



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, April 2, 2025**

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 12:25 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Chair David Wright; Commissioners Jason Anderson, John Dailey, Bob Mylenek, and Bob Strosser.

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 Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman

Guest(s): Attorney Mark Bartholomew, Rob Annear\* (\*Via Zoom)

### **3. Comments from the Audience**

None.

### **4. Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of March 19, 2025

4.2 Resolution No. 1972, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed to EIG14T NOVA OR MEDFORD LLC Releasing All Right and Title to, and Interest in, the Easement Originally Recorded as Document No. 2006-042092 on August 28, 2006

**Motion: Approve the Consent Calendar.**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Dailey**

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

**Motion carried and so ordered.**

### **5. Items Removed from Consent Calendar**

None.

### **6. Resolution No. 1973, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Steadman Avenue from Oak Grove Road to Approximately 817 Feet East, 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 Buntin Construction, LLC, Installer of Said Water Main**

The developer of the Addysen Park Subdivision Phase 1 has requested the establishment of a Refund District for water system improvements related to the construction of a 12-inch water main along Steadman Avenue in Medford, Oregon. Buntin Construction, LLC completed the public improvements, which included the installation of 817 feet of water main. The developer has requested a 20-year refund district term, which is consistent with our current regulations. Reimbursement for the Steadman Avenue main extension will be based on the rate for a 12-inch unpaved water main, set at \$62.65 per lineal foot per side, as outlined in Exhibit A of the Regulations Governing Water Service. The refund district will apply to undeveloped properties located on the north side of Steadman Avenue that are anticipated to benefit from future connections to the water main. There is no financial impact to Medford Water, as reimbursement funds will be collected from new customers at the time of connection and passed through to Buntin Construction, LLC.

**Motion: Approve Resolution 1973.**

**Moved by: Mr. Strosser**

**Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

- 7. Resolution No. 1974, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on Sunset Drive from Thomas Road to Approximately 536 Feet East of Thomas Road, as Well as on Promise Land Way from Approximately 350 Feet East of Thomas Road to Approximately 530 Feet East of Thomas Road, 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 Olaf & Company, LLC, Installer of Said Water Mains**

The developer of the Sunwood Addition Subdivision has requested the creation of a Refund District for water system improvements. Olaf & Company, LLC, installed 536 feet of 12" water main on Sunset Drive and 164 feet of 8" water main on Promise Land Way. Both areas consist of undeveloped land with no current water service. The 20-year refund district term aligns with MW regulations. Reimbursement rates are \$77.03 per lineal foot for Sunset Drive (8" paved) and \$46.22 per lineal foot for Promise Land Way (8" unpaved). There is no financial impact to Medford Water, as funds will be collected from future customers and passed on to Olaf & Company, LLC.

Commissioner Wright inquired whether the Addysen Park Subdivision required a 12-inch water main and how many Refund Districts are currently active. Addysen Park required a 12-inch water main to meet fire flow standards due to its multi-phase development, which includes multifamily units and larger commercial uses. Runyen stated that there are at least 40 active Refund Districts.

**Motion: Approve Resolution 1974.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Strosser**

**Roll Call: Commissioners Dailey, Mylenek, Strosser, and Wright voting yes. Commissioner Anderson Abstained**

**Motion carried and so ordered.**

**8. Leadership Team Reports**

- Julie Smitherman, Water Resources & Customer Service Manager
  - Watershed Report – Precipitation at Big Butte Springs is currently at 136% of normal, with nearly 3 inches of rainfall recorded over the weekend of March 15-16. The mountain snowpack stands at 147% of normal. Daily temperatures throughout March ranged from a low of 30°F to a high of 80°F—similar to conditions during this time last year. Springflows remain above the 20-year average, with the potential for further increases. Willow Lake reached full capacity back in January and remains 100% full. Rogue River streamflow's are measuring 5,840 cfs, which is 209% of normal, while Lost Creek Reservoir is currently 88% full. Climate predictions for April indicate equal chances for above or below normal temperature and precipitation, consistent with patterns seen in La Niña years. Smitherman noted that due to the high moisture levels, recent forest thinning slash piles have not been able to burn. Our contractor plans to allow the piles additional time to dry before attempting to burn them again. Commissioner Mylenek asked for clarification about the burn process. Smitherman explained that Medford Water contracts with two fuels reduction contractors—JD Forestry and Sunset Forestry—who perform hand and mechanical thinning in targeted watershed areas. These contractors gather the brush into piles, allow them to dry for a season, and then return to conduct the burns. The work is carried out in areas identified for active thinning as part of ongoing fire management efforts.

- Kris Stitt, IT Manager
  - Billing Update – A report was provided on the recent meeting held March 20 with City of Medford staff regarding the potential for a combined billing system between the City and Medford Water. The City had been directed by its Council to explore the feasibility of such a system and report back on findings. The meeting lasted approximately one hour and included a high-level overview of similarities, differences, and operational challenges in how each organization handles billing. City staff indicated they are drafting a memo for the Council based on the discussion, which will be shared with Medford Water for review prior to submission. There is no established timeline for when the memo will be completed or reviewed, but staff will keep the Board informed. Stitt noted the conversation was strictly exploratory with significant differences between the two systems, including billing frequency and technology. Commissioner Anderson asked what was expected in the upcoming memo. Stitt responded that the content was unknown at this time, but it would likely reflect the differences discussed in the meeting. Commissioner Wright asked if the City believed a combined system was feasible. Stitt explained it was too early to tell, as the meeting was a preliminary fact-finding discussion prompted by the Council. Commissioners Strosser noted the importance of maintaining Medford Water's current billing system as a tool for communicating valuable information to the public. Commissioner Wright expressed concern over whether a combined billing system would yield any real cost savings and referenced prior experiences during the separation from the City. Commissioner Anderson emphasized the need for transparency and ongoing collaboration with the City, while remaining open to exploring potential efficiencies that may ultimately benefit ratepayers.
- Brad Taylor, General Manager
  - Upcoming Board Schedule – April 16 – SDCs, CLAs, Special Fees; May 7 & 21 – Budget.
  - Taylor reported Staff continues to engage in dialogue with the City on key issues: The topic of PERS has been raised with the City Manager as a potential area for collaboration. The suggestion was well received, and staff from both organizations are expected to meet and assess mutual impacts. The City Manager also gave advance notice that City staff would be reaching out regarding a meeting request, which was appreciated. Human Resources coordination is ongoing, with regular quarterly meetings scheduled between the two HR departments to foster communication and alignment.

**9. Propositions and Remarks from the Commissioners**

Commissioner Wright will be out for the April 16<sup>th</sup> board meeting and Commissioner Strosser will be out for the May 7<sup>th</sup> board meeting.

**10. Adjourn**

There being no further business, this meeting adjourned at 1:04 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting.



Amber Furu  
Assistant Clerk of the Commission