



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, August 5, 2026

Medford Service Center

821 N. Columbus Ave., 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 Medford Service Center, with the following commissioners, staff, and guests present:

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

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): Attorney Mark Bartholomew, Eagle Point Councilor Lena Beach, Roman Battaglia* (*Via Zoom)

3. Comments from the Audience

None.

4. Consent Calendar

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of July 15, 2026

Motion: Approve the Consent Calendar with item 4.2 removed.

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

Chair Anderson requested the removal of item 4.2.

4.2 Resolution No. 2034, A RESOLUTION Providing for the Collection of a Proportionate Share of the Cost of Water Main Construction on the North Side of Dakota Avenue from Oak Grove Road to Gaylee Avenue, from Property Owners Benefitting Thereby at the Time of Use of the Said Water Mains and Providing for the Payment of the Sums So Collected to Addysen Park, LLC, Installer of Said Water Mains

This item was removed to allow staff to present additional information on changes to the refund district procedure. Runyen explained that when a developer installs a water main benefiting an adjacent parcel, Medford Water later collects a pro-rata share from that future development and reimburses the original installer. Updates to the process include providing advance notice to affected property owners and formally recording the agreements so they run with the land and appear on title.

Motion: Approve Resolution 2034.

Moved by: Mr. Dailey

Seconded by: Mr. Wright

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

Motion carried and so ordered.

6. Resolution No. 2035, A RESOLUTION Authorizing the General Manager to Execute Payment of the Pacific Power Invoice Dated July 22, 2026, in the Amount of \$157,508.79 for Electrical Service to the Robert A. Duff Water Treatment Plant

Finance Manager Beau Belikoff explained that the Robert A. Duff Water Treatment Plant's monthly electrical cost exceeded the General Manager's signature authority and required board approval.

Chair Anderson deferred a broader signature-authority discussion to Item 8.

Motion: Approve Resolution 2035.

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. Leadership Team Reports

- Kris Stitt, IT Manager
 - An update was provided on recent national cyberattacks on water utilities, directed at internet-exposed PLC devices. Medford Water has no PLCs directly connected to the internet, and SCADA and IT networks remain protected through segmentation, layered firewalls, aggressive patching, immutable backups, and ongoing staff training. No abnormal activity has been observed.
- Julie Smitherman, Water Resources and Customer Service Manager
 - Watershed Report - Springflows remain limited due to low snowpack, resulting in Big Butte Springs operating at pipe-and-a-half (about 19 MGD). Rogue River flows are about 89% of normal. Irrigation districts, including Medford Irrigation District, Rogue Valley Irrigation District, and Talent Irrigation District, are ending their seasons early due to depleted storage, which may increase demand from golf courses and bulk-water stations. Willow Lake remains notably low, and coordination with Eagle Point Irrigation District continues. Climate predictions indicate above-average temperatures and average precipitation.

Commissioner Anderson inquired whether minimum Rogue River flows limit Medford Water's ability to withdraw water. Staff explained that senior water rights allow diversion regardless of river level, while junior rights include flow-based conditions that may require customer-use reductions. Commissioner Wright asked what the system's maximum day-demand is. Smitherman noted peak demand is approximately 59 MGD, with typical seasonal averages around 55 MGD, and current demand near 50 MGD.

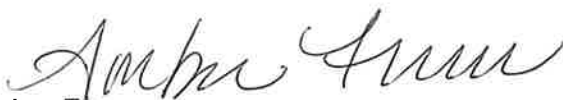
- Brad Taylor, General Manager
 - Upcoming Board Schedule – August 19 – Capital Hill & Public Outreach; September 2 – GFOA/ERP Update; September 16 – Duff Projects

8. Propositions and Remarks from the Commissioners

Commissioners continued discussing the General Manager's signature-authority limit as it relates to payroll and the Duff Water Treatment Plant's monthly electric bill. They agreed that establishing specific carveouts for these items would be more appropriate than increasing the overall limit. Staff confirmed that raising the limit would address the electric bill but would not resolve payroll needs. Commissioners directed staff to prepare a resolution establishing the recommended carveouts for future consideration. Commissioners Wright and Dailey inquired about the bulk water station. Staff advised that options and proposed pathways will be brought back to the Board for consideration ahead of the upcoming move. Commissioner Anderson noted he would be out for the September 16 board meeting.

9. Adjourn

There being no further business, this meeting adjourned at 1:16 p.m. The proceedings were recorded and are on file along with the complete agenda of this meeting and all presentations from this meeting.



Amber Furu
Assistant Clerk of the Commission