



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

## AGENDA

11:45 a.m. LUNCH

12:00 p.m. STUDY SESSION – Revenue Bonds (Finance Manager Beau Belikoff and PFM Advisors Duncan Brown & Maggie Marshall)

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 March 18, 2026

4.2 Resolution No. 2017, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Water Extension Agreement, Easement, and Restrictive Covenant Recorded as Documents 2019-013008 and 2019-013009 on May 5, 2019

**5. Items Removed from Consent Calendar**

**6. Resolution No. 2018, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$778,689.16 with Workspace for Furniture Purchase and Installation Services for Medford Water Operation Center**

**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. Propositions and Remarks from the Commissioners**

**9. Adjourn**

| DATES TO REMEMBER* |      |                 |                                  |                 |                                    |
|--------------------|------|-----------------|----------------------------------|-----------------|------------------------------------|
| DATE               | DAY  | TYPE OF MEETING | STUDY SESSION TOPIC              | REGULAR MEETING | LOCATION                           |
| 04/15/26           | Wed. | Board Meeting   | Switch Gear Update               | 12:15 p.m.      | Prescott Room, Police Dept.        |
| 05/06/26           | Wed. | Board Meeting   | SDCs, CLAs, & Fees               | 12:15 p.m.      | Prescott Room, Police Dept.        |
| 05/20/26           | Wed. | Board Meeting   | Annual Budget Preview & Approval | 12:15 p.m.      | Room 151, Lausmann Annex Building. |

\*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\\_E27Sz5EpR5-vnf2-brFoeQ](https://us02web.zoom.us/webinar/register/WN_E27Sz5EpR5-vnf2-brFoeQ)

Meeting passcode: 381941



To join by phone, call:

(669) 900-6833

Meeting ID Number: 896 0514 9469 Meeting passcode: 381941



## **Memorandum**

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

**FROM:** Brian Runyen, PE, Engineering Manager

**DATE:** April 1, 2026

**SUBJECT:** Item 4.2 – Resolution 2017, Authorizing Execution of a Quitclaim Deed to Addysen Park, LLC, the Owner of 753 Oak Grove Road, Map Lot (37-2W-26C TL-5400)

**OBJECTIVE:** Board Approval

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### **Issue**

A Resolution is required to authorize the Chair of the Board of Water Commissioners to execute a Quitclaim Deed for an easement dedicated to Medford Water (MW) that is no longer needed.

### **Discussion**

As part of the Addysen Park 3 – Phase 1 land development project, the property owner has requested the release and removal of the Water Extension Agreement, Easement, and Restrictive Covenant recorded as Documents 2019-013008 and 2019-013009 on May 5, 2019. These instruments were established prior to annexation of the property into the City and were intended to facilitate a future water line connection from Oak Grove Road to Sunset Court.

Now that the property is being developed within the City of Medford, the Water Line Extension Agreement and Restrictive Covenant are no longer required by Medford Water or the property owner. In addition, the owner has also constructed a new 8-inch public water main within Dakota Avenue right-of-way dedication per Doc. NO. 2025-022335 which extends from Oak Grove Road to the east intersection of Gaylee Avenue, and has recorded easement documents 2026-004614, 2026-004615 and 2026-004616 which encompasses the additional needed area for a future public water line connection from the existing Right-of-Way at Gaylee Avenue and Dakota Avenue to Sunset Court and Clover Lane.

These improvements and the associated easement fulfill the intent of the original Agreement, Easement, and Restrictive Covenant, and therefore, their removal is being requested.

Medford Water staff recommends a Quitclaim Deed be executed by the Board Chair, releasing the prior recorded Water Extension Agreement, Easements and Covenant (recorded in Documents 2019-013008 and 2019-013009 on May 5, 2019) and relinquishing any rights MW may have to the prior easement and any rights the property owner has via the original Extension Agreement and Covenant on this property. The new easement provides all the same intent and rights to MW as the prior easement.

### **Financial Impact**

There is no financial impact to Medford Water. Recording fees for the easement and the Quitclaim Deed are paid by the Owner.

### **Requested Board Action**

MW Staff recommends approval of the Resolution, authorizing the Chair of the Board of Water Commissioners to sign the Quitclaim Deed in favor of the Owner, on behalf of the City of Medford, by and through its Board of Water Commissioners as set forth in the Quitclaim Deed attached to the Resolution.

**RESOLUTION NO. 2017**

A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Water Extension Agreement, Easement, and Restrictive Covenant Recorded as Documents 2019-013008 and 2019-013009 on May 5, 2019

WHEREAS, the Owner of the property at 753 Oak Grove Road, Map Lot (37-2W-26C TL-5400) has provided right-of-way dedication per Document No. 2025-022335 over the newly installed 8-inch public water line within Dakota Avenue from Oak Grove Road to Gaylee Avenue totaling 696 feet.

WHEREAS, alternate Easements have been recorded in Document No. 2026-004614, 2026-004615 and 2026-004616 on March 3, 2026 which adequately provides the intent and all the same rights as the original easement; and

WHEREAS, the original Easement must be quitclaimed to remove the encumbrance on the property; and

WHEREAS, the Original Water Extension Agreement, Easement, and Restrictive Covenant are no longer needed by Medford Water or the Property Owner.

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

The Chair is hereby authorized to sign the Quitclaim Deed in favor of the Owner, Addysen Park, LLC, on behalf of the City of Medford, by and through its Board of Water Commissioners as set forth in the Quitclaim Deed, a copy of which is attached as Exhibit A and by reference, made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 1st day of April, 2026.

ATTEST: \_\_\_\_\_  
Amber Furu, Asst. Clerk of the Commission                      Jason Anderson, Chair

Send Tax Statements to:  
Buntin Construction, LLC  
572 Parsons Drive #100  
Medford, Oregon 97501

**QUITCLAIM DEED**

The CITY OF MEDFORD, by and through its Board of Water Commissioners, GRANTOR, does hereby remise, release and forever quitclaim to ADDYSEN PARK, LLC, GRANTEE, all its rights, title, and interest in and to the hereinafter described real property in the County of Jackson, City of Medford, State of Oregon.

Released Easement Area: The real property subject to the easement granted to The CITY OF MEDFORD, by and through its Board of Water Commissioners, pursuant to that certain Easement from the Grantee to the Grantor, recorded on April 1, 2019 as Document No. 2019-013009 of the Official Records of the County Clerk's Office of Jackson County, Oregon and that certain WATER EXTENSION AGREEMENT, EASEMENT, AND RESTRICTIVE COVENANT recorded May 15, 2019 as Document No. 2019-013008 of the Official Records of the County Clerk's Office of Jackson County, Oregon.

GRANTOR hereby agrees that the Water Easements are hereby terminated, released and discharged with respect to the Released Easement Area.

Before signing or accepting this instrument, the person transferring fee title should inquire about the person's rights, if any, under ORS 197.352. This instrument does not allow use of the property described in this instrument in violation of applicable land use laws and regulations. Before signing or accepting this instrument, the person acquiring fee title to the property should check with the appropriate city or county planning department to verify approved uses, to determine any limits on lawsuits against farming or forest practices as defined in ORS 30.930 and to inquire about the rights of neighboring property owners, if any, under ORS 197.352.

The consideration for this conveyance: good and valuable (\$0.00).

IN WITNESS WHEREOF, said GRANTOR has executed this Quitclaim Deed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By (Printed Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF OREGON ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, and that said instrument is the free act and deed of such \_\_\_\_\_.

\_\_\_\_\_

Notary Public for Oregon

My Commission Expires: \_\_\_\_\_



## **Memorandum**

**TO:** Commissioners Jason Anderson, John Dailey, Bob Mylenek, Brian Sjothun, and David Wright  
**FROM:** Brad Taylor, General Manager  
**DATE:** Wednesday, April 1, 2026  
**SUBJECT:** Item 6.0 – Resolution 2018, Awarding a Contract to Workspace for the Medford Water Operation Center Furniture Purchase and Installation  
**OBJECTIVE:** Board Approval

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### **Issue**

When the Medford Water Operations Center (MWOC) construction project was bid, the office furniture package was not yet completed by the design team. As a result, the decision was made to separate the furniture portion from the construction contract and have Medford Water directly manage the purchase and installation. Staff is now seeking Board approval for a contract with Workspace for this furniture.

### **Discussion**

Workspace, located in Jacksonville, Oregon, is a local planning, furniture, and service provider with over 27 years of experience delivering both private and public projects. They procure furniture through OMNIA Partners cooperative contracts, which provide competitively negotiated public-sector pricing. This pricing applies to the two product lines selected to meet MWOC's design requirements: MillerKnoll and SitOnIT Seating.

Workspace has coordinated closely with Medford Water and Soderstrom Architects to plan and refine the project's furniture needs. The proposed contract includes equipment procurement, delivery, installation, and warranty support. Workspace has a dedicated local team to carry out these activities.

The MWOC furniture package includes workspaces (workstations, desks, storage, office chairs), collaborative and conference furniture, and various seating types (guest, lobby, and break room). Medford Water staff and Soderstrom Architects have reviewed the project requirements and determined that the proposed contract with Workspace fully aligns with MWOC's project needs.

### **Financial Impact**

The construction cost (not total project cost) for the building was originally budgeted at approximately \$35 million. The construction bid came in at \$27,701,743.00. Assuming up to 10% in changes during construction and accounting for site preparation activities, the projected construction cost is approximately \$30,471,917.30.

Additional owner-procured items—such as the vehicle equipment lift, IT equipment, AV systems, vinyl wall wraps, and other components—are also part of the MWOC project costs.

Furniture was originally estimated at approximately \$850,000 during project planning. The project is currently tracking under budget, and the one-year approved capital budget includes funding for furniture.

### **Requested Board Action**

Staff recommends approval of the Resolution 2018, awarding a Contract to Workspace in the amount of \$778,689.16 and up to a 5% of contingency for changes and additions and authorizing the General Manager to administer payments for work under this contract for a not to exceed amount of \$817,623.62.

**RESOLUTION NO. 2018**

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$778,689.16 with Workspace for Furniture Purchase and Installation Services for Medford Water Operation Center

WHEREAS, Medford Water and Soderstrom Architects developed plans and specifications to support furniture procurement; and

WHEREAS, Workspace is a local company that utilizes negotiated public procurement contracts to provide competitive pricing for furniture and equipment; and

WHEREAS, the amount of the contract 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 in the amount of \$778,689.16 for furniture purchase and installation services is hereby awarded to Workspace.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract and payments under said contract up to \$778,689.16 and any contract amendments not exceeding 5 percent of the original contract amount, on behalf of the Board of Water Commissioners, which contract is on file in the Medford Water office 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's Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 1st day of April 2026.

ATTEST: \_\_\_\_\_  
Amber Furu, Asst. Clerk of the Commission      Jason Anderson, Chair