



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, February 4, 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 12:21 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 Brian Sjothun.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manger Beau Belikoff, 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, Water Efficiency Coordinator Cody Scoggins, Water Efficiency Technician Richard Chowning

Guest(s): Attorney Mark Bartholomew, Medford City Council Liaison Garrett West, City of Central Point City Manager Chris Clayton, Central Point Councilor Rob Hernandez, Rob Annear* (*Via Zoom)

*Out of sequence

4. Comments from the Audience

Newly appointed Medford City Council Liaison Garrett West thanked Ms. Barasch, for her upcoming presentation and commented on the importance of commissioners maintaining respect toward each other, staff, and members of the public, noting this is a key priority for the City.

*Back in sequence - Agenda resumed after comments were addressed ahead of schedule.

3. Elect Board Chair and Vice Chair for 2026

Motion: Appoint Jason Anderson as Chair for the year 2026.

Moved by: Mr. Wright Seconded by: Mr. Dailey

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

Motion carried and so ordered.

Motion: Appoint David Wright as Vice Chair for the year 2026.

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

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

Motion carried and so ordered.

5. Code of Professional Conduct and Respectful Workplace Standards (Bonnie Barasch, Director of Human Resources, City of Medford)

An overview was provided of expectations for respectful and professional interactions among commissioners, staff, and the public. Outlined reporting procedures for concerns and emphasized maintaining positive work relationships. A handout and the full policy were distributed for reference.

Former Chair David Wright turned the meeting over to Chair Jason Anderson.

6. Approval or Correction of the Minutes of the Last Regular Meeting of January 21, 2026

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

Moved by: Mr. Dailey Seconded by: Mr. Wright

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

Motion carried and so ordered.

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

Medford Water proposes entering a new 3-year agreement with Spectrum Business for fiber connectivity services to support the Operations Center, Duff Water Treatment Plant, and Capital Hill Reservoir. The agreement includes fiber internet and a 10GB Ethernet Private Line for disaster recovery between Duff and the Operations Center. Existing connections at the Annex and Martin Control Station will remain on a month-to-month basis for up to 18 months until discontinued. Estimated cost: \$213,264 (plus taxes/fees) with authorization for up to a 25% contingency.

The Board reviewed the proposed agreement and raised concerns about resolution language not aligning with contract terms. The agreement specifies a 3-year term per connection, beginning when each line becomes active, which could extend the overall timeline beyond three years. It was suggested that the resolution language be revised to clarify this detail. The Board agreed to defer action and bring the resolution back at the next meeting with updated wording.

8. Leadership Team Reports

- Water Resources & Customer Service Manager Julie Smitherman
 - Watershed update – Precipitation is at 30% below normal at Big Butte Springs and below average for mountain snowpack this time of year. Springflows are much lower this year compared to last, but current demand is also low for this time of year. We are currently operating at pipe and a half, although we have the capacity to fill two full pipes. Willow Lake is 55% full. Rogue River Stream flows are at 1,290 cfs, which is 58% of normal. Lost Creek is 49% full. Climate predictions for February are showing above average temperatures and below average precipitation.
 - Log Sales Update – A commercial thinning project was completed in Units 405 and 406 near Willow Lake, resulting in approximately 1,055 MBF of logs harvested and sold to local mills. Total revenue was \$780,930, with expenses for logging, consulting, and slash disposal estimated at \$560,808, yielding a net revenue of about \$220,122. Slash piling and burning will occur this spring, with larger piles requiring up to two years to dry before burning. Future harvests will be evaluated, with ongoing maintenance and non-commercial thinning planned to maintain forest health and reduce wildfire risk.
- Engineering Manager Brian Runyen
 - Willow Lake Spillway Project – An update was provided on the recently completed spillway repair project at Willow Lake Dam. Repairs included topping the existing spillway slab, replacing deteriorated wall sections, sealing cracks, and applying surface treatments to extend the structure's life. The project was completed in November 2025 on time and within budget at a cost of approximately \$468,000.
 - EAP Update - The Emergency Action Plan (EAP) for Willow Lake Dam was recently updated in December 2025 to strengthen preparedness and response measures. The plan includes emergency detection protocols, contact lists, communication procedures, and updated inundation maps integrated with GIS for rapid notifications. Coordination occurred with Jackson County Emergency Management, Oregon Water Resources Department, and other stakeholders. A tabletop exercise is planned later this year to test the plan in collaboration with state and local partners.
- Senior Capital & Special Project Manager Andy Huffman
 - Recognition was given to the Duff Water Treatment Plant 65 MGD Expansion Project, which received an Honor Award from the American Council of Engineering Companies at the annual Engineering Excellence Awards banquet. The project was acknowledged for its innovative design and successful delivery ahead of schedule and under budget.

The expansion increased plant capacity to 65 million gallons per day, added a new 3-million-gallon baffled reservoir, deep-bed filters, and upgraded ozone generators. Despite challenges such as pandemic-related supply chain issues and funding constraints, the project was completed at a final cost of \$65.5 million, compared to the budgeted \$66.3 million, with substantial completion achieved in September 2025, well ahead of the original March 2026 goal. Huffman thanked the board for its support and noted the project's importance for community water reliability.

- General Manager Brad Taylor
 - Upcoming Board Study Session Schedule – February 18 – SDC Primer; March 4 – Capital Plan Updates Part I; March 18 - Capital Plan Updates Part II

9. Propositions and Remarks from the Commissioners

Commissioner Sjothun suggested discussing the deferral of System Development Charges for residential projects; staff will add the topic to a future agenda. Commissioner Wright welcomed Commissioner Sjothun and noted he will be out of town for the March 4 meeting. Commissioner Anderson also welcomed Commissioner Sjothun and expressed appreciation to commissioners for the election of officers.

10. Adjourn

There being no further business, this meeting adjourned at 1:39 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