



**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 Part II (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. Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of March 5, 2025

4.2 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 Easement originally recorded as Document No. 2023-024507 on November 28, 2023.

**5. Items Removed from Consent Calendar**

**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 TOPIC	REGULAR MEETING	LOCATION
4/2/25	Wed	Board Meeting	TBD	12:15 p.m.	Prescott Room, Police Dept
4/16/25	Wed	Board Meeting	SDCs, CLAs, & Fees	12:15 p.m.	Prescott Room, Police Dept
5/7/25	Wed	Board Meeting	Annual Budget	12:15 p.m.	Prescott Room, Police Dept
5/21/25	Wed	Board Meeting	Annual Budget Approval	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\\_-aiSwyWoRluj7i8Ott2HFw](https://us02web.zoom.us/webinar/register/WN_-aiSwyWoRluj7i8Ott2HFw)

Meeting passcode: 403734



To join by phone, call:

(669) 900-6833

Meeting ID Number: 899 4701 7890 Meeting passcode: 403734



## **Memorandum**

**TO:** Commissioners David Wright, Jason Anderson, John Dailey, Bob Mylenek, and Bob Strosser

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

**DATE:** March 19, 2025

**SUBJECT:** Item 4.2 – Resolution 1971, Authorizing Execution of a Quitclaim Deed to Idlewood LLC, an Oregon Limited Liability Company, the Owner of 2448 Avenue A (tax parcel 36-1W-20CA TL-400)

**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 that is no longer needed.

### **Discussion**

As part of the previous Mountain Lakes Phase 1 project, portions of water facilities were installed outside of right of way in an easement recorded in Document No. 2023-024507.

A current project, Mountain Lakes Phase 2, will include dedication of right of way that will coincide with portions of the existing water line easement. The water line easement will no longer be needed by Medford Water because of this right of way dedication.

Water facilities in the portions of the easement that are outside of the new right of way have been abandoned, and the existing easement is no longer needed by Medford Water.

### **Financial Impact**

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

### **Requested Board Action**

Medford Water Staff recommends a motion for approval of the referenced 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.



Send Tax Statements to:  
Idlewood LLC  
902 Chevy Way 102  
Medford, OR. 97504

**QUITCLAIM DEED**

The CITY OF MEDFORD, by and through its Board of Water Commissioners, GRANTOR, does hereby remise, release and forever quitclaim to IDLEWOOD LLC, an Oregon Limited Liability Company, 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 November 28, 2023 as Document No. 2023-024507 of the Official Records of the County Clerk's Office of Jackson County, Oregon.

GRANTOR hereby agrees that the Water Easement is 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 \_\_\_\_\_, 2025.

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: \_\_\_\_\_