



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, July 5, 2023**

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 Prescott Room, with the following commissioners, staff, and guests present:

Acting Chair John Dailey; Commissioners Jason Anderson, Bob Strosser, and David Wright. Commissioner Michael Smith was absent.

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manager Anna Roeder\*, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Resources & Customer Service Manager Julie Smitherman, Senior Accountant Jamie Look

Guest(s): MW Attorney Mark Bartholomew, Robert Annear\*, (\*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 June 21, 2023

4.2 Authorize the General Manager to Sign Intergovernmental Agreement with the City of Ashland to Provide Assistance for Water Conservation Services

4.3 Resolution No. 1890, A RESOLUTION Authorizing the General Manager to Execute an Amendment to the Agreement between the Board of Water Commissioners and the City of Phoenix

**Motion: Approve the Consent Calendar**

**Moved by: Mr. Wright**

**Seconded by: Mr. Anderson**

**Roll Call: Commissioner Anderson, Dailey, Strosser, and Wright voting yes.**

**Motion carried and so ordered.**

### **5. Items Removed from Consent Calendar**

None.

### **6. Resolution No. 1891, A RESOLUTION Authorizing the General Manager to Execute a payment to the City of Phoenix (Phoenix) and the City of Medford, By and Through its Board of Water Commissioners**

Medford Water collected a surcharge (charged at \$0.33 per 1,000 gallons) from Charlotte Anne Water District (CAWD) customers from March of 2012 until February 2021 (during the summer months, May through September). Water Rights had not been secured at the time of dissolution; therefore, it will become the responsibility of the City of Phoenix to secure water supplies for the portion of CAWD that they will serve. Phoenix has surplus water rights that they have purchased (400 Acre Feet in 1982 and 600 Acre Feet in 1991) and can use these water rights to support the water demands of CAWD customers (estimated to be around 260 Acre Feet for May through September usage). The total surcharges collected on CAWD customers was \$647,311.50. Dissolution of CAWD results in many customers going to the City of Phoenix, while 16 customers will now be served directly by Medford Water. A total surcharge amount of \$166,785.63 was collected from these 16 customers, therefore the remaining amount, \$480,525.87, collected from CAWD customers that are now customers of Phoenix, will be transferred to Phoenix.

**Motion: Approve Resolution 1891**

**Moved by: Mr. Strosser      Seconded by: Mr. Anderson**

Commissioner Dailey questioned if CAWD had any water rights; Taylor explained CAWD customers did not have any water rights other than being in a contractual agreement with us (Medford Water). Commissioner Strosser complimented Taylor and his staff for the thoroughness and the explanation to help them understand. Taylor noted there is still one more water district, Elk City; we still have the issue of the surcharge and acquiring water rights for Elk City, that we need to resolve. Their usage is an outstanding issue but is still less than what CAWD customers used. Commissioner Wright asked where the Elk City Water District is located; they are right at the boundary between Central Point and Medford.

**Roll Call: Commissioner Anderson, Dailey, Strosser, and Wright voting yes.**

**Motion carried and so ordered.**

**10. Leadership Team Reports**

- Julie Smitherman, Water Resources & Customer Service Manager
  - Watershed Update – Precipitation for June is below average for our area. The above average temperatures in May reflect in how quickly the snowpack melted off. Spring flows are doing good, and we are going back to 2 full pipes. We have started releasing water from Willow Lake to help Eagle Point Irrigation District. Willow Lake is 98% full.
  - Vernal Pool Preserve Prescribed Burn - June 22nd, 2023, a prescribed burn treatment was conducted at the Agate Desert Vernal Pool Preserve off Table Rock Road near Duff treatment plant. This was to reduce non-native vegetation and encourage native plant growth and to reduce hazardous fuels. A condition of our permit with the Department of State Lands (DSL) and US Army Corps of Engineers and part of our mitigation requirements for the expansion of the Duff treatment plant. This is a partnership with Southern Oregon Land Conservancy (SOLC) 53 acres, and the City of Medford, 20 acres. SOLC contracted with Grayback Forestry to develop the plan and conducted the burn. Proper permits were acquired, property owners and businesses notified, and a press release was issued. Total Cost is \$8,222.49 for Medford Water. The last burn was 2017; wetland consultant (Terra Science) recommends treatment every five years.
  
- Brian Runyen, Engineering Manager
  - Updates to Standards for Water Facilities - Standards consist of Guidelines & Design Criteria, Standard Specifications for Materials & Installation, and Standard Detail Drawings. Standard updates are Ductile Iron Pipe Materials from Class 54 (8" & 12" pipe) to Class 52, poly-wrapped; and Water Service Materials Procurement, previously Medford Water supplied all materials for 1" and smaller, now the Developer's contractor, supplies all the materials for both wet and dry 1" taps (for 5/8"x3/4" and 1" meters).
  
- Brad Taylor, General Manager
  - Upcoming Board Schedule - July 19, Study Session TBD; August 2, Study Session TBD; August 16, Duff Tour.

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

None.

**12. Adjourn**

There being no further business, this meeting adjourned at 1:23 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