



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 – SDCs, CLAs, & Fees (Engineering Manager Brian Runyen, Finance Manager Beau Belikoff & HDR Inc., Shawn Koorn)

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 April 15, 2026

4.2 Resolution No. 2019, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Sunset Drive from Antilles Lane to Approximately 170 Feet North of Antilles Lane, from Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums So Collected to Horton Homes, Inc. Installer of Said Water Mains

5. Items Removed from Consent Calendar

6. By Motion, Board Accepts the Debt-Capacity Findings

7. Resolution No. 2020, A RESOLUTION Awarding and Authorizing the General Manager to Renew an Agreement with Advanced Utilities Systems a subsidiary of N. Harris Computer Corporation for Support and Maintenance, Not to Exceed \$325,975.06

8. Resolution No. 2021, A RESOLUTION, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$372,302.78 with Emery & Sons Construction Group, LLC for the Construction of the Barnett Pump Station

9. 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.

10. Propositions and Remarks from the Commissioners

11. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TOPIC	REGULAR MEETING	LOCATION
05/20/26	Wed.	Board Meeting	Annual Budget Preview	12:15 p.m.	Room 151, Lausmann Annex Building
<i>Monday, May 25, 2026 – Offices closed in observance of the Memorial Day Holiday</i>					
06/03/26	Wed.	Board Meeting	Insurance Update & Rules and Regulations Update	12:15 p.m.	Room 151, Lausmann Annex Building
06/17/26	Wed.	Board Meeting	Demand/Population Forecasting	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_eEsUDcCUSc2fDvoVsUbOFw

Meeting passcode: 654684



To join by phone, call:

(669) 900-6833

Meeting ID Number: 886 1918 5935 Meeting passcode: 654684



Memorandum

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

FROM: Brian Runyen, Engineering Manager

DATE: Wednesday, May 6, 2026

SUBJECT: Item 4.2 – Resolution 2019, Providing for the Creation of a Refund District Associated with the Piazzasun Subdivision for Reimbursement to Horton Homes Inc. of Future Collection of a Proportionate Share of Costs of Water Main Construction.

OBJECTIVE: Board Approval

Issue

As allowed under the Regulations Governing Water Service, the developer of the Piazzasun Subdivision has requested a Refund District be created related to the water system improvements dedicated to Medford Water. Board approval is needed to create this refund district.

Discussion

Horton Homes Inc. has completed the construction of public improvements for Piazzasun Subdivision in Medford, Oregon.

The construction of the subdivision included installation of approximately 170 feet of 12" waterline in Sunset Drive. The west side of Sunset Drive consists of potentially re-developable land with no current water service, and under different ownership.

MWC Regulations Governing Water Service allow for creation of a Refund District to recoup costs associated with the construction of the water mains in Sunset Drive. Horton Homes Inc. has requested establishment of a Refund District. The request by Horton Homes Inc. for a Refund District with a term of 20 years is consistent with MWC Regulations Governing Water Service requirements for creation of Refund Districts.

The reimbursement amount for Sunset Drive will be based on an 8" line since the developer will be separately reimbursed by Medford Water (MW) for the oversize costs from an 8" to 12" line. The amount for an 8" water main in an unpaved condition (Sunset Drive) is \$46.45 per lineal foot for the westside of the street frontage.

Financial Impact

There is no financial impact to MW. When a new customer connects to the water main, MW collects the approved amount for the Refund District and passes the amount on to Horton Homes Inc.

Requested Board Action

Staff recommends approval of this Resolution, creating a Refund District to Horton Homes Inc. related to the Piazzasun Subdivision.

RESOLUTION NO. 2019

A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Sunset Drive from Antilles Lane to Approximately 170 Feet North of Antilles Lane, from Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums So Collected to Horton Homes, Inc. Installer of Said Water Mains

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

SECTION 1. Horton Homes, Inc. has constructed approximately 170 lineal feet of 12-inch water line in Sunset Drive from Antilles Lane. to approximately 170 feet north of Antilles Lane, paying all such costs of construction and has dedicated the said water main for public use and ownership to the City of Medford by and through its Board of Water Commissioners. Medford Water will pay Horton Homes, Inc. an oversize reimbursement for the difference in cost between an 8-inch water line and a 12-inch water line for this section of water line. The refund district is therefore based upon the cost of an 8-inch water line.

SECTION 2. That the General Manger of Medford Water, acting on behalf of the Board of Water Commissioners, has accepted said water mains for ownership by the City of Medford by and through its Board of Water Commissioners.

SECTION 4. That the water lines described in Section 1 benefit the properties fronting on the portions of the west side of Sunset Drive, and that the property owners fronting said extension have not paid any of the cost of said water main although benefited by said water main.

SECTION 5. That any future applicant for a connection to the said water main, or for development of the property with water service will be charged the sum of \$46.45 per lineal foot of their frontage along Sunset Drive, and the sums so charged and collected will be paid to Horton Homes, Inc., P.O. Box 3354, Central Point, Oregon 97502, until the 6th day of May, 2046.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 6th day of May, 2026.

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



Memorandum

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

FROM: Beau Belikoff, Finance Manager

DATE: Wednesday, May 6, 2026

SUBJECT: Item 6.0 - 2026 Water Revenue Bonds

OBJECTIVE: Provide summary of Medford Water's debt capacity and compliance to support issuance of the 2026 Water Revenue Bonds

Purpose of This Briefing

This memo summarizes Medford Water's current debt-capacity under the Master Water Revenue Bond Declaration (the "Master Declaration") and outlines the financing authority and project background supporting the proposed 2026 Water Revenue Bonds (the "2026 Bonds").

Briefing

As part of preparing for the 2026 Bonds, PFM completed an updated debt-capacity analysis under the Master Declaration. This review confirmed that Medford Water continues to meet all financial covenants governing its revenue-backed debt—including the Additional Bonds Test and annual Rate Covenant—and therefore has sufficient capacity to issue the 2026 Bonds. The analysis also verified that all existing obligations, including the 2024 Water Revenue Bonds and both WIFIA loans, remain fully compliant under the Master Declaration.

Legal authority under which Medford Water issues revenue-backed obligations: City Ordinance No. 2021-115 (October 7, 2021) authorizes the City of Medford to issue up to \$150 million in water revenue bonds to finance water-system improvements. Commission Resolution No. 1792 (October 20, 2021) formally approves and adopts the financing authority provided by the City, authorizing issuance of water revenue bonds and delegates necessary execution and administrative authority. Both the ordinance and resolution remain in effect for the 2026 Bonds and that no additional action is required from the City Council or Commission Board. The 2026 Bonds will therefore be issued by and through the City, consistent with all prior Medford Water financings.

The 2026 Bonds are intended to fund priority capital projects consistent with Medford Water's long-range Capital Improvement Plan, including: Duff Water Treatment Plant upgrades and expansion, distribution pumping and transmission system improvements, replacement of the seismically deficient 12-MG Capital Hill Reservoir and construction of a seismically resilient Operations Center.

Requested Board Action

Motion: Board accept the debt-capacity findings.



Memorandum

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

FROM: Kris Stitt, Information Technology Manager

DATE: Wednesday, May 6, 2026

SUBJECT: Item 7.0 - Resolution 2020, N. Harris Computer Corp. for software maintenance and support

OBJECTIVE: Board Approval

Issue

Medford Water has been utilizing Customer Information Software (CIS) provided by Advanced Utilities Systems (AUS) which is a subsidiary of the N. Harris Computer Corporation since 2013. The current software maintenance and support contract expires in September of 2026. Medford Water is requesting an amendment to our existing contract with AUS for an additional 3-year term. This agreement is exempt from competitive bidding per the Special Procurement section of the Medford Water rules and regulations Section 2.33C(10). The total contract amount exceeds the managers purchasing authority and has been brought to the board for approval.

Discussion

In 2013 Medford Water installed customer billing software (CIS Infinity) supplied by AUS. This software is primarily used for customer billing and customer information management. Some examples of functionality include:

- Customer Billing
- Customer Management
- Meter Reading Processing and Management
- Integration with other enterprise applications such as Nexgen (Asset Management), VXSmart (Customer payment portal), and Microsoft Dynamics GP (Finance ERP software), and Sensus Analytics (Water Metering)

Having a software maintenance and support agreement in place allows Medford Water to continue to receive software updates and fixes as well as access to software support from the vendor.

There are times when Medford Water may occasionally need to have work done by AUS that falls outside of the scope of our agreement. This can occur if we need to make modifications to our interfaces or make major changes to our system configuration. This work is typically performed through the use of a Statement of Work (SOW) provided by AUS.

We may have some items over the next few years that could require the utilization of a SOW. With this renewal we are also recommending approval to exceed the total requested amount by up to 20% to cover work that may fall out of the normal support scope.

History

The initial contract with AUS allowed Medford Water to purchase product software maintenance and support services for a ten-year term. This term expired in July of 2022 and was renewed for an additional 1-year to allow time to negotiate a new contract.

The board then approved a 3-year contract by resolution 1906 in the amount of \$281,875 on April 6th, 2023. The agreement is set to expire in September of this year.

This agreement, for the requested amount of \$325,975 would extend the renewal term for an additional 3-years.

Financial Impact

The upcoming support renewal for fiscal year 2026-2027 totals \$86,168.40. The proposed renewal includes a maximum annual increase of 5 percent for the duration of the agreement.

Based on the maximum increase allowed, the total potential cost of the agreement over three years would be \$271,645.88. Authorization is also requested to exceed this amount by up to 20 percent, or \$54,329, only if needed to cover additional items not included in the current support agreement.

This brings the total request authorization to \$325,975.

Requested Board Action

Staff recommends approval of Resolution 2020 to amend our agreement with AUS in the amount not to exceed \$325,975 to renew our Support and Maintenance agreement for an additional 3-year term.

RESOLUTION NO. 2020

A RESOLUTION Awarding and Authorizing the General Manager to Renew an Agreement with Advanced Utilities Systems, a subsidiary of N. Harris Computer Corporation, for Software Maintenance and Support, in an Amount Not to Exceed \$325,975.06

WHEREAS, Medford Water has been utilizing Customer Information Systems (CIS) software with Advanced Utilities Systems (AUS) since 2013; and

WHEREAS, this software is utilized by Medford Water for billing and customer information management; and

WHEREAS, the existing support and maintenance agreement for the software expires in September of 2026; and

WHEREAS, renewal of this support and maintenance contract allows Medford Water to continue to receive support and software updates; and

WHEREAS, the existing contract would be renewed for an additional three year term; and

WHEREAS, an additional amount of up to 20% would be allowed for work that may fall out of the normal support scope; 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 contract, not-to-exceed \$325,975.06 to N. Harris Computer Corporation for continued software maintenance and support of Medford Water's CIS systems, 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 \$325,975.06 for software maintenance and support, is hereby awarded to Advanced Utilities Systems, a subsidiary of N. Harris Computer Corporation.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract payments for said contract not-to-exceed \$325,975.06, on behalf of the Board of Water Commissioners, which contract 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 6th day of May 2026.

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



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager
Andy Huffman, Senior Capital & Special Projects Manager

DATE: Wednesday, May 6, 2026

SUBJECT: Item 8.0 – Resolution 2021, Authorizing the General Manager to Execute a Contract Amendment to the Construction Contract with Emery & Sons Construction Group, LLC for the Barnett Pump Station project

OBJECTIVE: Board Approval

Issue

Staff is seeking Board approval of a construction contract amendment to cover various additional costs associated with the Barnett Pump Station Construction provided by Emery & Sons Construction Group, LLC.

Discussion

The Barnett Pump Station project provides the additional pumping capacity required to support the Zone 2 pressure zone. As the project advanced into construction, several design modifications became necessary, which are addressed by the contract amendment. These modifications, totaling \$372,302.78, are detailed below.

- Change Request 1 (\$18,024 net decrease) PLC Deleted and Allen Bradley VFD
The PLC was removed from the scope of this contract and is being separately contracted in conjunction with the SCADA project. This allows consistency with similar PLC components being procured through the SCADA project. A change in specification for the VFD is also included in this item.
- Change Request 2 (\$5,779.91 increase) Site Layout Changes
At the time of original contract award, City of Medford Building permits were still being finalized. The City of Medford Building Department requested that the proposed driveway be relocated from the west side of the property to the south, necessitating a revision to the site plan and grading plan.
- Change Request 3 (\$15,771.87 increase) Power Supply Revisions
Design modifications to the electrical plans required by Pacific Power resulted in the need to add a power vault.
- Change Request 4 (\$368,775.00 increase) Water Discharge Alignment Revisions
At the time of initial contract award, an easement for a portion of the discharge pipe had not yet been finalized. Due to the eventual inability to obtain this easement, the discharge

pipe had to be revised to a longer alignment within existing E Barnett Road, requiring additional water facility infrastructure.

All scope modifications are necessary items for successful completion of the project.

Financial Impact

This Pump Station Project contract with Emery & Sons Construction Group, LLC is currently \$3,283,059. The sum of this contract amendment is \$372,302.78. The amended contract value will be \$3,655,361.78. The anticipated costs for this CIP project for Fiscal Year 2025/26 remains within the budgeted amount. The amount of the contract amendment exceeds the General Managers signing authority as defined in Section 1.02 of Medford Water's Contracting & Purchasing Regulations.

Currently identified modifications that may require future modification to this contract include: incidental exterior wall design changes to accommodate power installation, truss design revisions due to inconsistencies between HVAC and structural plans, and design updates to incorporate a chase for the sampling port to eliminate a potential tripping hazard for operations. While the full scope and associated cost for these items has not yet been fully determined, it is anticipated to be considerably smaller and may be partially offset by other savings as the project progresses.

Requested Board Action

Staff recommends approval of this Resolution, Authorizing the General Manager to Execute a Contract Amendment to the Barnett Pump Station project with Emery & Sons Construction Group, LLC in the amount of \$372,302.78.

RESOLUTION NO. 2021

A RESOLUTION, Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$372,302.78 with Emery & Sons Construction Group, LLC for the Construction of the Barnett Pump Station

WHEREAS, A contract in the amount of \$3,283,059 was awarded by the Board of Commissioners through Resolution 1989 on August 20, 2025; and

WHEREAS, Emery & Sons Construction Group, LLC has submitted a fee in the amount of \$372,302.78 for additional work; and

WHEREAS, the contract amendment price and supporting details have been examined and have been found to be agreeable; and

WHEREAS, the amount of the contract amendment 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 in the amount of \$372,302.78 for the Barnett Pump Station construction project is hereby awarded to Emery & Sons Construction Group, LLC, for a new contract amount of \$3,655,361.78. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of Medford Water's Contracting & Purchasing Regulations.

SECTION 2. That the General Manager is hereby authorized and directed to make payments for said contract, payments for said revised contract up to \$3,655,361.78, and any additional contract amendments not exceeding the General Manager's purchasing authority, on behalf of the Board of Water Commissioners.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 6th day of May 2026.

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