



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, April 16, 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 12:20 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Acting Chair Jason Anderson; Commissioners John Dailey, Bob Mylenek, and Bob Strosser. Commissioner David Wright was absent.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager 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, Medford Mayor Michael Zarosinski, Medford City Council Alternate Liaison Garrett West

3. Comments from the Audiences

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of April 2, 2025

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

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

5. Resolution No. 1975, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Purchase Order to Cummins Inc. for Diesel Generators at the Medford Water Operation Center

Medford Water is seeking Board approval for a purchase order to Cummins Inc. for diesel generators required for the Medford Water Operations Center (MWOC) project. The cost of \$259,811.64 exceeds the General Manager's signature authority. Three vendor quotes were solicited through Sourcewell, a nationally recognized public contracting method. Cummins Inc. was selected based on competitive pricing and meets all solicitation requirements. The generators are consistent with existing equipment used at Duff WTP and BBS. Estimated delivery is 21–23 weeks from order date. Funding is included in the FY 24–25 Capital Improvement Plan as part of the MWOC multi-year project.

Commissioner Dailey inquired about how the generators were sized, General Manager Brad Taylor clarified that the sizing was based on operational needs and future capacity planning. He also asked about the presence of uninterruptible power supply (UPS) devices, to which IT Manager Kris Stitt confirmed that UPS devices are in place where needed. Commissioner Mylenek asked about the type of warranty offered and the availability of service providers, and Taylor responded that the purchase includes a five-year warranty, and that Cummins Inc. has local service capabilities. Commissioner Mylenek further commended his support of the evaluation approach, noting that the best price is not always the best deal.

Motion: Approve Resolution 1975.

Moved by: Mr. Strosser

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

6. Resolution No. 1976, A RESOLUTION Awarding and Authorizing the General Manager to Pay City of Medford Fees for the Medford Water Operation Center

Board approval is requested for payment to the City of Medford for building permit fees and System Development Charges (SDCs) related to the Medford Water Operations Center (MWOC) project. The total amount of \$358,536.47 exceeds the General Manager's signature authority under Contracting and Purchasing Regulations, Section 1.02. These fees cover permits and SDCs for utilities, stormwater, streets, and school construction taxes. Fees to Rogue Valley Sanitary Services were paid separately. Permit fees for additional site structures (e.g., vehicle storage, decant, and fuel island) will be addressed separately and are expected to remain within the General Manager's authority. The expenditure is included in the FY 2024–25 Capital Improvement Plan and aligns with the 10-year Capital Plan for the multi-year MWOC project.

Motion: Approve Resolution 1976.

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

7. Leadership Team Reports

- Water Resources and Customer Service Manager Julie Smitherman
May marks one year since the launch of the WaterSmart customer portal and transition to the new payment processor, Paymentus. The portal provides customers with access to real-time water usage and billing data via AMI and required re-enrollment for autopay. Customer engagement has increased, with positive feedback on leak detection and real-time alerts. In October, services transitioned over to InfoSend for bill printing and mailing. This included a redesigned, full-color bill featuring enhanced visuals and a QR code for easier payment, along with a full-color customer newsletter. These changes have been well received, with only minor adjustments underway. Costs remain within budget, though postage is expected to increase by five cents in July. Delivery delays were identified for some large accounts due to processing issues at InfoSend's Anaheim facility. To address this, Medford Water shifted processing to InfoSend's Texas facility, which offers same-day processing and air-mail delivery at no additional cost. Internal billing timelines were also adjusted to support earlier uploads. With Medford designated as a rural area, the team continues to encourage paperless billing to address ongoing USPS delivery challenges and maintain reliable customer service.
- IT Manager Kris Stitt
Stitt provided an update on discussions with the City of Medford regarding unification of utility billing. Preliminary evaluation by City staff is underway, focusing on technical requirements, resource allocation, and mutual benefits. Stitt emphasized the importance of ensuring that resources can support the additional workload without affecting service to existing customers. Commissioners inquired about the timeline, operational impact, and staffing needs. Stitt noted that the project is still in early evaluation by City staff, and a full assessment—including staffing considerations—will be part of the ongoing feasibility study.
- General Manager Brad Taylor
 - Upcoming Board Schedule – May 7 & 21 – Budget.

8. Propositions and Remarks from the Commissioners

None.

9. Adjourn

There being no further business, this meeting adjourned at 1:05 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