



This meeting will be held in person, but you may attend virtually; see the instructions on page 2.

AGENDA

(REVISED)

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Water Efficiency (Water Resources & Customer Service Manager Julie Smitherman)

- *Administer Oath of Office to Appointed Board Member Robert Mylenek*

12:15 p.m. BOARD MEETING

1. Roll Call

2. Pledge of Allegiance

3. Elect Board Chair and Vice Chair for 2025

4. Comments from the Audience

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted.

5. Written Communications

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

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

7. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Operations Manager Dan Perkins, Finance Manager Beau Belikoff, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

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.

9. Consider Matters of Executive Session and Provide Direction as Needed

10. Propositions and Remarks from the Commissioners

11. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
2/19/25	Wed	Board Meeting	TBD	12:15 p.m.	Prescott Room, Police Dept
3/5/25	Wed	Board Meeting	11:30am - Capital Budget 2024-25	12:15 p.m.	Prescott Room, Police Dept
3/19/25	Wed	Board Meeting	11:45am - Capital Budget 2024-25	12:15 p.m.	Prescott Room, Police Dept

*Meeting dates, times, and locations are subject to change.

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY



To join by computer, click the following link:

https://us02web.zoom.us/webinar/register/WN_BPtlg-iQQICBTs19gZ_oA

Meeting passcode: 430199



To join by phone, call:

(669) 900-6833

Meeting ID Number: 862 3865 7156 Meeting Passcode: 430199



Memorandum

TO: Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Bob Mylenek

FROM: Julie Smitherman, Water Resources and Customer Service Manager

DATE: February 5, 2025

UBJECT: Item 5.1– Grant Funding Request Letters from ACCESS, The Salvation Army, and St. Vincent de Paul

OBJECTIVE: Board Approval

Issue

Funding request letters have been received from ACCESS, The Salvation Army, and St. Vincent de Paul. These community agencies receive annual grants from Medford Water to provide low-income, water bill payment assistance to our customers. Each of these agencies have used all or most of their funding and are requesting additional funds for the current fiscal year.

Discussion

Emergency assistance grants have been included in the Commission’s budget since 2003, and are awarded based on the agencies’ current balances, up to the \$5,000 maximum. The agencies handle the screening of applicants and disbursement of funds. Copies of the letters and disbursement reports are attached.

Financial Impact

A total of \$15,000 is budgeted each fiscal year for water bill payment assistance. In June 2024, the Board approved funding for each agency, for a total of \$12,000.

Based on their current funding status, ACCESS, The Salvation Army, and St. Vincent de Paul are requesting the following grant amounts:

ACCESS:	\$5,000	Current Balance:	\$0
The Salvation Army:	\$4,629.59	Current Balance:	\$ 370.41
St. Vincent de Paul:	\$4,070.93	Current Balance:	\$ 929.07

Requested Board Action

Staff recommends approval of funding up to \$5,000 by motion for ACCESS, The Salvation Army, and St. Vincent de Paul.



January 6, 2025

Brad Taylor
General Manager
Medford Water Commission
200 South Ivy St., Room 177
Medford, OR 97501

Dear Mr. Taylor,

ACCESS appreciates the financial support the Medford Water Commission has provided to us this past year to assist low-income families with their water bills.

Since the beginning of this fiscal year (July 1), ACCESS has provided \$5,000 in funding to 37 Medford Water Commission customers. I have attached a report detailing the assistance provided during this time for your reference.

With this letter, ACCESS requests \$5,000 in funding from the Commission to bring the amount we can offer back up to \$5,000.

Thanks, you again for providing this assistance to low-income community members.

Sincerely,

Rose Reeser

Rose Reeser
Housing Programs Manager
(458) 488-1363

DATE	CUSTOMER	AMOUNT
8/26/2024	MWC	\$30.59
8/26/2024	MWC	\$29.23
8/26/2024	MWC	\$214.86
8/13/2024	MWC	\$41.03
8/27/2024	MWC	\$61.01
8/27/2024	MWC	\$22.08
8/28/2024	MWC	\$31.58
8/29/2024	MWC	\$273.88
9/11/2024	MWC	\$186.78
9/4/2024	MWC	\$107.80
9/4/2024	MWC	\$102.82
9/6/2024	MWC	\$125.38
8/28/2024	MWC	\$185.84
9/5/2024	MWC	\$230.24
9/18/2024	MWC	\$130.07
9/19/2024	MWC	\$163.18
9/12/2024	MWC	\$124.76
9/18/2024	MWC	\$132.38
9/26/2024	MWC	\$162.57
9/19/2024	MWC	\$136.84
9/12/2024	MWC	\$126.22
9/25/2024	MWC	\$213.00
9/26/2024	MWC	\$192.88
9/19/2024	MWC	\$234.80
10/16/2024	MWC	\$67.08
10/15/2024	MWC	\$295.00
10/30/2024	MWC	\$148.39
10/29/2024	MWC	\$158.99
11/7/2024	MWC	\$135.72
11/13/2024	MWC	\$106.77
11/20/2024	MWC	\$146.68
11/20/2024	MWC	\$105.58
11/8/2024	MWC	\$114.54
12/4/2024	MWC	\$106.80
12/9/2024	MWC	\$196.28
12/18/2024	MWC	\$101.22
12/23/2024	MWC	\$57.13
		\$5,000.00



The Salvation Army
Medford Citadel Corps & Community Center
Serving all of Jackson County
Medford, Oregon 97501

January 27, 2025

Founded in 1865

William & Catherine
Booth
Founders

Brian Peddle
General

Commissioner
Douglas Riley
Territorial Commander

Major Nancy Dihle
Divisional Commander

Major Randy Mulch
Major Jonnette Mulch
*Jackson County
Coordinators Corps Officers*



Esmeralda Cortez
541-774-2425
Esmeralda.cortez@medfordwater.org
Medford Water Commission

Dear Esmeralda,

We at The Salvation Army are thankful to the Medford Water Commission for their commitment to our community to provide safe water resources to low income individuals in our community demonstrated by the \$5,000.00 grant given to The Salvation Army last year. Your support allowed us to help those who have been issued water shut off notices and those who had water leaks to repair systems.

Since the June 2024 grant to The Salvation Army was received, we have been able to help 120 household occupants comprising 32 households in our community with payment of their water bills which help them stay in their homes. The current balance of our grant is \$370.41 and will fully spend the grant before the end of the cycle.

We have seen a recent influx of low-income households in Medford coming to us seeking help with water shut off notices. We know that our current balance of water assistance funding will be depleted soon. Because of the increase in requests for services we are requesting additional grant funds so we can help low-income households to continue to have access to safe water.

Thank you for helping us help others,

With Blessings,

Randy Mulch, Major
The Salvation Army
Jackson County Oregon

Medford Citadel Corps
304 Beatty Street
Ph (541) 773-6965
Fax (541) 734-4293

Hope House Transitional Living
1065 Crews Road
Ph (541) 773-7005
Fax (541) 842-2497

Family Services
922 N. Central
Ph (541) 772-8149
Fax (541) 842-2489

Thrift Store
922 N. Central
Ph (541) 773-7335

Serving Jackson County

Medford Water Assistance Program

<i>Date of Voucher</i>	<i>Name of Client</i>	<i>Amount of Voucher</i>	<i>Members of Household</i>
10/23/2023	Customer MWC	\$ 73.36	2
10/31/2023	Customer MWC	\$ 141.32	5
11/13/2023	Customer MWC	\$ 195.00	2
12/1/2023	Customer MWC	\$ 174.07	5
1/22/2024	Customer MWC	\$ 175.00	6
1/26/2024	Customer MWC	\$ 60.08	1
2/2/2024	Customer MWC	\$ 175.00	3
2/7/2024	Customer MWC	\$ 160.40	10
2/23/2024	Customer MWC	\$ 121.96	3
4/16/2024	Customer MWC	\$ 150.00	4
5/6/2024	Customer MWC	\$ 118.36	4
6/25/2024	Customer MWC	\$ 103.73	1
6/11/2024	Customer MWC	\$ 61.09	6
7/30/2024	Customer MWC	\$ 100.00	1
8/20/2024	Customer MWC	\$ 250.00	3
9/3/2024	Customer MWC	\$ 250.00	6
9/6/2024	Customer MWC	\$ 100.00	1
9/17/2024	Customer MWC	\$ 225.00	4
9/17/2024	Customer MWC	\$ 210.00	1
10/11/2024	Customer MWC	\$ 218.09	3
10/14/2024	Customer MWC	\$ 149.32	3
10/22/2024	Customer MWC	\$ 85.44	7
10/29/2024	Customer MWC	\$ 100.00	3
11/18/2024	Customer MWC	\$ 180.00	10
11/19/2024	Customer MWC	\$ 127.50	4
12/6/2024	Customer MWC	\$ 98.46	3
12/9/2024	Customer MWC	\$ 100.00	2
12/13/2024	Customer MWC	\$ 186.31	1
12/20/2024	Customer MWC	\$ 85.26	5
Totals		\$ 4,174.75	109
Grant Allotment	\$ 5,000.00	\$ 825.25	

Medford Water Assistance Program

<i>Date of Voucher</i>	<i>Name of Client</i>	<i>Amount of Voucher</i>	<i>Members of Household</i>
1/7/2025	Customer MWC	\$ 104.84	2
1/8/2025	Customer MWC	\$ 200.00	4
1/10/2025	Customer MWC	\$ 150.00	5
Totals		\$ 454.84	11
Grant Allotment	\$ 825.25	\$ 370.41	



**ROGUE VALLEY DISTRICT COUNCIL
SOCIETY OF ST. VINCENT DE PAUL**

P.O. BOX 1663 • 2424 N. PACIFIC HWY. • MEDFORD, OREGON 97501
PHONE: (541) 772-3828 • FAX: (541) 772-6886 • www.stvincentdepaulmedford.info

January 10, 2025

Medford Water Commission
200 S. Ivy Street, Room 177
Medford, OR 97501

Re: Report and Request for Grant Funding

Dear Commissioners:

I am sending with this letter a printout showing the expenditures we have made from the grants we received from Medford Water Commission on August 3, 2023 and July 23, 2024.

As you can see from the printout, all but two of the checks were written to Medford Water Commission to pay for water needs of our clients. Two checks, each for \$375, were written to American Leak Detection for clients who had been referred to us by Medford Water. I have submitted this report to Esmeralda Cortez.

We have now expended all of the funds granted to us and are applying for new funding. We continue to be happy to work with you to help with leak detection and/or repair as well as to help pay water bills. If I can provide any further information please contact me at your convenience.

Sincerely,

Phyllis Douglas
Volunteer for Grants
gpdouglas2775@gmail.com
541-261-5208

CONFERENCE #1 - SACRED HEART
Medford Water Commission - Profit and Loss
 August 3, 2023 through December 25, 2024

Type	Date	Num	Name	Amount	Balance
Ordinary Income/Expense					
Income					
GRANTS · FOUNDATION AND TRUST GRANTS					
453 · Government Grants					
Deposit	08/03/2023	15462		4,756.33	4,756.33
Deposit	07/23/2024	010464	Medford Water Commission	4,314.60	9,070.93
Total 453 · Government Grants				9,070.93	9,070.93
Total GRANTS · FOUNDATION AND TRUST GRANTS				9,070.93	9,070.93
Total Income				9,070.93	9,070.93
Expense					
CLIENT · CLIENT SUPPORT					
680 · Utilities Expense					
Check	08/11/2023	10501	Medford Water Commission	175.00	175.00
Check	08/16/2023	10520	Medford Water Commission	77.00	252.00
Check	08/21/2023	10544	Medford Water Commission	144.12	396.12
Check	08/31/2023	10594	Medford Water Commission	249.00	645.12
Check	10/04/2023	10678	American Leak Detection	375.00	1,020.12
Check	10/05/2023	10695	Medford Water Commission	250.00	1,270.12
Check	10/19/2023	10765	Medford Water Commission	236.02	1,506.14
Check	10/24/2023	10781	American Leak Detection	375.00	1,881.14
Check	10/26/2023	10802	Medford Water Commission	242.00	2,123.14
Check	11/14/2023	10917	Medford Water Commission	101.23	2,224.37
Check	01/19/2024	11305	Medford Water Commission	0.00	2,224.37
Check	01/19/2024	11307	Medford Water Commission	218.00	2,442.37
General Jour...	01/19/2024	380	Medford Water Commission	143.02	2,585.39
Check	01/24/2024	11325	Medford Water Commission	133.78	2,719.17
General Jour...	01/29/2024	380R	Medford Water Commission	-143.02	2,576.15
Check	01/29/2024	11345	Medford Water Commission	158.99	2,735.14
Check	01/30/2024	11355	Medford Water Commission	72.00	2,807.14
Check	03/18/2024	11689	Medford Water Commission	209.00	3,016.14
Check	04/10/2024	11814	Medford Water Commission	169.39	3,185.53
Check	04/17/2024	11849	Medford Water Commission	250.00	3,435.53
Check	04/19/2024	11867	Medford Water Commission	125.00	3,560.53
Check	04/25/2024	11890	Medford Water Commission	250.00	3,810.53
Check	05/08/2024	11976	Medford Water Commission	260.40	4,070.93
Check	05/28/2024	12067	Medford Water Commission	100.88	4,171.81
Check	05/30/2024	12070	Medford Water Commission	250.00	4,421.81
Check	07/11/2024	12301	Medford Water Commission	284.84	4,706.65
Check	07/17/2024	12332	Medford Water Commission	49.68	4,756.33
Check	08/08/2024	12469	Medford Water Commission	169.11	4,925.44
Check	08/20/2024	12550	Medford Water Commission	193.65	5,119.09
Check	08/30/2024	12599	Medford Water Commission	116.00	5,235.09
Check	09/12/2024	12688	Medford Water Commission	852.03	6,087.12
Check	09/12/2024	12690	Medford Water Commission	250.00	6,337.12
Check	09/13/2024	12697	Medford Water Commission	228.00	6,565.12
Check	09/24/2024	12758	Medford Water Commission	250.00	6,815.12
Check	10/03/2024	12843	Medford Water Commission	162.85	6,977.97
Check	10/08/2024	12886	Medford Water Commission	166.38	7,144.35
Check	10/09/2024	12898	Medford Water Commission	116.00	7,260.35
Check	10/09/2024	12904	Medford Water Commission	250.00	7,510.35
Check	10/29/2024	13023	Medford Water Commission	300.00	7,810.35
Check	10/29/2024	13028	Medford Water Commission	321.57	8,131.92
Check	11/11/2024	13133	Medford Water Commission	250.00	8,381.92
Check	11/11/2024	13135	Medford Water Commission	250.00	8,631.92
Check	11/18/2024	13178	Medford Water Commission	39.09	8,671.01
Check	12/01/2024	13251	Medford Water Commission	64.18	8,735.19
Check	12/10/2024	13329	Medford Water Commission	250.00	8,985.19
Check	12/10/2024	13331	Medford Water Commission	81.00	9,066.19
Check	12/17/2024	13374	Medford Water Commission	4.74	9,070.93
Total 680 · Utilities Expense				9,070.93	9,070.93
Total CLIENT · CLIENT SUPPORT				9,070.93	9,070.93
Total Expense				9,070.93	9,070.93