



**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 – Enel/Pacific Power Program Update (Water Treatment Plant Supervisor Matt Severloh) and Pers Update (Finance Manager Beau Belikoff and HR Manager Tanya Haakinson)

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 March 19, 2025

4.2 Resolution No. 1972, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed to EIG14T NOVA OR MEDFORD LLC Releasing All Right and Title to, and Interest in, the Easement Originally Recorded as Document No. 2006-042092 on August 28, 2006

**5. Items Removed from Consent Calendar**

**6. Resolution No. 1973, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Steadman Avenue from Oak Grove Road to Approximately 817 Feet East, From Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums So Collected to Buntin Construction, LLC, Installer of Said Water Main**

**7. Resolution No. 1974, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Sunset Drive from Thomas Road to Approximately 536 Feet East of Thomas Road, as Well as on Promise Land Way from Approximately 350 Feet East of Thomas Road to Approximately 530 Feet East of Thomas Road, from Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums So Collected to Olaf & Company, LLC, Installer of Said Water Mains**

**8. 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.

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

**10. Adjourn**

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TOPIC	REGULAR MEETING	LOCATION
4/16/25	Wed	Board Meeting	SDCs, CLAs, & Fees	12:15 p.m.	Prescott Room, Police Dept
5/7/25	Wed	Board Meeting	Annual Budget	12:15 p.m.	Prescott Room, Police Dept
5/21/25	Wed	Board Meeting	Annual Budget Approval	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\\_QurZ0psMQIWfobhaCkDQ-w](https://us02web.zoom.us/webinar/register/WN_QurZ0psMQIWfobhaCkDQ-w)

Meeting passcode: 554840



To join by phone, call:

(669) 900-6833

Meeting ID Number: 871 0668 4083 Meeting passcode: 554840



## **Memorandum**

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

**FROM:** Brian Runyen, PE, Engineering Manager

**DATE:** April 2, 2025

**SUBJECT:** Item 4.2 – Resolution 1972, Authorizing Execution of a Quitclaim Deed to EIG14T NOVA OR MEDFORD LLC, an Oregon Limited Liability Company, the Owner of 1841 E BARNETT RD (tax parcel 37-1W-32AB TL-3900)

**OBJECTIVE:** Board Approval

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### **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 Commission that is no longer needed.

### **Discussion**

In conjunction with site development for Barnett Urgent Care, the Owner of the property at 1841 E BARNETT RD (tax parcel 37-1W-32AB TL-3900) has both constructed new public water facilities and abandoned existing public water facilities on the parcel

The Owner has dedicated a new water line easement around the new public water infrastructure, recorded as Document No. 2025-002156. The original easement Document No. 2006-042092 related to the abandoned water facilities will no longer be required by Medford Water.

The original easement is desired to be quitclaimed for clarity and to remove the encumbrance on the property.

### **Financial Impact**

There is no financial impact to Medford Water. Recording fees for the easement and the Quitclaim Deed will be paid by the Owner.

### **Requested Board Action**

MW Staff recommends a motion for approval of the referenced 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. 1972**

A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed to EIG14T NOVA OR MEDFORD LLC Releasing All Right and Title to, and Interest in, the Easement Originally Recorded as Document No. 2006-042092 on August 28, 2006

WHEREAS, in conjunction with site development, the Owner of the property at 1841 E BARNETT RD (tax parcel 37-1W-32AB TL-3900) has both constructed new public water facilities and abandoned existing public water facilities on the parcel; and

WHEREAS, the Owner has dedicated a new water line easement around the new public water infrastructure, recorded as Document No. 2025-002156; and

WHEREAS, the original easement Document No. 2006-042092 related to the abandoned water facilities will no longer be required by Medford Water; and

WHEREAS, the original easement is desired to be quitclaimed for clarity and to remove the encumbrance on the property.

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, 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 April 2025.

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

\_\_\_\_\_  
David Wright, Chair

Send Tax Statements to:  
EIG14T NOVA OR MEDFORD LLC  
181 E. Barnett Rd.,  
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 EIG14T NOVA OR MEDFORD LLC, an Oregon Limited Liability Company, 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 18, 2006 as Document No. 2006-042092 of the Official Records of the County Clerk's Office of Jackson County, Oregon.

GRANTOR hereby agrees that the Water Easement is 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 \_\_\_\_\_, 2025.

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 David Wright, Jason Anderson, John Dailey, Bob Mylenek, and Bob Strosser

**FROM:** Brian Runyen, Engineering Manager

**DATE:** Wednesday, April 2, 2025

**SUBJECT:** Item 6.0 – Resolution 1973, Providing for the Creation of a Refund District Associated with the Addysen Park Subdivision Phase 1 for Reimbursement to Buntin Construction, LLC of Future Collection of a Proportionate Share of Costs of Water Main Construction.

**OBJECTIVE:** Board Approval

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### **Issue**

As allowed under the Regulations Governing Water Service, the developer of the Addysen Park Subdivision Phase 1 has requested a Refund District be created related to the water system improvements dedicated to Medford Water. Board approval is needed to create this refund district.

### **Discussion**

Buntin Construction, LLC has completed the construction of public improvements for Addysen Park Subdivision Phase 1 in Medford, Oregon.

The construction of the subdivision included installation of approximately 817 feet of 12" water main within Steadman Ave. The north side of Steadman Ave consists of potentially re-developable land with no current water service, and under different ownership.

MWC Regulations Governing Water Service allow for the creation of a Refund District to recoup costs associated with the construction of the water main in Steadman Ave. Buntin Construction, LLC has requested establishment of a refund district. The request by Buntin Construction, LLC, for a refund district with a term of 20 years is consistent with MWC Regulations Governing Water Service requirements for creation of Refund Districts.

The reimbursement amount for Steadman Ave will be based on a 12" unpaved water main condition at the rate of \$62.65 per lineal foot for each side of street frontage, as allowed under Exhibit A of the Regulations Governing Water Service. This refund district will apply to the undeveloped property on the north side of the street.

### **Financial Impact**

There is no financial impact to MWC. When a new customer connects to the water main, MWC collects the approved amount for the Refund District and passes the amount on to Buntin Construction, LLC.

### **Requested Board Action**

Staff recommends approval of this Resolution, creating a Refund District to Buntin Construction, LLC related to development of Addysen Park Subdivision Phase 1.

**RESOLUTION NO. 1973**

A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Steadman Avenue from Oak Grove Road to Approximately 817 Feet East, From Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums So Collected to Buntin Construction, LLC, Installer of Said Water Main

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

SECTION 1. Buntin Construction, LLC has constructed approximately 817 lineal feet of 12-inch water line in Steadman Avenue from Oak Grove Road to approximately 817 feet east of Oak Grove Road, (corresponding approximately to the eastern boundary line of Map lot 37-2W-26CD TL-349), paying all such costs of construction and has dedicated the said water main to public use and ownership to the City of Medford by and through its Board of Water Commissioners.

SECTION 2. That the General Manger of Medford Water, acting on behalf of the Board of Water Commissioners, has accepted said water main for ownership by the City of Medford by and through its Board of Water Commissioners.

SECTION 4. That the water main described in Section 1 benefits the properties fronting on the north side of Steadman Avenue, and that the property owners fronting said extension have not paid any of the cost of said water main although benefited by said water main.

SECTION 5. That any future applicant for a connection to the said water mains or development of the property with water service, as indicated on the attached map, will be charged the sum of \$62.65 per lineal foot of their frontage along Steadman Avenue as a proportionate share of the cost of the said water main, and the sums so charged and collected will be paid to Buntin Construction, LLC, 572 Parsons Drive Suite 100 Medford, OR, 97501 until the 2nd day of April, 2045.

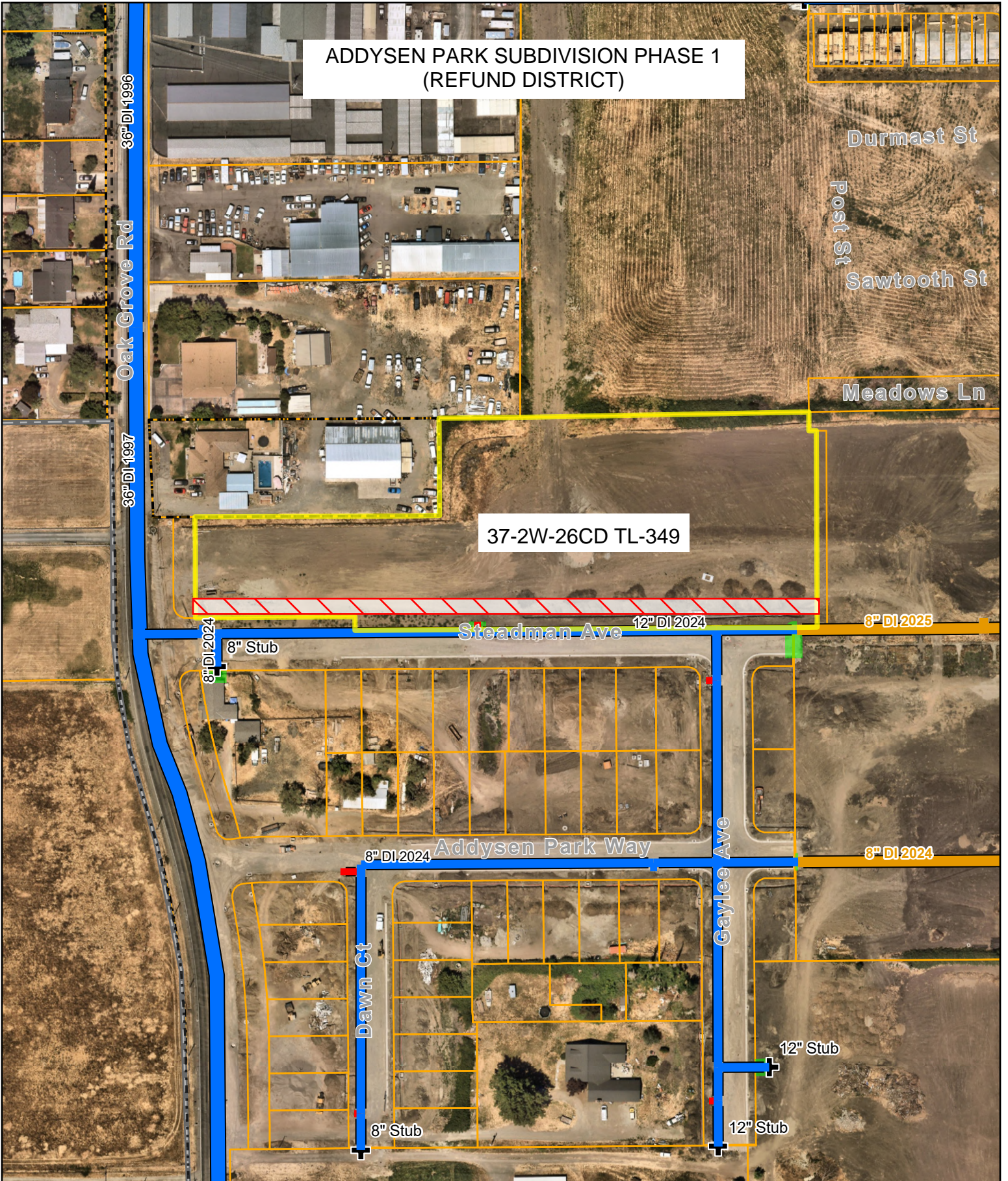
PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 2nd day of April, 2025.

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

\_\_\_\_\_  
David Wright, Chair




ADDYSEN PARK SUBDIVISION PHASE 1  
(REFUND DISTRICT)



37-2W-26CD TL-349

Terry Buntin, Buntin Construction LLC  
Addysen Phase 1 Subdivision REFUND DISTRICT EXHIBIT

 Steadman Drive 12" refund district.



MEDFORD WATER



1" = 150'  
Page Size:  
Letter



Feet OCRS Grants Pass-Ashland NAD  
1983 2011 TM Feet Intl





## **Memorandum**

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

**FROM:** Brian Runyen, Engineering Manager

**DATE:** Wednesday, April 2, 2025

**SUBJECT:** Item 7.0 – Resolution 1974, Providing for the Creation of a Refund District Associated with the Sunwood Addition Subdivision for Reimbursement to Olaf & Company, LLC of Future Collection of a Proportionate Share of Costs of Water Main Construction

**OBJECTIVE:** Board Approval

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### **Issue**

As allowed under the MWC Regulations Governing Water Service, the developer of the Sunwood Addition has requested a Refund District be created related to the water system improvements dedicated to Medford Water. Board approval is needed to create this refund district.

### **Discussion**

Olaf & Company, LLC has completed the construction of public improvements for Sunwood Addition Subdivision in Medford, Oregon.

The construction of the subdivision included installation of approximately 536 feet of 12" waterline in Sunset Drive. The north and south sides of Sunset Drive consist of potentially re-developable land with no current water service, and under different ownership.

The construction of the subdivision also included installation of approximately 164 feet of 8" waterline within Promise Land Way. The north side of Promise Land Way consists of potentially re-developable land with no current water service, and under different ownership.

MWC Regulations Governing Water Service allow for creation of a Refund District to recoup costs associated with the construction of the water mains in Sunset Drive and Promise Land Way. Olaf & Company, LLC has requested establishment of a Refund District. The request by Olaf & Company, LLC for a Refund District with a term of 20 years is consistent with MWC Regulations Governing Water Service requirements for creation of Refund Districts.

The reimbursement amount for Sunset Drive will be based on an 8" line since the developer will be separately reimbursed by Medford Water for the oversize costs from an 8" to 12" line. The amount for an 8" water main in a paved condition (Sunset Drive) is \$77.03 per lineal foot for each side of street frontage.

The reimbursement amount for Promised Land Way will be based on an 8" line with an unpaved condition. The amount for an 8" water main in an unpaved condition (Promise Land Way) is \$46.22 per lineal foot for each side of street frontage.

**Financial Impact**

There is no financial impact to Medford Water. When a new customer connects to the water main, Medford Water collects the approved amount for the Refund District and passes the amount on to Olaf & Company, LLC.

**Requested Board Action**

Staff recommends approval of this Resolution, creating a Refund District to Olaf & Company, LLC related to the Sunwood Addition Subdivision.

## RESOLUTION NO. 1974

A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Sunset Drive from Thomas Road to Approximately 536 Feet East of Thomas Road, as Well as on Promise Land Way from Approximately 350 Feet East of Thomas Road to Approximately 530 Feet East of Thomas Road, from Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums So Collected to Olaf & Company, LLC, Installer of Said Water Mains

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

SECTION 1. Olaf & Company, LLC has constructed approximately 536 lineal feet of 12 inch water in Sunset Drive from Thomas Rd. to approximately 536 feet east of Thomas Road (corresponding approximately to the eastern boundary line of Map lot 37-2W-35DC TL-1900), paying all such costs of construction and has dedicated the said water main for public use and ownership to the City of Medford by and through its Board of Water Commissioners. Medford Water has paid Olaf & Company, LLC, an oversize reimbursement for the difference in cost between an 8-inch water main and a 12-inch water main for this section of water main.

In addition, Olaf & Company, LLC has constructed approximately 164 lineal feet of 8 inch water within Promise Land Way from approximately 350 feet east of Thomas Rd to approximately 530 feet east of Thomas Road (corresponding approximately to the northeast corner of map lot 37-2W-35DC TL-1300 and the northwest corner of map lot 37-2W-35DC TL-2000 and fronting a portion of the southern property line of map lot 37-2W-35DC TL-700), paying all such costs of construction and has dedicated the said water main for public use and ownership to the City of Medford by and through its Board of Water Commissioners.

SECTION 2. That the General Manger of Medford Water Commission, acting on behalf of the Board of Water Commissioners, has accepted said water mains for ownership by the City of Medford by and through its Board of Water Commissioners.

SECTION 4. That the water lines described in Section 1 benefit the properties fronting on the portions of the north side and all the south side of Sunset Drive, and on the north side of Promise Land Way, and that the property owners fronting said extension have not paid any of the cost of said water main although benefited by said water main.

SECTION 5. That any future applicant for a connection to the said water mains or development of the property with water service will be charged the sum of \$77.03 per lineal foot of their frontage along Sunset Drive, or the sum of \$46.22 per lineal foot of their frontage along Promise Land Way as a proportionate share of the cost of the said water main, and the sums so charged and collected will be paid to Olaf & Company, LLC, 3040 Signature Court, Medford OR 97504, until the 2nd day of April, 2045.

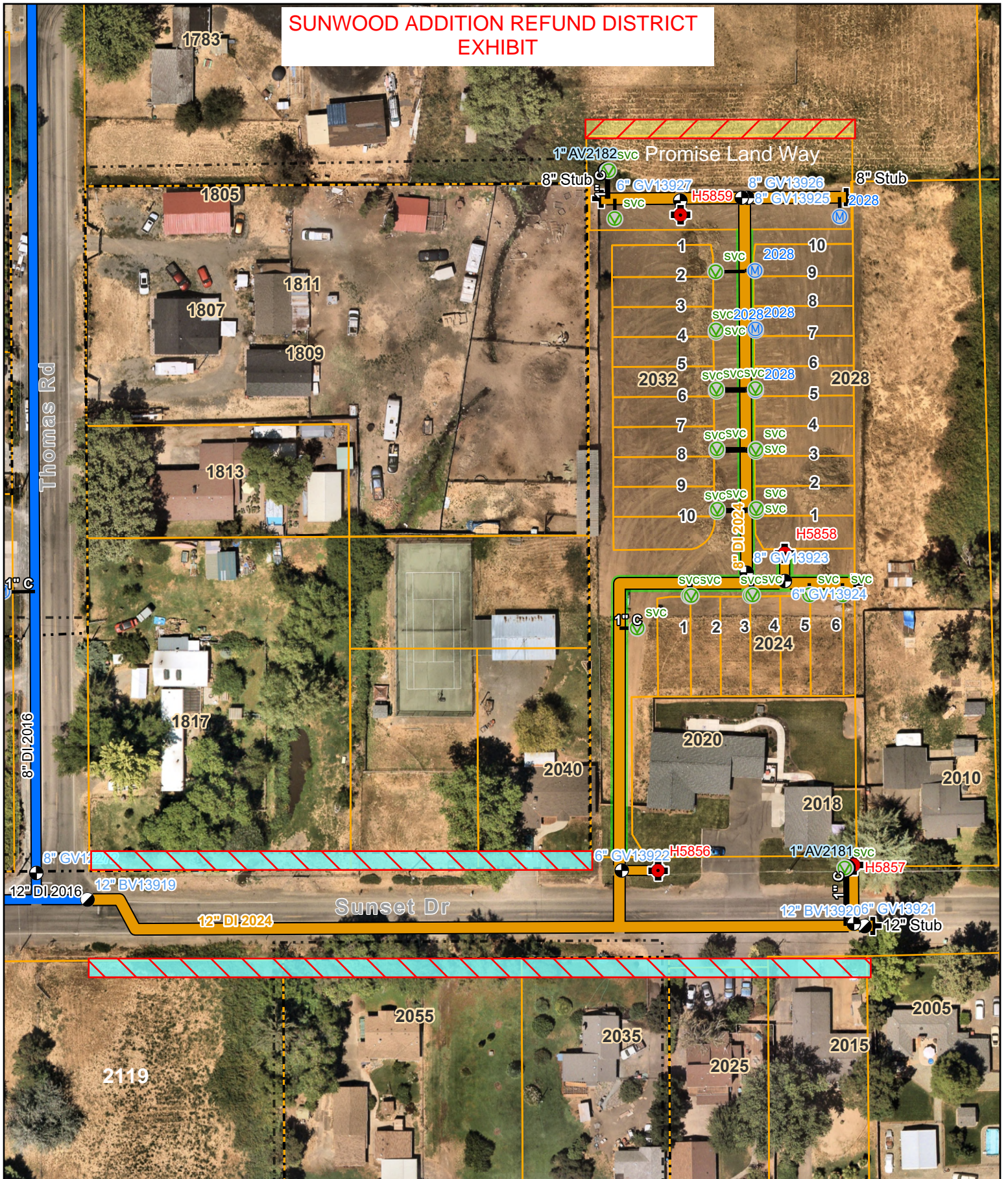
PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 2nd day of April, 2025.

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

\_\_\_\_\_  
David Wright, Chair



# SUNWOOD ADDITION REFUND DISTRICT EXHIBIT



SUNWOOD ADDITION REFUND DISTRICT EXHIBIT

- Affected areas on Sunset Drive by the 8" paved portion of refund district.
- Affected areas on Promise Land Way by the 8" unpaved portion refund district.

N

1" = 83'  
Page Size:  
Letter  
100

0 Feet

OCRS Grants Pass-Ashland NAD  
1983 2011 TM Feet Intl  
20250313 JWMentier

This map is based on a digital database compiled by Medford Water from a variety of sources. Medford Water cannot accept responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied. MW GIS 20250313 JWMentier