



Wednesday, October 4, 2023 – 12:15 p.m.

**Robert A. Duff Water Treatment Plant
8301 Table Rock Road, White City, Oregon 97503**

This meeting will be held in person, but you may attend virtually; see the instructions on page 2.

AGENDA

11:15 a.m. **STUDY SESSION** – Duff WTP Projects Update (Senior Capital & Special Project Manager Andy Huffman, Water Operations Manager Dan Perkins)
This session will not be available via Zoom.

12:00 p.m. **LUNCH**

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 via teleconference.

4. Approval or Correction of the Minutes of the Last Regular Meeting of September 20, 2023

5. Resolution No. 1909, A RESOLUTION Clarifying the General Manager's Authority to Approve Disbursements from the Local Government Investment Pool (LGIP) Account Created Per the Cooperative Improvement Agreement (CIA) Between the Medford Water Commission, the State of Oregon, Acting by and Through its Department of Transportation (ODOT), and the City of Medford for Water Improvements Within the Foothill Road Corridor Project, Previously Approved Under Board Resolutions 1834 & 1858

6. 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, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

7. Propositions and Remarks from the Commissioners

8. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
10/18/23	Wed	Board Meeting	TBD – pH Adjustment Plan	12:15 p.m.	Prescott Room, Police Dept
11/01/23	Wed	Board Meeting	COSA	12:15 p.m.	Prescott Room, Police Dept
11/15/23	Wed	Board Meeting	COSA	12:15 p.m.	Prescott Room, Police Dept
12/6/23	Wed	Board Meeting	JC/MWC Bulk Waer Sales Update and Intermediate Water User Update	12:15 p.m.	Prescott Room, Police Dept
12/20/23	Wed	Board Meeting	Annual Audit	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_YTZNnbHXQeileaQ8Gont9w

Meeting passcode: 165949



To join by phone, call:

(669) 900-6833

Meeting ID Number: 892 2852 1858 Meeting passcode: 165949



Memorandum

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

FROM: Brian Runyen, Engineering Manager

DATE: Wednesday, October 4, 2023

SUBJECT: Item 5.0 - Resolution 1909, clarifying the General Manager's authority to approve disbursements from the Local Government Investment Pool (LGIP) account created per the Cooperative Improvement Agreement (CIA) between the Medford Water Commission, the State of Oregon, Acting by and through its Department of Transportation (ODOT), and the City of Medford for Water Improvements Within the Foothill Road Corridor Project, previously approved under Board Resolutions 1834 & 1858.

OBJECTIVE: Board Approval

Issue

Previously approved Resolutions 1834 and 1858 need amended to clarify the General Manager's authority to approve disbursements from the Local Government Investment Pool (LGIP) account funded per those Resolutions.

Discussion

As authorized by Resolution 1834 and amended by Resolution 1858, Medford Water entered into a Cooperative Improvement Agreement (CIA) with ODOT and the City of Medford for construction of water improvements within the Foothill Road Corridor Project. Medford Water deposited project funds into a Local Government Investment Pool Account (LGIP) for this purpose.

However, the previously approved Resolutions 1834 and 1858 did not *explicitly* state the General Manager's authority to approve all disbursements to ODOT from the LGIP account.

This Resolution for consideration clarifies that Resolutions 1834 and 1858 were intended to also authorize the General Manager to approve all *disbursements* from the referenced LGIP account up to the amounts approved or amended under said Resolutions.

Financial Impact

No financial changes occur because of this Resolution.

Requested Board Action

Staff recommends approval of this Resolution.

RESOLUTION NO. 1909

A RESOLUTION Carifying the General Manager's Authority to Approve Disbursements from the Local Government Investment Pool (LGIP) Account Created per the Cooperative Improvement Agreement (CIA) Between the Medford Water Commission, the State of Oregon, Acting by and Through its Department of Transportation (ODOT), and the City of Medford for Water Improvements Within the Foothill Road Corridor Project, Previously Approved Under Board Resolutions 1834 & 1858

WHEREAS, Resolution 1834, passed by the Board of Water Commissioners on August 17, 2022, authorized execution of the Foothill Road CIA, which was subsequently executed by all parties in October 2022

WHEREAS, Resolution 1834, as amended and passed by Resolution 1858 on February 1, 2023, authorized the depositing of funds into said LGIP account in the estimated amount of \$6,444,842.41, as amended not exceeding the General Manager's purchasing authority or an additional 25 percent of the estimated project costs;

WHEREAS, the previously approved Resolutions 1834 and 1858 did not explicitly state the General Manager's authority to approve all disbursements to ODOT from the LGIP account;

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

SECTION 1. Resolutions 1834 and 1858 are hereby amended to authorize the General Manager to approve all disbursements from the referenced LGIP account up to the amounts approved or as amended under said Resolutions.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 4th day of October 2023.

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

RESOLUTION NO. 1834

A RESOLUTION of the City of Medford, Oregon, by and through Its Board of Water Commissioners, Authorizing the General Manager to Execute a Cooperative Improvement (Utility) Agreement (CIA) Between the Medford Water Commission (Medford Water), the State of Oregon, Acting by and through Its Department of Transportation (ODOT), and the City of Medford (City) For Water Improvements within the Foothill Road Corridor Project, and Authorizing the General Manager to Open a Local Government Investment Pool Account and to Deposit Funds Required by the CIA, Currently Estimated at \$4,500,000 into the Account

WHEREAS, the City is completing roadway, pedestrian and bicycle path improvements to Foothill Road through an ODOT managed construction contract; and

WHEREAS, Medford Water has planned water improvements designed and ready to be constructed within the project area; and

WHEREAS, it is a benefit to both Medford Water and the City to construct their facilities concurrently; and

WHEREAS, the water construction items to be bid and paid for under the ODOT managed construction contract will be financed at a current pre-bid estimated cost of \$4,500,000 in Medford Water funds, which is subject to change; and

WHEREAS, adjustments of some existing water facilities are necessary to construct the City's project, for which a pro-rata share of costs, currently estimated at between \$585,000 and \$700,000, which is subject to change, will be reimbursed to Medford Water by the City; and

WHEREAS, ODOT will bid and manage construction of the project; and

WHEREAS, ODOT requires execution of a Cooperative Improvement (Utility) Agreement (CIA) between ODOT and Medford Water to include Medford Water's water improvements and adjustments within the project;

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


SECTION 1. The General Manager is hereby authorized to execute a Cooperative Improvement (Utility) Agreement (CIA) between Medford Water, ODOT and the City for water improvements within the Foothill Road Corridor project, as well as any amendments not exceeding the General Manager's purchasing authority or an additional 25 percent of the estimated cost in the CIA, on behalf of the Board of Water Commissioners, and said CIA and any amendments shall be on file in the Office of Medford Water and by reference made a part hereof. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Medford Water's Contracting & Purchasing Regulations.

SECTION 2. The General Manager is hereby authorized to open a Local Government Investment Pool Account and to deposit funds required by the CIA, currently estimated at \$4,500,000, into the account, as amended not exceeding the General Manager's purchasing authority or an additional 25 percent of the estimated cost in the CIA, on behalf of the Board of Water Commissioners.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 17th day of August 2022.

ATTEST:


Yvette Finstad, Asst. Clerk of the Commission


Jason Anderson, Acting Chair

RESOLUTION NO. 1858

A RESOLUTION Amending the Amount of Funds Authorized to Be Deposited Into a Local Government Investment Pool Account Required by the Cooperative Improvement Agreement (CIA) Between the Medford Water Commission (Medford Water), the State of Oregon, Acting by and Through Its Department of Transportation (ODOT), and the City of Medford (City) For Water Improvements Within the Foothill Road Corridor Project

WHEREAS, Resolution 1834, passed by the Board of Water Commissioners on August 17, 2022, authorized execution of the Foothill Road CIA, which was subsequently executed by all parties in October 2022; and

WHEREAS, Resolution 1834 authorized depositing funds into an LGIP account based on the early pre-bid construction cost of water improvements of \$4,500,000 or an additional 25%; and

WHEREAS, Medford Water made an advance deposit in the amount of \$5,423,313.71 into the LGIP account based on the updated pre-bid construction costs; and

WHEREAS, ODOT has since accepted bids for construction of the project resulting in an updated estimated share of water improvements project costs of \$6,444,842.41; and

WHEREAS, the updated post-bid share of project costs is in line with total project cost estimates including bidding contingency which have previously been presented to the Board of Water Commissioners;

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

SECTION 1. Resolution 1834 is hereby amended to authorize the General Manager to deposit funds into the Local Government Investment Pool Account required by the CIA, currently estimated at \$6,444,842.41, as amended not exceeding the General Manager's purchasing authority or an additional 25 percent of the estimated project costs, on behalf of the Board of Water Commissioners. 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 1st day of February 2023.

ATTEST:  
Yvette Finstad, Asst. Clerk of the Commission Michael Smith, Chair