



# BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, February 5, 2025

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 12:24 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, John Dailey, Bob Mylenek, and David Wright (\*Via Zoom)

General Manager Brad Taylor, Executive Administrative Assistant Amber Furu, Finance Manger Beau Belikoff, \*Engineering Manager Brian Runyen, Information Technology Manager Kris Stitt, Water Operations Manager Dan Perkins, Water Resources & Customer Service Manager Julie Smitherman, Water Efficiency Coordinator Cody Scoggins, Water Efficiency Technician Richard Chowning (\*Via Zoom)

Guest(s): Attorney Mark Bartholomew, Hornecker Cowling Attorney Joe Kellerman, Medford City Council Liaison Alternate Garrett West, Medford Mayor Michael Zarosinski, Rob Annear\* (\*Via Zoom)

### 3. Elect Board Chair and Vice Chair for 2025

**Motion: Appoint David Wright as Chair for the year 2025.**

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

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

**Motion carried and so ordered.**

Commissioner Wright and staff thanked Strosser for his service as chair over the past year.

**Motion: Appoint Jason Anderson as Vice Chair for the year 2025.**

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

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

**Motion carried and so ordered.**

Former Chair Bob Strosser turned the meeting over to Chair David Wright.

### 4. Comments from the Audience

Commissioners and staff welcomed Garrett West, the newly appointed Medford City Council Liaison Alternate, and Michael Zarosinski, Mayor of Medford

### 5. Written Communications

5.1 Letters from ACCESS, The Salvation Army, and St. Vincent de Paul

Funding request letters were received from ACCESS, The Salvation Army, and St. Vincent de Paul, all seeking additional support for low-income water bill payment assistance, having used most or all of their allocated funds for the current fiscal year. Since 2003, \$15,000 has been budgeted annually for emergency assistance grants, with up to \$5,000 per agency. Of this, \$12,000 was allocated in June 2024, leaving \$3,000 currently available.

Commissioners discussed the funding allocation, with Commissioner Anderson suggesting revisiting it in June and potentially increasing the amount. Commissioner Dailey supported maintaining the current budget, with the option to reconsider in June. Commissioner Wright noted the budget has remained \$15,000 for several years and should be reconsidered, while Commissioner Strosser emphasized the need to adhere to the existing budget.

### 6. Approval or Correction of the Minutes of the Last Regular Meeting of January 15, 2025

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

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

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

**Motion carried and so ordered.**

**7. Leadership Team Reports**

- Julie Smitherman Water Resources & Customer Service Manager
  - Watershed update – We are at 112% of normal precipitation and above average mountain snowpack for this time of year. Springflows are much higher than previous years. Willow Lake is 100% full, the earliest it has reached full capacity in several years. Rogue River Stream flows are at 2,840 cfs, which is 129% of normal. Lost Creek is 54% full. Climate predictions for February are showing below average temperatures and above average precipitation.
- Dan Perkins, Water Operations Manager
  - Incident at the Treatment Plant - Perkins gave a brief update about an incident at the treatment plant involving temporary power issues and smoke coming from one of the switchgear units. He stated that the situation is still under investigation, and staff will follow up with the Commissioners once more information is available. Perkins also expressed appreciation for the staff who responded promptly to the incident.
- Brad Taylor, General Manager
  - AWWA Conferences - May 7-9 PNWS Conference in Boise, Idaho and June 8-11 National AWWA Conference in Denver, Colorado
  - Upcoming Board Study Session Schedule – February 19 – None; March 5 – Capital Plan Updates Part I; March 19 - Capital Plan Updates Part II

**8. EXECUTIVE SESSION pursuant to ORS 192.660(2)(e), which allows the Commission to meet in executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

The Board adjourned to executive session at 12:56 p.m.

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The Board reconvened at 1:43 p.m.

**9. Consider Matters of Executive Session and Provide Direction as Needed**  
None.

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

- Commissioner Strosser thanked the Board for their support over the past year and welcomed Commissioner Mylenek to his new role. Commissioner Mylenek expressed his enthusiasm for joining the Board, sharing that it's an exciting opportunity after his retirement.
- Commissioner Wright also welcomed Bob Mylenek and informed the Board that he and Vice Chair will be meeting with the City on February 18 to discuss the working relationship and address any questions or concerns ahead of Taylor's presentation scheduled for February 19. He emphasized the importance of this meeting to clarify key points in advance.

**11. Adjourn**

There being no further business, this meeting adjourned at 1:45 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