



Wednesday, October 16, 2024 – 12:15 p.m.

Medford Police Department Prescott Room
219 S. Ivy Street, Medford, Oregon 97501

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

AGENDA

12:00 p.m. LUNCH

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 via teleconference.

4. Approval or Correction of the Minutes of the Last Regular Meeting of October 2, 2024

5. By Motion, Authorizing Staff to Allow a Service Connection Under Resolution 1058 Section 7 and to Waive Collection of System Development Charges for a Temporary Domestic Water Service for the City of Medford, Foothill Road Corridor Project Construction Office

6. Leadership Team Reports

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

8. Propositions and Remarks from the Commissioners

9. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
11/6/24	Wed	Board Meeting	Time TBD – COSA	12:15 p.m.	Prescott Room, Police Dept
11/20/24	Wed	Board Meeting	Time TBD – COSA	12:15 p.m.	Prescott Room, Police Dept
<i>Thursday & Friday, November 28 & 29, 2024 – Offices closed in observance of the Thanksgiving Holiday</i>					
12/4/24	Wed	Board Meeting	Time TBD – JC/MWC Bulk Water Sales Update and Intermediate Water User update	12:15 p.m.	Prescott Room, Police Dept
12/18/24	Wed	Board Meeting	Time TBD – Annual Audit	12:15 p.m.	Prescott Room, Police Dept

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

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY



To join by computer, click the following link:

https://us02web.zoom.us/webinar/register/WN_G8mEoiDHSVq2HgXNRe2M7w

Meeting passcode: 240383



To join by phone, call:

(669) 900-6833

Meeting ID Number: 858 8430 4886 Meeting passcode: 240383



Memorandum

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

FROM: Brian Runyen, Engineering Manager

DATE: Wednesday, October 16, 2024

SUBJECT: Item 5 – Authorizing Staff to Allow a Service Connection Under Resolution 1058 Section 7 and to Waive Collection of System Development Charges (SDCs) for a Temporary Domestic Water Service for the City of Medford Foothill Road Corridor Project Construction Office

OBJECTIVE: Board Approval by Motion

Issue

The City of Medford wishes to obtain temporary domestic water service to 1570 N Foothill Rd (maplot 371W21A400). The City utilizes the building on this parcel as their construction office for the Foothill Road Corridor Project. This parcel is outside of the Medford City Limits and within the current Medford Urban Growth Boundary (UGB). Board approval is requested to provide this water service under the existing provisions of Resolution 1058.

Discussion

The City of Medford has been utilizing the building at 1570 N Foothill Rd as a construction office for the Foothill Road Corridor project. To date, domestic water for the building has been provided from an on-site water well. Recently the pump motor and pump shack for this well burned up. In lieu of replacing the pump, motor and shack, the City would like to obtain a 5/8"x3/4" domestic water service from an existing Medford Water 8" water main that is adjacent to the north boundary line of the parcel.

The parcel is outside of the Medford City Limits and within the current Medford Urban Growth Boundary (UGB). It is not immediately eligible for water service from Medford Water other than thru provisions specified in Resolution 1058. Staff would like Board concurrence of the use of these provisions thru an approval by motion.

Fulfillment of this request would be based on (1) Board concurrence for utilizing existing provisions of Resolution 1058 to provide direct water service to a customer outside of the established Medford Water service boundaries, and (2) Board support of Staff's request to waive SDC fees for this temporary service.

(1) Board Resolution 1058 defines the areas within which Medford Water (and its partner cities and districts) can provide water service. It also identifies and provides guidance on exceptions to this defined service area. This request to provide water service outside of the usual established Medford Water service boundaries is consistent with Section 7 of Resolution 1058, which allows that "*the Board, where it would be in the general public interest, may extend water service for property owned and operated by the United States Government, the State of Oregon, Jackson County, school districts, and the cities of Medford, Central Point, Eagle Point, Jacksonville, Phoenix and Talent.*" Historically this has been accomplished by a Board Motion and approval.

Providing the proposed water service to the City of Medford outside of Medford Water's direct service area is in the public's best interest for the continued use of this property as a construction office for the remainder of construction of the Foothill Road Corridor Project.

The parcel to which the proposed water service will serve is outside of the Medford City Limits but within the Urban Growth Boundary (UGB) of the City of Medford and contiguous to the Medford City Limits.

(2) The request to waive System Development Charges (SDCs) is supportable because the proposed water service will be temporary. The water service will be removed once the project has been completed. An SDC waiver of this nature is comparable to other previously approved temporary water services.

The City of Medford will bear all costs for installation of the water service, monthly costs of water service and usage, and costs abandonment (removal) of the water service when the project is completed.

The recommended time period for this temporary water service will be 2 years from the date of approval, or October 15, 2026. This will give the City ample time to complete the Foothill Road project and discontinue the use of the building on the property as a construction office.

Financial Impact

The City of Medford will pay all costs for installation of the new water service as well as for the future abandonment of the water service when the project is completed. These costs will be paid in advance (at the time the new service is provided).

The City of Medford will pay for monthly costs of water service and usage based on the "Nonresidential & Multi-Family Outside City of Medford" water rates. Medford Water will reimburse City of Medford for monthly water payments under our agreement of providing free water for City facilities.

Requested Board Action

Staff recommends approval by motion authorizing staff to approve and provide for a temporary domestic water service and meter for the City of Medford Foothill Road Corridor Project construction office at 1570 N Foothill Rd (maplot 371W21A400), for a time period extending to October 15, 2026, and to waive collection of Medford Water System Development Charges (SDCs) for this temporary water service.

RESOLUTION NO. 1058

A RESOLUTION of the City of Medford, Board of Water Commissioners revising Resolution No. 992 regarding the extension of water service outside of city boundaries.

WHEREAS, the Board has determined that Resolution No. 992 which limits the extension of water service outside city boundaries, needs to be revised; and,

WHEREAS, the Board, pursuant to Section 21 of the Medford Charter of 1976 and Chapter 225, Oregon Revised Statutes, is empowered to construct facilities and extend water service outside the corporate limits of the City of Medford; and,

WHEREAS, the Board periodically receives requests to extend facilities and services outside the corporate limits of the city and in responding to such requests finds it useful and desirable to promulgate written policies regarding such extension; and,

WHEREAS, the Board finds there is a need to coordinate actions on such requests with statewide land use planning goals and guidelines, comprehensive plans, cooperative agreements, urban growth boundary policies and annexation policies of the public bodies affected by such requests in order to ensure the planned and orderly provision of all necessary public services, including water; and,

WHEREAS, it is the intention of the Board to observe existing statutory and contractual obligations as well as the policies of affected bodies; and,

WHEREAS, the Board has determined that water is an urban service, and has acquired sufficient water supplies to adequately meet the requirements of the areas within urban growth and urban reserve boundaries of the cities and existing water districts which the Board is presently committed to serve. Such water supplies are not adequate to serve additional areas;

WHEREAS, the Commission desires to clarify that the Commission will not expand water service to any new or existing water districts which are not currently under contract with the Commission,

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

SECTION 1. That water districts purchasing water from the Medford water system will be permitted to extend their water system facilities within their boundaries subject to the other provisions contained herein. Such extension of districts' water mains shall be done only with prior written approval of the Water Commission and that such approval shall be based on findings of the Commission that there are provisions for the coordinated development of all other urban facilities and services appropriate for the area to be served by the extension and that such extension is in accordance with the comprehensive plan of the City of Medford as it applies to the area to be served. All extension of water service shall be installed to full "urban" standards as determined by the Water Commission.

SECTION 2. That water districts and similar agencies will not be permitted to annex additional areas beyond their present boundaries without written permission of the Commission. Permission will be granted if all of the conditions of Section 4 or Section 7 of this Resolution have been met and the Commission has no water facilities available to supply service to the

area requesting service. Permission will also be granted if the water districts wish to annex the remaining portion of existing tax lots which are split by the water district's legally described boundary at the time of the adoption date of this resolution provided that the annexations are finalized by March 3, 2001. The Commission will not expand water service to any new or existing water districts which are not currently under contract with the Commission.

SECTION 3. That water service is supplied to other cities in the region by contract. These contracts define those geographic areas where water service maybe supplied based upon the type of water supply contracts ("surplus water" or "treat and transport") and the individual planning processes of each of these cities. The intent of the urbanization standards contained in these contracts is to follow the same general urbanization policies as is defined in this resolution. These standards must not be contrary to the "public interest" of the Medford Water Commission and City of Medford. Granting of any water service outside of the corporate boundaries of any city must be done in accordance to provisions of Chapters 195 and 197 of the Oregon Revised Statutes and Jackson County Comprehensive Plan.

SECTION 4. That water service may be granted to property within the Medford urban growth boundary of the City of Medford providing all of the following conditions have been met:

- a) Undeveloped property that is in the urban growth boundary shall not receive water service unless the property is annexed into the City.
- b) Developed property that is in the urban growth boundary may receive water service provided the property owners are not proceeding with any land use permits, as follows:
 - 1) Contiguous property owners – are contractually obligated to annex to the City of Medford and have started the annexation process.
 - 2) Non-contiguous property owners – have demonstrated to the City's planning department that they do not have a reasonable chance of successfully completing the annexation process (i.e., due to the location of property, refusal by intervening property to agree to annex, etc.). The property's owners must sign an irrevocable consent binding present and future owners to annex to the City, which will be recorded before water service is provided.
- c) The property owner must pay a systems development charge for its proportional share of the cost of treatment and transmission facilities.
- d) The water facilities which are needed to supply this property shall be installed to full "urban" standards as determined by the Commission. This shall include minimum main sizes of six inches (6"), fire hydrants spaced according to City of Medford Fire Department standards, high level facilities, etc. as if the property were being developed in an urban area.
- e) Water service to property outside city boundaries which is supplied directly by the Commission shall be by special contract. A water rate differential which would provide for a higher rate of return on investment and pay for source water from Lost Creek Reservoir will be charged these customers. Upon change of ownership of the property, a new contract must be signed before water service will be restored. The contract shall also contain the same irrevocable consent to annex provision as was recorded with the property.

SECTION 5. That the Board will grant water service to property within the boundaries of dissolved water districts whose assets have been given to the Commission provided that the property owner signs an irrevocable consent to annex or annexes to the appropriate city, that there are adequate water facilities available to serve the property, and that the property meets all other Regulations Governing Water Service as now exist or may be modified in the future.

SECTION 6. That any proposed extension of water service be in conformance with the Jackson County Comprehensive Plan and will in no way be detrimental to the residents of Medford or the present or future operation, maintenance or construction procedures or requirements of the Commission. New connections to the Big Butte Springs transmission mains above the Coal Mine Pressure Control Station, except to meet contractual obligations, are prohibited under any circumstances. All water service is granted in accordance with the Regulations Governing Water Service as now exist or may be modified in the future.

SECTION 7. Regardless of location, water service will be granted to parties where the Commission has incurred contractual obligations for the extension of service as a part of the consideration for the purchase of rights-of-way, provided such extensions granted these parties meet all standards and regulations as now exist or may be modified in the future. Also, the Board, where it would be in the general public interest, may extend water service for property owned and operated by the United States Government, the State of Oregon, Jackson County, school districts, and the cities of Medford, Central Point, Eagle Point, Jacksonville, Phoenix and Talent.

SECTION 8. That Resolution No. 944 is hereby repealed and that the policy of said Board of Water Commissioners as regards the extension of water service outside of city boundaries is now as stated in this resolution.

PASSED at a regular meeting of the Board of Water Commissioners of the City of Medford, Oregon, and signed by me in authentication thereof this 2nd day of January 2002.

ATTEST: Beverly Sandblast
City Recorder

J. J. Johnson
Chair