



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 – Water Distribution Operations Update (Water Operations Manager Dan Perkins)

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 August 7, 2024

4.2 Resolution No. 1950, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Entire Easement Originally Recorded as Document No. 2000-31724 on August 1, 2000.

5. Items Removed from Consent Calendar

6. Resolution No. 1951, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Don Hamann, Inc. for Fourbit Logging Services

7. Resolution No. 1952, A RESOLUTION Awarding and Authorizing the General Manager to Execute Log Purchase Agreements for the Fourbit Timber Harvest on Big Butte Springs Watershed

8. Resolution No. 1953, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with RH2 Engineering, Inc. for Consulting Services for the Martin Control Station 7 MGD Upgrade Design Services

9. Resolution No. 1954, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Authorizing the Chair of the Board of Water Commissioners to Execute an Amendment to the Intergovernmental Agreement (IGA) by and between Medford Water and the City of Medford for Southwest Infrastructure Improvements

10. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Finance Manager Beau Belikoff, Water Operations Manager Dan Perkins, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

11. Propositions and Remarks from the Commissioners

12. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
09/04/24	Wed	Board Meeting	Time TBD – Operations Center Update	12:15 p.m.	Prescott Room, Police Dept.
09/18/24	Wed	Board Meeting	Time TBD – Duff Projects	12:15 p.m.	Robert A. Duff Water Treatment Plant
10/02/24	Wed	Board Meeting	Time TBD – Source Water Protection/ Forestry	12:15 p.m.	Big Butte Springs
10/16/24	Wed	Board Meeting	Time & Topic 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_y5ZNwuJkTD-d7R66PRTHDg
 Meeting passcode: 840602



To join by phone, call:
 (669) 900-6833
 Meeting ID Number: 881 8786 7344 Meeting passcode: 840602



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith
FROM: Brian Runyen, PE, Engineering Manager
DATE: August 21, 2024
SUBJECT: Item 4.2 – Resolution 1950, Authorizing Execution of a Quitclaim Deed to Stewart Meadows Village II, LLC, the Owner of Tax Lot 371W31D2800
OBJECTIVE: Board Approval

Issue

A Resolution is required to authorize the Chair of the Board of Water Commissioners to execute a Quitclaim Deed for an easement dedicated to Medford Water Commission that is no longer needed.

Discussion

During development of Stewart Meadows Village, Phase 2A waterline extension, the existing 12” water line within easement Doc. 2000-31724 was abandoned. A new 12” water line was installed along a new alignment within the future Anton Road which replaced the abandoned water line. A new Medford Water easement has been recorded (recorded on February 15, 2024, as Document No. 2024-003075) that covers the relocated Medford Water infrastructure.

Medford Water Staff recommends a Quitclaim Deed be executed by the Board Chair, releasing the prior recorded easement (recorded in Document No. 2000-31724 on August 1, 2000) relinquishing any rights Medford Water may have to the prior easement on this property.

Financial Impact

There is no financial impact to Medford Water. Recording fees for the easement and the Quitclaim Deed are paid by the Owner.

Requested Board Action

Medford Water Staff recommends approval of this Resolution, authorizing the Chair of the Board of Water Commissioners to sign the Quitclaim Deed in favor of the Owner, on behalf of the City of Medford, by and through its Board of Water Commissioners as set forth in the Quitclaim Deed attached to the Resolution.

RESOLUTION NO. 1950

A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Entire Easement Originally Recorded as Document No. 2000-31724 on August 1, 2000.

WHEREAS, the Developer of the Stewart Meadows Village Phase 2A waterline extension project (Tax Lot 371W31D2800) at Anton Drive and West Stewart Avenue relocated a water main originally within the Easement recorded as Document No. 2000-31724; and

WHEREAS, the Developer has provided an alternate easement document that adequately covers the alignment of the relocated, new water line and said alternate easement has been recorded in Document No. 2024-003075 on February 14th, 2024; and

WHEREAS, the original Easement on said property is not required by Medford Water; and

WHEREAS, the original Easement is to be quitclaimed to remove the encumbrance on the property.

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

The Chair is hereby authorized to sign the Quitclaim Deed in favor of the Owner of Tax Lot 371W31D2800, on behalf of the City of Medford, by and through its Board of Water Commissioners, as set forth in the Quitclaim Deed, a copy of which is attached as Exhibit A and by reference, made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 21st day of August 2024.

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

David Wright, Acting Chair

Send Tax Statements to:
Stewart Meadows Village, LLC
115 Stewart Ave. Suite 202
Medford, OR 97501

QUITCLAIM DEED

The CITY OF MEDFORD, by and through its Board of Water Commissioners, GRANTOR, does hereby remise, release and forever quitclaim to Stewart Meadows Village II, LLC, GRANTEE, all of its rights, title and interest in and to the hereinafter described real property in the County of Jackson, City of Medford, State of Oregon.

The Released Easement Area is the water easement granted to The CITY OF MEDFORD, by and through its Board of Water Commissioners, recorded on August 1, 2000, as Document No. 2000-31724 of the Official Records of the County Clerk's Office of Jackson County, Oregon.

Portions of the Released Easement Area have been replaced by an easement granted to the Medford Water Commission, recorded in Document No. 2024-003075 of the Official Records of the County Clerk's Office of Jackson County, Oregon. This Quitclaim Deed shall have no effect on this replacement easement.

GRANTOR hereby agrees that the Water Easement recorded in Document No. 2000-31724 is hereby terminated, released and discharged with respect to the Released Easement Area, subject to the subsequently recorded easement (Document No. 2024-003075).

Before signing or accepting this instrument, the person transferring fee title should inquire about the person's rights, if any, under ORS 197.352. This instrument does not allow use of the property described in this instrument in violation of applicable land use laws and regulations. Before signing or accepting this instrument, the person acquiring fee title to the property should check with the appropriate city or county planning department to verify approved uses, to determine any limits on lawsuits against farming or forest practices as defined in ORS 30.930 and to inquire about the rights of neighboring property owners, if any, under ORS 197.352.

The consideration for this conveyance: good and valuable (\$0.00).

IN WITNESS WHEREOF, said Grantor has executed this Quitclaim Deed this _____ day of _____, 20____.

By (Printed Name): _____

Signature: _____

Its: _____

STATE OF OREGON) ss.
County of _____)

This instrument was acknowledged before me on the ____ day of _____, _____, by _____, as _____, and that said instrument is the free act and deed of such _____.

Notary Public for Oregon

My Commission Expires: _____



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, August 21, 2024
SUBJECT: Item 6 – Resolution 1951, Fourbit Logging Services
OBJECTIVE: Board Approval

Issue

Medford Water plans to conduct a commercial timber harvest in this Fall of 2024 according to Medford Water's adopted Forest Management Plan.

Discussion

Medford Water staff have selected approximately 100-acres of forested area near Big Butte Springs for harvest and thinning. The area is east of Big Butte Springs (see map), and is a mix of Ponderosa Pine, Douglas fir, and White fir with a minor hardwood and brush component. The site contains more pine than previously harvested stands much of which is not growing vigorously with pockets of beetle mortality. The stand needs to be thinned to improve forest health and reduce fire risk.

The harvest operation, known as the Fourbit Logging Services, will yield approximately 673 MBF, or 673,000 board feet, of timber comprised of Pine, White Fir and Douglas Fir. The primary goals of the operation will be to promote forest health and reduce fire risk while.

Medford Water published an invitation to bid seeking a contractor to perform commercial thinning (logging) services. Medford Water received one bid – Don Hamann, Inc. located in Butte Falls. Medford Water has received excellent quality and service from Don Hamann on past contracts and is fortunate to have them performing work again on this project.

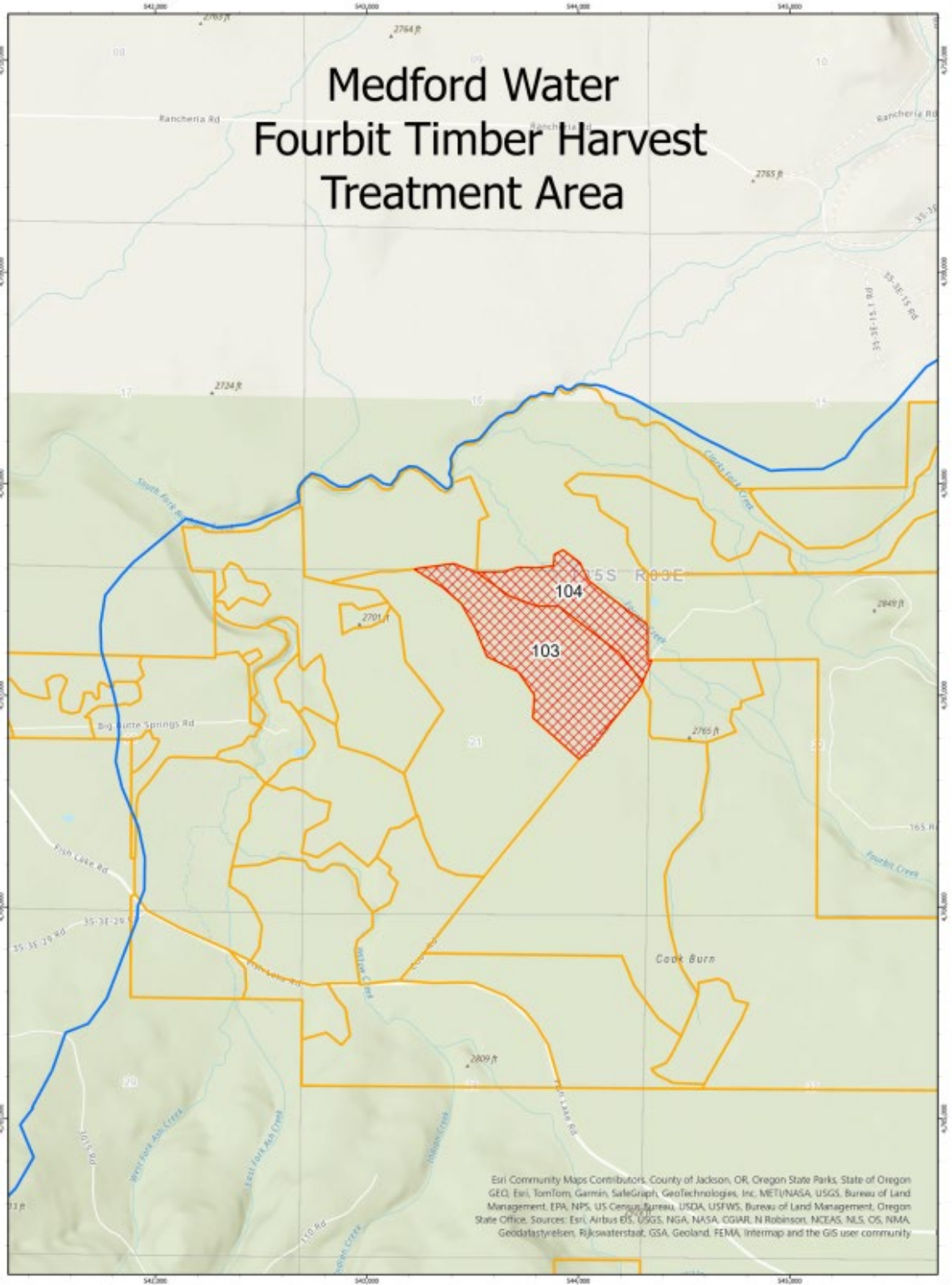
Financial Impact

The cost of logging services is included in the FY24-25 budget. While final cost of services is directly dependent on the scaled quantity of logs removed (services priced per MBF of logs harvested), based on the estimated quantity of timber a contract value of Not to Exceed (NTE) \$250,000 is anticipated to cover the services.

Requested Board Action

Staff recommends awarding a NTE \$250,000 contract for Fourbit Logging Services to Don Hamann, Inc., which offered the best combination of cost (NTE \$250,000) and qualifications to successfully complete the project.

Medford Water Fourbit Timber Harvest Treatment Area



Eri Community Maps Contributors, County of Jackson, OR, Oregon State Parks, State of Oregon GEO, Eri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, Bureau of Land Management, Oregon State Office. Sources: Eri, Airbus DS, USGS, NGA, NASA, IGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasveisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



- Medford Water Stands
- BBS Watershed Boundary
- Township and Range
- 2024 Commercial Treatment



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 Fax (541) 734-2011 • www.medfordwater.org

RESOLUTION NO. 1951

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Don Hamann, Inc. for Fourbit Logging Services

WHEREAS, Medford Water plans to conduct a commercial timber harvest in the fall of 2024 according to Medford Water's adopted Forest Management Plan, and have selected a 100-acre forested area near Big Butte Springs for harvest and thinning; and

WHEREAS, the primary goals of the harvest operation, known as the Fourbit Timber Sale, will be to promote forest health and reduce fire risk; and

WHEREAS, the Medford Water solicited bids for Fourbit Logging Services through an Invitation to Bid process; and

WHEREAS, a Notice of Intent to Award was issued to Don Hamann, Inc. on August 8, 2024, and no protests of the award were received; and

WHEREAS, Don Hamann, Inc. is qualified and agreeable to render the services specified in the aforesaid Invitation to Bid; and

WHEREAS, the value of the contract, not-to-exceed \$250,000 based on the estimated quantity of timber, 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 an amount not-to-exceed \$250,000 for Services for the Fourbit Logging Services is hereby awarded to Don Hamann, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$250,000, 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 21st day of August 2024.

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

David Wright, Acting Chair



Memorandum

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

FROM: Julie Smitherman, Water Resources and Customer Services Manager

DATE: Wednesday, August 21, 2024

SUBJECT: Item 7 – Resolution 1952, Authorizing the General Manager to Execute Log Purchase Agreements for the Fourbit Timber Harvest

OBJECTIVE: Board Approval

Issue

Medford Water plans to commercially thin approximately 100 forested acres near Big Butte Springs – known as the Fourbit Timber Harvest. Anticipated harvest volume is 673,000 board feet (673 mbf). A log purchasing agreement to sell the harvested logs to mills is needed.

Discussion

A competitive solicitation process has been completed, inviting companies to bid for the purchase of the harvested delivered logs. Medford Water received bids from two companies shown in the following table. A notice of intent to award to Boise Cascade and Swanson Group, based on best value to Medford Water, was sent to each of the two companies on August 8, 2024.

Item	Description	Est. Vol. (mbf)	Unit	Swanson Group			Boise Cascade		
				Glendale & Roseburg, OR			Medford, OR		
				Bid	Haul Cost	Total	Bid	Haul Cost	Total
1	Douglas Fir	205	mbf				\$775	\$80	\$695
2	White Fir - Glendale	15	mbf	\$500	\$176	\$324			
	White Fir - Roseburg	60	mbf	\$550	\$198	\$352			
3	Ponderosa Pine	393	mbf				\$450	\$80	\$370

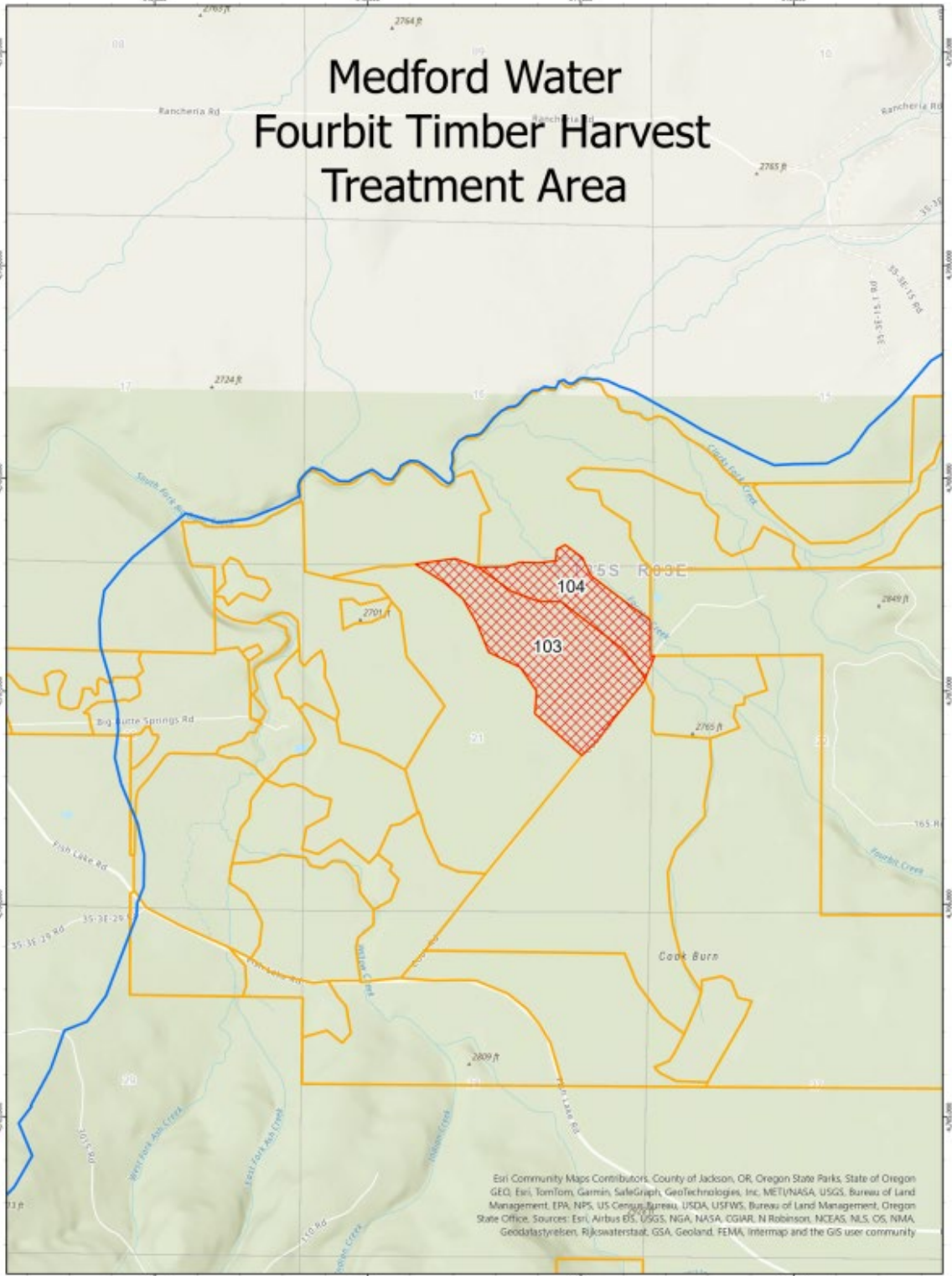
Financial Impact

The anticipated revenue from these log sale agreements, is \$376,225 (actual revenues will depend on harvest volumes). The expenses associated with the harvest are estimated at \$208,699 which includes logging and hauling costs (contract pending), as well as additional slash disposal burning at approximately \$80,000. Actual total revenue for the project estimated at approximately \$85,000.

Requested Board Action

Staff recommends approval of Resolution 1952, authorizing the General Manager to sign agreements with Boise Cascade and Swanson Group mills for the sale of delivered logs at the unit cost (per mbf) shown in the table above.

Medford Water Fourbit Timber Harvest Treatment Area



Eri Community Maps Contributors, County of Jackson, OR, Oregon State Parks, State of Oregon GEO, Eri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, Bureau of Land Management, Oregon State Office. Sources: Eri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasystem, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



- Medford Water Stands
- BBS Watershed Boundary
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www.medfordwater.org

RESOLUTION NO. 1952

A RESOLUTION Awarding and Authorizing the General Manager to Execute Log Purchase Agreements for the Fourbit Timber Harvest on Big Butte Springs Watershed

WHEREAS, Medford Water solicited bids for the Fourbit Timber Harvest on Big Butte Springs Watershed through an Invitation to Bid process; and

WHEREAS, Notice of Intent to Award to Boise Cascade and Swanson Group was issued on August 8, 2024, and no protests of the award were received; and

WHEREAS, these bidders are qualified and agreeable to purchase the timber as specified in the aforesaid Invitation to Bid; and

WHEREAS, the value of the log purchasing agreements 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 log purchase agreements for the Fourbit Timber Harvest are hereby awarded to Boise Cascade and Swanson Group.

SECTION 2. That the General Manager is hereby authorized and directed to execute said log purchase agreements up to \$500,000, which are on file in the Office of Medford Water 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 Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 21st day of August 2024.

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

David Wright, Acting Chair



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, Michael Smith, and John Dailey
FROM: Brian Runyen, PE, Engineering Manager
DATE: Wednesday, August 21, 2024
SUBJECT: Item 8 – Resolution 1953, Authorizing the General Manager to Execute a Contract with RH2 Engineering for the Martin Control Station 7 MGD Upgrade Design Services
OBJECTIVE: Board Approval

Issue

Staff is pursuing consulting engineering services to design pumping upgrades for the first phase of expansion to the Martin Control Station (CS).

Discussion

The Distribution System Resiliency Backbone evaluation identified Martin Control Station (CS) as the best option for a primary resilient pump station in the resilient backbone. Additional evaluation of Martin CS was performed in early 2023 which confirmed the designation of the station as a resilient pump station. This work also evaluated suitability at each of the three control stations for the addition of an inline turbine for power generation. The power generation portion of the evaluation included grant funding thru Energy Trust of Oregon in the amount of \$64,556.55.

Moving forward, the project that is the focus of the engineering design services contemplated in the Resolution before the Board today has the following focus:

- Martin Control Station 7MGD upgrade – expansion to pumping, electrical upgrades, and backup power
- Conrad Control Station and Martin Control Station – backup power recommendations and pump recommendations

Evaluation of the three control stations as a group is important as the three work in conjunction to deliver water from the Duff Water Treatment Plant to the Gravity Pressure Zone.

In May, Medford Water issued an RFP for consulting services to provide engineering support for this work. A selection committee of 6 individuals, including members of Operations and Engineering, reviewed and scored the 3 proposals which were received. The outcome of scoring and interviews were as follows:

1. RH2 Engineering
2. West Yost Associates
3. Black & Veatch

A Notice of Intent to Award the design consulting contract to RH2 Engineering was issued on August 6, 2024, and there have been no protests. Staff supports award of the contract to RH2 Engineering.

Financial Impact

The contract amount being requested under this Resolution will take the project thru preliminary design (approximately 30% design). Upon completion of this work, we will be able to better identify the scope and fee necessary to take the project to 100% design and thru the construction period. At that time, we will return to the Board for an amendment to the contract amount to complete that work.

This project is included in the group of projects comprising the BRIC Grant request for which Medford Water is currently under consideration. Within that \$34.8M funding request, this project represents a potential Federal contribution of approximately \$2.3M.

This project will span multiple fiscal years. Preliminary design is expected to be completed by Q3 of the current fiscal year FY24-25. The FY24-25 CIP budget for this project is \$329,000. Additional project costs have been forecasted and accounted for in subsequent years of the 10yr CIP budget.

Completion of this phase of work will allow us to both better estimate construction costs and allow time to gain clarity on the status of our BRIC Grant request before proceeding with final design and construction. This will allow for recalibration of the project within the 10-yr CIP if needed.

Requested Board Action

Staff recommends approval of this Resolution, authorizing the General Manager to execute a Contract with RH2 Engineering for the Martin Control Station 7 MGD Upgrade Design Services in the amount of \$155,439.

RESOLUTION NO. 1953

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with RH2 Engineering, Inc. for Consulting Services for the Martin Control Station 7 MGD Upgrade Design Services

WHEREAS, Medford Water solicited proposals for the Martin Control Station 7 MGD Upgrade Design (CIP-22-00341) through a Request for Proposals based on the Qualification Based Selection process; and

WHEREAS, RH2 Engineering, Inc. was determined to be the highest ranking proposer; and

WHEREAS, a Notice of Intent to Award was issued to RH2 Engineering, Inc. on August 6, 2024, and no protests of the award were received; and

WHEREAS, RH2 Engineering, Inc. has submitted a Scope of Work, Schedule, and Budget for the first phase (Pre-Design) of the project and is qualified and agreeable to render the services specified therein; and

WHEREAS, the initial value of the contract, for preliminary design services, is estimated at \$155,439.00 exceeds the General Manager’s authority; and

WHEREAS, future amendments to the contract value are anticipated and will be brought before the Board for approval in order to complete the project thru final design and construction phase services;

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 \$155,439.00 for Martin Control Station 7 MGD Upgrade Design Services, (CIP-22-00341) is hereby awarded to RH2 Engineering, inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract 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 at the Office of the Commission and by reference made a part hereof, is hereby approved.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 21st day of August 2024.

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

David Wright, Acting Chair



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager

DATE: Wednesday, August 21, 2024

SUBJECT: Item 9 – Resolution 1954, Authorizing the Chair of the Board of Water Commissioners to Execute an Amendment to the Intergovernmental Agreement (IGA) by and between Medford Water and the City of Medford for Southwest Infrastructure Improvements.

OBJECTIVE: Board Approval

Issue

Through previous Board Resolution 1881, Medford Water entered into an Intergovernmental Agreement (IGA) with the City of Medford to deliver specific water infrastructure projects (the “Southwest Infrastructure Improvements”) paid for by grant funding obtained by the City of Medford. An amendment to that IGA is necessary to clarify the construction included in the projects as well as the delivery method and estimated reimbursable costs related to work to be performed directly by Medford Water. The Medford City Council approved the amendment to the IGA by Ordinance on July 18, 2024. The Board of Water Commissioners approval by Resolution is hereby requested.

Discussion

On June 7th, 2023, the Board of Water Commissioners approved Resolution No. 1881 authorizing the Chair of the Board of Water Commissioners to Execute an Intergovernmental Agreement (IGA) by and between Medford Water and the City of Medford for Southwest Infrastructure Water Improvements.

The IGA contemplates Medford Water executing the bidding and construction management of the two projects described in an agreement between the City of Medford and the State of Oregon through the Oregon Business Development Department for \$2.7M of ARPA grant funds.

This IGA allows for Medford Water to work with the City of Medford to efficiently deliver these water construction projects, funded by grant money obtained by the City, to foster development in the Southwest portion of the City of Medford.

The first project was completed in Quarter 1 of 2024 and consisted of an extension of the water main in the Southwest Pressure Zone north in Orchard Home Dr, west along Westwood Dr and north along future Fallen Leaf Ave to directly benefit the Housing Authority of Jackson County’s (HAJC) “Orchard Meadows” project. The extension of this water main also benefits future redevelopment of this area of Southwest Medford.

The second project consists of extension of water main along South Stage Road from South Columbus Ave to Kings Hwy and additional water lines in the vicinity to directly benefit the MDA

Development LLC “South Stage Park Subdivision” project at the northwest corner of South Stage Rd and Kings Hwy. The location of South Stage Park necessitates water be supplied from the Southwest Pressure Zone, for which the closest tie-on location is at South Stage Rd and Columbus Ave. This water main extension will also benefit future development to the east of Kings Hwy that also must be served from the Southwest Pressure Zone. As part of the South Stage project, certain properties at the northeast corner of South Stage Rd and Columbus Ave which are currently served from the Gravity Pressure Zone and experience less than desirable water pressures will be able to be connected to the new subzone of the Southwest Pressure Zone that this water main extension will create, greatly improving their water pressure. Design of the South Stage project is nearing completion with bidding expected in Fall of 2024.

The IGA amendment clarifies the description of both projects based on the designs and clarifies the extent of work and estimated costs to Medford Water for work performed or to be performed by Medford Water crews on both projects.

Note that this will be the second amendment to the IGA. A previous amendment was executed in August of 2023 by the Medford Water General Manager and the City of Medford City Manager, which specified required ARPA contract clauses to be included in the construction contracts.

Financial Impact

The proposed IGA amendment has no substantive change to the financial impact anticipated at the time of the original IGA approval.

The main financial impact to Medford Water is consideration of cashflow needs related to Medford Water contracting directly with and paying the construction contractors. The IGA requires that the City of Medford reimburse Medford Water for such amounts within 10 days after submittal by Medford Water.

The Orchard Home project has been completed, and all costs incurred by Medford Water related to the Orchard Home project have been reimbursed by the City of Medford.

For the South Stage project, Medford Water expects to incur approximately \$40,000 of surveying and design fees from the developer’s engineer to design a portion of additional water line in the vicinity of South Stage and Kings Hwy, construction of which will be paid for by the City’s ARPA funds. Previous costs of approximately \$24,000, which were not reimbursed under this IGA, were incurred in FY22-23 for staff and consultant time to analyze the requirements to rezone this area of the water system. All other costs incurred by Medford Water related to the South Stage project will be reimbursed by the City of Medford.

If project costs exceed the available grant funds the developer is responsible to the City of Medford for covering those costs.

Requested Board Action

Staff recommends approval of this Resolution, authorizing the Chair of the Board of Water Commissioners to Execute an Amendment to the Intergovernmental Agreement (IGA) by and between Medford Water and the City of Medford for Southwest Infrastructure Improvements.

Attachments:

- *Original IGA (executed 6/7/23 & 6/22/23)*
- *First Amendment to IGA (executed 8/4/23 & 8/14/23)*
- *Resolution and Second Amendment to IGA (executed by COM 7/18/24), for Board approval and execution*

RESOLUTION NO. 1954

A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Authorizing the Chair of the Board of Water Commissioners to Execute an Amendment to the Intergovernmental Agreement (IGA) by and between Medford Water and the City of Medford for Southwest Infrastructure Improvements

WHEREAS, this amendment to the IGA is not meant to supersede any other Intergovernmental Agreements between the City of Medford and Medford Water; and

WHEREAS, on June 7th, 2023, the Board of Water Commissioners approved Resolution No. 1881 authorizing the Chair of the Board of Water Commissioners to Execute an Intergovernmental Agreement (IGA) by and between Medford Water and the City of Medford for Southwest Infrastructure Water Improvements; and

WHEREAS, the IGA was signed by the Chair of the Board of Water Commissioners on June 7, 2023, and by the Mayor of the City of Medford on June 22, 2023; and

WHEREAS, an amendment to the IGA to adopt the required ARPA contract clauses was signed by the Medford Water General Manager on August 4, 2023, and by the City of Medford City Manager on August 14, 2023; and

WHEREAS, the project description included in that IGA for what is commonly known as Phase II of the project has changed as a result of project engineering, and certain estimated project costs have changed accordingly; and

WHEREAS, changes are proposed to the delivery method of certain portions of the project, and higher costs are anticipated for work performed by Medford Water related to these changes, with correspondingly lower costs for the contractor; and

WHEREAS, the Medford City Council authorized this amendment of the IGA thru Ordinance No. 2024-66 on July 18, 2024;

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

The Chair of the Board of Water Commissioners is hereby authorized to Execute an Amendment to the Intergovernmental Agreement (IGA) by and between the Medford Water Commission and the City of Medford for Southwest Infrastructure Improvements as set forth in Exhibit A, attached hereto and by reference made a part hereof.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 21st day of August 2024.

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

David Wright, Acting Chair

SECOND AMENDMENT TO INTERGOVERNMENTAL AGREEMENT**For Southwest Infrastructure Improvements**

THE AGREEMENT, hereinafter "the Contract," made and entered into on June 1, 2023, by and between the CITY OF MEDFORD, herein referred to as CITY, and MEDFORD WATER COMMISSION, hereinafter referred to as Medford Water, is amended as outlined herein. The AGREEMENT was previously amended on or around August 14, 2023 to adopt ARPA/SLFRF Required Contract Clauses. This SECOND AMENDMENT shall have an effective date the latter of the two signatures below.

The parties hereby agree to amend the AGREEMENT as follows:

For the second recital, the language struck through below is deleted and the boldface language below is inserted in its place:

- ~~1. Extension of approximately 1,000 feet of existing 12-inch water main north in Orchard Home Drive, west along Westwood Drive and north along Fallen Leaf Avenue;~~
- ~~2. Connect existing water mains in South Columbus Avenue and Kings Highway by installing approximately 2,300 feet of 12-inch water main pipe;~~
- ~~3. Install approximately 375 feet of 8-inch water main pipe along Lillian Street~~
- ~~4. Install approximately 1,200 feet of 12-inch water main pipe along South Stage Road; and~~
- ~~5. Installation of approximately one (1) fire hydrant and three (3) pressure release valves;~~
- 1. Extension of approximately 1,000 feet of existing 12-inch water main north in Orchard Home Drive, west along Westwood Drive and north along Fallen Leaf Avenue.**
- 2. Install approximately 380 feet of 8-inch water main pipe along Lillian Street**
- 3. Install approximately 740 feet of 12-inch water main pipe along Kings Highway**
- 4. Install approximately 3,935 feet of 12-inch water main pipe along South Stage Road**
- 5. Installation of approximately seven (7) fire hydrants and one (1) pressure release valve;**

For the fifth recital, the language struck through below is deleted and the boldface language below is inserted in its place:

~~WHEREAS, Medford Water has provided City a non-binding estimate of its project costs as \$30,000 for the South Stage portion of the project and \$15,000 for the Orchard Home/Westwood portion of the project;~~

WHEREAS, Medford Water has provided City a non-binding estimate of its project costs as \$375,000 for the South Stage portion of the project and \$87,000 for the Orchard Home/Westwood portion of the project;


For Section 2, the language struck through below is deleted and the boldface language below is inserted in its place:

~~For the all portions of the project, Medford Water may charge to the City its actual costs of inspection and testing to the project and all other Medford Water work (e.g., wet taps and wet water connections) to the project.~~

For all portions of the project, Medford Water may charge to the City its actual costs of inspection and testing to the project and all other Medford Water work, including wet taps, wet water connections, installation of pipe and other projects components as necessary to complete the project.

The parties hereby amend the AGREEMENT as set forth above, and the remainder of the AGREEMENT remains in full effect as previously amended.

CITY OF MEDFORD

Signature: 

Printed Name: SPALANINO

Title: Mayor

Date: 07-18-2024

MEDFORD WATER

Signature: _____

Printed Name: _____

Title: _____

Date: _____

ORDINANCE NO. 2024-66

AN ORDINANCE authorizing and approving the amendment of an Intergovernmental agreement (IGA) with Medford Water Commission (Medford Water) addressing infrastructure construction in southwest Medford.

WHEREAS, on December 15, 2022, Council Bill 2022-138 was approved, authorizing execution of a grant agreement with the Oregon Business Development Department for \$2.7M in American Rescue Plan Act (ARPA) funding to address water infrastructure in the vicinity of Orchard Home Drive and Westwood Drive and South Stage Road and Kings Highway;

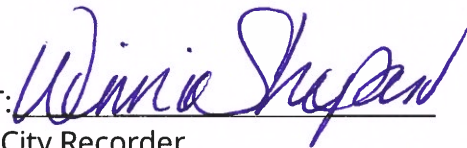
WHEREAS, the project description included in that IGA for what is commonly known as Phase II of the project has changed as a result of project engineering, and certain estimated project costs have changed accordingly; and


WHEREAS, changes are proposed to the delivery method of certain portions of the project, and higher costs are anticipated for work performed by Medford Water related to these changes, with correspondingly lower costs for the contractor; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

The City Council hereby authorizes the amendment of an IGA with Medford Water addressing infrastructure construction in southwest Medford. The IGA is on file in the City Recorder's Office.

PASSED by the Council and signed by me in authentication of its passage this 18th day of July, 2024.

ATTEST: 
City Recorder


Mayor Randy Sparacino

APPROVED July 18, 2024


Mayor Randy Sparacino