



**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 – Annual Budget Approval (Finance Manager, Anna Roeder), Rules and Regulations (Water Resources & Customer Service, Manager Julie Smitherman)

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 via teleconference.

**4. Approval or Correction of the Minutes of the Last Regular Meeting of May 3, 2023**

**5. Resolution No. 1875, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$674,025 with Central Pipeline, Inc. for the Academy Place Waterline Relocation Project (CIP-21-00311)**

**6. Resolution No. 1876, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$206,535 with SOS Plumbing for Plumbing Services for the Academy Place Waterline Relocation Project (CIP-21-00311)**

**7. Workers' Compensation Renewal**

**8. Leadership Team Reports**

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, 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.

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

**10. Adjourn**

### DATES TO REMEMBER\*

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
<i>Monday, May 29, 2023 – Offices closed in observance of the Memorial Day Holiday</i>					
06/07/23	Wed	Board Meeting	Time TBD – N/A	12:15 p.m.	Prescott Room, Police Dept.
06/14/23	Wed	Board Meeting	Time TBD – SCADA MP	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\\_VqzPq4pTtG\\_u7B8cMjwgQ](https://us02web.zoom.us/webinar/register/WN_VqzPq4pTtG_u7B8cMjwgQ)

Meeting passcode: 720379



To join by phone, call:

(669) 900-6833

Meeting ID Number: 810 0667 1333      Meeting passcode: 720379



## **Memorandum**

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

**FROM:** Brian Runyen, Engineering Manager  
Kevin Caldwell, Project Manager

**DATE:** Wednesday, May 17, 2023

**SUBJECT:** Item 5 – Resolution 1875, Awarding a Contract to Central Pipeline, Inc. for the Academy Place Waterline Relocation project (CIP-21-00311)

**OBJECTIVE:** Board Approval

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### **Issue**

Homes on Euclid Ave, Reddy Ave and Queen Anne Ave currently have water services at the rear of the lots from existing 4” and 6” cast iron mains located in small alleys between each street. These mains were constructed in 1911 and 1926 and do not meet current spacing requirements between the existing City of Medford sanitary sewer lines. In some cases, Medford Water’s mains are directly above the sanitary sewer lines. The City needs to replace their aging sanitary sewer lines underneath and around these water lines. Pipe bursting techniques were considered, which would likely cause damage to the old, brittle water lines if they were left in service. Medford Water elected to take the opportunity to replace the aging water lines with appropriately sized new lines and relocate them to achieve proper separation to the sanitary sewer lines.

### **Discussion**

Medford Water contracted with Marquess & Associates, Inc. to design the replacement project. Because of the narrow width of the alleys and the presence of both existing sanitary sewer and gas lines, there is no room in the alleys to place the new water lines and meet design requirements. Therefore, new 8” ductile iron waterlines will be placed in Euclid Ave, Reddy Ave, Queen Anne Ave, and Academy Place to replace the existing water lines in the alleys between these streets. The existing water lines will be abandoned in place. Private side water services (from the meters to the houses) will be reconnected to the new water meter locations at the front of the lots. This will be accomplished under a separate plumbing contract.

Medford Water publicly bid the construction of the project and received two (2) bids which were publicly opened on Tuesday, May 2, 2023. Bid amounts were as follows:

Pilot Rock Excavation Inc	\$885,830.00
Central Pipeline Inc	\$674,025.00

Medford Water staff reviewed the bids and found Central Pipeline, Inc. bid of \$674,025.00 to be the lowest responsive bid. A Notice of Intent to Award was issued on Thursday, May 4, 2023.

### **Financial Impact**

The bid of \$674,025.00 provided by Central Pipeline, Inc. is accounted for within the CIP budget for Fiscal Year 2022/23 & 2023/24.

Current project cost accounting is shown below. The contract with Central Pipeline, Inc. that is the subject of this Resolution. A separate contract with SOS Plumbing for the private side of the plumbing connections has been concurrently submitted to the Board for approval.

<b>ACADEMY PLACE WATERLINE RELOCATION TOTAL PROJECT COST ESTIMATE 5/17/23</b>		
<b>TOTAL DESIGN COSTS (Estimate)</b>	<b>\$</b>	<b>81,785.00</b>
<b>MEDFORD WATER STAFF COSTS (Estimate)</b>	<b>\$</b>	<b>40,000.00</b>
<b>CONSTRUCTION:</b>		
<b>Waterline relocation (Central Pipeline, Inc.)</b>	<b>\$</b>	<b>674,025.00</b>
<b>Plumbing private side service relocations (SOS Plumbing)</b>	<b>\$</b>	<b>206,535.00</b>
Medford Water materials and crew work (Estimate)	\$	40,000.00
<b>TOTAL CONSTRUCTION COSTS (Estimate)</b>	<b>\$</b>	<b>920,560.00</b>
<b>CURRENT ESTIMATED PROJECT TOTAL</b>	<b>\$</b>	<b>1,042,345.00</b>
CIP TOTAL BUDGETED COST	\$	1,179,155.00

**Requested Board Action**

Staff recommends approval of the Resolution 1875, awarding a Contract in the amount of \$674,025.00 to Central Pipeline, Inc., and authorizing the General Manager to administer payments for work under this contract, and any contract amendments in total, up to purchasing authority.

**RESOLUTION NO. 1875**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$674,025 with Central Pipeline, Inc. for the Academy Place Waterline Relocation project (CIP-21-00311)

WHEREAS, Medford Water Commission (Medford Water) solicited bids for the Academy Place Waterline Relocation project through an Invitation to Bid process; and

WHEREAS, a review determined that the bid from Central Pipeline, Inc. in the amount of \$674,025 was the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to Central Pipeline, Inc. on May 4, 2023, and no protests of the award were received; and

WHEREAS, Central Pipeline, Inc. is qualified and agreeable to render the services specified in the aforesaid Invitation to Bid; and

WHEREAS, the amount of the contract 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 \$674,025 for the Academy Place Waterline Relocation project is hereby awarded to Central Pipeline, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$674,025, and any contract amendments not exceeding the General Manager's purchasing authority, on behalf of the Board of Water Commissioners. 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 of its passage this 17th day of May 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:** Brian Runyen, Engineering Manager  
Kevin Caldwell, Project Manager

**DATE:** Wednesday, May 17, 2023

**SUBJECT:** Item 6 – Resolution 1876, Awarding an Exemption from Competitive Bidding and Awarding a Contract to SOS Plumbing for the Academy Place Waterline Relocation project (CIP-21-00311)

**OBJECTIVE:** Board Approval

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### **Issue**

Homes on Euclid Ave, Reddy Ave and Queen Anne Ave currently have water services at the rear of the lots from existing 4" and 6" cast iron mains located in small alleys between each street. These mains were constructed in 1911 and 1926 and do not meet current spacing requirements between the existing City of Medford sanitary sewer lines. Medford Water elected to take the opportunity to replace the aging water lines with appropriately sized new lines and relocate them to achieve proper separation to the sanitary sewer lines.

As part of this project, 38 current customers of Medford Water will require reconnection of their private-side water services to their homes from the previous meter locations in the alleys behind their lots to the new meter locations at the front of their lots.

### **Discussion**

Medford Water contracted with Marquess & Associates, Inc. to design the replacement project. Because of the narrow width of the alleys and the presence of both existing sanitary sewer and gas lines, there is no room in the alleys to place the new water lines and meet design requirements. Therefore, new 8" ductile iron waterlines will be placed in Euclid Ave, Reddy Ave, Queen Anne Ave, and Academy Place to replace the existing water lines in the alleys between these streets. The existing water lines will be abandoned in place. Private side water services (from the meters to the houses) will be reconnected to the new water meter locations at the front of the lots.

This project is unique in the amount of pre-construction plumbing investigation that was necessary to quantify and specify the proposed work. During design of the Academy Place Waterline Relocation project, Medford Water engaged SOS Plumbing to perform individualized investigations and prepare designs and cost estimates for each of the 38 properties that will require new private-side plumbing reconnections. Hand-digging the majority of the private water service line trenches will be necessary to minimize disturbance to existing mature trees and landscaping. This is a primary concern of most of the affected property owners. Preliminary conversations with alternate plumbing contractors revealed an unwillingness to hand-dig these trenches, while SOS Plumbing is prepared to do so. SOS Plumbing is available to perform this work and has blocked time in their schedule to complete the work in coordination with the larger construction project. For these reasons, SOS Plumbing is uniquely qualified to perform the work for this specific project alone.

If the unique private plumbing relocations required by this project were instead bid with the construction project, additional costs for investigations and design by a different plumber would be incurred and the length of the construction schedule would increase. Changes in private side plumbing relocation routes would also risk the need and cost to redesign the new service line and meter locations in the waterline project. Finally, the average relocation costs per lot presented in the SOS Plumbing proposal are in line with costs observed on past Medford Water projects and have been found reasonable by Medford Water’s staff and engineering consultants.

Contracting with SOS Plumbing will allow continuation of the positive public engagement that has occurred with each of the 38 property owners to develop unique and optimal solutions for each property owner’s private service line relocation. A solicitation process for plumbing work during construction would have required generic solutions by bidders that would not have achieved the public outreach benefits that this process has. Each property owner has already interacted with SOS Plumbing who, under this exemption, will perform the work. The continuity representing Medford Water as the plumber for the project results in substantial public benefit.

**Financial Impact**

The proposal of \$206,535.00 provided by SOS Plumbing is accounted for within the CIP budget for Fiscal Year 2022/23 & 2023/24.

Current project cost accounting is shown below. The contract with SOS Plumbing that is the subject of this Resolution. A separate contract with Central Pipeline, Inc. for construction of the waterline (water main) relocations has been concurrently submitted to the Board for approval.

<b>ACADEMY PLACE WATERLINE RELOCATION TOTAL PROJECT COST ESTIMATE 5/17/23</b>		
<b>TOTAL DESIGN COSTS (Estimate)</b>	<b>\$</b>	<b>81,785.00</b>
<b>MEDFORD WATER STAFF COSTS (Estimate)</b>	<b>\$</b>	<b>40,000.00</b>
<b>CONSTRUCTION:</b>		
<b>Waterline relocation (Central Pipeline, Inc.)</b>	<b>\$</b>	<b>674,025.00</b>
<b>Plumbing private side service relocations (SOS Plumbing)</b>	<b>\$</b>	<b>206,535.00</b>
Medford Water materials and crew work (Estimate)	<b>\$</b>	<b>40,000.00</b>
<b>TOTAL CONSTRUCTION COSTS (Estimate)</b>	<b>\$</b>	<b>920,560.00</b>
<b>CURRENT ESTIMATED PROJECT TOTAL</b>	<b>\$</b>	<b>1,042,345.00</b>
CIP TOTAL BUDGETED COST	<b>\$</b>	<b>1,179,155.00</b>

**Requested Board Action**

Staff recommends approval of the Resolution 1876, awarding a Contract in the amount of \$206,535.00 to SOS Plumbing, and authorizing the General Manager to administer payments for work under this contract and any contract amendments in total up to purchasing authority.

## RESOLUTION NO. 1876

A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$206,535 with SOS Plumbing for plumbing services for the Academy Place Waterline Relocation project (CIP-21-00311)

WHEREAS, Medford Water Commission (Medford Water) has previously contracted with SOS Plumbing to investigate, design, and prepare cost proposals for each of the 38 private water service relocations necessary to design and build the project; and

WHEREAS, SOS Plumbing is uniquely qualified to render the services necessary during construction of the project; and

WHEREAS, an exemption to competitive bidding is warranted based on the attached findings, which are supported by documents on file with Medford Water; and

WHEREAS, the cost of these services is included in the current fiscal year budget and the 2023/24 fiscal year budget and 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 the findings (attached as Exhibit A) are hereby adopted and an exemption from competitive bidding is authorized.

SECTION 2. That an exemption from competitive bidding is granted under the provisions of Medford Water's Contracting and Purchasing Regulations, Section 2.33(D) Contract-Specific Special Procurements (CSSP), as discussed in the agenda item memorandum for the Board of Water Commissioners meeting of May 17, 2023.

SECTION 3. That a contract in the amount of \$206,535 for plumbing services for the Academy Place Waterline Relocation project is hereby awarded to SOS Plumbing.

SECTION 4. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$206,535, and any contract amendments not exceeding the General Manager's purchasing authority, on behalf of the Board of Water Commissioners. 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 of its passage this 17th day of May 2023.

ATTEST: \_\_\_\_\_  
Amber Furu, Asst. Clerk of the Commission

\_\_\_\_\_  
Michael Smith, Chair



## EXHIBIT A - RESOLUTION NO. 1876

### FINDINGS

Pursuant to Medford Water's Contracting and Purchasing Regulations, Section 2.33(D)(1) Contract-Specific Special Procurements (CSSP), the following facts support an exemption from competitive solicitation for plumbing services:

*Awarding the Contract-Specific Special Procurement (CSSP)...*

*(a) is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts*

This project is unique in the amount of pre-construction plumbing investigation that was necessary to quantify and specify the proposed work. During design of the Academy Place Waterline Relocation project, Medford Water engaged SOS Plumbing to perform individualized investigations and prepare designs and cost estimates for each of the 38 properties that will require new private-side plumbing reconnections. Hand-digging the majority of the private water service line trenches will be necessary to minimize disturbance to existing mature trees and landscaping. This is a primary concern of most of the affected property owners. Preliminary conversations with alternate plumbing contractors revealed an unwillingness to hand-dig these trenches, while SOS Plumbing is prepared to do so. SOS Plumbing is available to perform this work and has blocked time in their schedule to complete the work in coordination with the larger construction project. For these reasons, SOS Plumbing is uniquely qualified to perform the work for this specific project alone.

*(b) and is reasonably expected to result in substantial cost savings to the contracting agency or to the public*

If the unique private plumbing relocations required by this project were instead bid with the construction project, additional costs for investigations and design by a different plumber would be incurred and the length of the construction schedule would increase. Changes in private side plumbing relocation routes would also risk the need and cost to redesign the new service line and meter locations in the waterline project. Finally, the average relocation costs per lot presented in the SOS Plumbing proposal are in line with costs observed on past Medford Water projects and have been found reasonable by Medford Water's staff and engineering consultants.

*(c) or otherwise substantially promote the public interest in a manner that could not practicably be realized*

Contracting with SOS Plumbing will allow continuation of the positive public engagement that has occurred with each of the 38 property owners to develop unique and optimal solutions for each property owner's private service line relocation. A solicitation process for plumbing work during construction would have required generic solutions by bidders that would not have achieved the public outreach benefits that this process has. Each property owner has already interacted with SOS Plumbing who, under this exemption, will perform the work. The continuity representing Medford Water as the plumber for the project results in substantial public benefit.

Pursuant to 2.33(d)(2), public notice of the exemption from competitive solicitation was published on Medford Water's website on May 10, 2023.



## Memorandum

**TO:** Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright  
**FROM:** Tanya Haakinson, HR Manager  
**DATE:** Wednesday, May 17, 2023  
**SUBJECT:** Item 7 – Workers Compensation Renewal Plan Year 7/01/2023 – 6/30/2024  
**OBJECTIVE:** Informational, Opportunity for Comment

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### Issue

Medford Water renews Workers Compensation insurance annually; SAIF Corporation is the provider that responded to our request for the 2023-2024 coverage year.

### Discussion

For the 2023-2024 coverage year, SAIF's quoted premium is \$33,386, which includes a 3% annual prepay discount (\$1,044) as well as a premium discount (\$4,147).

At renewal, the experience modification factor will increase from 0.58 to 0.59. Despite the one point increase, Medford Water's workers' compensation performance is superior to other businesses in Oregon. The exceptional mod factor will result in a 41% discount (\$24,193) for the 2023-2024 coverage year.

If the SAIF Board of Directors elect to declare a dividend for their policyholders, Medford Water will be eligible. Our dividend payments for the last 5 years have totaled \$85,999.

### Financial Impact

The current annual policy premium is \$31,347 and the renewal annual premium will be \$33,386 (6% increase). The budget has assumed these costs; no assumption was made for dividends.

### Requested Board Action

This material is presented to the Board for informational and comment purposes only, prior to the General Manager approving the payment of the renewal.

# Policy Summary Report



**Policy: 761024 - Medford Water Commission**  
**Legal Name: Medford Water Commission**

Policy Details	
Status:	Active
Market Type:	Voluntary
Relation Type:	
Rate Acct:	
Orig Cov Date:	07/01/2011
Cont Cov Date:	07/01/2011
Business Type:	Water Supply and Irrigation Systems
Entity:	Political Subdivision: City
WCD Number:	6807697
NCCI Number:	360705927
EIN:	93-6002208
Deposit On Hand:	0
Principal Class:	7520
NAICS Code:	221310

Current Policy Period Details	
Period Status:	Open
Effective Date:	07/01/2022
Expiration Date:	07/01/2023
Cancel Date:	
ARD:	07/01/2022
Period Length/Suffix:	365/203
Source / Financial:	WCIS/WCIS
Sales Plan:	Guaranteed Cost
Prepay Type:	
ELCB Limits:	1,000,000/1,000,000/1,000,000
ND Reimb:	07/01/2022 - 07/01/2023 Quarterly
Group Name:	
Group Type:	
Rating Plan:	ERP - .58
Tier:	E - 1.43
S/ARAP:	
OCCPAP:	
Standard Premium	27,770
Rpt Freq/Pmt Pln:	Annually / GC Annual

Last Audit	
Audit Period:	07/01/2020 - 07/01/2021
Audit Result:	0.00
Pct of Change:	0.00%
Auditor:	Cyndi Soffner

**No Other States Coverage**

Policy Period History						
Data as of: 05/02/2023						
Policy Year	Mod	Payroll	Claim Freq	Std Prem	Tier	
2022	.58	4,517,841	.03	27,770	E	
2021	.65	4,731,162	.04	34,616	E	
2020	.96	4,579,848	.02	56,074	E	
2019	1.06	4,113,856	.02	68,987	F	
2018	1.32	3,837,516	.05	85,042	F	

**No Gaps in Coverage**

Policy Performance History													
Data as of: 05/02/2023													
Policy Year	Prorated Premium	Paid Losses	Incurred Losses	Paid/Std	Inc/Std	Clm Count	Exp Clm Count	Paid TL	Paid Med	ND Reimb	TL Count	Exp TL Count	TL Day
2022	23,271	651	651	3%	3%	1	2.11	0	651	(1,362)	0	0.60	0
2021	34,616	1,196,443	1,792,042	3456	5177	2	2.97	49,452	1,083,228	(2,053)	1	0.85	180
				%	%								
2020	56,074	480	480	1%	1%	1	2.92	0	480	0	0	0.86	0
2019	68,987	325	325	0%	0%	1	2.86	0	325	0	0	0.79	0
2018	85,042	371	371	0%	0%	2	2.79	0	371	(229)	0	0.81	0

Policy Addresses and Contacts				
Type	Address	County	Phone	Fax
Mailing	200 S Ivy St # 177 Medford, Or 97501-3100	Jackson	541.774.2437	
Principal Business	200 S Ivy St # 177 Medford, Or 97501-3100	Jackson		
Business	821 N Columbus Ave Medford, Or 97501-1766	Jackson		
Business	8301 Table Rock Road (Duff Wtr Trtmt) White City, Or 97503	Jackson		

# Medford Water Commission

## 2023 Workers' Compensation Renewal Comparison

Class Code	Description	Payroll	1.43	2022 Premium	1.63	2023 Premium
7520	Water Control & Improvement	\$ 2,860,787	\$ 1.84	\$ 52,638	\$ 1.97	\$ 56,356
8810	Office Clerical	\$ 2,417,277	\$ 0.09	\$ 2,176	\$ 0.10	\$ 2,417
		<u>\$ 5,278,064</u>				
				\$ 54,814		\$ 58,773
	Increased Employers' Liability Limits		0.004	\$ 219	0.004	\$ 235
				\$ 55,033		\$ 59,008
	Experience Mod		0.58	\$ (23,114)	0.59	\$ (24,193)
				\$ 31,919		\$ 34,815
	Prepay Credit		0.03	\$ (958)	0.03	\$ (1,044)
				\$ 30,961		\$ 33,771
	Premium Discount		0.1035	\$ (3,204)	0.1228	\$ (4,147)
				\$ 27,757		\$ 29,624
	Catastrophe Insurance		0.0001	\$ 528	0.0001	\$ 528
				\$ 28,285		\$ 30,152
	Terrorism Insurance		0.00005	\$ 264	0.00005	\$ 264
				\$ 28,549		\$ 30,416
	Department of Consumer & Business Services Tax		9.8%	\$ 2,798	9.8%	\$ 2,970
				<u>\$ 31,347</u>		<u>\$ 33,386</u>
	Premium paid Annual in Advance					