



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, July 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 12:16 p.m. on the above date at the 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, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Resources & Customer Service Manager Julie Smitherman

Guest(s): MW Attorney Mark Bartholomew, Medford City Council Liaison Alternate Garrett West, 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 June 18, 2025
- 4.2 Resolution No. 1992, A RESOLUTION Authorizing the General Manager to Execute a Right of Way Easement to PacifiCorp on Tax Lot 362W13-1300

**Motion: Approve the Consent Calendar.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Strosser**

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

**Motion carried and so ordered.**

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

None.

### **6. Resolution No. 1993, A RESOLUTION Authorizing the General Manager to Execute Purchase Orders in the Amount of \$761,075.00 with Sensus Metering Systems for Fiscal Year 2025-2026**

Board authorization is requested to allow the General Manager to execute multiple purchase orders exceeding \$150,000 with Sensus Metering Systems for water meters, radio SmartPoints, and related AMI infrastructure in FY 2025–26. This follows the same purchasing practice approved annually over the past six years. The total estimated financial impact is \$761,075, which will be expensed over time to stock inventory and allocated to various work orders or capital improvement projects (CIPs).

Commissioner Mylenek inquired if we are reimbursed when meters are used for new development projects. Staff confirmed costs are reimbursed through bill projects, while renewal and replacement meters are covered by the organization. Commissioner Anderson asked what percentage of purchased meters are replacements versus new development. The proportion varies by year; Runyen estimated at least 50% are replacements, and that staff will follow up with more detailed metrics. Commissioners and staff continued to discuss meter inventory levels, trade-in options for obsolete technology, and whether the resolution authorizes a single purchase or multiple orders. Staff noted approximately 1,000 meters are kept in inventory at all times to offset a 6–10-week lead time and confirmed that Census does not offer trade-in agreements but continues to support older equipment, also clarifying that the resolution provides a blanket authority for multiple orders over the course of the year. Staff reported an 8% increase in meter costs from 2024 to 2025.

**Motion: Approve Resolution 1993.**

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

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

**Motion carried and so ordered.**

**7. Resolution No. 1994, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$456,894.06 with TRC Construction, LLC for the Construction and Repair Services for the Willow Lake Spillway Repairs Project**

Board approval is requested to award a contract to TRC Construction, LLC, the lowest responsive bidder at \$456,894.04, for the Willow Lake Spillway Repairs project. The spillway, part of the Willow Lake Dam supporting the Big Butte Springs water supply, requires repairs following inspection findings from the Oregon Water Resources Department. Engineering design work began in 2021, and the project was publicly bid in May 2025. Five bids were received, with one deemed non-responsive. The project is included in the FY25/26 CIP, which budgets \$344,000 for construction; the cost overage will be managed through CIP budget variance.

Commissioner Dailey questioned the wide variability of the bids received. Runyen explained that location and remoteness likely impacted costs and that some higher bids came from out-of-area contractors. Commissioner Anderson asked about the non-responsive bid that was received. It was clarified that the contractor failed to use the revised bid form that included updated quantities, which materially impacted the bid and required it to be rejected to protect the integrity of the process. Commissioner Mylenek inquired whether the contractor would remove deteriorated concrete and use rebar for the repair. Runyen confirmed the project specifications require all unstable material to be removed, the area pressure-washed, and new rebar installed as needed before completing the repairs. Commissioner Mylenek also asked whether contractor qualification was considered in the bidding process. All contractors were required to submit pre-qualification forms verifying experience with similar work, which were reviewed by engineering staff and the contract manager.

**Motion: Approve Resolution 1994.**

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

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

**Motion carried and so ordered.**

**8. Resolution No. 1995, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$225,887.00 with RH2 Engineering, Inc. for Engineering Services Related to Part B and E for the Distribution System Resilient Backbone Project**

Board approval is requested to amend the existing contract with RH2 for additional work under the Distribution System Resilient Backbone Project. The amendment includes:

- Part B – \$4,950 to complete a Phase II Environmental Site Assessment for the River Zone Storage project, a necessary step for WIFIA Loan #2 compliance.
- Part E – \$220,937 for additional design and coordination efforts to finalize construction documents and provide bidding support for the Capital Hill Reservoir Replacement project.

The combined amendment of \$225,887 brings the total RH2 contract amount to \$2,127,150. This increase exceeds the General Manager's signing authority. The updated engineering costs remain within acceptable industry standards, estimated at approximately 7% of the total \$32.9M construction cost for the Capital Hill Reservoir Replacement.

Commissioner Dailey asked whether the River Zone Reservoir and Capital Hill Reservoir projects should be treated as separate projects since they are progressing on different timelines. Runyen explained that the projects were bundled under one design contract in order to capture design efficiencies and meet WIFIA funding requirements. While they remain contractually linked, future construction phases would be bid separately. Commissioners questioned whether the amendment cost was reasonable and whether it applied only to the Capital Hill Reservoir Replacement project. Staff responded that the \$225,887 amendment is consistent with industry standards for engineering services at this stage, representing about 7% of the total estimated construction cost for the Capital Hill Reservoir Replacement project. Staff also confirmed that while most of the amendment supports Capital Hill, it includes the Phase II Environmental Site Assessment required for the River Zone Reservoir project.

**Motion: Approve Resolution 1995.**

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

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

**Motion carried and so ordered.**

## **9. Leadership Team Reports**

- Brad Taylor, General Manager
  - Upcoming Board Schedule - August 6, Forest Management Plan and Public Hearings on SDC's; August 20, Service Center Operations Staff Update.

## **10. Propositions and Remarks from the Commissioners**

Commissioner Dailey asked if the previously requested SDC study session was still planned, seeking clarification on how SDCs are calculated and how reimbursements work. Staff responded that additional SDC context and comparisons with other utilities would be presented at the August 6 public hearing, with a comprehensive review scheduled for April 2026, unless the Board preferred an earlier discussion. Commissioner Dailey expressed concern that SDC revenues were disproportionate to the scale of capital investment and projected growth. Staff acknowledged that SDCs are not intended to fully recover the cost of future growth but are part of a broader funding strategy and agreed that the Board should have a clear understanding of how SDC revenues align with growth projections and capital needs. Commissioner Anderson recommended that the Board receive a dedicated discussion before April to review the SDC methodology in order to consider possible changes in advance of the next update. Staff agreed and will schedule this session prior to April. Commissioner Mylenek inquired about inviting the City Council for a facilities tour. Staff confirmed that the City Manager had been informed and supported the idea, though a date has not yet been scheduled. Commissioner Anderson noted he will not be at the August 20 board meeting.

## **11. Adjourn**

There being no further business, this meeting adjourned at 1:28 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