



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 – Capital Budget (Engineering Manager Brian Runyen)

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 February 18, 2026

5. Resolution No. 2016, A RESOLUTION Awarding and Authorizing the General Manager to Execute an Agreement with Hunter Communications for Fiber Network Connectivity Service, Not to Exceed \$212,220.00

6. 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.

7. Propositions and Remarks from the Commissioners

8. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
04/01/26	Wed.	Board Meeting	Revenue Bonds	12:15 p.m.	Prescott Room, Police Dept.
04/15/26	Wed.	Board Meeting	SDC/CLA/Fees	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_VONxBzOeQsOWPDKQwFg0Rg

Meeting passcode: 407023



To join by phone, call:

(669) 900-6833

Meeting ID Number: 894 5776 9890 Meeting passcode: 407023



Memorandum

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

FROM: Kris Stitt, Information Technology Manager

DATE: Wednesday, March 18th, 2026

SUBJECT: Item 5.0 - Resolution 2016, Awarding and Authorizing the General Manager to Execute an agreement with Hunter Communications for fiber network connectivity service

OBJECTIVE: Board Approval

Issue

Medford Water has been utilizing fiber internet services provided by Hunter Communications to provide internet connectivity to our Lausmann Annex (Annex), Robert A. Duff Water Treatment Plant (Duff WTP), Big Butte Springs (BBS), Point of Entry building (POE), Conrad, and Rossanley Control Stations. These services have been provided as part of a 3-year agreement which is due for renewal.

With the construction of the Medford Water Operation Center (MWOC) and the buildout of our new distribution SCADA network we are recommending some additional changes to the agreement to provide services to these sites.

Staff is recommending that we enter into a new 3-year agreement with Hunter Communications to provide fiber connectivity services. This new agreement would renew existing connections for the Duff WTP, BBS, and POE locations. The Annex, Conrad, and Rossanley sites would remain on a month-to-month term for up to 18 months until they are no longer needed. We are also recommending an additional service for the MWOC and Roxy Ann locations.

Discussion

Medford Water currently utilizes fiber internet service provided by both Hunter Communications and Spectrum Business at several key sites. Utilizing multiple providers provides Medford Water with additional resiliency in the event of an outage by either carrier. The board approved our 3-year renewal with Spectrum Business at the February 18th, 2026, board meeting.

History

Medford Water has been utilizing services provided by Hunter Communications for several years to provide fiber internet connectivity. These services are used to provide our key sites with internet access as well as to provide site to site Virtual Private Network (VPN) services to provide secure communication between sites. About three years ago, Spectrum connections were added to provide redundant connectivity at the Annex and Duff WTP sites.

As part of the Duff SCADA upgrade project fiber internet services were added to the Conrad and Rossanley control stations to provide communications back to the Duff WTP.

Existing, Discontinued, and New Services

With this agreement Medford Water would renew our existing fiber internet services provided to the Duff WTP, BBS, and POE locations.

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 Conrad and Rossanley Control Station connections to our upcoming SCADA radio network once the buildout is complete. We are estimating that we will need to keep these connections for up to an additional 18 months.

As part of the SCADA upgrade project Medford Water will be utilizing the Capital Hill reservoir and Roxy Ann sites as primary backhaul 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 Hunter Communication fiber internet connection at the Roxy Ann site to backhaul network traffic back to the SCADA network and for radio frequency coordination. Services to Capital Hill will be provided by Spectrum Business.

Medford Water will need 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. These two sites serve as backup and recovery sites for our Information Technology and soon for our SCADA networks. A direct EPL connection will provide faster and more reliable connectivity and data backup between sites.

Summary

The proposed 3-year agreement renews our existing connections at the Duff WTP, BBS, and POE sites and includes new internet and EPL connectivity between the MWOC and the Duff WTP as well as a fiber internet connection to the Roxy Ann location. Annex, Conrad, and Rossanley connections would remain month-to-month for up to 18 months, or until they can be discontinued.

Financial Impact

The total estimated costs of the 3-year agreement with Hunter Communications are estimated to be approximately \$184,860. We are also estimating that it will cost approximately \$27,360 to maintain our Annex, Conrad, and Rossanley Control Station connectivity for up to the next 18 months. The total cost is estimated to be \$212,220

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	\$ 750
MWOC	1GB Fiber Internet	\$ 840
MWOC	10GB Fiber EPL	\$ 750
Roxy Ann Tower	1GB Fiber Internet	\$ 800
Big Butte Springs	1GB Fiber Internet	\$ 600
Point of Entry Building	100MB Fiber Internet	\$ 495
	Total:	\$ 5,135
	36-Month Total:	\$ 184,860

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

Location	Service	Monthly Costs
Annex	1GB Fiber Internet	\$ 920
Conrad Control Station	300MB Fiber Internet	\$ 300
Rossanley Control Station	300MB Fiber Internet	\$ 300
	Total:	\$ 1,520
	18 Month Total:	\$ 27,360

Total estimated costs: \$212,220 (plus taxes/fees)

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

Although the agreement with Hunter Communications 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 2.33 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 2016 to enter into a 3-year agreement for up to a 5 year period with Hunter Communications for fiber network services. In the not to exceed amount of \$212,220 including authorizing the General Manager to approve up to an additional 25% contingency.

RESOLUTION NO. 2016

A RESOLUTION Awarding and Authorizing the General Manager to Execute an Agreement with Hunter Communications for Fiber Network Connectivity Service, Not to Exceed \$212,220.00

WHEREAS, Medford Water has existing fiber internet connectivity provided by Hunter Communications serving the Lausmann Annex (Annex), Robert A. Duff Water Treatment Plant (Duff WTP), Big Butte Springs (BBS), Point of Entry (POE), Conrad, and Rossanely Control Stations where, the current agreement has expired; and

WHEREAS, Medford Water will require additional connectivity for the Roxy Ann Tower site and future Medford Water Operation Center (MWOC) locations; and

WHEREAS, Hunter Communications will provide fiber network services to the Duff WTP, MWOC, BBS, POE, and Roxy Ann Tower for a fixed rate 3-year term; and

WHEREAS, Hunter Communications will continue to provide fiber internet services to the Annex, Conrad, and Rossanely 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 \$184,860.00 and the additional month-to-month costs are estimated to be \$27,360.00 for a total estimated cost of \$212,220.00; and

WHEREAS, the 3-year term is for each individual connection begins when the service becomes active; some services may not be activated for an estimated 12-month period, therefore this resolution would be valid for a period of up to 5-years to allow for all services to come online; 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 \$212,220.00 to Hunter Communications for fiber network services, exceeds the General Manager's purchasing 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 \$212,220.00 for fiber network services, is hereby awarded to Hunter Communications.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract and payments for said contract up to \$212,220.00, 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 18th day of March 2026.

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

Jason Anderson, Chair