# BOARD OF WATER COMMISSIONERS
## MEETING MINUTES

MEDFORD WATER

**Wednesday, September 2, 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 12:20 p.m. on the above date at the Medford Police Department's Prescott Room, 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 Manger 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 (*Via Zoom)

Guest(s): Attorney Mark Bartholomew, Eagle Point Councilor Lena Beach, Director and Consultant Eva Olsaker and Consultant Alison Wuensch (Government Finance Officers Association), Rob Annear*, Roman Battaglia*, Emma Maple* (Daily Courier) (*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 August 19, 2026

4.3 Resolution No. 2040, A RESOLUTION Providing Carve Out Authorization for the General Manager to Execute Payments for Electric Power Service, Payroll Obligations, and Debt Service Payments Exceeding the Spending Authority Established in Section 1.02 of the Contracting & Purchasing Regulations

***Motion*: Approve the Consent Calendar with item 4.2 removed.**
***Moved by*: Mr. Dailey** ***Seconded by*: Mr. Sjothun**
***Roll Call*: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.**
***Motion carried and so ordered.***

### 5. Items Removed from Consent Calendar
Commissioner Sjothun requested the removal of item 4.2.

4.2 Resolution No. 2039, A RESOLUTION Adopting, and Authorizing the General Manager to Execute the Comprehensive Financial Management Policy for the Board of Water Commissioners

Commissioner Sjothun requested clarification on the status of the Rate Stabilization & Emergency Fund, noting that the policy language could be interpreted as suggesting the fund was already established. Staff explained that while the fund concept has been used in long-range financial modeling, it has never been formally created or funded. Commissioner Sjothun also noted that federal lobbying support should be referenced under Governmental Agency Resources, stating that the Commission engages in ongoing state and federal advocacy that should be reflected in the policy. Commissioner Sjothun also asked whether the current fixed-asset capitalization threshold of $5,000 remained appropriate. Staff agreed that increasing the threshold would reduce the number of items requiring capitalization and advised that the ERP project includes a full review of financial and asset-management practices and recommended evaluating any threshold change within that process to ensure the most accurate and informed guidance.

Commissioner Sjothun moved to approve Resolution 2039 with the following revisions: (1) amend Section 1(3) Rate Stabilization & Emergency Fund to clarify that the fund would only be created through future Board action; and (2) update Section 2(D) Governmental Agency Resources to include federal lobbying efforts.

***Motion*: Approve Resolution 2039 with revisions.**
***Moved by*: Mr. Sjothun** ***Seconded by*: Mr. Wright**
***Roll Call*: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.**
***Motion carried and so ordered.***

6. **Resolution No. 2041, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment with Pacific Electrical Contractors in the Amount of $1,796,949.92 for the Distribution System SCADA & Communication System Replacement CM/GC Construction Procurement**

Principal SCADA Systems Administrator John Crowley presented a contract amendment with Pacific Electrical Contractors in the amount of $1,796,949.92 for Early Work Amendment (EWA) #3 under the Distribution System SCADA & Communication System Replacement Project. The amendment provides construction services for the scheduled FY26/27 phase of SCADA and communication system upgrades, including work at multiple pump stations, reservoirs, and control stations identified in the CIP. EWA #3 includes installation of SCADA hardware, communication equipment such as CBRS radios, MCC components where required, and associated integration work. Crowley reported that actual costs through FY25/26 total over $7.8 million, with forecasted work in FY26/27 through FY28/29 bringing the total project cost to approximately $14.1 million. He stated that the project continues to proceed as planned, with no concerns regarding scope, sequencing, or contractor performance.

***Motion*: Approve Resolution 2041.**
***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. **Consideration for Federal Lobbyist Services**

General Manager Brad Taylor presented a proposal from CFM Advocates to provide federal lobbying services for Medford Water at a cost of $3,200 per month, supporting efforts to pursue federal funding and coordinate with the City of Medford's established advocacy work.

Commissioners discussed the benefits of aligning with the City's lobbyist, noting recent federal funding successes and the value of coordinated representation. Commissioners emphasized the importance of maintaining communication during lobbyist visits and ensuring Medford Water's priorities are clearly represented. The Board supported entering into contract with CFM Advocates and directed staff to proceed with contracting services.

***Motion*: Approval of Federal Lobbyist Services with CFM Advocates.**
***Moved by*: Mr. Sjothun** ***Seconded by*: Mr. Wright**
***Roll Call*: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.**
***Motion carried and so ordered***

8. **Leadership Team Reports**
   - Brad Taylor, General Manager
     - Upcoming Board Schedule – September 16 – Raw Water Intake Update at Robert A. Duff Water Treatment Plant; October 7 – CIP Updates & Annual Budget vs Biennial Budget; October 21 - Bulk Water Filling Station at the Service Center; November 4 & 18 – Annual Cost of Service Evaluation

**Out of sequence

11. **Propositions and Remarks from the Commissioners**

Chair Anderson acknowledged the letter received from the Medford City Council on August 27 and emphasized the need for a coordinated and timely response. He recommended forming a subcommittee of two commissioners to work with staff in drafting a response addressing each item in the letter. Anderson volunteered to participate and suggested Commissioner Sjothun join him, with Commissioner Wright designated to assume his role during his planned absence.

Commissioner Sjothun stated that consistent communication from the City liaison would help avoid misunderstandings and ensure both bodies remain informed. He added that holding an annual study session with the City Council would provide an opportunity to review Medford Water's major projects, priorities, and challenges, and promote clearer coordination. Sjothun agreed to participate in the subcommittee and supported reviewing each item in the City's letter and addressing them directly.

Commissioner Mylenek stated that some of the comments in the City's letter were surprising and noted that "the strongest defense is a strong offense", encouraging a proactive approach to clarifying Medford Water's responsibilities and work. He noted he would be out of town for the September 16 meeting but would be available via Zoom if needed.

Commissioner Wright supported Chair Anderson's proposed approach and stated the importance of ensuring that Medford Water's work, priorities, and timelines are clearly communicated to City leadership. He agreed with developing a coordinated response.

Commissioner Dailey remarked that several of the concerns raised by the City appeared to reflect misunderstandings about Medford Water's operations. He noted that some of the issues mentioned could have been communicated more clearly earlier and emphasized the importance of improving coordination with the City. Dailey also commented that Medford Water has historically had some of the lowest rates in the region and suggested updating and sharing current rate comparison information to ensure a clear and accurate understanding of Medford Water's position. He agreed that forming the subcommittee was an appropriate step toward addressing the items raised in the City's letter.

The Board concluded by confirming subcommittee membership, scheduling a work session, and directing staff to assist with preparing a response for the September 16 board meeting

*Back in sequence*

## 9. EXECUTIVE SESSION Pursuant to ORS 192.660(2)(i): Which Allows the Commission to Meet in Executive Session to Review and Evaluate the Job Performance of a Chief Executive Officer, Other Officers, Employees, and Staff

The Board adjourned to executive session at 1:03 p.m.

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The Board reconvened at 1:27 p.m.

## 10. To Consider Matters of Executive Session and Provide Direction as Needed

Commissioners agreed the General Manager is performing well and requested he prepare an action plan outlining communication expectations and support needed from Commissioners. After reviewing comparative salary information, the Board supported a 3.5% adjustment (2.7% structural + 0.8% merit), effective July 1, 2026.

***Motion**: Accept the General Manager's annual evaluation recap from July 2025 to June 2026, as submitted by the Chair and Vice Chair, including the 3.5% salary increase retroactive to July 1, 2026.*
***Moved by**: Mr. Sjothun* ***Seconded by**: Mr. Dailey*
***Roll Call**: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.*
***Motion carried and so ordered.***

## 12. Adjourn

There being no further business, this meeting adjourned at 1:35 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

AI assistance used: Microsoft Copilot. Prepared by AF. 09/04/26