



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 – STUDY SESSION – Source Water Protection (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. Written Communications

4.1 Letter from City of Medford requesting a Special Report in Accordance with Medford Charter Section 19.6

5. Approval or Correction of the Minutes of the Last Regular Meeting of December 18, 2024

6. Resolution No. 1969, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$27,701,743 with S+B James Construction for the Construction of the Medford Water Operation Center Project

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
2/5/25	Wed	Board Meeting	Water Efficiency	12:15 p.m.	Prescott Room, Police Dept
2/19/25	Wed	Board Meeting	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_OEEQ_xhQQCavxP7gDRZPkw

Meeting passcode: 680461



To join by phone, call:

(669) 900-6833

Meeting ID Number: 831 4995 8065 Meeting passcode: 680461



December 31, 2024

Board of Medford Water Commission
c/o Bob Strosser, Commission Chair
200 South Ivy Street, Room 177
Medford, OR 97501

Subject: Special Report in Accordance with Medford Charter Section 19.6

Chair Strosser,

Pursuant to the City of Medford Charter of 1998, Chapter V, Section 19, the Medford City Council is formally calling for a special report to be provided by the Medford Water Commission. The cited section of the charters reads as follows:

(6) *Reports.* It shall be the duty of the board to make full reports to the city council of the business transacted by it and of the condition of its funds once every three months, and it shall also make special reports to the city council on matters relating to the water system when called for by the city council.

The special report to the City Council will address the following items:

1. A five-year history of water rates;
2. Planned or programmed increases in water rates;
3. A review of the Medford Water Commission Capital Improvement Program, to include current budgeted capital improvement projects as well as 5-year or 10-year planned projects from the Water Distribution System Facility Plan, June 2017, or from any other applicable master plan documents; and
4. An accounting of all current and pending debt incurred by the Medford Water Commission.

While we recognize that fulfilling this request will require a concerted effort on the part of Water Commission staff, the City Council needs this information to better understand current and potential impacts to the City and to those we represent. The special report will be provided to the City Council by February 6, 2025. Also, the Medford Water Commission will present a summary of the report at the February 19, 2025 City Council meeting.

Thank you for your attention to this matter.

Regards,

Randy Sparacino
Mayor

Tim D'Alessandro
Council President

Nick Card
Council Vice President



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith
FROM: Brad Taylor, General Manager
DATE: Wednesday, January 15, 2025
SUBJECT: Item 6.0 – Resolution 1969, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$27,701,743 with S+B James Construction for the Medford Water Operation Center Project.

OBJECTIVE: Board Approval

Issue

Medford Water has publicly bid the Medford Water Operation Center Project. Board approval is needed to execute a contract with the lowest responsive bidder.

Discussion

Medford Water has prepared bid documents and publicly bid the Medford Water Operation Center Project. The project consists of:

- Administration and Operations building of approximately 36,000 square foot one-story construction, consisting of steel structure with cold-formed metal bearing walls, curtain wall and storefront glazing, and insulated metal wall and roof panels, to include associated site work on vacant property.
- Decant building of approximately 6,000 square foot one-story construction consisting of pre-engineered metal building structure on concrete slab-on-grade with standing seam metal roof panels.
- Storage building of approximately 12,000 square foot one-story construction consisting of pre-engineered metal building system on concrete slab-on-grade with standing seam metal roof panels and no exterior walls.
- Vehicle Building and Maintenance Shop of approximately 14,000 square foot one-story construction of pre-engineered metal building system on concrete slab-on-grade with insulated metal wall and roof panels.
- Fuel Island with associated tanks and fueling stations, including a small pre-engineered metal building of approximately 1,300 square foot which functions as a canopy at the fueling location.
- Approximately 60-foot-tall communications tower and foundation.
- All buildings to be designed to Risk Category IV structural design requirements.

Bids for the project were opened publicly on December 19, 2024. Bid amounts were as follows:

S+B James Construction	\$27,701,743
Outlier Construction	\$28,866,000

The Engineer's cost estimate for the work included in this contract was \$35 to \$40 Million.

Medford Water staff reviewed the bids and found the bid from S+B James Construction to be the lowest responsive bid. A Notice of Intent to Award the contract to S+B James Construction was issued to all bidders on Monday, December 23, 2024. No protests were received by the deadline of December 31, 2024.

Financial Impact

Construction Contract and overall Project costs for this project are budgeted in the 1- year capital plan and planned in future years. Project final completion is scheduled for November 2026. This project is part of the Rogue Valley Water Supply Resiliency Program from Environmental Protection Agency (EPA) Water Infrastructure Finance Innovation Act (WIFIA). This act provides low interest loans to help with project funding.

Requested Board Action

Staff recommends approval of this Resolution, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$27,701,743 with S+B James Construction for the Medford Water Operation Center Project.

RESOLUTION NO. 1969

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$27,701,743 with S+B James Construction for the Construction of the Medford Water Operation Center Project

WHEREAS, Medford Water solicited bids for the Medford Water Operation Center Project through an Invitation to Bid process; and

WHEREAS, Medford Water received and publicly opened two bids on December 19, 2024; and

WHEREAS, a review determined that the bid from S+B James Construction in the amount of \$27,701,743 was the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to S+B James Construction on December 23, 2024, and no protests of the award were received; and

WHEREAS, S+B James Construction 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 \$27,701,743 for the Medford Water Operation Center Project is hereby awarded to S+B James Construction.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$27,701,743, and any contract amendments not exceeding 5% of the 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. All contract amendments approved under this authority will be promptly reported to the Board of Water Commissioners.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 15th day of January 2025.

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

Bob Strosser, Chair