



**BOARD OF WATER COMMISSIONERS
MEETING MINUTES**

Wednesday, October 16, 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. (*Via Phone)

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, HR Manager Tanya Haakinson, Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins

Guest(s): Attorney Mark Bartholomew, Rob Annear* (*Via Zoom)

3. Comments from the Audiences

None.

4. Approval or Correction of the Minutes of the Last Regular Meeting of October 2, 2024

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

Moved by: Mr. Anderson

Seconded by: Mr. Smith

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

Motion carried and so ordered.

5. By Motion, Authorizing Staff to Allow a Service Connection Under Resolution 1058 Section 7 and to Waive Collection of System Development Charges for a Temporary Domestic Water Service for the City of Medford, Foothill Road Corridor Project Construction Office

The City of Medford has been using the building at 1570 N. Foothill Rd. as a construction office for the Foothill Road Corridor project. The building's domestic water has been supplied by an on-site well, but the well's pump motor and pump shack were recently damaged beyond repair. Instead of replacing the equipment, the City is requesting a 5/8"x3/4" domestic water connection from an existing 8" Medford Water main near the north boundary of the parcel. The parcel is located outside the Medford City Limits but within the Urban Growth Boundary (UGB). As such, it is not immediately eligible for Medford Water service except under provisions outlined in Resolution 1058. Staff seeks Board approval by motion to proceed under these provisions.

Motion: Approve a Service Connection Under Resolution 1058 for a Temporary Domestic Water Service

Moved by: Mr. Anderson

Seconded by: Mr. Wright

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

Motion carried and so ordered.

6. Leadership Team Reports

- Brian Runyen Engineering Manager
 - An update was provided on the Foothill Road and Table Rock Road projects, which include significant water infrastructure enhancements. On Foothill Road, work involved installing a 24-inch transmission line and relocating key water mains to align with the city's roadway improvements, with substantial progress made on relocations and tie-ins. The Table Rock Road project aims to install an 18,000-foot, 42-inch transmission pipeline, with 15,000 feet already completed and several trenchless crossings underway to improve water delivery resilience. Efforts to minimize traffic disruptions through coordination with Jackson County, nighttime work, and strategic detours were also

discussed. Commissioner Anderson asked whether the old section of the Big Butte Springs line that was relocated as part of the Foothill Road project would be removed and when is the project expected to be completed. It was clarified that while some sections would be removed, others—particularly those in challenging locations such as backyards—would remain in place, with project completion projected for January. Commissioner Strosser and Taylor acknowledged the long history of planning for Foothill Road, praised the progress, and expressed appreciation for staff dedication, with special recognition of Lester McFalls's extensive efforts.

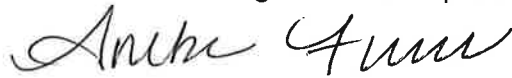
- Brad Taylor General Manager
 - Watershed Update – As of the end of the 2023-2024 water year, precipitation at Big Butte Springs is 93% of normal, while Medford is at 96% of normal. Springflows have increased compared to previous years, with flows maintained at two full pipes from July 2nd until September 11th, when they were reduced to half flow. Willow Lake is currently at 42% capacity and will continue releasing water until October 25th. The Rogue River stream flow was observed at 1,280 cfs, reaching 101% of normal levels. Lost Creek Lake is at 50% capacity, and Applegate Lake is at 39%. Climate forecasts for October predict above-average temperatures, with equal chances of above or below-average precipitation.
 - Rogue River Spill Drill - Watershed staff will participate in a spill response training exercise on the Rogue River from November 5th to 7th, funded by a Hazardous Materials Emergency Preparedness Grant from the Oregon Fire Marshal and U.S. Department of Transportation. The training will cover essential techniques for controlling and managing spills, including booming, anchoring, and deflection strategies. Additionally, Medford Water secured a \$50,000 grant from the Oregon Health Authority through Business Oregon to acquire spill response equipment. Earlier this month, staff also took part in a live spill drill on the McKenzie River to further enhance their preparedness.
- Tanya Haakinson HR Manager
 - Recruitment Update – Promotions: Scott Allis was promoted to Water Distribution Operations Supervisor (internal) and began his new role on 10/16/24. Tony Thompson has also been promoted to Water Treatment Plant Lead (internal), with his start date on 10/16/24. New Hires: Katie Baker joined as a Watershed Specialist I (refill) on 10/01/24; Manny Munoz started as a Field Tech III (refill) on 10/15/24; and Amber Dell will begin as a Customer Service Tech I (refill) on 10/28/24. Haakinson stated that the organization is expanding recruitment efforts by participating in job fairs, including an upcoming OIT event for operations management and engineering, and two OSU fairs focused on STEM and a reverse job fair where recruiters engage with students. Job postings will be advertised on Handshake, a platform for college job opportunities. The recruitment season, occurring in fall and spring, aims to strengthen connections with educational institutions and enhance the organization's appeal to potential candidates. Taylor highlighted the significant work involved in reconfiguring a role to meet future organizational challenges. Emphasis was placed on the need for a blend of electrical and mechanical expertise in current operations, which necessitated strategic restructuring across several teams, such as backflow and water quality. It was clarified that the transition goes beyond simply filling a vacancy; it presents an opportunity to strengthen the organizational structure in response to new challenges. Staff members appreciate these changes, and their concerns are being addressed as the organization adapts to evolving demands.
- Brad Taylor General Manager
 - Upcoming Board Schedule – November 6 & 20 – Cost Of Service and Future Rate Projections

7. Propositions and Remarks from the Commissioners

Commissioners discussed the recent tour, expressing appreciation for the opportunity to see ongoing improvements firsthand. Commissioner Smith noted the educational value of the visit, stating there is always something new to learn, and thanked the staff for organizing it. Commissioner Anderson agreed, highlighting the importance of these tours in helping visualize infrastructure changes when making decisions and commended the efforts made to arrange these meetings. The discussion also touched on the positive impact such visits have on staff morale, contributing to a culture of commitment. Commissioners emphasized the value of ongoing communication with staff and recognized the benefits of engaging directly with them on-site. Overall, they expressed gratitude for the staff's work and the opportunity to understand the progress being made.

8. Adjourn

There being no further business, this meeting adjourned at 1:12 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