



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, February 21, 2024

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 Bob Strosser; Commissioners Jason Anderson, Mike Smith, 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, Communications Coordinator Yvette Finstad

Guest(s): Attorney Mark Bartholomew

3. Comments from the Audience None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of February 7, 2024

Motion: Approve the minutes of the last regular meeting as presented.

Moved by: Mr. Anderson

Seconded by: Mr. Wright

Roll Call: Commissioners Anderson, Smith, Strosser, and Wright voting yes.

Motion carried and so ordered.

7. Leadership Team Reports

- Engineering Manager Brian Runyen
 - Land Development Project at Summerfield and Cherry Lane – Construction has started at the residential subdivision in East Medford for the extension of the water main at Cherry Lane. It was determined that the required 8" pipe would need to be oversized to a 12" pipe in order to meet future water distributions system needs. Medford Water will reimbursement the developer the cost to oversize the waterpipe once construction is complete and the mains have been accepted. The developer's water extension will be eligible for a Refund District (established by a Board-approved resolution after construction is completed) which will then allow reimbursement to the developer for any future connections to the extension for up to 20 years. This extension will also affect the Cherry Lane Well Wishers; they use a single 1.5" water service from a private water system and utilized by no more than six residences (an agreement made in 1977 and renewed every 5 years). Two of the Cherry Lane Well Wishers will be able to receive direct water service from the new water main extension. Medford Water's obligation may be terminated upon ability to be served individually by a public water main. The developers coordinated with the property owners to install the new water services. Future main extensions will allow the remaining Cherry Lane Well Wishers to connect directly to the water main.
- General Manager Brad Taylor
 - Medford Water's Second Quarter FY23-24 Dashboard Update – The quarterly report was created as a way for us to show the Board in a transparent way how we internally track and keep awareness around the things that matter to us and the Board. We publish this report in the second quarter to visibly show where we are going as an organization and in the fourth quarter to show the completed year. Taylor reviewed the quarterly report with commissioners and outlined each section: Financial metrics are

very useful metrics, such as the Single Family Non-Residential and Residential water sales, it compares the last two water years to the current year; Operational Statics helps us monitor trends and gives us the intel needed to make adjustments or address things that may be following a trend we are not striving to accomplish; Organizational Goals have a purpose to tell the board our most important goals but are also helpful for our staff and organization when we are not getting where we strive to be, this is a grounding point so we can go back, reprioritize and get done the things that need to get done; the Capital Plan Execution Dashboard tracks the total cost of each Capital Project including the budget for the project, what we plan to spend, what our actual expenditures were, and are we over or under budget. This report will be brought back at the end of the fourth quarter.

Commissioner Anderson and Taylor discussed the current number of employees (74) and if any of those positions will go away once we finish some of the Capital projects. It is not anticipated that we will add any more Full Time Employees, but there is not one manager here that feels comfortable managing the things we have to do with the number of people that we have. We have more on our plate than we can manage with the 74 people that we do have, and Capital projects are taking up a lot of our time. We have put things on the back burner in order to do this Capital work, but Taylor feels good that that number stretches us during times like this and is confident that this organization is sized appropriately.

- Upcoming Board Schedule – March 6 - Capital Plan Updates 1 year and 10-year review, March 20 - Capital Plan Updates 1 year and 10-year review

8. Propositions and Remarks from the Commissioners

None.

9. Adjourn

There being no further business, this meeting adjourned at 1:03 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