BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Wednesday, October 15, 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 12:19 p.m. on the above date at the Medford Police Department's Prescott Room with the following commissioners, staff, and guests present:

Acting Chair Jason Anderson; Commissioners John Dailey, and Bob Mylenek. Commissioner David Wright and Bob Strosser were 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, Senior Capital & Special Project Manager Andy Huffman, SCADA Systems Administrator John Crowley, Staff Engineer Matthew Scott

Guest(s): 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 September 17, 2025

4.2 Resolution No. 2005, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction within Hillcrest Road from Property Owners Benefitting Thereby at the Time of Use of the Said Water Main and Providing for the Payment of the Sums So Collected to Cordical Properties, LLC, Installer of Said Water Main

Motion: Approve the Consent Calendar.
Moved by: Mr. Dailey ***Seconded by: Mr. Mylenek***
Roll Call: Commissioner Anderson, Dailey, and Mylenek voting yes.
Motion carried and so ordered.

5. **Items Removed from Consent Calendar**
None.

6. **Resolution No. 2006, A RESOLUTION Awarding and Authorizing the General Manager to Execute an Emergency Procurement Contract as allowed under ORS 279B.080 (Goods & Services) and 2.34 of Medford Water's Contracting & Purchasing Regulations, with Pacific Electrical Contractors in the amount of $313,500.00**

Emergency procurement and replacement of the medium-voltage service entrance switchgear at the Robert A. Duff Water Treatment Plant is necessary due to aging infrastructure and recent electrical failures. Board approval is requested to authorize the General Manager to execute an emergency procurement contract with Pacific Electrical Contractors for the replacement work. Immediate action is critical to prevent a complete plant shutdown and to ensure reliable operations ahead of the next operating season. The project scope includes demolition of the existing switchgear, installation of new equipment, and enhancements to support future operational flexibility. Pacific Electrical Contractors has submitted a not-to-exceed quote of $313,500.00, which will be funded through a variance in the FY26 Capital Improvement Program budget. Staff recommends approval under emergency procurement provisions.
Commissioner Dailey inquired about the existence of a formal agreement with Pacific Power for equipment maintenance and response, as well as the origin of the replacement switchgear. Huffman responded that while no formal agreement currently exists, Pacific

Power maintains ample spare equipment and has demonstrated prompt response to past incidents. Staff is exploring the development of a more formalized agreement. It was also confirmed that the replacement equipment is manufactured domestically, likely in Ohio, and that the entire gearbox will be replaced. Commissioner Mylenek asked whether the installation would result in service interruptions for customers. Staff assured that no interruptions are expected, as backup power generation will be utilized as needed to keep the Duff plant fully operational throughout the replacement process.

***Motion**: Approve Resolution 2006.*
***Moved by**: Mr. Dailey* ***Seconded by**: Mr. Mylenek*
***Roll Call**: Commissioners Anderson, Dailey, and Mylenek voting yes.*
Motion carried and so ordered.

7. Leadership Team Reports

- General Manager Brad Taylor
  - Upcoming Board Schedule - November 5 & 19 – Cost of Service and Future Rate Projections

8. EXECUTIVE SESSION Pursuant to ORS 192.660(2)(f), to Consider Records that are Exempt by Law from Public Inspection

The Board adjourned to executive session at 12:52 p.m.

****

The Board reconvened at 1:10 p.m.

9. Resolution No. 2007, A RESOLUTION Authorizing Extension of Water Service Outside the Central Point City Limits to Property Owned by the City of Central Point, in Accordance with the Conditions of Medford Water's Resolution No. 1058, Section 7

Staff is requesting Board authorization to extend water service to Moore Family Fields, a property owned by the City of Central Point and located outside city limits at 2935 Hanley Road. This request falls under Section 7 of Medford Water's Resolution No. 1058, which permits service to government-owned properties when it serves the public interest. The property lies within the Central Point Urban Reserve area and was acquired by the city in July 2023. Staff has reviewed the request and recommends approval. There is no financial impact to Medford Water.

***Motion**: Approve Resolution 2007.*
***Moved by**: Mr. Dailey* ***Seconded by**: Mr. Mylenek*
***Roll Call**: Commissioners Anderson, Dailey, and Mylenek voting yes.*
Motion carried and so ordered.

10. Propositions and Remarks from the Commissioners
None.

11. Adjourn
There being no further business, this Commission meeting adjourned at 1:14 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

Amber Furu
Assistant Clerk of the Commission