MEDFORD WATER

BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Wednesday, October 21, 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 John Dailey, Bob Mylenek, Brian Sjothun, and David Wright.

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, Water Distribution Operations Supervisor Scott Allis

Guest(s): Attorney Mark Bartholomew, Eagle Point Councilor Lena Beach, Gary Milliman

3. Comments from the Audience

4. Approval or Correction of the Minutes of the Last Regular Meeting of October 7, 2026

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

5. Resolution No. 2046, A RESOLUTION Amending Resolution No. 1969 and Authorizing the General Manager to Execute Contract Amendments up to 7.5% of the $27,701,743.00 Contract Amount with S+B James Construction for the Construction of the Medford Water Operation Center Project

Resolution 2046 would amend Resolution 1969 and increase the allowable contract amendments for the Medford Water Operation Center construction contract with S+B James Construction from 5% to 7.5% of the original contract amount. The requested increase was attributed to additional costs associated with soil conditions, soil handling and disposal, design changes, project delays, and tariff-related material cost increases. General Manager Brad Taylor reported that the project remains within the overall project budget.

Commissioner Sjothun asked about tariff-related cost increases and whether those impacts were being tracked through Medford Water's federal lobbying efforts. Taylor indicated staff would follow up with the District's federal lobbyist regarding tariff impacts on projects. Commissioner Anderson inquired about project completion; Taylor reported that occupancy is anticipated in late February or early March 2027, later than originally planned due in part to HVAC equipment issues. Questions were raised regarding the property seller's obligations. Commissioner Wright asked whether the contaminated soil had been removed from the site. Taylor stated that the seller completed the requirements of the purchase agreement, additional contaminated material was identified during excavation, and disposal work is substantially complete. Discussion also addressed potential future construction cost increases associated with asphalt, fuel, and other materials. Taylor noted that furniture and other owner-furnished items had already been purchased and secured earlier in the project.

Motion: Approve Resolution 2046.
Moved by: Mr. Dailey ***Seconded by: Mr. Sjothun***
Roll Call: Commissioners Anderson, Dailey, Mylenek, Sjothun, and Wright voting yes.
Motion carried and so ordered.

6. Leadership Team Reports

- Brian Runyen, Engineering Manager
  - NHMP – Medford Water will update its Natural Hazard Mitigation Plan as an addendum to the Jackson County Natural Hazard Mitigation Plan. The update is being coordinated with Jackson County and participating jurisdictions, including the City of Medford, and is required to maintain eligibility for FEMA mitigation funding. Because the City of Medford is on a different update cycle, Medford Water will complete its update earlier than required to align with the countywide planning effort. The plan addresses natural hazards including drought, earthquakes, flooding, wildfire, severe weather, air quality and smoke, and emerging infectious diseases. The current Medford Water plan remains valid through February 2029, and the updated plan is targeted for FEMA approval and local adoption in 2027.
  - Capital Hill Update - Construction activities at the Capital Hill Reservoir Replacement Project continue to focus on excavation, rock removal, hauling, traffic control, and preliminary pipe work. Approximately six feet of excavation remained at the time of the report. Since construction began, Medford Water has logged four emails and fourteen phone calls related to the project, all of which were addressed within one business day. Staff reported that community feedback has generally been positive and that construction impacts in the surrounding neighborhood have remained limited. Commissioner Anderson asked when a site tour might be scheduled for the Board; General Manager Brad Taylor indicated a tour would likely be most beneficial after concrete work begins and suggested including other facilities such as pump stations and reservoirs. Commissioner Dailey commented that the project has maintained a low profile within the neighborhood despite the scale of construction and commended staff and the contractors for minimizing impacts. Commissioner Mylenek also noted the limited number of complaints received and encouraged staff to continue documenting successful public outreach and communication efforts.

- General Manager Brad Taylor
  - Upcoming Board Schedule – October 28 - Joint Study Session with Medford City Council; November 4 & 18 - Annual Cost of Service Evaluation; December 2 - Enterprise Resource Planning; December 16 - Annual Audit

7. Propositions and Remarks from the Commissioners

Commissioners discussed ongoing coordination efforts with the City of Medford, including an independent legal review of the City Charter, future facility and space needs, and cancellation of the October 28 joint study session. Commissioners directed General Manager Brad Taylor to work with the City Manager on a review of future facility and space needs for both organizations. Commissioners also agreed to continue operation of the existing bulk water station and supported ongoing coordination with the City of Medford regarding an agreement for its continued operation.

8. Adjourn

There being no further business, this meeting was adjourned at 1:05 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