



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, August 20, 2025**

Medford Service Center  
821 N. Columbus Ave., Medford, Oregon 97501

*Prior to the start of the regular meeting, awards were presented recognizing the Service Center crew for seven years without an at-fault accident (CDL Safe Driving Excellence Award), and Steve Baldwin with the MVP Award. Commissioners congratulated award recipients and commended staff for their commitment to safety.*

The regular meeting of the Medford Water Commission was called to order at 12:28 p.m. on the above date at Medford Service Center, with the following commissioners, staff, and guests present:

Chair David Wright; Commissioners John Dailey, and Bob Mylenek. Commissioners Jason Anderson 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, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, GIS/EAS Administrator Karim Naguib, GIS Specialist Colin May, Water Distribution Operations Supervisor Scott Allis, SCADA Systems Administrator John Crowley

Guest(s): Attorney Mark Bartholomew, Medford City Council Alternate Liaison Garrett West, Rob Annear\*, Patrick Boyle of Marsh McLennan\* (\*Via Zoom)

### **3. Comments from the Audiences**

None.

### **4. Approval or Correction of the Minutes of the Last Regular Meeting of August 6, 2025**

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

**Moved by: Mr. Dailey**

**Seconded by: Mr. Mylenek**

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

**Motion carried and so ordered.**

### **5. Resolution No. 2000, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$829,929.00 with Consor North America, Inc. for Consulting Services for Preparation of a Water Management & Conservation Plan and Water System Master Plan**

Medford Water is required to update its Water Management & Conservation Plan (WMCP) every ten years and its Water System Master Plan (WSMP) every twenty years, with both last completed in 2017. Given overlapping elements, the two plans will be developed concurrently. Following an RFP/QBS process, Consor North America, Inc. was selected as the consultant. A not-to-exceed contract of \$829,929 has been negotiated, to be funded across FY25/26 and FY26/27 within the Operating Budget.

Commissioner Mylenek inquired how water loss would be addressed in the plans and how future growth and demand forecasting would be incorporated. Staff explained that both elements are required by the state, with the WMCP focusing on supply and conservation impacts and the WSMP projecting long-term system needs and deficiencies. Questions were also raised about how the consultant was selected, the contract cost of nearly \$830,000, and whether staff would contribute to reduce expenses. Staff confirmed Consor North America, Inc., was selected through a competitive RFP/QBS process, and Medford Water staff will complete some tasks to manage costs. Commissioners further asked whether seismic considerations are included and if updated plans improve grant eligibility. Staff noted the WSMP includes seismic risk assessment and mitigation, and that current plans are often a prerequisite for funding opportunities. Commissioner Dailey emphasized that water demand projections are the largest cost driver and stated it is important for the Board to review the assumptions behind those projections before moving forward with other plan elements.

**Motion: Approve Resolution 2000.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Wright**

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

**Motion carried and so ordered.**

**6. Resolution No. 2001, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Pacific Electrical Contractors in the Amount of \$277,678.00 for the Distribution System SCADA & Communication System Replacement CM/GC Construction Procurement**

SCADA Systems Administrator John Crowley explained, in order to avoid delays with extended equipment, lead times, early procurement of motor control centers (MCC) and valves is required for the FY25/26 SCADA Project. This work follows board approval of Resolution 1964 (December 2024) authorizing CM/GC pre-construction services through Pacific Electrical Contractors. The FY25/26 scope includes upgrades at five reservoirs, three pump stations, and initial radio system infrastructure. The equipment purchase, valued at \$277,678, will be funded through the FY25/26 CIP Budget. Crowley anticipates bringing forward an additional contract amendment in October for remaining construction costs.

Commissioners raised questions regarding vendor reliability and the certainty of equipment availability. Staff responded that while lead times are subject to change, early procurement significantly mitigates risk. Commissioners inquired about how the proposed purchases align with the CM/GC delivery structure, whether the equipment is custom or standard, and how associated costs are managed. Staff clarified that the amendment pertains solely to procurement, with construction costs to be presented in October. It was noted that the motor control centers (MCCs) are custom-built, while the butterfly valves are standard components but remain affected by ongoing supply chain delays. Commissioners also asked how the \$277,678 expenditure fits within the overall project budget and whether inflation or cost escalation could impact future phases. Staff confirmed the cost is accounted for in the FY25/26 Capital Improvement Plan and acknowledged escalation risks, emphasizing that early procurement is a financially prudent strategy.

**Motion: Approve Resolution 2001.**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Mylenek**

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

**Motion carried and so ordered.**

**7. Leadership Team Reports**

- Water Resources and Customer Service Manager Julie Smitherman
  - Watershed Report - Precipitation levels for the current water year remain above average. Mountain snowpack is above average but ended the season at average levels. Spring flows remain strong, supporting continued use of two full pipelines. Willow Lake is currently 79% full and Lost Creek Reservoir is currently 62% full. The Rogue River is flowing at 100% of normal, with streamflow discharge last observed at 2,100 cfs, and a gauge height of 3.75 feet. These levels are in normal range for this time of year. Climate predictions for August indicate above average temperatures and equal chances for precipitation.
- Finance Manager Beau Belikoff
  - Earthquake Insurance Update – As a follow-up to prior board discussion at the June 4, 2025, meeting, Belikoff provided an update on the feasibility of obtaining earthquake insurance coverage. Medford Water does not currently carry earthquake insurance and is evaluating options. Premiums are high and deductibles substantial, raising questions about overall value. Pat Boyle of Marsh McLennan explained that coverage terms are often restrictive, with deductibles tied to asset value. Commissioners inquired about the scope and cost of coverage, as well as alternatives such as reserve funding. Parametric insurance—where payouts are triggered by seismic events rather than physical damage—was raised during the discussion as an option for further evaluation. Commissioners requested that staff return with additional information and comparative analysis, including reserve adequacy and long-term recovery planning, prior to making a decision.

- **Water Operation Manager Dan Perkins**
  - Large Meter Program - Water Distribution Operations Supervisor Scott Allis reported ongoing progress with the Large Meter Program, which focuses on inspecting, testing, and replacing large customer meters. Several meters have already been replaced, particularly those that are under-registering usage, improving accuracy and customer service. Additional testing and replacements are planned for the fall, with priorities set based on meter condition and performance.
  - Nichols Gap Pressure Reducing Valve (PRV) Update - Water Distribution Operations Supervisor Scott Allis reported that design work for the Nichols Gap PRV project is complete, with construction scheduled to begin later this year and will finish in the spring. The project will improve pressure management and reliability in the affected zone. In discussion, Commissioners asked about the construction timeline and whether service interruptions were expected. Staff confirmed that outages are not anticipated due to planned sequencing during installation.
- **General Manager Brad Taylor**
  - Upcoming Board Schedule – September 3 – No Meeting; September 17 – Duff Projects at Duff WTP.

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

None.

**9. Adjourn**

There being no further business, this meeting adjourned at 2:14 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