



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, April 15, 2026

Medford Police Department Prescott Room
219 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:27 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners John Dailey, Bob Mylenek. Commissioners Brian Sjothun and David Wright were absent.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Beau Belikoff, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, IT Manager Kris Stitt, Water Operations Manager Dan Perkins, Senior Capital & Special Project Manager Andy Huffman, Water Resources & Customer Service Manager Julie Smitherman, Principal SCADA Systems Administrator John Crowley

Guest(s): Medford City Council Liaison Garrett West, Eagle Point Councilor Lena Beach

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of April 1, 2026

Motion: Approve the minutes of the last regular meeting as presented.

Moved by: Mr. Dailey

Seconded by: Mr. Mylenek

Roll Call: Commissioners Anderson, Dailey, Mylenek voting yes.

Motion carried and so ordered.

5. Leadership Team Reports

- Traffic Control and Safety Training Update
 - HR Manager Tanya Haakinson gave an overview of recent safety programs and activities. The Traffic Control Subcommittee completed its review and standardized traffic-control kits for all crew lead trucks. Additional safety subcommittees completed work on chemical-handling procedures, atmospheric monitoring, earthquake preparedness, confined-space practices, and updated trauma kits based on incident history. Staff completed new safety-trainer certifications, with additional trainings, including arc-flash, scheduled. Also reviewed were recent and upcoming community outreach efforts, including university career fairs, facility tours, Pear Blossom participation, and the launch of the Adopt-A-Highway program. Commissioner Mylenek inquired if the safety/trauma kits are inventoried to ensure items don't disappear. Haakinson confirmed Watershed Specialist Katie Baker maintains the inventory lists, inspection schedules, and tracking for each truck. Commissioner Anderson inquired where the Adopt-A-Highway section is located. It was explained that it covers an eight-mile stretch along Fish Lake Highway within the watershed, from its beginning to its end. Commissioner Dailey questioned whether additional AEDs would be placed in more trucks. It was noted that AEDs are currently installed in the watershed and BBS trucks, as well as at all facilities, and that additional units for crew-lead trucks will be added gradually.
- Engineering Manager Brian Runyen
 - An update of the current engineering activities and ongoing capital projects was provided. Bids for the Capitol Hill Reservoir Replacement are underway, with a strong turnout at the pre-bid meeting and an anticipated contract award in May. Construction continues on the Barnett Road pump station, with underground piping and pump cans installed and building work progressing. Also reviewed were the design efforts for Zone 1 pumping and transmission upgrades, improvements to BBS blow-offs for safer

year-round access, and a planned replacement of a section of 1907 cast-iron main on East Main Street due to a confirmed leak. Runyen further updated the Board on pavement restoration needed at Corona Avenue and Grand Avenue following a winter main break, as well as ongoing coordination with the City on sidewalk and ADA-related water infrastructure adjustments. The report concluded with updates on development review metrics, interagency coordination, and the upcoming work sessions on SDCs and the Water System Master Plan. Commissioner Anderson inquired about the upcoming award of the Capitol Hill Reservoir construction contract and was informed that bids will open on May 5, with the contract award planned for May 20, and project completion projected for 2028. Commissioners also sought clarification on the East Main Street leak, and it was explained that while the leak will be addressed through a planned replacement project, it is not considered an immediate emergency.

- Water Operations Manager Dan Perkins
 - Perkins explained the recent incident involving damage to the BBS Line 1 pipeline near Eagle Point. An excavator bucket struck the line during nearby storm-drain work, resulting in a puncture that required an immediate response. Crews isolated and diverted flow using established blow-off locations, coordinated dechlorination, and managed customer notifications while welders completed an emergency repair. The line was flushed overnight and returned to service the following morning. Perkins also described the condition of the pipe, the repair method used, and the steps taken at the treatment plant to bring operations online earlier than planned to support system demand. Commissioners discussed the circumstances of the damage, noting that proper locates were in place and a spotter was present at the time of the strike. Commissioner Mylenek raised questions regarding both the permanence of the repair and cost recovery. Staff explained that the weld and protective coating applied to the pipe are considered permanent, and that all associated labor and contractor costs will be compiled and billed to the responsible party. Additional discussion included the availability of backup welders and the importance of coordinated operational response during high-demand periods.
- Water Resources and Customer Service Manager Julie Smitherman
 - Information was provided regarding drought conditions and the summer water supply outlook. Smitherman noted that she and General Manager Brad Taylor would be presenting to the Medford City Council that evening on the regional drought declaration, its expected impacts, and the communication approach for the season. It was also reported that Medford Water is coordinating with the City's Communications Director on a joint media release expected later in the week to address common questions and proactively inform customers.
- General Manager Brad Taylor
 - Upcoming Board Schedule – May 6 – SDC's, CLA's, Special Fees; May 20 – Annual Budget (FY2026-27); June 3 – Insurance, Rules and Regulations and Public Hearing for CLAs, Fees & Budget.

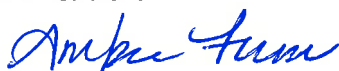
6. Propositions and Remarks from the Commissioners

None.

7. Adjourn

There being no further business, this meeting was adjourned at 12:49 p.m. The proceedings were recorded and are on file, together with the complete agenda, the presentations and all supporting materials for this meeting.

Amber Furu



Assistant Clerk of the Commission