



This meeting will be held in person, but you may attend virtually; see the instructions on page 2.

AGENDA

(REVISED)

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Risk and Resilience Assessment & Emergency Response Plan Update (Engineering Manager Brian Runyen and Staff Engineer Matthew Scott)

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 September 17, 2025
 - 4.2 Resolution No. 2005, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction within Hillcrest Road from Property Owners Benefitting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to Cordical Properties, LLC, Installer of Said Water Main
- 5. Items Removed from Consent Calendar**
- 6. Resolution No. 2006, A RESOLUTION Awarding and Authorizing the General Manager to Execute an Emergency Procurement Contract as allowed under ORS 279B.080 (Goods & Services) and 2.34 of Medford Water's Contracting & Purchasing Regulations, with Pacific Electrical Contractors in the amount of \$313,500.00**
- 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. EXECUTIVE SESSION Pursuant to ORS 192.66(2)(f), to Consider Records that are Exempt by Law from Public Inspection**
- 9. Resolution No. 2007, A RESOLUTION Authorizing Extension of Water Service Outside the Central Point City Limits to Property Owned by the City of Central Point, in Accordance with the Conditions of Medford Water's Resolution No. 1058, Section 7**
- 10. Propositions and Remarks from the Commissioners**
- 11. Adjourn**

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TOPIC	REGULAR MEETING	LOCATION
11/5/25	Wed	Board Meeting	COSA	12:15 p.m.	Lausmann Annex, Room 151
11/19/25	Wed	Board Meeting	COSA	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_aSAHP-U6Tt2_dusqGzXhew

Meeting passcode: 476903



To join by phone, call:

(669) 900-6833

Meeting ID Number: 831 4545 2385

Meeting passcode: 476903



Memorandum

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

FROM: Brian Runyen, Engineering Manager

DATE: Wednesday, October 15, 2025

SUBJECT: Item 4.2 – Resolution 2005, Providing for the Creation of a Refund District Associated with the development of the Sonesa Medical Office Building project for Reimbursement to Cordical Properties, LLC of Future Collection of a Proportionate Share of Costs of Water Main Construction.

OBJECTIVE: Board Approval

Issue

As allowed under the Medford Water (MW) Regulations Governing Water Service, the developer of the Sonesa Medical Office Building project has requested a Refund District be created related to the water system improvements within Hillcrest Road dedicated to Medford Water. Board approval is needed to create this refund district.

Discussion

East Medford Land Acquisition, LLC has completed the construction of public improvements for the SONSA Medical Office Building project in Medford, Oregon.

The construction of the subdivision included installation of approximately 972-feet of 12-inch waterline within Hillcrest Road. The north side of Hillcrest Road consists of potentially re-developable land under different ownership.

MW Regulations Governing Water Service allows for creation of a Refund District to recoup costs associated with the construction of the 12-inch water main within Hillcrest Road. The project developer has requested the establishment of a Refund District with a term of 20 years to the benefit of Cordical Properties LLC, consistent with MW Regulations Governing Water Service requirements for creation of Refund Districts.

The reimbursement amount for Hillcrest Road will be based on a 12-inch water main installed in unpaved condition. The amount for a 12-inch water main installed in unpaved condition (Hillcrest Road) is \$62.96 per lineal foot for the north side of Hillcrest Road frontage.

Financial Impact

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

Requested Board Action

Staff recommends approval of this Resolution, creating a Refund District to Cordical Properties, LLC related to the Sonesa Medical Office Building development.

RESOLUTION NO. 2005

A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction within Hillcrest Road from Property Owners Benefitting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to Cordical Properties, 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. The developer of the Sonza Medical Office Building project has constructed approximately 972 lineal feet of 12-inch water line within Hillcrest Road, starting at approximately 70-feet east of Foothill Road and ending at approximately 1042 feet east of Foothill Road, further depicted on the attached map, 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, 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 3. That the water line described in Section 1 benefits the properties fronting on the north side of Hillcrest Road, 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 4. That any future applicant for a connection to the said water main or development of the property with water service, as indicated on the map attached hereto as Exhibit A, will be charged the sum of \$62.96 per lineal foot of their frontage along Hillcrest Road as a proportionate share of the cost of the said water main, and the sums so charged and collected will be paid to Cordical Properties, LLC at 3270 Hillcrest Road, Medford, OR 97502 until the 15th day of October, 2045.

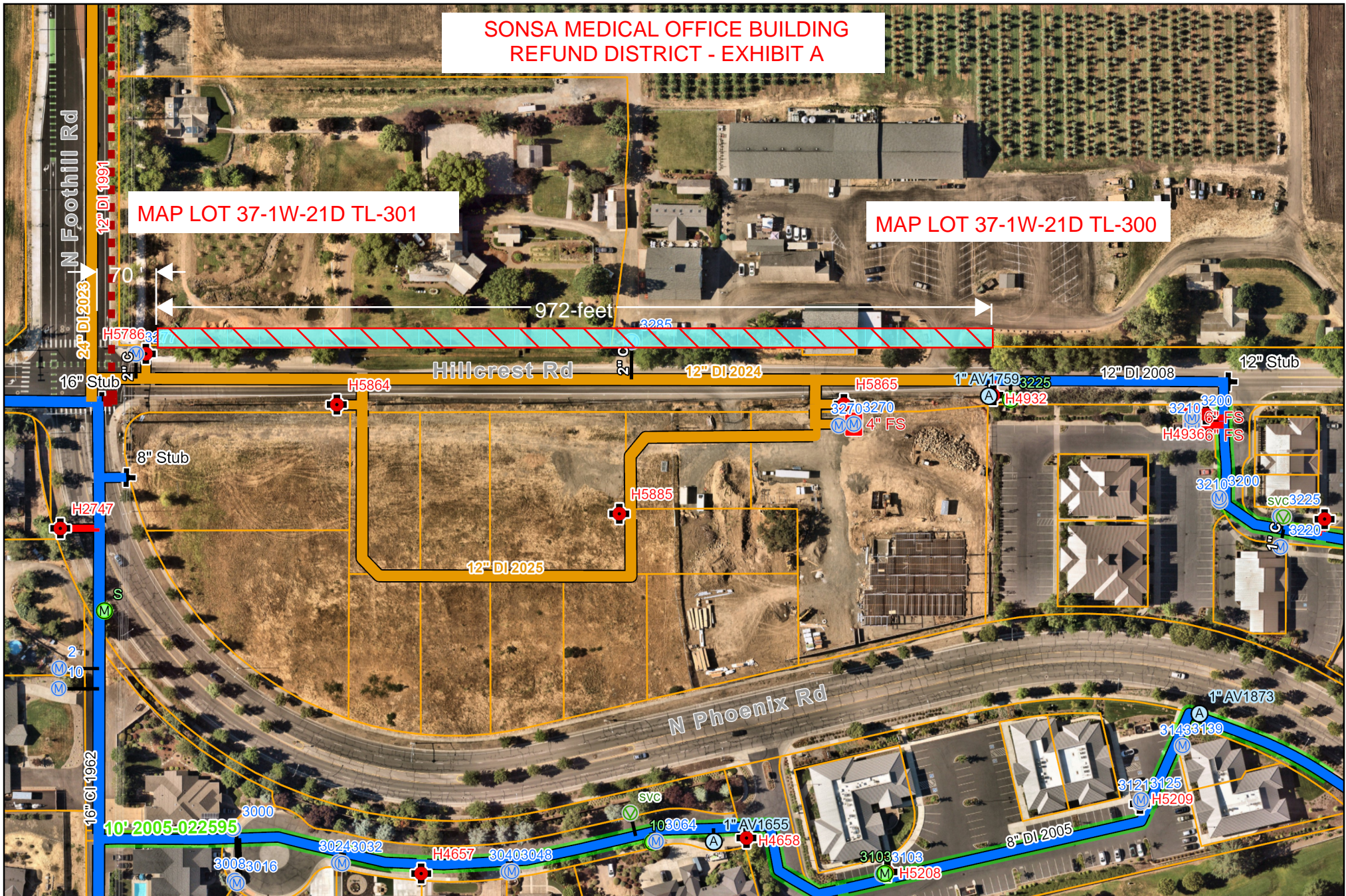
PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 15th day of October, 2025.

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

SONSA MEDICAL OFFICE BUILDING REFUND DISTRICT - EXHIBIT A

MAP LOT 37-1W-21D TL-301

MAP LOT 37-1W-21D TL-300



Sonsa Medical Office Building Refund District Exhibit.



Affected areas on Hillcrest Road by the 12-inch (unpaved) refund district.



1" = 150'
Page Size:
Letter L
200 300

0 100 200 300

Feet

OGRS Grants Pass-Ashland NAD
1983 2011 TM Foot Intl



Memorandum

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

FROM: Andy Huffman, Senior Capital & Special Project Manager

DATE: Wednesday, October 15, 2025

SUBJECT: Item 6.0 – Resolution 2006 – Authorizing the General Manager to Execute an Emergency Procurement Contract with Pacific Electrical Contractors for the Replacement of Medium-Voltage Service Entrance Switchgear at the Robert A. Duff Water Treatment Plant.

OBJECTIVE: Board Approval

Issue

Concerns about the condition of the medium-voltage service entrance switchgear at the Robert A. Duff Water Treatment Plant (Duff WTP) are prompting the need for an emergency procurement to replace the equipment.

Discussion and Findings

Recent issues with aging electrical system components have heightened the need to replace the medium-voltage service entrance switchgear at the Duff Plant. The equipment first experienced problems in February 2025. In response, staff engaged a medium-voltage evaluation contractor to inspect the switchgear, and the evaluation concluded that replacement is recommended.

Duff WTP recently experienced a critical failure of electrical equipment, resulting in a multi-day, system-wide curtailment. This event has heightened concerns about the condition of other electrical components at the facility. As a result, greater attention is now being given to the overall electrical infrastructure at Duff WTP.

To ensure the replacement of the medium-voltage service entrance switchgear before the next operating season, the equipment must be ordered immediately. The criticality of this switchgear—combined with long lead times for materials and its role as a single point of electrical failure—necessitates an emergency procurement.

Staff has solicited a not-to-exceed quote from Pacific Electrical Contractors (PEC) for labor and materials to complete the replacement. The following findings support the need for an Emergency Procurement Contract with PEC:

- Recent electrical equipment failures at Duff WTP have escalated concerns regarding the medium-voltage switchgear.
- The switchgear is aging, and a professional evaluation has recommended its replacement.
- Failure of this switchgear would result in a complete shutdown of the Duff Water Treatment Plant.
- The lead time for replacement equipment is 16 to 20 weeks, and installation must be completed before the next operating year begins.
- PEC is uniquely qualified and positioned to perform this work.
- Pricing for the replacement has been reviewed and deemed acceptable.
- Time is of the essence to ensure uninterrupted plant operations.

Financial Impact

The cost of this work is not included in the current fiscal year budget. PEC has provided a not-to-exceed quote of \$313,500.00 for the replacement of the switchgear. This cost will be covered through a variance within the overall FY26 Capital Improvement Program (CIP) Budget.

Requested Action

Staff recommends proceeding with an Emergency Procurement Contract, as authorized under ORS 279B.080 (Goods & Services) and Section 2.34 of Medford Water's Contracting & Purchasing Regulations. This authorization would allow for an emergency contract with PEC for the procurement and replacement of the medium-voltage service entrance switchgear at the Duff Water Treatment Plant.

RESOLUTION NO. 2006

A RESOLUTION Awarding and Authorizing the General Manager to Execute an Emergency Procurement Contract as allowed under ORS 279B.080 (Goods & Services) and 2.34 of Medford Water's Contracting & Purchasing Regulations, with Pacific Electrical Contractors in the amount of \$313,500.00

WHEREAS, Medford Water (MW) has identified a potential critical failure risk in the medium-voltage electrical equipment at the Robert A. Duff Water Treatment Plant; and

WHEREAS, the Duff Water Treatment Plant is an essential facility, the affected equipment represents a single point of failure, and the replacement components have a significant lead time; and

WHEREAS, failure of this equipment would result in a prolonged, system-wide curtailment of water treatment operations; and

WHEREAS, the General Manager has declared an emergency in accordance with Section 2.34 of Medford Water's Contracting & Purchasing Regulations; and

WHEREAS, Pacific Electrical Contractors (PEC) is uniquely qualified and positioned to perform the required work; and

WHEREAS, the scope of work and pricing provided by PEC have been reviewed by staff and found to be acceptable; and

WHEREAS, the total contract amount exceeds the General Manager's signing authority;

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

Section 1. That an Emergency Procurement Contract in an amount not to exceed \$313,500.00 for services related to the procurement and replacement of medium-voltage service entrance switchgear at the Robert A. Duff Water Treatment Plant is hereby awarded to Pacific Electrical Contractors, Inc.

Section 2. That the General Manager is hereby authorized to execute an Emergency Procurement Contract, as permitted under ORS 279B.080 (Goods & Services) and Section 2.34 of Medford Water's Contracting & Purchasing Regulations, with Pacific Electrical Contractors (PEC) in the amount of \$313,500.00, and to execute 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 by the Board of Water Commissioners and signed by me in authentication thereof this 15th day of October, 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: Brian Runyen, Engineering Manager
DATE: Wednesday, October 15, 2025
SUBJECT: Item 9.0 – Resolution 2007, Authorizing Extension of Water Service outside the Central Point City Limits to Property owned by City of Central Point, in Accordance with the Conditions of Medford Water’s Resolution No. 1058, Section 7.
OBJECTIVE: Board Approval

Issue

The City of Central Point owns and operates property outside the city limits of City of Central Point at 2935 Hanley Rd (map/taxlot 372W151302), which is utilized for the purposes of outdoor recreational activities (known as “Moore Family Fields”). Approval of this Resolution is requested to clarify and document that water service to this property is authorized under Section 7 of Medford Water’s Resolution No. 1058 (attached to this Memo as Exhibit A).

Discussion

The property, previously owned by Central Point Little League, is within the City of Central Point “CP-6B” Urban Reserve area and was purchased by the City of Central Point in July of 2023.

In 2023 a water line was extended on Hanley Rd south from Beall Ln to serve the property, under an assumption that the City could serve land within their Urban Reserve areas. While previous Wholesale Water Service Agreements did allow for direct service to areas within the Urban Reserve, the Wholesale Water Service Agreement in effect from 2016 onward only allows service to be provided within the Central Point city limits and within the Urban Growth Boundary with an irrevocable consent to annex, or as otherwise approved by Medford Water per Resolution 1058.

Section 7 of Medford Water Resolution No. 1058 includes conditions wherein water service may be allowed outside of City Limits: “...*the Board, where it would be in the general public interest, may extend water service for property owned and operated by the United States Government, the State of Oregon, Jackson County, school districts, and the cities of Medford, Central Point, Eagle Point, Jacksonville, Phoenix and Talent.*”

Approval of the Resolution before the Board today will formalize approval of water service to this property as allowed under Resolution 1058.

Financial Impact

There is no financial impact to Medford Water.

Requested Board Action

Staff recommends approval of this Resolution, authorizing extension of water service outside the Central Point City Limits to the Property owned by the City of Central Point, in Accordance with the Conditions of Medford Water’s Resolution No. 1058, Section 7.

RESOLUTION NO. 1058

A RESOLUTION of the City of Medford, Board of Water Commissioners revising Resolution No. 992 regarding the extension of water service outside of city boundaries.

WHEREAS, the Board has determined that Resolution No. 992 which limits the extension of water service outside city boundaries, needs to be revised; and,

WHEREAS, the Board, pursuant to Section 21 of the Medford Charter of 1976 and Chapter 225, Oregon Revised Statutes, is empowered to construct facilities and extend water service outside the corporate limits of the City of Medford; and,

WHEREAS, the Board periodically receives requests to extend facilities and services outside the corporate limits of the city and in responding to such requests finds it useful and desirable to promulgate written policies regarding such extension; and,

WHEREAS, the Board finds there is a need to coordinate actions on such requests with statewide land use planning goals and guidelines, comprehensive plans, cooperative agreements, urban growth boundary policies and annexation policies of the public bodies affected by such requests in order to ensure the planned and orderly provision of all necessary public services, including water; and,

WHEREAS, it is the intention of the Board to observe existing statutory and contractual obligations as well as the policies of affected bodies; and,

WHEREAS, the Board has determined that water is an urban service, and has acquired sufficient water supplies to adequately meet the requirements of the areas within urban growth and urban reserve boundaries of the cities and existing water districts which the Board is presently committed to serve. Such water supplies are not adequate to serve additional areas;

WHEREAS, the Commission desires to clarify that the Commission will not expand water service to any new or existing water districts which are not currently under contract with the Commission,

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

SECTION 1. That water districts purchasing water from the Medford water system will be permitted to extend their water system facilities within their boundaries subject to the other provisions contained herein. Such extension of districts' water mains shall be done only with prior written approval of the Water Commission and that such approval shall be based on findings of the Commission that there are provisions for the coordinated development of all other urban facilities and services appropriate for the area to be served by the extension and that such extension is in accordance with the comprehensive plan of the City of Medford as it applies to the area to be served. All extension of water service shall be installed to full "urban" standards as determined by the Water Commission.

SECTION 2. That water districts and similar agencies will not be permitted to annex additional areas beyond their present boundaries without written permission of the Commission. Permission will be granted if all of the conditions of Section 4 or Section 7 of this Resolution have been met and the Commission has no water facilities available to supply service to the

area requesting service. Permission will also be granted if the water districts wish to annex the remaining portion of existing tax lots which are split by the water district's legally described boundary at the time of the adoption date of this resolution provided that the annexations are finalized by March 3, 2001. The Commission will not expand water service to any new or existing water districts which are not currently under contract with the Commission.

SECTION 3. That water service is supplied to other cities in the region by contract. These contracts define those geographic areas where water service maybe supplied based upon the type of water supply contracts ("surplus water" or "treat and transport") and the individual planning processes of each of these cities. The intent of the urbanization standards contained in these contracts is to follow the same general urbanization policies as is defined in this resolution. These standards must not be contrary to the "public interest" of the Medford Water Commission and City of Medford. Granting of any water service outside of the corporate boundaries of any city must be done in accordance to provisions of Chapters 195 and 197 of the Oregon Revised Statutes and Jackson County Comprehensive Plan.

SECTION 4. That water service may be granted to property within the Medford urban growth boundary of the City of Medford providing all of the following conditions have been met:

- a) Undeveloped property that is in the urban growth boundary shall not receive water service unless the property is annexed into the City.
- b) Developed property that is in the urban growth boundary may receive water service provided the property owners are not proceeding with any land use permits, as follows:
 - 1) Contiguous property owners – are contractually obligated to annex to the City of Medford and have started the annexation process.
 - 2) Non-contiguous property owners – have demonstrated to the City's planning department that they do not have a reasonable chance of successfully completing the annexation process (i.e., due to the location of property, refusal by intervening property to agree to annex, etc.). The property's owners must sign an irrevocable consent binding present and future owners to annex to the City, which will be recorded before water service is provided.
- c) The property owner must pay a systems development charge for its proportional share of the cost of treatment and transmission facilities.
- d) The water facilities which are needed to supply this property shall be installed to full "urban" standards as determined by the Commission. This shall include minimum main sizes of six inches (6"), fire hydrants spaced according to City of Medford Fire Department standards, high level facilities, etc. as if the property were being developed in an urban area.
- e) Water service to property outside city boundaries which is supplied directly by the Commission shall be by special contract. A water rate differential which would provide for a higher rate of return on investment and pay for source water from Lost Creek Reservoir will be charged these customers. Upon change of ownership of the property, a new contract must be signed before water service will be restored. The contract shall also contain the same irrevocable consent to annex provision as was recorded with the property.

SECTION 5. That the Board will grant water service to property within the boundaries of dissolved water districts whose assets have been given to the Commission provided that the property owner signs an irrevocable consent to annex or annexes to the appropriate city, that there are adequate water facilities available to serve the property, and that the property meets all other Regulations Governing Water Service as now exist or may be modified in the future.

SECTION 6. That any proposed extension of water service be in conformance with the Jackson County Comprehensive Plan and will in no way be detrimental to the residents of Medford or the present or future operation, maintenance or construction procedures or requirements of the Commission. New connections to the Big Butte Springs transmission mains above the Coal Mine Pressure Control Station, except to meet contractual obligations, are prohibited under any circumstances. All water service is granted in accordance with the Regulations Governing Water Service as now exist or may be modified in the future.

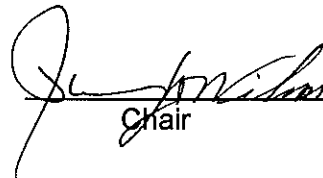
SECTION 7. Regardless of location, water service will be granted to parties where the Commission has incurred contractual obligations for the extension of service as a part of the consideration for the purchase of rights-of-way, provided such extensions granted these parties meet all standards and regulations as now exist or may be modified in the future. Also, the Board, where it would be in the general public interest, may extend water service for property owned and operated by the United States Government, the State of Oregon, Jackson County, school districts, and the cities of Medford, Central Point, Eagle Point, Jacksonville, Phoenix and Talent.

SECTION 8. That Resolution No. 944 is hereby repealed and that the policy of said Board of Water Commissioners as regards the extension of water service outside of city boundaries is now as stated in this resolution.

PASSED at a regular meeting of the Board of Water Commissioners of the City of Medford, Oregon, and signed by me in authentication thereof this 2nd day of January 2002.

ATTEST:


City Recorder


Chair

RESOLUTION NO. 2007

A RESOLUTION Authorizing Extension of Water Service Outside the Central Point City Limits to Property Owned by the City of Central Point, in Accordance with the Conditions of Medford Water's Resolution No. 1058, Section 7

WHEREAS, Medford Water provides surplus wholesale water to the urbanized area of the City of Central Point under separate contract; and

WHEREAS, The Medford Water Wholesale Water Service Agreement with the City of Central Point limits water service outside the City Limits without approval by Medford Water; and

WHEREAS, Medford Water's Resolution No. 1058, Section 7, allows the Board of Water Commissioners (Board) to consider extension of water service outside the city limits of Central Point to property owned and operated by the City of Central Point; and

WHEREAS, The City of Central Point owns and operates real property at 2935 Hanley Rd (map/taxlot 372W151302), outside of the City Limits and within the "CP-6B" Urban Reserve area of the City of Central Point;

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

SECTION 1: That the Board hereby authorizes extension of water service outside the Central Point city limits to property owned and operated by the City of Central Point at 2935 Hanley Rd (map/taxlot 372W151302) for so long as the conditions of Resolution No. 1058, Section 7, are met.

SECTION 2: If ever those conditions are not met, Medford Water shall order the City of Central Point to show cause why such water service shall not terminate.

PASSED by the Board of Water Commissioners and signed by me in authentication thereof this 15th day of October, 2025.

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

David Wright, Chair