



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 – Cost of Service Study Presentation - Part I of II (Beau Belikoff
Finance Manager, Shawn Koorn and Kevin Lorentzen HDR, 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.

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of October 16, 2024

4.2 Resolution No. 1960, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Entire Easement Originally Recorded as Document No. 2007-50458 of the Official Records of Jackson County on November 05, 2007

5. Items Removed from Consent Calendar

6. Resolution No. 1961, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$1,733,335 with Pilot Rock Excavation, Inc. for the Construction of the Southwest Medford Infrastructure Improvements – S. Stage Road 12” Water Main Project

7. Resolution No. 1962, A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment in the Amount up to \$3,179.04 with Paramount Ironworks LLC for the Big Butte Springs Line 1 Standpipe 858+51 Replacement

8. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Finance Manager Beau Belikoff, Water Operations Manager Dan Perkins, 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

DATES TO REMEMBER*

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
11/20/24	Wed	Board Meeting	COSA Part II	12:15 p.m.	Prescott Room, Police Dept
<i>Thursday & Friday, November 28 & 29, 2024 – Offices closed in observance of the Thanksgiving Holiday</i>					
12/04/24	Wed	Board Meeting	JC/MW Bulk Water Sales Update and Intermediate Water User Update	12:15 p.m.	Prescott Room, Police Dept
12/18/24	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_hBJXxQZCTnGRiXx4KKgs-A

Meeting passcode: 202227



To join by phone, call:

(669) 900-6833

Meeting ID Number: 878 1317 1265

Meeting passcode: 202227



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith
FROM: Brian Runyen, PE, Engineering Manager
DATE: Wednesday November 6, 2024
SUBJECT: Item 4.2 – Resolution 1960, Authorizing Execution of a Quitclaim Deed to Michael T. Mahar Retirement Plan & Trust
OBJECTIVE: Board Approval

Issue

A Resolution is required to authorize the Chair of the Board of Water Commissioners to execute a Quitclaim Deed for an easement previously dedicated to Medford Water (MW) that is no longer needed.

Discussion

In 2007, Canyon Creek Development granted a water line easement (recorded in Document No. 2007-050458 of the Official Records of Jackson County) for a proposed water line for a development project along what is now the private street Chianti Way, map/taxlot 371W22CA4209. Project construction was initiated but was never completed by Canyon Creek Development.

The land was subsequently acquired, and the project completed by Silver Oak Ridge, LLC and Michael T. Mahar Retirement Plan & Trust, the current owner of subject property. At that time an additional easement that covered the original 2007 easement area and additional areas was granted by Silver Oak Ridge, LLC and Michael T. Mahar Retirement Plan & Trust and recorded in Document No. 2015-035582, of the Official Records of Jackson County.

The current owner's surveyor recently found the duplicative 2007 easement and has requested that the record be clarified by a Quitclaim Deed of that original easement. The subsequent 2015 easement will remain in effect.

MW Staff recommends a Quitclaim Deed be executed by the Board Chair, releasing the prior recorded easement (recorded in Document No. 2007-050458 on November 5, 2007) relinquishing any rights MW may have to this prior easement on this property, with the subsequent easement recorded in Document No. 2015-035582 remaining in effect.

Financial Impact

There is no financial impact to Medford Water. Recording fees for the Quitclaim Deed will be paid by the Owner.

Requested Board Action

MW Staff recommends approval of this Resolution, authorizing the Chair of the Board of Water Commissioners to sign the Quitclaim Deed in favor of the Owner, on behalf of the City of Medford, by and through its Board of Water Commissioners as set forth in the Quitclaim Deed attached to the Resolution.

RESOLUTION NO. 1960

A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Entire Easement Originally Recorded as Document No. 2007-50458 of the Official Records of Jackson County on November 05, 2007

WHEREAS, the previous Owner / Developer of the Westridge Subdivision granted a water line easement recorded as Document No. 2007-50458 of the Official Records of Jackson County; and

WHEREAS, the subsequent and current Owner / Developer also granted a water line easement, recorded on October 15th, 2015, in Document No. 2015-35582 of the Official Records of Jackson County, which covers the same and additional areas as the easement recorded in 2007-50458; and

WHEREAS, to clarify the record, the easement recorded in Document No. 2007-50458 is to be quitclaimed with no effect on the subsequently recorded easement recorded in Document No. 2015-35582; and

WHEREAS, the easement recorded in Document No. 2007-50458 is not required by Medford Water; and

WHEREAS, the original easement is to be quitclaimed to remove the encumbrance on the property.

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

The Chair is hereby authorized to sign the Quitclaim Deed in favor of the Owner of Map/Tax Lot 371W22CA4209, on behalf of the City of Medford, by and through its Board of Water Commissioners, as set forth in the Quitclaim Deed, a copy of which is attached as Exhibit A and by reference, made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 6th day of November 2024.

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

Bob Strosser, Chair

Send Tax Statements to:
MICHAEL T. MAHAR RETIREMENT
PLAN & TRUST
815 ALDER CREEK DRIVE
MEDFORD, OREGON 97504

QUITCLAIM DEED

The CITY OF MEDFORD, by and through its Board of Water Commissioners, GRANTOR, does hereby remise, release and forever quitclaim to MICHAEL T. MAHAR RETIREMENT PLAN & TRUST, GRANTEE, all its rights, title and interest in and to the hereinafter described real property in the County of Jackson, City of Medford, State of Oregon.

The Released Easement Area is the water easement granted to The CITY OF MEDFORD, by and through its Board of Water Commissioners, recorded on November 05, 2007, as Document No. 2007-050458 of the Official Records of the County Clerk's Office of Jackson County, Oregon.

All areas of the Released Easement Area have been replaced by an easement granted to the CITY OF MEDFORD, by and through its Board of Water Commissioners, recorded in Document No. 2015-035582 of the Official Records of the County Clerk's Office of Jackson County, Oregon. This Quitclaim Deed shall have no effect on this replacement easement.

GRANTOR hereby agrees that the Water Easement recorded in Document No. 2007-050458 is hereby terminated, released and discharged with respect to the Released Easement Area.

Before signing or accepting this instrument, the person transferring fee title should inquire about the person's rights, if any, under ORS 197.352. This instrument does not allow use of the property described in this instrument in violation of applicable land use laws and regulations. Before signing or accepting this instrument, the person acquiring fee title to the property should check with the appropriate city or county planning department to verify approved uses, to determine any limits on lawsuits against farming or forest practices as defined in ORS 30.930 and to inquire about the rights of neighboring property owners, if any, under ORS 197.352.

The consideration for this conveyance: good and valuable (\$0.00).

IN WITNESS WHEREOF, said Grantor has executed this Quitclaim Deed this _____ day of _____, 20____.

By (Printed Name): _____

Signature: _____

Its: _____

STATE OF OREGON) ss.
County of _____)

This instrument was acknowledged before me on the ____ day of _____, _____, by _____, as _____, and that said instrument is the free act and deed of such _____.

Notary Public for Oregon

My Commission Expires: _____



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager

DATE: Wednesday, November 6, 2024

SUBJECT: Item 6 – Resolution 1961, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$1,733,335 with Pilot Rock Excavation Inc. for the Southwest Medford Infrastructure Improvements – S. Stage Road 12” Water Main project

OBJECTIVE: Board Approval

Issue

Medford Water has publicly bid the Southwest Medford Infrastructure Improvements – S. Stage Road 12” Water Main project. Board approval is needed to execute a contract with the lowest responsive bidder.

Discussion

The City of Medford has entered into a grant agreement with the State of Oregon, through the Oregon Business Development Department, to receive \$2,700,000 of American Rescue Plan Act (“ARPA”) funds for water infrastructure improvements in support of development in the Southwest Medford area. In a spirit of cooperation with the City of Medford and recognizing the expertise of Medford Water delivering Capital water construction projects, Medford Water is particularly suited to executing the bidding and construction management of these projects.

On June 7, 2023, the Board approved an Intergovernmental Agreement (IGA) between Medford Water and the City of Medford, whereby Medford Water will deliver two water construction projects funded by the grant money obtained by the City of Medford. The first of the two projects – the Orchard Home Waterline Extension – has already been completed.

Medford Water has prepared bid documents and publicly bid the second of the two projects: Southwest Medford Infrastructure Improvements - South Stage Rd. 12” Water Main. The project consists of the construction of a new 12-inch water main extension along South Stage Rd. between S. Columbus Ave. and Kings Hwy. This main will be connected to the Southwest Pressure Zone distribution system at Columbus Ave. Also included are distribution lines north on Kings Hwy and the planned future Lillian St north of South Stage Rd. These waterline extensions will benefit future development in the Southwest Pressure Zone in the vicinity of South Stage Rd and Kings Hwy. Once constructed, portions of the existing water system currently on a lower pressure zone will also be interconnected to this Southwest Pressure Zone Extension. This will effectively improve water pressure to approximately 200 existing water service connections that were part of the previous Kings Highway Water District.

Bids for the project were opened publicly on October 15, 2024. Bid amounts were as follows:

Pilot Rock Excavation, Inc.	\$ 1,733,335.00	
Northcore USA, LLC	\$ 1,742,075.20	
JB Steel, LLC	\$ 2,303,990.50	<i>*corrected from submitted bid total of \$2,303,912.00</i>
Knife River Materials	\$ 2,360,400.00	

The Engineer's cost estimate for the work included in this contract was \$1.9M.

Medford Water staff reviewed the bids and found the bid from Pilot Rock Excavation, Inc. to be the lowest responsive bid. A Notice of Intent to Award the contract to Pilot Rock Excavation, Inc. was issued to all bidders on Thursday, October 17, 2024.

Financial Impact

No unreimbursed costs are anticipated related to the Southwest Medford Infrastructure Improvements - South Stage Rd. 12" Water Main project. Under the IGA executed between Medford Water and the City of Medford, all costs incurred by Medford Water will be reimbursed by the City of Medford.

The main financial impact from Medford Water delivering the project relates to cashflow needs for Medford Water to contract directly with and pay the construction contractors. This impact will be mitigated by the City of Medford reimbursing Medford Water for such amounts within 10 days.

Requested Board Action

Staff recommends approval of this Resolution, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$1,733,335.00 with Pilot Rock Excavation, Inc. for the Southwest Medford Infrastructure Improvements - South Stage Rd. 12" Water Main project.

RESOLUTION NO. 1961

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$1,733,335.00 with Pilot Rock Excavation, Inc. for the Construction of the Southwest Medford Infrastructure Improvements – S. Stage Road 12” Water Main Project

WHEREAS, Medford Water solicited bids for the Southwest Medford Infrastructure Improvements – S. Stage Road 12” Water Main project through an Invitation to Bid process; and

WHEREAS, Medford Water received and publicly opened four bids on October 15, 2024; and

WHEREAS, a review determined that the bid from Pilot Rock Excavation, Inc. in the amount of \$1,733,335.00 was the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to Pilot Rock Excavation, Inc. on October 17, 2024, and no protests of the award were received; and

WHEREAS, Pilot Rock Excavation, Inc. is qualified and agreeable to render the services specified in the aforesaid Invitation to Bid; 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 contract in the amount of \$1,733,335.00 for the Southwest Medford Infrastructure Improvements – S. Stage Road 12” Water Main project is hereby awarded to Pilot Rock Excavation, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, and payments for said contract up to \$1,733,335.00, and any contract amendments not exceeding the General Manager’s purchasing authority, 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 6th day of November 2024.

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

Bob Strosser, Chair



Technical Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith
FROM: Dan Perkins; Water Operations Manager
DATE: Wednesday, November 6, 2024
SUBJECT: Item 7 - Resolution 1962, Authorization of a Contract Change Order with Paramount Ironworks LLC for BBS1 Standpipe 858+51 Replacement Project
OBJECTIVE: Board Approval

Issue

On January 3, 2024, Medford Water (MW) entered into a contract with Paramount Ironworks LLC for the Big Butte Springs Line #1 Standpipe 858+51 Replacement Project, with an approved amount of \$264,497. Authorization for the project was granted through Board Resolution No. 1918, which had no provisions for exceeding this amount. However, due to constructability issues encountered toward the end of the project, a change order of \$3,179.04 became necessary and now requires Board approval.

Discussion

The contractor, Paramount Ironworks LLC, and Medford Water developed a contingency plan for an alternate method of connection to the existing 1927 pipeline, should field conditions require it. The alternate plan was developed due to the complexities of turning water out of the transmission line so that the pipeline at the air stack site is dewatered for the connection to be made. If contingency plans were not made the connection could have been delayed hours longer possibly having to reschedule the project, which inconveniences customers on the pipeline and disrupts the water supply to our community.

Financial Impact

This project was not originally budgeted for, as it arose from an unexpected infrastructure failure. The contractor and Medford Water explored potential cost-saving measures; however, after thorough investigation and analysis, no reductions to the project costs were feasible. The initial construction contract was set at \$264,497. With the addition of the change order in the amount of \$3,179.04, the total contractual cost will now be \$267,676.04, reflecting a 1.2% increase. MW in FY/24 paid the contractor \$233,497. The remaining contract balance of \$31,000, plus the approved change order amount of \$3,179.04, will bring the total FY/25 expenditure to \$34,179.14. Capital variance funds will be used to cover these unbudgeted expenses.

Requested Action

Staff recommend approval of Resolution 1962, authorizing the General Manager to approve a Change Order in the amount of \$3,179.04 to Paramount Ironworks LLC.

RESOLUTION NO. 1962

A RESOLUTION Authorizing the General Manager to Execute a Contract Amendment in the Amount up to \$3,179.04 with Paramount Ironworks LLC for the Big Butte Springs Line 1 Standpipe 858+51 Replacement

WHEREAS, Medford Water competitively solicited bids for Big Butte Springs Line 1 Standpipe 858+51 Replacement through an invitation to Bid process; and

WHEREAS, a review determined that the bid from Paramount Ironworks LLC in the amount of \$264,497.00 was the lowest responsive bid; and

WHEREAS, Medford Water Board on January 3, 2024, approved and authorized the General Manager to execute contract and payments with Paramount Iron Works LLC.

WHEREAS, Resolution No. 1918 had no provisions for the General Manager to approve increases to the contract amount of \$264,497.00; and

WHEREAS, the value of the contract and potential extensions 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 the contract amendment include the Change Order in the amount of \$3,179.04 for contingency construction options is hereby approved for payment to Paramount Ironworks LLC.

SECTION 2. That the General Manager is hereby authorized and directed to execute said payment amendment for the amount of \$3,179.04 on behalf of the Board of Water Commissioners, which contract is on file in the Office of the Commission and by reference and 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 6th day of November 2024.

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

Bob Strosser, Chair