



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, May 6, 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 12:17 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, Brian Sjothun, and David Wright.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manger Beau Belikoff, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Resources & Customer Service Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew, Builders Association of Southern Oregon Joey Minear, PFM Advisor Duncan Brown*, Central Point Councilor Rob Hernandez, Eagle Point Councilor Lena Beach, Eagle Point Irrigation District Shelby Snow* (*Via Zoom)

3. Comments from the Audience

Chair Anderson welcomed Joey Minear with Builders Association of Southern Oregon, acknowledging the development and builders' community. Central Point Councilor Rob Hernandez commented on the complexities of affordable housing, noting that the accumulation of standards and codes contributes to the challenge, and expressed appreciation for the opportunity to observe and learn.

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of April 15, 2026

4.2 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

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey

Seconded by: Mr. Wright

Roll Call: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

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

Finance Manager Beau Belikoff and PFM Advisor Duncan Brown presented an overview of debt capacity, maximum indebtedness, and current market conditions. The presentation included a review of bond covenants, the additional bonds test, and S&P rating criteria. The Board discussed whether to issue the final \$13 million in authorized debt or utilize reserves, considering the impact on financial policy and future projects. No action was taken. The item was tabled for further discussion, with staff directed to provide additional financial scenarios and analysis.

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

Due to time constraints, the staff report was waived. A brief explanation was provided noting the contract extension is for continued support and maintenance of the CIS Infinity software provided by Advanced Utility Systems (AUS). CIS Infinity is Medford Water's customer billing and information system and integrates with several operational platforms.

Commissioner Wright asked whether the support renewal was related to the future ERP finance system replacement. Stitt clarified that the CIS Infinity support agreement is separate from that project. Commissioner Dailey inquired if this is a new software; it was explained that CIS Infinity is not new software and is used by the City of Medford as well.

Motion: Approve Resolution 2020.

Moved by: Mr. Sjothun

Seconded by: Mr. Dailey

Roll Call: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.

Motion carried and so ordered.

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

A brief explanation was provided describing several construction-related changes encountered during the Barnett Pump Station project. These included removal of Programmable Logic Controller (PLC) components now being handled under the SCADA project, updated Variable Frequency Drive (VFD) specifications, site layout revisions required during the City's final building permit review, and electrical service changes requested by Pacific Power. Additional adjustments involved realigning the 24-inch discharge piping within East Barnett Road to follow the planned system alignment, along with increased rock excavation quantities.

Motion: Approve Resolution 2021.

Moved by: Mr. Dailey

Seconded by: Mr. Mylenek

Roll Call: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.

Motion carried and so ordered.

** Chair Anderson left the meeting at 1:22 p.m., and Vice Chair Wright assumed the chair.

9. Leadership Team Reports

- Julie Smitherman, Water Resources & Customer Service Manager
Snowpack levels in the Upper Rogue Watershed remain below average, and precipitation at both Big Butte Springs and the Medford area is below normal for the water year. Springflows supported two full pipes but were reduced to pipe and a half on April 20 to maintain flows in Big Butte Creek for Eagle Point Irrigation District (EPID). The Robert A. Duff Water Treatment Plant began producing water on April 27 as system demand reached 26 MGD. Willow Lake is 83% full, and releases are being managed to ensure EPID receives its full water right. Rogue River flows are approximately 1,960 cfs. Regional irrigation reservoirs remain above average, and several Oregon counties have received drought declarations. Staff continue to coordinate communication efforts to encourage efficient water use and monitor evolving supply conditions.
- Brad Taylor, General Manager
 - Upcoming Board Schedule – May 20 – Annual Budget Preview; June 3 – Insurance Update and Rules and Regulations Update; June 17 – Demand/Population Forecasting

10. Propositions and Remarks from the Commissioners

Commissioner Dailey noted he will be absent at the June 3 meeting.

11. Adjourn

There being no further business, this meeting adjourned at 1:29 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting and all presentations from this meeting.

Amber Furu

Assistant Clerk of the Commission