



This meeting will be held in person, but you may attend virtually through the following link:

https://us02web.zoom.us/webinar/register/WN_NuKLWoU2QK-mIERn7BKO5w

The meeting passcode is 819984.

Online participants will be able to view presentation material and submit questions or comments.

You can also join by dialing in with your phone; call (669) 900-6833.

The meeting ID number is 865 4406 3986, and the meeting passcode is 819984.

AGENDA

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Cost of Service Study Presentation - Part II of II
(Shawn Koorn and Kevin Lorentzen, HDR)

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 November 2, 2022

4.2 Quarterly Letter to Mayor and Council

5. Items Removed from Consent Calendar

6. Resolution 1846, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with NEXGEN Asset Management, Inc. for Computerized Maintenance Management Software and Implementation services, Not to Exceed \$1,705,552

7. Resolution 1847, A RESOLUTION Awarding and Authorizing the General Manager to Execute Contracts with Sunset Forestry, Inc. and JD Forestry, LLC for Big Butte Springs Forest Thinning Services, Not to Exceed \$500,000 Each

8. Resolution 1848, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$411,986.30 with North Coast Electric for Procurement of Allen Bradley Programmable Logic Controllers and Other Related Components

9. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Water Quality & Treatment Manager Ben Klayman, Interim 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.

10. Propositions and Remarks from the Commissioners

11. Adjourn

DATES TO REMEMBER *					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
<i>Thursday & Friday, November 24 & 25, 2022 – Offices closed in observance of the Thanksgiving Holiday</i>					
12/07/22	Wed	Board Meeting	11:45am – JC/Mfd. Wtr. Bulk Wtr. Sales & Intermediate Wtr. User Update	12:15 p.m.	Prescott Room, Police Dept.
12/21/22	Wed	Board Meeting	11:45am – Annual Audit	12:15 p.m.	Prescott Room, Police Dept.
<i>Monday, December 26, 2022 – Offices closed in observance of the Christmas Day Holiday</i>					
<i>Monday, January 2, 2023 – Offices closed in observance of the New Year's Day Holiday</i>					

**Meeting dates, times, and locations are subject to change.*



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson
FROM: Brad Taylor, General Manager
DATE: Wednesday, November 16, 2022
SUBJECT: Item 4.2 – Quarterly Letter to the Mayor and City Council
OBJECTIVE: Board Approval

Issue

The letter to the Mayor and City Council for the first quarter of Fiscal Year 2022-23 along with the financials, Consumption Report, and Watershed Report.

Discussion

Medford Water is required by Section 19 of the Medford Charter to make full reports of the business transacted by it and of the condition of its funds once every three months to the City Council. If the board members agree to the contents of the letter for the first quarter of FY22-23, the Chair and General Manager will sign, and it will be forwarded to the Mayor and Council members.

Financial Impact

n/a

Requested Board Action

Approve contents of the first quarter letter to the Mayor and City Council.



November 16, 2022

Mayor Randy Sparacino and City Council
City of Medford, Oregon
411 West 8th St.
Medford, Oregon 97501

Honorable Mayor and Council Members:

Attached are Medford Water's quarterly financial reports for the first quarter of Fiscal Year 2022-23, as well as Consumption and Watershed Reports.

During the first quarter of Fiscal Year 2022-23, Medford Water completed work on the Ozone replacement project at the Robert A. Duff Water Treatment Plant. Design work continues on projects to increase the capacity of the plant and the water transmission system. This work is necessary to meet the growing needs of our community and region, and to address seismic vulnerabilities of existing infrastructure.

Additionally, we are in a purchase agreement for 10 acres of property on Industrial Drive to build a campus facility that will be home to our administrative and operational functions.

If the Mayor or Council members have any questions, feel free to contact our office at any time, or Tim D'Alessandro, Council Liaison.

Sincerely,

Bob Strosser, Chair
Board of Medford Water Commissioners

Brad Taylor, General Manager
Medford Water

Attachments

Medford Water Commission
Income Statement
9/30/2022

	Month to Date		Year to Date	
	Current	Prior	Current	Prior
Water Fund				
Operating Revenues				
Residential Sales Inside Gallonage	\$970,885.90	\$739,321.58	\$2,571,597.43	\$2,596,056.17
Commercial Sales Inside Gallonage	358,776.33	291,092.88	911,050.16	907,506.56
Industrial Sales Inside Gallonage	19,311.00	23,970.08	54,226.23	62,945.88
Base Charges Inside	531,811.89	494,838.36	1,593,116.10	1,482,599.12
High Elevation Charges	48,650.39	40,493.85	133,064.15	124,201.18
Fire Services Inside	29,352.99	26,879.77	87,644.37	80,650.87
Residential Sales Outside Gallonage	141,281.49	110,773.71	436,582.63	422,457.57
Commercial Sales Outside Gallonage	87,800.96	86,426.55	238,058.08	288,300.82
Industrial Sales Outside Gallonage	166,131.68	139,640.20	457,312.96	453,008.92
Base Charges Outside	114,123.47	106,681.14	342,250.44	320,422.01
Fire Services Outside	8,316.95	7,664.20	24,924.45	22,983.31
Sales to Other Utilities	378,082.80	316,373.69	1,315,004.67	1,475,404.07
Miscellaneous Collections	36,998.67	17,774.66	110,909.62	54,989.99
Connections/Installations	114,239.20	110,730.10	228,745.51	250,382.34
Total Operating Revenues	3,005,763.72	2,512,660.77	8,504,486.80	8,541,908.81
Operating Expenses				
Water Operating Expenses				
Source of Supply	86,666.81	57,218.57	370,774.71	218,155.45
Supply Pumping	124,126.70	95,245.06	272,771.70	282,133.09
Purification	285,465.46	256,455.54	946,210.16	769,500.94
Transmission	18,399.71	29,157.08	41,938.38	62,033.74
Distribution Pumping	52,435.70	35,171.16	146,608.17	118,357.32
Distribution	329,215.40	179,255.96	1,055,838.34	618,109.95
Customer Accounts & Collection	189,686.58	255,505.59	672,495.06	593,047.16
Administrative & General	6,506.38	252,369.91	196,808.93	399,886.80
Connections/Installations	120,666.75	100,810.60	189,872.97	191,866.61
Total Operating Expenses	1,213,169.49	1,261,189.47	3,893,318.42	3,253,091.06
Operating Income Before Depreciation	1,792,594.23	1,251,471.30	4,611,168.38	5,288,817.75
Depreciation	340,288.32	319,666.92	1,021,774.40	959,000.76
Total Operating Income	1,452,305.91	931,804.38	3,589,393.98	4,329,816.99
Non Operating Revenues				
Charges in Lieu of Assessments	0.00	0.00	0.00	0.00
Investment Revenue	(8,859.21)	494.68	(5,742.06)	17,037.67
Grant Revenue	(2,294.00)	0.00	(2,294.00)	0.00
Forest Product Revenue	0.00	0.00	0.00	0.00
Debt Proceeds	1,179,298.65	0.00	1,179,298.65	0.00
Miscellaneous Revenue	3,031.44	51,634.18	28,307.56	88,676.77
Total Non Operating Revenues	1,171,176.88	52,128.86	1,199,570.15	105,714.44
Income Before Contributions	2,623,482.79	983,933.24	4,788,964.13	4,435,531.43
Capital Contributions				
System Development Charges	146,446.23	265,552.95	401,614.59	607,010.06
Developer Donations (Capitalized)	0.00	0.00	9,200.00	0.00
Total Income from Contributions	146,446.23	265,552.95	410,814.59	607,010.06
Net Income - Water Fund	\$2,769,929.02	\$1,249,486.19	\$5,199,778.72	\$5,042,541.49
Combined Income (All Funds)				
Net Income - Water Fund	2,769,929.02	1,249,486.19	5,199,778.72	5,042,541.49
Net Income - Construction Fund	(35,317.56)	3,935.10	(14,780.41)	16,850.96
Net Income - Main Replacement Fund	0.00	0.00	0.00	0.00
Net Income - FWTP Fund	0.00	0.00	0.00	0.00
Net Income - FWRD Fund	0.00	0.00	0.00	0.00
Net Income - Vernal Pool Mgmt Fund	0.00	0.00	0.00	0.00
Total Combined Net Income	\$2,734,611.46	\$1,253,421.29	\$5,184,998.31	\$5,059,392.45

Medford Water Commission
Balance Sheet
9/30/2022

	Water System		Total	Last Year
	Water Fund	Construction Fund		
Assets				
Current Assets				
Cash	\$1,934,308.66	\$0.00	\$1,934,308.66	\$3,638,187.97
Revolving Fund Cash	31,488.23	0.00	31,488.23	36,256.69
Cafeteria Plan Cash	20,151.63	0.00	20,151.63	14,235.90
Short Term Investments	5,948,985.70	10,620,867.28	16,569,852.98	15,774,630.08
Short Term Investments- Future Main Replacement:	0.00	4,548,978.73	4,548,978.73	4,274,474.17
Short Term Investments- Future Treatment and Trai	0.00	8,110,623.45	8,110,623.45	7,549,861.43
Short Term Investments- Future Water Rights Devel	0.00	5,008,230.43	5,008,230.43	501,111.19
Short Term Investments- Vernal Pool Management	0.00	136,805.44	136,805.44	136,816.71
Short Term Restricted Investments	215,865.08	0.00	215,865.08	215,865.08
Notes Receivable	1,941,135.46	0.00	1,941,135.46	2,083,500.03
Accounts Receivable	2,689,646.56	0.00	2,689,646.56	3,077,827.84
Accounts Receivable - Misc.	3,657,923.85	0.00	3,657,923.85	663,856.73
Cafeteria Plan Receivable	6,575.94	0.00	6,575.94	5,953.58
Inventory	1,404,636.56	0.00	1,404,636.56	1,274,768.03
Work in Progress	351,171.69	0.00	351,171.69	375,220.25
Prepaid Expenses	1,470,017.53	0.00	1,470,017.53	1,524,120.22
Other Current Assets	101,085.15	0.00	101,085.15	105,553.43
Total Current Assets	19,772,992.04	28,425,505.33	48,198,497.37	41,252,239.33
Fixed Assets				
Utility Plant / Service	199,783,583.07	0.00	199,783,583.07	205,378,322.72
Construction in Progress	19,975,273.46	0.00	19,975,273.46	9,828,627.76
Accumulated Depreciation	(57,511,170.21)	0.00	(57,511,170.21)	(68,191,690.60)
Total Fixed Assets	162,247,686.32	0.00	162,247,686.32	147,015,259.88
Total Assets	182,020,678.36	28,425,505.33	210,446,183.69	188,267,499.21
Liabilities & Fund Equity				
Current Liabilities				
Accounts Payable	1,373,300.05	0.00	1,373,300.05	835,141.57
Retainage Payable	0.00	0.00	0.00	0.01
Customer Deposits	91,771.65	0.00	91,771.65	79,062.48
Miscellaneous Deposits	2,500.00	0.00	2,500.00	0.00
Construction Deposits	608,680.00	0.00	608,680.00	461,658.18
Miscellaneous Payable	256,980.35	0.00	256,980.35	275,536.07
Water Districts Payable	76,453.95	0.00	76,453.95	48,654.04
Accrued Vacation	654,205.99	0.00	654,205.99	686,222.57
Cafeteria Plan Payable	15,911.00	0.00	15,911.00	14,233.14
Other Current Liabilities	1,787.14	0.00	1,787.14	105.15
Total Current Liabilities	3,081,590.13	0.00	3,081,590.13	2,400,613.21
Fund Equity				
Retained Earnings	174,112,787.61	28,066,807.64	202,179,595.25	180,807,493.55
Total Fund Equity	174,112,787.61	28,066,807.64	202,179,595.25	180,807,493.55
Net Income - Fiscal YTD	5,199,778.72	(14,780.41)	5,184,998.31	5,059,392.45
Fund Transfers In (Out)	(373,478.10)	373,478.10	0.00	0.00
Total Liabilities & Fund Equity	182,020,678.36	28,425,505.33	210,446,183.69	188,267,499.21



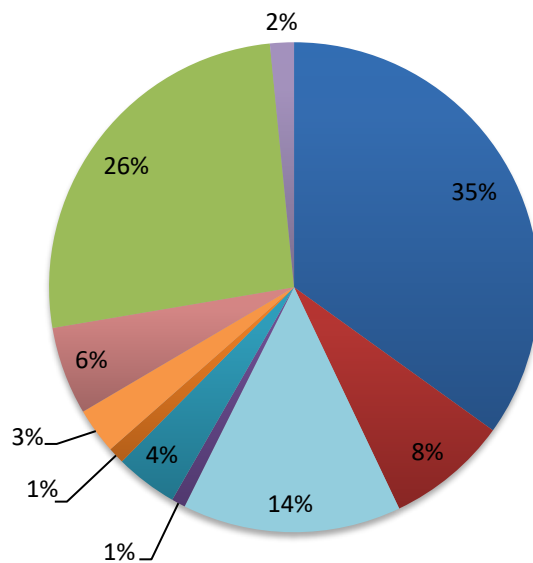
WATER CONSUMPTION - THOUSANDS OF GALLONS

	CONSUMPTION JUL - SEPT 2022	CONSUMPTION JUL - SEPT 2021	CHANGE IN CONSUMPTION
INSIDE SINGLE-FAMILY RESIDENTIAL	1,320,701	1,416,116	-6.74%
INSIDE MULTIPLE-FAMILY RESIDENTIAL	302,978	310,900	-2.55%
INSIDE COMMERCIAL	545,645	573,133	-4.80%
INSIDE INDUSTRIAL	34,539	42,585	-18.89%
OUTSIDE SINGLE-FAMILY RESIDENTIAL	155,771	157,361	-1.01%
OUTSIDE MULTIPLE-FAMILY RESIDENTIAL	41,364	43,276	-4.42%
OUTSIDE COMMERCIAL	114,453	146,755	-22.01%
OUTSIDE INDUSTRIAL	219,862	231,127	-4.87%
SALES TO OTHER UTILITIES	986,226	1,124,674	-12.31%
SALES TO WATER DISTRICTS	59,724	64,796	-7.83%
TOTAL WATER CONSUMPTION	3,781,263	4,110,723	-8.01%

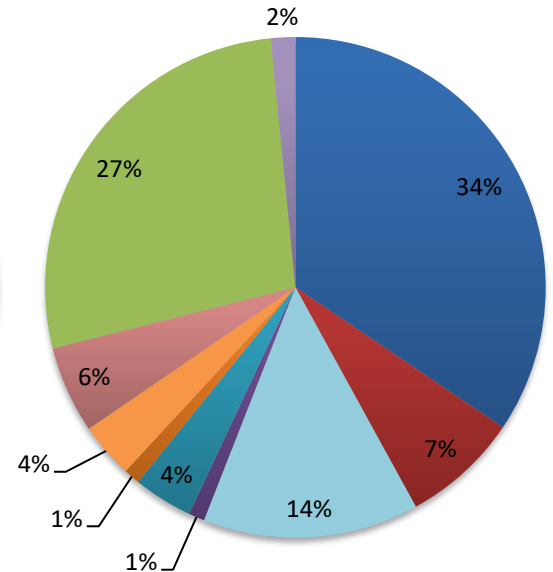
**Percentage of Total
Consumption
for Quarter**

- INSIDE SFR
- INSIDE MFR
- INSIDE COM.
- INSIDE IND.
- OUTSIDE SFR
- OUTSIDE MFR
- OUTSIDE COM.
- OUTSIDE IND.
- OTHER UTILITIES
- WATER DISTRICTS

Q1-2022



Q1-2021

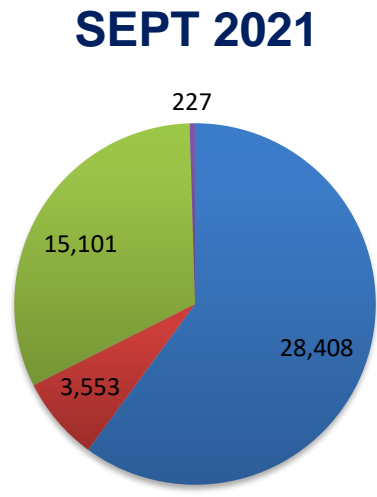
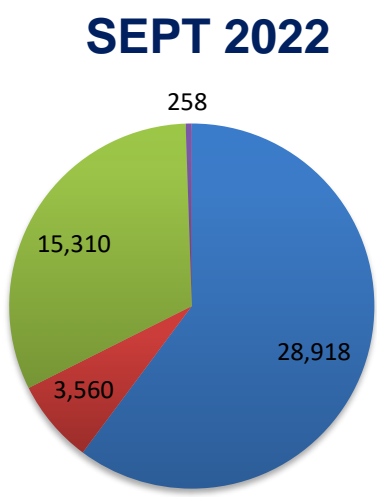


WATER SERVICES TO SEPTEMBER 30, 2021

	<u>SERVICES SEPT 2022</u>	<u>SERVICES SEPT 2021</u>	<u>CHANGE IN SERVICES</u>
<u>INSIDE CITY</u>			
RESIDENTIAL - SINGLE-FAMILY	23,068	22,623	445
RESIDENTIAL - MULTIPLE-FAMILY	2,514	2,489	25
COMMERCIAL	2,778	2,756	22
INDUSTRIAL	51	48	3
FIRE SERVICES	507	492	15
<i>SUBTOTAL - INSIDE CITY</i>	<u>28,918</u>	<u>28,408</u>	<u>510</u>
<u>OUTSIDE CITY</u>			
RESIDENTIAL - SINGLE-FAMILY	3,049	3,060	-11
RESIDENTIAL - MULTIPLE FAMILY	86	82	4
COMMERCIAL	233	229	4
INDUSTRIAL	104	97	7
UTILITIES	7	7	0
FIRE SERVICES	81	78	3
<i>SUBTOTAL - OUTSIDE CITY</i>	<u>3,560</u>	<u>3,553</u>	<u>7</u>
<u>OTHER UTILITIES</u>			
CITY OF CENTRAL POINT	6,813	6,772	41
CITY OF JACKSONVILLE	1,552	1,546	6
CITY OF EAGLE POINT	3,576	3,505	71
CITY OF PHOENIX	1,195	1,163	32
T.A.P.	2,174	2,115	59
<i>SUBTOTAL - OTHER UTILITIES</i>	<u>15,310</u>	<u>15,101</u>	<u>209</u>
<u>WATER DISTRICTS</u>			
CHARLOTTE ANN	155	123	32
ELK CITY	103	104	-1
<i>SUBTOTAL - WATER DISTRICTS</i>	<u>258</u>	<u>227</u>	<u>31</u>
TOTAL WATER SERVICES	<u>48,046</u>	<u>47,289</u>	<u>757</u>

**Number of Services
in September**

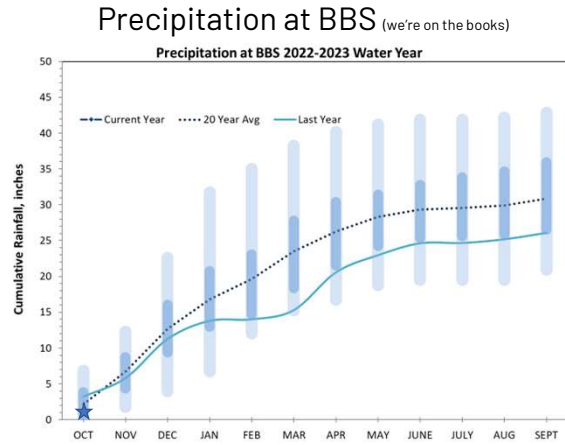
- INSIDE CITY
- OUTSIDE CITY
- OTHER UTILITIES
- WATER DISTRICTS



Watershed Precipitation

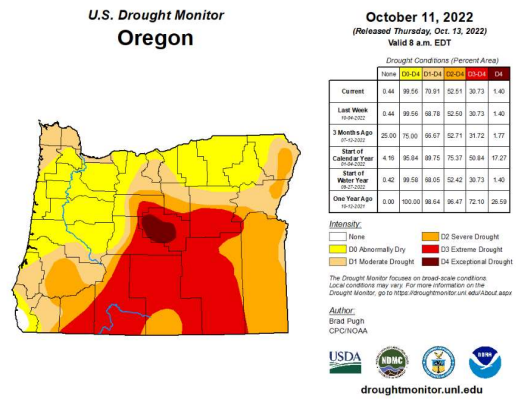
Ben Klayman, PhD, PE, Water Quality & Treatment Manager

- 1st Month of 2022-23 Water Year (Oct-Sep)



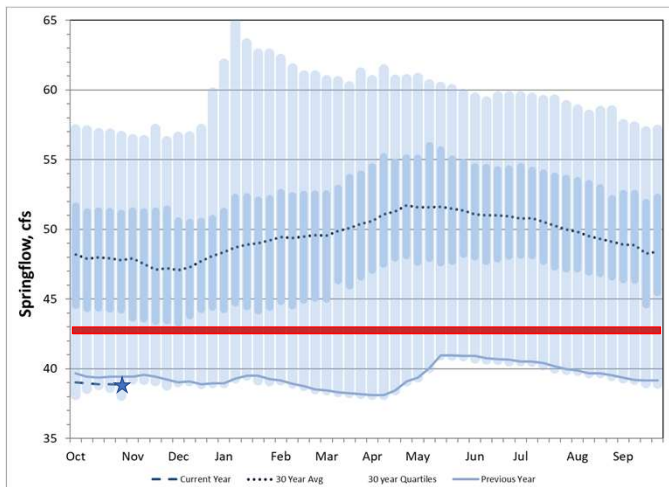
Still in extreme drought

U.S. Drought Monitor
Oregon

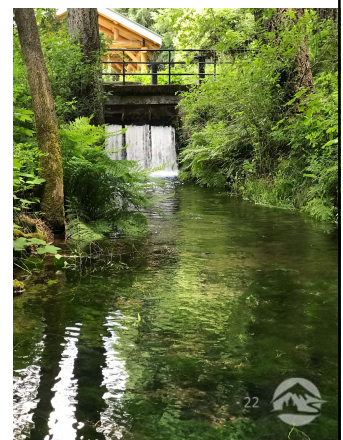


Springflow

Responds to precipitation

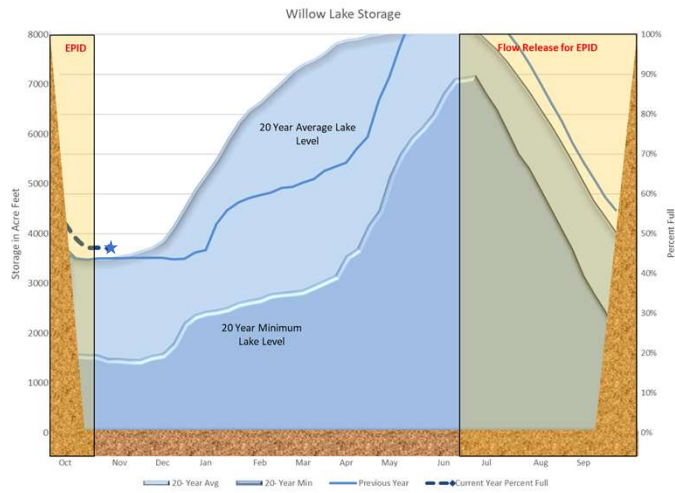


← Minimum flow for 2 full pipes



Willow Lake Storage

Starting the year with above average storage





Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, and Jason Anderson
FROM: Kris Stitt, IT Manager
DATE: November 4, 2022
SUBJECT: Item 6 – Resolution 1846; Authorizing the General Manager to execute a contract with NEXGEN for CMMS Software and Implementation services
OBJECTIVE: Board Approval

Issue

Medford Water is in the process of developing an Asset Management program. One of the needs identified during this process was addition of a new Computerized Maintenance Management Software (CMMS) system. Through the RFP process Medford Water has selected NEXGEN Asset Management Inc. (Nexgen) to provide CMMS software and implementation services. Medford Water intends to award a contract to Nexgen based on a competitive solicitation for services.

Discussion and Findings

Over the past several years, Medford Water has been developing an Asset Management plan. This has included conducting a Needs Assessment, creating Asset Management strategy plans, and developing an RFP to purchase Computerized Maintenance Management Software (CMMS).

CMMS software is key to Asset Management as it provides a tool to wholistically track assets throughout their lifecycle. This will help Medford Water better assess the condition of its assets and help determine where resources may be needed in the future.

On June 28th, 2022, Medford Water issued a qualification-Based Selection (QBS) Request for Proposal (RFP) for a “Computerized Maintenance Management (CMMS) Software and Implementation Services”

Medford Water received a total of 6 proposals. The steering team reviewed the submissions and invited the top 3 selections to participate in software demonstrations. Of those, Nexgen was unanimously selected by the team as the best fit for Medford Water. Staff then worked with Nexgen to develop a Scope of Work (SOW) for the project and refine the total costs.

Nexgen stood out from the other submissions in part because:

- Feature Set – Nexgen provided the most complete set of features needed for a CMMS system. This includes Asset, Work, and Inventory Management among others.
- GIS Integration – The CMMS Software needed to have close integration with the existing GIS system.
- Ease of Use – An intuitive and easy to navigate system was important to the team. Many people across the organization will utilize the software. Ease of use is critical to staff buy-in. The Nexgen demonstrated they could meet those needs.
- Interfacing – the software will need to interface to several of Medford Water’s other enterprise systems such as finance and billing. Nexgen demonstrated a good understanding of these interfaces and has had prior experience with many of our systems.
- Features – Nexgen has many included additional features that we can utilize to improve

efficiencies for the organization. Examples include Backflow tracking and portal, 811 (Call before you dig) integration and a contractor portal.

Financial Impact

The contract is written with a 3-year initial term with the option to renew for 2 additional 3-year terms. Assuming the full 9 years of service the total costs for the software and implementation services has a potential maximum of \$1,705,552.

Cost Breakdown:

Software and Implementation:	\$ 636,472
Annual Support and Maintenance*:	
Year 2:	\$ 120,000
Year 3:	\$ 123,600
Year 4:	\$ 127,308
Year 5:	\$ 131,127
Year 6:	\$ 135,061
Year 7:	\$ 139,112
Year 8:	\$ 143,286
Year 9:	\$ 147,584
Total:	\$1,705,552

*The contract allows for a maximum 3% annual price increase. This increase was used to determine the total cost, however, the actual total may be less.

The Software implementation costs are included in the FY-22-23 budget and the annual maintenance fees will need to be included in subsequent years budgets.

Other Costs:

Medford Water is estimating an additional \$220,000 in services that may be needed for this project. Medford Water will continue working with West Yost for CMMS implantation support services (\$120,000) and approximately \$100,000 may be needed for interface support with Medford Water's other software vendors. This amount is not included in this request.

Requested Action

Staff recommends approval of Resolution 1846, Authorizing the General Manager to execute a contract with Nexgen in the Not-to-Exceed amount of \$1,705,552.

RESOLUTION NO. 1846

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with NEXGEN Asset Management, Inc. for Computerized Maintenance Management Software and Implementation services, Not to Exceed \$1,705,552

WHEREAS, Medford Water Commission (Medford Water) has been developing an Asset Management plan and strategy and has identified the need for a Computerized Maintenance Management Software (CMMS) and Implementation services; and

WHEREAS, Medford Water solicited bids for CMMS Software and Implementation services through a Qualification-Based Request for Proposal process; and

WHEREAS, of the 6 proposals NEXGEN Asset Management, Inc. (NEXGEN) was selected by Medford Water staff as the best fit solution to provide CMMS software and implementation services; and

WHEREAS, a Notice of intent to award was issued to NEXGEN on October 27, 2022, and no protests to the award were received; and

WHEREAS, NEXGEN is qualified and agreeable to render the service specified in the aforesaid Invitation to bid; and

WHEREAS, the contract term will be for three years with two options to renew for an additional three years for a maximum contract length of nine years; and

WHEREAS, the value of the contract, not-to-exceed \$1,705,552 for CMMS Software, support and implementation services, 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 in an amount not-to-exceed \$1,705,552 for CMMS Software and implementation services is hereby awarded to NEXGEN Asset Management, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$1,705,552, 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 Medford Water 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 Medford Water Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 16th day of November 2022.

ATTEST:

Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, and Jason Anderson
FROM: Ben Klayman; Water Quality and Treatment Manager
DATE: November 16, 2022
SUBJECT: Item 7 – Resolution 1847, Authorizing the General Manager to Execute Contracts with Sunset Forestry, Inc. and JD Forestry, LLC, for BBS Forest Thinning Services
OBJECTIVE: Board Approval

Issue

Medford Water plans to continue non-commercial forest thinning on its forested property in coming years, and specifically on a 156-acre unit near Big Butte Springs in the Fall of 2022. Staff recommend awarding multi-year thinning services contracts to two firms—Sunset Forestry, Inc. and JD Forestry, LLC—based on a competitive solicitation for services.

Discussion

The first non-commercial thinning project will be in Unit 102, east of the Big Butte Springs complex. The project will remove small Ponderosa pines and white firs, will reduce fire risk to the forest and nearby infrastructure, and improve the overall health of the forest, which contains a diverse combination of conifers and hardwoods. Unit 102 is adjacent to the 232-acre units surrounding Big Butte Springs, which were recently thinned with an extensive commercial treatment. In following years treatments will be conducted on other stands, with similar objectives outlined in Medford Water's Forest Management Plan, of reducing fire risk and improving forest health, which help protect our water supply.

Staff published a Request for Proposals seeking contractors to perform forest thinning services. Nine proposals were received, and Sunset Forestry, Inc. and JD Forestry, LLC were chosen by staff as offering the best combination of capabilities to successfully complete the project, which is in the best interests of Medford Water. It is in the best interest to contract with two firms to ensure availability of resources on future projects.

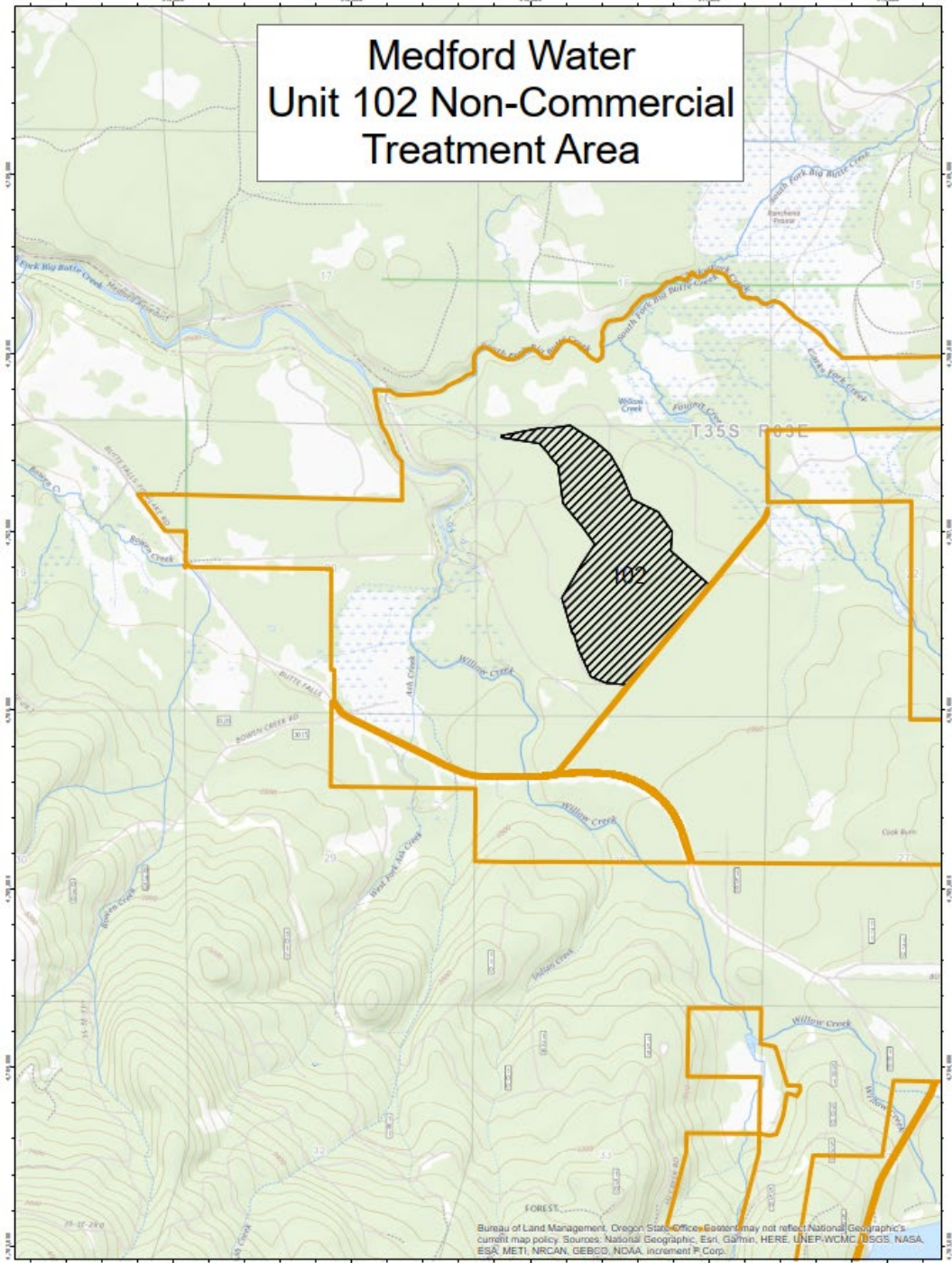
Financial Impact

The cost of forest thinning services is included in the FY22-23 budget and will be included in future budgets to fund essential work. While the final cost of services will depend on the level of intensity of thinning, piling, and burning required, a contract value of NTE \$500,000 to each firm is anticipated to cover the cost of services for approximately five years. The contracts will be one year with options to renew for four additional years. Neither firm is guaranteed any amount of work; performance and other factors will determine how much work each firm receives over the life of the contract.

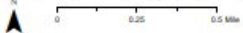
Requested Board Action




Staff recommends approval of Resolution 1847, authorizing the General Manager to execute contracts for Big Butte Springs Forest Thinning Services to Sunset Forestry, Inc. and JD Forestry, LLC for NTE \$500,000 per firm.

Medford Water Unit 102 Non-Commercial Treatment Area



Bureau of Land Management, Oregon State Office. Sources may not reflect National Geographic's current map policy. Sources: National Geographic, Esri, Garmin, HERE, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, increment P Corp.



-  Treatment Area
-  MWC Property
-  BBS Watershed Boundary



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RESOLUTION NO. 1847

A RESOLUTION Awarding and Authorizing the General Manager to Execute Contracts with Sunset Forestry, Inc. and JD Forestry, LLC for Big Butte Springs Forest Thinning Services, Not to Exceed \$500,000 Each

WHEREAS, Medford Water Commission (Medford Water) plans to continue non-commercial forest thinning in the fall of 2022 according to the adopted Forest Management Plan, and has selected an approximately 156-acre unit east of the Big Butte Springs complex; and

WHEREAS, the primary goals of the operation will be to promote forest health and reduce fire risk; and

WHEREAS, Medford Water solicited proposals for Forest Thinning Services through a Request for Proposals process; and

WHEREAS, it is in Medford Water's best interests to contract with two firms to ensure availability of resources on future projects; and

WHEREAS, Sunset Forestry, Inc. and JD Forestry, LLC were chosen by staff as offering the best combination of capabilities to successfully complete the project; and

WHEREAS, Sunset Forestry, Inc. and JD Forestry, LLC are both qualified and agreeable to render the services specified in the aforesaid Request for Proposals; and

WHEREAS, the term of the contracts will be for one year with options to renew for four additional years, and the value will not exceed \$500,000 each, exceeding 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 contracts in amounts not-to-exceed \$500,000 for Forest Thinning Services are hereby awarded to both Sunset Forestry, Inc. and JD Forestry, LLC.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contracts, payments for said contracts up to \$500,000, and any contract amendments not exceeding the General Manager's purchasing authority or 25 percent of the original contract amounts, on behalf of the Board of Water Commissioners, which contracts are 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 16th day of November 2022.

ATTEST: _____
Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, and Jason Anderson
FROM: Andy Huffman, Senior Capital and Special Projects Manager
DATE: Tuesday, November 8, 2022
SUBJECT: Item 8 – Resolution 1848, Authorizing a Purchase Order for procurement of (PLC) and other control components to North Coast Electric
OBJECTIVE: Board Approval

Issue

The 65 MGD Expansion at the Robert A. Duff Water Treatment Plant (Duff WTP) construction project requires replacement of critical Programmable Logic Controller (PLC) and network components. Due to the long lead times for procurement of these items they must be ordered as soon as possible.

Discussion

The work associated with the 65 MGD Expansion at the Duff WTP has demonstrated the need for replacement of critical components that are essential to the operation of the water treatment plant. These components have been identified and are consistent with the output of the Supervisory Control and Data Acquisition (SCADA) Master Plan which Jacobs Engineering is assisting Medford Water in developing. As these selections will be incorporated into the design for the new filters, reservoir, and pump station at the Duff WTP they must be procured in time for programming and factory testing to be done prior to their installation at the new construction. Some of the lead times for these component items are 10 months from the date of order which necessitates timely action.

Additionally, due to the critical nature of their use, the components are being listed by name (Allen Bradley) to ensure the compatibility with other critical components and with the new SCADA operating system. These components are only available from North Coast Electric in the Southern Oregon Region. North Coast has been contracted with the State of Oregon/Oregon Buys (formerly ORPIN) program under contract #8498. This program allows public agencies to directly solicit with listed vendors and remain in compliance with Oregon Public Contracting rules, and also ensures best pricing from listed vendors.

Medford Water staff has solicited pricing for the items from North Coast Electric and finds the quote of \$411,986.30 to be consistent with anticipated costs provided by Jacobs Engineering for similar items.

Financial Impact

The quote of \$411,986.30 is within the approved Fiscal Year 2022/23 budget for the 65 MGD Expansion at the Duff WTP.

Requested Board Action

Staff recommends approval of the Resolution 1848, awarding a Purchase Order in the amount of \$411,986.30 to North Coast Electric for the Allen Bradley PLC components.

RESOLUTION NO. 1848

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order in the Amount of \$411,986.30 with North Coast Electric for Procurement of Allen Bradley Programmable Logic Controllers and Other Related Components

WHEREAS, Medford Water Commission (Medford Water) and Jacobs Engineering developed a component list to support an Allen Bradley Programmable Logic Controllers (PLC) procurement; and

WHEREAS, and this component list is consistent with the determinations made in the Supervisory Control and Data Acquisition (SCADA) Master Plan for Medford Water as provided by Jacobs Engineering; and

WHEREAS, and this component list is consistent with the specified items for the 65 MGD Expansion at the Robert A. Duff Water Treatment Plant; and

WHEREAS, North Coast Electric is the sole vendor authorized to provide Allen Bradley PLC components in the Southern Oregon area; and

WHEREAS, North Coast Electric is a listed vendor with the State of Oregon/Oregon Buys program for direct solicitation under contract #8498; and

WHEREAS, North Coast Electric provided a quote of \$411,986.30 for the PLC components; 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 purchase order in the amount of \$411,986.30 for the Allen Bradley Programmable Logic Controllers Procurement is hereby awarded to North Coast Electric.

SECTION 2. That the General Manager is hereby authorized and directed to execute said purchase order to North Coast Electric in the amount of \$411,986.30, and any purchase order amendments not exceeding the General Manager’s purchasing authority or 25 percent of the original purchase order amount, on behalf of the Board of Water Commissioners, which purchase order 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 of its passage this 16th day of November 2022.

ATTEST: _____
Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair