



WATER COMMISSION BOARD MEETING

Wednesday, June 3, 2020 – 11:30 a.m.

Medford City Hall Council Chambers

411 W. 8th Street – Rm 300, Medford, Oregon 97501

AGENDA

11:30 a.m. BOARD MEETING (No Study Session)

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience

Comments will be limited to 4 minutes per individual, group or organization; please sign in.

4. Public Hearings

4.1 Consider Resolution No. 1734, A RESOLUTION Modifying the Charges in Lieu of Assessment, Exhibit A of the Regulations Governing Water Service, for Properties Directly Benefited by the Installation of Water Mains but Not Specifically Assessed for Such Benefit, Effective July 1, 2020

4.2 Consider Resolution No. 1735, A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2020

4.3 Consider Resolution No. 1736, A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2020-21 Commencing July 1, 2020, and Making Appropriations Thereunder

5. Consent Calendar

5.1 Approval or Correction of the Minutes of the Last Regular Meeting of May 20, 2020

5.2 Resolution No. 1737, A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Harris Group, Inc. for Support Services for Medford Water Commission's Supervisory Control and Data Acquisition System (SCADA)

6. Items Removed from Consent Calendar

7. Reimbursement of New Water Main for Fairfield Inn Project

8. General Manager Update

9. Propositions and Remarks from the Commissioners

10. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
06/17/20	Wed	Board Meeting	11:30am – TBD	11:30am	Prescott Room, Police Dept.
07/01/20	Wed	Board Meeting	11:30am – TBD	11:30am	Prescott Room, Police Dept.
<i>Friday, July 3, 2020 – Offices closed in observance of Independence Day holiday</i>					
07/15/20	Wed	Board Meeting	11:30am – TBD	11:30am	Prescott Room, Police Dept.

**Meeting dates, times, and locations are undetermined and subject to change due to COVID-19 precautions and by Executive Order of Governor Brown.*



Memorandum

TO: Commissioners Daniel Bunn, Greg Jones, John Dailey, and Jason Anderson
FROM: Eric C. Johnson PE, Principal Engineer
DATE: Wednesday, May 27, 2020
SUBJECT: Item 4.1 – Resolution 1734, Modifying the Charges in Lieu of Assessment
OBJECTIVE: Board Approval

Issue

Modifications to the Charges in Lieu of Assessment/Refund Fund District costs of reimbursement for FY20-21 were presented to the Board of Water Commissioners on April 15, 2020. Fees are based on last-year approved amounts multiplied by the 2019 CCI.

Discussion

As in previous years, there are four conditions that are put forth for the Board's consideration.

8" Water Main

\$28.09 per foot per each side of the street: Unpaved

\$53.91 per foot per each side of the street: Paved

12" Water Main

\$40.75 per foot per each side of the street: Unpaved

\$66.58 per foot per each side of the street: Paved

Financial Impact

There is no financial impact other than staff time to create the Refund District and refund any cash payments to the developer.

Requested Board Action

Staff recommends approval of Resolution 1734, modifying the Charges in Lieu of Assessment.

RESOLUTION NO. 1734

A RESOLUTION Modifying the Charges in Lieu of Assessment, Exhibit A of the Regulations Governing Water Service, for Properties Directly Benefited by the Installation of Water Mains but Not Specifically Assessed for Such Benefit, Effective July 1, 2020

WHEREAS, in 1989 the Board of Water Commissioners (Board) approved Resolution No. 630, which provided for the increase of Charges in Lieu of Assessment (CLAs) and additionally provided that these charges would be revised on an annual basis on July 1st of every year, based on the prior December's Engineering News Record, Construction Cost Index; and

WHEREAS, Medford Water Commission staff has determined, using the above described method, that the CLA should be modified based on water main size and street condition, as set forth in the attached Exhibit A; and

WHEREAS, the proposed modifications to the CLAs have been heretofore reviewed by the Board, and published for the time and in the manner prescribed by law; and came for hearing before the Board at the regularly scheduled meeting, at the hour of 11:30 a.m., on the 3rd day of June 2020; and

WHEREAS, the public hearing was duly held at said time and place, due notice thereof having been given to the public, and the Board at said time did consider said modifications to the CLAs and the matters discussed at the public hearing;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, THAT:

The modifications to the CLAs, Exhibit A of the Regulations Governing Water Service, are hereby approved as set forth in attached Exhibit A and by reference made a part hereof, to become effective from and after the 1st day of July 2020.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 3rd day of June 2020.

ATTEST: _____
Karen Spoonts, City Recorder

Daniel Bunn, Chair

EXHIBIT A TO REGULATIONS GOVERNING WATER SERVICE

**LIST OF STREETS, ALLEYS AND EASEMENTS
FOR CHARGES IN LIEU OF ASSESSMENT (CLAs & RDs)**

Effective July 1, 2020

In accordance with the “Regulations Governing Water Service”, the following in-lieu charges (marked as **CLA**) are to be collected by Medford Water Commission (MWC) from all applicants for new service connections to the water mains installed by MWC if the applicant’s property fronts on or is adjacent to the alley, street or easements. Also listed are “Refund Districts” (marked as **RD**) established by Resolution for refunding moneys to developers who installed water lines, which benefit property owners developing property subsequent to installation of the water line.

In-lieu charges are based on water main size and street condition*:

Water Main Size / Street Condition	Charge in Lieu, per foot, per side of street
8" Unpaved	\$28.09
8" Paved	\$53.91
12" Unpaved	\$40.75
12" Paved	\$66.58

Yellow = New RD or Revised CLA

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
Aerial Hts Dr Res #1547 <i>(Expires 05/6/2024)</i>	RD	\$21.91	8"	744'; 3,440' (+/-) W of Cherry Ln to 4,175' (+/-) W of Cherry Ln; N&S sides <i>(Pay: 55% to Gordon Dickerson, 2207 Quail Point Terrace, Medford OR 97504; 45% to James Post, 17480 Holy Names Dr – Unit 312, Lake Oswego OR 97034-5153)</i>
Airport Rd	CLA	\$28.09	6"/24"	Both sides from Airport to Table Rock Rd
Albert St	CLA	\$28.09	4"	W side from Prune to Dakota
Barnett Rd	CLA	\$28.09	12"	N Phoenix Rd to city limits, N side
Biddle Rd	CLA	\$28.09	6"/12"/2"	Both sides Crater Lake Hwy to Airport Rd
Biddle Rd	CLA	\$28.09	6"	Both sides from Morrow to McAndrews
Biddle Rd	CLA	\$28.09	4"	Both sides from McAndrews to 685' S of McAndrews
Blackbird Way Res #1496 <i>(Expires 10/13/2020)</i>	RD	\$21.35	8"	265', from 24 th St to Genes Ct, White City <i>(Pay: Steve Morjig, 610 Chestnut St, Ashland OR 97520)</i>
Brookdale Rd	CLA	\$28.09	8"	Both sides from Big Butte Springs Line #2 to McAndrews
Brookdale Rd	CLA	\$28.09	24"	Both sides from Big Butte Springs Line #2 to boundary of the #1 pressure level
Brookdale Rd	CLA	\$28.09	6"	Both sides from McAndrews Rd to Lone Pine Rd
Capital Ave	CLA	\$28.09	8"	N side from Reservoir #3 to E end of street
Cherry Ln	CLA	\$28.09	10"	From Stanford to city limits, S side
Cherry St	CLA	\$28.09	8"	Meadows to Prune - within city limits
Chestnut St	CLA	\$28.09	14"	Both sides from Stewart to Prune
Chestnut St	CLA	\$28.09	6"	Lot 1, B13 Benson Addition, SW corner Chestnut & Meadows Ln
S Columbus St	CLA	\$28.09	20"	Both sides from Stewart to city limits
Corona Ave	CLA	\$28.09	6"	Both sides from Grand to 800' N of Hilton
Corona Ave	CLA	\$28.09	8"	Both sides from Grand to McAndrews
Covina Ave	CLA	\$28.09	4"	Both sides from Crater Lake Ave to Grand
Crater Lake Ave	CLA	\$28.09	20"	Both sides from Spring St to McAndrews Rd
Crater Lake Ave	CLA	\$28.09	6"/14"	Both sides from McAndrews to Covina

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
Crater Lake Ave	CLA	\$28.09	12"	W side from Stevens to Saling
Crater Lake Ave	CLA	\$28.09	6"/14"	Both sides from Roberts W to Delta Waters
Crater Lake Ave	CLA	\$28.09	6"/16"	Both sides from Delta Waters to 700' N of Delta Waters
Crater Lake Hwy	CLA	\$28.09	14"	SE side from Whittle to extension of Corona
Crater Lake Hwy	CLA	\$28.09	6"	SE side from Delta Waters to Whittle
Crater Lake Hwy	CLA	\$28.09	14"	NW side opposite Delta Waters; Whittle to Martin Station
Crews Rd	CLA	\$28.09	24"	NW side from Table Rock to 140' NE of Pepper extension
Dakota Ave	CLA	\$28.09	6"	S side from Columbus to Chestnut
Delta Waters Rd	CLA	\$28.09	6"	Both sides from Crater Lake Ave to Crater Lake Hwy
Delta Waters Rd	CLA	\$28.09	16"	N side, E of Tahitian to city limits; S side, Stonebrook to city limits
Dixie Ln	CLA	\$28.09	8"	From 1457 Dixie Ln S to 1617 Dixie Ln, both sides
Ellendale Dr	CLA	\$28.09	8"	Both sides within city limits from Barnett to Halsey
Foothill Rd	CLA	\$28.09	16"	E side Hillcrest S to Caperna
Foothill Rd	CLA	\$28.09	12"	Hillcrest N to Lone Pine, both sides within city limits
Garfield St	CLA	\$28.09	24"	Both sides from Peach to Columbus
Garfield St	CLA	\$28.09	24"	Tax Lot 2600
Garfield St	CLA	\$28.09	4"/6"/24"	S side from Marsh Ln to city limits and N side from Kenyon to city limits
Grand Ave	CLA	\$28.09	4"	Both sides from Crater Lake Ave to Covina
Grand Ave	CLA	\$28.09	6"	Both sides from Covina to Corona
Grand Ave	CLA	\$28.09	4"	Both sides from Corona to Poplar Dr
Groveland Ave	CLA	\$28.09	6"	Both sides from Oakwood to Woodlawn
Halsey St	CLA	\$28.09	24"	Both sides of entire street
Harrison Ave	CLA	\$28.09	6"	N side from Valley View to Sunrise
Highcrest Dr	*	*	*	*Note to File Gary Whittle, Stardust PS/Zone 5
Highland Ave	CLA	\$28.09	16"	W side from 100' S of Keene Way to Greenwood; E side from 100' S of Keene Way to Roxy Ann, and E side from Siskiyou to Greenwood
Hilton Rd	CLA	\$28.09	6"	Both sides from Corona to Crater Lake Hwy
Hilton Rd	CLA	\$28.09	12"	Both sides from Crater Lake Hwy to Biddle
South Holly	CLA	\$28.09	8"	From Stewart to Garfield, E side
Jackson St	CLA	\$28.09	16"	North side from Sunrise to Barneburg
Jeanette St	CLA	\$28.09	14"	Both sides Prune to Meadows Ln
Lewis St	CLA	\$28.09	6"	Entire street within city limits
Lone Pine Rd	CLA	\$28.09	6"/8"	Both sides from Springbrook to Big Butte Springs Line #2
Marsh Lane Res #1667 (Expires 12/06/27)	RD	\$25.74	8"	624', from the intersection of Sparrow Way and Marsh Lane to 580' south of Sparrow Way (Pay: Rue Noblesse LLC, 935 Town Centre Drive, Suite A Medford Oregon 97504)
Mason Wy	CLA	\$28.09	6"	Sage Rd to Joseph, S side within city limits (credit Elk City Water District for half)
McAndrews Rd	CLA	\$28.09	14"	Within city limits, NW side from S Pacific RR to Jackson St
McAndrews Rd	CLA	\$28.09	20"	Both sides from Crater Lake Ave to Biddle
McAndrews Rd	CLA	\$28.09	8"	Both sides from Biddle to Riverside
McAndrews Rd	CLA	\$28.09	8"	Both sides from Brookdale to Springbrook
McAndrews Rd	CLA	\$28.09	6"	Both sides from Springbrook to 466' W of Springbrook

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
Meadows Ln	CLA	\$28.09	8"	Both sides from Jeannette W to city limits
Midway Rd	CLA	\$28.09	10"	Both sides from Table Rock to Merriman Rd
Midway Rd	CLA	\$28.09	24"	Both sides from Biddle to Bear Creek
Modoc	CLA	\$28.09	24"	Both sides from Ridge Wy to McAndrews
Morrow Rd	CLA	\$28.09	4"	Both sides from Corona to Biddle
Murphy Rd	CLA	\$28.09	8"	E side from Country Club Dr to Dellwood Pl
Murphy Rd	CLA	\$28.09	8"	Both sides from Dellwood Pl to Barnett Rd
Oregon Ave	CLA	\$28.09	16"	N side from Sunrise to Oregon Terrace and S side from Sunrise to Berkeley Wy
S Pacific Hwy	CLA	\$28.09	12"	Stewart Avenue S to city limits, W side
N Phoenix Rd	CLA	\$28.09	16"	Both sides, Barnett to Cherry Ln within city limits
Nicholas Lee Way Res #1682 (Expires 03/01/28)	RD	\$26.73	8"	387', from Maple Park Dr to Katie Mae Dr (Pay: R Horton Homes Inc., 1984 Rabun Way, Central Point Oregon 97502)
Nicholas Way Res #1683 (Expires 10/27/27)	RD	\$26.73	8"	170', from Francine Ct to 170' north of Francine Ct (Pay: R Horton Homes Inc., 1984 Rabun Way, Central Point Oregon 97502)
Penn St Ref Powhatan Ave				
Powhatan Ave Res #1718 (Expires 04/16/2029)	RD	\$27.54	8"	1050' of 8" in Powhatan Ave, west side from Garfield St to Prospect St, and east side from Garfield St to 1050' south of Garfield St; 340' of 8" in Prospect St, from Lillian St to Powhatan Ave; and 180' of 8" in Penn St, from Lillian St to 180' east of Lillian St (Pay: Sullivan Development, LLC, Dennis Sullivan, 1985 Rossanley Drive, Medford, Oregon 97501)
Prospect St Ref Powhatan Ave				
Prune St	CLA	\$28.09	14"	Both sides from Chestnut to Jeanette
Richmond Ave	CLA	\$28.09	16"	Both sides from Oakwood to Woodlawn
Ridge Way	CLA	\$28.09	6"	Both sides from Modoc to Valley View
Ridge Way	CLA	\$28.09	6"	S side from Wabash to Keene Wy
Ridge Way	CLA	\$28.09	6"	Both sides from Berkeley Way to E end Ridge Way
S Riverside Ave	CLA	\$28.09	8"	E side from Stewart to Boyd
Roberts Rd	CLA	\$28.09	6"	Both sides from Springbrook to Crater Lake Ave
Roberts Rd	CLA	\$28.09	6"	Both sides from Crater Lake Ave to Corona
Ross St	CLA	\$28.09	6"	E side from Humphrey S to city limits
Spring St	CLA	\$28.09	20"	Both sides from Valley View Dr to Crater Lake Ave
Springbrook Rd	CLA	\$28.09	6"/8"	Both sides from McAndrews to Delta Waters Rd
S Stage Rd Res #1702 (Expires 06/22/2026)	RD	\$123.71	12"	720' of 12", S Stage Rd from S Pacific Hwy to 725' west of S Pacific Hwy (Pay: Bernard Young, 3929 Monte Vista Drive, Medford Oregon 97504)
S Stage Rd Res #1703 (Expires 06/22/2026)	RD	\$1,633.14 per acre	24" boring and casing	80' of 24" boring and casing across Central Pacific Railroad on S Stage Rd; see Exhibit A attached to Reso for area covered. (Pay: Bernard Young, 3929 Monte Vista Drive, Medford Oregon 97504)
Stanford Ave	CLA	\$28.09	12"	E side; High Oaks to Cherry Lane
Stewart Ave	CLA	\$28.09	14"/16"	S side Oakdale to Chestnut Street
Stewart Ave	CLA	\$28.09	16"/30"	Both sides Chestnut to city limits
Stewart Ave	CLA	\$28.09	12"	S Holly E to S Pacific Hwy, S side
Sunrise Ave	CLA	\$28.09	8"	Both sides Spring St to Harrison

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
Sunrise Ave	CLA	\$28.09	16"	W side from Jackson to Aloha
Sunset Drive Res #1629 <i>(Expires 07/29/2026)</i>	RD	\$40.00/\$23.59	12"/8"	326' of 12", Sunset Drive from Tivoli Dr to Thomas Rd; and 905' of 8", Thomas Rd from Sunset Dr to 905' north of Sunset Dr <i>(Pay: McJoya Properties & Development LLC, 685 Market Street, Medford Oregon 97504)</i>
Table Rock Rd	CLA	\$28.09	6"	E side from Airport Rd S
Table Rock Rd	CLA	\$28.09	6"	W side from Morningside, N to city limits
Table Rock Rd	CLA	\$28.09	30"	NE side to city limits
Table Rock Rd Private Driveway Res #1375 <i>(Expires 07/29/2019)</i>	RD	\$19.91	12"	862', Private Driveway, from 360' E of Table Rk Rd to 1222' E of Table Rk Rd <i>(Pay: John Racher, 9536 Pumice Ln, Central Point OR 97502)</i>
Thomas Rd Ref Sunset Drive				
Valley View	CLA	\$28.09	20"	Both sides Ridge Wy to Spring St
Valley View	CLA	\$28.09	6"	Both sides Harrison to Ridge Wy
Vilas Rd	CLA	\$28.09	20"	Both sides from Table Rock Rd to Crater Lake Hwy
Western Ave	CLA	\$28.09	12"	W side, Humphrey to 2 nd
Western Ave	CLA	\$28.09	12"	W side from Humphrey S to city limits
Woodlawn Drive	CLA	\$28.09	16"	Both sides from Groveland to Barneburg
EASEMENTS:	CLA	\$28.09	16"	Extension of Saling Ave from Crater Lake Ave to Medford Shopping Center

*These rates will apply to new mains subject to CLAs; existing mains will stay at the revised CLA charge for an 8" water main in unpaved condition.



Memorandum

TO: Commissioners Daniel Bunn, Greg Jones, John Dailey, and Jason Anderson
FROM: Eric C. Johnson PE, Principal Engineer
DATE: Wednesday, May 27, 2020
SUBJECT: Item 4.2 – Resolution 1735, Modifying the Charges for Special Services
OBJECTIVE: Board Approval

Issue

Modifications to the Charges for Special Services for FY20-21 were presented to the Board of Water Commissioners on April 15, 2020.

Discussion

Each year the Charges for Special Services are reviewed and modified accordingly based on actual cost for the service being rendered. There are currently 26 items listed in the chart for special services.

Increases/decreases in costs are being proposed for items 5(a), 10(a), 12 (a, b, and c), 13(a, b, d, and e), 14, 15, and 17 and 20.

Financial Impact

The costs charged for Special Services allows the Commission to recover actual costs for the service being provided to the customer, reducing or negating any financial impact.

Requested Board Action

Staff recommends approval of Resolution 1735, modifying the Charges for Special Services.

RESOLUTION NO. 1735

A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2020

WHEREAS, the Charges for Special Services are periodically reviewed by Staff and adjusted based on current material, labor, and equipment costs; and

WHEREAS, the proposed modifications to the Charges for Special Services have been heretofore reviewed by the Board of Water Commissioners (Board), and published for the time and in the manner prescribed by law; and came for hearing before the Board at the regularly scheduled meeting, at the hour of 11:30 a.m., on the 3rd day of June 2020; and

WHEREAS, the public hearing was duly held at said time and place, due notice thereof having been given to the public, and the Board at said time did consider said modifications to the Charges for Special Services and the matters discussed at the public hearing;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, THAT:

The modifications to the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, are hereby approved, as set forth in attached Exhibit A and by reference made a part hereof, to become effective from and after the 1st day of July 2020.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 3rd day of June 2020.

ATTEST: _____
Karen Spoons, City Recorder

Daniel Bunn, Chair

EXHIBIT D TO REGULATIONS GOVERNING WATER SERVICE**CHARGES FOR SPECIAL SERVICES**

Effective July 1, 2020

1.	Charge in Lieu of Assessment - Section 21.5	At rate established by resolution, assessing the project cost	
2.	Customer Control Valve Installation - Section 19.2		
	(a) With 5/8" x 3/4" meter/each		\$150
	(b) All other meter sizes		At Cost
3.	Field Collection Charge - Section 9.2		
	(a) Discontinuation of service due to non-payment		\$20
4.	Fire hydrant Temporary Service – Section 7.5		
	(a) Installation during working hours/hour		\$40
	(b) Per day		\$10
5.	Meter Resetting – Section 8.4 (includes new meter)		
	(a) 5/8" x 3/4" size/each	\$300	\$260
	(b) 1" size/each		\$340
	(c) 1-1/2" size/each		\$510
	(d) 2" size/each		\$570
6.	Purchase of Regulations Governing Water Service – Section 12		\$10
7.	Restoration of service – Section 9.2		
	(a) During regular hours/hour		\$20
	(b) After regular hours (based on overtime hourly rate)/hour		\$80
	(c) Tampering with meter (no damages)/each		\$100
	(d) Tampering with meter (minimum \$100.00 plus damages)/each		Minimum of \$100
8.	Temporary service discontinuation at customer request – Section 9.1		
	(a) After regular hours (based on overtime hourly rate)/hour		\$80
9.	Enlarge service – Section 8.3 (non-inclusive of SDCs)		
	(a) 5/8" x 3/4" to 1" with existing 1" service line/each		\$600
	(b) Extra Residential Fire Sprinkler System 3/4" x 3/4" water meter/each		\$20
	(c) All other – actual costs		At cost
10.	Abandonment of meters *		
	(a) Excavation required/each	\$4400	\$4200
	(b) Excavation not required/performed in conjunction with other work		At cost
	* Customer will have choice of paying for abandonment and applying the SDC credit to a new meter, or not receiving the SDC credit, in which case MWC will be responsible for the abandonment.		
11.	Fire hydrant flow test/each		\$100
12.	Multiple services in one trench credit *		
	(a) Two services/each	\$380	\$325
	(b) Three services/each	\$560	\$490
	(c) Four services/each	\$560	\$490
	* First service paved condition; second, third, fourth service unpaved condition		

13.	Installation of service connections – Section 20.2		
	(a) Inside the City of Medford on unpaved streets		
	Service Size	Meter Size/each	
	1"	5/8" x 3/4"	\$3000 \$2700
	1"	1"	\$3100 \$2800
	1-1/2"	1-1/2"	\$3700 \$3400
	2"	2"	\$4100 \$3800
	(b) Inside the City of Medford on paved streets		
	Service Size	Meter Size/each	
	1"	5/8" x 3/4"	\$6050 \$5750
	1"	1"	\$6150 \$5850
	1-1/2"	1-1/2"	\$6750 \$6450
	2"	2"	\$7050 \$6750
	(c) Inside the City of Medford: Contractor provides excavation, backfill, surfacing, etc.		
	Service Size	Meter Size/each	
	1"	5/8" x 3/4"	\$1100
	1"	1"	\$1200
	1-1/2"	1-1/2"	\$1800
	2"	2"	\$2100
	(d) Outside the City of Medford on unpaved streets		
	Service Size	Meter Size/each	
	1"	5/8" x 3/4"	\$3350 \$3000
	1"	1"	\$3450 \$3100
	1-1/2"	1-1/2"	\$4000 \$3700
	2"	2"	\$4400 \$4100
	(e) Outside the City of Medford on paved streets		
	Service Size	Meter Size/each	
	1"	5/8" x 3/4"	\$6300 \$5900
	1"	1"	\$6400 \$6000
	1-1/2"	1-1/2"	\$6950 \$6600
	2"	2"	\$7350 \$7000
	(f) Outside the City of Medford: Contractor provides excavation, backfill, surfacing, etc.		
	Service Size	Meter Size/each	
	1"	5/8" x 3/4"	\$1100
	1"	1"	\$1200
	1-1/2"	1-1/2"	\$1800
	2"	2"	\$2100
	(g) Cost in excess of standard street 36' width, per foot of extra service length		
	Unpaved street/foot		\$30
	Paved street/foot		\$50
	(h) Installation material of dry tap service connections – by prequalified installer		
	1" service with 5/8" x 3/4" meter/each		\$610 \$570
	1" service with 1" meter/each		\$700
14.	Installation material of dry tap 1" air valves/each by prequalified installer		\$1300 \$1150

15.	Installation of 1" wet tap air valves/each with contractor providing excavation/backfill/surfacing	\$1400	\$1300
16.	Fire service bypass meter (5/8" x 3/4" touch read)/each		\$400
17.	Recording of legal documents/first 3 pages	\$124	\$113
18.	Fire hydrant painting; new hydrant/each – Section 22.4		\$60
19.	Shut-off Notice processing fee /each occurrence		\$10
20.	<p>Public Records Requests</p> <p>Labor Costs: Minimum hourly rate of \$56 per hour plus copy charge Level 1: Up to 30 min. = no labor costs, material costs only Level 2: 30 min. to 2 hrs. = \$56 per hour plus cost of materials Level 3: Over 2 hrs. = actual cost of employee time plus cost of materials</p> <p>Material Costs: <u>Printed Materials</u> (Double-sided is considered two pages) No charge for the first 10 pages \$.25 for 8 1/2 x 11 pages \$.50 for 11 x 17 pages \$.75 for color copies \$5.00 per page for photograph quality printed pictures <u>Preprinted reports, maps, large formatted documents etc.</u> Provided at Commission's actual cost <u>Electronic copies</u> Hard copies of electronic copies will be charged the printing costs, except for GIS data. Can be emailed or faxed. Copy to DVD or CD: \$25 each (\$2 for each additional copy ordered at the same time. <u>Audio or Video recordings</u> Based on minimum hourly charge; CD of meeting \$25</p>		See fee structure at left
21.	Customer deposit/ account		\$60
22.	Returned check for NSF or ACH transactions, per each check		\$25
23.	Monthly finance charge for billings not paid within 30 days of invoice due date	1.0 % per Month	
24.	Sidewalk detour barricades and traffic plan. Use in conjunction with item 13 (a, b, d, e) per each sidewalk closure.		\$400
25.	Temporary Water Meter (Job Shack) per month		\$25
26.	Deposit for Fire Hydrant Device/each		\$1200



Memorandum

TO: Commissioners Daniel Bunn, Greg Jones, John Dailey, and Jason Anderson
FROM: Tessa DeLine, Finance and Administration Services Director
DATE: Thursday, May 28, 2020
SUBJECT: Item 4.3 – Resolution 1736, Adopting the Budget for the Medford Water Commission of the City of Medford
OBJECTIVE: Board Approval

Issue

The Proposed Budget for Medford Water Commission for FY20-21 was presented to the Board of Water Commissioners on May 20, 2020.

Discussion

Under ORS 294.316, municipal public utilities operating under separate commissions is authorized under ORS 225 and city charters, and which have no ad valorem tax support, are not required to separately prepare and adopt a budget. However, the Commission has prepared a budget for operational accountability, transparency and control purposes.

Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) with two exceptions:

1. Capital acquisitions are reported as capital outlay expenditures. No depreciation expense is recognized on this basis.
2. The effects of GASB 68 (Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27) are not recognized. The primary objective of GASB 68 is to improve accounting and financial reporting by state and local governments for pensions.

Financial Impact

\$66M in resources and requirements in all funds for the 2020-21 fiscal year.

Requested Board Action

Approval of Resolution 1736, adopting the FY20-21 budget for Medford Water Commission.

RESOLUTION NO. 1736

A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2020-21 Commencing July 1, 2020, and Making Appropriations Thereunder

WHEREAS, the Proposed Budget for Fiscal Year (FY) 2020-21, from and after the 1st day of July 2020, was prepared by the General Manager of the Medford Water Commission as Budget Officer for the Board of Water Commissioners (Board); and

WHEREAS, the Proposed Budget has been heretofore reviewed by the Board, and published for the time and in the manner prescribed by Local Budget Law; and said Proposed Budget came regularly for the hearing before the Board, at the hour of 11:30 a.m., on the 3rd day of June 2020; and

WHEREAS, the Water Fund, Water System Construction Fund, Future Main Replacement Fund, Future Water Supply and Treatment Plant Fund, Future Water Rights Development Fund, and Vernal Pool Management Fund, have been established in the Budget, and all Funds reflect any and all approved changes; and

WHEREAS, a public hearing was duly held at said time and place, due notice thereof having been given to the public, and the Board at said time did consider the Proposed Budget and the matters discussed at the public hearing;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, THAT:

SECTION 1. Medford Water Commission, of the City of Medford, by and through its Board of Water Commissioners hereby adopts the Budget for FY2020-21, in the sum of \$66,418,787, and now on file in the Commission's Office.

SECTION 2. The amounts for the Fiscal Year commencing July 1, 2020, totaling \$66,418,787 are hereby appropriated by fund and program as shown on the functional schedule attached hereto, marked Exhibit A, and by this reference incorporated herein. The sum of \$66,418,787 is the estimated total unappropriated ending fund balances to be carried forward.

SECTION 3. The City Recorder is hereby directed to file with the City of Medford, Oregon, a copy of the Budget as finally adopted.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 3rd day of June 2020.

ATTEST: _____
Karen Spoons, City Recorder

Daniel Bunn, Chair



EXHIBIT A to RESOLUTION NO. 1736

Fiscal Year 2020-21

The Proposed Budget of the City of Medford Board of Water Commissioners for Fiscal Year 2020-21, beginning July 1, 2020, as shown in the accompanying schedules, was prepared on an actual accounting basis consistent with that used in prior years.

ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2019-20	WATER FUND	PROPOSED BUDGET 2020-21
RESOURCES				
\$15,459,920	\$17,794,082	\$17,500,000	Water revenue	\$18,750,000
\$734,351	\$984,642	\$675,000	Work Order and Fee Revenue	\$500,000
\$147,297	\$193,003	\$76,000	Investment income	\$75,000
\$991,154	\$1,270,940	\$750,000	System development charges	\$750,000
\$0	\$683,598	\$750,000	Forest product revenue	\$0
\$110,478	\$12,943	\$0	Grant revenue	\$0
\$106,791	\$109,061	\$85,000	Miscellaneous income	\$75,000
\$17,549,991	\$21,048,269	\$19,836,000	Total resources from operations	\$20,150,000
\$2,500,000	\$0	\$0	Transfer from other funds	\$0
\$7,096,553	\$8,612,018	\$7,534,903	Beginning fund balance available for appropriation (7/1)	\$9,183,524
\$27,146,544	\$29,660,287	\$27,370,903	Total resources	\$29,333,524
REQUIREMENTS				
\$608,033	\$1,064,068	\$1,267,191	Source of supply	\$789,356
\$533,531	\$525,007	\$614,741	Supply pumping	\$586,480
\$1,854,997	\$1,772,491	\$1,657,012	Purification	\$2,048,143
\$178,593	\$207,501	\$316,159	Transmission	\$286,889
\$325,388	\$296,228	\$368,738	Distribution pumping	\$382,210
\$2,100,329	\$2,285,400	\$3,302,790	Distribution	\$3,314,911
\$1,863,180	\$2,041,807	\$2,237,600	Customer Service, Collection & Meter Reading	\$2,499,145
\$1,784,131	\$2,063,140	\$1,493,785	Administration & general	\$1,954,528
\$700,472	\$693,141	\$650,000	Work Order and Fee Expense	\$450,000
\$9,948,654	\$10,948,783	\$11,908,016	Total operating requirements	\$12,311,662
\$7,636,072	\$5,694,475	\$7,279,000	Capital Expenditures	\$9,000,000
\$0	\$0	\$250,000	Operating Contingency Reserve	\$250,000
\$949,800	\$3,275,000	\$2,275,000	Transfer to other funds	\$3,000,000
\$8,585,872	\$8,969,475	\$9,804,000	Total nonoperating requirements	\$12,250,000
\$18,534,526	\$19,918,258	\$21,712,016	Total before ending fund balance	\$24,561,662
\$8,612,018	\$9,742,029	\$5,658,887	Unappropriated ending fund balance (6/30)	\$4,771,862
\$27,146,544	\$29,660,287	\$27,370,903	Total requirements	\$29,333,524
CONSTRUCTION AND INFRASTRUCTURE REPLACEMENT FUND				
RESOURCES				
\$19,142	\$41,930	\$105,000	Investment income	\$335,269
\$0	\$2,000,000	\$1,000,000	Transfer from Water Fund	\$3,000,000
\$0	\$0	\$0	Transfer from Future Main Replacement Fund	\$3,955,015
\$0	\$0	\$0	Transfer from Future Water Supply and Treatment Fund	\$6,025,732
\$0	\$0	\$0	Transfer from Water Rights Development Fund	\$4,628,854
\$0	\$0	\$0	Transfer from Vernal Pool Mitigation Fund	\$135,362
\$4,589,958	\$2,109,100	\$4,155,113	Beginning fund balance available for appropriation (7/1)	\$4,260,068
\$4,609,100	\$4,151,030	\$8,202,423	Total resources	\$22,340,300
REQUIREMENTS				
\$2,500,000	\$0	\$0	Transfer to Water Fund	\$0
\$2,109,100	\$4,151,030	\$4,155,113	Unappropriated ending fund balance (6/30)	\$22,340,300
\$4,609,100	\$4,151,030	\$8,202,423	Total requirements	\$22,340,300
FUTURE MAIN REPLACEMENT FUND				
RESOURCES				
\$22,619	\$78,193	\$95,000	Investment income	\$0
\$0	\$275,000	\$275,000	Transfer from Water Fund	\$0
\$3,474,188	\$3,496,807	\$3,480,870	Beginning fund balance available for appropriation (7/1)	\$3,955,015
\$3,496,807	\$3,850,000	\$3,850,870	Total resources	\$3,955,015
REQUIREMENTS				
\$0	\$0	\$0	Transfer to Construction and Infrastructure Replacement Fund	\$3,955,015
\$3,496,807	\$3,850,000	\$3,850,870	Unappropriated ending fund balance (6/30)	\$0
\$3,496,807	\$3,850,000	\$3,850,870	Total requirements	\$3,955,015

ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2019-20	FUTURE WATER SUPPLY & TREATMENT PLANT FUND	PROPOSED BUDGET 2020-21
RESOURCES				
\$28,669	\$120,000	\$140,000	Investment income	\$0
\$594,868	\$600,000	\$600,000	Transfer from Water Fund	\$0
\$4,163,778	\$4,787,315	\$5,495,524	Beginning fund balance available for appropriation (7/1)	\$6,025,732
\$4,787,315	\$5,507,315	\$6,235,524	Total resources	\$6,025,732
REQUIREMENTS				
\$0	\$0	\$0	Transfer to Construction and Infrastructure Replacement Fund	\$6,025,732
\$4,787,315	\$5,507,315	\$6,235,524	Unappropriated ending fund balance (6/30)	\$0
\$4,787,315	\$5,507,315	\$6,235,524	Total requirements	\$6,025,732
ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2019-20	FUTURE WATER RIGHTS DEVELOPMENT FUND	PROPOSED BUDGET 2020-21
RESOURCES				
\$23,477	\$96,775	\$96,775	Investment income	\$0
\$354,933	\$400,000	\$400,000	Transfer from Water Fund	\$0
\$3,417,650	\$3,826,850	\$3,826,850	Beginning fund balance available for appropriation (7/1)	\$4,628,854
\$3,796,060	\$4,323,625	\$4,323,625	Total resources	\$4,628,854
REQUIREMENTS				
\$0	\$0	\$0	Transfer to Construction and Infrastructure Replacement Fund	\$0
\$3,796,060	\$4,323,625	\$4,323,625	Unappropriated ending fund balance (6/30)	\$4,628,854
\$3,796,060	\$4,323,625	\$4,323,625	Total requirements	\$4,628,854
ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2019-20	VERNAL POOL MANAGEMENT FUND	PROPOSED BUDGET 2020-21
RESOURCES				
\$833	\$3,700	\$3,246	Investment income	\$0
\$0	\$0	\$0	Transfer from Water Fund	\$0
\$128,002	\$128,835	\$131,588	Beginning fund balance available for appropriation (7/1)	\$135,362
\$128,835	\$132,535	\$134,834	Total resources	\$135,362
REQUIREMENTS				
\$0	\$0	\$0	Transfer to Construction and Infrastructure Replacement Fund	\$135,362
\$128,835	\$132,535	\$134,834	Unappropriated ending fund balance (6/30)	\$0
\$128,835	\$132,535	\$134,834	Total requirements	\$135,362



Memorandum

TO: Commissioners Daniel Bunn, Greg Jones, John Dailey, and Jason Anderson
FROM: Ben Klayman, Water Quality and Treatment Director
DATE: Wednesday, May 27, 2020
SUBJECT: Item 5.2 - Resolution 1737, Awarding Exemption from Competitive Solicitation and Authorizing a Contract to Harris Group for SCADA Support
OBJECTIVE: Board Approval

Issue

Staff requests an exemption from competitive solicitation per section 2.33 of the Commission's Contracting & Purchasing Regulations and authorization to enter into a contract with Harris Group, Inc. (HGI) in the amount of \$500,000 for SCADA support services over the next five years, which exceeds the General Manager's purchasing authority.

Discussion

HGI has provided SCADA support services at the Duff Water Treatment Plant since 2009. During that time, they have assisted with routine programming upgrades as well as integration of new capital projects. HGI has provided excellent service to the Commission and it is in the Commission's best interest to continue working with HGI for SCADA support needs. Numerous plant expansion projects are planned at Duff over the coming years and continuity of SCADA programming throughout these upcoming projects is critical to the success of the expansion of the treatment plant.

The basis for continuing to use HGI is as follows:

1. HGI has been providing excellent service and value to the Commission since 2009.
2. Continuing to work with HGI will ensure that upcoming expansion projects are successfully integrated into existing treatment processes.
3. HGI has unparalleled knowledge of the Commission's SCADA needs.
4. It is in the best interest and at the best cost to the Commission.

Financial Impact

All work done by Harris Group under this group will be within capital and operating budgets for the next five years.

Requested Board Action

Staff recommends approval of Resolution 1737 to adopt findings, authorize an exemption from competitive solicitation and award a contract to Harris Group Inc for SCADA support services over the next five years.

RESOLUTION NO. 1737

A RESOLUTION Adopting Findings, Authorizing an Exemption from Competitive Bidding and Awarding a Contract to Harris Group, Inc. for Support Services for Medford Water Commission’s Supervisory Control and Data Acquisition System (SCADA)

WHEREAS, the Medford Water Commission (Commission) owns and operates a complex SCADA system; and

WHEREAS, the Commission requires professional services to assist with support for the SCADA system that may include integration of new features, system maintenance, and troubleshooting; and

WHEREAS, Harris Group Inc. was originally selected to perform SCADA Software Upgrade, System Integration and Support in 2009, and continues to successfully provide such services; and

WHEREAS, Harris Group Inc. is qualified and agreeable to render SCADA Support Services as required by the Commission; and

WHEREAS, based on the attached Findings, attached as Exhibit A and which are supported by documents in the files of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS, THAT:

SECTION 1. The findings are hereby adopted and an exemption from competitive bidding is authorized.

SECTION 2. A contract, which is on file in the Commission’s office, is hereby awarded to Harris Group Inc. for SCADA Support Services at Commission facilities, and by reference made a part hereof, is hereby approved.

SECTION 3. This exemption is granted under the provisions of the Commission’s Contracting and Purchasing Regulations, Section 2.33(C)(10) – Special Procurements, as discussed in the agenda item commentary for the Board of Water Commissioners meeting of June 3, 2020.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 3rd day of June 2020.

ATTEST: _____
Karen Spoonts, City Recorder

Daniel Bunn, Chair

FINDINGS

Pursuant to Medford Water Commission's Contracting and Purchasing Regulations, Section 2.33(C)(10) – Special Procurements, and ORS 279B.085, the following facts support an exemption from competitive solicitation for Support Services for the Commission's Supervisory Control and Data Acquisition System (SCADA):

- Exempting this project is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts:
 - a) Harris Group, Inc. (HGI) has the specialized technical skills, expertise and resources to provide the Commission with cost effective SCADA support services.
 - b) HGI is uniquely qualified with in-depth knowledge of the Commission's SCADA system structure and function.
 - c) The Duff treatment plant has numerous expansion projects scheduled over the next five years and having a consistent SCADA programmer is vital to the success of these other planned projects and their integration with existing treatment plant processes.
 - d) HGI is a factory certified integrator for both Allen Bradley PLCs as well as GE I Fix SCADA software. This provides the Commission with complete coverage for training, development, and service work.
- Exempting this project is reasonably expected to result in substantial cost savings to the contracting agency or to the public:
 - a) HGI's familiarity with the Commission's SCADA system positions them optimally to efficiently provide SCADA support services that will result in significant cost savings for the Commission.
 - b) HGI provides a fair and competitive rate schedule for the required professional SCADA support services.
 - c) Programming and hardware design have been maintained across projects to reduce training for plant staff. As new systems are added, the development of the SCADA system has matched the current standard, allowing Commission staff to operate the new systems seamlessly and minimizing the learning curve.
 - d) Any change of system integrator would require a substantial effort by the contractor to learn the existing standard and create risk that it would not be consistently followed.
- Public notice of the approval of a special procurement must be given:
 - a) Public notice of the exemption from competitive solicitation was published on MWC's website beginning Wednesday, May 27, 2020.



Memorandum

TO: Commissioners Daniel Bunn, Greg Jones, John Dailey, and Jason Anderson
FROM: Eric C. Johnson PE, Principal Engineer
DATE: Wednesday, May 27, 2020
SUBJECT: Item 7 - Reimbursement of New Water Main for the Fairfield Inn Project
OBJECTIVE: Board Approval

Issue

At the August 7, 2019 Board meeting the Board of Water Commissioner approved, by motion, the General Manager the authority to sign purchases orders up to a maximum of \$200,000.00 for reimbursement for the Fairfield Inn 24" water main. The project is complete, and the final cost is just under \$205,000.00.

Discussion

The installation of the 24" water main is completed and back in operation. The two tie-in points at the existing 24" water main required additional ¾" crushed rock backfill due to the extensive excavation at both locations. Additionally, due to the excavation the thrust bocks required more concrete to fill the excavated areas. The additional cost is 2.5% more than originally estimated.

Financial Impact

There is minimal financial impact to MWC. The amount of financial impact will be offset in variance of the CIP budget.

Requested Board Action

Staff recommends approval by motion to allow the General Manager to authorize purchase orders up to \$205,000.00 for reimbursement of a new 24" ductile iron diameter water main for the Fairfield Inn project.