



**BOARD OF WATER COMMISSIONERS  
MEETING MINUTES**

**Wednesday, December 18, 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 12:14 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, Water Distribution Operations Supervisor Scott Allis, Water Treatment Plant Supervisor Matt Severloh, Special Projects Manager Ken Johnson

Guest(s): Attorney Mark Bartholomew, Medford Council Liaison Nick Card, Rob Annear\* (\*Via Zoom)

**3. Comments from the Audiences**

None.

**4. Approval or Correction of the Minutes of the Last Regular Meeting of December 04, 2024**

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

***Moved by: Mr. Dailey***

***Seconded by: Mr. Smith***

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

***Motion carried and so ordered.***

**5. Resolution No. 1966, A RESOLUTION Authorizing an Amendment to the Intergovernmental Agreement (IGA) with Jackson County for Operation and Maintenance Services for Medford Water's Watershed Stream Gaging Stations and Authorizing the General Manager to Execute the Amendment**

Medford Water's Intergovernmental Agreement (IGA) with Jackson County for the Watermaster's operation and maintenance of stream gaging stations will expire in January 2025. A proposed second amendment seeks to extend the agreement for an additional five years to continue these essential services. Watermaster staff operates and maintains eight stream gaging stations critical for managing Medford Water's supply and usage in the Big Butte Creek Basin. The data supports operational decisions, regulatory reporting, and monitoring basin water resources. They also conduct regular maintenance, data analysis, and public data posting, ensuring accurate and accessible information through the Oregon Water Resources Department's database.

Commissioner Dailey asked if Eagle Point Irrigation District (EPID) contributes to the cost of maintaining the stations. Staff explained no, EPID does not share these costs. The stream gaging is required due to operational adjustments initiated by Medford Water, rather than obligations related to water rights.

***Motion: Approve Resolution 1966***

***Moved by: Mr. Dailey***

***Seconded by: Mr. Anderson***

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

***Motion carried and so ordered.***

**6. Resolution No. 1967, A RESOLUTION Awarding and Authorizing the General Manager to Execute a One-Year Contract with Four Annual Options to Renew in the Amount Not-to-Exceed \$1,100,000 with Rogue Valley Backflow Services for Residential and Medford Water Owned Backflow Assembly Testing and Maintenance Services**

On October 30, 2024, Medford Water issued a public solicitation for a new multi-year contract for Residential and Medford Water-Owned Backflow Assembly Testing and Maintenance Services, as the current contract expires on December 31, 2024. The solicitation was advertised on the Medford Water website, the Daily Journal of Commerce, and via email to certified backflow testers in Southern Oregon. A mandatory Pre-Bid meeting was held on November 14, 2024, with two companies attending. The bid opening on November 26, 2024, resulted in one bid from the current contractor, Rogue Valley Backflow Services, at the same rate of \$15.23 per device. The initial one-year contract is valued at \$185,210.03, with an estimated total cost of \$1,100,000 for the initial year and four optional one-year renewals, including escalation. Staff is satisfied with the contractor's past performance and recommends board approval to proceed with the contract. Funding for the contract is included in the current and future fiscal year budgets.

**Motion: Approve Resolution 1967**

**Moved by: Mr. Anderson**

**Seconded by: Mr. Dailey**

Commissioner Dailey inquired if the contractor is paid a flat rate or based on the number of devices tested. Payment is based on a per-device rate, with charges applied only for completed work. Commissioner Smith asked if the contract includes testing for Medford Water-owned devices. Yes, the contract also covers testing for Medford Water-owned backflow devices, including those on hydrants and transmission lines. It was noted that the \$0.90 customer fee funds the program, ensuring the costs are fully recovered through this mechanism. Commissioner Strosser commented to Special Projects Manager Ken Johnson that he is very appreciated, and wishes him the best in retirement.

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

**Motion carried and so ordered.**

**7. Resolution No. 1968, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Airgas USA in the Amount Not to Exceed \$195,000.00 to Purchase Liquid Carbon Dioxide (CO2) for Medford Water's Robert A. Duff Water Treatment Plant**

In November 2024, Medford Water issued a Request for Quotation for the supply of Liquid Carbon Dioxide for the Robert A. Duff Water Treatment Plant. The lowest bidder, Airgas USA, is recommended for a one-year contract with four optional yearly renewals, with a total potential cost of up to \$195,000 over five years. The anticipated cost for the 2025/2026 operating season is \$33,000, with an estimated annual escalation of 8%. The total contract value exceeds the General Manager's purchasing authority of \$150,000. Funding is included in the FY25/26 budget and will be incorporated into future annual budgets.

Commissioners Dailey and Smith asked about the potential impact of supply chain issues for critical chemicals like CO2 on plant operations and whether efforts are being made to diversify suppliers or enhance supply chain resilience. While CO2 is not essential for plant operations, its absence would require using alternative chemicals, increasing costs and operational complexity. Medford Water is working with other utilities to coordinate bulk purchases and ensure a reliable supply. Relationships with other water treatment facilities also allow for mutual support during shortages. Commissioners emphasized the importance of addressing supply chain vulnerabilities and requested updates on strategies to mitigate potential risks.

**Motion: Approve Resolution 1968**

**Moved by: Mr. Dailey**

**Seconded by: Mr. Wright**

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

**Motion carried and so ordered.**

**8. Leadership Team Reports**

- Tanya Haakinson HR Manager
  - Wellness Committee Update – The Wellness Committee coordinates a variety of initiatives to engage and promote employee wellness, such as “No New Pounds”, walking trek competitions, healthy recipes, and more. Employees must complete 10 initiatives to qualify for a financial incentive at the end of the fiscal year. FY23/24 saw 66% employee participation. The annual Holiday Party was held at the Country Club this year. There were games for adults and kids and lots of prizes. Staff thanked Commissioner Smith and

Strosser for attending. Commissioner Strosser thanked the Wellness Team for putting on a great event.

- Brad Taylor General Manager
  - Upcoming Board Schedule – January 1 – No Meeting, January 15 – Source Water Protection-Spill Drill Overview, February 5 – Water Efficiency Updates

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

Commissioner Strosser requested a motion to accept the Annual Audit.

***Motion: Accept the Annual Audit.***

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

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

***Motion carried and so ordered.***

Commissioner Anderson commented on Ken's upcoming retirement, acknowledging his contributions and expressing appreciation for his service. General Manager Brad Taylor noted that Ken has been an integral part of the team and extended his best wishes for his retirement.

**10. Adjourn**

There being no further business, this meeting adjourned at 12:56 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