



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, September 17, 2025

Robert A. Duff Water Treatment Plant
8301 Table Rock Road, Central Point, Oregon 97502

The regular meeting of the Medford Water Commission was called to order at 12:22 p.m. on the above date at the Robert A. Duff Water Treatment Plant, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Senior Capital & Special Project Manager Andy Huffman, Water Resources & Customer Service Manager Julie Smitherman

Guest(s): MW Attorney Mark Bartholomew, Medford City Council Liaison Alternate Garrett West

3. Comments from the Audience None.

4. Consent Calendar

- 4.1 Approval or Correction of the Minutes of the Last Regular Meeting of August 20, 2025
- 4.2 Quarterly Letter to the Mayor and Council
- 4.3 Resolution No. 2002, A RESOLUTION Authorizing the General Manager of the Board of Water Commissioners to Execute an Intergovernmental Agreement by and between Medford Water and City of Medford, an Oregon Municipal Corporation, for Departmental Charges of the City of Medford

Commissioner Wright inquired about the Intergovernmental Agreement (IGA) covering costs for shared services. Taylor clarified that the IGA includes both indirect and direct costs and sets up a reimbursement mechanism for services the city provides. Water usage reimbursement is based on the previous year's usage, divided monthly and credited back to the city.

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar None.

6. Resolution No. 2003, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Don Hamann, Inc. for Horse Willow Logging Services

A commercial timber harvest is planned for approximately 163 acres near Willow Lake as part of the Forest Management Plan. The area includes Douglas fir, White fir, and Ponderosa pine, with thinning needed to improve forest health and reduce wildfire risk. Don Hamann, Inc. was selected through a bid process to perform the logging work. The contract is structured as not-to-exceed \$430,000 and is included in the FY25–26 budget.

Commissioner Mylenek asked whether the \$430,000 logging cost included the value of the harvested timber; Smitherman clarified that the amount reflected is only the cost of logging services.

Motion: Approve Resolution 2003.

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

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

Motion carried and so ordered.

7. Resolution No. 2004, A RESOLUTION Awarding and Authorizing the General Manager to Execute Log Purchase Agreements for the Horse Willow Timber Harvest on Big Butte Springs Watershed

Log sales from the Horse Willow harvest are expected to generate approximately 779,000 board feet of timber. Bids were received from Murphy Veneer, Boise Cascade, and Wilson Pro Pole. Estimated revenue from the sales is \$630,612, with total project expenses of \$538,413. The projected net revenue is approximately \$92,198.

Commissioner Mylenek asked whether the projected revenue from log sales would result in a financial gain and where that net revenue would be allocated. It was confirmed that the project is expected to generate approximately \$92,198 in net revenue after expenses, and that the funds would be returned to the general fund. Commissioner Dailey asked if the revenue projections were based on actual bid amounts or general estimates; Smitherman explained that the figures reflected bids received through a competitive process, with final revenue dependent on the volume of timber harvested.

Motion: Approve Resolution 2004.

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

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

Motion carried and so ordered.

8. Leadership Team Reports

- Tanya Haakinson, HR Manager
 - Employee Engagement Survey - An overview was provided on the organization's first official employee engagement survey, which had a 60% participation rate. Results reflected strong employee pride, satisfaction, and trust in supervisors. Areas identified for improvement included communication, leadership development, recognition systems, and career path clarity. An action plan is underway, with follow-up meetings scheduled.

Commissioner Mylenek asked about the significance of the 60% participation rate and whether a follow-up process was in place. Haakinson noted that 60% is considered a strong response rate and confirmed that follow-up meetings and action items are in progress. Additional questions were raised about how employees can voice concerns and whether a suggestion box is available. Staff explained that employees are encouraged to speak with their supervisor, HR, or the General Manager, and that a suggestion box is part of the planned improvements. Commissioner Dailey also inquired about support for licensing and certification. Haakinson explained that employees are enrolled in training programs and that the organization has one of the highest numbers of D4 and T4 certified staff in the state.
- Brad Taylor, General Manager
 - Fourth Quarter Metrics FY24-25 - Updates included progress on metering, maintenance, and safety initiatives. A total of 24,560 AMI meters have been installed, reflecting a 21% increase over the past two years. Manual meter reads have decreased by 39%. Fire hydrant inspections exceeded the target, reaching 120% completion. Valve exercising and air valve inspections are ongoing. Engineering plan review times have improved significantly, dropping from 29 days to 9 days. Capital plan execution reached 108% of the target. Cybersecurity efforts showed a 98% success rate in phishing test responses, and there were zero lost-time injuries reported for the fiscal year.

Commissioner Dailey asked how much more time is needed to complete AMI conversions. Staff estimated two years, depending on resource availability and site conditions. Additional questions were raised about the number of personnel involved in valve exercising, with staff noting that a three-person crew is typically used for safety and traffic control. The total number of meters in the system was reported to be approximately 33,000. Rural meter conversions were noted as more difficult due to access or connectivity constraints. Regarding public perception of work crews, staff shared that employees are reminded to maintain professionalism and visibility while working in public areas.

- Upcoming Board Schedule – October 1, Robert A. Duff WTP Ribbon Cutting & MWOC Site Tour/lunch; October 15, RRA/EAO Update; November 5, Cost of Service (Rate Setting)-Part A; November 19, Cost of Service (Rate Setting)-Part B;.

9. Propositions and Remarks from the Commissioners

None.

10. Adjourn

There being no further business, this meeting adjourned at 1:12 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