



**This meeting will not be available via Zoom and will be held in person ONLY.**

## AGENDA

11:30 a.m. LUNCH & BOARD MEETING (No Study Session)

12:15 p.m. SITE INSPECTION OF BBS FACILITIES BY COMMISSIONERS  
(Shall Begin at the Conclusion of the 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 September 18, 2024

4.2 Resolution No. 1958, 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. 2000-18025 on April 28, 2000

**5. Items Removed from Consent Calendar**

**6. Resolution No. 1959, A RESOLUTION Adopting Medford Water's Source Water Protection Plan to Protect the Water Quality and Sustainability of Our Water Resources**

**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**

<b>DATES TO REMEMBER*</b>					
<b>DATE</b>	<b>DAY</b>	<b>TYPE OF MEETING</b>	<b>STUDY SESSION TIME &amp; TOPIC</b>	<b>REGULAR MEETING</b>	<b>LOCATION</b>
10/16/24	Wed	Board Meeting	Time TBD – Foothill Rd and Table Rock Rd. Project Update	12:15 p.m.	Prescott Room, Police Dept
11/6/24	Wed	Board Meeting	Time TBD – COSA	12:15 p.m.	Prescott Room, Police Dept
11/20/24	Wed	Board Meeting	Time TBD – COSA	12:15 p.m.	Prescott Room, Police Dept
<i>Thursday &amp; Friday, November 28 &amp; 29, 2024 – Offices closed in observance of the Thanksgiving Holiday</i>					
12/4/24	Wed	Board Meeting	Time TBD – JC/MWC Bulk Water Sales Update and Intermediate Water User update	12:15 p.m.	Prescott Room, Police Dept
12/18/24	Wed	Board Meeting	Time TBD – Annual Audit	12:15 p.m.	Prescott Room, Police Dept

*\*Meeting dates, times, and locations are subject to change.*



## **Memorandum**

**TO:** Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith  
**FROM:** Brian Runyen, PE, Engineering Manager  
**DATE:** October 2, 2024  
**SUBJECT:** Item 4.2 – Resolution 1958, 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 that is no longer needed.

### **Discussion**

The Board approved execution of a Quitclaim Deed for Easement 2000-31724 at the August 21, 2024, meeting of the Board of Water Commissioners. This Quitclaim Deed was subsequently recorded on August 28, 2004, in Document No. 2024-017189.

A new Medford Water easement has been recorded (recorded on February 15, 2024, as Document No. 2024-003075) that covers Medford Water infrastructure that was relocated from the original easement as part of the Stewart Meadows Village Phase 2A project.

Upon further investigation it was found that another version of the Quitclaimed easement had previously been recorded in Document No. 2000-18025. To clarify the record, a Quitclaim Deed needs to also be executed against this other easement.

Medford Water Staff recommends a Quitclaim Deed be executed by the Board Chair, releasing the prior recorded easement (recorded in Document No. 2000-18025 on April 28, 2000) relinquishing any rights Medford Water may have to this 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. 1958**

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. 2000-18025 on April 28, 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. 2000-18025; 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 2nd day of October 2024.

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

\_\_\_\_\_   
Bob Strosser, 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 April 28, 2000, as Document No. 2000-18025 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. 2000-18025 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:** October 2, 2024

**SUBJECT:** Item 6 – Resolution 1959, Adopting Medford Water’s Source Water Protection Plan for Big Butte Springs and Rogue River Watersheds

**OBJECTIVE:** Board Approval

---

### **Issue**

Medford Water relies on two primary sources for its drinking water: Big Butte Springs (BBS) and the Rogue River. Medford Water staff have developed a Source Water Protection Plan (SWPP) as a guiding framework to protect our water resources from potential risks that could compromise water quality. The plan outlines protective strategies for BBS and the surrounding areas, as well as sections of the Rogue River that directly impact our water supply.

### **Discussion**

Medford Water has a longstanding commitment to safeguard our water sources through proactive planning, collaborative efforts, and strategic actions. This SWPP provides an overview of the current program, evaluates present and future natural and human-related risks, identifies key objectives and protective strategies and actions, and outlines the program’s future direction to address both current and emerging threats.

Key objectives of the SWPP focus on improving water quality in the tributaries of the Rogue River above the Duff intake, reducing wildfire risk in the BBS watershed, and establishing emergency spill prevention and response plans for both water sources.

The BBS and Rogue River watersheds encompass diverse land uses, including forestry, agriculture, recreation, urban development, transportation, and industrial activities. The SWPP assesses their potential risk to our water quality and specifies protective strategies prioritizing actions on land use activities that pose the greatest risk to our source water.

The SWPP is guided by the standards of the Oregon Department of Environmental Quality, the Oregon Health Authority, the Environmental Protection Agency, and the American Water Works Association for effective source water protection programs.

Developed through a collaborative process involving various stakeholders, the plan is designed to be dynamic and adaptable. Medford Water is committed to continuous improvement based on ongoing monitoring and assessments.

### **Financial Impact**

There are no direct financial impacts as a result of this board action. Collaborative partnerships and grant funding have been and will continue to be essential for completing many of the strategies and actions outlined in the SWPP.

### **Requested Board Action**

Staff recommends the approval of Resolution 1959, adopting Medford Water’s Source Water Protection Plan as a guiding framework to safeguard our water sources at Big Butte Springs and the Rogue River.

## RESOLUTION NO. 1959

A RESOLUTION Adopting Medford Water's Source Water Protection Plan to Protect the Water Quality and Sustainability of Our Water Resources

WHEREAS, Medford Water relies on two primary sources for its drinking water: Big Butte Springs (BBS) and the Rogue River; and

WHEREAS, Medford Water staff have developed a Source Water Protection Plan (SWPP) as a guiding framework to protect our sources at Big Butte Springs and the Rogue River; and

WHEREAS, Medford Water has a longstanding commitment to safeguard our water sources through proactive planning, collaborative efforts, and strategic actions; and

WHEREAS, the SWPP provides an overview of the current program, evaluates present and future natural and human-related risks, identifies key protective strategies, and outlines the program's future direction to address both current and emerging threats; and

WHEREAS, key objectives of the SWPP focus on improving water quality in the tributaries of the Rogue River above the Duff intake, reducing wildfire risks in the BBS watershed, and establishing emergency spill prevention and response plans for both water sources; and

WHEREAS, the SWPP identifies diverse land uses within the BBS and Rogue watersheds, including forestry, agriculture, recreation, urban development, transportation, and industrial activities and assesses their potential risks to our water quality prioritizing protective actions based on greatest risk; and

WHEREAS, the SWPP is guided by the standards of the Oregon Department of Environmental Quality, the Oregon Health Authority, the Environmental Protection Agency, and the American Water Works Association for effective source water protection programs; and

WHEREAS, the SWPP was developed through a collaborative process involving various stakeholders, and is designed to be dynamic and adaptable; and

WHEREAS Medford Water is committed to continuous improvement based on ongoing monitoring and assessments; and

WHEREAS, the SWPP was presented to the Board and sent electronically incorporated herein by reference and being fully advised;

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

That the Board of Water Commissioners hereby adopts the Source Water Protection Plan as presented on October 2, 2024, and sent electronically to all Commissioners, a copy of which is on file in Medford Water's office 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 2nd day of October.

ATTEST: \_\_\_\_\_

Amber Furu, Asst. Clerk of the Commission

\_\_\_\_\_

Bob Strosser, Chair