



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, February 18, 2026

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 12:25 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Chair Jason Anderson; Commissioners John Dailey, Bob Mylenek, Brian Sjothun, and David Wright.

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, Senior Capital & Special Project Manager Andy Huffman*, Water Resources & Customer Service Manager Julie Smitherman (*Via Zoom)

Guest(s): Attorney Mark Bartholomew, Builders Association of Southern Oregon Joey Minear, Eagle Point Councilor Lena Beach, Rob Annear* (*Via Zoom)

3. Comments from the Audience

Chair Jason Anderson welcomed Joey Minear with Builders Association of Southern Oregon, thanked him for attending and confirmed he would be included in future discussions on System Development Charges (SDCs).

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of February 4, 2026

4.2 Quarterly Letter to Mayor and Council

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

6. Resolution No. 2015, A RESOLUTION Awarding and Authorizing the General Manager to Execute an Agreement with Spectrum Business for Fiber Network Services, Not to Exceed \$213,264.00

IT Manager Kris Stitt recommended approval of an agreement with Spectrum Business to provide fiber internet and high-speed Ethernet connectivity for the Operations Center, Duff Water Treatment Plant, and Capital Hill Reservoir. Existing connections at the Annex and Martin Control Station will remain on a month-to-month basis for up to 18 months until discontinued. The agreement includes a 3-year term for each connection, with the resolution valid for up to 5 years to allow time for all services to become active. The estimated cost is \$213,264, which includes \$176,400 for the 3-year term and \$36,864 for temporary services, with authorization for up to a 25% contingency. Please see the agenda memo for more details.

Motion: Approve Resolution 2015.

Moved by: Mr. Sjothun

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

7. Leadership Team Reports

- Brad Taylor, General Manager
 - Q2 FY25-26 Summary Report
 - Customer Service & Billing: Continued progress on paperless billing enrollment, automatic payment adoption, and increased use of the WaterSmart portal for real-time water usage data.
 - Advanced Metering Infrastructure (AMI): Near completion of AMI conversion, reducing manual reads and improving efficiency.
 - Capital Expenditures: Execution is on track, with approximately 40% of the annual capital budget spent by mid-year.
 - Maintenance: Valve exercising and hydrant inspections remain on schedule; critical valves now checked annually. Hydrant painting continues under contract.
 - Safety: Two recordable incidents occurred, but no lost workdays were reported.
 - Landlord Agreements: Over 3,000 agreements secured to streamline service continuity for rental properties.
 - Development Reviews: Activity remains steady, supporting growth planning.
 - Upcoming Board Schedule – March 4 – Capital Plan Updates Part 1; March 18 – Capital Plan Updates Part 2; April 1 – TBD; April 15 – SDCs/CLAs/Special Fees

Commissioners and staff discussed hydrant painting and suggested additional public education. Staff agreed and noted that graphics and social media posts are available. Clarification was provided on the annual maintenance schedule for critical valves, and staff explained how the trend charts in the Quarterly Report illustrate progress toward maintenance and operational goals.

8. Propositions and Remarks from the Commissioners

Commissioner Mylenek referenced a recent newspaper article and asked if clarification should be provided to the public. Commissioners discussed options for communication, including contacting the journalist and considering regular check-ins with local media. Commissioner Sjothun highlighted the value of receiving information earlier to allow time for review and preparation of questions. Staff acknowledged the concern and agreed to work on improving advance distribution of materials for upcoming meetings. Chair Anderson shared a request from the Mayor to expand the quarterly letter to the Mayor and City Council. The Chair and Vice Chair will meet with the Mayor in March to discuss what additional information should be included and will bring their discussion back to the Board for further consideration.

9. Adjourn

There being no further business, this meeting adjourned at 1:00 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