



**BOARD OF WATER COMMISSIONERS
MEETING MINUTES**

Wednesday, November 5, 2025

Lausmann Annex - Room 151

200 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:45 p.m. on the above date at the Lausmann Annex - Room 151, 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, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, Principal SCADA Systems Administrator John Crowley

Guest(s): Attorney Mark Bartholomew, Medford City Council Alternate Liaison Garrett West, Camryn Cicchetti O'Connor West, LLC, Karen Spoons, City of Central Point City Manager Chris Clayton, Rob Annear*, Shawn Koorn HDR Inc., Kevin Lorentzen HDR Inc.* (*Via Zoom)

3. Comments from the Audiences

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of October 15, 2025

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

Moved by: Mr. Anderson

Seconded by: Mr. Dailey

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

Motion carried and so ordered.

5. Resolution No. 2008, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with RH2 Engineering, Inc. for Consulting Services for Design of Zone 1 Pumping and Transmission in the amount of \$348,277.00

A contract with RH2 Engineering in the amount of \$348,277 has been proposed for the initial phase of Zone 1 Pumping and Transmission design, which includes evaluating, conducting geotechnical investigations, and developing the basis-of-design for a new pump station and transmission piping to support ongoing development and increased water demand in east Medford's upper pressure zones; future phases and related costs will be addressed through contract amendments as the project progresses, with funding allocated in current and future CIP budgets.

Commissioner Anderson inquired whether the pump station is at Capitol Hill and if it is part of the Capitol Hill project. Runyen clarified that the pump station shares the site with the Capital Hill Reservoir, but it is not directly part of the reservoir reconfiguration. Planning has ensured space for both future reservoirs and the pump station. Commissioner Dailey questioned how much of the design specification is intended to satisfy today's demand versus future growth, and what forecast is being used for the design. Staff explained that current conditions cover today's demand, but 100% of the project is designed to satisfy future growth, with operational benefits now. The design is based on build-out projections for the Urban Growth Boundary (UGB), utilizing comprehensive plan projections and supply/demand studies. The ongoing Master Plan update will further refine demand projections. Commissioner Wright asked what the estimated total design cost is as a percentage of the overall project. It was noted that the design cost is currently estimated at around 11–12%, with the possibility of being slightly higher until more details are known. Commissioner Dailey also sought clarification on whether the facility will be sized for build-out or incrementally expanded, and whether transmission will be constructed before the pump station. It was explained that the building will be sized for build-out, allowing for future additions or changes to pump sizes as needed. Transmission pipe sizing and phasing will also be evaluated, and the order of construction will be determined based on project needs, with the possibility of building some transmission segments first if beneficial.

Motion: Approve Resolution 2008.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

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

Motion carried and so ordered.

6. Resolution No. 2009, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Pacific Electrical Contractors in the Amount of \$1,635,865.13 for the Distribution System SCADA & Communication System Replacement CM/GC Services

A contract amendment in the amount of \$1,635,865.13 has been proposed for Early Work Amendment #2 (EWA #2) under the Distribution SCADA & Communication System Replacement CM/GC Services contract with Pacific Electrical Contractors. This phase includes installation of the core communication network at key sites, replacement of SCADA control and communications equipment at several reservoirs and pump stations, replacement of motor control centers, optimization of piping and valve components, and the addition of a pump at Archer pump station. The amendment is covered within the FY 25/26 CIP budget.

Commissioner Mylenek requested clarification on what the \$1.6 million would cover and the total estimated cost for the entire project. Staff explained that the \$1.6 million includes all construction services for the current phase, with additional phases and costs anticipated in future years. The overall project is expected to cost approximately \$14.6 million, with about \$4 million already expended on design and related upgrades. Taylor commented on the importance of the project, noting that it addresses long-standing infrastructure needs and mitigates risks associated with outdated systems, particularly in the context of cybersecurity. Commissioner Dailey commented on the importance of proactively informing nearby residents about any visible infrastructure changes resulting from the project. He emphasized that while the improvements may not be highly noticeable, it's important that they not come as a surprise to the community.

Motion: Approve Resolution 2009.

Moved by: Mr. Dailey

Seconded by: Mr. Anderson

Roll Call: Commissioners Anderson, Dailey, Mylenek, Strosser 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 2024/2025 water year ended at 12% above normal for Big Butte Springs and 18% above normal for the Medford area. Mountain snowpack is above average but ended the season at average levels. Spring flows were strong and finished the water year with two full pipeline – first time since 2019. Willow Lake is currently 42% full. The Rogue River is flowing at 99% of normal, with streamflow discharge last observed at 1,370 cfs. Flood stage at this location ranges from gauge height of 10' to over 15' for major flooding. Climate predictions indicate a La Nina weather pattern with above average temperatures and precipitation are predicted.
- General Manager Brad Taylor
 - Upcoming Board Schedule – November 19 – Cost of Service (Rate Setting) Part 2, December 3 – Bulk Water Intermediate Water Use Update and Public Hearing on Rates; December 17 – Annual Audit.

8. Propositions and Remarks from the Commissioners

None.

9. Adjourn

There being no further business, this meeting adjourned at 1:23 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