



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

AGENDA

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Powering Medford Water with GIS (IT Manager Kris Stitt, GIS/EAM Administrator Karim Naguib, GIS Specialist Colin May, Utility Person IV Lead Matt Strain)

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 August 6, 2025

5. Resolution No. 2000, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$829,929.00 with Consor North America, Inc for Consulting Services for Preparation of a Water Management & Conservation Plan and Water System Master Plan

6. Resolution No. 2001, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Pacific Electrical Contractors in the Amount of \$277,678.00 for the Distribution System SCADA & Communication System Replacement CM/GC Construction Procurement

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
9/3/25	Wed	Board Meeting	No Meeting	12:15 p.m.	Prescott Room, Police Dept.
9/17/25	Wed	Board Meeting	Duff Projects	12:15 p.m.	Robert A. Duff WTP

**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_GQiHpVUORRGa5dz0npBkzg

Meeting passcode: 505239



To join by phone, call:

(669) 900-6833

Meeting ID Number: 886 0822 6368

Meeting passcode: 505239



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager and Julie Smitherman, Water Resources & Customer Service Manager

DATE: Wednesday, August 20, 2025

SUBJECT: Item 5 - Resolution 2000, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$829,929 with Consor North America, Inc for Consulting Services for Preparation of a Water Management & Conservation Plan and Water System Master Plan

OBJECTIVE: Board Approval

Issue

Medford Water is required by governing agencies to periodically update both its Water Management & Conservation Plan (WMCP) and Water System Master Plan (WSMP). Through a Request for Proposals (RFP) / Qualifications Based Selection (QBS) process, Medford Water has selected Consor North America, Inc. (Conсор) to prepare these plans. Because the maximum amount of the contract value exceeds the General Manager's purchasing authority, Board approval is needed.

Discussion

The Oregon Water Resources Department (OWRD) requires water suppliers to prepare and submit a Water Management & Conservation Plan every ten years. Medford Water last prepared and submitted a WMCP in 2017. Similarly, the Oregon Health Authority (OHA) requires water suppliers to prepare and submit a Water System Master Plan every twenty years. The WSMP is recommended for updating every ten years, and many grant programs also require that the WSMP be current in that timeline. Medford Water last prepared a systemwide WSMP, titled "Water System Facility Plan", in 2017.

The WMCP is a comprehensive document that guides water providers in managing and conserving water resources, ensuring sustainable use for both current and future needs. Components of the plan include system description, water demand & supply, water conservation measures, and water curtailment plans.

The WSMP evaluates in depth the needs of the water system for at least a 20-year period. Components of the plan include a summary of the overall plan, a description of the existing water system, water quality and service goals, an estimate of the projected growth and demand on the water system over time, identified present and future water system deficiencies, recommended solutions, an implementation and financing plan, and a seismic risk assessment and mitigation plan. A key goal will be to synthesize other focused plans and studies that have recently been completed into a comprehensive WSMP.

It makes sense to develop the WMCP and WSMP concurrently due to the overlap in several elements - particularly the water system description and water demand and supply forecasting - as well as the interconnection between water conservation efforts and water demand, a relationship which directly impacts the need for capacity-enhancing improvements to the water system.

Medford Water solicited proposals for consulting services to complete both the WMCP and WSMP through a Request for Proposals / Qualifications Based Selection process. Four teams of consultants submitted proposals, from which three were interviewed by a selection committee. Consor North America, Inc. was selected as the top-ranked proposer.

Medford Water negotiated with Consor regarding the scope, fee and terms of the contract, resulting in a not-to-exceed contract value of \$829,929. A Notice of Intent to Award was issued to Consor on August 7, and no protests of the award were received.

Financial Impact

The contract is set up as a not-to-exceed contract with a maximum amount of \$829,929. This will be managed within the Operating Budget of both the current fiscal year FY25/26 and subsequent FY26/27. Throughout the project, we will seek opportunities to manage the budget by utilizing our staff for portions of tasks as their availability allows and where efficiencies can be achieved.

Requested Board Action

Staff recommends approval of this resolution awarding and authorizing the General Manager to execute a contract in the amount of \$829,929 with Consor North America, Inc for Consulting Services for preparation of a Water Management & Conservation Plan and Water System Master Plan.

RESOLUTION NO. 2000

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$829,929.00 with Consor North America, Inc for Consulting Services for Preparation of a Water Management & Conservation Plan and Water System Master Plan

WHEREAS, Medford Water is required to periodically prepare and submit to regulatory agencies a Water Management & Conservation Plan (WMCP) and a Water System Master Plan (WSMP); and

WHEREAS, Medford Water solicited proposals for consulting services to complete both the WMCP and WSMP through a Request for Proposals / Qualifications Based Selection process; and

WHEREAS, Consor North America, Inc. (Conzor) was selected as the top-ranked proposer; and

WHEREAS, Medford Water negotiated with Consor regarding the scope, fee and terms of the contract at a no-to-exceed cost of \$829,929.00, and Consor is qualified and agreeable to render the services specified; and

WHEREAS, a Notice of Intent to Award was issued to Consor on August 7, and no protests of the award were received; and

WHEREAS, the amount of the Contract exceeds the authority of the General Manager as defined in Section 1.2 of the Commission's Contracting & Purchasing Regulations;

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 \$829,929.00 for Consulting Services to prepare a Water Management & Conservation Plan and Water System Master Plan is hereby awarded to Consor North America, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract with Consor North America, Inc., payments for said contract up to \$829,929.00, and any contract amendments not exceeding the General Manager's purchasing authority, on behalf of the Board of Water Commissioners.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 20th day of August 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: John Crowley, SCADA Systems Administrator
DATE: Wednesday, August 20, 2025
SUBJECT: Item 6 – Resolution 2001, Authorizing the General Manager to Execute an Early Work Amendment for Distribution SCADA Construction Distribution System SCADA & Communication System Replacement CM/GC Equipment Procurement Services
OBJECTIVE: Board Approval

Issue

Due to longer lead times for electrical and mechanical equipment, early procurement is required to ensure items are available for the FY 25/26 SCADA Project construction season.

Discussion

The Board approved Resolution 1964 on December 4, 2024, which authorized a CM/GC style construction delivery for the Distribution System SCADA & Communication System Replacement CM/GC Pre-Construction Services through Pacific Electrical Contractors. This CM/GC approach to construction is characterized by an incremental approach to construction delivery. This initial contract covered pre-construction services.

Design work for the Distribution SCADA Project has progressed to the 95% completion stage and the first phase of construction is expected to begin this winter. The FY 25/26 scope includes upgrades at five reservoirs, three pump stations and the initial radio system infrastructure installation. As part of this effort, the three pump stations will require replacement of the motor control centers (MCCs) and several valves.

The MCCs and valves have been identified as having extended lead times, ranging from 12 to 26 weeks. To ensure the timely delivery ahead of the upcoming construction season, the equipment needs to be ordered as early as possible.

The updated SCADA platform includes enhanced control and data collection capabilities. The replacement of MCCs and valves is essential to meet the functional requirements of the new system and ensure full delivery of the project.

Staff anticipates bringing forward an additional contract amendment in October to cover the remaining construction costs for this fiscal year.

Financial Impact

The value of this Early Work Amendment (EWA #1) is \$277,678 and is covered within the FY 25/26 CIP Budget.

Requested Board Action

Staff recommend approval of this EWA #1 authorizing the General Manager to execute a contract amendment for Distribution SCADA Construction Distribution System SCADA & Communication System Replacement CM/GC construction procurement in the amount of \$277,678.

RESOLUTION NO. 2001

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Pacific Electrical Contractors in the Amount of \$277,678.00 for the Distribution System SCADA & Communication System Replacement CM/GC Construction Procurement

WHEREAS, A contract in the amount of \$91,000.00 was awarded by the Board of Commissioners through Resolution 1964 on December 4, 2024; and

WHEREAS, Pacific Electrical Contractors is qualified to render services as prescribed in the Request for Proposals; and

WHEREAS, a Contract Amendment to the Distribution System SCADA & Communication System Replacement CM/GC construction procurement identified as Early Work Amendment (EWA #1) in the amount of \$277,678.00 has been presented by Pacific Electrical Contractors; and

WHEREAS, the Contract Amendment scope and fee has been reviewed and found agreeable;

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

SECTION 1. That a contract amendment in the amount of \$277,678.00 for Distribution System SCADA & Communication System Replacement CM/GC Pre-construction Services is hereby awarded to Pacific Electrical Contractors.

SECTION 2. The General Manager is hereby authorized and directed to execute said contract and payments for said contract up to \$277,678.00, 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.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 20th day of August 2025.

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