



**Wednesday, October 18, 2023 – 12:15 p.m.**

Medford Police Department Prescott Room  
219 S. Ivy Street, Medford, Oregon 97501

**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 – pH Adjustment Plan (Water Operations Manager Dan Perkins and Jacobs Engineering Group, Inc.)

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 October 4, 2023**

**5. Resolution No. 1910, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Jacobs Engineering Group, Inc. in the amount of \$5,655,667.00 for Consulting Services for a Portion of Part A Design and Implementation of Supervisory Control and Data Acquisition (SCADA) Architecture for the Water Distribution System**

**6. Resolution No. 1911, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Northstar Chemical Inc. in the Amount of \$1,520,000.00 to Purchase Sodium Hydroxide (Caustic) for Medford Water's Robert A. Duff Water Treatment Plant and Big Butte Spring Treatment Facility**

**7. 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**

<b>DATES TO REMEMBER*</b>					
<b>DATE</b>	<b>DAY</b>	<b>TYPE OF MEETING</b>	<b>STUDY SESSION TIME &amp; TOPIC</b>	<b>REGULAR MEETING</b>	<b>LOCATION</b>
11/01/23	Wed	Board Meeting	COSA	12:15 p.m.	Prescott Room, Police Dept
11/15/23	Wed	Board Meeting	COSA	12:15 p.m.	Prescott Room, Police Dept
12/6/23	Wed	Board Meeting	JC/MWC Bulk Waer Sales Update and Intermediate Water User Update	12:15 p.m.	Prescott Room, Police Dept
12/20/23	Wed	Board Meeting	Annual Audit	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\\_QNsYG0VURJOFtAwpMiZTEw](https://us02web.zoom.us/webinar/register/WN_QNsYG0VURJOFtAwpMiZTEw)

Meeting passcode: 856226



To join by phone, call:

(669) 900-6833

Meeting ID Number: 846 3277 3070 Meeting passcode: 856226



## **Memorandum**

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

**FROM:** John Crowley, SCADA Administrator, Kris Stitt, IT Manager

**DATE:** Wednesday, October 18, 2023

**SUBJECT:** Item 5.0 – Resolution 1910, Authorizing Contract Amendment 2 with Jacobs Engineering Group for Consulting Services of Part A - Design of SCADA Improvements for the Water Distribution System

**OBJECTIVE:** Board Approval

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### **Issue**

Aging, obsolete, and substandard SCADA hardware and software for the Water Distribution System require phased replacement. This level of effort will provide pre-design and design activities to develop plans for the upgrade of 40 separate facilities.

### **Discussion**

A portion of Part A (Design) of the SCADA Project was authorized by Resolution 1797 on January 5th, 2022, for \$510,773.00. This portion of the project included Master Planning and Evaluation of existing SCADA and Communications, Standards, Implementation Schedule, Cost Analysis, and Project Definition, and a Basis of Design Report.

A portion of Part B (Implementation) of the SCADA Project, specific to the Duff Water Treatment Plant, was authorized by Resolution 1827 on August 3rd, 2022, for \$2,800,000. This work was necessary to update the existing SCADA hardware and software to be compatible with the new filters, reservoir, and pump station and avoid stranded assets. This work is anticipated to be completed in June of 2025.

A continuation of Part A (Design) has been identified to continue upgrades and replacement of the SCADA hardware and communication networks in the Water Distribution System. This work is estimated to be approximately 25,000 hours of engineering support to include various pre-design and design elements for 40 separate facilities. These efforts will work to standardize design deliverables and provide documents to inform future facility design and construction. This work will continue through 2027.

It is anticipated that a continuation of Part B, specific to Implementation of the Water Distribution SCADA System will be brought back to the Board in 2024.

SCADA Improvement Phases				
		WTP	BBS	Distribution
PART A	Phase 1 - Master Planning	Initial Contract Resolution 1797 - \$510,773.00		
	Phase 2 - Pre-Design & Design	65 MGD, WQIP & Amendment 01 Resolution 1827 - \$2,800,000.00		Amendment 02 - This Resolution \$5,655,667.00
PART B	Phase 3 - Implementation			Amendment XX - Future Resolution \$ TBD

### Financial Impact

This portion of Part A - Design of Supervisory Control and Data Acquisition (SCADA) Architecture for the Water Distribution System is estimated to be \$5,655,667.00 over the next 4 years. The anticipated expenditures for Fiscal Year 2023-24 are within the adopted budget.

### Requested Board Action

Staff recommends approval of Resolution 1910, authorizing the General Manager to execute a Consulting Services Contract Amendment with Jacobs Engineering in the amount of \$5,655,667.00.

**RESOLUTION NO. 1910**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Jacobs Engineering Group, Inc. in the amount of \$5,655,667.00 for Consulting Services for a Portion of Part A Design and Implementation of Supervisory Control and Data Acquisition (SCADA) Architecture for the Water Distribution System

WHEREAS, Medford Water solicited proposals for Consulting Services for SCADA Architecture Master Planning, Design, & Implementation Consulting Services for Medford Water (CIP-22-00353) through a Request for Proposals based on the Qualification Based Selection process; and

WHEREAS, Resolution 1797 authorized a contract in the amount of \$510,773.00 with Jacobs Engineering for Part A of the SCADA Project on January 5th, 2022, which included Master Planning and Evaluation of existing SCADA and Communications, Standards, Implementation Schedule, Cost Analysis, and Project Definition, and a Basis of Design Report; and

WHEREAS, Resolution 1827 authorized a contract amendment in the amount of \$2,800,000.00 to Jacobs Engineering Group, Inc. on August 3rd, 2022, for a portion of Part B of the work, specific to the Robert A. Duff Water Treatment Plant and supporting facilities; and

WHEREAS, Jacobs Engineering Group, Inc., has submitted a Scope of Work, Schedule, and Budget for a portion of Part A of the project specific to the Water Distribution System and is qualified and agreeable to render the services specified therein; and

WHEREAS, the value of the contract amendment, estimated at \$5,655,667.00, exceeds 25% of the original contract amount and 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 contract amendment 2 in the amount of \$5,655,667.00 for a portion of Part A - Design and Implementation of Supervisory Control and Data Acquisition (SCADA) Architecture for the Water Distribution System (CIP-22-00353) is hereby awarded to Jacobs Engineering Group, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute Amendment 2 of said contract and any contract amendments not exceeding the General Manager’s purchasing authority 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.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 18<sup>th</sup> day of October 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:** Dan Perkins; Water Operations Manager  
**DATE:** October 18, 2023  
**SUBJECT:** Item 6.0 - Resolution 1911, Authorization to purchase Sodium Hydroxide  
**OBJECTIVE:** Board Approval

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### **Issue**

In September 2023, Medford Water issued a public solicitation for the supply of sodium hydroxide needed to operate the pH control treatment system at the Big Butte Springs Facility and Robert A. Duff Water Treatment Plant. The intent is to award a one-year contract with four annual options to renew to the lowest responsive bidder, Northstar Chemical Inc. The potential total cost over a 5-year contract period will exceed the General Manager's purchasing authority of \$150,000.

### **Discussion**

The contract is intended to cover up to 5 years of sodium hydroxide purchases not to exceed \$1,520,000 in total.

### **Financial Impact**

The anticipated cost of sodium hydroxide in the 2024/2025 operating season is \$275,000. With an estimated 5% escalation per year, the total purchase should not exceed \$1,520,000 over the lifespan of the contract. The cost is included in the FY24/25 budget and will be included in subsequent annual budgets.

### **Requested Action**

Staff recommends approval of Resolution 1911, authorizing the General Manager to purchase sodium hydroxide in the amount not-to-exceed \$1,520,000 over a potential five-year period from Northstar Chemical Inc.

**RESOLUTION NO. 1911**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Northstar Chemical Inc. in the Amount of \$1,520,000.00 to Purchase Sodium Hydroxide (Caustic) for Medford Water’s Robert A. Duff Water Treatment Plant and Big Butte Spring Treatment Facility

WHEREAS, in September 2023, staff conducted a competitive solicitation for supply of Sodium Hydroxide at the Robert A. Duff Water Treatment Plant and Big Butte Spring Treatment Facility; and

WHEREAS, an Invitation to Bid was advertised on September 13, 2023; and

WHEREAS, a bid opening was conducted October 3, 2023, at 2:00 pm; Northstar Chemical, Inc. and Univar Solutions USA, Inc. were the two bidders; and

WHEREAS, the bid from Northstar Chemical Inc. was determined to be the lowest responsive and responsible bid, and Northstar Chemical, Inc. is qualified to provide the product as required; and

WHEREAS, a one-year contract with four annual options to renew was made to Northstar Chemical Inc., intended to cover up to 5 years of Sodium Hydroxide purchases (not exceeding \$1,520,000.00); and

WHEREAS, the estimated not-to-exceed total cost of the potential five-year agreement will be \$1,520,000.00, which exceeds the General Manager’s purchasing authority without board approval;

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

SECTION 1. That a contract in the not-to-exceed amount of \$1,520,000.00 is awarded to Northstar Chemical, Inc. to purchase Sodium Hydroxide.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract, and total amendments to the contract not to exceed the signature authority on behalf of the Board of Water Commissioners, which contract is on file in the Office of the Commission and by reference made a part hereof. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Commission’s Contracting & Purchasing Regulations.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 18th day of October 2023.

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

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Michael Smith, Chair