



## BOARD OF WATER COMMISSIONERS

### MEETING MINUTES

**Wednesday, August 6, 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 12:40 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, 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 City Council Liaison Alternate Garrett West, Shawn Koorn(HDR)\* (\*Via Zoom)

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

None.

### **4. Public Hearings**

- 4.1 Consider Resolution No. 1996, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for Water Treatment and Transmission Facilities, to \$2,393.37 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

Information was provided on this SDC at the Study Session on April 16, 2025.

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

**Motion: Approve Resolution 1996.**

**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. 1997, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL) to \$16,147.55 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

Information was provided on this SDC at the Study Session on April 16, 2025.

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

**Motion: Approve Resolution 1997.**

**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. 1998, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the Southwest High-Level Area (SWHL) to \$10,603.97 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025.

Information was provided on this SDC at the Study Session on April 16, 2025.

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

**Motion: Approve Resolution 1998.**

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

**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 July 16, 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, Strosser and Wright voting yes.**

**Motion carried and so ordered.**

**6. Resolution No. 1999, A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective August 6, 2025**

The Personnel Manual update for Sections 3, 4, 5 and 6, includes updates to Meals and Fringe Compensation, Vacation Earned Schedule/Maximum Accumulation, Holidays, Life Insurance, Business Travel/Local Transportation/Travel Expense Report, Employee Safety, and Discipline/Discharge.

**Motion: Approve Resolution 1999.**

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

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

**Motion carried and so ordered.**

**7. Leadership Team Reports**

- Finance Manager Beau Belikoff
  - GFOA Award – Finance Manager Beau Belikoff presented the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ending June 30, 2024. He presented the award to the members of the finance team in appreciation of their work. Also presented was an award letter to Commissioner Strosser in recognition of his long-standing support and leadership. Belikoff thanked the Board and staff for their continued commitment to financial transparency and excellence. Following the award presentation, Belikoff provided a summary of budget findings. He reported that the organization is tracking well financially, with no significant concerns at this time. He noted that energy costs are trending slightly over budget due to extended operations at the Robert A. Duff Water Treatment Plant. He confirmed that, overall, Medford Water remains in a strong financial position.
- General Manager Brad Taylor
  - Upcoming Board Schedule - August 20 - Service Center Operations Staff Update, September 3 – TDB, September 17 - Duff Project Update

**8. EXECUTIVE SESSION Pursuant to ORS 192.660(2)(n)(C)(vi) to Discuss Issues Relating to the Security of Water Infrastructure (Generation, Storage, Conveyance) and, Pursuant to ORS 192.660(2)(i) to Review and Evaluate the Job Performance of a Chief Executive Officer, Other Officers, Employees, and Staff**

The Board adjourned to executive session at 1:40 p.m.

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The Board reconvened at 2:47 p.m.

**9. Consider Matters of Executive Session and Provide Direction as Needed**

**Motion:** *Accept the General Manager's annual evaluation recap from July 2024 to June 2025, as submitted by the Chair and Vice Chair, including the salary increase retroactive to the anniversary date.*

**Moved by:** Mr. Anderson

**Seconded by:** Mr. Dailey

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

**Motion carried and so ordered.**

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

- Commissioners discussed the General Manager's annual evaluation. Board members approved a 2.8% salary increase for the General Manager, retroactive to his anniversary date, and agreed to match any health insurance premium increases. The adjustment, based on market comparisons, places his salary in the median range. Commissioners commended his leadership, accomplishments over the past year, and commitment to both staff and customer satisfaction.
- Commissioner Anderson stated he will be absent from the next meeting on August 20<sup>th</sup>.
- Commissioner Strosser noted he will be absent from the August 20<sup>th</sup> meeting and the September 17<sup>th</sup> meeting.
- Commissioner Wright reminded Commissioners to complete their required Public Meeting Law training.

**11. Adjourn**

There being no further business, this Commission meeting adjourned at 2:52 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