



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 – **Bulk Water Sales Update** (J Domis and Steve Lambert, Jackson County Roads & Parks; Water Distribution Operations Supervisor Scott Allis), and **Intermittent Water User Update** (Water Resources & Customer Service Manager Julie Smitherman)

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. Public Hearings

4.1 Consider Resolution No. 1963, A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2024 Cost of Service Study Shall Become Effective on March 1, 2025, and Thereafter

5. Approval or Correction of the Minutes of the Last Regular Meeting of November 20, 2024

6. Resolution No. 1964, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Pacific Electrical Contractors in the Amount of \$91,000 for Distribution System SCADA & Communication System Replacement CM/GC Pre-Construction Services

7. Resolution No. 1965, A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective December 4, 2024

8. 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.

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>Wednesday, December 25, 2024 – Offices closed in observance of the Christmas Day Holiday</i> | | | | | |
| 12/18/24 | Wed | Board Meeting | Time TBD – Annual Audit | 12:15 p.m. | Prescott Room, Police Dept |
| 1/1/2024 | Wed | Board Meeting | CANCELED <i>Offices closed in observance of the New Year's Day Holiday</i> | 12:15 p.m. | Prescott Room, Police Dept |
| 1/15/24 | Wed | Board Meeting | Source Water Protection | 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_-x4o3m-ySF670SGJomJgJg

Meeting passcode: 586660



To join by phone, call:

(669) 900-6833

Meeting ID Number: 891 3928 2744 Meeting passcode: 586660



Memorandum

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

FROM: Beau Belikoff, Finance Manager

DATE: Wednesday, December 4, 2024

SUBJECT: Item 4.1 - Resolution 1963, Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford

OBJECTIVE: Board Approval

Issue

Medford Water reconsiders its Cost of Service on an annual basis in order to equitably allocate revenue requirements to the various customer classes of service.

Discussion

Shawn Koorn and Kevin Lorentzen of HDR, Inc. presented study sessions to the Board on November 6 and November 20 on the 2024 Cost of Service Study.

There are no proposed changes to the rate structure or customer classes of service for all schedules, class usage characteristics and cost information was updated, and specific rate components will be assessed based on actual costs: high level surcharges (system average adjustment), backflow fee (no change), and the Bulk Water Rate (updated based on current costs of providing services).

Based on HDR's analysis, staff recommends board consideration of modifications in the monthly and gallonage charges for all customer groups. A non-inclusive rate summary sheet is attached, along with a copy of the resolution. Notice of the public hearing was provided to all customer groups, other interested parties, as well as the general public. If approved, modified rates would become effective March 1, 2025.

Financial Impact

Total system revenue adjustment is estimated at 15.4% for retail customers (including inside and outside customers), 13.9% for districts, and 11.4% for Partner Cities.

Requested Board Action

Staff recommends approval of Resolution 1963, which modifies water rates for all customer groups served by the Medford Water system.

RESOLUTION NO. 1963

A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2024 Cost of Service Study Shall Become Effective on March 1, 2025, and Thereafter

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

SECTION 1. On the 28th day of February 2025, all rates heretofore prescribed and established for the use and sale of water from the municipal water system of the City of Medford, Oregon, within and without said City, shall be repealed.

SECTION 2. Beginning with the billing for water service on the 1st day of March 2025, and thereafter, the rates for the use and sale of water from the municipal water system of the City of Medford, Oregon, within and without said City, shall be as set forth in the Schedules of the 2024 Cost of Service Study, a copy of which is on file at Medford Water's office and by reference made a part hereof, and summarized non-inclusively (per 1,000 gallons) as follows; the modified schedules will replace the repealed schedules in Exhibit E of the Regulations Governing Water Service, also effective March 1, 2025.

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

ATTEST:

Amber Furu, Asst. Clerk of the Commission

Bob Strosser, Chair

Schedule 1

Rates Effective: March 1, 2025

Fire Standby Service Inside City of Medford

Application:

This rate schedule shall apply to all fire standby services within the City of Medford as permitted under the Regulations Governing Water Service

| Base Charge | Line Size | Present Rates | RatesEff. 03/01/25 |
|--|------------------|----------------------|---------------------------|
| 1) Normal Monthly Fee | 2" | \$19.78 | \$22.83 |
| <i>Per Service by Line Size; per month</i> | 4" | 44.56 | 51.43 |
| | 6" | 81.34 | 93.88 |
| | 8" | 122.60 | 141.50 |
| | 10" | 184.67 | 213.15 |
| | 12" | 278.11 | 320.99 |

Schedule 2C

Rates Effective: March 1, 2025

Nonresidential & Multi-Family Inside City of Medford

Application:

This rate schedule shall apply to all accounts within the city limits of Medford except single family residential; shall apply to all schools, hospitals, churches, commercials, and industrials

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|---|---------------|------------------|------------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$18.09 | \$20.88 |
| | 1" | 28.36 | 32.73 |
| | 1/1/2" | 58.06 | 67.01 |
| | 2" | 86.70 | 100.07 |
| | 3" | 172.09 | 198.63 |
| | 4" | 269.20 | 310.72 |
| | 6" | 515.70 | 595.24 |
| | 8" | 792.67 | 914.92 |
| | 10" | 1,209.01 | 1,395.47 |
| 2) Special Fees | | | |
| a) High Elevation Water Service Charge | | \$4.64 | \$5.46 |
| <i>Per month, per meter; surcharge where booster pumping is provided</i> | | | |
| Consumption Charges | | | |
| 1) Water Gallonage Charge | | | |
| <i>all gallonage, per 1,000 gallons</i> | | | |
| <u>Blocks</u> | | | |
| Summer - Water Billed during April through Sept. | | \$1.84 | \$2.12 |
| Winter - Water Billed during October through March. | | 1.64 | 1.92 |
| 2) High Elevation Water Gallonage Surcharge | | \$0.09 | \$0.10 |
| <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | | | |

Schedule 2R

Rates Effective: March 1, 2025

Single Family Residential (Metered) Inside City of Medford

Application:

This rate schedule shall apply to all single-family residences within the City of Medford and to individual apartments in apartment houses in Medford where service is furnished through a separate meter for each such individual apartment

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|---|-----------------------|--------------------------|--------------------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$18.09 | \$20.88 |
| | 1" | 28.36 | 32.73 |
| | 1/1/2" | 58.06 | 67.01 |
| | 2" | 86.70 | 100.07 |
| 2) Special Fees | | | |
| a) High Elevation Water Service Charge <i>Per month, per meter; surcharge where booster pumping is provided</i> | | \$4.64 | \$5.46 |
| b) Residential Backflow Monthly Fee <i>per month</i> | | \$0.90 | \$0.90 |
| Consumption Charges | | | |
| 1) Water Gallonage Charge <i>Per month, per 1,000 gallons</i> | | | |
| 0 - 5,000 | | \$1.03 | \$1.19 |
| 6,000 - 25,000 | | 1.86 | 2.15 |
| > 25,000 | | 2.70 | 3.12 |
| 2) High Elevation Water Gallonage Surcharge <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | | \$0.09 | \$0.10 |

Schedule 3

Rates Effective: March 1, 2025

**Fire Standby Service
Outside City of Medford**

Application:

This rate schedule shall apply to all fire standby services outside the City of Medford as permitted under the Regulations Governing Water Service

| Base Charge | Line Size | Present Rates | Rates Eff. 03/01/25 |
|--|------------------|----------------------|----------------------------|
| 1) Normal Monthly Fee | 2" | \$29.00 | \$33.47 |
| <i>Per Service by Line Size; per month</i> | 4" | 63.90 | 73.75 |
| | 6" | 115.92 | 133.79 |
| | 8" | 171.59 | 198.04 |
| | 10" | 255.55 | 294.96 |
| | 12" | 380.57 | 439.25 |

Schedule 4C

Rates Effective: March 1, 2025

Nonresidential & Multi-Family Outside City of Medford

Application:

This rate schedule shall apply to all accounts except single family residential accounts and those classified as utility or other city customers, outside the City of Medford - to all schools, hospitals, churches, commercials, and industrials - in accordance with the Regulations Governing Water Service and except fire standby service

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|---|-------------------|----------------------|----------------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$25.16 | \$29.04 |
| | 1" | 41.83 | 48.28 |
| | 1/1/2" | 84.11 | 97.08 |
| | 2" | 123.87 | 142.97 |
| | 3" | 260.17 | 300.29 |
| | 4" | 395.37 | 456.34 |
| | 6" | 744.41 | 859.21 |
| | 8" | 1,120.68 | 1,293.50 |
| | 10" | 1,686.22 | 1,946.26 |
| 2) Special Fees | | | |
| a) High Elevation Water Service Charge <i>Per month, per meter; surcharge where booster pumping is provided</i> | | \$5.28 | \$6.21 |
| b) Service from Big Butte Springs Pipelines Surcharge <i>per meter, per month</i> | | \$5.13 | \$5.13 |
| c) Service from Big Butte Springs Pipelines Surcharge <i>per meter, per month, with backflow</i> | | \$12.73 | \$12.73 |
| Consumption Charges | | | |
| 1) Water Gallonage Charge <i>all gallonage, per 1,000 gallons</i> | | | |
| <u>Blocks</u> | | | |
| Summer - Water Billed during April through Sept. | | \$2.44 | \$2.81 |
| Winter - Water billed during October through March | | 2.24 | 2.61 |
| 2) High Elevation Water Gallonage Surcharge <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | | \$0.09 | \$0.10 |

Schedule 4R

Rates Effective: March 1, 2025

Single Family Residential Outside City of Medford

Application:

This rate schedule shall apply to all residential accounts outside the City of Medford except to accounts classified as utility or city customers in accordance with the Regulations Governing Water Service and except fire standby service

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|--|-------------------|----------------------|----------------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$25.16 | \$29.04 |
| | 1" | 41.83 | 48.28 |
| | 1/1/2" | 84.11 | 97.08 |
| | 2" | 123.87 | 142.97 |
| | 3" | 260.17 | 300.29 |
| | 4" | 395.37 | 456.34 |
| | 6" | 744.41 | 859.21 |
| | 8" | 1,120.68 | 1,293.50 |
| | 10" | 1,686.22 | 1,946.26 |
| 2) Special Fees | | | |
| a) High Elevation Water Service Charge <i>Per month, per meter; surcharge where booster pumping is provided</i> | | \$5.28 | \$6.21 |
| b) Service from Big Butte Springs Pipelines Surcharge <i>per meter, per month</i> | | \$5.13 | \$5.13 |
| c) Service from Big Butte Springs Pipeline Surcharge <i>per meter, per month, with backflow</i> | | \$12.73 | \$12.73 |
| d) Residential Backflow Monthly Fee <i>per meter, per month</i> | | \$0.90 | \$0.90 |

Consumption Charges

| | | | |
|---|--|--------|--------|
| 1) Water Gallonage Charge | | | |
| <i>Per month, per 1,000 gallons</i> | | | |
| 0 - 5,000 | | \$1.51 | \$1.74 |
| 6,000 - 25,000 | | 2.74 | 3.17 |
| > 25,000 | | 4.02 | 4.65 |
| 2) High Elevation Water Gallonage Surcharge | | | |
| | | \$0.09 | \$0.10 |
| <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | | | |

Schedule 5

Rates Effective: March 1, 2025

District Customers

Application:

This rate schedule shall apply to domestic water districts incorporated under Oregon State Statutes or private corporations organized for the provision of water service to 15 or more premises

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|--|------------|---------------|---------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$10.40 | \$11.85 |
| | 1" | 16.39 | 18.68 |
| | 1/1/2" | 34.01 | 38.75 |
| | 2" | 51.33 | 58.49 |
| | 3" | 96.95 | 110.47 |
| | 4" | 156.18 | 177.96 |
| | 6" | 302.78 | 344.99 |
| | 8" | 473.44 | 539.45 |
| | 10" | 729.69 | 831.43 |
| 2) Special Fees | | | |
| a) Residential Backflow Monthly Fee | | \$0.90 | \$0.90 |
| b) Fire Service by Detector Check Size | 2" | \$1.51 | \$1.72 |
| | 4" | 26.38 | 30.05 |
| | 6" | 48.35 | 55.07 |
| | 8" | 73.91 | 84.19 |
| | 10" | 112.28 | 127.90 |

Consumption Charges

1) Water Gallonage Charge

for all water measured by the master meters supplying the utility customers, or in the absence of master meters, the total of the gallonage used by the individual users within the service area of the utility customer plus 6 percent thereof. All gallonage, per 1,000 gallons.

Blocks

| | | |
|---|--------|--------|
| Summer - Water Billed during April through Sept. | \$0.85 | \$0.97 |
| Winter - Water Billed during October through March. | 0.65 | 0.77 |

Schedule 6

Rates Effective: March 1, 2025

Partner Cities

Application:

This rate schedule shall apply to incorporated cities purchasing water from the commission as defined by the Regulations Governing Water Service

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|------------------------------|-------------------|----------------------|----------------------------|
| 1) Normal Monthly Fee | 2" | \$90.88 | \$101.21 |
| | 3" | 171.79 | 191.32 |
| | 4" | 266.60 | 296.90 |
| | 6" | 490.22 | 545.94 |
| | 8" | 750.75 | 836.09 |
| | 10" | 1,142.54 | 1,272.41 |

Consumption Charges

1) Water Gallonage Charge

All gallonage, per 1,000 gallons.

Blocks

| | | |
|--|--------|--------|
| Summer - Water Billed during April through Sept. | \$1.01 | \$1.12 |
| Winter - Water billed during October through March | 0.81 | 0.92 |

Schedule 7

Rates Effective: March 1, 2025

Intermittent Users

Application:

This rate schedule shall apply to all customers that are served on an intermittent basis (e.g., golf course irrigation systems)

| Base Charge | Present Rates | Rates Eff. 03/01/25 |
|--|----------------------|----------------------------|
| 1) Normal Monthly Fee | | |
| a) Base charge will be based on the meter size for the appropriate customer class | | |
| 2) Special Fees | | |
| a) High Elevation Water Service Charge <i>Surcharge where booster pumping is provided; per month per meter</i> | \$5.28 | \$6.21 |
| b) Residential Backflow Monthly Fee | \$0.90 | \$0.90 |
| Consumption Charges | | |
| 1) Water Gallonage Charge | | |
| Summer - Water Billed during April through Sept. | \$2.44 | \$2.81 |
| Winter - Water Billed during October through March | \$2.24 | \$2.61 |
| 2) Special Charges | | |
| a) High Elevation Water Gallonage Surcharge <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | \$0.09 | \$0.10 |

Schedule 8

Rates Effective: March 1, 2025

Special Outside Customers Outside City of Medford

Application:

This rate schedule shall apply to all accounts receiving service from the Medford Water Commission connected through a master meter serving more than one residential unit have not paid a System Development Charge and approved for receiving of water service by the Board of Water Commissioners in accordance to the standards as set forth in Resolution No. 1058, and in accordance with the Regulations Governing Water Service

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|--|-------------------|----------------------|----------------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$25.16 | \$29.04 |
| | 1" | 41.83 | 48.28 |
| | 1/1/2" | 84.11 | 97.08 |
| | 2" | 123.87 | 142.97 |
| | 3" | 260.17 | 300.29 |
| | 4" | 395.37 | 456.34 |
| | 6" | 744.41 | 859.21 |
| | 8" | 1,120.68 | 1,293.50 |
| | 10" | 1,686.22 | 1,946.26 |
| 2) Special Fees | | | |
| a) High Elevation Water Service Charge <i>Per month, per meter; surcharge where booster pumping is provided</i> | | \$5.28 | \$6.21 |
| b) Service from Big Butte Springs Pipelines Surcharge <i>per meter, per month</i> | | \$5.13 | \$5.13 |
| c) Service from Big Butte Springs Pipeline Surcharge <i>per meter, per month, with backflow</i> | | \$12.73 | \$12.73 |
| d) Residential Backflow Monthly Fee <i>per meter, per month</i> | | \$0.90 | \$0.90 |
| Consumption Charges | | | |
| 1) Water Gallonage Charge <i>All gallonage, per 1,000 gallons.</i> | | | |
| Summer - Water Billed during April through Sept. | | \$2.99 | \$3.44 |
| Winter - Water billed during October through March | | 2.72 | 3.13 |
| 2) Special Charges | | | |
| a) High Elevation Water Gallonage Surcharge <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | | \$0.09 | \$0.10 |

Schedule 9

Rates Effective: March 1, 2025

Irrigation Inside City of Medford

Application:

This rate schedule shall apply to all accounts within the city limits of Medford for Irrigation Customers

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|---|------------|---------------|---------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$18.09 | \$20.88 |
| | 1" | 28.36 | 32.73 |
| | 1/1/2" | 58.06 | 67.01 |
| | 2" | 86.70 | 100.07 |
| | 3" | 172.09 | 198.63 |
| | 4" | 269.20 | 310.72 |
| | 6" | 515.70 | 595.24 |
| | 8" | 792.67 | 914.92 |
| | 10" | 1,209.01 | 1,395.47 |
| 2) Special Fees | | | |
| a) High Elevation Water Service Charge | | \$4.64 | \$5.46 |
| <i>Per month, per meter; surcharge where booster pumping is provided</i> | | | |
| Consumption Charges | | | |
| 1) Water Gallonage Charge | | | |
| <i>all gallonage, per 1,000 gallons</i> | | | |
| All Consumption | | \$1.84 | \$2.12 |
| 2) High Elevation Water Gallonage Surcharge | | \$0.09 | \$0.10 |
| <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | | | |

Schedule 10

Rates Effective: March 1, 2025

Irrigation Outside City of Medford

Application:

This rate schedule shall apply to all irrigation accounts outside Medford City limits

| Base Charge | Meter Size | Present Rates | Rates Eff. 03/01/25 |
|---|-------------------|----------------------|----------------------------|
| 1) Normal Monthly Fee | 5/8"x3/4" | \$25.16 | \$29.04 |
| | 1" | 41.83 | 48.28 |
| | 1/1/2" | 84.11 | 97.08 |
| | 2" | 123.87 | 142.97 |
| | 3" | 260.17 | 300.29 |
| | 4" | 395.37 | 456.34 |
| | 6" | 744.41 | 859.21 |
| | 8" | 1,120.68 | 1,293.50 |
| | 10" | 1,686.22 | 1,946.26 |
| 2) Special Fees | | | |
| a) High Elevation Water Service Charge <i>Per month, per meter; surcharge where booster pumping is provided</i> | | \$5.28 | \$6.21 |
| b) Service from Big Butte Springs Pipelines Surcharge <i>per meter, per month</i> | | \$5.13 | \$5.13 |
| c) Service from Big Butte Springs Pipelines Surcharge <i>per meter, per month, with backflow</i> | | \$12.73 | \$12.73 |
| Consumption Charges | | | |
| 1) Water Gallonage Charge <i>all gallonage, per 1,000 gallons</i> | | | |
| All Consumption | | \$2.44 | \$2.81 |
| 2) High Elevation Water Gallonage Surcharge <i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i> | | \$0.09 | \$0.10 |

Schedule 11

Rates Effective: March 1, 2025

Service Center Bulk Water Sales Dispenser

Application:

This rate schedule shall apply to the sale of bulk water from Medford Water's dispenser located at the City of Medford Service Center, at 821 N. Columbus Ave., Medford Oregon 97501.

| Consumption Charges | Present Rates | Rates Eff. 03/01/25 |
|--|----------------------|----------------------------|
| 1) Water Gallonage Charge <i>All gallonage, per 1,000 gallons.</i> | \$4.54 | \$5.39 |



Memorandum

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

FROM: Andy Huffman, Senior Capital & Special Projects Manager

DATE: Wednesday, December 4, 2024

SUBJECT: Item 6.0 – Resolution 1964, Authorizing the General Manager to Execute a contract for Distribution SCADA Construction Distribution System SCADA & Communication System Replacement CM/GC Pre-construction services

OBJECTIVE: Board Approval

Issue

Staff is pursuing a CM/GC construction contract for delivery of this work. The complex delivery schedule and long duration of this delivery make this approach in the best interest to the public.

Discussion

The Distribution SCADA project is under way and timing is appropriate to engage in a construction contract to support the project. On September 26th, 2024, a Request for Proposals was publicly advertised seeking qualifications-based proposals to provide pre-construction support services from a qualified contractor. Staff reached out to 11 different contractors in the area to do as much as possible to ensure a broad pool of responders. The proposal period closed on October 24th and Medford Water was in receipt of 1 proposal from Pacific Electrical Contractors (PEC). Staff reviewed and scored the proposal. This review was performed from the aspect of determining if the qualifications provided satisfies the requirements of the RFP and would be in the public's best interest. The PEC proposal was found to exceed the requirements of the RFP. PEC's qualifications are uniquely positioned to assist Medford Water in the delivery of this project.

Considering the long duration of the project (4 to 5 years) it is critical to maintain continuity with the construction delivery. It is also essential to have maximum influence over the schedule and phasing of the construction. As the construction will be occurring in facilities which will need to remain in service for the duration of construction activities, the construction will require close coordination between the Owner, Contractor, and Consulting Engineer.

The CM/GC delivery method gives Medford Water the best position to ensure successful delivery of all the facilities over the duration of the project. The facilities will be delivered in phased packages each fiscal year. The CM/GC delivery method will allow pricing of each of these discrete packages as they are released. This will also provide an opportunity to negotiate pricing with each construction package. Recent experience with a robust CM/GC contract has provided staff with a solid and comprehensive knowledge base to manage the delivery.

Financial Impact

The contract amount being requested under this Resolution will take the project thru Pre-construction services. The value of this portion of the work is \$91,000. The balance of the work will be delivered through a series of Early Work Amendment (EWA) contract amendments. Culminating with a Guaranteed Maximum Price (GMP). The overall cost to complete construction at the 44 separate facilities is estimated to be between \$2.9 and \$3.5 million delivered over 4 to 5 years. Each contracting milestone will be brought to the Board for review and authorization by Resolution.

Requested Board Action

Staff recommend approval of this Resolution, authorizing the General Manager to execute a contract for Distribution SCADA Construction Distribution System SCADA & Communication System Replacement CM/GC Pre-construction services in the amount of \$91,000.

RESOLUTION NO. 1964

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Pacific Electrical Contractors in the Amount of \$91,000.00 for Distribution System SCADA & Communication System Replacement CM/GC Pre-Construction Services

WHEREAS, Medford Water solicited proposals for Distribution System SCADA & Communication System Replacement CM/GC Pre-construction services; and

WHEREAS, a review determined that Pacific Electrical Contractors was the highest-ranked proposer, and it was determined the proposal met all requirements of the Request for Proposals; and

WHEREAS, a Notice of Intent to Award was issued to Pacific Electrical Contractors on November 21, 2024; and

WHEREAS, there were no protests to the Notice of Intent to Award; and

WHEREAS, Pacific Electrical Contractors is qualified and agreeable to render the services specified in the aforesaid Request for Proposals; and

WHEREAS, the amount of the contract and subsequent amendments is anticipated to exceed 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 \$91,000.00 for Distribution System SCADA & Communication System Replacement CM/GC Pre-construction Services is hereby awarded to Pacific Electrical Contractors.

SECTION 2. The General Manager is hereby authorized and directed to execute said contract and payments for said contract up to \$91,000.00, 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.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 4th day of December 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: Tanya Haakinson, HR Manager
DATE: Wednesday, December 4, 2024
SUBJECT: Item 7.0 – Resolution 1965, Adopting December 2024 Personnel Manual Updates (Sections 2 and 4)
OBJECTIVE: Board Approval

Issue

Incorporating updated information in Sections 2 and 4 – General Employment Practices & Policies, and Employee Benefits in the Personnel Manual.

Discussion

Personnel Manual update for Sections 2 and 4, which includes updates to Retiree Temporary Work Assignment Policy and Cash Out of Sick Leave to HRA/VEBA. A copy of the document will be made available before the meeting.

Financial Impact

With this revision, there is not an additional financial impact to the Retiree Temporary Work Assignment Policy. The financial impact is related to Cash Out of Sick Leave to HRA/VEBA policy, in that at least 80 hours of sick leave must be left for employee use, as needed. If the cash out would take the employee under that amount, the cash out will not be processed for employee. This helps the employee to have leave to use for sick reasons and Paid Leave Oregon processing.

Requested Board Action

Staff recommends approval of Resolution 1965, approving updates to the Personnel Manual, Sections 2 and 4, updating wording in the Retiree Temporary Work Assignment and Cash Out of Sick Leave to HRA/VEBA. Having clear, defined policies listed in the Personnel Manual assists staff in understanding key personnel policies and assists Finance/HR process policies in a consistent manner.

RESOLUTION NO. 1965

A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective December 4, 2024

WHEREAS, due to the updated rules and regulations concerning updating wording in the Retiree Temporary Work Assignment Policy and the Cash Out of Sick Leave to HRA/VEBA policies in the Personnel Manual; and

WHEREAS, the Board of Water Commissioners recognize the requirement to be met in updating the Retiree Temporary Work Assignment and Cash Out of Sick Leave to HRA/VEBA personnel rules and policies into a single authorizing resolution; and

WHEREAS, this resolution will add in the updated Sections 2 and 4, replacing the existing Sections of the Personnel Manual; and

WHEREAS, this resolution supersedes prior rules and policies to the extent it conflicts with the past provisions and amendments, and otherwise ratifies and continues the past provisions and amendments;

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

The Board of Water Commissioners hereby adopts the personnel rules and policies of as set forth in the revised Personnel Manual- Sections 2 and 4, a copy of which is on file in the Commission's office and by reference made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners of the City of Medford, Oregon, and signed by me in authentication thereof this 4th day of December 2024.

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

Bob Strosser, Chair