



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

## AGENDA

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – **Annual Audit Presentation** (Paul Nielson, Isler CPA), **Bulk Water Sales Update** (J Domis and Steve Lambert, Jackson County Roads & Parks; Shavon Haynes, Jackson County Watermaster; Water Meter & Controls Supervisor Ken Johnson), and **Intermittent Water User Update** (Customer Service & Water Efficiency Manager Julie Smitherman)

12:15 p.m. BOARD MEETING

- *Administer Oath of Office to Newly Appointed Board Member David Wright*

### 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 Last Regular Meeting of December 7, 2022

4.2 Resolution No. 1851, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction in Connection With the Construction of the My Place Hotel on Parcel 372W12A1150, From Adjacent Parcels Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of a Per Acreage Pro-Rata Share So Collected to Celtic Services, Inc., Installer of Said Water Main

### 5. Items Removed from Consent Calendar

6. **Resolution No. 1852, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$248,444.00 with RH2 Engineering, Inc. for Consulting Services for Predesign of Crater Lake Avenue Pipeline**

7. **Resolution No. 1853, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$311,730.00 with McClure & Sons, Inc. for the Water Quality Improvements Project**

### 8. 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, 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.

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

**10. Adjourn**

DATES TO REMEMBER*						
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION	
<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>						
1/4/23	Wed.	Board Meeting	11:45 a.m. – AMI Progress Update	12:15 p.m.	<b>Lunch:</b> City Hall Medford Room - Rm 330 <b>Study Session/Board Meeting:</b> City Hall Council Chambers - Rm 300	
<i>Monday, January 16, 2023 – Martin Luther King Jr. Day – Offices closed</i>						
1/18/23	Wed.	Board Meeting	Time TBD – Source Water Protection Plan	12:15 p.m.	<b>Lunch:</b> City Hall Medford Room - Rm 330 <b>Study Session/Board Meeting:</b> City Hall Council Chambers - Rm 300	

*\*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\\_0LVA-JlqSrSEuzzSyBDeyQ](https://us02web.zoom.us/webinar/register/WN_0LVA-JlqSrSEuzzSyBDeyQ)  
 Meeting passcode: 139987



To join by phone, call:  
 (669) 900-6833  
 Meeting ID Number: 867 8634 6826 Meeting passcode: 139987



## **Memorandum**

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

**FROM:** Brian Runyen, Engineering Manager

**DATE:** Wednesday, December 21, 2022

**SUBJECT:** Item 4.2 – Resolution 1851, Providing for the Creation of a Refund District Associated with construction of the My Place Hotel (BILL-21-87172) for Reimbursement to Celtic Services, Inc.

**OBJECTIVE:** Board Approval

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### **Issue**

MP Medford LLC and Celtic Services, Inc. have completed construction of public improvements for My Place Hotel in Medford, Oregon (372W12A1150). The construction of the project included installation of a 12-inch ductile iron water main from Airport Road to Biddle Road, a total of 850 lineal feet, which also traversed through an adjacent parcel (372W12A1102, 'Parcel 1') to the west under a shared access road with Parcel 1. Parcel 1, now split into two parcels under different ownerships (Parcels 1 & 2), consists of developable land with no current water service. Medford Water's Regulations Governing Water Service allow for creation of a Refund District to recuperate costs associated with the construction of the water main through the adjacent parcels. MP Medford LLC and Celtic Services, Inc. have requested establishment of a Refund District through which Celtic Services, Inc would be the party receiving reimbursement.

### **Discussion**

The request is consistent with our Regulations Governing Water Service requirements for creation of Refund Districts. The Refund District term will be for 20 years. This main was installed through private property for the express use for future development of those parcels. Therefore, it is equitable to split the cost equally amongst the benefitting properties. The total cost of the water facilities to be split is \$148,920.00 as indicated in the Dedication and Declaration of Water System Facilities from MP Medford LLC to Medford Water. The sum acreage of the three parcels is 6.14 acres, resulting in a pro-rata cost share of \$24,254.07 per acre, as detailed in the table below.

Parcel (Map/Tax Lot)	Parcel ac	Pro-rata share of cost
372W12A1102 (Parcel 1)	3.29	\$79,795.90
372W12A1151 (Parcel 2)	0.96	\$23,283.91
372W12A1150 (Parcel 3, My Place Hotel parcel)	1.89	\$45,840.19
Totals	6.14	\$148,920.00

Celtic Services, Inc. is responsible for the construction value related to Parcel 3's share. The Refund District will be established to collect the values above for the remaining 4.25 acres from the other two properties (372W12A TL 1151 and 1102), a total of \$103,079.81.

**Financial Impact**

There is no financial impact to Medford Water. When either of the two parcels (372W12A TL 1151 or 1102) receives plan approval from us to connect to the water main, we will collect the approved amount for the Refund District and pass the amount on to Celtic Services, Inc. If either of the properties are split prior to development, the per acre charge will be applied to each new parcel areas.

**Requested Board Action**

Staff recommends approval of Resolution 1851, creating a Refund District payable to Celtic Services, Inc. related to construction of the public water main.

**RESOLUTION NO. 1851**

A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction in Connection With the Construction of the My Place Hotel on Parcel 372W12A1150, From Adjacent Parcels Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of a Per Acreage Pro-Rata Share So Collected to Celtic Services, Inc., Installer of Said Water Main

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

SECTION 1. Celtic Services, Inc. has constructed approximately 850 lineal feet of 12-inch ductile iron water main from Airport Road to Biddle Road, as shown on the attached exhibit, paying all such costs of construction and through MP Medford LLC has dedicated the said water main to public use and ownership to the City of Medford by and through its Board of Water Commissioners.

SECTION 2. That the General Manager of Medford Water Commission, acting on behalf of the Board of Water Commissioners, has accepted said water main for ownership by the City of Medford by and through its Board of Water Commissioners.

SECTION 3. That the water lines described in Section 1 benefit the adjacent parcels 372W12A1102 and 372W12A1151, and that the property owners of said parcels have not paid any of the cost of said water main although benefited by said water main.

SECTION 4. That MP Medford LLC and Celtic Services, Inc. have agreed that Celtic Services, Inc. shall be the recipient of any reimbursements collected related to this Refund District.

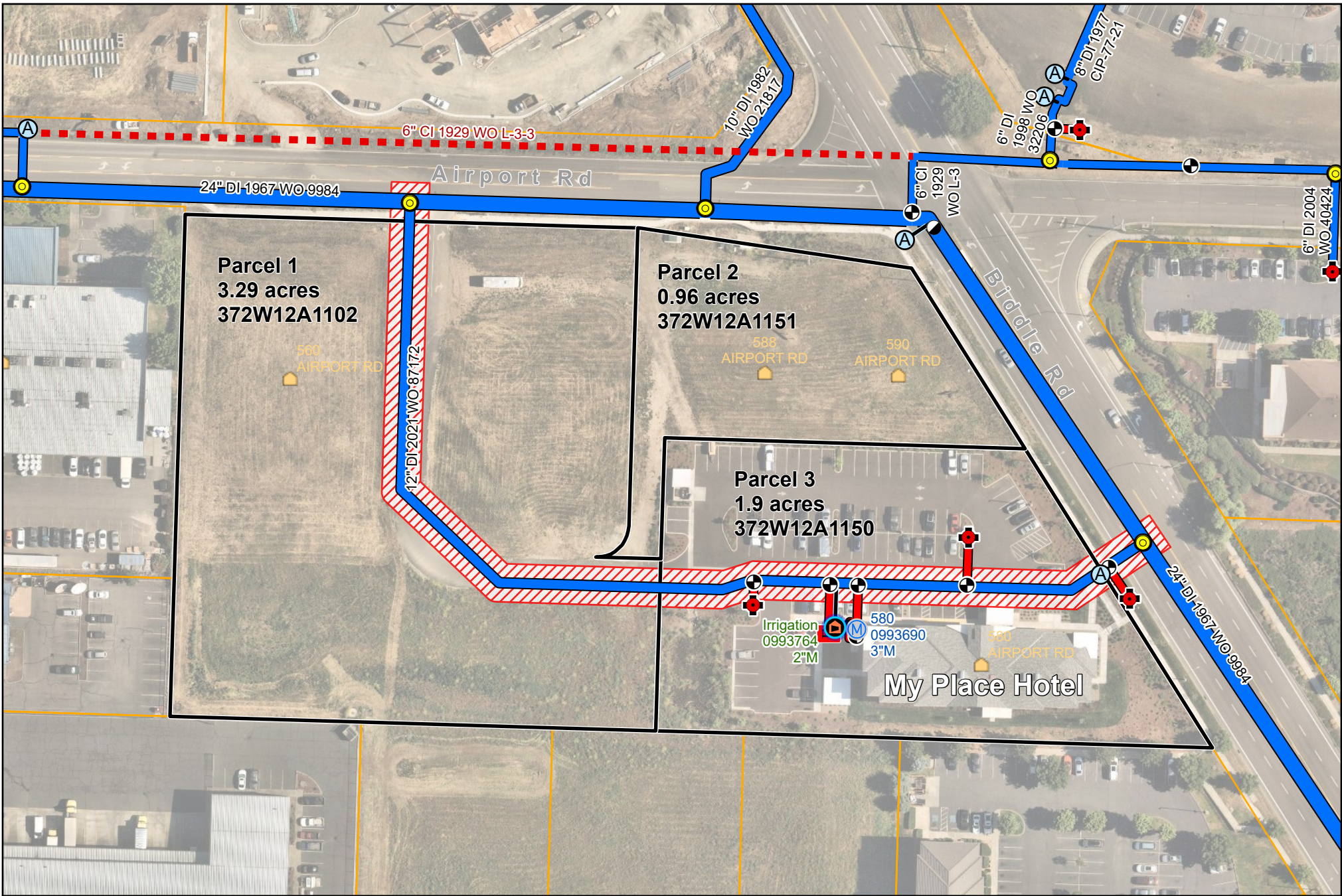
SECTION 5. That any future applicant for a service connection to the said water main for water service will be charged the sum of \$24,254.07 per acre of property being developed, as a proportionate share of the cost of the said water main, and the sums so charged and collected will be paid to Celtic Services, Inc., P.O. Box 680453, Marietta, GA 30068, until the 21st day of December 2042.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 21st day of December 2022.


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

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Bob Strosser, Chair





My Place Hotel  
Refund District

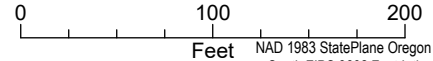
 Water Main Related to Refund District



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South FIPS 3602 Feet Intl





## **Memorandum**

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

**FROM:** Brian Runyen, PE, Engineering Manager  
Kevin Caldwell, PMP, Project Manager

**DATE:** Wednesday, December 21, 2022

**SUBJECT:** Item 6 – Resolution 1852, Authorizing the General Manager to Execute a Contract with RH2 Engineering, Inc. for Consulting Services for Predesign of Crater Lake Avenue Pipeline (CIP-23-00396)

**OBJECTIVE:** Board Approval

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### **Issue**

Medford Water advertised an RFP seeking proposals to deliver Consulting Services for the Design of Crater Lake Avenue and Spring Street Pipelines. RH2 Engineering, Inc. has been selected as the design consultant thru a Qualification Based Selection process, and a scope and fee have subsequently been negotiated. Board approval is required to execute a consulting services contract for this work.

### **Discussion**

The 2022 Distribution System Resilience Backbone Study identified the need for additional seismically resilient transmission conveyance along Crater Lake Ave. south of the Martin Control Station. This new transmission pipeline is part of the resilient water system backbone. It will deliver Duff WTP supply across the Gravity Zone toward the Capital Hill Reservoirs and will be sized to serve current and future demand conditions as prescribed by hydraulic and system demand analyses. It is anticipated that this pipeline will extend from Martin CS to Spring Street (identified in the 2017 Water Distribution System Facility Plan as “PL-7”) as well as east to the Capital Hill Reservoirs.

In August 2022, Medford Water advertised an RFP seeking proposals to deliver Consulting Services for design of this project. Two proposals were received for this project on September 27, 2022. Scoring of the proposals was provided by a 4-person selection committee including members of the Engineering and Operations departments. The outcome of the rankings are as follows:

1. RH2 Engineering, Inc.
2. Jacobs Engineering Group, Inc.

Staff is satisfied that RH2 Engineering, Inc. has the right combination of experience, technical expertise, and industry knowledge to deliver this work to the satisfaction of Medford Water. After notification of RH2 as the Highest Ranked Proposer, a Scope of Services and fee of \$248,444.00 were negotiated and agreed upon. Notice of Intent to Award was issued on December 1, 2022, and the protest period closed with no protests being received.

The scope of work in this initial contract will consist of pipeline alignment alternatives analysis,

preliminary geotechnical evaluation, review of environmental considerations of the alternatives, and preparation of a Basis of Design report.

This work will inform the scope for the design of the alternative selected to meet the project goals. At that time, scope and fee for the remaining design work will be negotiated and brought to the Board for approval.

### **Financial Impact**

This project will span multiple fiscal years. There is budget allocated for design of the project in fiscal year 22/23 and money forecast for design and construction in the 10 yr. CIP plan in FY23/24 and FY24/25.

### **Requested Board Action**

Staff recommends approval of Resolution 1852, authorizing the General Manager to execute a Consulting Services contract with RH2 Engineering, Inc. in the amount of \$248,444.00 for Predesign of Crater Lake Avenue Pipeline.



**RESOLUTION NO. 1852**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$248,444.00 with RH2 Engineering, Inc. for Consulting Services for Predesign of Crater Lake Avenue Pipeline

WHEREAS, Medford Water Commission solicited proposals for Consulting Services for Design of Crater Lake Avenue and Spring Street Pipelines (PL-7) (CIP-23-00396) through a Request for Proposals based on the Qualification Based Selection process; and

WHEREAS, a Notice of Intent to Award was issued to RH2 Engineering, Inc. on December 1, 2022, and no protests of the award were received; and

WHEREAS, RH2 Engineering, Inc. has submitted a Scope of Work, Schedule, and Budget for the Predesign phase of the project and is qualified and agreeable to render the services specified therein; and

WHEREAS, upon completion of this Predesign phase of the project, a scope and fee for remaining design work will be negotiated and brought to the Board for approval; and

WHEREAS, the value of the contract, estimated at \$248,444.00 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 \$248,444.00 for Consulting Services for Predesign of Crater Lake Avenue Pipeline (CIP-23-00396) is hereby awarded to RH2 Engineering, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract 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 thereof this 21st day of December 2022.

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

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Bob Strosser, Chair



## **Memorandum**

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

**FROM:** Brian Runyen, PE, Engineering Manager  
Andy Huffman, Capital & Special Projects Coordinator

**DATE:** Friday, December 9, 2022

**SUBJECT:** Item 7 – Resolution 1853, Authorizing the General Manager to Execute a Contract Amendment #4 to the Water Quality Improvements Project Construction Contract with McClure & Sons, Inc.

**OBJECTIVE:** Board Approval

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### **Issue**

Several items have been identified during the Water Quality Improvements Project construction contract which varied from the contract plans and specifications. These items have been delivered incidentally on a force account basis as managed and directed by the Owner.

### **Discussion**

The Water Quality Improvements Project is providing pH adjustment to the finished water at 2 locations. As the project is advancing there is a mix of design deficiencies and project opportunity which are being presented in this contract amendment. These include the following items:

- COP 6 - Utility pump and piping at BBS
- COP 9 - Credit for sump pump changes
- COP 16 - Communication network and fiber at BBS
- COP 19 - Relocate the job trailer and laydown yard at Duff (force account)
- COP 21 - Conduit and Vault for future fiber at Duff (force account)
- COP 22 - Addition of Turbidimeters at BBS

The force account changes are put forth according to the stipulations within Volume 1, section 1-7-5, Payment for Force Account Work. Within this section, the contractor provides actual costs with appropriate contractually stipulated mark ups.

The others are necessary items for successful completion of the project.

### **Financial Impact**

This Water Quality Improvements Project contract with McClure & Sons is currently \$8,739,840.00. The sum of this change is \$311,730.00. The amended contract value will be \$9,051,570.00. The anticipated costs for this CIP project for Fiscal Year 2021/22 is within the budgeted amount. The amount of the contract amendment exceeds the General Managers signing authority.

**Water Quality Improvements Project**  
**Contract Accounting / 12-8-2022**

<b>Original Contract</b>					<b>8,398,000.00</b>
<b>Change Order 1</b>					<b>No Cost</b>
<b>Change Order 2</b>					<b>213,890.00</b>
<b>Change Order 3</b>					<b>127,950.00</b>
<b>Change Order 4</b>					<b>311,730.00</b>
					<b>9,051,570.00</b>

**Requested Board Action**

Staff recommends approval of Resolution 1853, 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 \$311,730.00.

**RESOLUTION NO. 1853**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$311,730.00 with McClure & Sons, Inc. for the Water Quality Improvements Project

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 Improvements Project; and

WHEREAS, a contract amendment to the Water Quality Improvements Project in the amount of \$213,890.00 has been authorized by the Board of Water Commissioners through Resolution No. 1810; and

WHEREAS, a contract amendment to the Water Quality Improvements Project in the amount of \$127,950.00 has been authorized by the General Manager of Medford Water; and

WHEREAS, several items have been identified during construction which vary from the contract plans and specifications, and an additional contract amendment in the amount of \$311,730.00 is necessary for successful completion of the project; 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 Improvements Project in the amount of \$311,730.00 is hereby awarded to McClure & Sons, Inc.

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. on behalf of the Board of Water Commissioners, which contract is on file 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 thereof this 21st day of December 2022.

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

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Bob Strosser, Chair