



Wednesday, September 4, 2024 – 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

12:00 p.m. LUNCH

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 August 21, 2024

5. Resolution No. 1955, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$294,990 with Knife River Materials for the construction of the Big Butte Springs Facility Road and Lot Paving project

6. Resolution No. 1956, A RESOLUTION awarding and authorizing the General Manager to Execute a Contract Amendment to extend the contract with Bend Mailing Services for three additional months and increase the contract amount by \$100,000 and set the Not to Exceed Contract Amount to \$800,000 for Medford Water's Bill Design, Printing, and Mailing Services

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 Beau Belikoff, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

8. Propositions and Remarks from the Commissioners

9. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
09/18/24	Wed	Board Meeting	Time TBD – Duff Projects	12:15 p.m.	Robert A. Duff Water Treatment Plant
10/02/24	Wed	Board Meeting	Time TBD – Source Water Protection/ Forestry	12:15 p.m.	Big Butte Springs
10/16/24	Wed	Board Meeting	Time & Topic 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_QDU2NCA2RoKCE5tGs3ESUg

Meeting passcode: 854413



To join by phone, call:

(669) 900-6833

Meeting ID Number: 845 0504 8531

Meeting passcode: 854413



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith
FROM: Matthew Scott, PE, Staff Engineer, Brian Runyen, PE, Engineering Manager
DATE: Wednesday, September 4, 2024
SUBJECT: Item 5 – Resolution 1955, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$294,990 with Knife River Materials for the Big Butte Springs Facility Road and Lot Paving project
OBJECTIVE: Board Approval

Issue

Medford Water has publicly bid the Big Butte Springs Facility Road and Lot Paving project. Board approval is needed to execute a contract with the lowest responsive bidder.

Discussion

In support of the improvements made under the Water Quality Improvement Project (WQIP) at Big Butte Springs, this project will focus on replacing and upgrading the existing roadway leading to the Water Quality facilities and improving the parking lot around them. The project includes enhancing the drainage systems around the facilities, strengthening the roadway to accommodate larger vehicles supplying the new Sodium Hydroxide Chemical Feed facility, and improving overall operations at Big Butte Springs.

Medford Water has prepared in-house designed plans and bid documents. An invitation to bid for construction went out July 16, 2024.

Bids for the project were opened publicly on August 20, 2024. Bid amounts were as follows:

Knife River Materials	\$ 294,990.00
Frey Paving & Concrete LLC	\$ 324,650.00
MC Carlton Contracting, Inc.	\$ 328,360.00

Medford Water staff reviewed the bids and found the bid from Knife River Materials to be the lowest responsive bid. A Notice of Intent to Award the contract to Knife River Materials was issued to all bidders on Thursday, August 21, 2024.

Financial Impact

\$370,000 has been budgeted for this project in the current FY24-25. The in-house cost for the project so far has been \$15,500. The project is expected to come in below budget.

Requested Board Action

Staff recommends approval of this Resolution, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$294,990 with Knife River Materials for the Big Butte Springs Facility Road and Lot Paving project.

RESOLUTION NO. 1955

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$294,990 with Knife River Materials for the construction of the Big Butte Springs Facility Road and Lot Paving project

WHEREAS, Medford Water solicited bids for the Big Butte Springs Facility Road and Lot Paving project through an Invitation to Bid process; and

WHEREAS, Medford Water received and publicly opened three bids on August 20, 2024; and

WHEREAS, a review determined that the bid from Knife River Materials in the amount of \$294,990 was the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to Knife River Materials on August 21, 2024, and no protests of the award were received; and

WHEREAS, Knife River Materials is qualified and agreeable to render the services specified in the aforesaid mentioned Invitation to Bid; and

WHEREAS, the amount of the contract exceeds 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 a contract in the amount of \$294,990 for the Big Butte Springs Facility Road and Lot Paving project is hereby awarded to Knife River Materials.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$294,990, and any contract amendments not exceeding 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 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 4th day of September 2024.

ATTEST: _____
Amber Furu, Asst. Clerk of the Commission

Bob Strosser, Chair



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith
FROM: Julie Smitherman, Water Resources and Customer Service Manager
DATE: Wednesday, September 4, 2024
SUBJECT: Item 6 – Resolution 1956, Amendment to Bend Mailing Services Contract
OBJECTIVE: Board Approval

Issue

Medford Water originally contracted with Bend Mailing Services (Bend Mailing) for bill design, printing and mailing services in 2009 through a competitive solicitation process. The contract continued to be awarded in 2013, 2017, and again in 2021 and was exempt from competitive solicitation. The current contract adopted by resolution 1826 began in October 2021 and was for one year, with two one-year extensions and a total contract amount not to exceed \$600,000.

In March 2024, staff determined that funds under the current contract would be depleted by June 2024, five months before the contract expires in October 2024. The Board approved resolution 1926 amending the Bend Mailing contract and increasing the contract amount by \$100,000 for a total contract amount not to exceed \$700,000.

On July 9th, 2024, Medford Water issued a Request for Proposals for water bill design, printing and mailing services. The selection team reviewed and scored seven proposals and conducted interviews with the three highest ranked companies. Staff is currently in the contract scoping and negotiations phase with the company that scored the highest combined total of proposal and interview. The company has communicated that the implementation process could take up to 15-weeks to complete.

Discussion

In order to ensure a smooth transition to a new billing services company, and to give staff adequate time to make the conversion, staff is requesting approval to extend the 2021 Bend Mailing Services contract to January 25, 2025, (an additional 3 months) and increase the contract amount by \$100,000. This should provide enough time and resources for Bend Mailing to continue to provide billing services to Medford Water while a new bill printing and mailing services company completes the 15-week implementation process.

Financial Impact

Staff expects to spend approximately \$25,000 per month with Bend Mailing. Increasing the contract amount by \$100,000 would allow for at least 3 months of additional service.

The current contract with Bend Mailing Services has a maximum dollar amount of \$700,000 and staff is requesting an additional \$100,000, bringing the total contract amount to \$800,000.

Requested Board Action

Staff recommends approval of Resolution 1956, authorizing the General Manager to amend the Bend Mailing Services contract authorizing an extension for three months and increasing the contract amount by \$100,000 for a new not to exceed amount of \$800,000 to continue utilizing Bend Mailing until we have completed the implementation with a new billing services contractor.

RESOLUTION NO. 1956

A RESOLUTION awarding and authorizing the General Manager to Execute a Contract Amendment to extend the contract with Bend Mailing Services for three additional months and increase the contract amount by \$100,000 and set the Not to Exceed Contract Amount to \$800,000 for Medford Water’s Bill Design, Printing, and Mailing Services

WHEREAS, after a Request for Proposal solicitation process in 2009, Medford Water Commission (Commission) entered into a two-year contract with Bend Mailing Services (BMS), for utility bill design, printing, and mailing services, which was extended an additional two years; and

WHEREAS, in October 2013, said contract was exempted from competitive solicitation and awarded to BMS under the same terms and conditions and later also extended for an additional two years; and

WHEREAS, in October 2017, an exemption from competitive solicitation was again authorized and awarded to BMS under the same terms and conditions and later also extended for an additional two years; and

WHEREAS, in October 2021, an exemption from competitive solicitation was again authorized and awarded to BMS under the same terms and conditions under resolution 1789; and

WHEREAS, in August 2022 Resolution 1789 was amended to clearly authorize the General Manager to approve costs for the full term of the contract, up to \$600,000 in resolution 1826; and

WHEREAS, in March 2024 Resolution 1826 was amended in the amount of \$100,000, bringing the contract up to \$700,000 under resolution 1926 as it was determined contract funds would be exhausted five months before the contract expiration; and

WHEREAS, Medford Water began solicitation of water bill design printing and mailing services on July 9th 2024 and will likely be selecting a contractor that needs up to 15 weeks to complete the implementation; and

WHEREAS, Medford Water will need to amend resolution 1926 to continue utilizing Bend Mailing Services up to January 25th 2025; and

WHEREAS, it is anticipated that Medford Water will need to spend up to an additional \$100,000 with Bend Mailing Services with an extended contract;

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 \$100,000 is hereby awarded to Bend Mailing Services, setting a not-to-exceed amount of \$800,000.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment and payments for said contract amendment with Bend Mailing Services. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of Medford Water’s Contracting & Purchasing Regulations.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 4th day of September 2024.

ATTEST: _____
Amber Furu, Clerk of the Commission

Bob Strosser, Chair