



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 – CLAs, SDCs, & Fees (Engineering Manager Brian Runyen & Finance Manager Beau Belikoff & HDR Inc Shawn Koorn)

12:15 p.m. BOARD MEETING

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted.

4. Approval or Correction of the Minutes of the Last Regular Meeting of April 2, 2025

5. Resolution No. 1975, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order to Cummins Inc. for Diesel Generators at the Medford Water Operation Center

6. Resolution No. 1976, A RESOLUTION Awarding and Authorizing the General Manager to Pay City of Medford Fees for the Medford Water Operation Center

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 Beau Belikoff, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

8. Propositions and Remarks from the Commissioners

9. Adjourn

DATES TO REMEMBER*

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
5/7/25	Wed	Board Meeting	Annual Budget	12:15 p.m.	Prescott Room, Police Dept
5/21/25	Wed	Board Meeting	Annual Budget Approval	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_pp41rsJkQBar4t4CDDWWQQ

Meeting passcode: 676540



To join by phone, call:

(669) 900-6833

Meeting ID Number: 823 7727 0859 Meeting passcode: 676540



Memorandum

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

FROM: Brad Taylor, General Manager

DATE: Wednesday, April 16, 2025

SUBJECT: Item 5.0 – Resolution 1975, Authorizing the General Manager to Approve a Purchase Order to Cummins Inc.

OBJECTIVE: Board Approval

Issue

Medford Water (MW) is responsible for purchase of Diesel Generators for the Medford Water Operation Center (MWOC) Project. Board approval is needed for the Purchase Order to Cummins Inc. because the generator cost exceeds the General Managers signature authority per MW Contracting and Purchasing Regulations, Section 1.02.

Discussion

MW requested Sourcewell quotes from three approved Generator Manufactures (MTU, CAT, and Cummins). Sourcewell is a national, competitive solicitation process that meet or exceed local public contracting requirements. It is recognized within Oregon statute as an approved method to streamline public contracting and procurement. Sourcewell vetting of vendors guarantees the best possible pricing is being provided by a vendor. Cummins Inc. was selected based on competitive price and meeting the requirements of the solicitation. Cummins generators are also used at our Duff Water Treatment Plant (WTP) and Big Butte Springs (BBS) facilities. Lead time is estimated to be between 21 and 23 weeks from the date of the purchase order.

Financial Impact

The approved Capital Improvement Plan budget for Fiscal Year 24/25 includes anticipated expenditures for the MWOC project. The MWOC project is a multi-year construction project, with the total cost planned for in the 10-year Capital Plan. A quote in the amount of \$259,811.64 has been provided by Cummins Inc., and the price includes a 5-year warranty.

Requested Board Action

Staff recommends approval of Resolution 1975, authorizing the General Manager to execute a purchase order for the generator package quoted by Cummins Inc. and contract amendments up to 25% of the purchase order amount.

RESOLUTION NO. 1975

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order to Cummins Inc. for Diesel Generators at the Medford Water Operation Center (MWOC)

WHEREAS, Medford Water has designed and is now in construction of MWOC; and

WHEREAS, Medford Water solicited a quote from Cummins Inc. for MWOC through a public contracting pool for the specified generators and associated components; and

WHEREAS, Cummins Inc. has submitted a quote in the amount \$259,811.64 for the project and is qualified and agreeable to render the materials specified therein; and

WHEREAS, the approved Capital Improvement Plan budget for Fiscal Year (FY) 24/25 has funds allocated for MWOC and anticipates funds for subsequent FY's; and

WHEREAS, the purchase order amount exceeds the General Manager's authority pursuant to Medford Water's Contracting and Purchasing Regulations, Section 1.02;

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

That the General Manager is hereby authorized and directed to execute a purchase order to Cummins Inc. in the amount of \$259,811.64, and any amendments not exceeding 25% of the amount, on behalf of the Board of Water Commissioners, 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 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 April 2025.

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

David Wright, Chair



Memorandum

TO: Commissioners David Wright, Jason Anderson, John Dailey, Bob Mylenek and Bob Strosser
FROM: Brad Taylor, General Manager
DATE: Wednesday, April 16, 2025
SUBJECT: Item 6.0 – Resolution 1976, Authorizing the General Manager to Approve Payment of Building Permit and System Development fees with City of Medford
OBJECTIVE: Board Approval

Issue

Medford Water (MW) is responsible for permits and other fees from the City of Medford (COM) for the Medford Water Operation Center (MWOC) Project. Board approval is needed, because the fees exceed the General Managers signature authority per MW Contracting and Purchasing Regulations, Section 1.02.

Discussion

Building permit fees and System Development Charges (SDC) for utilities and services from COM are required for construction of MWOC. A summary of the building permit and fees include building permit fees, SDC (storm water and streets), and school construction tax charges. SDC's associated with Rogue Valley Sanitary Services (RVSS) were paid separately.

Building permit fees associated with other site buildings (vehicle, storage, decant and fuel island) are not included in these fees and are not anticipated to be more than GM signature authority. These fees will be tracked as part of the overall project cost.

Financial Impact

The approved Capital Improvement Plan budget for Fiscal Year 24/25 has anticipated expenditures for the MWOC project. The MWOC project is a multi-year construction project, and the full cost is planned in the 10-year Capital Plan. The COM permit and SDC fees are \$358,536.47.

Requested Board Action

Staff recommends approval of Resolution 1976, authorizing the General Manager to pay permit and other fees to the City of Medford for the MWOC.

RESOLUTION NO. 1976

A RESOLUTION Awarding and Authorizing the General Manager to Pay City of Medford Fees for the Medford Water Operation Center (MWOC)

WHEREAS, Medford Water has designed and is now in construction of MWOC; and

WHEREAS, Medford Water is responsible for Building permits and other fees to the City of Medford for MWOC; and

WHEREAS, City of Medford has invoiced us \$358,536.47 for building permits and other fees associated with development and construction of MWOC; and

WHEREAS, the approved Capital Improvement Plan budget for Fiscal Year (FY) 24/25 has funds allocated for MWOC and anticipates funds for subsequent FY's; and

WHEREAS, the invoice for fees exceeds the General Manager's authority pursuant to Medford Water's Contracting and Purchasing Regulations, Section 1.02;

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

That the General Manager is hereby authorized and directed to pay City of Medford invoice in the amount of \$358,536.47, on behalf of the Board of Water Commissioners, 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 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 April 2025.

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

David Wright, Chair