



**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 – Capital Budget 2023-24 Part II  
(Engineering Manager Brian Runyen)

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 March 1, 2023

4.2 Resolution No. 1863, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction of a Water Main in Aster Street, from Adjacent Parcels Benefitting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to RD Properties Oregon, LLC

**5. Items Removed from Consent Calendar**

**6. Resolution No. 1864, A RESOLUTION Awarding and Authorizing the General Manager to Execute Contract Amendment No. 3 in the Amount of \$42,806 to the Contract with RH2 Engineering, Inc. for a Total Contract Amount of \$230,998 for the North Foothill Road BBS Waterline Relocation Engineering 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 Anna Roeder, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Customer Service & Water Efficiency Manager Julie Smitherman, and General Manager Brad Taylor.

**8. Propositions and Remarks from the Commissioners**

**9. Adjourn**

<b>DATES TO REMEMBER*</b>					
<b>DATE</b>	<b>DAY</b>	<b>TYPE OF MEETING</b>	<b>STUDY SESSION TIME &amp; TOPIC</b>	<b>REGULAR MEETING</b>	<b>LOCATION</b>
04/05/23	Wed.	Board Meeting	Time TBD – Asset Management	12:15 p.m.	Prescott Room, Police Dept.
04/19/23	Wed.	Board Meeting	Time TBD – SDCs/CLA/Fees/Rules and Regs Update	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\\_OhwunKatRCWgjPiFLPKdg](https://us02web.zoom.us/webinar/register/WN_OhwunKatRCWgjPiFLPKdg)

Meeting passcode: 079086



To join by phone, call:

(669) 900-6833

Meeting ID Number: 843 1473 6989

Meeting passcode: 079086



## **Memorandum**

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

**FROM:** Brian Runyen, Engineering Manager

**DATE:** Wednesday, March 15, 2023

**SUBJECT:** Item 4.2 – Resolution 1863, Providing for the Creation of a Refund District Associated with the Cherry Meadows Subdivision Phase 2 (BILL-22-87215) for Reimbursement to RD Properties Oregon, LLC

**OBJECTIVE:** Board Approval

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### **Issue**

RD Properties Oregon, LLC has completed construction of public improvements for Phase 2 of the Cherry Meadows Subdivision in Medford, Oregon. The construction of the subdivision included approximately 370 lineal feet of 8-inch ductile iron water main in Aster Street. The south side of Aster Street consists of potentially re-developable land with no current water service, and under different ownership. Medford Water Regulations Governing Water Service (Regulations) allow for creation of a Refund District to recuperate costs associated with the construction of the water main in Aster Street. RD Properties Oregon, LLC has requested establishment of a Refund District.

### **Discussion**

The request by RD Properties Oregon, LLC is consistent with Medford Water Regulations requirements for creation of Refund Districts. The Refund District term will be for 20 years. The board has previously approved a reimbursement amount for 8" water mains in Exhibit A to the Regulations (effective July 1, 2022). The current amount for an 8" water main installed in an unpaved condition (Aster Street) is \$30.21 per lineal foot for each side of street frontage.

### **Financial Impact**

There is no financial impact to Medford Water. When a new customer connects to the water main, Medford Water collects the approved amount for the Refund District and passes the amount on to RD Properties Oregon, LLC.

### **Requested Board Action**

Staff recommends approval of Resolution 1863, creating a Refund District to RD Properties Oregon, LLC, Inc related to Phase 2 of the Cherry Meadows Subdivision.

**RESOLUTION NO. 1863**

A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction of a Water Main in Aster Street, from Adjacent Parcels Benefitting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to RD Properties Oregon, LLC

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

SECTION 1. RD Properties Oregon, LLC has constructed approximately 370 lineal feet of 8-inch ductile iron water main from Aster Street from approximately 390 feet west of Cherry Street to approximately 760 feet west of Cherry Street as shown on the attached exhibit, paying all such costs of construction, and has dedicated the said water main to public use and ownership to the City of Medford by and through its Board of Water Commissioners.

SECTION 2. That the General Manger of Medford Water Commission, acting on behalf of the Board of Water Commissioners, has accepted said water main for ownership by the City of Medford by and through its Board of Water Commissioners.

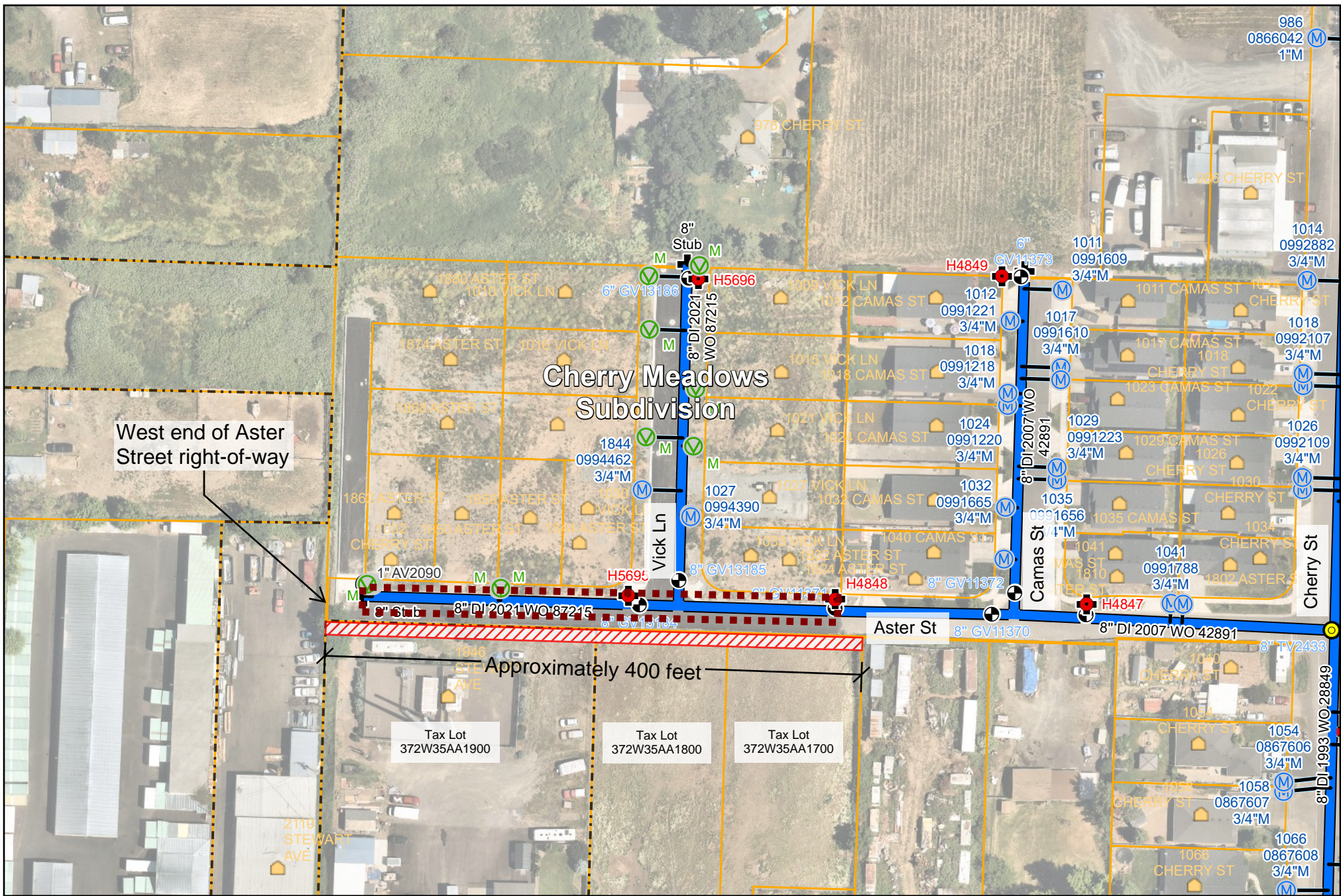
SECTION 3. That the water line described in Section 1 benefits the adjacent parcels (372W35AA Tax Lots 1700, 1800 and 1900), and that the property owners of said parcels have not paid any of the cost of said water main although they may receive benefit of said water main.

SECTION 4. That any future applicant for a service connection to the said water main for water service will be charged the sum of \$30.21 per lineal foot of their property along Aster Street, as a proportionate share of the cost of the said water main, and the sums so charged and collected will be paid to RD Properties Oregon LLC, 171 Ehrman Way, Medford, OR 97501, until the 15th day of March, 2043.



PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 15th day of March 2023.

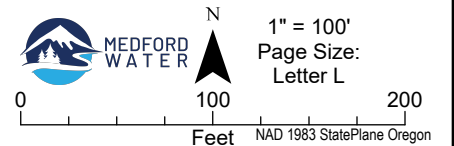
ATTEST: \_\_\_\_\_  
Amber Furu, Asst. Clerk of the Commission

\_\_\_\_\_ Michael Smith, Chair



Cherry Meadows Subdivision  
Refund District

Refund District Extent  
 Affected Frontage  
 Water Line Installed





## Memorandum

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

**FROM:** Brian Runyen, PE, Engineering Manager

**DATE:** March 15, 2023

**SUBJECT:** Item 6.0 - Resolution 1864, Awarding and Authorizing the General Manager to Execute Contract Amendment No. 3 in the Amount of \$42,806 to the Contract with RH2 Engineering, Inc. for a Total Contract Amount of \$230,998 for the North Foothill Road BBS Waterline Relocation Engineering Services

**OBJECTIVE:** Board Approval

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### Issue

The existing contract with RH2 Engineering, Inc. for the “North Foothill Road BBS Waterline Relocation Engineering Services” needs to be amended to add back in budget for services during construction. The current total contract value and proposed new value with this amendment exceeds the General Manager’s approval authority. Board approval is needed to execute this contract amendment.

### Discussion

Medford Water executed a \$94,455 contract with RH2 Engineering, Inc. on June 9, 2021, for the North Foothill Road BBS Waterline Relocation Engineering Services. Amendment No. 1 to the contract was executed on May 23, 2022, and Amendment No. 2 was executed following Board approval on September 7, 2022. Amendments 1 and 2 were necessary due to change in scope of the design (additional water lines and changes due to value engineering), and to respond to ongoing roadway, wall, drainage and other utility design changes by the City of Medford. Total contract amount thru Amendment No 2 is \$188,192.

Construction support services were removed during Amendment No. 1 both to manage the ongoing design budget and in recognition that a new budget for services during construction would need to be scoped once more was known about how ODOT would manage and deliver the project.

The construction contract for the Foothill Rd. Corridor project has since been awarded by ODOT to Knife River Materials and will be administered by ODOT and the City of Medford. Medford Water staff will manage and inspect our water portions of the project thru ODOT and the City of Medford. RH2 Engineering will be utilized to provide additional limited construction support services during the anticipated 3 years of construction. Work by RH2 is estimated to include design revisions as needed to respond to any changes during construction due to other scopes of work, response to requests for information, special inspections and submittal reviews.

All work during construction by RH2 will be on an as-requested basis to support Medford Water staff. A not-to-exceed budget for this work has been set at \$42,806 over the 3-year construction period. RH2’s support will cover both the portion of the project designed by RH2 as well as the portion designed by Marquess Engineering. If any input from Marquess is necessary during construction, it will be delivered thru their ongoing On-Call Engineering support contract. This is expected to be minimal.

## Financial Impact

There is budget allocated in the current Fiscal Year, in the next year FY23/24 1-year budget, and in FY24/25 and FY25/26 for this work within the project. This work is fully accounted for in the Design and the Construction Inspection line items of the overall project budget previously presented to the Board:

	DEC 2022 UPDATE (POST-BID)	
<b>TOTAL DESIGN EST (CONSULTANTS &amp; MWC)</b>	\$	<b>500,000</b>
Construction: MWC Forces Before & During Construction	\$	230,000 \$ (115,000) COM
Construction: Costs Administered Under ODOT Contract	\$	6,400,000 \$ (1,000,000) COM
Construction: Pre-purchase of Phase 1 Water Pipe, etc	\$	257,000
Construction: Reimbursement to COM for COM bid items		<i>incl in costs above</i>
Construction: Est Inspection, Admin & Consultants	\$	<b>110,000</b>
<b>TOTAL CONSTRUCTION</b>	\$	<b>7,000,000</b>
<b>CONSTRUCTION &amp; BIDDING CONTINGENCY (20%)</b>		<i>incl in costs above</i>
<b>CURRENT EST PROJECT SUBTOTAL</b>	\$	<b>7,500,000</b>
<b>City of Medford Reimbursement (with contingency)</b>	\$	<b>(1,100,000)</b>
<b>CURRENT EST PROJECT TOTAL (WITH CONTINGENCY)</b>	\$	<b>6,400,000</b>

In the current budget, total costs for design (for *both* engineering consultants - RH2 Engineering and Marquess Engineering) and construction support, including Medford Water staff, remains under 9% of the total project construction costs for water-related and associated general conditions items.

## Requested Board Action

Staff recommends approval of Resolution 1684 Awarding and Authorizing the General Manager to Execute Contract Amendment No. 3 in the Amount of \$42,806 to the Contract with RH2 Engineering, Inc. for a Total Contract Amount of \$230,998 for the North Foothill Road BBS Waterline Relocation Engineering Services.

**RESOLUTION NO. 1864**

A RESOLUTION Awarding and Authorizing the General Manager to Execute Contract Amendment No. 3 in the Amount of \$42,806 to the Contract with RH2 Engineering, Inc. for a Total Contract Amount of \$230,998 for the North Foothill Road BBS Waterline Relocation Engineering Services

WHEREAS, Medford Water Commission (Medford Water) executed a Contract with RH2 Engineering, Inc. on June 9, 2021, Amendment No. 1 on May 23, 2022 and Amendment No. 2 on September 7, 2022; and

WHEREAS, RH2 Engineering, Inc. has submitted Amendment No. 3 to the Scope of Work, Schedule, and Budget for the project in the amount of \$42,806 and is qualified and agreeable to render the services specified therein; and

WHEREAS, the total value of the Contract including Amendment Nos. 1, 2 and 3, estimated at \$230,998, 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 contract Amendment No. 3 in the amount of \$42,806, for a total contract amount of \$230,998, is awarded to RH2 Engineering, Inc. for the North Foothill Road BBS Waterline Relocation Engineering Services.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment with RH2 Engineering, Inc., and payments for said contract and amendments, up to \$230,998. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of Medford Water’s Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 15th day of March 2023.

ATTEST: \_\_\_\_\_  
Amber Furu, Asst. Clerk of the Commission

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Michael Smith, Chair