



This meeting will be held in person, but you may attend virtually through the following link:

https://us02web.zoom.us/webinar/register/WN_m00_sEGwR-CAzwPww3gRzA

The meeting passcode is 377878.

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 886 3176 0742, and the meeting passcode is 377878.

AGENDA

11:50 a.m. LUNCH *(Held in the Medford Room at City Hall, Room 330)*

12:15 p.m. BOARD MEETING *(Held in Council Chambers at City Hall, Room 300; there is no Study Session)*

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. Public Hearings

4.1 Consider Resolution No. 1816, A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2022-23 Commencing July 1, 2022, and Making Appropriations Thereunder

5. Consent Calendar

5.1 Resolution 1817, A RESOLUTION Authorizing the General Manager to Execute on Behalf of the Board of Water Commissioners, a Payment to CityCounty Insurance Services in the Amount of \$208,641.67 for Medford Water Commission's General Liability, Automotive, and Property Damage Insurance Premium for Fiscal Year 2022-2023

5.2 Approval or Correction of the Minutes of the Last Regular Meeting of June 1, 2022

6. Resolution 1818, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$167,500 with Slayden Constructors, Inc. for Duff WTP Filter/Reservoir/Pumping Expansion CM/GC Pre-Construction Services

7. 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 Quality & Treatment Manager Ben Klayman, Interim 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.

8. Propositions and Remarks from the Commissioners

9. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
<i>Monday, July 4, 2022 – Offices closed in observance of the Independence Day holiday</i>					
07/06/22	Wed	Board Meeting	11:45am – TBD	12:15 p.m.	Prescott Room, Police Dept.
07/20/22	Wed	Board Meeting	11:45am – TBD	12:15 p.m.	Prescott Room, Police Dept.
08/03/22	Wed	Board Meeting	11:45am – Duff Projects @ Duff	12:15 p.m.	Robert A. Duff Water Treatment Plant
08/17/22	Wed	Board Meeting	11:45am – 4Q FY21/22 Summary Report	12:15 p.m.	Prescott Room, Police Dept.

**Meeting dates, times, and locations are subject to change.*



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn
FROM: Anna Roeder, Interim Finance Manager
DATE: Wednesday, June 8, 2022
SUBJECT: Item 4.1 – Resolution 1816, Adopting the Budget for FY22-23
OBJECTIVE: Board Approval

Issue

The Proposed Budget for FY22-23 was presented to the Board of Water Commissioners on May 4 and 18, 2022.

Discussion

Under ORS 294.316, municipal public utilities operating under separate commissions is authorized under ORS 225 and city charters, and which have no ad valorem tax support, are not required to separately prepare and adopt a budget. However, Medford Water has prepared a budget for operational accountability, transparency, and control purposes.

Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) with two exceptions:

1. Capital acquisitions are reported as capital outlay expenditures. No depreciation expense is recognized on this basis.
2. The effects of GASB 68 (Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27) are not recognized. The primary objective of GASB 68 is to improve accounting and financial reporting by state and local governments for pensions.

Financial Impact

\$93.6M in resources and requirements in all funds for the 2022-23 fiscal year.

Requested Board Action

Staff recommends approval of Resolution 1816, adopting the FY22-23 budget.

RESOLUTION NO. 1816

A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2022-23 Commencing July 1, 2022, and Making Appropriations Thereunder

WHEREAS, the Proposed Budget for Fiscal Year (FY) 2022-23, from and after the 1st day of July 2022, was prepared by the General Manager of Medford Water Commission as Budget Officer for the Board of Water Commissioners (Board); and

WHEREAS, the Proposed Budget has been heretofore reviewed by the Board, and published for the time and in the manner prescribed by Local Budget Law; and said Proposed Budget came regularly for the hearing before the Board, at the hour of 12:15 p.m., on the 15th day of June 2022; and

WHEREAS, the Water Fund and the Construction and Infrastructure Replacement Fund have been established in the Budget, and all Funds reflect any and all approved changes; and

WHEREAS, a public hearing was duly held at said time and place, due notice thereof having been given to the public, and the Board at said time did consider the Proposed Budget and the matters discussed at the public hearing;

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

SECTION 1. Medford Water Commission, of the City of Medford, by and through its Board of Water Commissioners hereby adopts the Budget for FY2022-23, in the sum of \$93,600,989, and now on file in the Commission's Office.

SECTION 2. The amounts for the Fiscal Year commencing July 1, 2022, totaling \$93,600,989 are hereby appropriated by fund and program as shown on the functional schedule attached hereto, marked Exhibit A, and by this reference incorporated herein. The sum of \$93,600,989 is the estimated total unappropriated ending fund balances to be carried forward.

SECTION 3. The City Recorder is hereby directed to file with the City of Medford, Oregon, a copy of the Budget as finally adopted.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 15th day of June 2022.

ATTEST: _____
Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair

EXHIBIT A TO RESOLUTION NO. 1816

ACTUAL 2019-20	ACTUAL 2020-21	BUDGET 2021-22	WATER FUND	PROPOSED BUDGET 2022-23	
RESOURCES					
\$ 17,866,243	\$ 21,004,195	\$ 20,000,000	Water revenue	\$ 22,000,000	
\$ 718,644	\$ 786,665	\$ 700,000	Work Order and Fee Revenue	\$ 700,000	
\$ 240,288	\$ 119,023	\$ 75,000	Investment income	\$ 50,000	
\$ 1,184,139	\$ 1,344,464	\$ 1,000,000	System development charges	\$ 1,000,000	
\$ 873,050	\$ -	\$ 700,000	Forest product revenue	\$ 500,000	
\$ -	\$ -	\$ 12,000,000	Debt Proceeds	\$ 32,000,000	
\$ 28,765	\$ -	\$ -	Grant revenue	\$ 20,000	
\$ 106,163	\$ 356,952	\$ 85,000	Miscellaneous income	\$ 70,000	
\$ 21,017,292	\$ 23,611,299	\$ 34,560,000	Total resources from operations	\$ 56,340,000	
\$ -	\$ -	\$ -	Transfer from other funds	\$ -	
\$ 10,106,646	\$ 10,038,369	\$ 8,816,681	Beginning fund balance available for appropriation (7/1)	\$ 6,019,263	
\$ 31,123,938	\$ 33,649,668	\$ 43,376,681	Total resources	\$ 62,359,263	
REQUIREMENTS					
\$ 1,232,315	\$ 799,403	\$ 1,317,291	Source of supply	\$ 1,531,792	
\$ 541,434	\$ 743,738	\$ 660,890	Supply pumping	\$ 783,371	
\$ 1,856,691	\$ 2,260,423	\$ 2,340,048	Purification	\$ 2,856,378	
\$ 266,193	\$ 273,448	\$ 241,833	Transmission	\$ 428,938	
\$ 365,774	\$ 387,248	\$ 442,106	Distribution pumping	\$ 553,430	
\$ 2,628,013	\$ 2,865,060	\$ 3,551,365	Distribution	\$ 4,108,430	
\$ 2,070,459	\$ 2,317,685	\$ 2,415,001	Customer Service, Collection & Meter Reading	\$ 2,396,600	
\$ 2,278,223	\$ 1,890,125	\$ 1,798,314	Administration & general	\$ 1,485,722	
\$ 579,580	\$ 740,424	\$ 600,000	Work Order and Fee Expense	\$ 600,000	
\$ 11,818,682	\$ 12,277,554	\$ 13,366,848	Total operating requirements	\$ 14,744,662	
\$ 7,090,651	\$ 8,208,391	\$ 18,193,000	Capital Expenditures	\$ 43,885,290	
\$ -	\$ -	\$ 250,000	Operating Contingency Reserve	\$ 250,000	
\$ 2,176,236	\$ 4,128,676	\$ 5,000,000	Transfer to other funds	\$ 1,245,000	
\$ 9,266,887	\$ 12,337,067	\$ 23,443,000	Total nonoperating requirements	\$ 45,380,290	
\$ 21,085,569	\$ 24,614,621	\$ 36,809,848	Total before ending fund balance	\$ 60,124,952	
\$ 10,038,369	\$ 9,035,047	\$ 6,566,833	Unappropriated ending fund balance (6/30)	\$ 2,234,311	
\$ 31,123,938	\$ 33,649,668	\$ 43,376,681	Total requirements	\$ 62,359,263	
ACTUAL 20	2019- ACTUAL 21	2020- BUDGET 22	2021-	CONSTRUCTION AND INFRASTRUCTURE REPLACEMENT FUND	PROPOSED BUDGET 2022-23
RESOURCES					
\$ 107,216	\$ 34,879	\$ 250,000		Investment income	\$ 90,000
\$ 1,000,000	\$ 19,556,528	\$ 5,000,000		Transfer from Water Fund	\$ 1,245,000
\$ -	\$ -	\$ -		Transfer from Future Main Replacement Fund	\$ -
\$ -	\$ -	\$ -		Transfer from Future Water Supply and Treatment Fund	\$ -
\$ -	\$ -	\$ -		Transfer from Water Rights Development Fund	\$ -
\$ -	\$ -	\$ -		Transfer from Vernal Pool Mitigation Fund	\$ -
\$ 4,168,102	\$ 5,275,318	\$ 24,464,731		Beginning fund balance available for appropriation (7/1)	\$ 29,906,726
\$ 5,275,318	\$ 24,866,726	\$ 29,714,731		Total resources	\$ 31,241,726
REQUIREMENTS					
\$ -	\$ -	\$ -		Transfer to Water Fund	\$ -
\$ 5,275,318	\$ 24,866,726	\$ 29,714,731		Unappropriated ending fund balance (6/30)	\$ 31,241,726
\$ 5,275,318	\$ 24,866,726	\$ 29,714,731		Total requirements	\$ 31,241,726



Memorandum

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

FROM: Anna Roeder, Interim Finance Manager

DATE: Wednesday, June 8, 2022

SUBJECT: Item 5.1 – Resolution 1817, Authorizing the General Manager to Execute a Payment for General Liability, Automotive, Property Damage and Cyber Liability Insurance for Fiscal Year 2022-2023

OBJECTIVE: Board Approval

Issue

The total cost of the annual premium for general liability, automotive, and property damage insurance premium exceeds the General Manager’s purchasing authority without board approval.

Discussion

To authorize and direct the General Manager to execute a payment on behalf of the Board of Water Commissioners in the amount of \$208,641.67 to City County Insurance Services (CIS). Last fiscal year’s insurance premium with CIS was \$229,180.71. With industry wide cost increases in the last year, our new premium was projected to be \$265,569.66 for the same coverage. By increasing our deductibles to \$50K (from \$20K for liability and \$25K for property) we are able to reduce this cost by \$56,927.99. In addition, \$2M in cyber liability coverage is being purchased from Evolve through Payne West Insurance in the amount of \$14,485.45 with a \$50K deductible. Last fiscal year’s cost for cyber liability was \$9,005.24 and was projected to cost \$17,525 with the existing \$15K deductible. Cyber liability renewal rates have increased between 40% and 300% in the last year.

Financial Impact

The Fiscal Year 2022-2023 premium for general liability, automotive, and property damage from CIS is \$208,641.67. Evolve cyber liability coverage through Payne West is \$14,485.45. The total on both insurance premiums are under the proposed budgeted amount by \$22,370.

Requested Board Action

Approval of Resolution 1817, authorizing the General Manager to execute a payment to CIS for Medford Water’s general liability, automotive, and property damage insurance premium for Fiscal Year 2022-23.

RESOLUTION NO. 1817

A RESOLUTION Authorizing the General Manager to Execute on Behalf of the Board of Water Commissioners, a Payment to CityCounty Insurance Services in the Amount of \$208,641.67 for Medford Water Commission's General Liability, Automotive, and Property Damage Insurance Premium for Fiscal Year 2022-2023

WHEREAS, the cost of the premium for general liability, automotive, and property damage insurance from CityCounty Insurance Services (CIS) for Fiscal Year 2022-2023 is \$208,641.67; and

WHEREAS, this amount exceeds the General Manager's authority;

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

The General Manager is hereby authorized and directed to execute on behalf of the Board of Water Commissioners a payment in the amount of \$208,641.67 to CIS for Medford Water's general liability, automotive, and property damage insurance. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Contracting & Purchasing Regulations.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 15th day of June 2022.

ATTEST: _____
Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair



Memorandum

T0: Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn

FROM: Brian Runyen, Engineering Manager

DATE: Wednesday, June 15, 2022

SUBJECT: Item 6 – Resolution 1818, Awarding a Contract to Slayden Constructors, Inc. for the Duff Water Treatment Plant Filter/Reservoir/Pumping Expansion CM/GC Pre-Construction Services (CIP-22-00198)

OBJECTIVE: Board Approval

Issue

The Board previously approved the direction of pursuing a Construction Manager/General Contractor (CM/GC) contracting approach for construction of the Duff Water Treatment Plant Filter/Reservoir/Pumping Expansion project.

A Request for Proposals was developed to review proposers for the CM/GC contractor. Staff is requesting Board approval of a contract with the highest-ranking proposer for CM/GC Pre-Construction Services.

Discussion

Medford Water advertised a Request for Proposals on March 30, 2022. Proposals were submitted on or before May 3, 2022, by two Proposers: McClure and Sons, Inc. and Slayden Constructors, Inc. The proposals were independently reviewed by the selection team. Interviews of both proposers were held by the selection team on May 19, 2022.

Based upon the independent evaluation of the selection team, Slayden Constructors, Inc. was determined to be the highest-ranked proposer. A “Notice of Highest Ranked Proposer” was sent to all proposers on May 24, 2022.

McClure and Sons, Inc. filed a protest to the award on June 7, 2022. The basis of the protest was the “Medford Water Commission failed to conduct evaluation of the proposals in accordance with the criteria or processes described in the solicitation material.” The protest failed to provide a detailed statement of the alleged violation nor any supporting documentation. Medford Water has reviewed the evaluation criteria described in the Duff WTP Filter/Reservoir/Pumping Expansion CM/GC Services solicitation document, and compared this to the process that was undertaken with the evaluation committee. We find the evaluation process was followed as described in the Request for Proposals, and the numerical scoring showed Slayden Constructors, Inc. as the Highest Ranked Proposer. McClure and Sons, Inc. was notified on June 9, 2022 that their protest was without merit and is denied.

The total negotiated CM/GC Pre-Construction Services not-to-exceed fee as set forth in the Request for Proposals is \$167,500. These pre-construction services will be administered in three packages (Package 1: \$25,000, Package 2: \$67,500, Package 3: \$75,000). Each package will result in negotiation of a Guaranteed Maximum Price (GMP) for construction of the package, at which time that construction GMP will be brought to the Board for approval for construction award.

Financial Impact

The total negotiated CM/GC Pre-Construction Services not-to-exceed fee is as advertised in the original Request for Proposals. These fees are accounted for within the CIP budget for the Duff Water Treatment Plant Filter/Reservoir/Pumping Expansion project.

Requested Board Action

Staff recommends approval of the Resolution 1818, awarding a Contract in the amount not to exceed \$167,500.00 to Slayden Constructors, Inc., for CM/GC Pre-Construction Services and authorizing the General Manager to administer payments for work under this contract.

RESOLUTION NO. 1818

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$167,500 with Slayden Constructors, Inc. for Duff WTP Filter/Reservoir/Pumping Expansion CM/GC Pre-Construction Services

WHEREAS, Medford Water solicited proposals for Duff WTP Filter/Reservoir/Pumping Expansion CM/GC Pre-Construction Services through a Request for Proposals process; and

WHEREAS, a review determined that Slayden Constructors, Inc. was the highest-ranked proposer, in the amount of \$167,500; and

WHEREAS, a Notice of Intent to Award was issued to Slayden Constructors, Inc. on May 31, 2022, and one protest of the award was received; and

WHEREAS, the protest failed to provide a detailed statement of the alleged violation nor any supporting documentation, and following a review, was found to be without merit and denied; and

WHEREAS, Slayden Constructors, Inc. is qualified and agreeable to render the services specified in the aforesaid Request for Proposals; 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 \$167,500 for Duff WTP Filter/Reservoir/Pumping Expansion CM/GC Pre-Construction Services is hereby awarded to Slayden Constructors, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$167,500, 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 of its passage this 15th day of June 2022.

ATTEST: _____
Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair