



BOARD OF WATER COMMISSIONERS MEETING MINUTES

Wednesday, March 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 12:25 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, John Dailey, Bob Mylenek, and Bob Strosser.

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 Resources & Customer Service Manager Julie Smitherman, Capital & Special Projects Coordinator Andy Huffman

Guest(s): Attorney Mark Bartholomew, Medford Mayor Michael Zarosinski, Karin Dailey

3. Comments from the Audience

Medford Mayor Michael Zarosinski thanked the Operations staff for their assistance with a leak issue.

4. Consent Calendar

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

4.2 Resolution No. 1971, A RESOLUTION Authorizing the Chair of the City of Medford, By and Through its Board of Water Commissioners to Execute a Quitclaim Deed Releasing All Right and Title to, and Interest in, the Easement originally recorded as Document No. 2023-024507 on November 28, 2023

Motion: Approve the Consent Calendar.

Moved by: Mr. Dailey

Seconded by: Mr. Strosser

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

Motion carried and so ordered.

5. Items Removed from Consent Calendar

None.

6. Leadership Team Reports

- Tanya Haakinson, HR Manager
 - Recruiting Update
 - New hire, Kierra Cano joined as a Water Quality Technician I on 3/3/25.
 - Recruitment is ongoing for a WTP Operator (levels 1-4), with preference for levels 3 or 4.
 - Union Negotiations Update – Union negotiations are progressing, with most of the contract language and operational details clarified. Current discussions include specific union requests, such as boot allowances and a night work differential for WTP operations. Focus has shifted to Health & Welfare provisions, while compensation is being structured using benchmark positions identified by a third-party analysis. Commissioner Mylenek inquired about the number of union members, to which it was confirmed there are approximately 30 union members across the crews, meter section, and water plant. He also asked if an employee survey had ever been conducted, and Haakinson confirmed that surveys have been done in the past. Commissioner Wright then asked whether the union contract is a two- or three-year contract. Haakinson confirmed it is a two-year contract, while Taylor noted that, historically, the contract has been for three years.

- Andy Huffman, Capital & Special Projects Coordinator
 - An update was given on the progress of the 4" intake drain line repair. The issue, initially identified in 2020, resurfaced due to increasing urgency and was addressed before the plant came online. The repair involved removing decades-old infrastructure and processes, including abandoned water systems and alum dosing equipment. The repair was completed by exposing the line, welding a new connection, and backfilling with slurry for proper compaction. Additionally, a valve on the easterly line was found to lack proper restraint, which could cause issues under pressure. Restraints are being added to correct the condition. The work is expected to be completed and the system back online by next week.
Commissioner Anderson inquired about what is being bagged in the intake repair process, to which Huffman explained that a barrier must be created between the slurry and the pipeline to prevent direct contact and contamination, the bag acts as a bond breaker. Commissioner Dailey asked what steps are being taken to ensure the pipeline remains intact during the repair, and Huffman clarified that a protective barrier is being placed to maintain the pipe's structural integrity.

- Brad Taylor, General Manager
 - Upcoming Board Schedule – April 2 – PERS Update and Capital Plan Follow up; April 16 – SDCs, CLAs, Special Fees; May 7 & 21 - Budget

7. Propositions and Remarks from the Commissioners

Commissioner Mylenek asked about the expected completion date for the new building. Taylor responded that the original target for completion was December 2026. However, due to weather delays and other challenges, the timeline is uncertain, and the contractor has not yet moved onto the site.

Commissioner Wright stated that he met with City Councilor Mike Kerlinger last week, earlier this week, recently, etc. The discussion included the Board's independent authority under the charter, the relationship with the City, the independent audit process, and the Capital Improvement Plan. Councilor Kerlinger raised a question about the City's potential liability if Medford Water were unable to fulfill obligations on bonds that have been approved. Staff will gather more information to address this inquiry. The meeting was productive, and Councilor Kerlinger was encouraged to reach out with any additional questions. It was noted that maintaining open communication with the City Council, especially newer members, is important for fostering a collaborative relationship.

8. Adjourn

There being no further business, this meeting adjourned at 12:46 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