



## BOARD OF WATER COMMISSIONERS MEETING MINUTES

**Wednesday, February 19, 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 12:17 p.m. on the above date at Medford Police Department's Prescott Room, with the following commissioners, staff, and guests present:

Chair David Wright; Commissioners Jason Anderson, and Bob Strosser. Commissioners John Dailey and Bob Mylenek were 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

Guest(s): Attorney Mark Bartholomew, Medford City Council Alternate Liaison Garrett West, Medford Fire Chief Eric Thompson, Emergency Communications of Southern Oregon Jody Hathaway, Planning Assistant Kelly Akin, Eagle Point Councilor Lena Beach

### 3. **Comments from the Audience**

Chair David Wright welcomed Council Liaison Alternate Garrett West, who stated he is continuing to familiarize himself with the Water Commission's work and noted that Medford Water's agenda item would be addressed during the City Council study session later that evening. There was general agreement that the meeting would be a valuable learning opportunity for both the Council and Medford Water.

### 4. **Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of February 5, 2025

4.2 Quarterly Letter to Mayor and Council

**Motion: Approve the Consent Calendar.**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Strosser**

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

**Motion carried and so ordered.**

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

None.

### 6. **Resolution No. 1970, A RESOLUTION Authorizing and Directing the General Manager to Execute (1) A Deed to the City of Medford for 5,646 Square Feet of Land From the Medford Water Capital Hill Reservoir Site, (2) A "Colocation Agreement" with Public Safety Towers LLC, and (3) A "Grant of Access Easement and Utility Easement" Agreement with Public Safety Towers LLC; All in Support of a New Public Safety Communications Tower Relocation Necessary for Reconstruction of the Capital Hill Reservoirs**

Medford Water is seeking Board approval for agreements related to relocating a public safety communications tower to accommodate the upcoming Capitol Hill Reservoir reconstruction. This includes:

- Transferring a small parcel of land (5,646 sq. ft.) to the City of Medford to house the new tower.
- Entering a co-location agreement with Public Safety Towers LLC (PSTC) to allow Medford Water to place essential communications equipment on the new tower.
- Granting an access and utility easement to PSTC for site use and maintenance.

This relocation is necessary as the existing tower conflicts with the planned reservoir project.

The new tower will be built through a public-private partnership involving Medford Water, the City of Medford, Emergency Communications of Southern Oregon (ECSO), and PSTC. The agreement ensures minimal disruption to future reservoir expansions while securing cost-free tower space for Medford Water. The total cost impact so far is approximately \$38K, including land value and administrative expenses.

**Motion: Approve Resolution 1970.**

**Moved by: Mr. Strosser**

**Seconded by: Mr. Anderson**

Commissioner Strosser thanked everyone involved for their careful coordination, emphasizing the complexity of the issue and the importance of collaboration among all stakeholders and acknowledged the effort that went into public outreach, noting that engaging the public early helps prevent issues later.

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

**Motion carried and so ordered.**

Runyen announced that the online open house for the Capitol Hill Reservoir Replacement Project is now live on Medford Water's website and encouraged commissioners to visit for updated project details. The open house will remain accessible through March 4.

**7. Leadership Team Reports**

- Brad Taylor, General Manager
  - Q2 FY24-25 Summary Report
    - Customer Service & Billing: Transitioned to a new payment system (Paymentus), which impacted paperless billing enrollment, decreasing from 13,000 to 4,300. Efforts are underway to regain enrollees through incentives like a \$10 bill credit.
    - Advanced Metering Infrastructure (AMI): Progress in AMI implementation has slowed due to high demand for crews on other projects. Efforts are being made to accelerate installations.
    - Capital Expenditures: Spending is ahead of schedule, with 57% of the annual budget used.
    - Maintenance: Fire hydrant inspections are on track to meet the two-year rotation goal by May. Valve maintenance has fallen behind but is being addressed.
    - Safety: One reportable incident but no lost time. 10-year safety award for the Robert A. Duff Water Treatment Plant.
  - Upcoming Board Schedule – March 5 – Capital Plan Updates Part 1; March 19 - Capital Plan Updates Part 2

Commissioners and staff discussed financial considerations, including the importance of the federal BRIC grant funding for capital projects.

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

Commissioner Strosser asked about the timeline for developing a reservoir from start to finish. Taylor stated that the process typically takes 5-10 years, including planning, permitting, and construction. Commissioner Anderson asked if we are expecting the Capitol Hill Reservoir to take another three years to complete, and Runyen confirmed that timeline.

**9. Adjourn**

There being no further business, this meeting adjourned at 1:57 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