



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, November 20, 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 12:33 p.m. on the above date at the Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Chair Bob Strosser; Commissioners Jason Anderson, John Dailey, Mike Smith, and David Wright.

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

Guest(s): Attorney Mark Bartholomew, Kevin Lorentzen\* (HDR), Ed Olson (\*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 November 6, 2024

4.2 Quarterly Letter to Mayor and Council

**Motion: Approve the Consent Calendar**

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

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

**Motion carried and so ordered.**

### 5. Items Removed from Consent Calendar

None.

### 6. Leadership Team Reports

- Water Resources & Customer Service Manager Julie Smitherman
  - Bill Design – Proposed changes to the water bill design were reviewed, focusing on improving clarity and usability for customers. Two versions were highlighted, both emphasizing enhancements to the layout and content. Key updates include displaying all charges on the front page and adding details on rate changes and meter updates during adjustment periods. The redesigned bills also feature user-friendly elements such as color-coded graphs and simplified layouts, making them easier to understand while maintaining transparency about water usage and charges.
  
- Water Operations Manager Dan Perkins
  - Power Outages – An update was given on how the team managed recent power outages due to the winter storm. Staff undertook extensive preparations, including topping off water tanks and staging portable generators at key pump stations to ensure water delivery during outages. Fixed generators at critical sites supported system operations, while portable units were rotated between stations as needed. Despite outages affecting several zones from 11:30 PM to 4:00 AM, demand remained low, and no generators were required to meet customer needs or refill tanks. The SCADA and telemetry systems, backed up by battery power, ensured continuous monitoring of the distribution system. Perkins emphasized that thorough

preparation and responsive efforts contributed to the successful handling of the situation without any service disruptions.

- General Manager Brad Taylor
  - Upcoming Board Schedule – December 4 – Bulk Water Intermediate Water Use Update and Public Hearing On Rates, December 18 - Annual Audit, January 1 – No meeting.

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

Commissioner Strosser commended the team for their preparedness and highlighted the importance of maintaining water levels in reservoirs, not only for supply but also for fire risk management. He also inquired about improvements to the system's vertical infrastructure, referencing issues from the Almeda fire, such as broken lines and the need for better flow during emergencies. Staff responded by assuring the Board that infrastructure improvements have been ongoing to ensure adequate water flow during emergencies, and that maintaining reservoir levels remains a key part of the strategy to mitigate risks, particularly during fires or severe weather events.

**8. Adjourn**

There being no further business, this Commission meeting adjourned at 1:10 p.m. The proceedings of the Medford Water Commission meeting were recorded and are on file along with the complete agenda of this meeting.



Amber Furu  
Assistant Clerk of the Commission