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The meeting passcode is 886291.

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The meeting ID number is 861 8387 1500, and the meeting passcode is 886291.

## AGENDA

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. Consent Calendar**

4.1 Approval or Correction of the Minutes of the Regular Meeting of June 15, 2022

4.2 Approval or Correction of the Minutes of the Last Regular Meeting of July 6, 2022

**5. Items Removed from Consent Calendar**

**6. Resolution 1819, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Kemira Water Solutions for a Primary Coagulant for Medford Water Commission's Robert A. Duff Water Treatment Plant**

**7. Resolution 1820, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$75,000 to Purchase Additional Liquid Oxygen for Medford Water Commission's Robert A. Duff Water Treatment Plant**

**8. Resolution 1821, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$1,326,785.00 with Jifco, Inc. for the Duff Filter Underground Piping Procurement**

**9. Extension of SDC Waiver for Temporary Emergency Accommodations Located at 880 S. Front Street, Central Point, for Providence Health & 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 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.

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

**12. Adjourn**

DATES TO REMEMBER *						
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION	
08/03/22	Wed	Board Meeting	11:45am – SCADA Project Update (tentative)	12:15 p.m.	Prescott Room, Police Dept.	
08/17/22	Wed	Board Meeting	11:45am – Duff Projects Update	12:15 p.m.	Robert A. Duff Water Treatment Plant	
<i>Monday, September 5, 2022 – Offices closed in observance of Labor Day holiday</i>						
09/07/22	Wed	Board Meeting	11:45am – 4Q FY 21/22 Summary Report	12:15 p.m.	TBD	
09/21/22	Wed	Board Meeting	11:45am – Source Water Protection Plan	12:15 p.m.	TBD	

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



## Technical Memorandum

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

**FROM:** Ben Klayman; Water Quality and Treatment Manager

**DATE:** July 20, 2022

**SUBJECT:** Item 6 - Resolution 1819, Awarding Exemption from Competitive Solicitation and Authorizing direct purchase of treatment chemicals

**OBJECTIVE:** Board Approval

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### Issue

In June of 2019, staff requested an exemption from competitive solicitation per section 2.32 of Medford Water's Contracting & Purchasing Regulations to purchase the main treatment plant coagulant used at the Duff Water Treatment Plant directly from Kemira. That request failed to identify the anticipated total cost and duration of the exemption; this information is clarified below.

### Discussion

Coagulation is one of the main processes used to remove turbidity from the Rogue River through the water treatment processes employed at the Duff Water Treatment plant. Medford Water has been using the same coagulant for over 15 years because it has proven to be the most effective of all the coagulants which have been screened over many years. Coagulants, unlike other products, are very specific to the chemistry of the water and the treatment processes employed, making them in general not a suitable product for competitive procurement. This coagulant is anticipated to be used until the 4 new filters are constructed (currently scheduled for 2025); at which time plant staff will re-screen coagulants to determine if there is a better option suitable for use at the treatment plant.

The basis for purchasing directly from Kemira is as follows:

1. Other coagulants do not work as well removing turbidity from our water.
2. Other coagulants may require higher dosages, negating any potential cost savings even if a lower cost product were available.
3. Kemira has kept cost increases below that seen from others in the chemical supply industry
4. It is in the best interest and at the best cost to Medford Water.

### Financial Impact

The cost of this purchase is included in the current fiscal year budget and will be included in future fiscal year budgets. The anticipated cost of coagulant purchases between now and the time a new coagulant will be evaluated (five operating seasons) is \$950,000; this amount exceeds the General Manager's purchasing authority.

### Requested Board Action

Staff recommends approval of Resolution 1819 to adopt findings, authorize an exemption from competitive solicitation and to authorize the purchase of the PAX XL-19 coagulant from Kemira.

## RESOLUTION NO. 1819

A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding a Contract to Kemira Water Solutions for a Primary Coagulant for Medford Water Commission’s Robert A. Duff Water Treatment Plant

WHEREAS, Medford Water Commission (Commission) owns and operates Robert A. Duff Water Treatment Plant, a complex water filtration plant; and

WHEREAS, the implementation of coagulation treatment with Poly-Aluminum Chloride (PAX) has resulted in significant plant performance benefits and cost savings; and

WHEREAS, plant staff has invested considerable effort in evaluating suitable products, including both bench-scale and plant scale work performance testing; and

WHEREAS, Kemira Water Solutions product PAX XL-19 has been determined to be superior and has been in use by the Commission since 2004; and

WHEREAS, Kemira Water Solutions is the sole supplier of the particular PAX treatment chemical; and

WHEREAS, this coagulant is anticipated to be used until the new filters project is complete (currently scheduled for 2025), at which time plant staff will reevaluate coagulants to determine if there is a better option suitable for use at the treatment plant; and

WHEREAS, current pricing remains competitive with other known equivalent products; and

WHEREAS, the cost of this purchase is included in the current fiscal year budget and will be included in future fiscal year budgets, with the anticipated cost over the next five operating seasons totaling \$950,000, exceeding 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, THAT:

SECTION 1. The findings are hereby adopted and an exemption from competitive bidding is authorized.

SECTION 2. This exemption is granted under the provisions of the Commission’s Contracting and Purchasing Regulations, Section 2.32 – Sole Source Procurement, until the filter project is completed (five operating seasons, estimated at \$950,000 over this time), as discussed in the agenda item memo for the Board of Water Commissioners meeting of July 20, 2022.

SECTION 3. A contract, which is on file in the Commission’s office, is hereby awarded to Kemira Water Solutions for purchase of PAX XL-19, and by reference made a part hereof, is hereby approved, and the General Manager is hereby authorized and directed to execute said contract, and annual payments (up to a \$950,000 limit over the five-year period), on behalf of the Board of Water Commissioners.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 20th day of July 2022.

ATTEST: \_\_\_\_\_

Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair

## RESOLUTION NO. 1819 – EXHIBIT A

### FINDINGS

Pursuant to Medford Water Commission's Contracting and Purchasing Regulations, Section 2.32 – Sole Source Procurement, and ORS 279B.085, the following facts support an exemption from competitive solicitation for a primary coagulant at the Robert A. Duff Water Treatment Plant:

1. Exempting this project is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts:
  - a) Kemira Water Solutions product PAX XL-19 has been found to be a most effective coagulant at the Duff Water Treatment Plant both before and after recent plant improvements.
  - b) Commission staff intends to maintain the use of this proven product until the new Filters Project is complete (currently scheduled for 2025), at which time plant staff will reevaluate coagulants to determine if there is a better option suitable for use, at which time an alternate coagulant may (or may not) be identified.
2. Exempting this project is reasonably expected to result in substantial cost savings to the contracting agency or to the public:
  - a) Kemira Water Solutions product PAX XL-19 has been found to be a most effective coagulant based on testing of numerous products considered to be comparable.
3. Public notice of the approval of a special procurement must be given:
  - a) Public notice of the exemption from competitive solicitation was published on the Commission's website beginning Friday, July 15, 2022.



## Technical Memorandum

**TO:** Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn  
**FROM:** Ben Klayman; Water Quality & Treatment Manager  
**DATE:** July 20, 2022  
**SUBJECT:** Item 7 - Resolution 1820, Authorization to purchase additional liquid oxygen  
**OBJECTIVE:** Board Approval

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### Issue

In 2018, Medford Water conducted a competitive solicitation for supply of liquid oxygen needed to operate the ozone treatment system. The five-year contract award was made to Air Products. While that contract has one more year duration, the cost of this year's additional purchases would exceed the General Manager's purchasing authority of \$150,000.

### Discussion

The original contract was issued in 2018 and was intended to cover 5 years of liquid oxygen purchases (not to exceed \$150,000). Since the time the contract was awarded, Medford Water has experienced three record breaking production years, resulting in additional consumption of liquid oxygen from what was anticipated. On top of increased production, unit cost increases of approximately 7% per year, while reasonable in today's market, have led to higher costs than originally anticipated.

A new competitive solicitation process will be conducted prior to the next (2023) operating season. However, there is an immediate need for purchase of additional liquid oxygen to support startup, testing, and operation of the new ozone system this (2022) operating season.

### Financial Impact

The anticipated cost of liquid oxygen in the 2022 operating season is \$75,000, which has already been included in the FY22-23 budget.

### Requested Action

Staff recommends approval of Resolution 1820, authorizing General Manager to purchase additional liquid oxygen in the amount of \$75,000, bringing the total purchase under this contract to an estimated \$225,000.

**RESOLUTION NO. 1820**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$75,000 to Purchase Additional Liquid Oxygen for Medford Water Commission's Robert A. Duff Water Treatment Plant

WHEREAS, in 2018, 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 five-year contract award was made to Air Products and Chemicals, Inc., intended to cover 5 years of liquid oxygen purchases (not exceeding \$150,000); and

WHEREAS, since the time the contract was awarded, the plant has experienced three record breaking production years, resulting in additional consumption of liquid oxygen from what was anticipated, in addition to unit cost increases of approximately 7% per year; and

WHEREAS, there is an immediate need to purchase additional liquid oxygen to support startup, testing, and operation of the new ozone system for this (2022) operating season, and the anticipated cost is \$75,000; and

WHEREAS, the estimated total cost of the amendment and the original contract is \$225,000, which exceeds the General Manager's purchasing authority without board approval; and

WHEREAS, a new competitive solicitation process will be conducted prior to the next (2023) operating season;

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

SECTION 1. That a contract amendment in the amount of \$75,000 is authorized for Air Products and Chemicals, Inc. to purchase additional liquid oxygen.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment, payments for said contract amendment, and the original contract, up to \$225,000, with Air Products and Chemicals, Inc.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 20th day of July 2022.

ATTEST: \_\_\_\_\_  
Yvette Finstad, Asst. Clerk of the Commission

\_\_\_\_\_   
Bob Strosser, Chair



## Technical Memorandum

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

**FROM:** Andy Huffman, Senior Capital and Special Projects Manager

**DATE:** Wednesday, July 20, 2022

**SUBJECT:** Item 8 – Resolution 1821, Awarding a purchase order to Jifco, Inc. for the Duff Water Treatment Plant Filters Underground Pipe Procurement

**OBJECTIVE:** Board Approval

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### Issue

The 65 MGD Expansion at the Robert A. Duff Water Treatment Plant includes construction of new high-rate filters under an already awarded CM/GC construction contract. In order to maintain schedule and avoid supply chain constraints, procurement of certain underground welded steel piping is necessary. This piping will be installed under the CM/GC construction contract.

### Discussion

As design proceeds on the new filters at the Duff Water Treatment Plant, an early procurement requirement has been identified for underground welded steel pipe. Jacobs and Medford Water staff have worked to identify and detail that piping. An Invitation to Bid was issued on June 15, 2022, and Medford Water received two bids. Following are the bids for this ITB:

Jifco, Inc.	\$1,326,785.00
Ferguson Waterworks -	\$1,442,769.00

Jacobs and Medford Water staff reviewed the bids and found Jifco, Inc. bid of \$1,326,785.00 to be the lowest responsive bid. A Notice of Intent to Award was issued on Friday, July 8<sup>th</sup>, 2022. Staff notified the other (2) bidders and has received no formal protest to the apparent selection.

### Financial Impact

The bid of \$1,326,785.00 provided by Jifco, Inc. is within the CIP budget for Fiscal Year 2022/23.

### Requested Board Action

Staff recommends approval of the Resolution 1821, awarding a purchase order in the amount of \$1,326,785.00 to Jifco, Inc., and authorizing the General Manager to administer payments for work under this purchase order.



**RESOLUTION NO. 1821**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$1,326,785 with Jifco, Inc. for the Duff WTP Filter Underground Piping Procurement

WHEREAS, Medford Water Commission (Commission) and Jacobs Engineering developed plans and specifications to support a welded steel pipe procurement; and

WHEREAS, an Information to Bidders (ITB) was developed and advertised on June 15, 2022 and two (2) responsible, responsive bids were received; and

WHEREAS, Jifco, Inc. submitted a bid of \$1,326,785, which was found to be the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to Jifco, Inc. on July 8, 2022, and no protests of the award were received; and

WHEREAS, the amount of the purchase order 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 purchase order in the amount of \$1,326,785 for Duff WTP Filter Underground Piping Procurement is hereby awarded to Jifco, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said purchase order, payments for said purchase order up to \$1,326,785, and any purchase order amendments not exceeding the General Manager's purchasing authority or 25 percent of the original purchase order amount, on behalf of the Board of Water Commissioners, which purchase order 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 20th day of July 2022.

ATTEST: \_\_\_\_\_  
Yvette Finstad, Asst. Clerk of the Commission

\_\_\_\_\_   
Bob Strosser, Chair



## Memorandum

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

**FROM:** Brad Taylor, General Manager

**DATE:** Thursday, July 14, 2022

**SUBJECT:** Item 9 – Authorizing a 2-year extension of the SDC waiver for temporary emergency RV accommodations located at 880 S. Front Street, Central Point

**OBJECTIVE:** Board Approval by Motion

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### Issue

In October 2020, the Board approved waiving SDCs for Temporary Emergency Accommodations located at 880 S. Front Street, Central Point. This project was for temporary housing targeted at wildfire recovery and assisting displaced families within the Rogue Valley.

### Discussion

For additional information, reference the attached letter dated June 20, 2022, from Providence Health & Services.

This request is comparable to other post-Alameda fire requests the Board has approved, including

- 10/07/2020: Asante Court Temp RV Park – Waived meter install /removal fees.
- 10/21/2020: Original request for this temp. facility in Central Point – Waived SDC fees.
- 10/21/2020: Phoenix – Deferred payment for water used during fire.
- 11/04/2020: Providence Temp Housing Facility – Allowed use of existing irrigation meter.
- 09/15/2021: Urban Renewal Agency of the City of Talent – Waived SDC fees.

This extension request is for the System Development Charges (SDCs) that the City of Central Point collects on behalf of Medford Water. This project is for temporary emergency accommodations; Providence RESO is in design for a large, 96-unit, permanent housing project in Medford that is targeted for 2024. Once the permanent housing project is completed and the temporary housing is no longer necessary, SDC fees will apply to this parcel. Medford Water staff will track the progress of redevelopment plans as the proposed extension for temporary emergency accommodations approaches.

### Financial Impact

There is no immediate financial impact to Medford Water.

### Requested Board Action

Staff recommends approval by motion authorizing staff to extend the waiver for collection of Medford Water System Development Charges (SDCs) for temporary emergency accommodations located at 880 S. Front Street, Central Point for a time period extending to July 2024.



Real Estate Strategy and Operations  
4400 NE Halsey St.  
Building 2, Suite 190  
Portland, OR 97213  
providence.org

June 20, 2022

Stephanie Holtey, CFM  
Planning Director  
Community Development  
City of Central Point  
140 South Third Street  
Central Point, OR 97502

Re: Providence Central Point Temporary Housing

Dear Stephanie,

Providence Health & Services currently is utilizing our vacant land located at 880 S Front Street for caregiver temporary housing as a result of the wildfires in 2020. We are continuing to see a need for housing for our caregivers at Providence Medford Medical Center and the RV units are fully occupied with a waiting list of additional caregivers that are looking for housing until a permanent solution is available. We are actively trying to find another solution for the caregivers in the RV's in the meantime.

Providence RESO is in design for a large, 96-unit, permanent housing project in Medford, that is targeted for 2024. Until this project is completed, we are asking for consideration of a 2-year extension of the temporary housing arrangement to provide water free of SDC charges.

Sincerely,

A handwritten signature in cursive script that reads "Carolie James".

Carolie James  
Program Support Specialist  
Providence Real Estate Strategy & Operations