



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 – Annual Budget Preview (Finance Manager, Beau Belikoff)

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. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of April 17, 2024

4.2 Resolution No. 1931, 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 Easements Originally Recorded as Document #2022-024183 on August 3, 2022 and re-recorded as Document #2023-001090 on January 18, 2023, in the Official Records of the County Clerk's Office of Jackson County, Oregon, with Said Quitclaim Deed Having no Effect on the Easement Recorded as Document #2023-003899 on March 2, 2023 in the Official Records of the County Clerk's Office of Jackson County, Oregon

5. Items Removed from Consent Calendar

6. 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.

7. Propositions and Remarks from the Commissioners

8. Adjourn

DATES TO REMEMBER*

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
05/15/24	Wed	Board Meeting	Time TBD – Annual Budget Approval/CFMP	12:15 p.m.	Prescott Room, Police Dept.
06/5/24	Wed	Board Meeting	Time TBD – Insurance Update	12:15 p.m.	Prescott Room, Police Dept.
06/19/24	Wed	Board Meeting	Time TBD – Purchasing Rules and Regulations	12:15 p.m.	Prescott Room, Police Dept.

Monday, May 27, 2024 – Offices closed in observance of the Memorial Day Holiday

**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_zq1t-2JvSaWZ7gUank6GMQ
Meeting passcode: 430475



To join by phone, call:
(669) 900-6833
Meeting ID Number: 848 1247 7014 Meeting passcode: 430475



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager

DATE: May 1, 2024

SUBJECT: Item 4.2 – Resolution 1931, Authorizing Execution of a Quitclaim Deed to Rogue Credit Union on parcels 371W32C TL 502, 503 and 600

OBJECTIVE: Board Approval

Issue

A Resolution is required to authorize the Chair of the Board of Water Commissioners to execute a Quitclaim Deed for easements dedicated to Medford Water Commission that were recorded and re-recorded by the Owner without Medford Water staff knowledge and subsequently also recorded by Medford Water staff.

Discussion

As part of development of the Rogue Credit Union Support Services buildings at S Pacific Hwy and Garfield Street on parcels 371W32C TL 502, 503 and 600, a public water main was designed and installed, portions of which were required to be in an easement on the parcels. A signed easement for the public water facilities was provided to Medford Water (MW) by the owner based on the approved plans.

MW standard practice is to hold the original signed easement until completion of construction, at which time MW staff records the easement with the County Clerk's office. The owner's representatives are directed not to record the easement documents. This is done so that if any water alignment change is required during construction, the easement document can be revised (if necessary) by the owner's surveyor (and resigned by the owner) prior to recordation of the easement document. Medford Water staff records the easement or revised easement upon completion of the project.

Unbeknownst to MW staff, prior to providing MW with the original signed easement for this project, the owner's surveyor recorded the easement as Document #2022-024183 on August 3, 2022, prior to the facilities being constructed.

During construction of the project, minor changes in alignment to the water facilities were necessary which required some changes be made to the easement document. The owner's surveyor provided an updated original signed easement to MW. Once again unbeknownst to MW staff, prior to providing the updated original signed easement to MW the developer's surveyor submitted to the County Clerk's office for "Re-Recording" of the first recorded easement (Document #2022-024183) with the updated easement, which was recorded in Document #2023-001090 on January 18, 2023.

MW staff was not made aware that the owner's surveyor had previously recorded either document until after MW staff had recorded the corrected original signed easement with the County Clerk's office on March 2, 2023, as Document #2023-003899.

For clarity in the record, MW staff recommends a Quitclaim Deed be executed by the Board Chair, releasing the first two recorded easements (Doc #2022-024183 and Doc #2023-001090), while subsequently keeping the final easement recorded by MW staff (Doc #2023-003899) in effect.

Financial Impact

There is no financial impact to MW. Recording fees for the easement and the Quitclaim Deed are paid by the Owner.

Requested Board Action

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.

QUITCLAIM DEED

The CITY OF MEDFORD, by and through its Board of Water Commissioners, GRANTOR, does hereby remise, release and forever quitclaim to Rogue Credit Union, GRANTEE, all its rights, title, and interest in and to the hereinafter described real property in the County of Jackson, City of Medford, State of Oregon.

Released Easement Area: The real property subject to the easement granted to The CITY OF MEDFORD, by and through its Board of Water Commissioners, pursuant to that certain Easement from the Grantee to the Grantor, recorded on August 3, 2022 as Document No. 2022-024183 of the Official Records of the County Clerk's Office of Jackson County, Oregon, and as subsequently re-recorded on January 18, 2023 as Document No. 2023-001090 of the Official Records of the County Clerk's Office of Jackson County, Oregon. However, the real property subject to the easement granted to The CITY OF MEDFORD, by and through its Board of Water Commissioners, pursuant to that certain Easement from the Grantee to the Grantor, recorded on March 2, 2023 as Document No. 2023-003899 of the Official Records of the County Clerk's Office of Jackson County, Oregon, shall not be affected by this Quitclaim Deed.

The CITY OF MEDFORD, by and through its Board of Water Commissioners hereby agrees that the Water Easements described in Document No. 2022-024183 and Document No. 2023-001090 are hereby terminated, released and discharged with respect to the Released Easement Area.

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: _____