



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

## AGENDA

11:15 a.m. LUNCH

11:30 a.m. STUDY SESSION – Cost of Service Study Presentation - Part 2 of 2 ( Beau Belikoff  
Finance Manager, Kevin Lorentzen HDR, Inc.)

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. Consent Calendar**

4.1 Approval or Correction of the Minutes of the Last Regular Meeting of November 6, 2024

4.2 Quarterly Letter to Mayor and Council

**5. Items Removed from Consent Calendar**

**6. 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.

**7. Propositions and Remarks from the Commissioners**

**8. Adjourn**

**DATES TO REMEMBER\***

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
<i>Thursday &amp; Friday, November 28 &amp; 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
<i>Wednesday, December 25, 2024 – Offices closed in observance of the Christmas Day Holiday</i>					

\*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\\_mtqecL3mSe-MbHs9kO3RGw](https://us02web.zoom.us/webinar/register/WN_mtqecL3mSe-MbHs9kO3RGw)

Meeting passcode: 951775



To join by phone, call:

(669) 900-6833

Meeting ID Number: 847 7731 6640

Meeting passcode: 951775



## Memorandum

**TO:** Commissioners Bob Strosser, David Wright, Jason Anderson, John Dailey, and Michael Smith  
**FROM:** Brad Taylor, General Manager  
**DATE:** Wednesday, November 20, 2024  
**SUBJECT:** Item 4.2 – Quarterly Letter to the Mayor and City Council  
**OBJECTIVE:** Board Approval

---

### Issue

The letter to the Mayor and City Council for the first quarter of Fiscal Year 2024-25 along with the financials, Consumption Report, and Watershed Report.

### Discussion

Medford Water is required by Section 19 of the Medford Charter to make full reports of the business transacted by it and of the condition of its funds once every three months to the City Council. If the board members agree to the contents of the letter for the first quarter of FY24-25, the Chair and General Manager will sign, and it will be forwarded to the Mayor and Council members.

### Financial Impact

n/a

### Requested Board Action

Approve contents of the first quarter letter to the Mayor and City Council.



November 20, 2024

Mayor Randy Sparacino and City Council  
City of Medford, Oregon  
411 West 8th St.  
Medford, Oregon 97501

Honorable Mayor and Council Members:

Attached are Medford Water's quarterly financial reports for the first quarter of Fiscal Year 2024-25, as well as Consumption and Watershed Reports.

During the first quarter of Fiscal Year 2024-25, Medford Water adopted our Source Water Protection Plan, which will be used to prioritize our efforts in the Rogue River and Big Butte Springs watersheds. Progress continues on our Rogue Valley Water Supply Resiliency Program, by hitting a 60% design level on our Capital Hill Reservoir project. We are anticipating issuing the bid for construction of our Water Operation Center Project in the second Quarter.

If the Mayor or Council members have any questions, feel free to contact our office at any time, or Nick Card, Council Liaison.

Sincerely,

Bob Strosser, Chair  
Board of Medford Water Commissioners

Brad Taylor, General Manager  
Medford Water

Attachments

**Medford Water Commission**  
**Income Statement**  
**September 30, 2024**

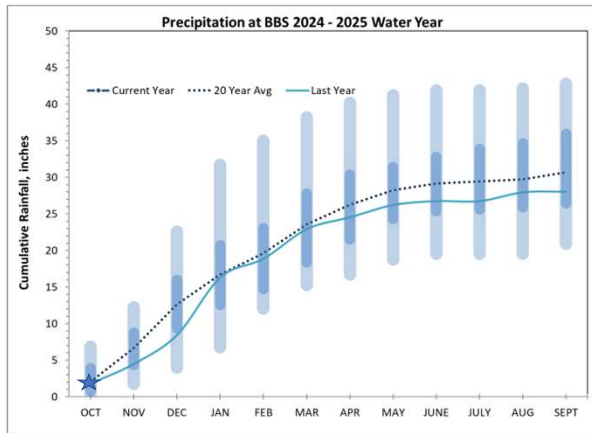
	Water Fund	Construction Fund	Bond Project Fund	Total Current	Total Prior	Total Year to Date	Total Prior Year to Date
<b>Operating Revenues</b>							
Residential Sales Inside Gallonage	\$ 983,740	\$ -	\$ -	\$ 983,740	\$ 975,518	\$ 3,360,023	\$ 2,943,028
Commercial Sales Inside Gallonage	354,985	-	-	354,985	338,164	1,159,626	994,097
Industrial Sales Inside Gallonage	9,861	-	-	9,861	18,962	22,246	55,141
Base Charges Inside	633,960	-	-	633,960	577,136	1,903,359	1,730,136
High Elevation Charges	54,602	-	-	54,602	52,769	170,506	151,486
Fire Services Inside	35,744	-	-	35,744	31,972	107,255	95,714
Residential Sales Outside Gallonage	133,039	-	-	133,039	134,322	494,540	453,436
Commercial Sales Outside Gallonage	74,801	-	-	74,801	73,647	263,908	221,731
Industrial Sales Outside Gallonage	189,339	-	-	189,339	170,271	616,222	472,501
Base Charges Outside	139,324	-	-	139,324	125,568	417,002	376,578
Fire Services Outside	11,221	-	-	11,221	10,036	33,663	30,103
Sales to Other Utilities	343,146	-	-	343,146	341,494	1,180,275	1,102,133
Miscellaneous Collections	36,142	-	-	36,142	38,778	97,707	116,895
Connections/Installations	55,889	-	-	55,889	69,636	179,360	175,676
<b>Total Operating Revenues</b>	<b>3,055,792</b>	<b>-</b>	<b>-</b>	<b>3,055,792</b>	<b>2,958,273</b>	<b>10,005,690</b>	<b>8,918,656</b>
<b>Operating Expenses</b>							
Source of Supply	47,521	-	-	47,521	241,174	198,664	553,256
Supply Pumping	93,639	-	-	93,639	111,528	336,641	327,110
Purification	269,644	-	-	269,644	299,422	1,193,465	1,032,503
Transmission	14,851	-	-	14,851	12,138	139,247	47,680
Distribution Pumping	45,465	-	-	45,465	52,853	157,822	191,141
Distribution	257,696	-	-	257,696	266,112	866,255	893,850
Customer Accounts & Collection	217,963	-	-	217,963	279,749	875,726	726,655
Administrative & General	114,728	-	0	114,728	119,883	455,257	205,889
Connections/Installations	81,755	-	-	81,755	72,437	194,511	178,553
<b>Total Operating Expenses</b>	<b>1,143,260</b>	<b>-</b>	<b>0</b>	<b>1,143,261</b>	<b>1,455,296</b>	<b>4,417,588</b>	<b>4,156,638</b>
<b>Operating Income Before Depreciation</b>	<b>1,912,532</b>	<b>-</b>	<b>(0)</b>	<b>1,912,531</b>	<b>1,502,977</b>	<b>5,588,103</b>	<b>4,762,017</b>
Depreciation	422,840	-	-	422,840	365,260	1,267,240	1,090,747
<b>Total Operating Income</b>	<b>1,489,692</b>	<b>-</b>	<b>(0)</b>	<b>1,489,692</b>	<b>1,137,718</b>	<b>4,320,862</b>	<b>3,671,270</b>
<b>Non Operating Revenues (Expenses)</b>							
Charges in Lieu of Assessments	-	-	-	-	-	-	-
Investment Revenue	44,261	75,170	155,297	274,728	142,582	697,277	469,412
Grant Revenue	-	-	-	-	-	-	12,066
Forest Product Revenue	-	-	-	-	251,220	-	478,289
Debt Proceeds	-	-	-	-	2,566,067	43,227,485	6,942,115
Miscellaneous Revenue	44,693	-	-	44,693	12,159	44,866	13,616
Loss on Disposal of Asset	(10,448)	-	-	(10,448)	-	(12,917)	-
FWRD Expense	-	-	-	-	-	-	-
<b>Total Non Operating Revenues (Expenses)</b>	<b>78,507</b>	<b>75,170</b>	<b>155,297</b>	<b>308,974</b>	<b>2,972,028</b>	<b>43,956,711</b>	<b>7,915,498</b>
<b>Income Before Contributions</b>	<b>1,568,199</b>	<b>75,170</b>	<b>155,297</b>	<b>1,798,666</b>	<b>4,109,746</b>	<b>48,277,573</b>	<b>11,586,768</b>
<b>Capital Contributions</b>							
System Development Charges	18,746	-	-	18,746	70,431	195,835	199,685
Developer Donations (Capitalized)	27,891	-	-	27,891	76,396	511,849	668,321
<b>Total Income from Contributions</b>	<b>46,638</b>	<b>-</b>	<b>-</b>	<b>46,638</b>	<b>146,827</b>	<b>707,684</b>	<b>868,005</b>
<b>Net Income</b>	<b>\$ 1,614,837</b>	<b>\$ 75,170</b>	<b>\$ 155,297</b>	<b>\$ 1,845,304</b>	<b>\$ 4,256,572</b>	<b>\$ 48,985,257</b>	<b>\$ 12,454,773</b>

**Medford Water Commission**  
**Balance Sheet**  
**September 30, 2024**

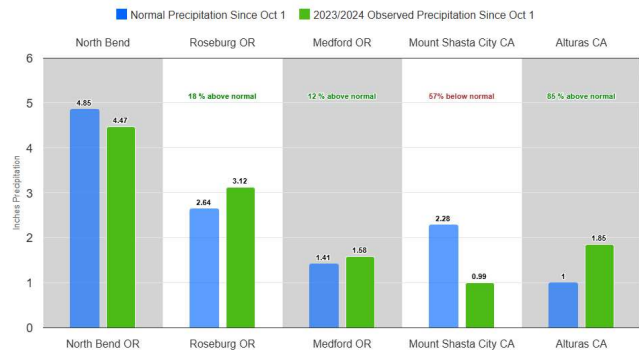
	Water Fund	Construction Fund	Bond Project Fund	Total	Prior Year
<b>Assets</b>					
<b>Current Assets</b>					
Cash	\$ 1,411,944	\$ -	\$ 107,190	\$ 1,519,134	\$ 2,624,079
Revolving Fund Cash	2,963	-	-	2,963	22,940
Cafeteria Plan Cash	4,029	-	-	4,029	9,085
Short Term Investments	9,178,674	6,169,677	30,764,127	46,112,478	14,611,773
Short Term Investments- Future Main Replacements	-	4,073,586	-	4,073,586	5,029,236
Short Term Investments- Future Treatment and Transport	-	387,322	-	387,322	9,182,711
Short Term Investments- Future Water Rights Development	-	5,013,249	-	5,013,249	5,230,008
Short Term Investments- Vernal Pool Management	-	150,653	-	150,653	142,864
Short Term Restricted Investments	2,839,048	-	-	2,839,048	5,775,892
Notes Receivable	1,642,444	-	-	1,642,444	1,794,622
Accounts Receivable	4,073,533	-	-	4,073,533	2,889,535
Accounts Receivable - Misc.	698,497	-	-	698,497	3,328,529
Cafeteria Plan Receivable	8,042	-	-	8,042	9,238
Inventory	1,884,992	-	-	1,884,992	9,118,592
Work in Progress	812,450	-	-	812,450	531,868
Prepaid Expenses	300,421	-	-	300,421	562,352
Other Current Assets	7,037	-	-	7,037	90,797
<b>Total Current Assets</b>	<b>22,864,074</b>	<b>15,794,487</b>	<b>30,871,317</b>	<b>69,529,879</b>	<b>60,954,121</b>
<b>Fixed Assets</b>					
Utility Plant / Service	239,672,812	-	-	239,672,812	220,221,088
Construction in Progress	89,433,161	-	13,020,262	102,453,423	43,656,067
Accumulated Depreciation	(77,067,967)	-	-	(77,067,967)	(72,839,230)
<b>Total Fixed Assets</b>	<b>252,038,006</b>	<b>-</b>	<b>13,020,262</b>	<b>265,058,268</b>	<b>191,037,925</b>
<b>Total Assets</b>	<b>\$ 274,902,080</b>	<b>\$ 15,794,487</b>	<b>\$ 43,891,579</b>	<b>\$ 334,588,147</b>	<b>\$ 251,992,046</b>
<b>Liabilities &amp; Fund Equity</b>					
<b>Current Liabilities</b>					
Accounts Payable	\$ 2,791,991	\$ -	\$ 2,895,258	\$ 5,687,249	\$ 8,320,599
Retainage Payable	2,137,510	-	602,326	2,739,836	563,410
Customer Deposits	125,617	-	-	125,617	100,608
Miscellaneous Deposits	-	-	-	-	14,940
Construction Deposits	856,641	-	-	856,641	696,380
Miscellaneous Payable	166,073	-	-	166,073	204,607
Water Districts Payable	26,473	-	-	26,473	52,261
Accrued Vacation	864,681	-	-	864,681	729,167
Cafeteria Plan Payable	4,029	-	-	4,029	9,085
Other Current Liabilities	3,725	-	-	3,725	1,845
<b>Total Current Liabilities</b>	<b>6,976,740</b>	<b>-</b>	<b>3,497,584</b>	<b>10,474,324</b>	<b>10,692,903</b>
<b>Fund Equity</b>					
Retained Earnings	261,694,101	13,434,464	-	275,128,565	228,844,370
<b>Total Fund Equity</b>	<b>261,694,101</b>	<b>13,434,464</b>	<b>-</b>	<b>275,128,565</b>	<b>228,844,370</b>
<b>Net Income - Fiscal YTD</b>	<b>8,366,525</b>	<b>224,736</b>	<b>40,393,996</b>	<b>48,985,257</b>	<b>12,454,773</b>
<b>Fund Transfers In (Out)</b>	<b>(2,135,287)</b>	<b>2,135,287</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>\$ 274,902,080</b>	<b>\$ 15,794,487</b>	<b>\$ 43,891,579</b>	<b>\$ 334,588,147</b>	<b>\$ 251,992,046</b>

# Watershed Precipitation 2024-25 Water Year (Oct-Sep) Beginning of Water Year

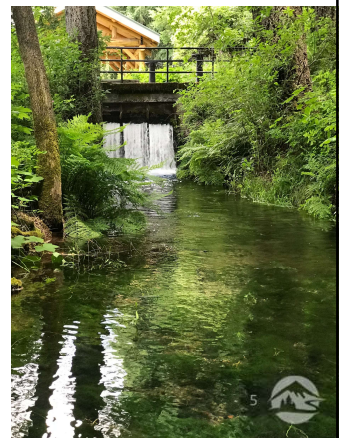
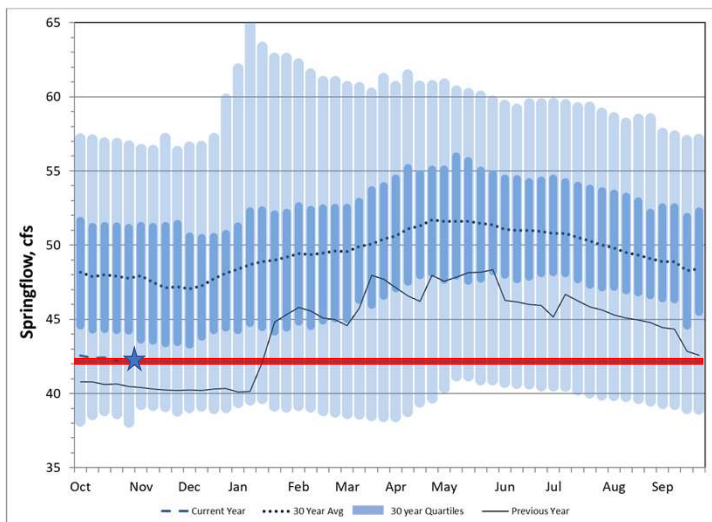
**BBS 2 inches = 100% of Normal**



**Medford 12% Above Normal**



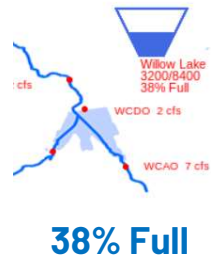
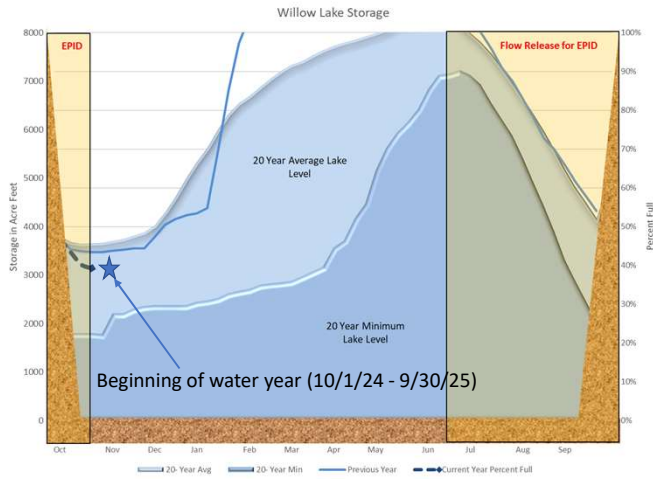
# BBS Springflow Beginning of Water Year 10/1/24-9/30/25



← Minimum flow for 2 full pipes

# Willow Lake Storage

- Released water from Willow Lake until October 25<sup>th</sup>
- Ended season at approximately 3,200 acre-feet



**38% Full**





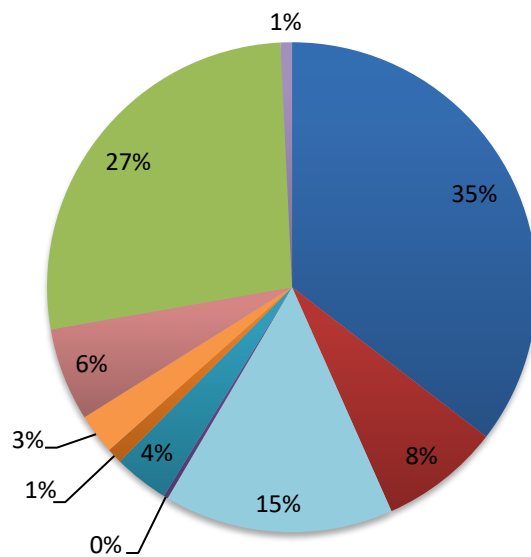
**WATER CONSUMPTION - THOUSANDS OF GALLONS**

	<b>CONSUMPTION JUL - SEPT 2024</b>	<b>CONSUMPTION JUL - SEPT 2023</b>	<b>CHANGE IN CONSUMPTION</b>
INSIDE SINGLE-FAMILY RESIDENTIAL	1,456,211	1,395,373	4.36%
INSIDE MULTIPLE-FAMILY RESIDENTIAL	324,812	311,735	4.19%
INSIDE COMMERCIAL	621,548	584,768	6.29%
INSIDE INDUSTRIAL	12,090	32,628	-62.95%
OUTSIDE SINGLE-FAMILY RESIDENTIAL	149,255	148,796	0.31%
OUTSIDE MULTIPLE-FAMILY RESIDENTIAL	41,975	42,459	-1.14%
OUTSIDE COMMERCIAL	109,631	98,955	10.79%
OUTSIDE INDUSTRIAL	252,550	210,942	19.72%
SALES TO OTHER UTILITIES	1,109,080	1,027,846	7.90%
SALES TO WATER DISTRICTS	31,361	63,475	-50.59%
<b>TOTAL WATER CONSUMPTION</b>	<b>4,108,513</b>	<b>3,916,977</b>	<b>4.89%</b>

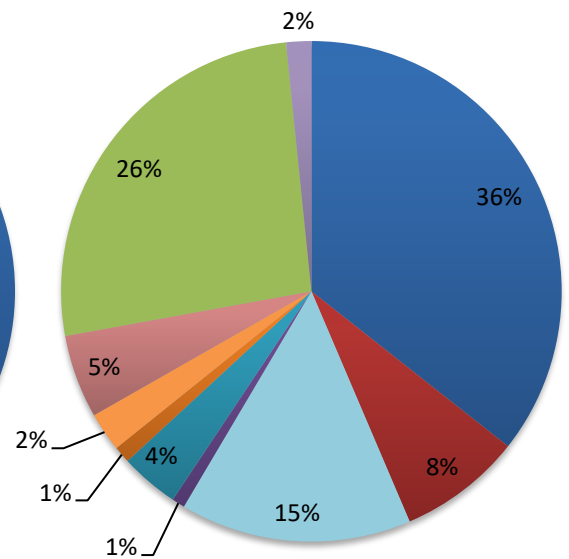
**Percentage of Total  
Consumption  
for Quarter**

- INSIDE SFR
- INSIDE MFR
- INSIDE COM.
- INSIDE IND.
- OUTSIDE SFR
- OUTSIDE MFR
- OUTSIDE COM.
- OUTSIDE IND.
- OTHER UTILITIES
- WATER DISTRICTS

**Q1-2024**



**Q1-2023**



# WATER SERVICES TO SEPTEMBER 30, 2024

	<u>SERVICES SEPT 2024</u>	<u>SERVICES SEPT 2023</u>	<u>CHANGE IN SERVICES</u>
<b><u>INSIDE CITY</u></b>			
RESIDENTIAL - SINGLE-FAMILY	23,250	23,035	215
RESIDENTIAL - MULTIPLE-FAMILY	2,589	2,544	45
COMMERCIAL	2,800	2,780	20
INDUSTRIAL	49	50	-1
FIRE SERVICES	531	511	20
<b><i>SUBTOTAL - INSIDE CITY</i></b>	<b><u>29,219</u></b>	<b><u>28,920</u></b>	<b><u>299</u></b>
<b><u>OUTSIDE CITY</u></b>			
RESIDENTIAL - SINGLE-FAMILY	3,190	3,094	96
RESIDENTIAL - MULTIPLE FAMILY	89	90	-1
COMMERCIAL	247	247	0
INDUSTRIAL	112	109	3
UTILITIES	6	7	-1
FIRE SERVICES	88	86	2
<b><i>SUBTOTAL - OUTSIDE CITY</i></b>	<b><u>3,732</u></b>	<b><u>3,633</u></b>	<b><u>99</u></b>
<b><u>OTHER UTILITIES</u></b>			
CITY OF CENTRAL POINT	6,871	6,832	39
CITY OF JACKSONVILLE	1,564	1,558	6
CITY OF EAGLE POINT	3,641	3,596	45
CITY OF PHOENIX	1,208	1,202	6
T.A.P.	2,209	2,186	23
<b><i>SUBTOTAL - OTHER UTILITIES</i></b>	<b><u>15,493</u></b>	<b><u>15,374</u></b>	<b><u>119</u></b>
<b><u>WATER DISTRICTS</u></b>			
CHARLOTTE ANN	0	180	-180
ELK CITY	103	103	0
<b><i>SUBTOTAL - WATER DISTRICTS</i></b>	<b><u>103</u></b>	<b><u>283</u></b>	<b><u>-180</u></b>
<b>TOTAL WATER SERVICES</b>	<b><u>48,547</u></b>	<b><u>48,210</u></b>	<b><u>337</u></b>

**Number of Services  
in September**

- INSIDE CITY
- OUTSIDE CITY
- OTHER UTILITIES
- WATER DISTRICTS

