



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

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The meeting passcode is 433700.

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 810 7721 4759, and the meeting passcode is 433700.

AGENDA

11:15 a.m. LUNCH

11:30 a.m. STUDY SESSION – Cost of Service Study Presentation - Part I of II
(Shawn Koorn, HDR)

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.

4. Approval or Correction of the Minutes of the Last Regular Meeting of October 19, 2022

5. Resolution 1842, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$257,193.10 With Ferguson Enterprises, LLC for the Foothill Road Pipe Procurement

6. Resolution 1843, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$5,838,212.00 With Slayden Constructors, Inc. for the Duff Filter/Reservoir/Pumping Expansion CM/GC Construction Services

7. Resolution 1844, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$65,500 to the Contract with Express Services, Inc. for a Total Contract Amount of \$190,000 for Temporary Staffing Services

8. Resolution 1845, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding a one-year with four annual options to renew the Contract to Express Services, Inc. for Temporary Staffing Services for up to \$500,000

9. 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.

10. Propositions and Remarks from the Commissioners

11. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
11/16/22	Wed	Board Meeting	11:45am – Cost of Service Study	12:15 p.m.	Prescott Room, Police Dept.
<i>Thursday & Friday, November 24 & 25, 2022 – Offices closed in observance of the Thanksgiving Holiday</i>					
12/07/22	Wed	Board Meeting	11:45am – JC/Mfd. Wtr. Bulk Wtr. Sales & Intermediate Wtr. User Update	12:15 p.m.	Prescott Room, Police Dept.
12/21/22	Wed	Board Meeting	11:45am – Annual Audit	12:15 p.m.	Prescott Room, Police Dept.
<i>Monday, December 26, 2022 – Offices closed in observance of the Christmas Day Holiday</i>					
<i>Monday, January 2, 2023 – Offices closed in observance of the New Year’s Day Holiday</i>					

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



Memorandum

TO: Commissioners Bob Strosser, Mike Smith, John Dailey, and Jason Anderson
FROM: Kevin Caldwell PMP, Project Manager
DATE: Wednesday, November 2, 2022
SUBJECT: Item 5.0 – Resolution 1842, Awarding a Contract to Ferguson Enterprises, LLC for the Foothill Road Phase One Pipe Procurement
OBJECTIVE: Board Approval of Purchase Order

Issue

The City of Medford, Oregon Department of Transportation, and Medford Water have partnered to complete road and utility improvements in Foothill Rd. from Delta Waters to Hillcrest Rd. Staff seeks approval of Resolution 1842, awarding a Purchase Order for the purchase of ductile iron pipe and accessories for the initial phase of the waterline work.

Discussion

Hydraulic modeling has determined the need to upsize the existing 12-inch waterline in Foothill Rd. to 24-inch. This new waterline will help prepare Medford Water for future system growth and is necessary to address utility conflicts with the new design of Foothill Rd. Improvements. This pipeline has been identified as a critical backbone for supplying Pressure Zone 1, as such this pipeline is designed to be a seismically resilient, fully restrained pipeline.

This purchase includes 1024 lineal feet of fully restrained 24-inch ductile iron pipe and various accessories as described in the Foothill Rd. Corridor, Waterline Plan/Profile. Based on the volatility of the current steel market, impacts to the supply chain and delivery, the decision was made to pre-purchase the waterline materials for Phase One of the Waterline Improvements. This pre-purchase prevents construction delays impacting the City's project and will help meet the overall project schedule.

An Invitation to Bid was issued on September 13, 2022, and Medford Water received two bids. Following are the bids for this ITB:

HD Fowler Co.	\$299,950.82
Ferguson Enterprises, LLC	\$257,193.10

Medford Water received a protest of the Purchase Order award by the second place Bidder. Staff carefully reviewed the protest; it was found to be without merit and therefore was denied. Medford Water staff reviewed the bids and found Ferguson Enterprises, LLC, bid of \$257,193.10 to be the lowest responsible, responsive bid. Delivery is required between March 1, 2023, and May 31, 2023. It is anticipated that materials will be delivered directly to the Construction Contractor for storage and installation.

Financial Impact

The bid of \$257,193.10 provided by Ferguson Enterprises, LLC, is within the overall CIP budget for the Foothill Rd. Waterline Improvement project.

Requested Board Action

Staff recommends approval of the Resolution 1842, awarding a Purchase Order in the amount of \$257,193.10 to Ferguson Enterprises, LLC and authorizing the General Manager to administer payments for work under this Purchase Order.

RESOLUTION NO. 1842

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$257,193.10 With Ferguson Enterprises, LLC for the Foothill Road Pipe Procurement

WHEREAS, Medford Water Commission (Medford Water) and Marquess & Associates, Inc. developed plans and specifications to support a ductile iron pipe procurement; and

WHEREAS, an Invitation to Bid (ITB) was developed and advertised on September 13th, 2022; and

WHEREAS, two (2) responsible, responsive bids were received; and

WHEREAS, Ferguson Enterprises, LLC submitted a bid of \$257,193.10; and

WHEREAS, a Notice of Intent to Award was issued on October 14, 2022; 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 purchase order in the amount of \$257,193.10 for the Foothill Road Pipe Procurement is hereby awarded to Ferguson Enterprises, LLC.

SECTION 2. That the General Manager is hereby authorized and directed to execute said purchase order to Ferguson Enterprises, LLC, payments for said purchase order up to \$257,193.10, and any purchase order 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 purchase order is on file in Medford Water's office 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 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 2nd day of November 2022.

ATTEST: _____

Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair



Memorandum

TO: Commissioners Bob Strosser, Mike Smith, John Dailey, and Jason Anderson
FROM: Brian Runyen, Engineering Manager
DATE: Wednesday, November 2, 2022
SUBJECT: Item 6.0 – Resolution 1843, Authorizing a Contract Amendment to Slayden Constructors, Inc. for the Duff Water Treatment Plant Filter/Reservoir/Pumping Expansion CM/GC Pre-Construction Services (CIPW-22-00198)
OBJECTIVE: Board Approval

Issue

The Filter/Reservoir/Pumping Expansion CM/GC contract with Slayden Constructors has reached the point of negotiating scope and fee for construction related activities. Medford Water staff has received the first of several contract amendments which, in aggregate, will result in a Guaranteed Maximum Price (GMP) for the work. Early Work Amendment (EWA) 1 is the first of these and requires Board endorsement to proceed.

Discussion

Resolution 1818 authorized a CM/GC style construction delivery method with Slayden Constructors on June 15th, 2022. Medford Water staff, Jacobs Engineering, and Slayden have worked through the Pre-construction identified activities which determine an appropriate approach to the construction of new Filters, Reservoir, & Pumping at the Robert A. Duff Water Treatment Plant (Duff WTP).

Refinements in the design and in recognition of certain market constraints impacting the costs for construction, it was determined the best approach to delivery of the project was to bundle the three construction elements (filters, reservoir, & pump station) into one GMP. This GMP will be separated into as many as five separate EWA's. Each of these EWA's will become component to the GMP and will be accounted for when the final GMP is delivered.

This method of delivery will allow the Team to take full advantage of purchasing opportunities by allowing the identification of equipment and materials in subsequent elements and moving them forward in the schedule prior to final delivery of detail design. It also provides a benefit to labor costing by locking in the labor rates earlier in the project.

EWA 1 scope elements include, but are not limited to:

- Filter Excavation & backfill
- Large diameter underslab piping
- Dewatering
- Early filter concrete work
- Ductile iron pipe procurement
- Valve and actuator procurement

Financial Impact

EWA 1 total is \$5,838,212.00 and is within the FY 22/23 CIP budget for the 65 MGD Expansion at the Duff WTP.

Requested Board Action

Staff recommends approval of the Resolution 1843, awarding a Contract Amendment to the CM/GC contract with Slayden Constructors in the amount of \$5,793,010.00 for Early Work Amendment 1.

RESOLUTION NO. 1843

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$5,838,212.00 With Slayden Constructors, Inc. for the Duff Filter/Reservoir/Pumping Expansion CM/GC Construction Services

WHEREAS, a contract in the amount of \$167,500.00 was awarded by the Board of Water Commissioners through Resolution No. 1818 on June 15, 2022; and

WHEREAS, Slayden Constructors, Inc. is qualified and agreeable to render the services specified in the aforesaid Request for proposals; and

WHEREAS, a contract amendment to the Duff Filter/Reservoir/Pumping Expansion CM/GC Construction Services in the amount of \$5,838,212.00 identified as Early Work Amendment 1 has been presented by Slayden Constructors, Inc; and

WHEREAS, the contract amendment scope 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. That a contract amendment in the amount of \$5,838,212.00 for the Duff Filter/Reservoir/Pumping Expansion CM/GC Construction Services identified as Early Work Amendment 1 is hereby awarded to Slayden Constructors, Inc.

SECTION 2. The General Manager is hereby authorized and directed to execute said contract amendment and payments for said contract amendment with Slayden Constructors, Inc. up to \$5,838,212.00. 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 thereof this 2nd day of November 2022.

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

Bob Strosser, Chair



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, and Jason Anderson
FROM: Tanya Haakinson, Human Resources Manager
DATE: November 2, 2022
SUBJECT: Item 7.0 - Resolution 1844, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$65,500 to the Contract with Express Services, Inc. for a Total Contract Amount of \$190,000 for Temporary Staffing Services
OBJECTIVE: Board Approval

Issue

Medford Water executed a contract with Express Services, Inc. on November 2, 2020, for Temporary Staffing Services. Amendment No. 1 to the contract was subsequently executed on July 11, 2022. The total contract amount, including Amendment No. 1, was \$124,500, which was within the General Manager's purchasing authority. Additional services have been required, resulting in submittal of contract Amendment No. 2 in the amount of \$65,500. Board approval of contract Amendment No. 2 is required as it brings the total contract amount to \$190,000, which is above the General Manager's purchasing authority.

Discussion

The services for this contract are related to staffing needs at the Service Center and Duff Water Treatment Plant due to promotions, attrition, retirements and special projects. We have also been utilizing Laura Hodnett for our 100th anniversary research and presentation efforts. In addition, we continued our internships in Water Efficiency, Service Center, and Duff.

Financial Impact

The costs in this contract amendment will be managed through budget variance per departments within this fiscal year.

Requested Board Action

Staff recommends approval of Resolution 1844, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$65,500 to the Contract with Express Services, Inc. for a Total Contract Amount of \$190,000 for Temporary Staffing Services.



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, and Jason Anderson
FROM: Tanya Haakinson, Human Resources Manager
DATE: November 2, 2022
SUBJECT: Item 8.0 - Resolution 1845, Exemption from Competitive Bidding Awarding and Authorizing the General Manager to Execute a one-year contract with four annual options to renew in the amount of \$500,000, to Express Services for Temporary Staffing and Testing Services
OBJECTIVE: Board Approval

Issue

Staff requests an exemption from competitive solicitation per section 2.32 of Medford Water's Contracting & Purchasing Regulations and authorization to contract directly with Express Services for temporary staffing services.

Discussion and Findings

Temporary staffing allows Medford Water to be flexible in achieving operation goals related to personnel. Express staffs' professional level temporary employees for a variety of departments for business operations within Medford Water. Express's temporary staff are known as some of the best in the industry with quality level work. At times, Medford Water requires the flexibility, exception level staffing and expedient services that Express offers. Medford Water has worked with Express since 2020 and have been pleased with the results and outstanding customer service. Express is a local business with strong connections and understands the local workforce. Express offers a variety of quality skill level testing, to which we have employed over this past year.

It is in the best interest of Medford Water to enter into a contact with Express Services for temporary staffing needs.

Financial Impact

The cost of these temporary contract services will be included in in future fiscal year budgets; the current fiscal year costs has been managed through variance.

Requested Board Action

Staff recommends authorizing an exemption from competitive solicitation and the award of a one year contract with four annual options to renew to Express Services for temporary staffing and testing services up to \$500,000.

RESOLUTION NO. 1845

A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding a one-year with four annual options to renew the Contract to Express Services, Inc. for Temporary Staffing Services for up to \$500,000

WHEREAS, temporary staffing services are critical for Medford Water Commission (Medford Water) to maintain adequate field and office staffing as well as internships for Water Efficiency, Service Center and Duff Water Treatment Plant and special projects; and

WHEREAS, Express Services, Inc. is uniquely qualified to provide these services locally for immediate needs as well as the skills testing required for new hire candidates; and

WHEREAS, 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 will be managed through budget variance within the current fiscal year, and will be budgeted for future fiscal years, with the anticipated cost over the next five years totaling \$500,000, 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:

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

SECTION 2. That this exemption is granted under the provisions of Medford Water's Contracting and Purchasing Regulations, Section 2.32 – Sole Source Procurement, as discussed in the agenda item memorandum for the Board of Water Commissioners meeting of November 2, 2022.

SECTION 3. This one-year contract with four annual options to renew, which is on file in Medford Water's office, is hereby awarded to Express Services, Inc. for Temporary Staffing Services, and by reference made a part hereof, is hereby approved, and the General Manager is hereby authorized and directed to execute said contract, and payments up to a \$500,000 limit over the potential five-year period, 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. This authorization exceeds the authority of the General Manager as defined in Section 1.02 (K) of the current Contracting & Purchasing Regulations. This contract will go into effect January 1, 2023.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 2nd day of November 2022.

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

Bob Strosser, Chair

FINDINGS

Pursuant to Medford Water's Contracting and Purchasing Regulations, Section 2.32 – Sole Source Procurement, the following facts support an exemption from competitive solicitation for Temporary Staffing Services:

1. Exempting this project is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts:
 - a. Express Services, Inc. is uniquely qualified with the capabilities required of Medford Water staffing immediate and long-term temporary positions, and qualifying skills testing of candidates.
2. Exempting this project is reasonably expected to result in substantial cost savings to the contracting agency or to the public:
 - a. Using any other temporary staffing service would result in additional time and expense in filling temporary long and short-term staffing needs, as well as the qualifying skills testing required of candidates for hire.
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 Medford Water's website on October 26, 2022.