



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, December 3, 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, and Bob Strosser. Commissioner Bob Mylenek was absent.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Beau Belikoff, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, Water Efficiency Coordinator Cody Scoggins, Water Distribution Operations Supervisor Scott Allis, Senior IT Administrator Chad Glass

Guest(s): Attorney Mark Bartholomew, Medford City Council Alternate Liaison Garrett West

3. Comments from the Audience

None.

4. Public Hearings

- 4.1 Consider Resolution No. 2010, A RESOLUTION Prescribing and Establishing Rates for the Use and Sale of Water from the Municipal Water System of the City of Medford, Oregon, Within and Without Said City, to Intermittent Users, and to Special Outside Customers, Repealing All Prior Rates in Conflict Herewith and Providing That the Modifications as Set Forth in the 2025 Cost of Service Study Shall Become Effective on March 1, 2026, and Thereafter

Finance Manager Belikoff presented information on the proposed rate adjustments, which are based on the 2025 Cost-of-Service Study conducted in collaboration with HDR, Inc. The current customer classes will remain unchanged. Adjustments to the rate structure reflect cost-of-service results, and specific rate components such as high-elevation surcharges and bulk water rates are updated based on actual costs. No changes were made to the backflow fee.

Partner Cities Group submitted a written comment by email regarding Medford Water's efforts on future rate adjustments. The letter is attached in its entirety.

Public hearing was opened; no one spoke. The public hearing was closed.

Motion: Approve Resolution 2010.

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

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

Motion carried and so ordered.

5. Approval or Correction of the Minutes of the Last Regular Meeting of November 19, 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, Strosser, and Wright voting yes.

Motion carried and so ordered.

6. Resolution No. 2011, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding, and Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$120,000 with Jacobs Engineering Group, Inc., for On-Call Hydraulic Modeling Services

A contract amendment was proposed for continued on-call hydraulic modeling services with Jacobs Engineering Group, Inc., who have supported Medford Water for over 20 years. Their specialized expertise and familiarity with the system are used on an as-needed basis to support land development, capital projects, and system operations. The amendment adds \$120,000 in not-to-exceed value and extends the contract for one year, with two optional one-year extensions. Although the amendment amount is within the General Manager's purchasing authority, the cumulative contract value exceeds that threshold. Therefore, board approval was requested for both the contract amendment and an exemption from competitive bidding. The exemption is permitted under Section 2.33(D) of Medford Water's Contracting & Purchasing Regulations, with supporting Findings included in the resolution. Staff determined that continuing with Jacobs is in the best interest of Medford Water and the public. The services are budgeted annually and help avoid the need for additional staffing.

Commissioner Dailey asked whether the \$120,000 amendment amount would be paid annually or if it represented a budget cap. Runyen clarified that the amount is a not-to-exceed total over three years and is only used on an as-needed basis. Commissioner Wright inquired how much had been spent under the current contract. Runyen responded that \$14,000 remains from the original \$100,000 agreement, with typical monthly invoices ranging from \$2,000 to \$3,000. Commissioner Anderson asked whether usage of Jacobs Engineering had increased in recent years. Runyen confirmed that usage has grown due to a rise in capital improvement projects and land development activity requiring modeling support. Commissioner Wright also asked whether Medford Water was developing in-house support for this work. Runyen explained that staff are building internal knowledge to better engage with the modeling process, but not to replace Jacobs. The goal is to enhance internal capabilities while continuing to rely on Jacobs' specialized expertise.

Motion: Approve Resolution 2011.

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

7. Leadership Team Reports

- Julie Smitherman Water Resources & Customer Service Manager
 - Watershed update – We are at 50% below normal precipitation with below average mountain snowpack for this time of year. Spring flows remain steady and are currently sufficient to fill two full pipelines. However, with lower seasonal demand, the system is operating at one and a half pipes. Willow lake is 41% full, average for this time of year. Rogue River stream flow is at 1,310 cfs, which is 68% of normal. Lost Creek is 39% full. Climate predictions are showing equal chances temperatures and precipitation.
- Dan Perkins Water Operations Manager
 - Overflow at Capital Hill – Perkins introduced Scott Allis Water Distribution Operations Supervisor. Allis reported on a recent overflow incident at the Capitol Hill Reservoir site. On November 14, 2025, a resident near the site notified Medford Water of water surfacing in their yard. Staff responded within 15 minutes and discovered a leak in the overflow pipe connected to the original 1908 reservoir. The pipe, which is not pressurized, had developed a hole approximately the size of a fist due to long-term corrosion. Further inspection revealed that the bottom of the pipe was significantly deteriorated. To confirm the source of the leak, staff simulated overflow conditions by

temporarily pumping water into the reservoir. Excavation was required to access the damaged section, which involved jackhammering through rock. A 5-foot section of pipe was fabricated and welded in by Medford Fabrication, then coated with wax tape to prevent further corrosion. Although this section of pipe is scheduled to be removed during the upcoming reservoir replacement project, it was emphasized the importance of maintaining its integrity in the interim. The City of Medford's stormwater division assisted with a remote camera inspection of the pipe. The camera was able to inspect 186 feet upstream and 38 feet downstream before reaching turns too sharp to navigate. Corrosion and root intrusion were observed further upstream. Two additional minor leaks were identified along Modoc Road, which only appear during high overflow conditions. Staff plan to inspect and repair these as needed and will coordinate with the City for further camera inspections if pipe sections are opened. The overflow occurred during a period of high spring flows and reduced demand, when the system was operating at two full pipes. Operational adjustments are being made to reduce reliance on the affected overflow line until the new reservoir is constructed. The Capitol Hill Reservoir replacement project is scheduled to begin construction in summer 2026.

- Brad Taylor, General Manager
 - Upcoming Board Schedule – December 17 - Annual Audit

8. Propositions and Remarks from the Commissioners

None.

9. Adjourn

There being no further business, this meeting was 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