



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

AGENDA

11:45 a.m. LUNCH

12:00 p.m. STUDY SESSION – New Website (Water Resources & Customer Service Manager Julie Smitherman and Communications Coordinator Yvette Finstad)

12:15 p.m. BOARD MEETING

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.

4. Public Hearings

4.1 Consider Resolution No. 1946, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for Water Treatment and Transmission Facilities, to \$2,343.31 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2024

4.2 Consider Resolution No. 1947, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL) to \$10,325.54 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2024

4.3 Consider Resolution No. 1948, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the Southwest High-Level Area (SWHL) to \$10,363.29 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2024

5. Approval or Correction of the Minutes of the Last Regular Meeting of July 17, 2024

6. Resolution 1949, A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective August 7, 2024

7. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Finance Manager Beau Belikoff, Water Operations Manager Dan Perkins, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service 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
08/21/24	Wed	Board Meeting	Time TBD – Water Distribution Operations Update	12:15 p.m.	Service Center
09/04/24	Wed	Board Meeting	Operations Center Update	12:15 p.m.	Prescott Room, Police Dept.
09/18/24	Wed	Board Meeting	Duff Projects	12:15 p.m.	Robert A. Duff Water Treatment Plant

**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_ltv2j7sLRc-L6Up205esYw

Meeting passcode: 576894



To join by phone, call:

(669) 900-6833

Meeting ID Number: 867 8169 7922

Meeting passcode: 576894



Memorandum

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

FROM: Brian Runyen, P.E., Engineering Manager

DATE: Wednesday, August 7, 2024

SUBJECT: Item 4.1 – Resolution 1946, Modifying System Development Charges (SDC's) for Water Treatment and Transmission Facilities - Systemwide

OBJECTIVE: Board Approval

Issue

Medford Water updates its System Development Charges (SDCs) for “Water Treatment and Transmission Facilities – Systemwide” on an annual basis in order to update the cost-based charges for new customers connecting to, or requesting additional capacity to, Medford Water’s system. By establishing cost based SDCs, Medford Water attempts to have “growth pay for growth” and existing utility customers will, for the most part, be sheltered from the financial impacts of growth.

Discussion

As presented at the April 17, 2024, Study Session, staff utilized methodologies as recommended by our consultant that included steps such as determination of system planning criteria, determination of equivalent residential units, calculation of system component costs and determination of any credits. As a result of the calculation for the SDC for Water Treatment and Transmission Facilities – Systemwide, the cost per ERU increased from \$2,225.62 to \$2,343.31.

Financial Impact

None.

Requested Board Action

Staff recommends approval of Resolution 1946, which modifies the SDC for Water Treatment and Transmission Facilities – Systemwide to \$2,343.31.

SDCs For: TREATMENT PLANT AND TRANSMISSION EXPANSION - 30/45/65 MGD

					(4,5)		(7)	(8)	(11)	(3)	(10)	(2)	(1)	
	CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Capital Improvement Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	WIFIA Project?	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2023\$)	ERUs	Present Worth (PW) Cost per ERU (\$)	
		I. WATER TREATMENT PLANT EXPANSION (Increase of 15 MGD TO 65 MGD = 50 MGD)												
CONSTRUCTED	CADU26060	DUFF-HIGH SVC PUMP		1981	43	3535	54,957	100%		54,957	\$ 207,676	53,733	3.86	
	CADU26860	ROGUE RIVER INTAKE		1982	42	3825	184,269	100%		184,269	\$ 643,509	53,733	11.98	
	CADU27160	DUFF PLANT FILTERS		1983	41	4066	572,179	100%		572,179	\$ 1,879,629	53,733	34.98	
	CADU26300	DUFF PLANT ADDITION		1983	41	4066	300,852	100%		300,852	\$ 988,310	53,733	18.39	
	CADU26320	DUFF PLANT ADDITION		1983	41	4066	36,468	100%		36,468	\$ 119,800	53,733	2.23	
	CADU04780	COAGULATION BASINS @ DUFF		1989	35	4615	454,169	100%		454,169	\$ 1,314,681	53,733	24.47	
	CADU38820	DUFF HIGH SVC PUMP #5		1997	27	5826	184,171	100%		184,171	\$ 422,273	53,733	7.86	
	CADU38800	ROGUE INTAKE PUMP #1		1997	27	5826	237,389	100%		237,389	\$ 544,294	53,733	10.13	
	CADU42890	DUFF PHASE II PURIFICATION EQUIPMENT - ORIGINAL COST INCLUDES UPGR			2000	24	6221	2,079,186	3%		51,990	\$ 111,633	53,733	2.08
	CADU43930	DUFF PLANT PHASE III FILTER EXPANSION			2000	24	6221	1,120,269	100%		1,120,269	\$ 2,405,434	53,733	44.77
	CADU43940	DUFF PLANT PHASE III FILTER EXPANSION			2000	24	6221	1,034,094	100%		1,034,094	\$ 2,220,401	53,733	41.32
	CADU46370	DUFF EFFLUENT PIPING & METERING			2003	21	6695	121,564	100%		121,564	\$ 242,564	53,733	4.51
	CADU46760	DUFF ELECTRICAL UPGRADE 50%			2004	20	7115	829,214	50%		414,607	\$ 778,394	53,733	14.49
	CADU48331	DUFF WASH WATER LAGOON (50% SDC FUNDED)			2009	15	8575	4,279,371	50%		2,139,685	\$ 3,333,242	53,733	62.03
	CADU48821	DUFF INTAKE FISH SCREENS (50% SDC FUNDED)			2010	14	8802	1,903,049	50%		951,524	\$ 1,443,983	53,733	26.87
	CADU49080	DUFF HIGH SERVICE PUMP			2010	14	8802	246,067	100%		246,067	\$ 373,418	53,733	6.95
	CADU50588	Duff 65 MGD (Nominal) Raw Water Pump #1 Design/Construct			2016	8	10338	817,243	25%		204,311	\$ 263,990	53,733	4.91
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Design - 50% expansion p		14-00009	2017	7	10737	921,852	50%		460,926	\$ 573,467	53,733	10.67
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Construct - 50% expansion		14-00009	2017	7	10737	10,939,309	50%		5,469,655	\$ 6,805,137	53,733	126.65
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Design - 50% expansion p		14-00009	2018	6	11062	531,063	50%		265,531	\$ 320,650	53,733	5.97
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Construct - 50% expansion		14-00009	2018	6	11062	6,301,945	50%		3,150,973	\$ 3,805,052	53,733	70.81
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Design - 50% expansion p		14-00009	2019	5	11281	183,553	50%		91,776	\$ 108,671	53,733	2.02
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Construct - 50% expansion		14-00009	2019	5	11281	2,178,158	50%		1,089,079	\$ 1,289,562	53,733	24.00
	CAME48810	Rogue Intake Land			2011	13	9074	654,968	100%		654,968	\$ 964,186	53,733	17.94
	CAME50543	Wetlands Mitigation Land - Duff			2015	9	10035	275,365	100%		275,365	\$ 366,536	53,733	6.82
	CADU49081	Wetlands Mitigation Land - PCT			2014	10	9807	449,994	100%		449,994	\$ 612,962	53,733	11.41
	CAME49180	Vernal Pool Fence			2012	12	9308	11,768	100%		11,768	\$ 16,888	53,733	0.31
	CADU50935	Duff Engineered Lagoons 5-8			2021	3	12133	4,741,208	100%		4,741,208	\$ 5,219,777	53,733	97.14
CADU51101	Ozone Generators		D12	2022	2	13007	4,241,053	44%	31%	586,863	\$ 602,710	69,853	8.63	
CADU51103	Duff Clear Well Baffles			2022	2	13007	743,233	100%	31%	233,741	\$ 240,053	69,853	3.44	
													707.66	
FUTURE		Filter Addition	D10	2024	2023	13358	35,157,000	100%	31%	11,056,620	\$ 11,056,620	69,853	158.28	
		Duff Reservoir & Pump Station		2025	2023	13358	38,665,000	100%	31%	12,159,860	\$ 12,159,860	69,853	174.08	
		River Zone (Reduced Pressure Zone) Storage & Txm	R-4	2030	2023	13358	28,300,000	53%	31%	4,672,575	\$ 4,672,575	69,853	66.89	
													\$399.26	
		II. DUFF WATER TREATMENT PLANT OZONE IMPROVEMENT (Increase of 25 MGD TO 65 MGD = 40 MGD)												

EXHIBIT A TO RESOLUTION 1946 - PAGE 2 OF 3

SDCs For: TREATMENT PLANT AND TRANSMISSION EXPANSION - 30/45/65 MGD

					(4,5)		(7)	(8)	(11)	(3)	(10)	(2)	(1)	
	CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Capital Improvement Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	WIFIA Project?	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2023\$)	ERUs	Present Worth (PW) Cost per ERU (\$)	
CONST	CADU46430	OZONE BUILDING		2003	21	6695	6,744,110	27%		1,839,793	\$ 3,671,035	42,986	85.40	
	CADU46420	OZONE BUILDING		2003	21	6695	6,744,110	35%		2,341,555	\$ 4,672,226	42,986	108.69	
													\$194.09	
		III. ROGUE RIVER TRANSMISSION PROJECTS (Increase of 20 MGD TO 65 MGD = 45 MGD)												
CONSTRUCTED	CADU34060	CRATER LAKE 36 IN TRANS MAIN		1981	43	3535	1,670,351	100%		1,670,351	\$ 6,312,068	48,360	130.52	
	CADU31360	5-86 36" WESTSIDE TRANS MAIN		1987	37	4406	1,564,693	100%		1,564,693	\$ 4,743,365	48,360	98.09	
	CADU36060	ROSSANLEY 36" MAIN W/SIDE		1994	30	5408	1,118,669	100%		1,118,669	\$ 2,763,387	48,360	57.14	
	CADU30780	CUNNINGHAM/COLUMB OVER/Z	MWC Cost Only	1994	30	5408	77,815	100%		77,815	\$ 192,222	48,360	3.97	
	CADU31480	ROGUE TRANS/OVERZ/WESTFIELD	MWC Cost Only	1995	29	5471	92,240	100%		92,240	\$ 225,208	48,360	4.66	
	CADU29360	30" WESTSIDE WATER LINE		1995	29	5471	260,201	100%		260,201	\$ 635,291	48,360	13.14	
	CADU39360	36" WESTSIDE TRANSMISSION PHAS		1997	27	5826	1,180,711	100%		1,180,711	\$ 2,707,175	48,360	55.98	
	CADU44480	STEWART MAIN REPLACEMENT 30"		2000	24	6221	293,715	30%		87,169	\$ 187,170	48,360	3.87	
	CADU45500	ELK CREEK ESTATES OVERSIZING SDC	MWC Cost Only	2002	22	6538	99,317	100%		99,317	\$ 202,918	48,360	4.20	
	CADU46450	LOZIER LANE EXTENSION OVERSIZING	MWC Cost Only	2003	21	6695	40,103	100%		40,103	\$ 80,019	48,360	1.65	
	CADU48690	LOZIER LANE FROM CUNNINGHAM AVE TO 843'		2003	21	6695	106,257	96%		101,983	\$ 203,493	48,360	4.21	
	PWDU10090	AVENUE G- TABLE ROCK-KIRTLAND-PACIFIC-11		2011	13	9074	4,648,996	100%		4,648,996	\$ 6,843,835	48,360	141.52	
	PWDU10091	AVENUE G- AT 11TH STREET		2011	13	9074	23,924	100%		23,924	\$ 35,218	48,360	0.73	
PWDU10092	TABLE ROCK RD- AT DUFF TREATMENT PLANT		2011	13	9074	18,797	100%		18,797	\$ 27,672	48,360	0.57		
													\$520.25	
		IV. ROGUE TRANSMISSION CONTROL STATIONS (Increase of 15 MGD TO 65 MGD = 50 MGD)												
CONSTRUCTED	CADU26160	CONRAD PUMP STATION		1989	35	4615	\$20,917.11	100%		20,917	\$ 60,549	53,733	1.13	
	CADU24460	WESTSIDE PUMP STA LAND		1993	31	5210	\$9,613.50	100%		9,614	\$ 24,646	53,733	0.46	
	CADU24200	ROSSANLEY PUMP STATION		1995	29	5471	\$226,738.26	100%		226,738	\$ 553,590	53,733	10.30	
	CADU36400	ROSSANLEY PUMP EQUIP		1995	29	5471	\$185,513.12	100%		185,513	\$ 452,937	53,733	8.43	
	CADU26560	ROSSANLEY STA TELEMETRY		1995	29	5471	\$46,728.38	100%		46,728	\$ 114,089	53,733	2.12	
	CADU43610	#2 PUMP-ROSSANLEY PUMP STATION		2000	24	6221	\$57,432.38	100%		57,432	\$ 123,318	53,733	2.30	
	CADU50586	Pumps & PRV's Control Stations (82%) SDC		2014	10	9807	\$1,456,447.42	82%		1,194,287	\$ 1,626,806	53,733	30.28	
	CADU50585	Martin Control Station (41%) SDC		2014	10	9807	\$1,706,440.69	41%		699,641	\$ 953,020	53,733	17.74	
	PMDU50605	Vilas Rd - Table Rock Rd to Crater Lake		2016	8	10338	\$1,554,459.76	100%		1,554,460	\$ 2,008,517	53,733	37.38	
														\$110.13
		FUTURE TRANSMISSION PROJECTS												
FUTURE		Crater Lake Ave - South of Martin Control Station 16" Transmis	PL-7	2028	2023	13358	12,700,000	100%		12,700,000	\$ 12,700,000	69,853	181.81	
		Table Rock Rd Transmission Main PL-1	PL-1	2025	2023	13358	30,400,000	100%	31%	9,560,578	\$ 9,560,578	69,853	136.87	
		Merriman Rd Txm Main (Conrad Control Station Feeder)	PL-9	2029	2023	13358	7,000,000	100%	31%	2,201,449	\$ 2,201,449	69,853	31.52	
		Spring Street Pipeline		2032	2023	13358	3,750,000	100%		3,750,000	\$ 3,750,000	69,853	53.68	
		Martin Control Station 7MGD Expansion		2026	2023	13358	2,250,000	25%		562,500	\$ 562,502	69,853	8.05	
													\$411.93	
													Constructed	\$1,532.13
													Future	811.19
													GRAND TOTAL	\$2,343.31
	(1) 2023 Average Rate: ENR Construction Cost Index (CCI)			13358			Reimbursed (44)							
	(2) Equivalent Residential Units, ERUs = MGD Increase/Maximum Day Demand per ERU Maximum Day Demand per ERU = 931 gal/day (Calculation made per formula pg 13-14 of 2009 SDC Study)										Calculated		\$2,343.31	

SDCs For: TREATMENT PLANT AND TRANSMISSION EXPANSION - 30/45/65 MGD

				(4,5)	(7)	(8)	(11)	(3)	(10)	(2)	(1)	
CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Capital Improvement Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	WIFIA Project?	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2023\$)	ERUs	Present Worth (PW) Cost per ERU (\$)
(3) Since replacement of increased capacity SDC project facilities is not allowed to be again funded with SDCs, depreciation is not used as a factor in these costs.									Existing		\$2,225.62	
Blue = variable factors year to year									Difference		\$117.69	
(4) Current Year			2024									
(5) Year of Estimates			2023									
(6) Year 2017 max day= 58.97 mgd, BBS produces 26.4 mgd, Plant production = 32.57 mgd Ultimate Future Plant production equaling 65 mgd minus Plant production of 25 mgd equals 40 mgd of additional capacity												
(7) The estimated costs for FUTURE projects are based on yearly updated 10-Yr Plan, Water Distribution System, and WTP Facility Plan figures												
(8) The original costs for CONSTRUCTED projects are total percentage, or (if noted) proportional, reimbursement (buy-in) values ALL of which provide additional capacity												
(9) MWC reimbursement DOES NOT include interest over time on the actual expended costs, and SDC calculations DO NOT include State allowed costs for SDC studies, program administration, and/or program accounting												
(10) Future projects only pay as you go included in the SDC. (\$39,158,705/121,246,796 = 32.3%). Biosolids handling is 100% pay as you go.												
(11)	Sources Category	Estimated Dollar Value	Funding	%								
	1. WIFIA Loan (cannot exceed 49% of eligible costs)	\$96,788,310	\$96,788,310	47%								
	2. Revenue Bonds/Grants	\$45,000,000	45,000,000	22%								
	3. SRF Loan	\$0	\$0									
	4. Borrower Cash	65,048,741	65,048,741	31%	Updated per rate study effective March 1, 2023							
	5. Previously Incurred Eligible Costs*		0									
	6. Other (please specify) Click or tap here to enter text.											
	TOTAL SOURCES	\$206,837,051	\$206,837,051									
NOTE: Existing filter rebuilds, disinfection upgrades, electrical upgrades, intake upgrades, lagoon upgrades, and earthquake hardening are not part of SDCs and do not provide additional capacities.												



Memorandum

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

FROM: Brian Runyen, P.E., Engineering Manager

DATE: Wednesday, August 7, 2024

SUBJECT: Item 4.2 – Resolution 1947, Modifying System Development Charges (SDC's) for East Side High Level

OBJECTIVE: Board Approval

Issue

Medford Water updates its System Development Charges (SDCs) for the “East Side High Level System” on an annual basis in order to update the cost-based charges for new customers connecting to, or requesting additional capacity to, Medford Water’s system. By establishing cost based SDCs, Medford Water attempts to have “growth pay for growth” and existing utility customers will, for the most part, be sheltered from the financial impacts of growth.

Discussion

As presented at the April 17, 2024, Study Session, staff utilized methodologies as recommended by our consultant that included steps such as determination of system planning criteria, determination of equivalent residential units, calculation of system component costs and determination of any credits. As a result of the calculation for the SDC for East Side High Level, the cost per ERU (Acre) decreased from \$10,420.44 to \$10,325.54.

Financial Impact

None.

Requested Board Action

Staff recommends approval of Resolution 1947, which modifies the SDC for the East Side High Level System to \$10,325.54 per acre.

RESOLUTION NO. 1947

A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL) to \$10,325.54 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2024

WHEREAS, Medford Water has provided excess transmission, distribution, storage and pumping capacity in this east side high level area (ESHL); and

WHEREAS, in 1986, Medford Water established an SDC for the ESHL area (Resolution No. 577); and

WHEREAS, Medford Water reviews SDC rates annually and revises capital project costs to reflect changes in the *Engineering News – Record* Construction Cost Index (CCI), modifications to the master facility plans, and modifications to the list of eligible projects as approved by the Board of Water Commissioners; and

WHEREAS, the ESHL SDC was last modified on October 1, 2023; and

WHEREAS, Staff presented a study session on the staff review on April 17, 2024; and

WHEREAS, at their August 7, 2024, meeting, the Board of Water Commissioners reviewed the calculations, attached as Exhibit A, and Staff’s recommendation to consider modifying the ESHL SDC to \$10,325.54 per gross acre; and

WHEREAS, a public hearing to consider modification of the ESHL SDC was held on Wednesday, August 7, 2024, and noticed according to Oregon statutory requirements;

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

Effective September 1, 2024, the SDC to be collected on all property receiving service, either directly or indirectly, from the ESHL system will be in the modified amount of \$10,325.54 per gross acre or part thereof, as set forth in the annual staff review, attached as Exhibit A and by reference made a part hereof, with 100 percent (100%) being a reimbursement and improvement fee, with payment due and payable at the time the improvement plans are approved for the proposed development.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 7th day of August 2024.

ATTEST: _____
Amber Furu, Asst. Clerk of the Commission

Bob Strosser, Chair

SDCs For: EAST SIDE HIGH LEVEL SYSTEM

CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	CIP Plan #	Installation Year	(4,5) Years in Service or Year of Estimate	Annual Average CCI for Installation Year	(6) Original or Estimated Asset Cost (\$)	(7) Portion Eligible (%)	(3) Original or Estimated SDC Cost (\$)	(10) Present Estimated Cost (2023 \$)	(2) Acres	(1) Present Worth (PW) Cost per ACRE (\$)
PRESSURE ZONE 1 - 4											
CAES07720	Lone Pine Foothill 2 Res Site	Lone Pine #2 Reservoir Land	1979	45	3003	21,427	100%	21,427	95,328	2,722	35.02
CAES07700	Lone Pine Booster #1 Site	Lone Pine Pump Station Land	1988	36	4519	6,815	100%	6,815	20,142	2,722	7.40
PMME13720	Easement-Hillcrest Rd To Tamarack Dr		1991	33	4835	19,103	28%	5,322	14,704	2,722	5.40
PMME14380	Easement - Murryhill Terr To 500'S	Oversizing Mwc Costs Only	1995	29	5471	15,000	100%	15,000	36,623	2,722	13.45
PMES21900	Hillcrest-400'E-Fairview - 544'W Of Foothill	Mwc Costs Only	1995	29	5471	10,233	100%	10,233	24,984	2,722	9.18
PMME23160	Innsbruck Ridge - Murryhill Terr To 590' N	Oversizing Mwc Costs Only	1995	29	5471	2,059	100%	2,059	5,027	2,722	1.85
PMME30320	Murryhill Terr - Innsbruck Ridge To 100' S	Oversizing Mwc Costs Only	1995	29	5471	302	100%	302	737	2,722	0.27
CAME20360	Oregon Hills Iv	Oversizing Oregon Hills Iv	1995	29	5471	8,400	100%	8,400	20,509	2,722	7.53
PMME41760	Tamarack, Innsbruck North	Oversizing Mwc Costs Only	1995	29	5471	5,700	100%	5,700	13,917	2,722	5.11
PMME41800	Tamarack, Innsbruck North	Oversizing Mwc Costs Only	1995	29	5471	3,904	100%	3,904	9,532	2,722	3.50
CAES37820	Eastside Res Site Z-#3	Lone Pine #3 Reservoir Land	1996	28	5620	56,853	100%	56,853	135,133	2,722	49.64
CAES39350	Hillcrest Pump Sta #3 Pump Upg	Hillcrest Pump Station Upgrade	1996	28	5620	26,919	100%	26,919	63,983	2,722	23.51
CAES39340	Standford Pump Stat Pump Upgra	Standford Pump Station Upgrade	1996	28	5620	26,599	100%	26,599	63,222	2,722	23.23
CAES40900	Angelcrest Upgrade No 3 Pump	Angelcrest Pump Station Upgrade	1997	27	5826	16,203	100%	16,203	37,151	2,722	13.65
CAES39300	Eastside Reservoir Z/#4 Cherry	Cherry Lane Reservoir	1997	27	5826	746,059	100%	746,059	1,710,591	2,722	628.43
PMES07990	Fordyce/Cherry Lane Oversizing	Cherry Lane - 445 East Of Orchard View	2002	22	6538	17,744	29%	5,086	10,391	2,722	3.82
PMES38970	Fordyce/Cherry Lane Oversizing	Southview Terrace - Mary Bee Lane To 187' E	2002	22	6538	4,579	29%	1,312	2,682	2,722	0.99
PMES37822	Fordyce/Cherry Lane Oversizing	Mary Bee Lane - Southview Terrace To 590' N	2002	22	6538	14,310	29%	4,102	8,380	2,722	3.08
PMES13990	Fordyce/Cherry Lane Oversizing	Easement - Mariposa Terrace To Mary Bee Ln	2002	22	6538	20,606	29%	5,906	12,067	2,722	4.43
PMME05272	85-06 Bordeaux Ave Whitney Terrace To 255' Nor	Vista Pointe Phases 2-6 Oversizing	2006	18	7751	9,120	31%	2,836	4,888	2,722	1.80
PMME10936	85-06 Deer Ridge Vista Pt Dr To 200' North	Vista Pointe Phases 2-6 Oversizing	2006	18	7751	8,599	31%	2,673	4,607	2,722	1.69
PMME43335	85-06 Vista Pt Dr-Deer Ridge To 60' East	Vista Pointe Phases 2-6 Oversizing	2006	18	7751	2,329	31%	724	1,248	2,722	0.46
PMME44071	85-06 Whitney Terrace Bordeaux Ave To 65' East	Vista Pointe Phases 2-6 Oversizing	2006	18	7751	2,188	31%	680	1,172	2,722	0.43
PMES28549	94-06 Mcphearson Ln 155' N Of Park Ridge Dr To	Vista Pointe 16" Main, Mwc Costs Only	2006	18	7751	38,420	100%	38,420	66,211	2,722	24.32
CAES47330	Lone Pine Pump Station	Lone Pine Pump Station	2006	18	7751	868,331	100%	868,331	1,496,441	2,722	549.76
CAES47400	Lone Pine Reservoir #2	Lone Pine #2 Reservoir	2006	18	7751	1,708,523	100%	1,708,523	2,944,386	2,722	1,081.70
CAES47410	Lone Pine Reservoir #3	Lone Pine #3 Reservoir	2006	18	7751	1,711,357	100%	1,711,357	2,949,271	2,722	1,083.49
PMME15825	Easement - Vista Pt Dr 300'N Of Fawnhill		2006	18	7751	23,233	100%	23,233	40,038	2,722	14.71
PMME43336	Vista Pointe Dr 100'E Of Deer Ridge	Vista Pointe, Deer Ridge East	2006	18	7751	167,607	10%	16,888	29,104	2,722	10.69
PMES50803	72-07 Lone Pine Lakeview Village 16" Oversize	Oversizing Mwc Costs Only	2007	17	7967	7,473	100%	7,473	12,530	2,722	4.60
PMES50804	72-07 Lone Pine Lakeview Village 16" Oversize	Oversizing Mwc Costs Only	2007	17	7967	2,232	100%	2,232	3,741	2,722	1.37
PMME50002	Falcon Rdg Ter & Mcpherson Ln Acrs Lone	Oversizing East Terrace	2007	17	7967	413,805	35%	145,383	243,752	2,722	89.55
PMME50001	N End Of Bordeaux Ave Acrs Pp&L Prop	Oversizing East Terrace	2007	17	7967	237,506	19%	44,974	75,405	2,722	27.70
PMME50221	500'S Of Monterey Dr & 3398'W Of Cherry	Norman Oversize	2008	16	8311	42,996	18%	7,780	12,504	2,722	4.59
PMME50296	Annapolis Dr - 485' W Admiral	Fordyce Water Users 16" Oversize	2009	15	8575	82,593	27%	22,142	34,493	2,722	12.67
PMME50297	Annapolis Dr - Normil Terrace, Then 122'	Fordyce Water Users 16" Oversize	2009	15	8575	33,255	27%	8,915	13,888	2,722	5.10
PMME50280	East Terrace Estates Subdivision - Admiral		2009	15	8575	26,331	31%	8,274	12,890	2,722	4.74
PMME50283	East Terrace Estates Subdivision - Admiral		2009	15	8575	28,821	46%	13,345	20,790	2,722	7.64
PMME50281	East Terrace Estates Subdivision - Annapolis		2009	15	8575	11,240	31%	3,532	5,502	2,722	2.02
PMME50284	East Terrace Estates Subdivision - Annapolis		2009	15	8575	42,884	46%	19,857	30,934	2,722	11.36
PMME50279	East Terrace Estates Subdivision -Cadett		2009	15	8575	12,733	31%	4,001	6,233	2,722	2.29
PMME50282	East Terrace Estates Subdivision -Cadett		2009	15	8575	13,369	46%	6,190	9,643	2,722	3.54
CAES48130	Land - Cherry Lane Chrissy Park	Cherry Lane #2 & #3 Reservoir Property	2009	15	8575	300,000	100%	300,000	467,346	2,722	171.69
PMES50499	Summerfield 11B		2013	11	9547	26,052	32%	8,410	11,767	2,722	4.32
PMES50500	Summerfield 11B		2013	11	9547	3,245	32%	1,047	1,466	2,722	0.54
PMES50480	Summerfield Phase 11A		2013	11	9547	31,440	26%	8,043	11,254	2,722	4.13

CONSTRUCTED

EXHIBIT A TO RESOLUTION 1947 - PAGE 2 OF 3

SDCs For: EAST SIDE HIGH LEVEL SYSTEM

CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	CIP Plan #	Installation Year	(4,5)		(6)	(7)	(3)	(10)	(2)	(1)
				Years in Service or Year of Estimate	Annual Average CCI for Installation Year						
PMES50481	Summerfield Phase 11A		2013	11	9547	2,520	26%	645	902	2,722	0.33
PMES50491	Summerfield Phase 12B & 6		2013	11	9547	1,734	32%	559	782	2,722	0.29
PMES50490	Summerfield Phases 12B & 6		2013	11	9547	14,484	32%	4,670	6,534	2,722	2.40
CAES50587	Angelcrest Pump Station Upgrade (33%)		2014	10	9807	106,567	33%	35,167	47,903	2,722	17.60
CASE50549	Innsbruck Ridge Phase 1 & 2		2016	8	10338	62,001	33%	20,593	26,608	2,722	9.78
CAES50550	Murray Hill Terrace - In Easement		2016	8	10338	20,277	33%	6,766	8,743	2,722	3.21
CAES50551	Murray Hill Terrace - In Easement		2016	8	10338	487	33%	163	210	2,722	0.08
PMES50658	Stanford Ave - Creek View Dr To 78'S		2016	8	10338	6,999	22%	1,570	2,028	2,722	0.75
PMES50657	Stanford Ave - Morgans Way To	Creek View Dr	2016	8	10338	50,248	22%	11,271	14,563	2,722	5.35
PMES50656	Stanford Ave - Sherwood Park To	Morgans Way	2016	8	10338	45,043	22%	10,103	13,054	2,722	4.80
PMME50764	Stonegate Estates Phase 2B Oversizing		2017	7	10737	43,286	28%	12,072	15,020	2,722	5.52
PMME50765	Stonegate Estates Phase 2B Oversizing		2017	7	10737	16,883	28%	4,709	5,858	2,722	2.15
PMES50810	Lone Oak Dr & Michael Park Dr		2018	6	11062	53,058	17%	8,834	10,668	2,722	3.92
PMES50811	Lone Oak Dr & Michael Park Dr		2018	6	11062	53,058	2%	1,141	1,378	2,722	0.51
PMES50846	Summerfield Phase 17 & 22A		2018	6	11062	30,014	7%	2,053	2,479	2,722	0.91
PMES50846	Summerfield Phase 17 & 22A		2018	6	11062	30,014	13%	3,906	4,716	2,722	1.73
PMES51000	Stonegate Phase 2C		2020	4	11466	93,304	20%	18,714	21,803	2,722	8.01
PMES51001	Stonegate Phase 2C		2020	4	11466	93,304	1%	1,390	1,619	2,722	0.59
CAES50906	Lone Pine PS Upgrade - Pump Installation		2020	4	11466	94,071	100%	94,071	109,597	2,722	40.26
CAES50897	Stanford Pump Station		2020	4	11466	273,280	22%	60,122	70,045	2,722	25.73
PMES51048	Horse Arena Ph 2 - Juanipero Way SE from	existing 12" main to Wrangler St	2021	3	12133	54,762	34%	18,528	20,398	2,722	7.49
PMES51049	Horse Arena Ph 2 - Wrangleer St From	Juanipero Way to Arena Dr	2021	3	12133	11,976	34%	4,049	4,458	2,722	1.64
PMES51050	Horse Arena Ph 2 - Arena Dr from	Wrangler St to Packhorse St then S to	2021	3	12133	56,909	34%	19,254	21,197	2,722	7.79
PMES51086	Southview Terrace - NE from existing 8"	main at Southview & Mary Bee to 12" main	2021	3	12133	60,045	100%	60,045	66,106	2,722	24.29
PMES51082	Summerfield Ph19 & 22D - Shamrock DR E	from existing main at Shamrock	2021	3	12133	169,885	8%	14,403	15,857	2,722	5.83
PMES51112	Normil Terrace - Normil Terrace 300' E of N Foothill	to existing main at Normil Terrace	2021	3	12133	365,778	100%	365,778	402,699	2,722	147.94
PMES51146	Oversizing Mountain Top Ph 1 - Bordeaux	Ave at Park Ridge Dr	2023	1	13358	4,759	100%	4,759	4,759	2,722	1.75
TBD	Oversize Rockland Place PUD Ph 3		2024	0	13358	9,533	100%	9,533	9,533	2,722	3.50

EXHIBIT A TO RESOLUTION 1947 - PAGE 3 OF 3

SDCs For: EAST SIDE HIGH LEVEL SYSTEM

SDCs For: EAST SIDE HIGH LEVEL SYSTEM													
CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	CIP Plan #	Installation Year	(4,5) Years in Service or Year of Estimate	Annual Average CCI for Installation Year	(6) Original or Estimated Asset Cost (\$)	(7) Portion Eligible (%)	(3) Original or Estimated SDC Cost (\$)	(10) Present Estimated Cost (2023 \$)	(2) Acres	(1) Present Worth (PW) Cost per ACRE (\$)		
													4,300.56
FUTURE	Foot Hill Rd - Lone Pine Extension to Zone 1	PL-3a	2024	2023	13358	4,000,000	75%	3,000,000	3,000,000	2,722	1,102.13		
	Calle Vista - Zone 1 Connection	PL-4	2033	2023	13358	4,350,000	100%	4,350,000	4,350,000	2,722	1,598.09		
	Zone 3 Pump Station		2032	2023	13358	2,800,000	100%	2,800,000	2,800,000	2,722	1,028.66		
	Zone 1 Pump Station		2028	2023	13358	2,750,000	100%	2,750,000	2,750,000	2,722	1,010.29		
	Zone 2 / Barnett Pump Station & Transmission		2026	2023	13358	3,500,000	100%	3,500,000	3,500,000	2,722	1,285.82		
													Constructed \$ 4,300.56
													Future \$ 6,024.98
													GRAND TOTAL \$ 10,325.54
	(1) 2023 Average Rate: ENR Construction Cost Index (CCI)				13358								Reimbursed (57)
	(2) Equivalent Residential Units, ERUs = Gross acres												
	The calculation of 2722 acres is calculated on 3824 total acres in the East Side Level area (above 1500' elevation, inside the City Limits, and within the 1990 UGB) of which 621 water developed acres existed in the 1991 SDC study. Overall development is calculated at a rate of 85% of the available land therefore (3824-621)(0.85) = 2722 acres											Calculated	\$ 10,325.54
												Existing	\$ 10,420.44
												Difference	\$ (94.89)
	(3) Since replacement of increased capacity SDC project facilities is not allowed to be again funded with SDCs, depreciation is not used as a factor in these costs.												Blue = variable factors year to year
	(4) Current Year		2024										
	(5) Year of Estimates		2023									Recommend	\$10,325.54
	(6) The estimated costs for FUTURE projects are based on yearly updated 10-Yr Plan and Water Distribution System figures												
	(7) The original costs for CONSTRUCTED projects are total percentage, or (if noted) proportional, reimbursement (buy-in) values ALL of which provide additional capacity												
	(8) MWC reimbursement DOES NOT include interest over time on the actual expended costs, and SDC calculations DO NOT include State allowed costs for SDC studies, program administration, and/or program accounting												
	(9) Eagle Trace V (\$6000), Cambridge Sub (\$1712), Anapolis Dr - 485 W Admiral, then 303' (60451.26), Anapolis Dr - Normil Terrace, Then 122' (24340.11), Easement Hillcrest to Tamarack (13780) were taken off 03/05/18 costs were donated												
	(10) The present worth calculation is based on the difference between the constructed year CCI and the current year CCI												



Memorandum

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

FROM: Brian Runyen, P.E., Engineering Manager

DATE: Wednesday, August 7, 2024

SUBJECT: Item 4.3 – Resolution 1948, Modifying System Development Charges (SDC's) for Southwest High Level

OBJECTIVE: Board Approval

Issue

Medford Water updates its System Development Charges (SDCs) for the “Southwest High Level” on an annual basis in order to update the cost-based charges for new customers connecting to, or requesting additional capacity to, Medford Water’s system. By establishing cost based SDC’s, Medford Water attempts to have “growth pay for growth” and existing utility customers will, for the most part, be sheltered from the financial impacts of growth.

Discussion

As presented at the April 17, 2024, Study Session, staff utilized methodologies as recommended by our consultant that included steps such as determination of system planning criteria, determination of equivalent residential units, calculation of system component costs and determination of any credits. As a result of the calculation for the SDC for Southwest High Level, the cost per ERU (Acre) increased from \$10,090.81 to \$10,363.29.

Financial Impact

None.

Requested Board Action

Staff recommends approval of Resolution 1948, which modifies the SDC for the Southwest High Level to \$10,363.29 per acre.

RESOLUTION NO. 1948

A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the Southwest High Level Area (SWHL) to \$10,363.29 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2024

WHEREAS, Medford Water has provided excess transmission, distribution, storage and pumping capacity in the SWHL; and

WHEREAS, in 1999, Medford Water established an SDC for the SWHL area (Resolution No. 969); and

WHEREAS, the Commission reviews SDC rates annually and revises capital project costs to reflect changes in the *Engineering News – Record* Construction Cost Index (CCI), modifications to the master facility plans, and modifications to the list of eligible projects as approved by the Board of Water Commissioners; and

WHEREAS, the SWHL SDC was last modified on October 1, 2023; and

WHEREAS, Staff presented a study session on the staff review on April 17, 2024; and

WHEREAS, at their August 7, 2024, meeting, the Board of Water Commissioners reviewed the calculations, and Staff's recommendation to modify the SDC for the SWHL to \$10,363.29 per gross acre; and

WHEREAS, a public hearing to consider modification of the SWHL SDC was held on Wednesday, August 7, 2024, and noticed according to Oregon statutory requirements;

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

Effective September 1, 2024, the SDC to be collected on all property receiving service, either directly or indirectly from the SWHL system will be in the modified amount of \$10,363.29 per gross acre or part thereof, as set forth in the annual staff review, attached as Exhibit A and by reference made a part hereof, with 100 percent (100%) being a reimbursement and improvement fee, with payment due and payable at the time the improvement plans are approved for the proposed development.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 7th day of August 2024.

ATTEST: _____
Amber Furu, Asst. Clerk of the Commission

Bob Strosser, Chair

EXHIBIT A TO RESOLUTION 1948

SDCs For: SOUTHWEST HIGH LEVEL SYSTEM

			(4,5)	(6)	(3)	(8)	(2)	(1)			
CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Installation Year	Years in Service or Year of Estimate	Average CCI for Installation Year	Original Asset Cost (\$)	Portion Eligible (%)	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2023 \$)	ACRE	Present Worth (PW) Cost per ACRE (\$)	
PRESSURE ZONE 1C											
CONSTRUCTED	CASW29760	SOUTHWEST RESERVOIR SITE	1988	36	4519	26,531	100%	26,531	78,418	469	167.20
		ARCHER PUMP STATION MODIFICATIONS	1999	25	6060	230,000	100%	230,000	507,031	469	1,081.09
	CASW46720	SOUTH WEST RESERVOIR	2003	21	6695	467,524	100%	467,524	932,876	469	1,989.07
	CASW46910	SOUTH WEST RESERVOIR	2003	21	6695	1,402,573	100%	1,402,573	2,798,628	469	5,967.22
	PMSW08929	COLUMBUS AVE ARCHER DRIVE TO SOUTH STAGE	2003	21	6695	30,713	100%	30,713	61,283	469	130.67
	PMSW08930	COLUMBUS AVE ARCHER DRIVE TO SOUTH STAGE	2003	21	6695	92,138	100%	92,138	183,848	469	392.00
	PMSW08931	COLUMBUS AVE SOUTH STAGE RD TO 2027 SOUTH	2003	21	6695	34,740	100%	34,740	69,319	469	147.80
	PMSW08932	COLUMBUS AVE SOUTH STAGE RD TO 2027 SOUTH	2003	21	6695	104,221	100%	104,221	207,957	469	443.41
	PMSW50664	Sunset Drive - Tivoli Dr to Thomas Rd	2016	8	10338	9,275	100%	9,275	11,984	469	25.55
	PMSW50665	Sunset Drive - Thomas Rd to 34' East	2016	8	10338	1,080	100%	1,080	1,395	469	2.98
PMSW51094	Ione's View Subdivision - Sunset Dr W	from existing main at Tivoli Dr	2021	3	12133	6,943	100%	6,943	7,644	469	16.30
<i>Subtotals</i>							\$ 2,405,738	\$ 4,860,381		\$10,363.29	
PRESSURE ZONE 1C											
<i>Subtotals</i>							\$ -			\$0.00	
										Constructed	\$10,363.29
										Future	\$0.00
										GRAND TOTAL	\$10,363.29
(1) 2023 Average Rate: ENR Construction Cost Index (CCI)			13,358	Reimbursed (7)							
(2) Equivalent Residential Units, ERUs = Gross acres											
2022 Update: Total 474 acres within the Southwest High Level area (366 acres current + 108 acres to be added rezoned from Gravity zone), above 1485 elevation, inside COM UGB											
Overall development is calculated at a rate of 99% of the available land therefore (474)(0.99) = 469 acres											
(3) Since replacement of increased capacity SDC project facilities is not allowed to be again funded with SDCs, depreciation is not used as a factor in these costs.										Calculated	\$10,363.29
										Existing	\$10,090.81
(4) Current Year										Difference	\$272.48
(5) Year of Estimates											
(6) The original costs for CONSTRUCTED projects are total percentage, or (if noted) proportional, reimbursement (buy-in) values ALL of which provide additional capacity											
(7) MWC reimbursement DOES NOT include interest over time on the actual expended costs, and SDC calculations DO NOT include State allowed costs for SDC studies, program administration, and/or program accounting										Recommend	\$10,363.29
(8) The present worth calculation is based on the difference between the constructed year CCI and the current year CCI											



Memorandum

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

FROM: Tanya Haakinson, HR Manager

DATE: Wednesday, August 7, 2024

SUBJECT: Item 6 – Resolution 1949, Adopting 2024 Personnel Manual Updates (Sections 2, 3, and 4)

OBJECTIVE: Board Approval

Issue

Incorporating updated information in Sections 2, 3, and 4 – General Employment Practices & Policies, Compensation & Schedules, and Employee Benefits in the Personnel Manual.

Discussion

Personnel Manual update for Sections 2, 3 and 4 which includes updates to Retiree Temporary Work Assignment Policy, Market-Pay Compensation Method Policy, and Paid Leave Oregon, Oregon Sick Leave, FMLA/OFLA and Additional Sick Leave Policy. A copy of the document will be made available before the meeting.

Financial Impact

From the policies updated, the financial impact is related to the Retiree Temporary Work Assignment Policy. Allowing retirees to receive MW's 96 hours of sick leave per year (prorated per assignment length) and earn 4 hours of vacation per pay period will result in an additional average cost of \$5,616 annually (per retiree).

Requested Board Action

Staff recommends approval of Resolution 1949, approving updates to the Personnel Manual, Sections 2, 3 and 4, thus meeting the state's requirements for updated rules impacting Paid Leave Oregon/Oregon Family Leave Act plans, and updating wording in the Retiree temporary Work Assignment and Market-Pay Compensation Method policies. Having clear, defined policies listed in the Personnel Manual assists staff in understanding key personnel policies.

