



**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 – Cost of Service Study Presentation - Part I of II ( Beau Belikoff  
Finance Manager, Shawn Koorn and Kevin Lorentzen HDR, Inc.)

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 October 15, 2025**

**5. Resolution No. 2008, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with RH2 Engineering, Inc. for Consulting Services for Design of Zone 1 Pumping and Transmission in the amount of \$348,277.00**

**6. Resolution No. 2009, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Pacific Electrical Contractors in the Amount of \$1,635,865.13 for the Distribution System SCADA & Communication System Replacement CM/GC Services**

**7. 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.

**8. Propositions and Remarks from the Commissioners**

**9. Adjourn**

| DATES TO REMEMBER*                                                                                                  |     |                 |                                                                  |                 |                            |
|---------------------------------------------------------------------------------------------------------------------|-----|-----------------|------------------------------------------------------------------|-----------------|----------------------------|
| DATE                                                                                                                | DAY | TYPE OF MEETING | STUDY SESSION TIME & TOPIC                                       | REGULAR MEETING | LOCATION                   |
| 11/19/25                                                                                                            | Wed | Board Meeting   | COSA Part II                                                     | 12:15 p.m.      | Prescott Room, Police Dept |
| <i>Thursday &amp; Friday, November 27 &amp; 28, 2025 – Offices closed in observance of the Thanksgiving Holiday</i> |     |                 |                                                                  |                 |                            |
| 12/03/25                                                                                                            | Wed | Board Meeting   | JC/MW Bulk Water Sales Update and Intermediate Water User Update | 12:15 p.m.      | Prescott Room, Police Dept |
| 12/17/25                                                                                                            | 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\\_lx7wHUoSvuInjsZP5S\\_GQ](https://us02web.zoom.us/webinar/register/WN_lx7wHUoSvuInjsZP5S_GQ)

Meeting passcode: 173126



To join by phone, call:

(669) 900-6833

Meeting ID Number: 851 9989 5778

Meeting passcode: 173126



## **Memorandum**

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

**FROM:** Brian Runyen, Engineering Manager  
Andy Huffman, Senior Capital & Special Projects Manager

**DATE:** Wednesday, November 5, 2025

**SUBJECT:** Item 5.0 – Resolution 2008, Authorizing the General Manager to Execute a Contract with RH2 Engineering for Zone 1 Pumping and Transmission

**OBJECTIVE:** Board Approval

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### **Issue**

Staff seeks approval for an engineering consulting services contract with RH2 Engineering, Inc in the amount of \$348,277 for the first phase of a multi-part contract for Design of Zone 1 Pumping and Transmission.

### **Discussion**

Previous planning efforts and the most recent Southeast Medford Facility Plan have demonstrated the need for infrastructure to support continued expansion of water pumping, transmission and storage to serve growth in the upper pressure zones of east Medford. Considerable development activity continues throughout the system, especially in these zones. All upper pressure zones depend on pumping capacity thru Zone 1, which must be expanded to continue to meet existing and projected demands.

This project includes a new Zone 1 pump station which will replace or expand the existing Pierce Heights pump station. Also included in the project is additional transmission piping to connect to Zone 1 reservoirs to meet the increased demand within the zone and those above.

Medford Water solicited proposals from engineering consultants thru a Qualifications Based Selection (QBS) process. Proposals from four teams were received and evaluated. After interviews with the highest ranking proposals, the selection committee determined RH2 Engineering to be the best qualified and positioned team for the project. Staff is satisfied that RH2 has the right combination of experience, technical expertise, and industry knowledge to deliver this work to the satisfaction of Medford Water. RH2 is also the design engineer for the Capital Hill Reservoir replacement project, sharing the same site as the current Pierce Heights Zone 1 pump station, which will benefit coordination of these two projects.

Work included in this initial contract will provide evaluation, geotechnical investigation, and basis-of-design (typically similar to about a 30% design phase) to appropriately size and locate the pump station and to confirm pipe sizes and routing for the transmission pipelines. The work is expected to be completed within the current fiscal year.

After completion of the basis-of-design work, a scope and fee for remaining design services will be prepared and brought to the Board for approval as an amendment to this contract. This approach provides necessary clarity on the specifics of the project scope to more accurately and efficiently determine the level of effort and cost necessary to continue the design to 100%.

Similarly, upon bidding the project for construction and selection of a construction contractor, a scope and fee for engineering construction phase services will be developed and brought to the Board for approval as a contract amendment.

**Financial Impact**

This first phase of work has a cost of \$348,277. These costs and subsequent contract amendments are accounted for within the current FY25/26 and subsequent years' CIP budgets.

**Requested Board Action**

Staff recommends approval of this Resolution, authorizing the General Manager to execute a Contract with RH2 Engineering for the Zone 1 Pumping and Transmission Design in the amount of \$348,277.

## RESOLUTION NO. 2008

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with RH2 Engineering, Inc. for Consulting Services for Design of Zone 1 Pumping and Transmission in the amount of \$348,277.00

WHEREAS, Medford Water solicited proposals for Consulting Services for Design of Zone 1 Pumping and Transmission (CIP-25-00520) through a Request for Proposals based on the Qualification Based Selection process; and

WHEREAS, a Notice of Intent to Award was issued to RH2 Engineering, Inc. on October 22, 2025, 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 of the project (Basis of Design) and is qualified and agreeable to render the services specified therein; and

WHEREAS, contract amendments for remaining design services and construction phase services will be brought separately for approval at later dates; and

WHEREAS, the value of the initial contract, estimated at \$348,277.00 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 the amount of \$348,277.00 for Consulting Services for Design of Zone 1 Pumping and Transmission (CIP-25-00520) 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 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 5<sup>th</sup> day of November 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, Principal SCADA Systems Administrator  
**DATE:** Wednesday, November 5, 2025  
**SUBJECT:** Item 6.0 – Resolution 2009, Authorizing the General Manager to Execute an Early Work Amendment (EWA #2) for the Distribution SCADA & Communication System Replacement CM/GC Services contract  
**OBJECTIVE:** Board Approval

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### **Issue**

The Distribution SCADA & Communication System Replacement CM/GC Services contract with Pacific Electrical Contractors anticipates multiple contract amendments as design of the project elements are developed. Medford Water staff has received pricing for the next Early Work Amendment (EWA) – EWA #2. Board approval is required for authorization of a contract amendment with Pacific Electrical Contractors for EWA #2.

### **Discussion**

On December 4, 2024, the Board approved Resolution 1964, authorizing the use of a Construction Manager/General Contractor (CM/GC) delivery method for the Distribution System SCADA & Communication System Replacement project. Pre-construction services will be provided by Pacific Electrical Contractors. The CM/GC approach is characterized by an incremental construction delivery process, which allows Medford Water to manage the project in yearly phases aligned with the wet and dry seasons. This initial contract covers only the pre-construction services.

The Board approved Resolution 2001 on August 20, 2025, authorizing the procurement of long lead time items which consisted of (3) Motor Control Centers and several control valves.

Design documents for this year's construction efforts of the Distribution SCADA Project have progressed to the 100% completion stage and have been released for construction. Pacific Electrical Contractors has provided costing for EWA #2 based on these plans that include the following:

- Installing the core communication network that includes the 3 Nexus/Repeater sites at Roxy Ann, Capital Hill, and Southwest Reservoir; and the 2 Master Sites at the Operation Center and the Duff Water Treatment Plant.
- Replacing the SCADA control and communications equipment at the following sites:
  - Highland Reservoir
  - Stardust Pump Station and Reservoir
  - Cherry Lane Reservoir
  - Angelcrest Pump Station
  - Southwest Reservoir
  - Bullis Reservoir
  - Archer Pump Station
- Replacing the Motor Control Centers at Stardust, Angelcrest, and Archer pumps stations.
- Optimizing piping and valve components at Stardust and Archer pump stations.
- Adding 1 additional pump at Archer pump station.

**Financial Impact**

The value of this EWA is \$1,635,865.13 and is covered within the FY 25/26 CIP Budget.

**Requested Board Action**

Staff recommend approval of this EWA #2, authorizing the General Manager to execute a contract amendment for Distribution System SCADA & Communication System Replacement CM/GC Services in the amount of \$1,635,865.13.

## RESOLUTION NO. 2009

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Pacific Electrical Contractors in the Amount of \$1,635,865.13 for the Distribution System SCADA & Communication System Replacement CM/GC Services

WHEREAS, A contract in the amount of \$91,000 was awarded by the Board of Commissioners through Resolution 1964 on December 4<sup>th</sup>, 2024; 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 was awarded by the Board of Commissioners through Resolution 2001; and

WHEREAS, a Contract Amendment to the Distribution System SCADA & Communication System Replacement CM/GC Services contract identified as EWA #2 in the amount of \$1,635,865.13 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 \$1,635,865.13 for Distribution System SCADA & Communication System Replacement CM/GC 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 total amended contract up to \$2,004,543.13, and any contract amendments not exceeding the General Manager's purchasing authority, 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 5<sup>th</sup> day of November 2025.

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