



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 Audit Presentation (Cody Savey, Isler CPA), and Enterprise Resource Planning (Finance Manager Beau Belikoff, IT Manager Kris Stitt, 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. Approval or Correction of the Minutes of the Last Regular Meeting of December 3, 2025

5. Resolution No. 2012, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$150,000 with Hawkins, Delafield & Wood, LLP, for Bond Counsel Services

6. Resolution No. 2013, A RESOLUTION Authorizing the General Manager to Amend the Log Purchase Agreement Approved by Resolution 2004 to Accept Payments Exceeding the Anticipated Amount of \$700,000 for the Horse Willow Timber Harvest in the Big Butte Springs Watershed

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
<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_PtCmFKisQKeNq5xzhFEsiQ

Meeting passcode: 596290



To join by phone, call:

(669) 900-6833

Meeting ID Number: 870 2952 9328

Meeting passcode: 596290



Memorandum

TO: Commissioners David Wright, Jason Anderson, John Dailey, Bob Mylenek, and Bob Strosser
FROM: Beau Belikoff, Finance Manager
DATE: Wednesday, December 17, 2025
SUBJECT: Item 5.0 – Resolution 2012, Authorizing the General Manager to Execute a Contract Amendment with Hawkins, Delafield & Wood LLP
OBJECTIVE: Board Approval

Issue

Staff is actively engaging Bond Counsel Services in connection with the forthcoming debt issuance, as the current contract is set to expire on January 22, 2026.

Discussion

As Medford Water prepares for upcoming debt issuance, staff is actively engaging Bond Counsel Services to ensure legal compliance and strategic alignment with financing objectives. Hawkins Delafield & Wood LLP, a nationally recognized firm in public finance law, has served as bond counsel for Medford Water through multiple complex transactions, including the issuance of the 2022A and 2022B Water Revenue Bonds under the Water Infrastructure Finance and Innovation Act (WIFIA) program. Their counsel has been instrumental in structuring draw-down loans, certifying parity requirements, and navigating federal compliance obligations. Hawkins' deep familiarity with Medford Water's Master Water System Revenue Bond Declaration and their ongoing support through the WIFIA disbursement process has positioned them as a trusted legal partner.

The original contract with Hawkins was executed on January 22, 2021, following a competitive solicitation process. It established a five-year term with a not-to-exceed amount of \$150,000, with an option to renew an additional three years. With the current agreement set to expire on January 22, 2026, staff is recommending approval of an additional \$150,000 to this contract, increasing the new total not to exceed \$300,000.

Financial Impact

Associated costs are anticipated to be included in the cost of issuance and are expected to be incurred and paid as part of the FY27 Budget.

Requested Board Action

Staff recommends approval of this Resolution, authorizing the General Manager to execute an amendment to the existing contract with Hawkins, Delafield & Wood, LLP, in the amount of \$150,000 which would bring the new total not to exceed \$300,000.

RESOLUTION NO. 2012

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$150,000 with Hawkins, Delafield & Wood, LLP, for Bond Counsel Services

WHEREAS, Medford Water previously awarded a contract to Hawkins, Delafield & Wood, LLP, for Bond Counsel Services following a competitive solicitation; and

WHEREAS, the original contract was executed on January 22, 2021, with a five-year term and a not-to-exceed amount of \$150,000, and included one optional three-year extension; and

WHEREAS, Hawkins, Delafield & Wood, LLP, has provided legal counsel on multiple complex transactions, including the 2022A and 2022B Water Revenue Bonds under the WIFIA program, and continues to support Medford Water's financing objectives; and

WHEREAS, the current five-year contract is set to expire on January 22, 2026, and staff recommends executing an amendment to continue services; and

WHEREAS, the value of the contract amendment, in the amount of \$150,000 and the resulting contract total of \$300,000 exceeds the General Manager's authority;

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

SECTION 1. That a contract amendment to the existing Bond Counsel Services contract with Hawkins, Delafield & Wood LLP, is hereby awarded a three-year contract time extension in the amount of \$150,000 for a total not-to-exceed contract value of \$300,000.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment and any contract amendments not exceeding 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 at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 17th day of December 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: Julie Smitherman, Water Resources and Customer Services Manager

DATE: Wednesday, December 17, 2025

SUBJECT: Item 6.0 – Resolution 2013, Authorizing the General Manager to amend the Log Purchase Agreement authorized by Resolution 2004 to receive payments above \$700,000 from local mills

OBJECTIVE: Board Approval

Issue

Medford Water requests an amendment to the Log Purchase Agreement authorized by Resolution 2004, which granted the General Manager authority to sign and execute log purchasing agreements up to \$700,000. However, due to higher-than-anticipated harvest volumes, additional log sales may exceed this authorized limit, necessitating an amendment to increase the purchasing authority.

Discussion

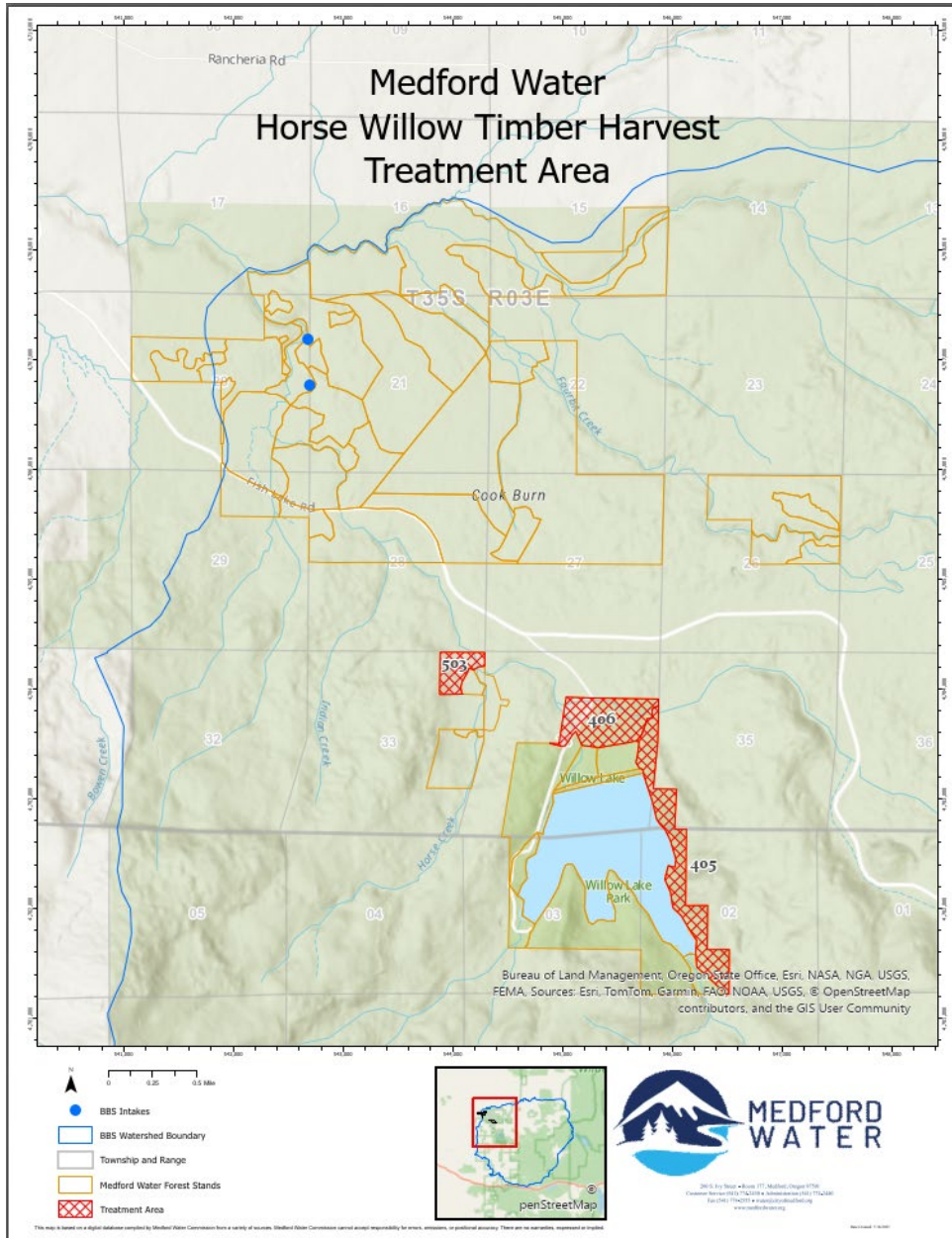
The Horse Willow Timber Harvest began in October 2025 starting with the largest unit, number 405 east of Willow Lake. Logs harvested from this unit were greater than expected, producing more revenue than originally estimated.

Financial Impact

The anticipated revenue from the log sale agreements was approximately \$630,612. Actual revenues could exceed \$700,000.

Requested Board Action

Staff recommends approval of Resolution 2013, authorizing the General Manager to receive payments above the original amount of \$700,000, for an additional amount up to the General Managers purchasing authority.



RESOLUTION NO. 2013

A RESOLUTION Authorizing the General Manager to Amend the Log Purchase Agreement Approved by Resolution 2004 to Accept Payments Exceeding the Anticipated Amount of \$700,000 for the Horse Willow Timber Harvest in the Big Butte Springs Watershed

WHEREAS, Medford Water solicited bids for the Horse Willow Timber Harvest on Big Butte Springs Watershed through an Invitation to Bid process; and

WHEREAS, Notice of Intent to Award to Murphy Venner, Boise Cascade and Wilson Pro Pole was issued on August 22, 2025, and no protests of the award were received; and

WHEREAS, these bidders are qualified and agreeable to purchase the timber as specified in the aforesaid Invitation to Bid; and

WHEREAS, the value of the log purchasing agreements exceeds the General Manager's authority; and

WHEREAS, log purchase agreements for the Horse Willow Timber Harvest were awarded to Murphy Venner, Boise Cascade and Wilson Pro Pole September 17, 2025; and

WHEREAS, the value of log purchasing agreements could potentially exceed the original anticipated amount of \$700,000. Therefore, additional authorization above this amount, up to the General Manager's purchasing authority, is requested.

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

SECTION 1. That the General Manager is hereby authorized and directed to execute an amendment to the Log Purchase Agreement for the Horse Willow Timber Harvest in the Big Butte Springs Watershed, allowing for receipt of payments exceeding the originally anticipated amount of \$700,000 and any amendments up to the General Managers purchasing authority which are on file in the Office of Medford Water and by reference made a part hereof, is hereby approved. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 17th day of December 2025.

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

David Wright, Chair