



BOARD OF WATER COMMISSIONERS

MEETING MINUTES

Wednesday, December 17, 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 12:15 p.m. on the above date at 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, IT Manager Kris Stitt, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, Purchasing and Contract Administrator Mark Depner, Purchasing Specialist Cathrine Ruffer

Guest(s): Attorney Mark Bartholomew, Karen Spoonts

3. Comments from the Audience

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of December 3, 2025

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

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

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

Motion carried and so ordered.

5. Resolution No. 2012, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$150,000 with Hawkins, Delafield & Wood, LLP, for Bond Counsel Services

Resolution 2012 amends the contract with Hawkins Delafield & Wood LLP for Bond Counsel services. The original agreement executed January 22, 2021, following a competitive solicitation process, established a five-year term with a not-to-exceed amount of \$150,000 and included an option for a three-year extension. This amendment exercises that option and adds \$150,000, bringing the total not-to-exceed amount to \$300,000. Hawkins has provided counsel on prior transactions and continues to support compliance with the Master Water System Revenue Bond Declaration. Associated costs are expected to be included in the cost of issuance and paid as part of the FY27 Budget.

Commissioners discussed whether the \$150,000 amendment was a guaranteed amount or paid per transaction, and staff clarified that payment occurs only upon issuance of debt. Commissioner Wright questioned the cost of the last issuance, which staff reported as approximately \$80,000, and whether the original contract was competitively solicited; staff confirmed that bids were submitted by multiple firms. Commissioners also considered whether the full amendment amount was necessary given historical spending and future debt plans. Commissioner Anderson asked about the remaining \$13 million under the Master Declaration and it was clarified that any borrowing beyond that amount would require further board review a new Board resolution, and a City Council ordinance.

Motion: Approve Resolution 2012.

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

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

Motion carried and so ordered.

6. Resolution No. 2013, A RESOLUTION Authorizing the General Manager to Amend the Log Purchase Agreement Approved by Resolution 2004 to Accept Payments Exceeding the Anticipated Amount of \$700,000 for the Horse Willow Timber Harvest in the Big Butte Springs Watershed

An amendment to the log purchase agreement for the Horse Willow Timer Harvest is proposed to authorize the General Manager to receive payments above the original amount of \$700,000. Harvesting from Unit 405 produced significantly higher log volume than estimated, resulting in increased revenue. The original estimate was \$630,000, and payments are expected to exceed the current authorization. The amendment allows additional payments up to the General Manager's purchasing authority of \$150,000. Revenue will be deposited into the General Fund, and a detailed report of expenses and revenue will be presented in January.

Commissioners discussed the reason for the higher-than-expected log volume; Smitherman explained that the forester originally estimated two logs per tree, but actual yield was three. Questions were raised about whether disease or other factors contributed to the increased yield, and staff confirmed that removing diseased trees was part of the project to improve fire resiliency. Commissioner Mylenek inquired about the handling of the revenue from log sales, and staff confirmed that these funds are deposited into the General Fund.

Motion: Approve Resolution 2013.

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

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

Motion carried and so ordered.

7. Leadership Team Reports

- Tanya Haakinson HR Manager
 - Recruitment Update – Retirement & Succession
Mark Depner, our Purchasing & Contract Administrator, will retire on December 31, 2025. To honor his contributions, a retirement celebration is scheduled for Tuesday, December 30 at 11:30 AM in the Annex Conference Room. In preparation for this transition, Cathrine Ruffer has been promoted to Purchasing Specialist. Cathrine joined the organization in March 2023 as a CS Tech I and brought extensive experience in purchasing, bids, contracts, document control, and finance. She has actively served on the Wellness Committee for the past two years and has been training with Mark for several months to ensure a smooth transfer of responsibilities.
- Brad Taylor, General Manager
 - Operation Center Update - Construction is progressing well. Photos show formwork at the decant facility, which will handle solids from vacuum truck operations. Prep work for the vehicle storage building slab is underway; this open structure will include a wash bay with trench drains. Steel erection continues on the admin/warehouse building with strong daily progress despite minor weather delays. The project remains on track for completion in late 2026.
 - Upcoming Board Schedule – January 7 – TBD; January 21 – Watershed Management Updates; February 4 – Water Efficiency Update

8. Propositions and Remarks from the Commissioners

Commissioners asked about solar implementation in the new building; Taylor confirmed that initial solar panels will be installed, with battery integration planned as technology advances. Discussion continued on resiliency goals, noting that the Operations Center is designed to operate independently from the grid during outages.

Commissioner Wright requested a motion to accept the Annual Audit.

Motion: Accept the Annual Audit.

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

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

Motion carried and so ordered.

9. Adjourn

There being no further business, this meeting was adjourned at 12:42 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