



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

## AGENDA

11:30 a.m. LUNCH

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- *Administer Oath of Office to Appointed Board Member Brian Sjothun*

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11:45 a.m. STUDY SESSION – Water Efficiency Update (Customer Service & Water Efficiency Manager Julie Smitherman, Water Efficiency Coordinator Cody Scoggins and Water Efficiency Technician Richard Chowning)

12:15 p.m. BOARD MEETING

**1. Roll Call**

**2. Pledge of Allegiance**

**3. Elect Board Chair and Vice Chair for 2026**

**4. Code of Professional Conduct and Respectful Workplace Standards (Bonnie Barasch, Director of Human Resources, City of Medford)**

**5. 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.

**6. Approval or Correction of the Minutes of the Last Regular Meeting of January 21, 2026**

**7. Resolution No. 2015, A RESOLUTION Awarding and Authorizing the General Manager to Execute an Agreement with Spectrum Business for Fiber Network Connectivity Service, Not to Exceed \$213,264.00**

**8. 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.

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

**10. Adjourn**

<b>DATES TO REMEMBER*</b>					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
2/18/26	Wed	Board Meeting	SDC Primer	12:15 p.m.	Prescott Room, Police Dept
<i>Monday, February 16, 2026 – Presidents' Day – Offices closed</i>					
03/04/26	Wed.	Board Meeting	Capital Budget 2025-6	12:15 p.m.	Prescott Room, Police Dept.
03/18/26	Wed.	Board Meeting	Capital Budget 2023-24	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\\_1-MrkWuTi2p3N41bnAENw](https://us02web.zoom.us/webinar/register/WN_1-MrkWuTi2p3N41bnAENw)

Meeting passcode: 413484



To join by phone, call:  
(669) 900-6833

Meeting ID Number: 848 2791 3747      Meeting passcode: 413484



## **Memorandum**

**TO:** Commissioners Jason Anderson, John Dailey, Bob Mylenek, Brian Sjothun, David Wright

**FROM:** Kris Stitt, Information Technology Manager

**DATE:** Wednesday, February 4, 2026

**SUBJECT:** Item 6.0 - Resolution 2015, Awarding and Authorizing the General Manager to Execute an agreement with Spectrum Business for fiber network connectivity service

**OBJECTIVE:** Board Approval

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### **Issue**

Medford Water has been utilizing fiber internet services provided by Spectrum Business to provide internet connectivity for our Lausmann Annex (Annex), Robert A. Duff Water Treatment Plant (Duff WTP), and Martin Control Station locations. Those connections were provided as part of a 3-year contract agreement which has recently expired. With the addition of the Medford Water Operation Center (MWOC), and the additional connectivity required for the SCADA network buildout Medford Water would like to enter into a new 3-year agreement with Spectrum Business for fiber connectivity services.

This new agreement would service the MWOC, Duff WTP, and our Capital Hill Reservoir sites. The remaining Annex and Martin Control Station sites would remain on a month-to-month agreement until they are no longer needed.

### **Discussion**

Medford Water utilizes Fiber internet connectivity provided by both Spectrum Business and Hunter Communications to provide internet access for several locations. Utilizing two providers provides Medford Water with additional resiliency in the event of an outage be either carrier.

### **History**

About 3 years ago Medford Water began utilizing Spectrum Business to provide fiber network connectivity to the Annex and the Duff WTP. These connections provide internet connectivity as well as a Virtual Private Network (VPN) connection to handle communications between sites. The Martin Control Station connection was added as part of the early stages of our SCADA upgrade project to provide connectivity back to the treatment plant. At the time these connections fell within the General Managers spending authority. This renewal would exceed that threshold and requires board approval.

### **Discontinued Services**

Medford Water will be able to discontinue services at the Annex location once construction of the MWOC has been completed. We will also be able to migrate the Martin Control Station connection over to our upcoming SCADA radio network once buildout is complete. We are estimating we will need to keep these connections for up to an additional 18 months.

### **New Connections**

As part of the SCADA upgrade project Medford Water will be utilizing the Capital Hill reservoir and Roxy Ann sites as primary sites for our radio communications network. Radios that service other sites in the distribution system will point back to these locations for their primary communications path. We plan on utilizing a Spectrum Business fiber internet connection at the Capital Hill site to backhaul network traffic back to the SCADA network and for radio frequency coordination. This connection would also be utilized in the future for services related to the reservoir upgrade project.

Medford Water will need to have fiber connectivity at the MWOC site once construction has been completed. These connections will provide internet access for the facility as well as a 10-gigabit fiber Ethernet Private Line (EPL) connection which provides a direct high-speed connection between the MWOC and Duff WTP.

### Summary

The proposed 3-year agreement includes fiber internet and EPL connectivity between the MWOC and the Duff WTP as well as a fiber internet connection at the Capital Hill Reservoir. We would continue with our Annex and Martin Control station connections on a month-to-month basis for up to 18 months or until those services can be discontinued.

### Future Plans / Additional Connectivity

Medford Water will likely have a similar configuration utilizing Hunter Communications for our Duff WTP and MWOC sites including a connection to Roxy Ann for the SCADA backhaul. We currently utilize services from both Spectrum Business and Hunter to provide resilient connectivity at our Annex and Duff WTP locations. Additionally, Medford Water has connections provided by Hunter Communications to the Conrad and Ross Control Stations which we anticipate will be replaced with the SCADA radio network in the future. We may need to return to the board at a future meeting to present an agreement with Hunter Communications.

### Financial Impact

The total estimated costs of the 3-year agreement with Spectrum Business are estimated to be approximately \$176,400. We are also estimating that it will cost approximately \$36,864 to maintain our Annex and Martin Control Station connectivity up to the next 18 months. The total cost is estimated to be \$213,264.

Monthly Costs included in the 3-year agreement:

Location	Service	Monthly Costs
Duff Treatment Plant	1GB Fiber Internet	\$ 900
Duff Treatment Plant	10GB Fiber EPL	\$ 1,100
Operation Center	1GB Fiber Internet	\$ 900
Operation Center	10GB Fiber EPL	\$ 1,100
Capital Hill Reservoir	1GB Fiber Internet	\$ 900
	<b>Total:</b>	<b>\$ 4,900</b>
	<b>36-Month Total:</b>	<b>\$ 176,400</b>

Monthly Costs continuing a month-to-month plan for up to the next 18 months:

Location	Service	Monthly Costs
Annex	1GB Fiber Internet	\$ 1,699
Martin Control Station	300MB Fiber Internet	\$ 349
	<b>Total:</b>	<b>\$ 2,048</b>
	<b>18 Month Total:</b>	<b>\$ 36,864</b>

**Total estimated costs: \$213,264 (plus taxes/fees)**

To account for taxes and fees Medford Water is requesting the authorization allow for the general manager to include up to a 25% contingency.

Although the agreement with Spectrum Business is for a 3-year term. The billing and term length does not begin until the connection has been installed and is usable. For this reason we request that the length of time allowed by this resolution to be up to 5 years.

This agreement qualifies for an exemption from competitive solicitation per section 2.44 Section C Part 10 (Information Technology, Telecommunications, Software and Hardware Maintenance and Upgrades) of the Medford Water Contracting and Purchasing Regulations.

### Requested Board Action

Staff recommends approval of Resolution 2015 to enter into a 3-year agreement with Spectrum Business for fiber network services. In the not to exceed amount of \$213,264 including authorizing the General Manager to approve up to an additional 25% contingency.

## **RESOLUTION NO. 2015**

A RESOLUTION Awarding and Authorizing the General Manager to Execute an Agreement with Spectrum Business for Fiber Network Connectivity Service, Not to Exceed \$213,264.00

WHEREAS, Medford Water has existing fiber internet connectivity provided by Spectrum Business serving the Lausmann Annex (Annex), Robert A. Duff Water Treatment Plant (Duff WTP), and Martin Control Station where the current agreement has expired; and

WHEREAS, Medford Water will require additional connectivity for the Capital Hill Reservoir and future Medford Water Operation Center (MWOC) locations; and

WHEREAS, Spectrum Business will provide fiber network services to the Duff WTP, MWOC, and Capital Hill Reservoir for a fixed rate 3-year term; and

WHEREAS, Spectrum Business will continue to provide service to the Annex and Martin Control Station locations on a month-to-month basis for an estimated 18-month period or until those services are no longer necessary; and

WHEREAS, the total cost of the 3-year agreement is expected to be \$176,400.00 and the addition month-to-month costs are estimated to be \$36,864.00 for a total estimated cost of \$213,264.00; and

WHEREAS; this contract is exempt from competitive bidding, per the Special Procurement rules of the Medford Water Purchasing Regulations section 2.33C(10); and

WHEREAS, the value of the agreement, not-to-exceed \$213,264.00 to Spectrum Business for fiber network services, 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 the contract in an amount not-to-exceed \$213,264.00 for fiber network services, is hereby awarded to Spectrum Business.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract and payments for said contract up to \$213,264.00, and 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 is 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 Medford Water Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 4<sup>th</sup> day of February 2026.

ATTEST:

Amber Furu, Asst. Clerk of the Commission

Jason Anderson, Chair