



BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Wednesday, June 3, 2026

Lausmann Annex - Room 151

200 S. Ivy Street, Medford, Oregon 97501

The regular meeting of the Medford Water Commission was called to order at 12:19 p.m. on the above date at the Lausmann Annex - Room 151 with the following commissioners, staff, and guests present:

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

Guest(s): Eagle Point Councilor Lena Beach, Medford City Council Liaison Garrett West, City of Central Point City Manager Chris Clayton, Builders Association of Southern Oregon Joey Minear Rob Annear*, Government Portfolio Advisors Deanne Woodring and Frank McDonnell* (*Via Zoom)

3. Comments from the Audience

Joey Minear, with the Builders Association of Southern Oregon, thanked the Commission for including them in the discussion. Minear noted that a letter was submitted to Medford Water last week regarding System Development Charges and expressed appreciation for the opportunity to stay informed.

4. Public Hearings

4.1 Consider Resolution No. 2025, A RESOLUTION Modifying the Charges in Lieu of Assessment, Exhibit A of the Regulations Governing Water Service, for Properties Directly Benefited by the Installation of Water Mains but Not Specifically Assessed for Such Benefit, Effective July 1, 2026

Information on proposed Charges in Lieu of Assessment (CLAs) was presented to the Board on May 6. These are updated annually based on actual developer costs. Staff recommends approval of Resolution 2025, modifying the Charges in Lieu of Assessments and Refund Districts.

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

Motion: Approve Resolution 2025

Moved by: Mr. Wright Seconded by: Mr. Mylenek

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

Motion carried and so ordered.

4.2 Consider Resolution No. 2026, A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2026

Information on proposed Charges for Special Services was presented to the Board on May 6. Charges are reviewed annually and modified accordingly based on actual cost of the service being rendered. Items include but are not limited to charges for installation of service connections, air valves, control valves, fire hydrant painting, and meter resetting. Staff recommends approval of Resolution 2026, modifying the Charges for Special Services.

Public hearing was opened; no one spoke on this issue. Public hearing was closed.

7. Leadership Team Reports

- Julie Smitherman, Water Resources & Customer Service Manager
 - Watershed Report - Snowpack levels in the Upper Rogue Watershed remain below average, and precipitation at both Big Butte Springs and the Medford area is below normal for the water year. Springflows supported two full pipes but were reduced to pipe and a half on April 20 to maintain flows in Big Butte Creek for Eagle Point Irrigation District (EPID). The Robert A. Duff Water Treatment Plant began producing water on April 27 as system demand reached 38 MGD. Willow Lake is 76% full, and releases are being managed to ensure EPID receives its full water right. Rogue River flows are approximately 2,180 cfs. Lost Creek is 71% full. Climate predictions are showing above average temperatures and below average precipitation.
- John Crowley, Principal SCADA Systems Administrator
 - Raw Water Transformer, Emergency Replacement - On May 8, a critical failure was detected in the raw water intake transformer at the Robert A. Duff Water Treatment Plant due to high dissolved gas analysis results, indicating a dangerous internal arcing fault. The transformer was immediately taken offline to prevent catastrophic failure, and emergency power was supplied by generators while a replacement was sourced and installed. The emergency response included coordination with contractors, rapid procurement and installation of a new transformer, and temporary use of a large rental generator. The total estimated cost for the emergency response and replacement was approximately \$290,000. Staff are developing a repair plan for the old transformer, updating preventive maintenance schedules, and creating a transformer inventory and a criticality evaluation to improve future system resilience.
- Brian Runyen, Engineer Manager
 - Capital Hill Reservoir Construction Public Open House - A public open house for the Capital Hill Reservoir construction project is scheduled for June 23 from 5:00 to 7:00 PM at the Roxy Ann Grange. The event will feature a brief staff presentation, a Q&A panel, and opportunities for informal discussion with the public. Medford Water staff, the design team, the contractor, and representatives from the City of Medford will be present. Commissioners were encouraged to attend, and event details have been communicated to relevant city departments and teams.
- Brad Taylor, General Manger
 - Upcoming Board Schedule - June 17 - Demand/Population Forecasting; July 1 - Project Tour No Public Meeting; July 15 – Comprehensive Financial Management Plan

8. Propositions and Remarks from the Commissioners

Commissioner Sjothun raised the topic of engaging federal and state lobbyists, and the board agreed to look into partnering with the City of Medford's lobbyists for the coming year. Commissioner Mylenek inquired whether business interruption insurance—covering loss of income and employee pay in the event of a major incident—was included in the insurance policy. Belikoff will review and send out an update to the Board via e-mail. Commissioner Anderson expressed appreciation for Finance Manager Beau Belikoff's work on the budget.

9. Adjourn

There being no further business, this meeting adjourned at 1:25 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.



Amber Furu
Assistant Clerk of the Commission