



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 – Rate on Return for Wholesale Contracts (Beau Belikoff Finance Manager, Shawn Koorn HDR, Inc.)

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 17, 2025

5. Resolution No. 2014, A RESOLUTION Authorizing an Exemption from Competitive Bidding, and Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$140,000.00 with Government Finance Officers Association for Enterprise Resource Planning Advisory Services

6. 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.

7. Propositions and Remarks from the Commissioners

8. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
2/04/26	Wed	Board Meeting	Water Efficiency Update	12:15 p.m.	Prescott Room, Police Dept
<i>Monday, February 16, 2026 – Offices closed in observance of Presidents' Day</i>					
2/18/26	Wed	Board Meeting	SDC Primer	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_7Mq2m-6uTpW_nurmlPEyQ

Meeting passcode: 622419



To join by phone, call:

(669) 900-6833

Meeting ID Number: 856 6251 7257

Meeting passcode: 622419



Memorandum

TO: Commissioners David Wright, Jason Anderson, John Dailey, Bob Mylenek, and Bob Strosser
FROM: Kris Stitt, IT Manager
DATE: Wednesday, January 21, 2026
SUBJECT: Item 5.0 – Resolution 2014, Awarding and Authorizing the General Manager to Execute a Contract with The Government Finance Officers Association for Enterprise Resource Planning Advisory Services
OBJECTIVE: Board Approval

Issue

Medford Water's current Enterprise Resource Planning (ERP) system, Microsoft Dynamics GP, is scheduled for end-of-life in 2029, which will significantly impact core administrative functions including finance, procurement, budgeting, asset management, payroll and human resources. To support a successful transition, staff recommends a direct award of ERP advisory services to the Government Finance Officers Association (GFOA), exempting the engagement from public solicitation.

A direct award ensures continuity, accelerates project readiness, and secures expert guidance. GFOA's qualifications and approach could not be practicably replicated through a general solicitation without compromising quality, cost, or timeline.

Discussion

GFOA is a nonprofit, member-based organization dedicated to advancing excellence in public financial management. As an independent advisor unaffiliated with software vendors, GFOA offers objective, best-practice guidance tailored to the needs of public-sector entities.

GFOA has successfully supported ERP initiatives for peer water agencies, for which references were conducted, including City of Salem (OR), Las Vegas Valley Convention and Visitors Authority (NV) and City of Bakersfield (CA). Additional other water agencies utilizing GFOA services are Charleston Water System (SC), Grand Strand Water and Sewer Authority (SC), Marin County Municipal Water (CA), Pueblo Water (CO), Western Municipal Water (CA), and Las Vegas Valley Water District (NV).

Financial Impact

Phases I and II include a not-to-exceed investment of \$140,000 for planning, process improvement (Phase I), Procurement, and contract negotiation support (Phase II).

In the future, Phases III covering implementation oversight and post-project review are optional services totaling an additional \$180,000, and if warranted, it will be brought to the board for approval.

The GFOA engagement will be capitalized as part of ERP project management beginning in January 2026. An additional \$2.5 million in capital expenditures is estimated for ERP system acquisition and deployment within the next two to three years. Ongoing support and maintenance is estimated to impact the operating budget at \$200,000 annually, with a projected 5% increase each year thereafter.

Requested Board Action

Approval of Resolution 2014, authorizing the General Manager of Medford Water to execute a contract not-to-exceed \$140,000 to Government Finance Officers Association advisory services for a period of three years. Additionally, we would request the General Manager be able to authorize up to a 25% contingency to cover additional costs if required.

RESOLUTION NO. 2014

A RESOLUTION Authorizing an Exemption from Competitive Bidding, and Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$140,000.00 with Government Finance Officers Association for Enterprise Resource Planning Advisory Services

WHEREAS, Government Finance Officers Association (GFOA) is uniquely qualified to render the services necessary as required by Medford Water; and

WHEREAS, an exemption to competitive bidding is warranted based on the consultation and advisory services offered by GFOA to public agencies, including Medford Water; and

WHEREAS, costs for use of these Enterprise Resource Planning (ERP) Advisory services are budgeted within the operational budget each fiscal year; and

WHEREAS, the contract (Phase I/II) and the potential subsequent contract (Phase III) is anticipated to exceed 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. GFOA is qualified and agreeable to render the services detailed in the proposal for ERP Advisory Services, dated September 27, 2025.

SECTION 2. That an exemption from competitive bidding is granted under the provisions of Medford Water's Contracting and Purchasing Regulations, Section 2.33(D) Contract-Specific Special Procurements (CSSP), as discussed in the agenda item memorandum for the Board of Water Commissioners meeting of January 21, 2026.

SECTION 3. That a contract with GFOA is hereby awarded a three-year contract beginning January 21, 2026, with a total additional not-to-exceed contract value of \$140,000.00 with the ability for the General Manager to authorize up to a 25% contingency if required.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 21st day of January 2026.

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

David Wright, Chair