



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 – Bulk Water Sales Update (Steve Lambert and Jennifer Drake, Jackson County Roads & Parks; Water Distribution Operations Supervisor Scott Allis), and Intermittent Water User Update (Water Resources & Customer Service Manager Julie Smitherman)

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. Public Hearings

4.1 Consider Resolution No. 2010, A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2025 Cost of Service Study Shall Become Effective on March 1, 2026, and Thereafter

5. Approval or Correction of the Minutes of the Last Regular Meeting of November 19, 2025

6. Resolution No. 2011, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$120,000 with Jacobs Engineering Group, Inc., for On-Call Hydraulic Modeling Services

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
12/17/25	Wed	Board Meeting	Annual Audit	12:15 p.m.	Prescott Room, Police Dept
<i>Thursday, December 25, 2025 – Offices closed in observance of the Christmas Day Holiday</i>					
<i>Thursday, January 1, 2026 – Offices closed in observance of the New Year's Day Holiday</i>					
1/7/2026	Wed	Board Meeting	TBD	12:15 p.m.	Prescott Room, Police Dept
<i>Monday, January 19, 2026 – Martin Luther King Jr. Day – Offices closed</i>					
1/21/26	Wed	Board Meeting	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_BnBQ_wv7RD2xRyT7fV6aoA

Meeting passcode: 471415



To join by phone, call:

(669) 900-6833

Meeting ID Number: 868 0693 0151

Meeting passcode: 471415



Memorandum

TO: Commissioners David Wright, Jason Anderson, John Dailey, Bob Mylenek, Bob Strosser
FROM: Beau Belikoff, Finance Manager
DATE: Wednesday, December 3, 2025
SUBJECT: Item 4.1 - Resolution 2010, Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford
OBJECTIVE: Board Approval

Issue

Medford Water reconsiders its Cost of Service on an annual basis in order to equitably allocate revenue requirements to the various customer classes of service.

Discussion

Shawn Koorn presented study sessions to the Board on November 5 and November 19 on the 2025 Cost of Service Study.

There are no proposed changes to the rate structure or customer classes of service for all schedules, class usage characteristics and cost information was updated and specific rate components will be assessed based on actual costs: high level surcharges (system average adjustment), backflow fee (no change), and the Bulk Water Rate (updated based on current costs of providing services).

Based on HDR's analysis, staff recommends board consideration of modifications in the monthly and gallonage charges for all customer groups. A non-inclusive rate summary sheet is attached, along with a copy of the resolution; the complete rate schedules are included within Exhibit A and incorporated by reference. Notice of the public hearing was provided to all customer groups, other interested parties, as well as the general public. If approved, modified rates would become effective March 1, 2026.

Financial Impact

Total system revenue adjustment is estimated at 15.00%, 13.6% for retail customers (including inside and outside customers), 31.5% for districts, and 26.8% for Partner Cities.

Requested Board Action

Staff recommends approval of Resolution 2010, which modifies water rates for all customer groups served by the Medford Water system.

RESOLUTION NO. 2010

A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2025 Cost of Service Study Shall Become Effective on March 1, 2026, and Thereafter

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

SECTION 1. On the 28th day of February 2026, all rates heretofore prescribed and established for the use and sale of water from the municipal water system of the City of Medford, Oregon, within and without said City, shall be repealed.

SECTION 2. Beginning with the billing for water service on March 1, 2026, and thereafter, the rates for the use and sale of water from the municipal water system of the City of Medford, Oregon—both within and outside the city limits—shall be as set forth in the Schedules of the 2025 Cost of Service Study. A copy of said study is on file at the Medford Water office and is hereby incorporated by reference. A non-exhaustive summary of the rates (per 1,000 gallons) is provided below. For a complete listing of the applicable rates and charges, refer to the rate schedules attached hereto as Exhibit A, which are incorporated herein by reference. These modified schedules shall replace the repealed schedules contained in Exhibit E of the Regulations Governing Water Service, also effective March 1, 2026.

INSIDE CUSTOMERS:		<u>CURRENT</u>	<u>PROPOSED</u>
Residential Gallonage/Mo.:	0-5,000	\$1.19	\$1.35
	6,000-25,000	\$2.15	\$2.44
	Over 25,000	\$3.12	\$3.54
Non-Residential Gallonage Blocks:	Summer	\$2.12	\$2.41
	Winter	\$1.92	\$2.21
OUTSIDE CUSTOMERS:		<u>CURRENT</u>	<u>PROPOSED</u>
Residential Gallonage/Mo.:	0-5,000	\$1.74	\$1.97
	6,000-25,000	\$3.17	\$3.60
	Over 25,000	\$4.65	\$5.28
Non-Residential Gallonage Blocks:	Summer	\$2.81	\$3.19
	Winter	\$2.61	\$2.99
DISTRICTS:		<u>CURRENT</u>	<u>PROPOSED</u>
Gallonage Blocks:	Summer	\$0.97	\$1.28
	Winter	\$0.77	\$1.08
PARTNER CITIES:		<u>CURRENT</u>	<u>PROPOSED</u>
Gallonage Blocks:	Summer	\$1.12	\$1.42
	Winter	\$0.92	\$1.22
BULK WATER STATION:		<u>CURRENT</u>	<u>PROPOSED</u>
Gallonage Charge:		\$5.39	\$5.39

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 3rd day of December 2025.

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

David Wright, Chair

Schedule 1

Rates Effective: March 1, 2026

**Fire Standby Service
Inside City of Medford**

Application:

This rate schedule shall apply to all fire standby services within the City of Medford as permitted under the Regulations Governing Water Service

Base Charge	Line Size	Present Rates	Rates Eff. 03/01/26
1) Normal Monthly Fee	2"	\$22.83	\$25.94
<i>Per Service by Line Size; per</i>	4"	51.43	58.44
<i>month</i>	6"	93.88	106.67
	8"	141.50	160.78
	10"	213.15	242.19
	12"	320.99	364.72

Schedule 2C

Rates Effective: March 1, 2026

Nonresidential & Multi-Family Inside City of Medford

Application:

This rate schedule shall apply to all accounts within the city limits of Medford except single family residential; shall apply to all schools, hospitals, churches, commercials, and industrials

Base Charge	Meter Size	Present Rates	Rates Eff. 03/01/26
1) Normal Monthly Fee	5/8"x3/4"	\$20.88	\$23.72
	1"	32.73	37.18
	1/1/2"	67.01	76.12
	2"	100.07	113.68
	3"	198.63	225.65
	4"	310.72	352.98
	6"	595.24	676.20
	8"	914.92	1,039.36
	10"	1,395.47	1,585.28
2) Special Fees			
a) High Elevation Water Service Charge		\$5.46	\$6.00
<i>Per month, per meter; surcharge where booster pumping is provided</i>			
Consumption Charges			
1) Water Gallonage Charge			
<i>all gallonage, per 1,000 gallons</i>			
<u>Blocks</u>			
Summer - Water Billed during April through Sept.		\$2.12	\$2.41
Winter - Water Billed during October through March.		1.92	2.21
2) High Elevation Water Gallonage Surcharge		\$0.10	\$0.12
<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>			

Schedule 2R

Rates Effective: March 1, 2026

Single Family Residential (Metered) Inside City of Medford

Application:

This rate schedule shall apply to all single-family residences within the City of Medford and to individual apartments in apartment houses in Medford where service is furnished through a separate meter for each such individual apartment

Base Charge	Meter Size	Present Rates	Rates Eff. 03/01/26
1) Normal Monthly Fee	5/8"x3/4"	\$20.88	\$23.72
	1"	32.73	37.18
	1 1/2"	67.01	76.12
	2"	100.07	113.68
2) Special Fees			
a) High Elevation Water Service Charge		\$5.46	\$6.00
<i>Per month, per meter; surcharge where booster pumping is provided</i>			
b) Residential Backflow Monthly Fee		\$0.90	\$0.90
<i>per month</i>			
Consumption Charges			
1) Water Gallonage Charge			
<i>Per month, per 1,000 gallons</i>			
0 - 5,000		\$1.19	\$1.35
6,000 - 25,000		2.15	2.44
> 25,000		3.12	3.54
2) High Elevation Water Gallonage Surcharge		\$0.10	\$0.12
<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>			

Schedule 3

Rates Effective: March 1, 2026

**Fire Standby Service
Outside City of Medford**

Application:

This rate schedule shall apply to all fire standby services outside the City of Medford as permitted under the Regulations Governing Water Service

Base Charge	Line Size	Present Rates	Rates Eff. 03/01/26
1) Normal Monthly Fee	2"	\$33.47	\$38.03
<i>Per Service by Line Size; per</i>	4"	73.75	83.80
<i>month</i>	6"	133.79	152.02
	8"	198.04	225.02
	10"	294.96	335.15
	12"	439.25	499.09

Schedule 4C

Rates Effective: March 1, 2026

Nonresidential & Multi-Family Outside City of Medford

Application:

This rate schedule shall apply to all accounts except single family residential accounts and those classified as utility or other city customers, outside the City of Medford - to all schools, hospitals, churches, commercials, and industrials - in accordance with the Regulations Governing Water Service and except fire standby service

Base Charge		Meter Size	Present Rates	Rates Eff. 03/01/26
1)	Normal Monthly Fee	5/8"x3/4"	\$29.04	\$32.99
		1"	48.28	54.84
		1/1/2"	97.08	110.28
		2"	142.97	162.41
		3"	300.29	341.14
		4"	456.34	518.41
		6"	859.21	976.08
		8"	1,293.50	1,469.44
		10"	1,946.26	2,210.99
2)	Special Fees			
	a) High Elevation Water Service Charge		\$6.21	\$6.82
	<i>Per month, per meter; surcharge where booster pumping is provided</i>			
	b) Service from Big Butte Springs Pipelines Surcharge		\$5.13	\$5.13
	<i>per meter, per month</i>			
	c) Service from Big Butte Springs Pipelines Surcharge		\$12.73	\$12.73
	<i>per meter, per month, with backflow</i>			
Consumption Charges				
1)	Water Gallonage Charge			
	<i>all gallonage, per 1,000 gallons</i>			
	<u>Blocks</u>			
	Summer - Water Billed during April through Sept.		\$2.81	\$3.19
	Winter - Water billed during October through March		2.61	2.99
2)	High Elevation Water Gallonage Surcharge		\$0.10	\$0.12
	<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>			

Schedule 4R

Rates Effective: March 1, 2026

Single Family Residential Outside City of Medford

Application:

This rate schedule shall apply to all residential accounts outside the City of Medford except to accounts classified as utility or city customers in accordance with the Regulations Governing Water Service and except fire standby service

Base Charge	Meter Size	Present Rates	Rates Eff. 03/01/26
1) Normal Monthly Fee	5/8"x3/4"	\$29.04	\$32.99
	1"	48.28	54.84
	1 1/2"	97.08	110.28
	2"	142.97	162.41
	3"	300.29	341.14
	4"	456.34	518.41
	6"	859.21	976.08
	8"	1,293.50	1,469.44
	10"	1,946.26	2,210.99
2) Special Fees			
a) High Elevation Water Service Charge		\$6.21	\$6.82
<i>Per month, per meter; surcharge where booster pumping is provided</i>			
b) Service from Big Butte Springs Pipelines Surcharge		\$5.13	\$5.13
<i>per meter, per month</i>			
c) Service from Big Butte Springs Pipeline Surcharge			
<i>per meter, per month, with backflow</i>			
		\$12.73	\$12.73
d) Residential Backflow Monthly Fee			
<i>per meter, per month</i>			
		\$0.90	\$0.90

Consumption Charges

1) Water Gallonage Charge			
<i>Per month, per 1,000 gallons</i>			
0 - 5,000		\$1.74	\$1.97
6,000 - 25,000		3.17	3.60
> 25,000		4.65	5.28
2) High Elevation Water Gallonage Surcharge		\$0.10	\$0.12
<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>			

Schedule 5

Rates Effective: March 1, 2026

District Customers

Application:

This rate schedule shall apply to domestic water districts incorporated under Oregon State Statutes or private corporations organized for the provision of water service to 15

Base Charge		Meter Size	Present Rates	Rates Eff. 03/01/26
1)	Normal Monthly Fee	5/8"x3/4"	\$11.85	\$15.59
		1"	18.68	24.58
		1/1/2"	38.75	50.98
		2"	58.49	76.95
		3"	110.47	145.34
		4"	177.96	234.13
		6"	344.99	453.87
		8"	539.45	709.71
		10"	831.43	1,093.84
2)	Special Fees			
	a) Residential Backflow Monthly Fee		\$0.90	\$0.90
	b) Fire Service by Detector Check Size	2"	\$1.72	\$2.26
		4"	30.05	39.48
		6"	55.07	72.36
		8"	84.19	110.62
		10"	127.90	168.05
	Consumption Charges			
1)	Water Gallonage Charge			
	for all water measured by the master meters supplying the utility customers, or in the absence of master meters, the total of the gallonage used by the individual users within the service area of the utility customer plus 6 percent thereof. All gallonage, per 1,000			
	Blocks			
	Summer - Water Billed during April through Sept.		\$0.97	\$1.28
	Winter - Water Billed during October through March.		0.77	1.08

Schedule 6

Rates Effective: March 1, 2026

Partner Cities

Application:

This rate schedule shall apply to incorporated cities purchasing water from the commission as defined by the Regulations Governing Water Service

Base Charge	Meter Size	Present Rates	Rates Eff. 03/01/26
1) Normal Monthly Fee	2"	\$101.21	\$128.34
	3"	191.32	242.60
	4"	296.90	376.49
	6"	545.94	692.28
	8"	836.09	1,060.21
	10"	1,272.41	1,613.49

Consumption Charges

1) Water Gallonage Charge

All gallonage, per 1,000 gallons.

Blocks

Summer - Water Billed during April through Sept.	\$1.12	\$1.42
Winter - Water billed during October through March	0.92	1.22

Schedule 7

Rates Effective: March 1, 2026

Intermittent Users

Application:

This rate schedule shall apply to all customers that are served on an intermittent basis (e.g., golf course irrigation systems)

	Present Rates	Rates Eff. 03/01/26
Base Charge		
1) Normal Monthly Fee		
a) Base charge will be based on the meter size for the appropriate customer class		
2) Special Fees		
a) High Elevation Water Service Charge	\$6.21	\$6.82
<i>Surcharge where booster pumping is provided; per month per meter</i>		
b) Residential Backflow Monthly Fee	\$0.90	\$0.90
Consumption Charges		
1) Water Gallonage Charge		
Summer - Water Billed during April through Sept.	\$2.81	\$3.19
Winter - Water Billed during October through March	\$2.61	\$2.99
2) Special Charges		
a) High Elevation Water Gallonage Surcharge	\$0.10	\$0.12
<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>		

Schedule 8

Rates Effective: March 1, 2026

Special Outside Customers Outside City of Medford

Application:

This rate schedule shall apply to all accounts receiving service from the Medford Water Commission connected through a master meter serving more than one residential unit have not paid a System Development Charge and approved for receiving of water service by the Board of Water Commissioners in accordance to the standards as set forth in Resolution No. 1058, and in accordance with the Regulations Governing Water Service

Base Charge	Meter Size	Present Rates	Rates Eff. 03/01/26
1) Normal Monthly Fee	5/8"x3/4"	\$29.04	\$32.99
	1"	48.28	54.84
	1 1/2"	97.08	110.28
	2"	142.97	162.41
	3"	300.29	341.14
	4"	456.34	518.41
	6"	859.21	976.08
	8"	1,293.50	1,469.44
	10"	1,946.26	2,210.99
2) Special Fees			
a) High Elevation Water Service Charge		\$6.21	\$6.82
<i>Per month, per meter; surcharge where booster pumping is provided</i>			
b) Service from Big Butte Springs Pipelines Surcharge		\$5.13	\$5.13
<i>per meter, per month</i>			
c) Service from Big Butte Springs Pipeline Surcharge		\$12.73	\$12.73
<i>per meter, per month, with backflow</i>			
d) Residential Backflow Monthly Fee			
<i>per meter, per month</i>		\$0.90	\$0.90
Consumption Charges			
1) Water Gallonage Charge			
<i>All gallonage, per 1,000 gallons.</i>			
Summer - Water Billed during April through Sept.		\$3.44	\$3.96
Winter - Water billed during October through March		3.13	3.60
2) Special Charges			
a) High Elevation Water Gallonage Surcharge		\$0.10	\$0.12
<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>			

Schedule 9

Rates Effective: March 1, 2026

Irrigation Inside City of Medford

Application:

This rate schedule shall apply to all accounts within the city limits of Medford for Irrigation Customers

Base Charge	Meter Size	Present Rates	Rates Eff. 03/01/25
1) Normal Monthly Fee	5/8"x3/4"	\$20.88	\$23.72
	1"	32.73	37.18
	1 1/2"	67.01	76.12
	2"	100.07	113.68
	3"	198.63	225.65
	4"	310.72	352.98
	6"	595.24	676.20
	8"	914.92	1,039.36
	10"	1,395.47	1,585.28
2) Special Fees			
a) High Elevation Water Service Charge		\$5.46	\$6.00
<i>Per month, per meter; surcharge where booster pumping is provided</i>			
Consumption Charges			
1) Water Gallonage Charge			
<i>all gallonage, per 1,000 gallons</i>			
All Consumption		\$2.12	\$2.41
2) High Elevation Water Gallonage Surcharge		\$0.10	\$0.12
<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>			

Schedule 10

Rates Effective: March 1, 2026

Irrigation Outside City of Medford

Application:

This rate schedule shall apply to all irrigation accounts outside Medford City limits

Base Charge	Meter Size	Present Rates	Rates Eff. 03/01/25
1) Normal Monthly Fee	5/8"x3/4"	\$29.04	\$32.99
	1"	48.28	54.84
	1 1/2"	97.08	110.28
	2"	142.97	162.41
	3"	300.29	341.14
	4"	456.34	518.41
	6"	859.21	976.08
	8"	1,293.50	1,469.44
	10"	1,946.26	2,210.99
2) Special Fees			
a) High Elevation Water Service Charge		\$6.21	\$6.82
<i>Per month, per meter; surcharge where booster pumping is provided</i>			
b) Service from Big Butte Springs Pipelines Surcharge		\$5.13	\$5.13
<i>per meter, per month</i>			
c) Service from Big Butte Springs Pipelines Surcharge		\$12.73	\$12.73
<i>per meter, per month, with backflow</i>			
Consumption Charges			
1) Water Gallonage Charge			
<i>all gallonage, per 1,000 gallons</i>			
All Consumption		\$2.81	\$3.19
2) High Elevation Water Gallonage Surcharge		\$0.10	\$0.12
<i>per 1,000 gallons, for service above elevation 1,500 where booster pumping is provided by the utility, for each 150 feet in elevation or additional fraction thereof</i>			

Schedule 11

Rates Effective: March 1, 2026

Service Center Bulk Water Sales Dispenser

Application:

This rate schedule shall apply to the sale of bulk water from Medford Water's dispenser located at the City of Medford Service Center, at 821 N. Columbus Ave., Medford Oregon 97501.

Consumption Charges	Present Rate	Rates Eff. 03/01/26
1) Water Gallonage Charge <i>All gallonage, per 1,000 gallons.</i>	\$5.39	\$5.39



Memorandum

TO: Commissioners David Wright, Jason Anderson, Bob Strosser, John Dailey, and Bob Mylenek
FROM: Brian Runyen, Engineering Manager
DATE: Wednesday, December 3, 2025
SUBJECT: Item 6.0 – Resolution 2011, Granting an Exemption from Competitive Bidding and Awarding a Contract Amendment to Jacobs Engineering Group, Inc. for On-Call Hydraulic Modeling Services
OBJECTIVE: Board Approval

Issue

Staff requests an exemption from competitive solicitation per section 2.33 of Medford Water's Contracting & Purchasing Regulations and authorization to contract directly with Jacobs Engineering Group for on-call hydraulic modeling services.

Discussion

Medford Water has been contracting with CH2MHill (now Jacobs Engineering) for hydraulic modeling for over 20 years and continues to rely on their modeling team to support decision making for the water system. Jacobs Engineering has exceptional experience with water systems nationally and an intimate working knowledge of the Medford Water system and hydraulic model. This highly specialized expertise is utilized on an as-needed basis to efficiently analyze system adequacy and needs to support land development applications, capital improvement projects, and system operations.

The current three-year contract with Jacobs Engineering for this hydraulic modeling work, with a not to exceed value of \$100,000 was executed under the General Manager's purchasing authority and expires on December 31, 2025.

The proposed amendment is to extend this contract an additional three years (one year with two optional one-year extensions) with an additional not-to-exceed value of \$120,000 added to the contract. While this contract amount appears to be within the General Manager's purchasing authority, it could be argued that the cumulative value of renewal of the contract (or a new contract) then exceeds the General Manager's authority. For full transparency we are requesting from the Board through this Resolution both approval of an exemption from competitive bidding and awarding the additional contract value.

Medford Water's Contracting and Purchasing Regulations, Section 2.33(D) Contract-Specific Special Procurements (CSSP), allows for exemptions from competitive bidding in this circumstance with the Findings included in the attached resolution.

Staff finds that continued direct award of this contract to Jacobs is in the best interest of both Medford Water and the public.

Financial Impact

These services are of a highly technically unique and detailed nature, for which it is cost effective to have an outside consultant with this expertise perform this work.

Costs for the use of the on-call hydraulic modeling services contemplated in this contract are budgeted each year within the operational budget and would otherwise potentially require additional staffing.

Requested Board Action

Staff recommends approval of this Resolution, granting an exemption from competitive bidding and awarding a contract amendment to Jacobs Engineering Group, Inc. for On-Call Hydraulic Modeling Services.

RESOLUTION NO. 2011

A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$120,000 with Jacobs Engineering Group, Inc., for On-Call Hydraulic Modeling Services

WHEREAS, Medford Water has previously contracted with Jacobs Engineering Group, Inc. (Jacobs Engineering) to provide ongoing on-call hydraulic modeling services; and

WHEREAS, the existing three-year contract with Jacobs Engineering, with a not to exceed value of \$100,000, expires on December 31, 2025; and

WHEREAS, Jacobs Engineering is uniquely qualified to render the services necessary as needed by Medford Water; and

WHEREAS, an exemption to competitive bidding is warranted based on the Findings attached hereto as Exhibit A and incorporated herein by reference, which are supported by documents on file with Medford Water; and

WHEREAS, costs for use of these on-call hydraulic modeling services are budgeted within the operational budget each fiscal year; and

WHEREAS, the cumulative contract value including this contract amendment exceeds the General Manager's purchasing authority;

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

SECTION 1. That the Findings hereto as Exhibit A are hereby adopted and an exemption from competitive bidding is authorized.

SECTION 2. That an exemption from competitive bidding is granted under the provisions of Medford Water's Contracting and Purchasing Regulations, Section 2.33(D) Contract-Specific Special Procurements (CSSP), as discussed in the agenda item memorandum for the Board of Water Commissioners meeting of December 3, 2025.

SECTION 3. That a contract amendment to the existing on-call hydraulic modeling services contract with Jacobs Engineering Group, Inc., is hereby awarded a one-year contract time extension beginning January 1, 2026, with two optional one-year renewal periods, with a total additional not-to-exceed contract value of \$120,000 added to the existing contract.

SECTION 4. That the General Manager is hereby authorized and directed to execute said contract, payments for said amended contract on behalf of the Board of Water Commissioners. 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 of its passage this 3rd day of December 2025.

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

David Wright, Chair

EXHIBIT A - RESOLUTION NO. 2011

FINDINGS

Pursuant to Medford Water Commission's Contracting and Purchasing Regulations, Section 2.33(D)(1) Contract-Specific Special Procurements (CSSP), the following facts support an exemption from competitive solicitation for plumbing services:

Awarding the Contract-Specific Special Procurement (CSSP)...

(a) is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts

Jacobs Engineering has exceptional experience with water systems nationally and an intimate working knowledge of the Medford Water system and hydraulic model, having provided support services to Medford Water in this capacity for over a decade.

Jacobs Engineering is also part of the consultant team currently contracted with Medford Water to update the water system master plan over this and the following fiscal year. Synergy between that project and work performed under this requested contract amendment can only be achieved by continuing with Jacobs Engineering for this contract.

(b) and is reasonably expected to result in substantial cost savings to the contracting agency or to the public

Jacobs Engineering staff are very familiar with our water system, leading to fast, efficient, and accurate evaluations. Using another engineering firm for these services would require extensive time and expense from both the consultant and Medford Water staff to match the level of understanding and familiarity that Jacobs Engineering already has.

(c) or otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under state procurement law or these regulations.

Pursuant to 2.33(d)(2), public notice of the exemption from competitive solicitation was published on Medford Water's website on November 24, 2025.