



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

## **AGENDA** **(REVISED)**

12:00 p.m. LUNCH

12:15 p.m. BOARD MEETING (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. **Approval or Correction of the Minutes of the Last Regular Meeting of July 5, 2023**
5. **Resolution No. 1892, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Lomakatsi Restoration Project for Forest Management Services**
6. **Resolution No. 1893, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$15,633,800 with Pilot Rock Excavation, Inc. for the construction of the Table Rock Road Resilient Water Pipeline Project**
7. **Resolution No. 1894, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$41,428.00 with McClure & Sons, Inc. for the Water Quality Improvement Projects**
8. **Resolution No. 1895, A RESOLUTION Awarding and Authorizing the General Manager to Execute an Amendment to the Contract with Black & Veatch Corporation in the amount of \$62,000.00 for Consulting Services for the Design and Construction of the Water Quality Improvement Project**
9. **Resolution No. 1896, A RESOLUTION authorizing the General Manager to execute a Contract Amendment with West Yost Associates in the amount of \$80,000.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract**
10. **Resolution No. 1897, A RESOLUTION Authorizing the General Manager to purchase SCADA software from North Coast Electric including 3 years of annual maintenance in the amount of \$294,712.06**
11. **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.

**12. EXECUTIVE SESSION PER ORS 192.660(2)(i) – To review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.**

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

**14. Adjourn**

### DATES TO REMEMBER\*

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
08/2/23	Wed	Board Meeting	TBD	12:15 p.m.	City Hall Medford Room - Rm 330
08/16/23	Wed	Board Meeting	TBD	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\\_SwrR3wKpQX6-B-NuEOLyFw](https://us02web.zoom.us/webinar/register/WN_SwrR3wKpQX6-B-NuEOLyFw)

Meeting passcode: **651733**



To join by phone, call:

(669) 900-6833

Meeting ID Number: 840 7711 5651 Meeting passcode: **651733**



## **Memorandum**

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

**FROM:** Julie Smitherman, Water Resources and Customer Service Manager

**DATE:** July 19, 2023

**SUBJECT:** Item 5 – Resolution 1892, Authorizing the General Manager to execute a contract in the amount of \$250,000 with Lomakatsi Restoration Project (LRP) for Forest Management Services

**OBJECTIVE:** Board Approval

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### **Issue**

In May 2023 Medford Water issued a Request for Proposals (RFP) for Forest Management Services to provide support for planning, consulting, inspection, and monitoring services for forest management in the Big Butte Springs (BBS) watershed. Through this process, Lomakatsi Restoration Project (LRP) was selected by the review team as the most qualified to provide forest management services to Medford Water.

### **Discussion and Findings**

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. A forest management services contractor is necessary for planning and implementation of these forest treatment projects.

On May 9, 2023, Medford Water issued RFP #01-2023 for Forest Management Services. This RFP was issued using the Qualifications-Based Selection (QBS) Process. A pre-proposal video conference via Teams was held on May 18, 2023, to answer any questions the proposers may have had. The deadline to submit proposals was June 14, 2023.

Medford Water received two proposals. The selection team reviewed each proposal and scored them on the categories that were outlined in the RFP. While the team felt that both proposers were capable, LRP stood out based on their experience and work team qualifications. The review team determined that LRP would best serve the interest of Medford Water. A notice of intent to award was sent to both proposers on July 5, 2023, and no protests were received. Medford Water intends to award a contract to LRP based on the Qualification Based Selection Process.

### **Financial Impact**

Medford Water is proposing a one-year contract with up to four annual options to renew not to exceed \$250,000. The cost of forest management services is included in the FY23-24 budget and will be included in future budgets to fund essential work.

### **Requested Board Action**

Staff recommends approval of Resolution 1892, authorizing the General Manager to execute a one-year contract with four options to renew for a total contract amount of \$250,000 to Lomakatsi Restoration Project for Forest Management Services.

**RESOLUTION NO. 1892**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Lomakatsi Restoration Project for Forest Management Services

WHEREAS, Medford Water has a Forest Management Plan that calls for extensive forest treatments each year; and

WHEREAS, Medford Water solicited proposals for Forest Management Services to provide support for planning, consulting, inspection, and monitory services in the Big Butte Springs Watershed, through a Qualification-Based Request for Proposal process; and

WHEREAS, of the two proposals received, Lomakatsi Restoration Project was selected by Medford Water staff as the best fit to provide Forest Management Services; and

WHEREAS, a Notice of Intent to Award was issued to Lomakatsi Restoration Project on July 5, 2023, and no protests to the award were received; and

WHEREAS, Lomakatsi Restoration Project is qualified and agreeable to render the service specified in the aforesaid Invitation to bid; and

WHEREAS, the contract term will be for one year with four annual options to renew; and

WHEREAS, the value of the contract, not-to-exceed \$250,000 for Lomakatsi Restoration Project for Forest Management 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 \$250,000 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, payments for said contract up to \$250,000, 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 19th day of July 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:** Andy Huffman, Senior Capital and Special Projects Manager  
Brian Runyen, PE, Engineering Manager

**DATE:** July 19, 2023

**SUBJECT:** Item 6.0 – Resolution 1893, Awarding a Construction Contract to Pilot Rock Excavation, Inc. for the Table Rock Road (PL-1) Pipeline Construction

**OBJECTIVE:** Board Approval

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### **Issue**

On June 29, 2023, Medford Water (MW) staff received bids for the Construction of the Table Rock Road Resilient Water Pipeline Project. Staff is requesting board approval of the Construction Contract.

### **Discussion**

Plans and specifications for the construction of the Table Rock Rd. pipeline were publicly advertised on May 23, 2023. Bid opening was on June 29, 2023, staff received the following (3) bids:

<b>Pilot Rock Excavation, Inc.</b>	<b>\$15,633,800</b>
K&E Excavating, Inc.	\$18,742,975
James W. Fowler Co.	\$18,858,450

MW staff reviewed the bids and found the bid by Pilot Rock Excavation, Inc. to be the lowest responsive bid. Notice of Intent to Award was sent to all Bidders on July 5, 2023.

### **Financial Impact**

This project is a component of the WIFIA loan funding in Loan Package 2. Funding for the pre-purchase of materials and construction of this project is included in the FY22/23, FY23/24, and FY24/25 budgets.

A summary of estimated total project costs, including the construction contract that is the subject of this resolution, follows:

**Table Rock Rd. 42" Pipeline Project Costs**

Engineering Consultant Design Costs	\$ 1,241,000
MW Staff Costs for Design	\$ 125,000
Easement Investigation, Survey and Acquisition	\$ 82,286
Permits (RVS, RRVID, RR, Jackson County, DEQ, DSL, Corps)	\$11,325
<b>Total Design Costs</b>	<b>\$1,459,611</b>
Engineering Consultant Construction Services (estimate)	\$ 136,600
Consultant Construction Testing (estimate)	\$ 100,000
42" DIP Pre-Purchase (estimate, including pending change order)	\$ 12,500,000
Pre-Purchase of Valves	\$ 463,828
Pipe Storage and Handling (estimate)	\$ 257,624
MW Staff Costs During Construction (estimate)	\$ 125,000
<b>Construction Contract (for approval by this Resolution)</b>	<b>\$ 15,633,800</b>
<b>Total Construction Costs</b>	<b>\$29,216,852</b>
<b><i>Current Estimated Total for Design &amp; Construction</i></b>	<b>\$30,676,463</b>
<b><i>CIP Total Budgeted Costs</i></b>	<b>\$ 29,643,158</b>

Costs over what is currently included in the CIP budgets will be managed by budget variance and recalibration of the CIP budget for FY24/25 if necessary.

**Requested Board Action**

Staff recommends approval of Resolution 1893, awarding a Construction Contract to Pilot Rock Excavation, Inc. and authorizing the General Manager to administer payments for work under this contract.

**RESOLUTION NO. 1893**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$15,633,800 with Pilot Rock Excavation, Inc. for the construction of the Table Rock Road Resilient Water Pipeline Project.

WHEREAS, Medford Water solicited bids for the Table Rock Rd. Pipeline project through an Invitation to Bid process; and

WHEREAS, a review determined that the bid from Pilot Rock Excavation, Inc. in the amount of \$15,633,800 was the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to Pilot Rock Excavation, Inc. on July 5, 2023, and no protests of the award were received; and

WHEREAS, Pilot Rock Excavation, 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 \$15,633,800 for the Table Rock Rd. Pipeline project is hereby awarded to Pilot Rock Excavation, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$15,633,800, 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 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 19th day of July 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:** Andy Huffman, Capital & Special Projects Coordinator  
Brian Runyen, PE, Engineering Manager

**DATE:** Wednesday, July 19, 2023

**SUBJECT:** Item 7.0 – Resolution 1894, Authorizing the General Manager to Execute a Contract Amendment #7 to the Water Quality Improvements Project Construction Contract with McClure & Sons, Inc.

**OBJECTIVE:** Board Approval

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### **Issue**

As the WQIP project nears substantial completion at Big Butte Springs and finish work continues at the Duff Water Treatment Plant, a final contract amendment is needed to complete remaining out of scope items.

### **Discussion**

The Water Quality Improvements Project is providing pH adjustment to the finished water at both the Duff WTP and Big Butte Springs facilities. A combination of change credits and debits has resulted in the need to process a contract amendment. Following is an accounting summary of the credits and debits:

Credits – including conduit change, unit heater, BBS paving	(67,856.00)
Debits – including lighting, contract extension, conduits, PRVs, tank coating	109,284.00
Net change	\$41,428.00

The credit changes are a combination of value engineering opportunities, deleted scope, and items found to be unnecessary to the project.

The debit changes include an Owner driven contract extension, opportunity items which benefit other projects, unexpected impacts, and design oversights.

Staff has reviewed these change proposals and find them to be agreeable in both scope and cost and necessary items for successful completion of the project.

### **Financial Impact**

The cost for these changes can be accommodated within the Fiscal Year 2023/24 CIP Budget. Below is a summary of the construction contract value thru and including this requested contract amendment. The total change order amount to date is a 10.6% increase over the original contract value.



Water Quality Improvements Project Contract Accounting 7/19/2023

Original Contract – Reso 1794 (11/3/21)	\$ 8,398,000
CO #1	no cost
CO #2 – Reso 1810 (4/20/22)	\$ 213,890
CO #3 – GM with Board notification (11/3/22)	\$ 127,950
CO #4 – Reso 1853 (12/21/22)	\$ 311,730
CO #5 – Reso 1874 (5/3/23)	\$ 195,068
CO #6 – Contract Extension (6/26/23)	no cost
<b>CO #7 - This Resolution (to Board 7/19/23)</b>	<b>\$41,428</b>
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TOTAL Construction Contract	\$ 9,288,066

**Requested Board Action**

Staff recommends approval of Resolution 1894, authorizing the General Manager to execute a Contract Amendment to the Water Quality Improvements Project construction contract with McClure & Sons, Inc in the amount of \$41,428.00.

**RESOLUTION NO. 1894**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$41,428.00 with McClure & Sons, Inc. for the Water Quality Improvement Projects

WHEREAS, a contract in the amount of \$8,398,000.00 was awarded by the Board of Water Commissioners through Resolution No. 1794 on November 3, 2021; and

WHEREAS, McClure & Sons is qualified and agreeable to render additional items as presented by the Owner and Engineer to complete the Water Quality Improvement Projects; and

WHEREAS, a contract amendment to the Water Quality Improvement Projects in the amount of \$213,890.00 has been authorized by the Board of Water Commissioners through Resolution No. 1810 on April 20, 2022; and

WHEREAS, a contract amendment to the Water Quality Improvement Projects in the amount of \$127,950.00 has been authorized by the General Manager of Medford Water on November 3, 2022; and

WHEREAS, a contract amendment to the Water Quality Improvement Projects in the amount of \$195,068.00 has been authorized by the Board of Water Commissioners through Resolution No. 1874 on December 21, 2022; and

WHEREAS, a contract amendment to the Water Quality Improvement Projects in the amount of \$311,730.00 has been authorized by the Board of Water Commissioners through Resolution No. 1853 on May 3, 2023; and

WHEREAS, additional items have been identified during construction which vary from the contract plans and specifications which requires a contract amendment to the Water Quality Improvements Project in the amount of \$41,428.00; and

WHEREAS, the contract amendment price has been examined and has been found to be agreeable;

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

SECTION 1. A contract amendment to the Water Quality Improvement Projects in the amount of \$41,428.00 with McClure & Sons, Inc. is authorized.

SECTION 2. The General Manager is hereby authorized and directed to execute said contract amendment and payments for said contract amendment with McClure & Sons, Inc.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 19<sup>th</sup> day of July 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:** Andy Huffman, Senior Capital & Special Projects Manager  
Brian Runyen, PE, Engineering Manager

**DATE:** Wednesday, July 19, 2023

**SUBJECT:** Item 8.0 – Resolution 1895, Authorizing a Contract Amendment to Black & Veatch Corporation for the Water Quality Improvements Design Contract (CIPW-22-00202)

**OBJECTIVE:** Board Approval

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### **Issue**

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

### **Discussion**

In June of 2019, B&V was contracted to provide design services to incorporate recommendations to increase the pH of finished water. Early in the construction phase of the project a contract amendment was authorized under Resolution 1799. As the project has progressed, the need for additional engineering support became evident. The following are some of the items which have resulted in extra effort:

- Evaluation of alternative feed point design at the Duff plant.
- Significant unscoped submittal and RFI review.
- Extension of the construction contract by 8 months due to product delivery delays.
- Evaluation and redesign of utility water system at Big Butte Springs.

Additionally, there was a delay in the availability at the Duff plant to install the product feed point because of the need for the plant to be available during the off season while work was being done on the BBS transmission lines.

Following is a summary of the design contracting activities with Black & Veatch:

June 19, 2019	Initial Design Contract	\$950,503.00
February 2, 2022	Design Contract Amendment	120,624.24
<i>July 19, 2023</i>	<i>Proposed Contract Amendment</i>	<i>62,000.00</i>
<i>Total Proposed Contract Amount:</i>		<i>\$1,133,127.24</i>

**Financial Impact**

There is sufficient budget in the FY 2023/24 budget to accommodate this change.

**Requested Board Action**

Staff recommends approval of Resolution 1895, authorizing the General Manager to execute a Contract Amendment with Black & Veatch Corp. in the amount of \$62,000.00.

**RESOLUTION NO. 1895**

A RESOLUTION Awarding and Authorizing the General Manager to Execute an Amendment to the Contract with Black & Veatch Corporation in the amount of \$62,000.00 for Consulting Services for the Design and Construction of the Water Quality Improvement Project

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

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

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

WHEREAS, B&V is qualified and agreeable to render Consulting Services as required by Medford Water; and

WHEREAS, Medford Water adopted Resolution No. 1711 Authorizing an Exemption from Competitive Bidding for a contract with B&V; and

WHEREAS, Medford Water adopted Resolution No. 1799 authorizing a Contract Amendment with B&V in the amount of \$120,624.24 for services during construction; and

WHEREAS, Medford Water adopted Resolution No. 1799 authorizing a Contract Amendment with B&V in the amount of \$120,624.24 for services during construction; and

WHEREAS, B&V has submitted a revised Scope of Service and additional cost of \$62,000.00 for services during construction; and

WHEREAS, the value 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. A contract amendment in the amount of \$62,000.00 to the Consulting Services Contract for the Design and Construction of the Water Quality Improvement Project, with Black & Veatch Corporation.

SECTION 2. The General Manager is hereby authorized and directed to execute said contract amendment and payments for said contract amendment with Black & Veatch Corporation.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 19<sup>th</sup> day of July 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:** Andy Huffman, Senior Capital and Special Projects Manager  
Brian Runyen, PE, Engineering Manager

**DATE:** Wednesday, July 19, 2023

**SUBJECT:** Item 9.0 – Resolution 1896, Authorizing a Contract Amendment to West Yost Associates for Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir

**OBJECTIVE:** Board Approval

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### **Issue**

Ongoing previously approved work by West Yost has resulted in identification of additional scope and fee needed to adequately complete the South East Medford Facility Plan (SEMFP) and the Barnett Pump Station Basis of Design Report.

### **Discussion**

On February 2, 2022, a contract was awarded to West Yost Associates through Resolution 1798 in the amount of \$297,900.00. The scope of the contract included evaluation of system demands in the southeast area of Medford and included all the upper-level zones. It also included consulting services to provide pre-design support for the development of a new Zone 2 pump station assumed to be sited adjacent to the existing Barnett Reservoir.

As work advanced through the evaluation of the upper-level zones it became evident there was a benefit in engaging the West Yost team to provide additional system demand evaluation for the Gravity and River zones as well. A contract amendment in the amount of \$46,800.00 was authorized by the General Manager under the Medford Water Contracting and Purchasing Regulation 1.02 (E), as the amount neither exceeded \$150,000 nor 25% of the original contract value.

Medford Water and West Yost have continued to work on the SEMFP. The resulting output, when complete, will provide Medford Water with a comprehensive roadmap for development of the system in this area through 2040 and even further out to 2070. The work has also given opportunity to optimize the location for the new Zone 2/Barnett Pump Station.

This contract amendment will provide the necessary funding to best position Medford Water as we move into future work in both comprehensive CIP budget planning in the southeast area of Medford and the development of the Basis of Design Report for the new Barnett Pump Station.

Following is a summary of contract activities with West Yost Associates:

February 2, 2022	Contract Awarded ( <i>Reso 1798</i> )	\$297,900.00
August 8, 2022	Contract Amendment #1 ( <i>GM Authoriz</i> )	46,800.00
January 4, 2023	Contract Amendment #2 (Time Extension)	No Cost
<b>July 19, 2023</b>	<b>Contract Amendment #3 (THIS RESOLUTION)</b>	<b>80,000.00</b>

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Total Proposed Master Plan and Pre-design Contract Value: \$424,700.00

### **Financial Impact**

The amount of this contract amendment is within the fiscal year 2023/24 adopted CIP budget.

### **Requested Board Action**

Staff recommends approval of Resolution 1896, authorizing the General Manager to execute a Contract Amendment with West Yost Associates in the amount of \$80,000.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract.

**RESOLUTION NO. 1896**

A RESOLUTION authorizing the General Manager to execute a Contract Amendment with West Yost Associates in the amount of \$80,000.00 for the Consulting Services for the Design of Zone 2 Pumping at Barnett Reservoir Contract.

WHEREAS, West Yost Associates was awarded a Consulting Services Contract on February 2, 2022, through Resolution 1798 in the amount of \$297,600.00; and

WHEREAS, a Contract Amendment in the amount of \$46,800.00 was awarded by the General Manager on August 8, 2022, under Medford Water Contracting and Purchasing Regulation 1.02 (E); and

WHEREAS, West Yost Associates has submitted an additional scope and budget in the amount of \$80,000.00; and

WHEREAS, the contract amendment price has been examined and has been found to be agreeable; and

WHEREAS, the value of the contract amendment 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 amendment in the amount of \$80,000.00 for Consulting Services for Design of Zone 2 Pumping at Barnett Reservoir (CIP-22-00342) is hereby awarded to West Yost Associates.

SECTION 2. The General Manager is hereby authorized and directed to execute said contract amendment and payments for said contract amendment with West Yost Associates

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 19<sup>th</sup> day of July 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, July 19, 2023  
**SUBJECT:** Item 10.0 – Resolution 1897, SCADA Software purchase and maintenance.  
**OBJECTIVE:** Board Approval

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### **Issue**

As part of the SCADA Master Plan Medford Water is working with Jacobs Engineering to replace the SCADA system software at the Duff Water Treatment Plant. This resolution would authorize the General Manager to purchase the needed SCADA software, 3 years of annual maintenance for a total of \$294,712.06. This amount exceeds the general managers authority, and we are requesting board approval to purchase the needed software.

### **Discussion and Findings**

Medford Water has been working with Jacobs Engineering to develop a SCADA Master Plan to address and standardize its SCADA architecture. Medford Water currently operates two aging SCADA systems. One for the Treatment plant and the other for the distribution system. Both systems are about 20 years old and need upgrading.

One of the desired outcomes from the SCADA Master Plan is to combine both SCADA systems into a single resilient, secure, and modern platform. The first phase of the project is to replace the SCADA system at Duff at the end of the 2023 operating season followed by the distribution system in the coming years.

This purchase includes the SCADA specific software needed to configure the new system. This includes Human Machine Interface (HMI), data archiving, alarming, programing, and integration software.

We will likely need to return with another Board Resolution for the software needed to configure, maintain, and secure the SCADA system servers in the near future.

### **Financial Impact**

The software was quoted by North Coast Electric using pricing from the National Association of State Procurement Officials (NASPO) government pricing contract. The initial cost of the software with the first year of maintenance was quoted at \$221,261.91. Of that approximately \$187,138.73 covers the initial software purchase and \$34,123.18 is for the initial year of maintenance. We are assuming a 5% per year increase on the maintenance costs annually bringing the 3-year total to \$294,712.06.

Additionally, we would request that the board authorize the General Manager to exceed this limit by up to 25% to cover additional software and maintenance costs if required for the project.

The total cost including the 25% contingency not expected to exceed **\$368.390.07**

The initial purchase was included in the CIP budget and the future maintenance payments will be

included in Medford Waters expense budget in future years.

**Requested Action**

Staff recommends approval of Resolution 1897, Authorizing the General Manager purchase SCADA software from North Coast Electric including 3 years of annual maintenance and up to 25% contingency in the not to exceed amount of \$368,390.07.

Attachments: North Coast Electric quote number S012708644

**RESOLUTION NO. 1897**

A RESOLUTION Authorizing the General Manager to purchase SCADA software from North Coast Electric including 3 years of annual maintenance in the amount of \$294,712.06

WHEREAS, Medford Water working with Jacobs Engineering has determined through SCADA master planning activities that the SCADA systems maintained by Medford Water needs to be replaced; and

WHEREAS, Medford Water while working with Jacobs Engineering has identified the new software needed for the new system; and

WHEREAS, this software will be utilized to combine Medford Waters multiple SCADA systems onto a single platform; and

WHEREAS, North Coast Electric provided a quote for the software utilizing the existing NASPO pricing agreements; and

WHEREAS, the initial software purchase including one year of annual maintenance was \$221,261.91; and

WHEREAS, the estimated annual maintenance for the software is \$34,123.18 per year with an assumed price escalation of 5% per year over two additional years;

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

SECTION 1. That the General Manager is hereby authorized and directed to execute said purchase for said software and maintenance up to \$294,712.06 with an additional contingency of up to 25% to cover additional software and maintenance if required, on behalf of the Board of Water Commissioners, which purchase is on file in the Office of Medford Water and by reference made a part hereof, is hereby approved.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 19<sup>th</sup> day of July 2023.

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

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

**Quotation**

801 SOUTH GRAPE STREET  
MEDFORD OR 97501-3629  
541-772-7131 Fax 541-779-3254

QUOTE DATE	QUOTE NUMBER
06/26/23	S012708644
ORDER TO: 235 NORTH COAST ELECTRIC 801 SOUTH GRAPE STREET MEDFORD OR 97501-3629 541-772-7131 Fax 541-779-3254	PAGE NO.  <b>1 of 3</b>

QUOTE TO:  
MEDFORD WATER COMMISSION  
200 SOUTH IVY STREET  
MEDFORD, OR 97504

SHIP TO:  
MEDFORD / 65 MGD EXPANSION AT  
8301 TABLE ROCK RD  
CENTRAL POINT, OR 97502-9526

CUST. NO.	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
168988	SCADA Software 8x5		Christian Meyers

WRITER	SHIP VIA	TERMS	FREIGHT ALLOWED
Shawn Maassen	MED NORTH AM	Net	Yes

ORDER QTY	DESCRIPTION	Net Prc	Ext Prc
	***** Shipping Instructions ***** * Pricing per NASPO Facilities MRO * * Contract Agreement # 8498 * * * * DELIVER TO NORTH COAST WAREHOUSE, * * MEDFORD, OR * *****		
1ea	A-B 9515M-FTACT11 FACTORYTALK ASSET ASSETCENTRE STANDARD PERPETUAL WITH FACTORYTALK ASSETCENTRE STANDARD PERPETUAL 8X5 SUPPORT	21681.00/e	21681.00
2ea	A-B 9324M-RLDT31 Studio 5000 Profes Professional Perpetual with Studio 5000 PROPS ESD 8x5 Supt	10687.14/e	21374.28
1ea	AB 9518M-HSTRT131 HISTORIAN SE, SE TO SE INTERFACE PERPETUAL WITH HISTORIAN SE, SE TO SE INTERFACE PERPETUAL 8X5 SUPPORT	3976.16/e	3976.16
1ea	AB 9701M-VWSVBDL25T11 FACTORYTALK VIEW SE LARGE BUNDLE UNLIMITED DISPLAY SERVER WITH 25 CLIENTS PERPETUAL WITH FACTORYTALK VIEW SE LARGE BUNDLE UNLIMITED DISPLAY SERVER WITH 25 CLIENTS PERPETUAL 8X5 SUPPORT	39952.09/e	39952.09
1ea	AB 9518M-HSTRT61 HISTORIAN SE, ADVANCE SERVER ADD ON PERPETUAL WITH HISTORIAN SE, ADVANCE SERVER ADD ON PERPETUAL 8X5 SUPPORT	8244.72/e	8244.72
1ea	AB 9518M-HST5KT41 Historian SE 5,000 tags Perpetual with Historian	42199.90/e	42199.90

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**Quotation**

801 SOUTH GRAPE STREET  
MEDFORD OR 97501-3629  
541-772-7131 Fax 541-779-3254

QUOTE DATE	QUOTE NUMBER
06/26/23	S012708644
ORDER TO: 235 NORTH COAST ELECTRIC 801 SOUTH GRAPE STREET MEDFORD OR 97501-3629 541-772-7131 Fax 541-779-3254	PAGE NO.  <b>2 of 3</b>

QUOTE TO:  
MEDFORD WATER COMMISSION  
200 SOUTH IVY STREET  
MEDFORD, OR 97504

SHIP TO:  
MEDFORD / 65 MGD EXPANSION AT  
8301 TABLE ROCK RD  
CENTRAL POINT, OR 97502-9526

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168988	SCADA Software 8x5		Christian Meyers	
WRITER	SHIP VIA	TERMS		FREIGHT ALLOWED
Shawn Maassen	MED NORTH AM	Net		Yes
ORDER QTY	DESCRIPTION		Net Prc	Ext Prc
1ea	SE 5,000 tags Perpetual 8x5 support AB 9701M-VWRSVRT31 FACTORYTALK VIEW SE REDUNDANT SERVER UNLIMITED DISPLAY PERPETUAL WITH FACTORYTALK VIEW SE REDUNDANT SERVER UNLIMITED DISPLAY PERPETUAL 8X5 SUPPORT		5343.91/e	5343.91
3ea	A-B ABSOFTVISUAL 9701M-VWSTNLTBDLT51 FACTORYTALK VIEW SE STATION LITE BUNDLE 25 DISPLAYS PERPETUAL WITH FACTORYTALK VIEW SE STATION LITE BUNDLE 25 DISPLAYS PERPETUAL 8X5 SUPPORT		2926.44/e	8779.32
1ea	AB 9518M-HSTRT31 HISTORIAN SE, DATALINK CLIENT, 5 USERS PERPETUAL WITH HISTORIAN SE, DATALINK CLIENT, 5 USERS PERPETUAL 8X5 SUPPORT		3120.89/e	3120.89
2ea	A-B ABSOFTVISUAL 9701M-VWSTDENTT61 FACTORYTALK VIEW STUDIO ENTERPRISE PERPETUAL WITH FACTORYTALK VIEW STUDIO ENTERPRISE PERPETUAL 8X5 SUPPORT		3180.90/e	6361.80
1ea	AB 9701M-VWSVBDL05T31 FACTORYTALK VIEW SE SMALL BUNDLE UNLIMITED DISPLAY SERVER WITH 5 CLIENTS PERPETUAL WITH FACTORYTALK VIEW SE SMALL BUNDLE UNLIMITED DISPLAY SERVER WITH 5 CLIENTS PERPETUAL 8X5 SUPPORT		16655.19/e	16655.19
11ea	AB 9518M-HSTRT41 HISTORIAN SE, PI VISION CLIENT, 1 USER PERPETUAL WITH HISTORIAN SE, PI VISION		1602.41/e	17626.51

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WRITER		SHIP VIA	TERMS	FREIGHT ALLOWED
Shawn Maassen		MED NORTH AM	Net	Yes
ORDER QTY	DESCRIPTION	Net Prc	Ext Prc	
2ea	CLIENT, 1 USER PERPETUAL 8X5 SUPPORT WIN-911/Advanced Includes all features in WIN-911/Interactive plus Advanced Tactics & Strategies, 25smartphone apps, and ability to push reports.	4800.00/e	9600.00	
2ea	WIN911 WIN-911/FT Win911 FactoryTalk Connection	300.00/e	600.00	
2ea	WIN911 WIN-911/IPPBX GRANDSTREAM VOIP PBX FOR UP TO 2 ANALOG VOICE CONNECTIONS	500.00/e	1000.00	
2ea	WIN911 RV50X **Physical Hardware Shipment from TX, UPS**	1100.00/e	2200.00	
2ea	KEPWARE KWP-MNFNG0-PRD Manufacturing Suite - Perpetual =	3686.67/e	7373.34	
2ea	KEPWARE KWM-MNFNG0-ATT Manufacturing Suite - Support and Maintenance Agreement =	736.40/e	1472.80	
1ea	SYTECH XL1PM XLREPORTER PROFESSIONAL EDITION REAL TIME AND/OR HISTORIAN **one year support & upgrades included** SYTECH SU1PM Support & Upgrades \$350 yearly	2200.00/e	2200.00	
1ea	SYTECH XLALM ISA 18.2 ALARM MODULE TAXES NOT INCLUDED	1500.00/e	1500.00	
		<b>Subtotal</b>	<b>221261.91</b>	
		<b>S&amp;H Chgs</b>	<b>0.00</b>	
		<b>Total</b>	<b>221261.91</b>	

This quote is conditioned on buyer's acceptance of North Coast Electric Company's Standard Terms and Conditions Applying to all Sales set out in form NC055 available at <https://www.northcoastelectric.com/TermsandConditions> or upon request.