MEDFORD WATER

BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Wednesday, October 7, 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 12:15 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

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

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Beau Belikoff, Engineering Manager Brian Runyen, IT Manager Kris Stitt, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, Watershed Coordinator Arlo Todd

Guest(s): Attorney Mark Bartholomew, City of Central Point City Manager Chris Clayton, Central Point Councilor Rob Hernandez, Joey Minear and Mel Weeks (Builders Association of Southern Oregon), Shawn Koorn (HDR)

3. Comments from the Audience

City of Central Point City Manager Chris Clayton thanked General Manager Brad Taylor for the recent discussion with him and Central Point's Public Works Director regarding the water service agreement.

4. Approval or Correction of the Minutes of the Last Regular Meeting of September 16, 2026

Motion: Approve the minutes of the last regular meeting as presented.
Moved by: Mr. Wright Seconded by: Mr. Sjothun
Roll Call: Commissioners Mylenek, Sjothun, and Wright voting yes. Commissioner Anderson Abstained. Motion carried and so ordered.

5. Wholesale Water Service Agreement Extensions for Partner Cities

Signed extension letters were received from Ashland, Central Point, Eagle Point, Jacksonville, Phoenix, and Talent, extending the wholesale water agreements for an additional five years and continues the same terms and conditions as the original agreements. Taylor explained the relationship between the wholesale agreements and the Coordinated Water Rights Management and Water Sharing Agreement, including annual coordination with Partner Cities to review water usage, water rights, and future demand needs. Flow limitations contained within the agreements will continue to be monitored and may require adjustment as community demands change. Commissioner Mylenek asked about the differences between the Ashland agreement and the agreements with the other Partner Cities. Ashland primarily utilizes Medford Water as a supplemental or emergency water supply source, while the other Partner Cities receive routine wholesale water service. Commissioner Anderson requested a map showing storage facilities within the Partner City systems.

Motion: Approve letters extending Wholesale Water Service Agreements for Partner Cities.
Moved by: Mr. Mylenek Seconded by: Mr. Wright
Roll Call: Commissioners Anderson, Mylenek, Sjothun, and Wright voting yes.
Motion carried and so ordered.

6. Resolution No. 2044, A RESOLUTION, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of $231,762.00 with Pilot Rock Excavation, Inc for the Construction of East Main Street Water Main Repair Project

The East Main Street Water Main Replacement Project was brought forward following the discovery of a leak in a 1909 cast iron water main located beneath a mature sequoia tree. The

project would replace approximately 400 feet of water main, preserve the tree, and relocate the line into the street. Pilot Rock Excavation was the lowest responsive bidder at $231,762. Total project costs are estimated at approximately $295,600 and will be funded through variances within the existing Capital Improvement Program budget. Commissioner Mylenek inquired about the connection of the new water main to the existing infrastructure and whether tying into older pipe could create future concerns. Engineering Manager Brian Runyen clarified that the replacement section was extended to connect to newer pipe where possible and that connections between new and older water mains are routinely performed. He further noted that portions of the existing cast iron pipe remain in good condition despite their age. Commissioner Sjothun asked about the construction schedule and anticipated completion date. A preconstruction meeting was scheduled for the following week, substantial completion is anticipated by November 20, and final completion is expected by December 4.

Motion: Approve Resolution 2044.
Moved by: Mr. Sjothun Seconded by: Mr. Wright
Roll Call: Commissioners Anderson, Mylenek, Sjothun, and Wright voting yes.
Motion carried and so ordered.

7. Resolution No. 2045, A RESOLUTION Authorizing the General Manager to Accept Grant Funds Exceeding $150,000.00 from the Oregon Health Authority and to sign a contract with Business Oregon, which will Administer the Grant Funds

A $175,000 grant from the Oregon Health Authority was awarded for Collaborative Source Water Protection activities. The two-year grant will support source water protection efforts for small public water systems, regional partnership activities through the Rogue Drinking Water Partnership, agricultural best management practices, and spill prevention projects. Authorization is requested for the General Manager to accept the grant funds and execute a contract with Business Oregon. Grant expenditures will be reimbursed following project implementation. Commissioner Mylenek asked how funds are monitored to ensure they are used appropriately. Watershed Coordinator Arlo Todd explained that the funds would be administered through the Jackson Soil and Water Conservation District, which utilizes agreements and oversight measures to ensure grant requirements are met. The project proposals are reviewed in advance, payments are typically made directly to contractors performing the work, final reports are required upon completion, and completed projects are monitored for five years.

Motion: Approve Resolution 2045.
Moved by: Mr. Sjothun Seconded by: Mr. Mylenek
Roll Call: Commissioners Anderson, Mylenek, Sjothun, and Wright voting yes.
Motion carried and so ordered.

8. Leadership Team Reports

- Julie Smitherman, Water Resources and Customer Service Manager
  - Watershed Report - The 2025-26 water year concluded with precipitation below normal in both Medford and the Big Butte Springs watershed. Big Butte Springs remains at pipe-and-a-half, producing approximately 19 MGD, with the Duff Water Treatment Plant supplying approximately 16 MGD from the Rogue River to meet customer demand. Willow Lake ended the season at approximately 21% capacity, and irrigation districts throughout the region have concluded their seasons. Ashland continues to utilize Medford Water as a supplemental water supply. Despite dry conditions, available water supplies remained sufficient to meet customer demands throughout the season. Climate predictions indicate above-average temperatures and average precipitation heading into the coming water year. El Niño is strengthening, with a greater than 90% chance of a very strong event during the Northern Hemisphere fall and winter 2026-27.

- General Manager Brad Taylor
  - Upcoming Board Schedule – October 21 - Medford Water/Jackson County Bulk Water Sales Update and Update on Service Center Bulk Water Filling Station; October 28 – Joint Study Session with Medford City Council; November 4 & 18 - Annual Cost of Service Evaluation; December 2 – TBD; December 16 - Annual Audit

9. Propositions and Remarks from the Commissioners

Commissioners revisited the System Development Charge (SDC) options reviewed during the earlier study session. Support was indicated for Option 4, which would continue annual ENR adjustments while conducting a full SDC study every three years. Commissioner Anderson suggested obtaining feedback from the homebuilding community and including the topic in the October 28 joint study session with the City of Medford. Commissioner Wright requested clarification on the Engineering News-Record (ENR) adjustment used between SDC studies. Staff explained that the ENR is a construction cost index used to account for inflationary increases in construction costs between formal SDC updates and is also utilized by the City of Medford. Discussion then turned to the concept of transitioning to a biennial budget, with support indicated for moving forward with a biennial budget approach. Commissioner Sjothun commented that a biennial budget could provide opportunities for collaboration with the City of Medford and discussed coordinating the transition with the City's budget cycle. Commissioner Mylenek commented on the City liaison's absence from recent Board meetings and shared concerns regarding communication between the City and Medford Water. Also discussed was the upcoming joint study session with the Medford City Council scheduled for October 28, including potential topics and expectations for the meeting. Commissioners noted that further discussion regarding October 28 meeting topics would occur at the October 21 Board meeting.

10. Adjourn

There being no further business, this meeting was adjourned at 1:33 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