



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

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. Approval or Correction of the Minutes of the Last Regular Meeting of February 21, 2024

5. Resolution No. 1925, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of Up to \$420,000, Not-to-Exceed a Total of \$535,000, and to Include Three Additional Two-Year Term Options with Milestone Landscape Group for Landscape Maintenance Services

6. By Motion, Authorizing the City of Talent to Waive Collection of Medford Water's System Development Charges for a Temporary Irrigation Water Service for Rogue Valley Sewer Service within the City of Talent

7. Resolution No. 1926, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$100,000 and Set the Not-to-Exceed Contract Amount to \$700,000 with Bend Mailing Services for Medford Water's Bill Design, Printing, and Mailing Services

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
3/20/24	Wed	Board Meeting	Capital Budget II	12:15 p.m.	Prescott Room, Police Dept
4/03/24	Wed	Board Meeting	TBD	12:15 p.m.	Prescott Room, Police Dept
4/17/24	Wed	Board Meeting	SDCs/CLA/Fees/ Rules and Regulations	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_DhCbEu7eRnWsAwWmPVXNLg

Meeting passcode: 806937



To join by phone, call:

(669) 900-6833

Meeting ID Number: 814 6025 6711 Meeting passcode: 806937



Technical Memorandum

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

FROM: Dan Perkins; Water Operations Manager

DATE: March 6, 2024

SUBJECT: Item 5.0 - Resolution 1925, Authorization for a Contract Amendment with Milestone Landscape Group to extend the Medford Water Landscape Maintenance Services contract for two more years with two additional options to renew

OBJECTIVE: Board Approval

Issue

On March 31, 2022, Medford Waters long term landscape contractor Spencer Dahlgren, who maintained landscaping at our various facilities, retired. In advance of this retirement, staff issued a formal, public solicitation for multi-year Landscape Maintenance Services at 24 different Medford Water locations. Three bids were received with Milestone Landscape Group identified as the low bidder. Staff entered into a two-year contract not-to-exceed \$115,000 with Milestone Landscape Group and includes three two-year options to renew. The intent was to try out Milestone Landscape Group for two years to ensure landscape maintenance services from the new contractor met our expectations. We have been satisfied with the performance of this contractor and staff now seeks approval to amend the contract amount to include the three two-year options to renew. The estimated cost of the three two-year options, including escalation, is \$420,000. The total cost of the contract amendment exceeds the General Manager's \$150,000 purchasing authority.

Discussion

Staff intended to evaluate the first two years of this contract to ensure the new contractor was performing to the satisfaction of Medford Water. It had been many, many years since we had anyone handling our landscaping services other than Spencer Dahlgren. There was hesitation to request the full amount of potential dollars from the Board until staff were satisfied with the new contractor's services at our 24 different facility locations. Staff is satisfied with Milestone Landscape Group's performance. With input from the contractor, we have increased the service level frequency at a few locations to maintain proper landscaping. As the current contract comes to an end, staff seeks Board approval to proceed with the three, two-year options to renew as originally stated in the initial solicitation and contract.

Financial Impact

The anticipated cost for the three additional two-year options to renew, including escalation, is \$420,000. These costs are covered in the current fiscal year budget and will be incorporated into future fiscal year budgets starting with FY 24/25.

Requested Action

Staff recommends approval of Resolution 1925, authorizing the General Manager to amend the contract, authorizing three two-year options to renew the Landscape Maintenance Services contract with Milestone Landscape Group. This change order will potentially add \$420,000 to the contract for a new not-to-exceed total of \$535,000.

RESOLUTION NO. 1925

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of Up to \$420,000, Not-to-Exceed a Total of \$535,000, and to Include Three Additional Two-Year Term Options with Milestone Landscape Group for Landscape Maintenance Services

WHEREAS, Medford Water competitively solicited bids for Landscape Maintenance Services through an Invitation to Bid process in February 2022; and

WHEREAS, a Notice of Intent to Award was issued to the low bidder, Milestone Landscape Group, on March 3, 2022, and no protests of the award were received; and

WHEREAS, the solicitation and original contract had an initial term of two years not-to-exceed \$115,000, with options to extend up to three additional two-year terms by mutual agreement of both parties in writing. The potential contract over an eight-year period shall not exceed \$535,000 in total; and

WHEREAS, Milestone Landscape Group is qualified and agreeable to render the services specified in the aforesaid Invitation to Bid; and

WHEREAS, the value of the contract and potential extensions 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 the contract amendment to include the three additional two-year term options for Landscape Maintenance Services is hereby awarded to Milestone Landscape Group in the not-to-exceed amount of \$420,000 and not-to-exceed \$535,000 over the potential eight-year duration of the contract.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment for up to six additional years, payments for said contract options up to \$420,000, 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 6th day of March 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: Brian Runyen, Engineering Manager

DATE: Wednesday, March 6, 2024

SUBJECT: Item 6.0 – Authorizing City of Talent to waive collection of Medford Water System Development Charges (SDCs) for a temporary irrigation water service for Rogue Valley Sewer Service within the City of Talent

OBJECTIVE: Board Approval by Motion

Issue

Rogue Valley Sewer Service (RVSS) is installing a storm water detention facility on the east side of the parking lot at 300 West Valley View adjacent to Bear Creek. This facility is being designed to help filter storm water and clean up impurities before it enters Bear Creek. They will be adding vegetation to the facility which will require water in the dry months. The City of Talent has chosen to waive their System Development Charge (SDC) fees for this 3/4" service from the City of Talent water system. RVSS and the City of Talent request Medford Water's SDC's be waived as well.

Discussion

The proposed water service is located within the City of Talent and therefore within the service area as allowed by Medford Water Resolution 1058. The service is direct from the City of Talent water system.

The water service will be for a maximum of 3 years through the growing season (March to October). The plants will take up to 3 years to establish. Once established the service will be disconnected.

This request is in alignment with past waivers to SDC's for temporary water services authorized by the Board by motion. This also is in line with practices regarding existing emergency metered water service agreements.

Financial Impact

No financial impact is incurred by this request.

Requested Board Action

Staff recommends approval by motion authorizing the City of Talent to waive collection of Medford Water's System Development Charges (SDC's) for a temporary irrigation water service within the City of Talent from the City of Talent's water system for establishment of vegetation related to construction of a storm water detention facility for Rogue Valley Sewer Service.



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, March 6, 2024
SUBJECT: Amendment to Bend Mailing Services Contract
OBJECTIVE: Board Approval

Issue

Medford Water originally contracted with Bend Mailing Services (BMS) 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. Staff has determined that funds under the current contract will be depleted by June 2024, five months before the contract expires in October 2024.

Yearly costs were estimated to be close to \$200,000 per year, however rate increases including postage, as well as increased communication with our customers have contributed to spending these contract funds more quickly.

Staff is requesting approval to add \$100,000 to the existing contract with BMS to cover the costs needed to get us through to the contract expiration date of October 2024. This will provide Medford Water with additional time to complete current projects and prepare to solicit proposals for a new mailing services contract.

Discussion

Several factors have led to funding being used before the contract expiration. Postage has increased four times since the contract began, increasing from \$0.38 to \$0.48 per piece during that time. There was also a small increase by BMS in October 2022 for \$0.01 per piece. We have also been sending out more letters and notifications to our customers than we have in previous years. These mailings have included special projects such as pH adjustment, and the Watersmart billing portal.

Additionally, In November 2021, we resumed our collections process and had a backlog of letters to send out since we did not do collections during the pandemic. We also increased our commercial backflow outreach and started regularly sending out letters to our commercial customers reminding them to have their backflows tested.

Medford Water staff have been working on several projects including upgrading the Main Website, switching to Paymentus (electronic payment provider), developing the Watersmart Billing Portal, and integrating Asset Managemnt. Staff discussed starting the solicitation process now however, with all of these projects set to launch this spring, staff believes it is in the best interest of Medford Water and our customers to wait to go out for solicitation until these projects have been implemented.

We are requesting approval to amend the contract with Bend Mailing Services by an additional \$100,000. This should allow for enough funding and time to continue with BMS until we are able to complete our current projects and devote time to solicitation. If after solicitation we determine that we will need to change companies to manage our bill design, printing and mailing services, we will have the bandwidth to make that transition.

Financial Impact

Staff expects to spend approximately \$20,000 per month with BMS. Increasing the contract amount by \$100,000 would allow for five months of additional service.

The current contract with Bend Mailing Services has a maximum dollar amount of \$600,000 and staff is requesting an additional \$100,000, bringing the total contract amount to \$700,000.

Requested Board Action

Staff recommends approval of Resolution 1926, authorizing the General Manager to amend the contract and authorizing an increase of \$100,000 for a new not to exceed amount of \$700,000 to cover the remaining costs of the contract with Bend Mailing Services.

RESOLUTION NO. 1926

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$100,000 and Set the Not-to-Exceed Contract Amount to \$700,000 with Bend Mailing Services for Medford Water’s Bill Design, Printing, and Mailing Services

WHEREAS, after a Request for Proposal solicitation process in 2009, Medford Water 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, Medford Water is in the process of implementing a new payment processor and customer billing portal and will need to continue to utilize services from Bend Mailing Services until implementation is complete; and

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

WHEREAS, Medford Water will need to amend Resolution 1826 to continue utilizing Bend Mailing Services up to October 2024 when the current contract expires and will be going out for solicitation for water bill design, printing and mailing services in summer of 2024;

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 \$700,000.

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 6th day of March 2024.

ATTEST: _____
Amber Furu, Clerk of the Commission

Bob Strosser, Chair