL POTHOLE TO VERIFY VERTICAL AND HORIZONTAL ALIGNMENT, SIZE, AND MATERIAL OF EXISTING PIPES/STRUCTURES FOR TIE-IN PURPOSES. REPORT TO ENGINEER IN EVENT OF DISCREPANCY.
- PROVIDE SUBMITTALS TO ENGINEER FOR REVIEW AND APPROVAL PRIOR TO ORDERING MATERIALS.
- MAINTAIN MINIMUM 36" COVER OVER WATER LINES UNLESS NOTED OTHERWISE.
- ALL WATER LINES 4" OR LARGER SHALL BE FULLY RESTRAINED WITH CONCRETE THRUST BLOCKS PER ODOT RD250 AT ALL HORIZONTAL AND VERTICAL BENDS, AND AT ALL TEES. ALL INSTALLATION SHALL CONFORM TO THE OREGON PLUMBING SPECIALTY CODE (OPSC). FIRE INSTALLATION SHALL ALSO CONFORM TO THE OREGON FIRE CODE.
- REFER TO STRUCTURAL PLANS FOR BUILDING PENETRATION REQUIREMENTS.
- REFER TO MECHANICAL, ELECTRICAL, AND PLUMBING PLANS FOR REQUIREMENTS WITHIN FIVE (5) FEET OF BUILDING FOOTPRINT AND CONTINUATION OF SERVICES.
- REFER TO OFFICIAL POWER PLAN FROM PACIFIC POWER AND ELECTRICAL TECHNOLOGY PLANS FOR FINAL NUMBER, SIZE, AND ROUTING OF POWER/DATA/COMMUNICATIONS CONDUIT.

WATER CONSTRUCTION NOTES:

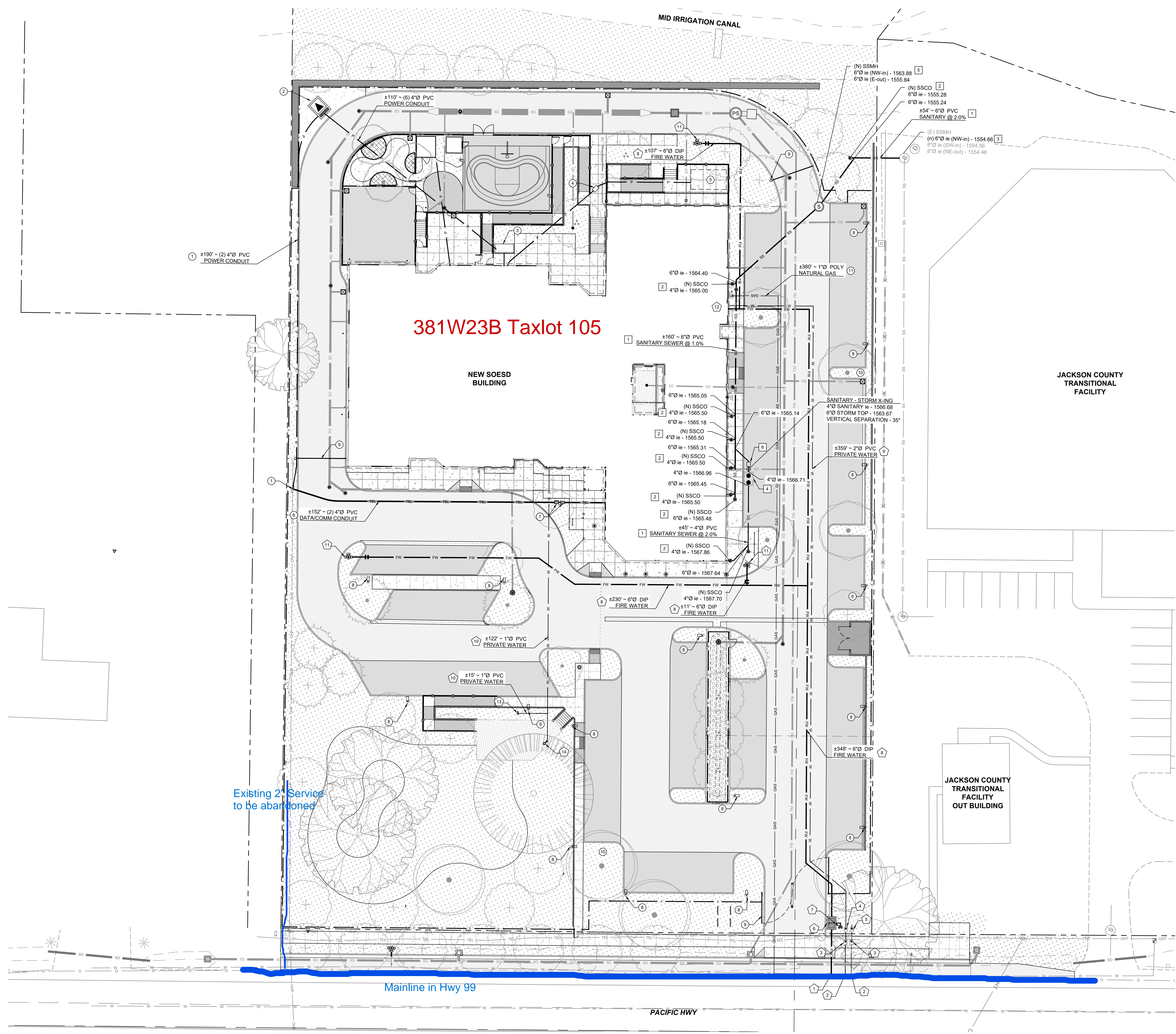
- HOT-TAP EXISTING WATER MAIN USING ROMAC 'SST' TAPPING SLEEVE. TAP TO BE PERFORMED BY CITY OF TALENT PUBLIC WORKS. CONTRACTOR TO PROVIDE MATERIALS, TRENCHING, AND BACKFILL. COORDINATE WITH CITY PRIOR TO CONSTRUCTION.
- HOT-TAP EXISTING WATER MAIN USING ROMAC 101U TAPPING SADDLE AND MUELLER B-25008 CORPORATION STOP. TAP TO BE PERFORMED BY CITY OF TALENT PUBLIC WORKS. CONTRACTOR SHALL PROVIDE ALL MATERIALS, TRENCHING, AND BACKFILL. COORDINATE WITH CITY PRIOR TO CONSTRUCTION.
- NEW 2" WATER METER. METER AND BOX FURNISHED AND INSTALLED PER MWC DETAILS 100A AND 100C. COORDINATE WITH CITY PRIOR TO CONSTRUCTION.
- FURNISH 2" FIBCO DOUBLE CHECK VALVE ASSEMBLY BACKFLOW DEVICE MODEL 1F850-S IN 'OLDCASTLE' POLYMER BOX MODEL 2436-24" WITH POLYMER SOLID LID (OR APPROVED EQUAL). INSTALLATION CONFORMING TO MWC 807.
- 2" IRRIGATION BACKFLOW DEVICE. REFER TO LANDSCAPE PLANS FOR ALL INFORMATION.
- FURNISH 6" FIBCO DOUBLE CHECK DETECTOR ASSEMBLY AND SLUMP PUMP WITH APPROVED CHECK VALVE AND UNION FITTING IN 'OLDCASTLE' PRECAST CONCRETE VAULT MODEL '876-LA/WA' (OR APPROVED EQUALS). DAYLIGHT SUMP THROUGH ADJACENT CURB PER 'WEEP HOLE' ON ODOT DETAIL RD700. COORDINATE ALL POWER, ALARMS, ETC. WITH ELECTRICAL ENGINEER PRIOR TO CONSTRUCTION. INSTALLATION CONFORMING TO DETAIL 807.
- FURNISH 4" 'CHECK' MODEL 6512 TWO-WAY FREE-STANDING FIRE DEPARTMENT INLET CONNECTION (OR APPROVED EQUAL) WITH BALL DRIP AND JACKSON COUNTY FIRE DISTRICT NUMBER 5 FIRE DEPARTMENT APPROVED BELL ATTACHED TO STAND PIPE (COORDINATE ELECTRICAL REQUIREMENTS WITH ELECTRICAL ENGINEER DURING CONSTRUCTION AS REQUIRED). CONTRACTOR SHALL PROVIDE NH HOSE THREAD FOR FEMALE INTAKE. PROVIDE 24" MINIMUM CLEARANCE FROM FINISHED GRADE. FDC MUST FACE ROADWAY. COORDINATE REQUIREMENTS WITH MECHANICAL ENGINEER AND FIRE MARSHAL PRIOR TO ORDERING MATERIALS.
- INSTALL 6" CLASS 54 'DIP' FIRE WATER LINE IN TRENCH PER DETAIL 13 ON SHEET CS.10.
- INSTALL 2" SCHEDULE 40 'PVC' DOMESTIC WATER LINE IN TRENCH PER DETAIL 13 ON SHEET CS.10.
- INSTALL 1" SCHEDULE 40 'PVC' DOMESTIC WATER LINE IN TRENCH PER DETAIL 13 ON SHEET CS.10.
- FURNISH 6" FIRE HYDRANT ASSEMBLY PER ODOT RD254 AT LOCATIONS SHOWN (3 TOTAL).
- APPROXIMATE LOCATION OF BOILER ROOM. COORDINATE WITH PLUMBING AND ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION.
- FURNISH 'FREEZE-FLOW' EXECUTIVE YARD HYDRANT MODEL '213XE' AT LOCATION SHOWN (OR APPROVED EQUAL). COORDINATE FINAL LOCATION WITH ARCHITECT AND LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION.
- FURNISH ELKAY OUTDOOR ADA PEDESTAL FOUNTAIN MODEL LK4410FRK. COLOR TO BE COORDINATED WITH ARCHITECT / OWNER PRIOR TO ORDERING.

SANITARY SEWER CONSTRUCTION NOTES:

- NEW 'PVC' SANITARY SEWER SERVICE IN TRENCH PER DETAIL 13 ON SHEET CS.10.
- FURNISH CLEANOUT RISER TO GRADE WITH WORD 'SEWER' CAST INTO LID. CONSTRUCT PER DETAIL 15 ON SHEET CS.10.
- CORE DRILL TO CONNECT TO EXISTING MANHOLE AT LOCATION SHOWN ON PLAN. SEAL ALL VOIDS AT MANHOLE USING WATER-TIGHT NON-SHRINK GROUT.
- OLD CASTLE 46-500-A GREASE INTERCEPTOR.
- CONSTRUCT SANITARY SEWER DROP MANHOLE AT LOCATION SHOWN PER ODOT RD338, RD344, AND RD346 WITH DROP CONNECTION PER ODOT RD350. PROVIDE SANITARY COVER PER ODOT RD356.
- OLD CASTLE 444 GGI 24" SAMPLING PORT IN VAULT.

POWER AND DATA/COMMUNICATIONS CONSTRUCTION NOTES:

- NEW DIP FOR PRIMARY POWER CONDUIT FROM OVERHEAD LINE AT EXISTING UTILITY POLE ROUTED TO NEW TRANSFORMER IN TRENCH SIMILAR TO DETAIL 14 ON SHEET CS.10.
- NEW POWER TRANSFORMER. FURNISH 'OLDCASTLE' PRECAST ELECTRICAL VAULT MODEL '875-TRANS-PCORP' AT LOCATION SHOWN. COORDINATE TRANSFORMER REQUIREMENTS WITH ELECTRICAL PLANS AND OFFICIAL POWER PLAN PRIOR TO CONSTRUCTION.
- APPROXIMATE LOCATION OF ELECTRICAL SWITCHBOARD ON CONCRETE HOUSEKEEPING PAD. REFER TO ELECTRICAL PLANS FOR ALL SWITCHBOARD INFORMATION AND FINAL PLACEMENT.
- APPROXIMATE LOCATION OF 24" X 36" HANDHOLD. COORDINATE FINAL PLACEMENT WITH ELECTRICAL PLANS PRIOR TO CONSTRUCTION.
- APPROXIMATE LOCATION OF GENERATOR ON CONCRETE HOUSEKEEPING PAD. REFER TO SHEET C3.30 FOR HOUSEKEEPING PAD INFORMATION AND ELECTRICAL PLANS FOR ALL INFORMATION AND FINAL PLACEMENT.
- APPROXIMATE ALIGNMENT OF DATA/COMMUNICATIONS CONDUIT IN TRENCH SIMILAR TO DETAIL 14 ON SHEET CS.10.
- APPROXIMATE LOCATION OF 12" X 24" HANDHOLD DATA/COMMUNICATIONS VAULT. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION AND FINAL PLACEMENT.
- APPROXIMATE LOCATION OF NEW SITE LIGHTING. REFER TO ELECTRICAL PLANS FOR CONDUIT ROUTING AND ALL OTHER INFORMATION.
- APPROXIMATE LOCATION OF MOTORIZED GATE. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION.
- APPROXIMATE LOCATION OF ELECTRICAL CHARGING STATION. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION.
- INSTALL NEW 1" DIP NATURAL GAS PIPE FROM EXISTING MAIN TO NEW METER AS SHOWN ON PLAN IN TRENCH SIMILAR TO DETAIL 14 ON SHEET CS.10. COORDINATE ROUTING AND REQUIREMENTS WITH AVISTA UTILITIES DURING CONSTRUCTION AS REQUIRED.

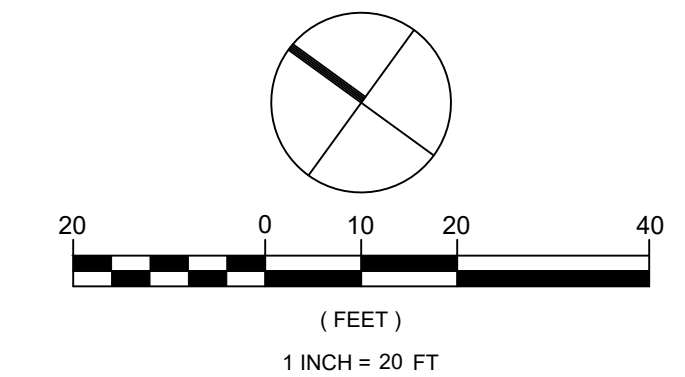


Existing 2" Service
to be abandoned

Mainline in Hwy 99

PACIFIC HWY

JACKSON COUNTY
TRANSITIONAL
FACILITY
OUT BUILDING

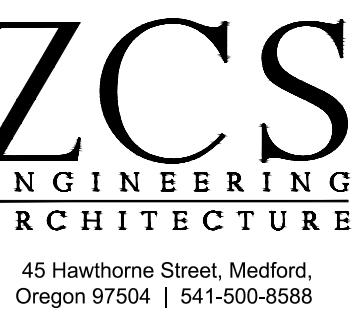


SOUTHERN OREGON EDUCATION SERVICE DISTRICT
SOESD Phoenix Campus - Early Site Work Package
 5465 PACIFIC HIGHWAY,
 PHOENIX, OR 97535



Project

Consultant



Revisions

No.	Description	Date

Date 01/27/23

Job No. 21-011

Drawn By KAK

Checked By MKW

100% CD

Date 01/27/23

Project Number ZCS Project Number

21-011 M-0267-21

Drawing Title

UTILITY PLAN

Sheet No

C4.00

1 INCH = 20 FT

1 INCH = 20 FT

1 INCH = 20 FT

1 INCH = 20 FT

1 INCH = 20 FT

1 INCH = 20 FT



Memorandum

TO: Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright
FROM: Dan Perkins; Water Operations Manager
DATE: April 5, 2023
SUBJECT: Item 6.0 - Resolution 1866, Authorization to purchase additional liquid oxygen
OBJECTIVE: Board Approval

Issue

In February 2023, Medford Water issued a public solicitation for the supply of liquid oxygen needed to operate the ozone treatment system at the Robert A. Duff Water Treatment Plant. The intent is to award a one-year contract with four annual options to renew to the sole bidder, Airgas USA. The potential total cost over a 5-year contract period will exceed the General Manager's purchasing authority of \$150,000.

Discussion

The contract is intended to cover up to 5 years of liquid oxygen purchases not to exceed \$477,822. The term of the contract is one year with options to renew an additional year four times upon mutual agreement of both parties in writing. A three percent annual cost escalation is assumed, but the actual amount will be determined with the vender on an annual basis.

Financial Impact

The anticipated cost of liquid oxygen in the 2023/2024 operating season is \$90,000. The total contract is \$477,822 over the lifespan of the contract. The cost is included in the FY23/24 budget and will be included in subsequent annual budgets.

Requested Action

Staff recommends approval of Resolution 1866, authorizing the General Manager to purchase liquid oxygen in the amount not-to-exceed \$477,822 over a five-year period from Airgas USA. The General Manager is also authorized to amend the original contract for up to 25% of the original contract amount in total.

RESOLUTION NO. 1866

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Airgas USA in the Amount of \$477,822 to Purchase Liquid Oxygen for Medford Water Commission's Robert A. Duff Water Treatment Plant

WHEREAS, in February 2023, staff conducted a competitive solicitation for supply of liquid oxygen needed to operate the ozone treatment system at the Robert A. Duff Water Treatment Plant (Plant); and

WHEREAS, a Request for Bids was advertised on February 14, 2023; and

WHEREAS, a bid opening was conducted March 1, 2023, and Airgas was the sole bidder; and

WHEREAS, the bid from Airgas was determined to be the most responsive and responsible bid, and Airgas is qualified to provide the product as required; and

WHEREAS, a five-year contract award was made to Airgas and Chemicals, Inc., intended to cover 5 years of liquid oxygen purchases (not exceeding \$477,822); and

WHEREAS, the estimated not to exceed total cost of the five year contract will be \$477,822, which 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, THAT:

SECTION 1. That the contract in an amount not-to-exceed \$477,822 is authorized for Airgas to purchase liquid oxygen.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract, and amendments to the contract not to exceed 25 percent of the original contract amount in total 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 5th day of April 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: Kris Stitt. IT Manager
DATE: Wednesday, April 5, 2023
SUBJECT: Item 7.0 – Resolution 1867, Authorizing the General Manager to execute a contract with Planeteria Media for website design, implementation, and hosting services.
OBJECTIVE: Board Approval

Issue

In November of 2022, Medford Water issued an RFP for Website Design, Implementation, and Hosting Services to replace our existing Internet website. Through this process, Planeteria Media was selected by the review team as the best fit for Medford Water. Medford Water intends to award a contract with Planeteria Media based on a competitive solicitation of services.

Discussion and Findings

Medford Water's existing internet website (medfordwater.org) was commissioned in 2008 and plays a key role in the way that Medford Water communicates with its customers and interacts with the public. While the website has seen minor updates since its inception it no longer accurately reflects the image and values of Medford Water.

The current website is missing many of the features of a modern website and can be challenging to navigate. Our goal with the new website is to create a customer focused site that is easy to navigate and engaging for our customers.

On November 29 of 2022, Medford Water issued RFP #06-2022 for Website Design, Implementation, and Hosting Services. This RFP was issued using the Qualifications-Based Selection (QBS) Process.

Medford Water received a total of 15 proposals. The selection team reviewed the submissions and invited the top 4 ranked selections to participate in a demonstration and interview. Of those Planeteria Media was selected by the team as the best fit for Medford Water. Staff then worked with Planeteria Media to develop a Scope of Work (SOW) for the project and to refine the total costs.

While the team felt that all of the top proposers were capable, in the end, Planeteria Media stood out above the others in part because:

- Project Understanding – Planeteria Media understood the needs and goals of Medford Water.
- Project Team – The team proposed by Planeteria Media contained a good mix of creative and technical staff. Their staff would help guide us on the design of the new site.
- CMS – The proposed Content Management System (CMS) software was easy to use and provided many of the features we were looking for. Such as:

- Fully customizable page management.
 - Project specific pages and updates with Map integration.
 - ADA Compliance features.
- Hosting – Planeteria Media’s hosting provider has a strong focus on security and reliability.
 - Experience – Planeteria Media has worked with several water utilities and public agencies.

Financial Impact

Medford Water is proposing an initial 3-year term with 2 optional 3-year terms for a potential total term of 9 years.

Cost Breakdown:

Implementation:	\$85,800			
Years 1-3	Total: \$23,400:	Maintenance: \$10,800	Hosting:	\$12,600
Years 4-6	Total: \$26,100:	Maintenance: \$12,600	Hosting:	\$13,500
Years 7-9	Total: \$28,800:	Maintenance: \$14,400	Hosting:	\$14,400
Total Costs:	\$164,100			

Requested Action

Staff recommends approval of Resolution 1867, Authorizing the General Manager to execute a contract with Plaeneteria Media in the not-to-exceed amount of \$164,100 for up to 9 years including implementation, hosting and maintenance services.

RESOLUTION NO. 1867

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Planeteria Media for Website Design, Implementation, and Hosting Services, Not to Exceed \$164,100

WHEREAS, Medford Water Commission (Medford Water) has an existing Internet website which was implemented in 2008 and no longer reflects the image and values of Medford Water; and

WHEREAS, Medford Water solicited proposals for Website Design, Implementation, and Hosting through a Qualification-Based Request for Proposal process; and

WHEREAS, of the 15 proposals received, Planeteria Media was selected by Medford Water staff as the best fit solution to provide Website Design, Implementation, and Hosting Services; and

WHEREAS, a Notice of Intent to Award was issued to Planeteria Media on March 21, 2023, and no protests to the award were received; and

WHEREAS, Planeteria Media is qualified and agreeable to render the service specified in the aforesaid Invitation to bid; and

WHEREAS, the contract term will be for three years with two options to renew for an additional three years, for a maximum contract length of nine years; and

WHEREAS, the value of the contract, not-to-exceed \$164,100 for Planeteria Media for Website Design, Implementation, and Hosting Services, 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 the contract in an amount not-to-exceed \$164,100 for Website Design, Implementation, and Hosting Services is hereby awarded to Planeteria Media.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$164,100, and any contract amendments not exceeding the 25 percent of the original contract amount, on behalf of the Board of Water Commissioners, which contract is on file in the Office of Medford Water 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 Medford Water Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 5th day of April 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: Kris Stitt, IT Manager
DATE: Wednesday, April 5, 2023
SUBJECT: Item 8.0 – Resolution 1868; Amend AMI agreement with Sensus to include interval data export.
OBJECTIVE: Board Approval

Issue

Medford Water would like to extend the existing Automated Metering Infrastructure (AMI) agreement with Sensus to create an interface and data extract to provide hourly interval data to use with our new Customer Service website. This service will provide our AMI customers with a detailed view of their water consumption when viewing their account online.

This resolution would extend the current agreement established by Board resolution 1824 to include the services to create service and file export for a California Meter Exchange Protocol (CMEP) file to be imported into our customer service website.

Discussion and Findings

One of the features of our customer service website will be the ability to provide our customers with a more detailed view of their water consumption. In order to provide this data, we will need to provide the vendor (VertexOne) with a daily extract of the interval data captured through our AMI system.

Medford Water currently utilizes cloud-based software provided by Sensus to monitor and extract billing readings from our AMI connected meters. The software does not currently provide an automated way to extract interval data that can be used by our customer service website. This proposal would allow Sensus to implement a service that will create the interval daily data files and send it to our website provider.

On August 3, 2022, the Board approved resolution 1824 which extended the existing agreement with Sensus for 5 years to provide the software that is used to manage the AMI system. This resolution would add the interval data export service into the existing agreement.

Financial Impact

Resolution 1824 established a 5-year not to exceed limit of \$205,095 including the file export service would add approximately \$5,561 dollars to the existing agreement for a total of \$210,656.

Setup and Installation Fees: \$2,800
Annual Service Fee*: \$520

*The annual fee includes a 3% annual increase which will total \$2,761 over the next 5 years.

Requested Action

Staff recommends approval of Resolution 1868, Authorizing the General Manager to amend existing agreement established by Resolution 1824 by up to 25% with Sensus. The change associated with this request is less than 3% (\$5,561).

Attachments: Medford Water Board Resolution 1824

RESOLUTION NO. 1868

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment to the Advanced Metering Infrastructure Agreement with Sensus USA, Inc. (Sensus) Established by Resolution 1824 to Include Interval Data Export Services in the Amount of \$5,561 and the Option to Further Amend the Agreement up to an Additional 25%

WHEREAS, Medford Water Commission (Medford Water) is implementing a new customer service website; and

WHEREAS, the new website provides customers with the ability to view detailed interval consumption data; and

WHEREAS, to provide this data, Sensus will need to provide a daily extract of the interval data for Medford Water’s Automated Metering Infrastructure (AMI) meters; and

WHEREAS, Sensus can deliver the interval data required for the website in the format needed by the website vendor, and has provided a Statement of Work and quote to implement the services needed and provide said data, estimated to cost \$5,561; and

WHEREAS, this resolution would amend the agreement with Sensus created by Resolution 1824 to include this service as part of the existing AMI agreement; and

WHEREAS, the value of the existing contract is \$205,095 and it expires August 8, 2027; and

WHEREAS, the total value of the amended contract, estimated at \$210,656, 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 \$5,561, for a total amended contract amount of \$210,656, for Interval Data Export Services as part of the Advanced Metering Infrastructure Agreement is hereby awarded to Sensus USA, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment with Sensus USA, Inc., payments for said contract and amendments, up to \$210,656, and any further 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 Medford Water’s office 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. The General Manager will notify the Board of any further contract amendments.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 5th day of April 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: Julie Smitherman, Water Resources and Customer Service Manager

DATE: Wednesday, April 5, 2023

SUBJECT: Item 9.0 – Resolution 1869, Awarding and Authorizing the General Manager to execute a contract amendment in the amount of \$150,000 and to add an additional option year to extend the contract with Lomakatsi Restoration Project (LRP) for a total contract amount of \$300,000 for six years for Forest Management Services

OBJECTIVE: Board Approval

Issue

A contract amendment is required to provide sufficient support for planning, consulting, inspection, and monitoring services for forest management in the Big Butte Springs (BBS) watershed. The total cost of the amended contract exceeds the General Manager's purchasing authority without board approval.

Discussion and Findings

On May 21, 2020, Medford Water executed a one-year contract with four options to renew (total of five years) not to exceed \$150,000, with Lomakatsi Restoration Project (LRP) for forest management services in the BBS watershed. \$104,133 has been spent to date with remaining funds anticipated to be used by the end of the 22/23 fiscal year. The current contract was competitively solicited and expires July 1, 2025. Staff requests an amended contract to include an increase of \$150,000 and an additional one-year extension. The amended contract total would be \$300,000 with the option to extend to July 1, 2026.

Medford Water owns and manages approximately 3,500 acres of forested land in the BBS watershed. The BBS Watershed Forest Management Plan calls for extensive forest treatments each year, including commercial and non-commercial thinning, log sales and monitoring of forest conditions. Since 2020, LRP has been ably providing these forest management services to Medford Water, has skillfully completed all tasks within budget and on time, and has communicated well with Medford Water staff. Medford Water staff is pleased with the quality of their work, and their responsiveness.

Financial Impact

The costs of these contract services are anticipated and have been included in past budgets. LRP's fee estimate for the work is \$150,000 for 3 years of services.

Requested Board Action

Staff recommends approval of Resolution 1869, awarding and authorizing the General Manager to execute a contract amendment in the amount of \$150,000 with the option to extend to July 1, 2026.

RESOLUTION NO. 1869

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$150,000 and to Add an Additional Option Year to Extend the Contract with Lomakatsi Restoration Project for a Total Contract Amount of \$300,000 for Six Years for Forest Management Services

WHEREAS, after being selected via a Request for Proposal competitive process, Medford Water Commission (Medford Water) executed a contract with Lomakatsi Restoration Project (LRP) on May 21, 2020; 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 \$150,000 related to future funding will be necessary in coming years; and

WHEREAS, the total value of the Contract, estimated at \$300,000 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 \$150,000, for a total contract amount of \$300,000 with the option to extend an additional year for Forest Management Services is hereby awarded to Lomakatsi Restoration Project.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment with Lomakatsi Restoration Project, payments for said contract and amendments, up to \$300,000, 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 5th day of April 2023.

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

_____ Michael Smith, Chair