



This meeting will be held in person, but you may attend virtually through the following link:

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The meeting passcode is 562433.

Online participants will be able to view presentation material and submit questions or comments.

You can also join by dialing in with your phone; call (669) 900-6833.

The meeting ID number is 846 2029 9355, and the meeting passcode is 562433.

AGENDA

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Budget Part II (Interim Finance Manager Anna Roeder and General Manager Brad Taylor)

12:15 p.m. BOARD MEETING (*Shall Begin at the Conclusion of the 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 state your name and organization (if applicable) when prompted via teleconference.

4. Public Hearings

4.1 Consider Resolution No. 1813, 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, 2022

4.2 Consider Resolution No. 1814, A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2022

5. Approval or Correction of the Minutes of the Last Regular Meeting of May 4, 2022

6. Resolution 1815, A RESOLUTION Authorizing the General Manager of Medford Water Commission to Execute on Behalf of the Board of Water Commissioners a Memorandum of Understanding with the Rogue River Watershed Council

7. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Meter & Controls Manager Ken Johnson, Water Maintenance Manager Lester McFall, Water Quality & Treatment Director Ben Klayman, Interim Finance Manager Anna Roeder, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Customer Service & Water Efficiency Manager Julie Smitherman, and General Manager Brad Taylor.

8. Propositions and Remarks from the Commissioners

9. Adjourn

DATES TO REMEMBER *					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
<i>Monday, May 30, 2022 – Offices closed in observance of the Memorial Day Holiday</i>					
06/01/22	Wed	Board Meeting	11:30am – Regulations Gov. Water Svc. Updates, Annual Bill Payment Ass. Grants, Insurance Policy Update	12:15 p.m.	Study Session: City Hall Medford Room – Rm 330 Board Meeting: City Hall Council Chambers - Rm 300
06/15/22	Wed	Board Meeting	11:45am – Annual Goals for FY22/23	12:15 p.m.	Study Session: City Hall Medford Room – Rm 330 Board Meeting: City Hall Council Chambers - Rm 300
07/06/22	Wed	Board Meeting	11:45am – TBD	12:15 p.m.	Prescott Room, Police Dept.
07/20/22	Wed	Board Meeting	11:45am – TBD	12:15 p.m.	Prescott Room, Police Dept.

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



Memorandum

TO: Commissioners Bob Strosser, Mike Smith, John Dailey, Jason Anderson and Daniel Bunn
FROM: Brian Runyen, P.E., Engineering Manager
DATE: Wednesday, May 18, 2022
SUBJECT: Item 4.1 – Resolution 1813, Modifying the Charges in Lieu of Assessment
OBJECTIVE: Board Approval

Issue

Modifications to the Charges in Lieu of Assessment / Refund District costs of reimbursement for FY22-23 were presented to the Board of Water Commissioners on April 20, 2022. Fees are based on last-year’s approved amounts multiplied by the annual percentage change in the ENR published CCI.

Discussion

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

8” Water Main

\$30.21 per foot per each side of the street, Unpaved
\$57.98 per foot per each side of the street, Paved

12” Water Main

\$43.83 per foot per each side of the street, Unpaved
\$71.61 per foot per each side of the street, Paved

Financial Impact

There is no financial impact other than staff time to create a Refund District, which is typically billed to the developer’s project, and for future staff time to refund any cash payments to the developer.

Requested Board Action

Staff recommends approval of Resolution 1813, modifying the Charges in Lieu of Assessment.

RESOLUTION NO. 1813

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, 2022

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 approved amounts multiplied by the annual percentage change in the ENR-published Construction Cost Index (CCI); and

WHEREAS, 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 12:15 p.m., on the 18th day of May 2022; 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 2022; this supersedes modifications last approved May 19, 2021 (Resolution No. 1767).

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 18th day of May 2022.

ATTEST: _____
Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, 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, 2022

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	\$30.21
8" Paved	\$57.98
12" Unpaved	\$43.83
12" Paved	\$71.61

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	\$30.21	6"/24"	Both sides from Airport to Table Rock Rd
Albert St	CLA	\$30.21	4"	W side from Prune to Dakota
Barnett Rd	CLA	\$30.21	12"	N Phoenix Rd to city limits, N side
Biddle Rd	CLA	\$30.21	6"/12"/2"	Both sides Crater Lake Hwy to Airport Rd
Biddle Rd	CLA	\$30.21	6"	Both sides from Morrow to McAndrews
Biddle Rd	CLA	\$30.21	4"	Both sides from McAndrews to 685' S of McAndrews
Blanche Ln Res #1812 <i>(Expires 05/03/2042)</i>	RD	\$28.55	8"	487' of 8", Blanche Ln from Thomas Road to approximately 250 feet east of Thomas Road <i>(Pay: Stella RE Investments LLC, 843 Castro St, Mountain View, CA 94041)</i>
Brookdale Rd	CLA	\$30.21	8"	Both sides from Big Butte Springs Line #2 to McAndrews
Brookdale Rd	CLA	\$30.21	24"	Both sides from Big Butte Springs Line #2 to boundary of the #1 pressure level
Brookdale Rd	CLA	\$30.21	6"	Both sides from McAndrews Rd to Lone Pine Rd
Capital Ave	CLA	\$30.21	8"	N side from Reservoir #3 to E end of street
Cherry Ln	CLA	\$30.21	10"	From Stanford to city limits, S side
Cherry St	CLA	\$30.21	8"	Meadows to Prune - within city limits
Chestnut St	CLA	\$30.21	14"	Both sides from Stewart to Prune
Chestnut St	CLA	\$30.21	6"	Lot 1, B13 Benson Addition, SW corner Chestnut & Meadows Ln
S Columbus St	CLA	\$30.21	20"	Both sides from Stewart to city limits
Corona Ave	CLA	\$30.21	6"	Both sides from Grand to 800' N of Hilton
Corona Ave	CLA	\$30.21	8"	Both sides from Grand to McAndrews
Covina Ave	CLA	\$30.21	4"	Both sides from Crater Lake Ave to Grand
Crater Lake Ave	CLA	\$30.21	20"	Both sides from Spring St to McAndrews Rd
Crater Lake Ave	CLA	\$30.21	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	\$30.21	12"	W side from Stevens to Saling
Crater Lake Ave	CLA	\$30.21	6"/14"	Both sides from Roberts W to Delta Waters
Crater Lake Ave	CLA	\$30.21	6"/16"	Both sides from Delta Waters to 700' N of Delta Waters
Crater Lake Hwy	CLA	\$30.21	14"	SE side from Whittle to extension of Corona
Crater Lake Hwy	CLA	\$30.21	6"	SE side from Delta Waters to Whittle
Crater Lake Hwy	CLA	\$30.21	14"	NW side opposite Delta Waters; Whittle to Martin Station
Crews Rd	CLA	\$30.21	24"	NW side from Table Rock to 140' NE of Pepper extension
Dakota Ave	CLA	\$30.21	6"	S side from Columbus to Chestnut
Delta Waters Rd	CLA	\$30.21	6"	Both sides from Crater Lake Ave to Crater Lake Hwy
Delta Waters Rd	CLA	\$30.21	16"	N side, E of Tahitian to city limits; S side, Stonebrook to city limits
Dixie Ln	CLA	\$30.21	8"	From 1457 Dixie Ln S to 1617 Dixie Ln, both sides
Ellendale Dr	CLA	\$30.21	8"	Both sides within city limits from Barnett to Halsey
Foothill Rd	CLA	\$30.21	16"	E side Hillcrest S to Caperna
Foothill Rd	CLA	\$30.21	12"	Hillcrest N to Lone Pine, both sides within city limits
Garfield St	CLA	\$30.21	24"	Both sides from Peach to Columbus
Garfield St	CLA	\$30.21	24"	Tax Lot 2600
Garfield St	CLA	\$30.21	4"/6"/24"	S side from Marsh Ln to city limits and N side from Kenyon to city limits
Grand Ave	CLA	\$30.21	4"	Both sides from Crater Lake Ave to Covina
Grand Ave	CLA	\$30.21	6"	Both sides from Covina to Corona
Grand Ave	CLA	\$30.21	4"	Both sides from Corona to Poplar Dr
Groveland Ave	CLA	\$30.21	6"	Both sides from Oakwood to Woodlawn
Halsey St	CLA	\$30.21	24"	Both sides of entire street
Harrison Ave	CLA	\$30.21	6"	N side from Valley View to Sunrise
Hart Avenue (Expires 7/06/30)	RD	\$28.09	8"	400', on Hart Ave from Agate St to approximately 400 Feet North of Agate Street (Pay: Horton Homes Inc., PO Box 3354, Central Point Oregon 97502)
Highcrest Dr	*	*	*	*Note to File Gary Whittle, Stardust PS/Zone 5
Highland Ave	CLA	\$30.21	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	\$30.21	6"	Both sides from Corona to Crater Lake Hwy
Hilton Rd	CLA	\$30.21	12"	Both sides from Crater Lake Hwy to Biddle
South Holly	CLA	\$30.21	8"	From Stewart to Garfield, E side
Jackson St	CLA	\$30.21	16"	North side from Sunrise to Barneburg
Jeanette St	CLA	\$30.21	14"	Both sides Prune to Meadows Ln
Lewis St	CLA	\$30.21	6"	Entire street within city limits
Lone Pine Rd	CLA	\$30.21	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	\$30.21	6"	Sage Rd to Joseph, S side within city limits (credit Elk City Water District for half)
McAndrews Rd	CLA	\$30.21	14"	Within city limits, NW side from S Pacific RR to Jackson St
McAndrews Rd	CLA	\$30.21	20"	Both sides from Crater Lake Ave to Biddle
McAndrews Rd	CLA	\$30.21	8"	Both sides from Biddle to Riverside
McAndrews Rd	CLA	\$30.21	8"	Both sides from Brookdale to Springbrook

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
McAndrews Rd	CLA	\$30.21	6"	Both sides from Springbrook to 466' W of Springbrook
Meadows Ln	CLA	\$30.21	8"	Both sides from Jeannette W to city limits
Midway Rd	CLA	\$30.21	10"	Both sides from Table Rock to Merriman Rd
Midway Rd	CLA	\$30.21	24"	Both sides from Biddle to Bear Creek
Modoc	CLA	\$30.21	24"	Both sides from Ridge Wy to McAndrews
Morrow Rd	CLA	\$30.21	4"	Both sides from Corona to Biddle
Murphy Rd	CLA	\$30.21	8"	E side from Country Club Dr to Dellwood Pl
Murphy Rd	CLA	\$30.21	8"	Both sides from Dellwood Pl to Barnett Rd
Oregon Ave	CLA	\$30.21	16"	N side from Sunrise to Oregon Terrace and S side from Sunrise to Berkeley Wy
S Pacific Hwy	CLA	\$30.21	12"	Stewart Avenue S to city limits, W side
N Phoenix Rd	CLA	\$30.21	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	\$30.21	14"	Both sides from Chestnut to Jeanette
Richmond Ave	CLA	\$30.21	16"	Both sides from Oakwood to Woodlawn
Ridge Way	CLA	\$30.21	6"	Both sides from Modoc to Valley View
Ridge Way	CLA	\$30.21	6"	S side from Wabash to Keene Wy
Ridge Way	CLA	\$30.21	6"	Both sides from Berkeley Way to E end Ridge Way
S Riverside Ave	CLA	\$30.21	8"	E side from Stewart to Boyd
Roberts Rd	CLA	\$30.21	6"	Both sides from Springbrook to Crater Lake Ave
Roberts Rd	CLA	\$30.21	6"	Both sides from Crater Lake Ave to Corona
Ross St	CLA	\$30.21	6"	E side from Humphrey S to city limits
Spring St	CLA	\$30.21	20"	Both sides from Valley View Dr to Crater Lake Ave
Springbrook Rd	CLA	\$30.21	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	\$30.21	12"	E side; High Oaks to Cherry Lane
Stewart Ave	CLA	\$30.21	14"/16"	S side Oakdale to Chestnut Street
Stewart Ave	CLA	\$30.21	16"/30"	Both sides Chestnut to city limits

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
Stewart Ave	CLA	\$30.21	12"	S Holly E to S Pacific Hwy, S side
Sunrise Ave	CLA	\$30.21	8"	Both sides Spring St to Harrison
Sunrise Ave	CLA	\$30.21	16"	W side from Jackson to Aloha
Sunset Drive Res #1629 (Expires 07/29/2026)	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 (Pay: McJoya Properties & Development LLC, 685 Market Street, Medford Oregon 97504)
Table Rock Rd	CLA	\$30.21	6"	E side from Airport Rd S
Table Rock Rd	CLA	\$30.21	6"	W side from Morningside, N to city limits
Table Rock Rd	CLA	\$30.21	30"	NE side to city limits
Thomas Rd Ref Sunset Drive		\$30.21		
Thomas Rd Res #1812 (Expires 05/03/2042)	RD	\$28.55	8"	487' of 8", Thomas Rd from approximately 160 north of Westwood Drive to approximately 650 north of Westwood Drive (Pay: Stella RE Investments LLC, 843 Castro St, Mountain View, CA 94041)
Valley View	CLA	\$30.21	20"	Both sides Ridge Wy to Spring St
Valley View	CLA	\$30.21	6"	Both sides Harrison to Ridge Wy
Vilas Rd	CLA	\$30.21	20"	Both sides from Table Rock Rd to Crater Lake Hwy
Western Ave	CLA	\$30.21	12"	W side, Humphrey to 2 nd
Western Ave	CLA	\$30.21	12"	W side from Humphrey S to city limits
Woodlawn Drive	CLA	\$30.21	16"	Both sides from Groveland to Barneburg
EASEMENTS:	CLA	\$30.21	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 Bob Strosser, Mike Smith, John Dailey, Jason Anderson and Daniel Bunn
FROM: Brian Runyen, P.E., Engineering Manager
DATE: Wednesday, May 18, 2022
SUBJECT: Item 4.2 – Resolution 1814, Modifying the Charges for Special Services
OBJECTIVE: Board Approval

Issue

Modifications to the Charges for Special Services for FY22-23 were presented to the Board of Water Commissioners on April 20, 2022.

Discussion

Each year the Charges for Special Services are reviewed and modified accordingly based on actual cost for the service being rendered. Updated charges based on updated estimated costs are included in the proposed revised Exhibit D of the Regulations Governing Water Service attached to Resolution 1814.

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 1814, modifying the Charges for Special Services.

RESOLUTION NO. 1814

A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2022

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 12:15 p.m., on the 18th day of May 2022; 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 2022; this supersedes modifications last approved May 19, 2021 (Resolution No. 1768).

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 18th day of May 2022.

ATTEST: _____
Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair

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

Effective July 1, 2022

1.	Charge in Lieu of Assessment - Section 9.4	At rate established by resolution, assessing the project cost
2.	Customer Control Valve Installation - Section 8.2	
	(a) With 5/8" x 3/4" meter/each	\$210
	(b) All other meter sizes	At Cost
3.	Field Collection Charge - Section 4	
	(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 5.4 (includes new meter)	
	(a) 5/8" x 3/4" size/each	\$360
	(b) 1" size/each	\$400
	(c) 1-1/2" size/each	\$570
	(d) 2" size/each	\$625
6.	Purchase of Regulations Governing Water Service – Section 21	\$10
7.	Restoration of service – Section 4	
	(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 4.5	
	(a) After regular hours (based on overtime hourly rate)/hour	\$80
9.	Enlarge service – Section 5.3 (non-inclusive of SDCs)	
	(a) 5/8" x 3/4" to 1" with existing 1" service line/each	\$720
	(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	\$5950
	(b) Excavation not required/performed in conjunction with other work, or service size over 2"	At cost
11.	Fire hydrant flow test/each	
	(a) Flow test performed in field	\$300
	(b) Data provided from model	\$100
12.	Multiple services in one trench (credit)	
	(a) Two services/each	\$440
	(b) Three or four services/each	\$635
	* First service paved condition; second, third, fourth service unpaved condition	

13.	Installation of service connections – Section 5.2		
	(a) Inside the City of Medford on unpaved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$4050
	1"	1"	\$4100
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$4700
	2"	2"	\$5450
	(b) Inside the City of Medford on paved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$8150
	1"	1"	\$8200
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$8850
	2"	2"	\$9475
	(c) Inside the City of Medford: Contractor provides excavation, backfill, surfacing, etc.		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$1600
	1"	1"	\$1650
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$2275
	2"	2"	\$2900
	(d) Outside the City of Medford on unpaved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$4550
	1"	1"	\$4600
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$5200
	2"	2"	\$5950
	(e) Outside the City of Medford on paved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$8650
	1"	1"	\$8700
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$9300
	2"	2"	\$10000
	(f) Outside the City of Medford: Contractor provides excavation, backfill, surfacing, etc.		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$1600
	1"	1"	\$1650
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$2275
	2"	2"	\$2900
	(g) Cost in excess of 30' service length, per foot of extra service length		
	Unpaved street/foot		\$40
	Paved street/foot		\$65
	(h) Installation material of dry tap service connections – by prequalified installer		
	1" service with $\frac{5}{8}$ " x $\frac{3}{4}$ " meter/each		\$790
	1" service with 1" meter/each		\$840
14.	Installation material of dry tap 1" air valves/each by prequalified installer		\$1370

15.	Installation of 1" wet tap air valves/each with contractor providing excavation/backfill/surfacing	\$1600
16.	Fire service bypass meter (5/8" x 3/4" touch read)/each	\$560
17.	Recording of legal documents/first 3 pages	
	(a) First 3 pages	\$130
	(b) Each additional page	\$5
18.	Fire hydrant painting; new hydrant/each – Section 10.4	\$60
19.	Shut-off Notice processing fee /each occurrence (late fee)	\$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 item for NSF or ACH transactions, per each invoice cloud	\$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
27.	Engineering Plan Review Fee	
	Minor Site Plan	\$800
	Site Plan	\$1300
	Subdivision/Partition (4 or less lots)	\$900
	Subdivision (5-25 lots)	\$1200
	Subdivision (26-50 lots)	\$1500
	Additional Reviews (over 3 reviews)	\$200
	Resubmittal (over 6 months elapsed from final review to construction)	\$300
	* For projects not listed above or that are unique in scope or size, a review fee estimate will be provided with the results of plan completeness check review.	



Memorandum

TO: Commissioners Bob Strosser, Michael Smith, John Dailey, Jason Anderson, and Daniel Bunn

FROM: Ben Klayman; Water Quality and Treatment Manager

DATE: May 18, 2022

SUBJECT: Item 6 – Resolution 1815, authorizing the General Manager to execute an MOU with Rogue River Watershed Council

OBJECTIVE: Board Approval

Issue

Since the 1990's, Medford Water has worked closely with watershed councils on a wide variety of water quality projects. In 2016, four watershed councils on the middle and upper Rogue River Basin merged to form the Rogue River Watershed Council (RRWC). In 2017, MWC and RRWC agreed to a 5-year Memorandum of Understanding (MOU) outlining the collaborative relationship between MWC and RRWC, the types of water quality projects to be conducted together, and the financial arrangement. This original MOU has expired and MWC and RRWC have drafted a proposed new 5-year MOU, for the period July 1, 2022 - June 30, 2027, with very minor changes to the original MOU.

Discussion

Beginning with the 2017 MOU, MWC has been providing \$31,000 per year to RRWC to support their broad work. These funds are vitally important to RRWC, as the non-earmarked funding allows them flexibility in use for essential needs like grant cash match, special materials and supplies, and other needs. RRWC uses MWC funding for things that aren't typically covered by grants and foundation funding, which comprise most of RRWC's other revenue. The new MOU keeps the existing funding and working relationship framework in place while adding a 2% annual increase in funding from Medford Water to address escalation.

MWC has directly benefited from RRWC's work in many ways – improvement of water quality from restoration projects, development of water quality planning documents, coordination of regional activities supporting source water protection, community outreach, and other special projects. Some examples of their work include:

- Driving many of the restoration activities following the Almeda and S. Obenchain fires.
- Lead coordinator of the Rogue Drinking Water Provider Partnership which fosters communication and information sharing amongst the water providers drawing from the Rogue River
- Project lead developing an emergency spill response plan for the region's water providers
- Planned and implemented stream bank restoration projects in Little Butte Creek, Elk Creek, and other tributaries feeding the Rogue above our intake

Financial Impact

This work is included in the current and upcoming FY budgets.

Recommendation

Staff recommends approval of Resolution 1815, authorizing the General Manager to execute the MOU with RRWC, for the 2022-2027 period, for a total commitment of \$162,703 over the five-year period.

RESOLUTION NO. 1815

A RESOLUTION Authorizing the General Manager of Medford Water Commission to Execute on Behalf of the Board of Water Commissioners a Memorandum of Understanding with the Rogue River Watershed Council

WHEREAS, this Memorandum of Understanding (MOU) is by and between the Medford Water Commission (Commission) and the Rogue River Watershed Council (Council); and

WHEREAS, the Commission and the Council have similar missions of protecting and improving water quality and watershed health in the Upper and Middle Rogue River watersheds; and

WHEREAS, the Commission will work collaboratively with the Council to support activities that will improve watershed health conditions; and

WHEREAS, the Commission and the Council seek to facilitate efficiencies, leverage funding and maximizing limited staff and resources; and

WHEREAS, the Commission will provide \$31,500 the first year of the MOU, with 2% annual increases each subsequent year, to the Council to accomplish mutually beneficial activities described in Exhibit A (MOU) for the period July 1, 2022 and ending June 30, 2027; and

WHEREAS, this amount over the five-year period exceeds the General Manager's authority;

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

SECTION 1. That the General Manager is hereby authorized and directed to execute on behalf of the Board of Water Commissioners a MOU, as set forth in Exhibit A, a copy of which is attached and by reference made a part hereof, for period of five years beginning July 1, 2022, and ending June 30, 2027, is hereby approved.

SECTION 2. That the Commission will provide \$31,500 the first year with 2% annual increases to the Council for the full term of the MOU; this authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Commission's Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 18th day of May 2022.

ATTEST:

Yvette Finstad, Asst. Clerk of the Commission

Bob Strosser, Chair

MEMORANDUM OF UNDERSTANDING

between

MEDFORD WATER COMMISSION

and

ROGUE RIVER WATERSHED COUNCIL

EFFECTIVE DATE.

This Memorandum of Understanding (MOU) shall take effect on July 1, 2022, for a period of five years or until terminated by one or both parties pursuant to section 6 of this MOU. The terms of this MOU may be renegotiated at any time by mutual consent of the parties.

PURPOSE.

The purpose of this MOU is to define the respective roles and working relationships of the “Parties”, the Medford Water Commission (“Medford Water”) and the Rogue River Watershed Council (“Council”), as they work collaboratively to support joint watershed improvement priorities in the Upper and Middle Rogue Watersheds. Work activities include, but are not limited to, public education/outreach, watershed assessment and action planning, conservation planning with individual landowners and land managers, water quality improvement, drinking water protection activities, water quality monitoring, project funding, project design, and implementation. The Parties agree to take a voluntary, locally driven, and non-regulatory approach to improving the health of the watershed.

This MOU will facilitate efficiencies in watershed improvement by maximizing limited resources and staff. Nothing in this MOU shall be interpreted to limit the ability of either party to pursue independent priorities that are not joint priorities.

BACKGROUND.

The Council and Medford Water each have unique mission statements. However, the two parties share a common vision for improving watershed health and land stewardship in Jackson County, and thus share many stewardship and restoration priorities.

The mission of Medford Water is to provide a reliable and excellent quality drinking water supply for the citizens of Medford, six neighboring cities and two water districts. Medford Water’s source of water supply comes from watersheds outside of the City of Medford; therefore, it benefits Medford Water to work with other land managers, agencies, municipalities, nonprofits, private landowners, and other entities to maintain and protect its sources of supply. This work is accomplished by:

- Working in a collaborative and cooperative spirit
- Providing technical support
- Promoting conservation awareness and wise use of water
- Participating with other water users to develop long-range plans
- Providing project funding to leverage resources
- Seeking grants and other financial assistance
- Developing and implementing watershed management and protection plans

The mission of the Rogue River Watershed Council is to promote stewardship of the Rogue River watershed through restoration, education, and community involvement. The Council works collaboratively with communities and landowners to develop and carry out voluntary watershed protection, restoration, enhancement, and community engagement activities in the Rogue River watershed.

The Council may work throughout the Rogue River watershed, but for purposes of this MOU its primary geographic focus shall be that portion of the Rogue River watershed from Grants Pass upstream to its headwaters.

AGREEMENT.

1. The Council and Medford Water mutually agree as follows:

- A. To identify and prioritize resource concerns and generate complementary long-range plans for joint stewardship, restoration, and water quality improvement and protection.
 - Involve local citizens, stakeholders, and partners in watershed assessments and watershed action plans that identify problems, priorities, restoration projects, and other activities.
 - Prioritize joint projects and determine program goals, based on staff time, skill, and availability.
 - Develop an annual mutual partnership report of accomplishments.
- B. To work collaboratively to enhance and implement joint stewardship programs.
 - Convene diverse interests and work together to accomplish voluntary actions to enhance watershed health, particularly in parts of the watershed where restorative actions are likely to have a great, positive impact on watershed health (and, therefore, water quality).
 - Through staff and partner agencies, maintain, and monitor completed

restoration projects.

- Conduct stewardship projects with a wide variety of partners.
- Respond to landowner referrals for technical assistance as staff and resources allow and provide technical assistance to landowners and land managers for conservation planning, project design, implementation, and follow-up, including maintenance and monitoring, as needed.
- Conduct education and public awareness activities to promote watershed health.
- Seek grant funding opportunities and prepare grant applications.
- Provide a link to and content for the other entity's website.
- Provide activity updates for inclusion in the other entity's newsletters, upon request.
- Provide frequent reports on joint activities.
- Facilitate networking among landowners and land managers.
- Serve as sounding boards for conflict resolution and the building of community, trust, and partnerships.
- Provide advice and input to decision-makers (city, county, state, federal, and legislative) as appropriate.

2. Medford Water will:

- Provide funding annually to the Council, beginning on July 1, 2022. Funds may only be used on work conducted in furtherance of the objectives in this MOU.
- Funding will be provided annually to RRWC for Office Support - \$6,000. Payments will be provided to RRWC within 30 days following receipt of RRWC's invoice.
- Funding will be provided annually to RRWC for Conservation and Restoration Project Assistance. This MOU includes an annual increase of 2%. The amount for Conservation and Restoration Project Assistance shall be paid over this five-year period as follows:

Year 1: \$25,500 by July 31, 2022

Year 2: \$26,010 by July 31, 2023

Year 3: \$26,530 by July 31, 2024

Year 4: \$27,061 by July 31, 2025

Year 5: \$27,602 by July 31, 2026

- Staff will provide technical assistance, review, and provide input to proposed and current projects, and serve as a liaison to the watershed council's board of directors.

3. The Council will:

- Coordinate Council activities with Medford Water staff, including long-range program planning where mission and project implementation are compatible.
 - Conduct education and outreach programs that convey the importance of drinking water source protection.
 - Implement riparian habitat enhancement, soil erosion prevention and control, and upland water quality and quantity projects.
 - Conduct planning for water quality improvement.
 - Perform monitoring.
 - Develop large-scale natural resource stewardship projects.
 - Provide an annual report to Medford Water on Council activities financed with Medford Water funds, approved by both entities, as outlined in the annual update, and communicate regularly with Medford Water staff.
 - Recommend and assist in acquiring additional funding sources, e.g., grants, foundations, private contributions, for joint stewardship and restoration projects, as appropriate and available.
 - Provide staffing for mutual stewardship projects, as appropriate and available.
4. No employment relationship. Nothing in this MOU shall be interpreted to create or establish an employer-employee relationship between Medford Water and Council staff. The Council shall be the "employer" of any and all Council staff provided to further the objectives of this MOU. As an employer, the Council's obligations shall include customary compensation, protections, and benefits for any staff provided pursuant to this MOU.
5. Indemnity. The Council shall indemnify and defend Medford Water from and against any claim or claims, including third-party claims, arising out of or caused, in whole or in part, by any intentional or negligent act of the Council or any staff provided by the Council pursuant

to this MOU. The Council shall have no obligation to indemnify Medford Water for any damage caused by the intentional or negligent acts of Medford Water, its employees, officers, or agents.

6. Termination. Either party may terminate this MOU, in its sole discretion, by giving sixty (60) days written notice to the other party. Upon termination, each party's obligations, financial and otherwise, are ended. Any Medford Water funding remaining at the time of agreement termination will be refunded to Medford Water.
The parties will review this MOU annually to ensure that it continues to meet the needs of both parties.

SIGNED:

Medford Water Commission - General Manager

Date

Rogue River Watershed Council - Executive Director

Date