



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, June 4, 2025

Lausmann Annex - Room 151

200 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:26 p.m. on the above date at the Lausmann Annex - Room 151 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 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, Government Portfolio Advisors Deanne Woodring and Frank McDonnell\* (\*Via Zoom) (\*Left as noted)

### 3. Comments from the Audience

None.

### 4. Public Hearings

- 4.1 Consider Resolution No. 1979, A RESOLUTION Modifying the Charges in Lieu of Assessment, Exhibit A of the Regulations Governing Water Service, for Properties Directly Benefited by the Installation of Water Mains but Not Specifically Assessed for Such Benefit, Effective July 1, 2025

Information on proposed Charges in Lieu of Assessment (CLAs) was presented to the Board on April 16. These are updated annually based on actual developer cost. Staff recommends approval of Resolution 1979, modifying the Charges in Lieu of Assessments and Refund Districts.

*Public hearing was opened; no one spoke on this issue. Public hearing was closed.*

**Motion: Approve Resolution 1979**

**Moved by: Mr. Dailey      Seconded by: Mr. Strosser**

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

**Motion carried and so ordered.**

- 4.2 Consider Resolution No. 1980, A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2025

Information on proposed Charges for Special Services was presented to the Board on April 16. Charges are reviewed annually and modified accordingly based on actual cost of the service being rendered. Items include but are not limited to charges for installation of service connections, air valves, control valves, fire hydrant painting, and meter resetting. Staff recommends approval of Resolution 1980, modifying the Charges for Special Services.

*Public hearing was opened; no one spoke on this issue. Public hearing was closed.*

**Motion: Approve Resolution 1980**

**Moved by: Mr. Dailey      Seconded by: Mr. Mylenek**

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

**Motion carried and so ordered.**

- 4.3 Consider Resolution No. 1981, A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2024-25 Commencing July 1, 2025, and Making Appropriations Thereunder

*Public hearing was opened; no one spoke on this issue. Public hearing was closed.*

**Motion: Approve Resolution 1981**

**Moved by: Mr. Dailey      Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

5. Approval or Correction of the Minutes of the Last Regular Meeting of May 21, 2025

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

**Moved by: Mr. Dailey      Seconded by: Mr. Anderson**

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

**Motion carried and so ordered.**

6. Resolution No. 1982, A RESOLUTION Adopting and Authorizing the General Manager to Execute an Amended Investment Policy for the Board of Water Commissioners.

In accordance with ORS 294.135(a), which requires annual adoption of investment policies for securities with maturities over 18 months, Medford Water is preparing for its annual policy renewal. The current investment policy was last updated on May 15, 2024. Government Portfolio Advisors (GPA) has reviewed the policy to ensure alignment with the Oregon State Treasurer's sample policy and oversight requirements. GPA's memo, dated May 16, 2025, outlines recommended updates and revised language for the policy.

Commissioner Dailey requested clarification on the roles of the investment officer, investment advisor, and investment committee as outlined in the policy. Staff explained that the Finance Manager serves as the investment officer, Government Portfolio Advisors (GPA) acts as the investment advisor, and the Board of Water Commissioners functions as the investment committee. Dailey inquired about the timing of the last procurement for investment advisory services. Belikoff responded that the current contract was signed in 2018, with the relationship beginning in 2012. Dailey suggested conducting periodic vendor reviews to ensure ongoing performance and value. Staff noted that the next agenda item addresses provisions for future evaluations. Commissioner Mylenek asked about the frequency of investment advisor reviews, noting the policy references an annual review. Staff confirmed that annual reviews are the minimum requirement, but that more frequent reviews can occur as needed. Dailey also raised concerns that quarterly investment performance reports had not been shared with the Board. Staff acknowledged this oversight and committed to distributing GPA's reports going forward. Finally, Commissioner Dailey asked who is responsible for monitoring compliance with debt-related investment covenants. Belikoff confirmed that the Finance Manager is responsible, with compliance tracked through monthly and annual financial reporting, including debt service coverage ratios and arbitrage requirements.

**Motion: Approve Resolution 1982**

**Moved by: Mr. Dailey      Seconded by: Mr. Strosser**

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

**Motion carried and so ordered.**

\*\*Commissioner Anderson left at 12:44.

7. Resolution No. 1983, A RESOLUTION Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Government Portfolio Advisors for Investment Advisory Services for Medford Water

Board approval is requested to authorize a new contract with Government Portfolio Advisors (GPA) not-to-exceed \$150,000, as the total cost exceeds the General Manager's purchasing authority. GPA has served as Medford Water's investment advisor since 2012, providing continuity and strategic guidance. The contract is exempt from competitive solicitation under purchasing regulations. Funding is included in the current and future budgets.

Commissioner Dailey expressed general support for Government Portfolio Advisors (GPA), noting their long-standing service, but raised a concern about the absence of a recent market review or competitive procurement process. Commissioner Mylenek emphasized that, even with strong vendor performance, periodic evaluation helps ensure continued value and alignment with industry standards. Belikoff explained that Medford Water's Contracting and Purchasing Regulations allow for an exemption from competitive solicitation for investment contracts and that GPA has been under contract since 2012, with the current agreement signed in 2018. Commissioners were supportive but reinforced the importance of reviewing vendor relationships at appropriate intervals, even when exemptions are allowable under policy.

**Motion: Approve Resolution 1983**

**Moved by: Mr. Strosser      Seconded by: Mr. Dailey**

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

**Motion carried and so ordered.**

Deanne Woodring of Government Portfolio Advisors (GPA) provided a brief presentation on the firm's current role and investment strategy. Woodring noted GPA's longstanding relationship with Medford Water, dating back to 2012, and emphasized the firm's specialization in public-sector clients. GPA currently works with 11 water utilities nationwide. Woodring outlined the current market environment, noting the potential for downward movement in short-term interest rates and the importance of maintaining a balanced, policy-compliant portfolio. GPA actively monitors portfolio compliance through monthly and quarterly reporting and offers clients real-time access via a dedicated portal. She highlighted recent strategy adjustments, including deployment of \$14 million into a construction-focused investment portfolio yielding 4.14%, with flexibility built in to respond to cash flow needs. GPA reaffirmed its role in supporting Medford Water's goals and offered to return for future work sessions as needed.

**8. Leadership Team Reports**

- Water Operations Manager Dan Perkins
  - Duff Power Loss Update – Perkins provided an overview of the recent power loss incident at the Robert A. Duff Water Treatment Plant. A dump truck hired by a contractor raised its bed and struck overhead utility lines on site, bringing down communication lines and disrupting the south electrical feed. Although the high-voltage lines remained intact, the plant experienced a complete power outage around 9:50 a.m. Backup generators activated as designed, though staff paused operations briefly to reset and transition systems. Coincidentally, it was generator test day, which helped facilitate the response. Incident command protocols were initiated, and immediate actions were taken to maintain water supply, including drawing from Big Butte Springs and increasing lake flows to support irrigation demands. Pacific Power responded promptly and restored service within five and a half hours. Staff commended the coordinated response efforts of internal teams and external partners, including Pacific Power and emergency services.  
Commissioners inquired how such a significant incident had not garnered media attention. Staff noted that the quick resolution, absence of injuries, and minimal disruption likely prevented coverage. A question was raised about cost recovery and accountability; staff confirmed all expenses were being tracked and would be submitted to the contractor's insurer for reimbursement. Commissioners commended the incident response, describing it as an effective real-time test of emergency preparedness, and credited staff's coordination and training for the successful outcome.
- General Manager Brad Taylor
  - Upcoming Board Schedule - June 18 Rules and Regulations, July 2 No meeting.

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

Commissioner Mylenek reported that he recently participated in a tour of Medford Water facilities, led by General Manager Brad Taylor, along with the Medford City Manager and Deputy City Manager. He described the experience as informative and expressed appreciation for the opportunity to observe the organization's operations firsthand, including the water source infrastructure. Commissioner Strosser suggested that similar tours be offered to city council members who have not yet had the opportunity, noting the value of such exposure in supporting informed decision-making. Staff acknowledged the suggestion and noted that offering additional tours to elected officials has been discussed.

**10. Adjourn**

There being no further business, this Commission meeting adjourned at 1:15 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.



Amber Furu  
Assistant Clerk of the Commission