



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

AGENDA

12:00 p.m. LUNCH (Held in the Medford Room at City Hall, Room 330)

12:15 p.m. BOARD MEETING (Held in Council Chambers at City Hall, Room 300; there is no Study Session)

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted.

4. Public Hearings

4.1 Consider Resolution No. 1877, 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, 2023

4.2 Consider Resolution No. 1878, A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2023

4.3 Consider Resolution No. 1879, A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2023-24 Commencing July 1, 2023, and Making Appropriations Thereunder

5. Consent Calendar

5.1 Approval or Correction of the Minutes of the Last Regular Meeting of May 17, 2023

5.2 Resolution No. 1880, A RESOLUTION Adopting the Revised "Regulations Governing Water Service" and Repealing All Previous "Regulations Governing Water Service", effective November 1, 2023

5.3 Quarterly Letter to Mayor and Council

6. Items Removed from Consent Calendar

7. Resolution No. 1881, Authorizing the General Manager to Execute an Intergovernmental Agreement (IGA) by and Between the Medford Water Commission and the City of Medford for Southwest Infrastructure Water Improvements.

8. Resolution No. 1882, Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$191,188.80 with Lallo Pipeline, Inc. for Ductile Iron Pipe Storage and Handling for the Table Rock Road Pipeline project (CIPW-22-00363).

9. Leadership Team Reports

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

10. Propositions and Remarks from the Commissioners

11. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
06/21/23	Wed	Board Meeting	Time TBD – SCADA MP	12:15 p.m.	Lunch: City Hall Medford Room - Rm 330 Study Session/Board Meeting: City Hall Council Chambers - Rm 300

Tuesday, July 4, 2023 – Offices closed in observance of the Independence Day holiday

*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_J7WgLHAKT1qRuAW9xgdVsw
 Meeting passcode: 939925



To join by phone, call:
 (669) 900-6833
 Meeting ID Number: 822 1078 0932 Meeting passcode: 939925



Memorandum

TO: Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright
FROM: Brian Runyen, PE, Engineering Manager
DATE: Wednesday, June 7, 2023
SUBJECT: Item 4.1 – Resolution 1877, 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 FY23-24 were presented to the Board of Water Commissioners in a Study Session on April 19, 2023.

Discussion

CLA amounts have been recalibrated to the amounts below for differing conditions:

8" Water Main

\$45.00 per foot per each side of the street, Unpaved

\$75.00 per foot per each side of the street, Paved

12" Water Main

\$61.00 per foot per each side of the street, Unpaved

\$91.00 per foot per each side of the street, Paved

Financial Impact

The proposed changes bring these fees back in line with actual costs.

Requested Board Action

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

RESOLUTION NO. 1877

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, 2023

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; and

WHEREAS, staff has determined that the CLA should be modified based on updated costs for 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 7th day of June 2023; 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 2023; this supersedes modifications last approved May 18, 2022 (Resolution No. 1813).

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 7th day of June 2023.

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

Michael Smith, 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, 2023

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	\$45.00
8" Paved	\$75.00
12" Unpaved	\$61.00
12" Paved	\$91.00

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	\$45.00	6"/24"	Both sides from Airport to Table Rock Rd
Airport Rd at Biddle Rd Res #1851 <i>(Expires 12/21/2042)</i>	RD	Proportionate share per acre developed per Reso 1851	12"	Southwest corner of Airport Rd and Biddle Rd. Maplot #s 372W12A1102 & 372W12A1151 <i>(Pay: Celtic Services, Inc., P.O. Box 680453, Marietta, GA 30068)</i>
Albert St	CLA	\$45.00	4"	W side from Prune to Dakota
Barnett Rd	CLA	\$45.00	12"	N Phoenix Rd to city limits, N side
Aster Street Res #1863 <i>(Expires 03/15/2043)</i>	RD	\$30.21	8"	Aster St from approx 390 feet west of Cherry St to approx 760 feet west of Cherry St <i>(Pay: RD Properties Oregon LLC, 171 Ehrman Way, Medford, OR 97502)</i>
Biddle Rd	CLA	\$45.00	6"/12"/2"	Both sides Crater Lake Hwy to Airport Rd
Biddle Rd	CLA	\$45.00	6"	Both sides from Morrow to McAndrews
Biddle Rd	CLA	\$45.00	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	\$45.00	8"	Both sides from Big Butte Springs Line #2 to McAndrews
Brookdale Rd	CLA	\$45.00	24"	Both sides from Big Butte Springs Line #2 to boundary of the #1 pressure level
Brookdale Rd	CLA	\$45.00	6"	Both sides from McAndrews Rd to Lone Pine Rd
Capital Ave	CLA	\$45.00	8"	N side from Reservoir #3 to E end of street
Cherry Ln	CLA	\$45.00	10"	From Stanford to city limits, S side
Cherry St	CLA	\$45.00	8"	Meadows to Prune - within city limits
Chestnut St	CLA	\$45.00	14"	Both sides from Stewart to Prune

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
Chestnut St	CLA	\$45.00	6"	Lot 1, B13 Benson Addition, SW corner Chestnut & Meadows Ln
S Columbus St	CLA	\$45.00	20"	Both sides from Stewart to city limits
Corona Ave	CLA	\$45.00	6"	Both sides from Grand to 800' N of Hilton
Corona Ave	CLA	\$45.00	8"	Both sides from Grand to McAndrews
Covina Ave	CLA	\$45.00	4"	Both sides from Crater Lake Ave to Grand
Crater Lake Ave	CLA	\$45.00	20"	Both sides from Spring St to McAndrews Rd
Crater Lake Ave	CLA	\$45.00	6"/14"	Both sides from McAndrews to Covina
Crater Lake Ave	CLA	\$45.00	12"	W side from Stevens to Saling
Crater Lake Ave	CLA	\$45.00	6"/14"	Both sides from Roberts W to Delta Waters
Crater Lake Ave	CLA	\$45.00	6"/16"	Both sides from Delta Waters to 700' N of Delta Waters
Crater Lake Hwy	CLA	\$45.00	14"	SE side from Whittle to extension of Corona
Crater Lake Hwy	CLA	\$45.00	6"	SE side from Delta Waters to Whittle
Crater Lake Hwy	CLA	\$45.00	14"	NW side opposite Delta Waters; Whittle to Martin Station
Crews Rd	CLA	\$45.00	24"	NW side from Table Rock to 140' NE of Pepper extension
Dakota Ave	CLA	\$45.00	6"	S side from Columbus to Chestnut
Delta Waters Rd	CLA	\$45.00	6"	Both sides from Crater Lake Ave to Crater Lake Hwy
Delta Waters Rd	CLA	\$45.00	16"	N side, E of Tahitian to city limits; S side, Stonebrook to city limits
Dixie Ln	CLA	\$45.00	8"	From 1457 Dixie Ln S to 1617 Dixie Ln, both sides
Ellendale Dr	CLA	\$45.00	8"	Both sides within city limits from Barnett to Halsey
Foothill Rd	CLA	\$45.00	16"	E side Hillcrest S to Caperna
Foothill Rd	CLA	\$45.00	12"	Hillcrest N to Lone Pine, both sides within city limits
Garfield St	CLA	\$45.00	24"	Both sides from Peach to Columbus
Garfield St	CLA	\$45.00	24"	Tax Lot 2600
Garfield St	CLA	\$45.00	4"/6"/24"	S side from Marsh Ln to city limits and N side from Kenyon to city limits
Grand Ave	CLA	\$45.00	4"	Both sides from Crater Lake Ave to Covina
Grand Ave	CLA	\$45.00	6"	Both sides from Covina to Corona
Grand Ave	CLA	\$45.00	4"	Both sides from Corona to Poplar Dr
Groveland Ave	CLA	\$45.00	6"	Both sides from Oakwood to Woodlawn
Halsey St	CLA	\$45.00	24"	Both sides of entire street
Harrison Ave	CLA	\$45.00	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	\$45.00	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	\$45.00	6"	Both sides from Corona to Crater Lake Hwy
Hilton Rd	CLA	\$45.00	12"	Both sides from Crater Lake Hwy to Biddle
South Holly	CLA	\$45.00	8"	From Stewart to Garfield, E side
Jackson St	CLA	\$45.00	16"	North side from Sunrise to Barneburg
Jeanette St	CLA	\$45.00	14"	Both sides Prune to Meadows Ln
Lewis St	CLA	\$45.00	6"	Entire street within city limits
Lone Pine Rd	CLA	\$45.00	6"/8"	Both sides from Springbrook to Big Butte Springs Line #2

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
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	\$45.00	6"	Sage Rd to Joseph, S side within city limits (credit Elk City Water District for half)
McAndrews Rd	CLA	\$45.00	14"	Within city limits, NW side from S Pacific RR to Jackson St
McAndrews Rd	CLA	\$45.00	20"	Both sides from Crater Lake Ave to Biddle
McAndrews Rd	CLA	\$45.00	8"	Both sides from Biddle to Riverside
McAndrews Rd	CLA	\$45.00	8"	Both sides from Brookdale to Springbrook
McAndrews Rd	CLA	\$45.00	6"	Both sides from Springbrook to 466' W of Springbrook
Meadows Ln	CLA	\$45.00	8"	Both sides from Jeannette W to city limits
Midway Rd	CLA	\$45.00	10"	Both sides from Table Rock to Merriman Rd
Midway Rd	CLA	\$45.00	24"	Both sides from Biddle to Bear Creek
Modoc	CLA	\$45.00	24"	Both sides from Ridge Wy to McAndrews
Morrow Rd	CLA	\$45.00	4"	Both sides from Corona to Biddle
Murphy Rd	CLA	\$45.00	8"	E side from Country Club Dr to Dellwood Pl
Murphy Rd	CLA	\$45.00	8"	Both sides from Dellwood Pl to Barnett Rd
Oregon Ave	CLA	\$45.00	16"	N side from Sunrise to Oregon Terrace and S side from Sunrise to Berkeley Wy
S Pacific Hwy	CLA	\$45.00	12"	Stewart Avenue S to city limits, W side
N Phoenix Rd	CLA	\$45.00	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	\$45.00	14"	Both sides from Chestnut to Jeanette
Richmond Ave	CLA	\$45.00	16"	Both sides from Oakwood to Woodlawn
Ridge Way	CLA	\$45.00	6"	Both sides from Modoc to Valley View
Ridge Way	CLA	\$45.00	6"	S side from Wabash to Keene Wy
Ridge Way	CLA	\$45.00	6"	Both sides from Berkeley Way to E end Ridge Way
S Riverside Ave	CLA	\$45.00	8"	E side from Stewart to Boyd
Roberts Rd	CLA	\$45.00	6"	Both sides from Springbrook to Crater Lake Ave
Roberts Rd	CLA	\$45.00	6"	Both sides from Crater Lake Ave to Corona
Ross St	CLA	\$45.00	6"	E side from Humphrey S to city limits
Spring St	CLA	\$45.00	20"	Both sides from Valley View Dr to Crater Lake Ave
Springbrook Rd	CLA	\$45.00	6"/8"	Both sides from McAndrews to Delta Waters Rd

NAME OF STREET	CLA OR RD	AMOUNT TO CHARGE PER FT.	SIZE OF MAIN	PORTION SUBJECT TO IN LIEU CHARGES
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	\$45.00	12"	E side; High Oaks to Cherry Lane
Stewart Ave	CLA	\$45.00	14"/16"	S side Oakdale to Chestnut Street
Stewart Ave	CLA	\$45.00	16"/30"	Both sides Chestnut to city limits
Stewart Ave	CLA	\$45.00	12"	S Holly E to S Pacific Hwy, S side
Sunrise Ave	CLA	\$45.00	8"	Both sides Spring St to Harrison
Sunrise Ave	CLA	\$45.00	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	\$45.00	6"	E side from Airport Rd S
Table Rock Rd	CLA	\$45.00	6"	W side from Morningside, N to city limits
Table Rock Rd	CLA	\$45.00	30"	NE side to city limits
Thomas Rd Ref Sunset Drive		\$45.00		
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	\$45.00	20"	Both sides Ridge Wy to Spring St
Valley View	CLA	\$45.00	6"	Both sides Harrison to Ridge Wy
Vilas Rd	CLA	\$45.00	20"	Both sides from Table Rock Rd to Crater Lake Hwy
Western Ave	CLA	\$45.00	12"	W side, Humphrey to 2 nd
Western Ave	CLA	\$45.00	12"	W side from Humphrey S to city limits
Woodlawn Drive	CLA	\$45.00	16"	Both sides from Groveland to Barneburg
EASEMENTS:	CLA	\$45.00	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 Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright
FROM: Brian Runyen, PE, Engineering Manager
DATE: Wednesday, June 7, 2023
SUBJECT: Item 4.2 – Resolution 1878, 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 in a Study Session on April 19, 2023.

Discussion

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

Financial Impact

The costs charged for Special Services allow 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 this Resolution, modifying the Charges for Special Services.

RESOLUTION NO. 1878

A RESOLUTION Modifying the Charges for Special Services, Exhibit D of the Regulations Governing Water Service, Effective July 1, 2023

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 7th day of June 2023; 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 2023; this supersedes modifications last approved May 18, 2022 (Resolution No. 1814).

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 7th day of June 2023.

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

Michael Smith, Chair

EXHIBIT D TO REGULATIONS GOVERNING WATER SERVICE
CHARGES FOR SPECIAL SERVICES

Effective July 1, 2023

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	\$220
	(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	\$60
	(b) Per day	\$10
5.	Meter Setting / Resetting – Section 5.4 (includes new meter)	
	(a) 5/8" x 3/4" size/each	\$415
	(b) 1" size/each	\$515
	(c) 1-1/2" size/each	\$750
	(d) 2" size/each	\$830
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	\$110
	(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	\$110
9.	Enlarge service – Section 5.3 (non-inclusive of SDCs) (use in combination with Meter Setting fee - item 5)	
	(a) 5/8" x 3/4" to 1" with existing 1" service line/each	\$410
	(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	\$6745
	(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	\$505
	(b) Three or four services/each	\$760
	* First service paved condition; second, third, fourth service unpaved condition	

13.	Installation of service connections – Section 5.2 - (use in combination with Meter Setting fee – item 5)		
	(a) Inside the City of Medford on unpaved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$4305
	1"	1"	\$4225
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$5135
	2"	2"	\$5770
	(b) Inside the City of Medford on paved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$8725
	1"	1"	\$8645
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$9560
	2"	2"	\$10190
	(c) Inside the City of Medford: Contractor provides excavation, backfill, surfacing, etc.		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$1535
	1"	1"	\$1455
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$2370
	2"	2"	\$3000
	(d) Outside the City of Medford on unpaved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$4865
	1"	1"	\$4780
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$5695
	2"	2"	\$6330
	(e) Outside the City of Medford on paved streets		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$9245
	1"	1"	\$9160
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$10075
	2"	2"	\$10710
	(f) Outside the City of Medford: Contractor provides excavation, backfill, surfacing, etc.		
	Service Size	Meter Size/each	
	1"	$\frac{5}{8}$ " x $\frac{3}{4}$ "	\$1535
	1"	1"	\$1455
	1- $\frac{1}{2}$ "	1- $\frac{1}{2}$ "	\$2370
	2"	2"	\$3000
	(g) Cost in excess of 30' service length, per foot of extra service length		
	Unpaved street/foot		\$45
	Paved street/foot		\$90
	(h) Installation material of dry tap service connections by prequalified installer (use in combination with Meter Setting fee – item 5)		
	1" service for $\frac{5}{8}$ " x $\frac{3}{4}$ " meter/each		\$680
	1" service for 1" meter/each		\$600
	(i) 1" wet tap and service installation (contractor provides all material, excavation, backfill, surfacing, etc.) (use in combination with Meter Setting fee – item 5)		\$630

14.	Installation material of dry tap 1" air valves/each by prequalified installer	\$1750
15.	Installation of 1" wet tap air valves/each with contractor providing excavation/backfill/surfacing	\$1950
16.	Fire service bypass meter (5/8" x 3/4" touch read)/each	\$580
17.	Recording of legal documents/first 3 pages	
	(a) First 3 pages	\$135
	(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)	\$15
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	\$90
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	\$1500
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 Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright
FROM: Anna Roeder, Finance Manager
DATE: Wednesday, June 7, 2023
SUBJECT: Item 4.3 – Resolution 1879, Adopting the Budget for FY23-24
OBJECTIVE: Board Approval

Issue

The Proposed Budget for FY23-24 was presented to the Board of Water Commissioners on May 3rd and 17th, 2023.

Discussion

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

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

1. Capital acquisitions are reported as capital outlay expenditures. No depreciation expense is recognized on this basis.

Financial Impact

\$117.1M in resources and requirements in all funds for the 2023-24 fiscal year.

Requested Board Action

Staff recommends approval of Resolution 1879, adopting the FY23-24 budget.

RESOLUTION NO. 1879

A RESOLUTION Adopting the Budget for the Medford Water Commission of the City of Medford, by and through its Board of Water Commissioners, for Fiscal Year 2023-24 Commencing July 1, 2023, and Making Appropriations Thereunder

WHEREAS, the Proposed Budget for Fiscal Year (FY) 2023-24, from and after the 1st day of July 2023, was prepared by the General Manager of Medford Water Commission as Budget Officer for the Board of Water Commissioners (Board); and

WHEREAS, the Proposed Budget has been heretofore reviewed by the Board, and published for the time and in the manner prescribed by Local Budget Law; and said Proposed Budget came regularly for the hearing before the Board, at the hour of 12:15 p.m., on the 7th day of June 2023; and

WHEREAS, the Water Fund and the Construction and Infrastructure Replacement Fund have been established in the Budget, and all Funds reflect any and all approved changes; and

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

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

SECTION 1. Medford Water Commission, of the City of Medford, by and through its Board of Water Commissioners hereby adopts the Budget for FY2023-24, in the sum of \$117,097,319, and now on file in the Commission's Office.

SECTION 2. The amounts for the Fiscal Year commencing July 1, 2023, totaling \$117,097,319 are hereby appropriated by fund and program as shown on the functional schedule attached hereto, marked Exhibit A, and by this reference incorporated herein. The sum of \$17,888,887 is the estimated total unappropriated ending fund balances to be carried forward.

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

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 7th day of June 2023.

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

Michael Smith, Chair

ACTUAL 2020-21	ACTUAL 2021-22	BUDGET 2022-23	WATER FUND	PROPOSED BUDGET 2023-24
			RESOURCES	
\$ 21,004,195	\$ 20,238,076	\$ 22,000,000	Water Revenue	\$ 22,000,000
\$ 786,665	\$ 1,297,525	\$ 700,000	Work Order and Fee Revenue	\$ 600,000
\$ 119,023	\$ 95,745	\$ 50,000	Investment Income	\$ 50,000
\$ 1,344,464	\$ 2,108,477	\$ 1,000,000	System Development Charges	\$ 450,000
\$ -	\$ 636,682	\$ 500,000	Forest Product Revenue	\$ 500,000
\$ -	\$ 11,918,354	\$ 32,000,000	Debt Proceeds	\$ 25,581,665
\$ -	\$ 75,300	\$ 20,000	Grant Revenue	\$ 20,000
\$ 356,952	\$ 139,860	\$ 70,000	Miscellaneous Income	\$ 50,000
\$ 23,611,299	\$ 36,510,019	\$ 56,340,000	Total resources from operations	\$ 49,251,665
\$ -	\$ -	\$ -	Transfer from other funds	\$ 18,500,000
\$ 10,038,369	\$ 9,035,047	\$ 6,019,263	Beginning fund balance available for appropriation (7/1)	\$ 18,867,046
\$ 33,649,668	\$ 45,545,066	\$ 62,359,263	Total resources	\$ 86,618,711
			REQUIREMENTS	
\$ 799,403	\$ 1,149,276	\$ 1,531,792	Source of Supply	\$ 1,562,555
\$ 743,738	\$ 578,599	\$ 783,371	Supply Pumping	\$ 798,792
\$ 2,260,423	\$ 2,224,105	\$ 2,856,378	Purification	\$ 3,019,113
\$ 273,448	\$ 262,354	\$ 428,938	Transmission	\$ 331,084
\$ 387,248	\$ 377,794	\$ 553,430	Distribution Pumping	\$ 599,406
\$ 2,865,060	\$ 3,111,521	\$ 4,108,430	Distribution	\$ 4,705,989
\$ 2,317,685	\$ 2,280,115	\$ 2,396,600	Customer Service, Collection & Meter Reading	\$ 2,633,185
\$ 1,890,125	\$ 2,319,490	\$ 1,485,722	Administration & General	\$ 1,035,308
\$ 740,424	\$ 1,078,643	\$ 600,000	Work Order and Fee Expense	\$ 600,000
\$ 12,277,554	\$ 13,381,897	\$ 14,744,662	Total operating requirements	\$ 15,285,431
\$ 8,208,391	\$ 13,499,124	\$ 43,885,290	Capital Expenditures	\$ 64,298,000
\$ -	\$ -	\$ 250,000	Operating Contingency Reserve	\$ 250,000
\$ 4,128,676	\$ 3,172,205	\$ 1,245,000	Transfer to other funds	\$ 875,000
\$ 12,337,067	\$ 16,671,329	\$ 45,380,290	Total nonoperating requirements	\$ 65,423,000
\$ 24,614,621	\$ 30,053,226	\$ 60,124,952	Total before ending fund balance	\$ 80,708,431
\$ 9,035,047	\$ 15,491,840	\$ 2,234,311	Unappropriated ending fund balance (6/30)	\$ 5,910,280
\$ 33,649,668	\$ 45,545,066	\$ 62,359,263	Total requirements	\$ 86,618,711
ACTUAL 2020-21	ACTUAL 2021-22	BUDGET 2022-23	CONSTRUCTION AND INFRASTRUCTURE REPLACEMENT FUND	PROPOSED BUDGET 2023-24
			RESOURCES	
\$ 34,879	\$ 27,877	\$ 90,000	Investment Income	\$ 205,000
\$ 19,556,528	\$ 3,172,205	\$ 1,245,000	Transfer from Water Fund	\$ 875,000
\$ 5,275,318	\$ 24,866,726	\$ 29,906,726	Beginning fund balance available for appropriation (7/1)	\$ 29,401,808
\$ 24,866,726	\$ 28,066,808	\$ 31,241,726	Total resources	\$ 30,481,808
			REQUIREMENTS	
\$ -	\$ -	\$ -	Transfer to Water Fund	\$ 18,500,000
\$ 24,866,726	\$ 28,066,808	\$ 31,241,726	Unappropriated ending fund balance (6/30)	\$ 11,981,808
\$ 24,866,726	\$ 28,066,808	\$ 31,241,726	Total requirements	\$ 30,481,808



Memorandum

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

FROM: Julie Smitherman

DATE: Wednesday, June 7, 2023

SUBJECT: Item 5.2 – Resolution 1880, Adopting Revised “Regulations Governing Water Service”, effective July 1, 2023

OBJECTIVE: Board Approval

Issue

Modifications to Medford Water’s “Regulations Governing Water Service” document is periodically necessary for clarification of policy and alignment with modern requirements and practices.

Discussion

A review of the “Regulations Governing Water Service” document is completed annually and proposed modifications are considered by the Board of Water Commissioners.

Staff has completed the annual review of the document and updated sections as necessary to provide clarity, update policy, and allow our organization to better meet the needs of current customers and contractors.

The proposed modifications were presented to the Board during a study session on May 17, 2023. A redlined version of the Regulations Governing Water Service is attached excluding exhibits.

Financial Impact

N/A

Requested Board Action

Staff recommends approval of Resolution 1880, adopting the revised “Regulations Governing Water Service” and repealing all previous “Regulations Governing Water Service”, effective July 1, 2023.

RESOLUTION NO. 1880

A RESOLUTION Adopting the proposed modifications to the “Regulations Governing Water Service” document, effective July 1, 2023

WHEREAS, proposed modifications to Medford Water’s “Regulations Governing Water Service” document are periodically considered by the Board of Water Commissioners; and

WHEREAS, the proposed modifications of specific sections are considered; and

WHEREAS, revision of sections within the document, as set forth and by reference made a part hereof, is necessary for clarification of policy and alignment with modern practices; and

WHEREAS, the Board of Water Commissioners approved proposed modifications to the Commission’s “Regulations Governing Water Service” at the regular meeting on June 7, 2023;

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

That the “Regulations Governing Water Service” are hereby revised as set forth in that document, which is on file in the Medford Water office and by reference made a part hereof, to become effective from and after the 1st day of July 2023, and that all prior “Regulations Governing Water Service” adopted by of the Board of Water Commissioners of the City of Medford, Oregon are hereby repealed.

PASSED at the regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 7th day of June 2023.

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

Michael Smith, Chair



REGULATIONS GOVERNING WATER SERVICE

March 1, 2023



**MEDFORD
WATER**

200 S. Ivy St. – Rm. 177
Medford, Oregon 97501

water@medfordwater.org

541.774.2430

**MEDFORD WATER COMMISSION
REGULATIONS GOVERNING WATER SERVICE**

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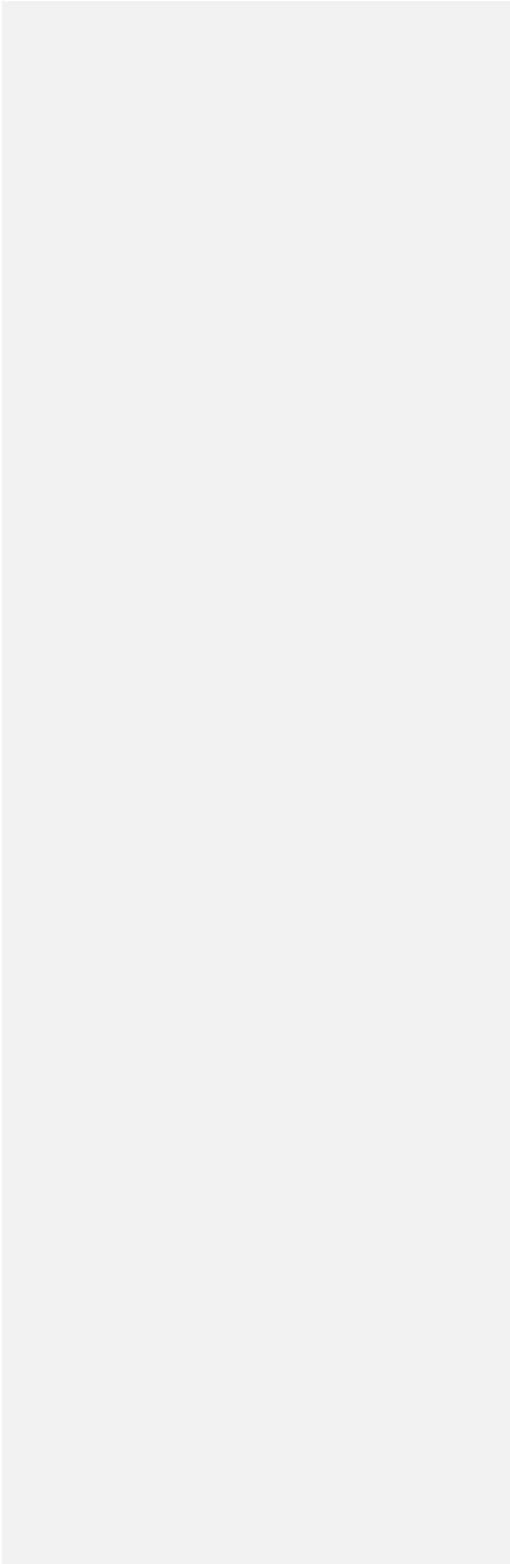
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ATTACHMENTS

- Exhibit A - Charges in Lieu of Assessment & Refund Districts - List of Streets, Alleys and Easements
- Exhibit B - System Development Charges
- Exhibit C - History of Outside Water Service and Resolution No. 1058
- Exhibit D - Charges for Special Services
- Exhibit E - Rate Schedules

PREFACE

Water service is furnished within the city limits of Medford and to certain other areas outside of the Medford city limits by Medford Water Commission (Commission), an autonomous agency of the City of Medford, Oregon.

Medford Water Commission was established through a change in the city charter on November 7, 1922. The utility is governed by the [Board of Water Commissioners](#). The board appoints the General Manager, who is authorized to direct the operations of the utility.

Commission directly serves Customers in the City of Medford and the unincorporated community of White City. Additionally, at its sole discretion the cities of Ashland, Central Point, Eagle Point, Jacksonville, Phoenix, Talent and two domestic water districts are served on a wholesale basis.

The following *Regulations Governing Water Service (Regulations)* apply to any person, firm, corporation or legal entity supplied with water service by Commission in accordance with its responsibility and authority set forth in the Medford City Charter.

It shall be the policy of Commission that the water service needs of the consumer will be reliably met without discrimination and in accordance with sound business principles; that rates will be uniform to all consumers within classifications; and that water service pricing will be based on providing the lowest reasonable rate to all consumers without special rate categories for selected social or economic classes of consumers.

It is the intent of Commission that these *Regulations* will provide the instructional requirements to the *Customer*, the many segments of the plumbing and building industries and to Commission staff that will achieve the common goal of efficient and high quality water service.

These *Regulations* may be viewed online at www.medfordwater.org, at Commission's office during regular business hours, or copies may be purchased in accordance with Commission's "Charges for Special Services."

SECTION 1 VISION, MISSION & VALUES

To be the Rogue Valley's trusted municipal water provider for present and future generations; through responsible stewardship, accountability, and the pursuit of excellence.

To safeguard public health by providing a reliable, high-quality water supply at the best value.

VISION

MISSION

VALUES

WORTH. To our community.
We deliver the best value for existing and future customers.

ACCOUNTABILITY. In everything we do.
We build strong relationships through open communication.

TRUST. We strive to earn it.
Public health is our number one priority.

EXCELLENCE. In water quality, customer service, and reliability.
We bring forward-thinking solutions to challenges.

RESPECT. For everyone.

SECTION 2 CONDITIONS OF SERVICE & ACCOUNT REQUIREMENTS**2.1 Conditions of Service**

These *Regulations Governing Water Service (Regulations)*, Rate Schedules and regularly scheduled miscellaneous charges apply to any person, firm, corporation or legal entity supplied with water service by Commission.

All persons desiring water service will be referred to as Customers. By applying for or accepting service from Commission, Customers agree to abide by all terms of Commission's policies, to provide any rights of way across their properties that Commission deems reasonably necessary to supply and/or meter such service, and to cooperate with Commission in the construction and maintenance of the facilities needed for such service.

Customers are responsible for furnishing, owning, and maintaining all materials and facilities required to distribute services beyond the meter for their service address. Customer is also responsible for installing protective devices to prevent backflow or cross-contamination of Commission water system when determined necessary by Commission personnel. If Commission-owned facilities are located beyond the meter, they will continue to be maintained by Commission. Customers will secure and pay for all necessary permits and costs of installing, upgrading, and maintaining utility materials and equipment necessary to safely accept Commission's services.

While Commission endeavors to supply reliable water services, Commission cannot and will not guarantee uninterrupted delivery of water services and will not be responsible for loss or damage to life or property resulting from the use of the supplied products or services or from non-Commission facilities.

Commission reserves the right to deny water service or refuse to extend water service where reasonable grounds for refusal are determined to exist. These grounds must be nondiscriminatory. Grounds for refusal could be based on, but not limited to, fraudulent applications, public health, safety, system reliability and/or capacity, or configuration limitations.

Commission may bill a Customer for any costs resulting from the Customer's failure to comply with the provisions of this policy. Public records will be retained in accordance with State of Oregon retention laws.

2.2 Application for Service

To start or stop service, Commission must be notified by phone or in person with a minimum notice of twenty-four (24) hours during regular business hours.

An "Application for Service" is a request for service only and does not constitute a contract until Commission is ready to deliver water service to the Customer. Applications for service must be complete with all required information submitted in a method acceptable to Commission under the circumstances. Requests for residential service from persons other than the Applicant will not be accepted without confirmation of a verified Account Holder in a form acceptable to Commission. In the absence of an approved application, pre-existing services at a property may be disconnected without notice. Upon application for service, Commission may conduct a credit evaluation of the Applicant and an additional deposit may be required based upon the credit evaluation.

Account holders are responsible for water service charges and fees, effective from the date Commission is requested to start service. Commission reserves the right to backdate the start of service to the last meter reading date if not notified of occupancy or responsibility in a timely manner. Customer will remain responsible for charges at the service location until Commission receives notice to disconnect the water service or the account is closed.

Whether or not Commission receives a joint application, where two or more adults occupy the same residence, they will be jointly and separately responsible for the water service supplied, for the payment for services provided, and will be billed by means of a single, periodic bill mailed or presented electronically to the Account Holder designated to receive the bill.

Water service may be discontinued or denied to a Customer until all unpaid balances owing to Commission or its assigned agency, by the same Customer, have been paid in full with verifiable funds or otherwise discharged. Commission also reserves the right to subsequently terminate service with notice if evidence confirms that an Applicant or Account Holder owes a debt to Commission that was not resolved at the time of service connection.

Aside from Commission, only Applicants, Account Holders or authorized agents may select and control the type and level of services at a given account's service location, including requests for connection, disconnection or transfer of water services. A non-refundable account processing charge may apply whenever water service is established, transferred or reactivated.

2.3 Information Required

Applicants for residential service shall provide Commission with the following minimum information at the time each account is opened: Full name; service address; mailing address; date of responsibility; employment; primary phone number for each Account Holder, and any additional information necessary to open an account for service. Additional information may include valid photo identification, proof of Ownership or tenancy of residence, e-mail address and additional Account Holder's name (where applicable).

2.4 Landlord and Property Management

Landlords or property management agencies must enter into a Landlord/Tenant agreement with the Commission. This agreement requires the water service to remain active in between tenants. The Commission is not responsible for any billing disputes between a landlord, property management agency, and/or tenant. It is the responsibility of the landlord to notify the Commission if the property is sold or used for purposes other than a rental unit(s).

2.5 Credit Establishment and Security Deposits

Commission requires a security deposit for new or existing accounts whenever it determines that there is financial risk. The minimum deposit is defined per Exhibit D, "Charges for Special Services." Financial risk may include, but is not limited to a Customer who:

- (1) has no established credit with Commission
- (2) is using a pseudonym with the apparent intent of avoiding payment of previous billings
- (3) is refusing to give information requested by Commission for the purpose of clarifying the Customer's identity or credibility
- (4) has a history of delinquent payments with Commission, or whose service has been discontinued for failure to pay bills when due
- (5) has used water service following illegal re-connection of service

A security deposit is not considered a payment on the account. Upon discontinuance of water service, the deposit will be applied to any closing bills and to the Account Holder. Commission may, after the deposit has been held for twelve (12) consecutive months, service has been continuous and all bills for such service have been paid promptly, apply the deposit to the depositor's account. No interest will be paid on deposits held by Commission.

A Customer may establish satisfactory credit using one of the methods below, if the Customer:

- (1) has been a Customer of Commission for one (1) year and has promptly paid all accounts due
- (2) provides a letter of credit from another utility
- (3) pays a deposit using verifiable funds

Any outstanding bills for previous service or miscellaneous charges must be paid before an application for new service will be accepted.

SECTION 3 BILLING

3.1 General Billing Information

Billing is in accordance with the charges and rates as regularly established by Commission. All Rate Schedules are based on monthly billing periods. Reference to one (1) month's service relates to the billing period but does not necessarily correlate to a calendar month. Commission reserves the right to read meters and present bills for longer or shorter periods.

Meters will be read on a monthly basis or at the time service transfers for the calculation of bills. Opening and closing bills for periods smaller or greater than normal will be pro-rated; the minimum billing period shall be for five (5) consecutive calendar days. Monthly service charges and standby fire service charges shall be pro-rated at the ratio of the number of days of service to a thirty (30) day month.

Bills will be based on the consumption to the nearest 1,000 gallons. No consumption charge will be made for amounts less than 1,000 gallons.

3.2 Bill Payment and Financial Assistance

Bills are payable upon presentation and past due after the due date on the bill. Commission allocates payments across all unpaid charges, paying oldest charges first and does not allocate payments to include or exclude specific charges. Late fees and charges apply per Exhibit D, "Charges for Special Services." Payment must be in the form of United States currency.

Payments may be made online, by phone, by mail, at utility drop boxes or in person at:

Medford Water Commission
200 South Ivy Street - Room 177
Medford, OR 97501-8601
(541) 774-2430
www.medfordwater.org

Past due payments should be made in person or over the over the phone with a live Customer service agent to avoid delay.

If Commission is notified that a payment cannot be processed, the attempted payment will be considered a Non-Sufficient Funds (NSF) event, and the Account Holder will be charged accordingly. Commission may require payment with Verifiable Funds after an NSF event.

A Customer who questions or disputes a bill shall be encouraged to contact Commission before collection efforts become necessary. Refer to section 4 for additional information regarding non-payment of bills and disconnection of service.

Final bills that remain unpaid for 30 days past the due date may be referred to a collection agency.

Account Holders unable to pay the full amount of their bill may:

- (1) request a mutually acceptable Payment Arrangement that includes all current billings. Acceptance of partial payments in the past does not preclude Commission's right to require full payment. An Account Holder who has not kept prior payment commitments may be prohibited from entering a new Payment Arrangement. Payment Arrangements will usually not exceed sixty (60) days and will be in addition to all current billings. Acceptance of partial payments in the past shall not prevent Commission's right to require full payment in the future.
- (2) contact one of the community service agencies that Commission provides annual grants to. These agencies offer information and programs designed to assist with payment of water bills. It remains the Account Holder's responsibility to fully and timely pay all bills, and to apply for payment assistance when appropriate.

3.3 Estimated Annual Payments

An Estimated Annual Payment plan is available with one (1) yearly payment. The payment amount is calculated based on the previous twelve (12) months of water bills. Customers that elect to make an Estimated Annual Payment will receive an additional credit on their account equal to 3.5% of the annual payment amount. This is available for existing Customers with twelve (12) consecutive months of billing history at the current location. This is an estimated billing, which is not adjusted for rate or other account changes and is not guaranteed to last a full twelve (12) billing cycles. Customers will receive a monthly statement showing current charges and remaining credit balance. Once the credit balance has run out, it is the Customers responsibility to make regular monthly payments on the account. This credit can only be applied once in a 12-month period, and the account must be active all year.

3.4 Billing for Standby Fire Service

Standby Fire Service accounts are used for fire suppression purposes only. These accounts are metered and billed at a flat rate. There is no charge for water used to extinguish accidental fires or routine testing of the fire protection system. Standby Fire Service accounts may be transferred but shall not be closed without written approval from the appropriate fire department. In the absence of a tenant, the service will be transferred into the property Owner's name.

Water used for purposes other than fire suppression or routine testing will be switched to a domestic account and additional fees and/or charges will apply.

3.5 Special Accounts

Commission may refuse to serve two (2) or more separate houses or premises through one (1) meter. If any parcel is divided where one (1) existing meter is providing service to more than one (1) separate premise, a second service must be installed and may be charged a System Development Charge (SDC) - Exhibit B.

Where residences and commercial establishments are located on separate and distinct parcels of land, or in separately owned or managed buildings, and are served through one (1) meter, the commercial rate shall apply.

Where a residence and a commercial establishment are combined in one building or operated in connected buildings, they may be served by one (1) meter, and the commercial rate shall apply.

Common-use Facilities associated with nonresidential and multifamily structures comprised of more than one (1) unit will be served per the Rate Schedules in Exhibit E. Where a Master Meter is installed, Commission will not furnish or read auxiliary or sub-meters used for the Customer's convenience.

Commission acknowledges that there are certain grandfathered contractual arrangements currently in effect.

3.6 Intermittent Users

Where an existing dedicated service and meter can be utilized at Commission's discretion to supply water to intermittent Customers, rates will apply per Exhibit E, Rate Schedule 7.

3.7 Seasonal Disconnects and Vacation Holds

The Commission does not suspend the billing of base rates or offer discounted rates for seasonal disconnects or vacation holds. This applies to both water and irrigation accounts.

3.8 Resale of Water

The rate schedules cover the sale of water for the sole and exclusive use of the Customer. Redistribution of water through a piped system for resale is not allowed. The Customer shall not resell water supplied by Commission, except as permitted under Exhibit E, Schedule 5 (District Customers), Schedule 6 (Partner Cities), and approved water service agreements.

Resale of water may be allowed under certain circumstances. These rules are not intended to restrict the manufacture and resale of treated water products such as bottled water plants with treatment facilities which may significantly alter the chemical or physical quality of the water. Commission reserves the right to review individual water service applications for Customers intending to resell water products to ensure compliance with these rules.

3.9 Leak Adjustments

The Customer retains control over the use of water on the Customer's premises, and as such, the Customer is responsible for all the water passing through the meter, including water which may be lost or wasted through leaking pipes or fixtures. Commission may make allowance for water loss if the leak is beyond the Customer's control and provided the Customer makes an immediate and diligent effort to repair the leak as soon as possible after discovery.

When the repairs of such leak have been personally observed by a representative of Commission, Commission may, upon application of the Customer, make an adjustment for the water lost not to exceed fifty percent (50%) of the excess use caused by the leak for up to a maximum of three (3) months. The adjustment will be based on the last year's consumption, if available. If not, it will be based upon the average consumption of a similar Customer.

In order to receive a leak adjustment:

- (1) Account must be in good standing.
- (2) Total water loss must be more than twenty thousand (20,000) gallons.
- (3) Customer must repair the leak and contact Commission within forty-five sixty ~~(60/45)~~ days of discovery or notice from Commission to request a leak adjustment.
- (4) Once repair has been made, Customer has (30) days to must submit a completed application for leak adjustment. ~~after all repairs have been made within thirty (30) days of first contact.~~

Applications will be reviewed by Commission and if approved, an account credit will be issued within one (1) to two (2) billing cycles. Leak adjustments exceeding one (1) per calendar year will be at the discretion of Commission.

3.10 Waste of Resource

Water is regarded as a precious resource and waste is discouraged, including waste resulting from leaks, improper operation of an irrigation system or behavioral actions. Customers will be required to

correct all issues that cause the waste of water on their premises in a timely manner. In the attempt to stop water waste, Commission shall be notified immediately of known water issues and will follow these procedures:

- (1) If Commission notices abnormally high usage, a courtesy notice will be made by phone or mail to the Customer. If it is determined that the high usage is due to a leak, it is the responsibility of the property Owner to correct the leak by the next billing cycle.
- (2) If corrective action does not appear to have been made after two (2) notices, steps will be taken which may include a surcharge on the account on the amount of water deemed as wasted, and/or termination of service. If additional time is needed to make repairs, an arrangement must be made with Commission.
- (3) Service may be terminated immediately if the waste is particularly blatant and irresponsible, the leak is excessive, there is apparent damage, or it creates a potential hazard to the property or surrounding area.
- (4) Restoration of service following termination shall be subject to the same charges in effect following termination of service due to nonpayment of water bills.

3.11 Appeals

A Customer in disagreement with a water bill, supplemental charge or fee, or other charge has the right to file an appeal with Commission. Commission may also consider appeals for water usage or service installation during mandatory curtailment declarations.

Pending resolution of the appeal, the obligation to pay undisputed and subsequent charges continues. Service(s) under appeal will continue during the appeal process provided that:

- no evidence of fraud, tampering or diversion is discovered
- a legitimate and valid appeal exists in which the facts asserted support continued service
- service has not already been disconnected

If a Customer fails to accept or comply with the Commission's decision, Commission may proceed with immediate collection efforts without further notice including, but not limited to, disconnection of the water service. The decision of the Commission is final.

SECTION 4 WATER SERVICE AVAILABILITY

4.1 Interruptions, Curtailments, Fluctuations, Shortages and Outages

Commission endeavors to supply reliable water service. However, it is inherent that there will be times of failure, interruption, suspension, curtailment or fluctuation. Commission cannot and will not guarantee constant or uninterrupted delivery of water service. Commission shall have no liability to its Customers or any other persons for any interruption, suspension, curtailment or fluctuation in water service, or for any loss or damages resulting from but not limited to the following:

- (1) Causes beyond Commission's reasonable control including, but not limited to, accident or casualty, fire, flood, drought, wind, action of the elements, court orders, litigation, breakdown of or damage to facilities of Commission or of third parties, acts of God, strikes or other labor disputes, civil, military or governmental authority, electrical disturbances originating on or transmitted through electrical systems with which Commission's system is interconnected, and acts or omissions of third parties.

- (2) Repair, maintenance, improvement, renewal or replacement of facilities, or any discontinuance of service (which in Commission's judgment is necessary) to permit repairs or changes to be made in Commission's source of supply, transmission or distribution facilities, or to eliminate the possibility of damage to Commission's property or to the persons or property of others. Whenever Commission schedules maintenance in advance which will require Customers to be without water service for more than one (1) hour, Commission will notify Customers as follows:
- a. At Commission's discretion, Customers will be notified in writing or orally depending on the circumstances.
 - b. The oral or written notice will include the following:
 - i. Reason for interruption
 - ii. Date and approximate time interruption will begin
 - iii. Expected duration of interruption
 - c. Whenever possible, Customers expected to be without service beyond one (1) hour due to a planned outage will be notified at least one (1) day in advance.
- (3) Automatic or manual actions taken by Commission (which in its sole judgment are necessary or prudent) to protect the performance, integrity, reliability, public health or safety, or stability of Commission's systems or any system with which it is interconnected. Such actions shall include, but shall not be limited to, the operation of automatic or manual protection equipment installed in Commission's systems, including, without limitation, such facilities as mains, pump and control stations, intakes and reservoirs.
- (4) Action taken by Commission to conserve utilities at times of anticipated deficiency of resources, including, but not limited to, non-voluntary curtailment or suspension of water services. For a description of voluntary and non-voluntary actions to be taken in the event of a water shortage and Customer responsibilities during a curtailment declaration, see the *Water Management & Conservation Plan, Section 4*, available on the Commission's website.

4.2 Disconnection/Reconnection at Commission's Discretion

- (1) Commission may disconnect water service(s) with written notice for failure to pay all charges when due.
- (2) Commission may disconnect water service(s) without written or verbal notice for any of the following reasons:
 - a. evidence of tampering/diversion, code violations, fraud
 - b. to protect health, life or property
 - c. violation(s) of any part of Commission policies and *Regulations*
 - d. where no Commission Account Holder exists for a service address
 - e. on a temporary basis for operational purposes

A Commission election to disconnect water service does not prevent Commission from exercising any other available rights under law, requiring compliance and imposing service fees or charges consistent with these *Regulations*.

Commission may reconnect water service(s) under the following circumstances:

- all charges for the service address have been paid in full using Verifiable Funds
- Commission judges that collection action has been satisfied

- all inspections and changes in plumbing of a disconnected service address, as required by local jurisdictions or agencies, are arranged by Customer at the Customer's expense

Where a property Owner of a disconnected premises is found to owe Commission past due monies for any premises provided with water service for the same property Owner, water service will not be started or resumed for any Applicant or Customer until outstanding debts are resolved to Commission's satisfaction.

If service has been discontinued by Commission and restored or tampered with, without Commission's authorization, Commission may remove the Customer's meter or disconnect the service from Commission's main. Under these circumstances, the service will not be reconnected until all bills, service charges, disconnection and re-connection costs, tampering fees, damages and deposits have been paid in full, and until Commission is satisfied that similar instances will not occur. In addition to the rights and remedies stated here, or as may be found elsewhere in State and local laws, Commission reserves its right to pursue legal recourse against the parties involved in, and/or benefiting from such illegal acts.

In emergency situations, where it is necessary for water service to be temporarily connected or disconnected to protect health, life or property, Commission will, at its discretion, take such action without notice or charge to the Customer.

4.3 Code Violations, Fraud and Failure to Pay

If a water regulation or code violation is detected, water service may be denied or discontinued without notice. Whenever water service has been discontinued or temporarily suspended by Commission for code violations, fraud, failure to pay all charges for service, or for violation of any part of these *Regulations*, service will not be resumed until the situation requiring such action has been resolved to the satisfaction of Commission and any other governmental agency having jurisdiction.

The Customer shall not permit any conditions to exist on their property relating to water services which would cause Commission to be out of compliance with applicable safety standards or result in a code violation attributable to Commission.

If any fraud against Commission relating to water services is detected, Commission may discontinue water service immediately without notice, refuse service or take other action permitted under law, including referral of the details to appropriate authorities for further investigation and action.

4.4 Tampering/Diversion

All Commission meters, equipment and services must not be tampered with. Commission maintains an ongoing program for detecting and deterring such activity through inspection, education, collection of costs and revenue loss, and referral to appropriate authorities for investigation and prosecution.

If water service disconnected by Commission is reconnected without Commission's authorization, Commission will remove the meter without notice. Commission will also impose applicable fees on the Customer's account in addition to charges for any actual costs of repair and replacement incurred by Commission. These charges are applicable to each tampering occurrence.

4.5 Temporary Discontinuance for Plumbing Repairs

During normal working hours, Commission will not charge fees to Customers requesting temporary discontinuance of service for plumbing repairs, other temporary discontinuance of service for less than thirty (30) days, or restoration of service after such discontinuance which requires Commission to go to the premises. When requests for these services are made after normal working hours, or if Customer

abuses this service, the Customer may be charged for Commission's cost of providing such special service in accordance with Exhibit D, "Charges for Special Services."

~~During normal working hours, Commission will not charge disconnection or reconnection fees to Customers requesting temporary discontinuance of service for plumbing repair, other temporary discontinuance of service of less than 30 days' duration. When requests for these services are made after normal working hours, or if Customer abuses this service, the Customer may be charged for Commission's cost of providing such special service in accordance with Exhibit D, "Charges for Special Services."~~

4.6 Temporary Service

Temporary service connections shall be disconnected and terminated within three (3) months after installation unless an extension of time is granted in writing by Commission. ~~Charges for water furnished through a temporary service connection shall be at the established rates. Monthly charges for water furnished through a temporary service connection shall be based on the established rate schedule in Exhibit E.~~

The Applicant for temporary service will be required to pay:

- (1) the estimated cost of installing and removing all facilities necessary to furnish such service
- (2) a deposit sufficient to cover the water use during the entire period temporary service may be used, or to otherwise establish their credit
- (3) a deposit equal to the value of any equipment loaned by Commission to Applicant for use in temporary services

The Customer is responsible for damage to the device and meter.

4.7 Unsafe Apparatus

Commission may refuse to furnish water and may discontinue service to any premises where plumbing apparatus, appliances or equipment using water are dangerous, unsafe or not in conformity with plumbing codes, laws or ordinances. Five (5) days' written notice will be given before such discontinuance of service unless immediate discontinuance is necessary to protect health, life, or property.

Commission does not assume liability for inspecting apparatus on the Customer's premises or property. However, Commission does reserve the right of inspection if there is reason to believe that unsafe apparatus is in use.

4.8 Privately Owned Pipelines

Commission may discontinue the delivery of water to any privately owned main or pipeline where such main or pipeline is not maintained or constructed in accordance with the *Regulations* as now or hereafter adopted. Five (5) days' written notice will be given before such discontinuance of service unless immediate discontinuance is necessary to protect health, life, or property.

4.9 Cross Connections

Commission may immediately discontinue service to any premises where actual or potential cross connections exist. Compliance with cross connection control rules is mandatory. Cross connection control program rules are referenced in Section 12.

SECTION 5 SERVICE CONNECTIONS AND METERS

5.1 Ownership of Meters

Commission shall own, install, and maintain all necessary meters for measuring the amount of water used by the Customer. Where a Master Meter is used, Commission shall not furnish or read auxiliary or sub-meters used for the Customer's convenience.

5.2 Installation and Maintenance

The installation and maintenance of service connections shall be performed only by duly authorized employees or representatives of Commission.

Charges for service connections are payable in advance and shall be in accordance with Commission's regularly scheduled charges and rates (refer to Exhibit D, "Charges for Special Services") ~~including SDCs~~. For service connections 3 inches (3") and larger, the full cost shall be made in advance of performance of the work. [Reference Section 9.5 for SDC fees](#)

5.3 Customer Metering Metered Service Connections

The normal standard is ONE (1) meter per tax lot unless any of the following situations apply.

- (1) Master Meter will be allowed, upon request, to serve multiple buildings under one (1) tax lot provided the property cannot be logically divided as determined by the Medford Planning Department and/or Commission.
- (2) More than one (1) meter will be allowed, upon request, to serve a duplex or ADU (Additional Dwelling Unit) development shall be separately plumbed for each premise.
- ~~(2)~~(3) [Reference the Commission's Standards for Water Facilities for more details on requirements for metered service connections](#)

5.4 Re-Setting Charge

If service to a premise has been discontinued and the meter has been removed, any Applicant for re-establishment of service shall be charged for re-setting the meter, based on the meter size, in accordance with Commission's regularly scheduled charges and rates.

5.5 Size and Location

Commission will install a service connection and meter of the size and location requested by the Applicant except that Commission reserves the right to determine the size and type of service connection and meter to be installed, based on the estimated rate of water use by the Applicant and pressure conditions and provided that the location complies with Commission's construction standards for service connections. The minimum size shall be a one-inch (1") service connection with a 5/8" x 3/4" meter. When the location of the service connection is selected by the Applicant, they shall assume full responsibility for interference with other structures, including existing underground utility installations.

5.6 Meter Tests

Commission will, upon request, test any Customer's meter. If the meter is found, upon test, to over-register more than two percent (2%), the Customer's billing shall be adjusted for a maximum of six (6) months to reflect the correction. No charge will be made to the Customer for the meter test except that if requests for testing meters are made by the Customer more often than once (1) every three (3) years, Commission may charge the Customer for the cost of making such test if the meter does not over-register more than two percent (2%).

5.7 Non-Registering Meters

Should any meter malfunction and incorrectly register the amount of water used by the Customer, the billing shall be computed by estimating the consumption with the previous year's usage for the same month or upon a reasonable comparison with the use of other Customers receiving the same class of service during the same period and under similar circumstances and conditions.

5.8 Inaccessible Meters

If the meter is inaccessible at the regular reading date, the billing consumption will be estimated with the previous year's usage for the same month, or by reasonable comparison with the use of other Customers receiving the same class of service during the same period and under similar circumstances and conditions.

If a Customer blocks access to the meter and has been given reasonable time to arrange for access to the meter and has not responded, Commission may surcharge their account. Adjustment will be made to the bill when the Customer has arranged for permanent access to the meter. Refer to the "Rights-of-Way and Right-of-Access" section for additional information.

5.9 Abandoned Service Connections

If a service connection to a premise has been abandoned for more than three (3) years, Commission may remove the service and meter setting. If the service is removed and the Customer wants to restore service to the property, a new installation charge will be due in accordance to section 5.2.

If a Customer requests relocation of meter, all costs related to new installation, including any increased SDCs and abandonment of the existing service, shall be paid for by the Customer. SDCs cannot be transferred or credited to other meters not on the original Tax Lot of property. Multiple services to be abandoned on a Tax Lot of property may apply related credited SDC's to pay for abandonment charges.

SECTION 6 RIGHTS-OF-WAY AND RIGHTS-OF-ACCESS

Commission shall be granted, at no cost, all rights-of-way, rights-of-access, and easements necessary to serve the Customer for the installation, maintenance, repair, replacement, removal or use of any or all equipment or materials used to supply and deliver water to the Customer.

Access at all times to the premises of the Customer for the purpose of reading of meters, testing, repairing, removing or exchanging any or all equipment belonging to Commission shall be deemed granted during the time that water service is accepted by the Customer. The Customer shall not store materials, park vehicles or otherwise over the water meter, or erect fences or other obstructions which would block access to reading of the Customer's meter, operation of valves or fire hydrants. It shall be the Customer's responsibility to remove or trim any shrubs, hedges or other plants which interfere with reasonable access for reading of meters or access to fire hydrants or valves. Reasonable access is defined as an unobstructed clear zone at least twelve (12) inches wide on all sides and 6 feet above the water facility in question. Fire hydrants require five (5) feet of clearance around the hydrant. If, after written notice, the Customer does not remove or trim interfering shrubbery, hedges or plants, Commission shall be granted all necessary rights-of-way and rights-of-access to perform such trimming. Commission gives the Customer thirty (30) days to accomplish their own trim and/or removal of material blocking access to the meter. If the situation is not corrected at the time of the next normal reading day, a Water Commission representative will perform the necessary work. Trim details and other information regarding access to meters are available upon request.

SECTION 7 DAMAGES AND RESPONSIBILITY**7.1 Responsibility for Customer Equipment**

The Customer shall, at ~~their his~~ own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, regulating water pressure, applying and utilizing water, and Commission shall not be responsible for any loss or damage caused by the improper installation or inadequacy of such equipment, or the negligence, want of proper care or wrongful act of the Customer or any of their tenants, agents, employees, contractors, licensees or permittees in installing, maintaining, using, operating or interfering with such equipment.

No reduction will be made in charges for water service for lack of supply caused by freezing of the Customer's pipes or any other cause.

When requested to turn on water by a Customer, Commission shall not be responsible for damage to property caused by the release of water from spigots, faucets, valves or other equipment left in an open position, nor shall Commission be responsible for damages or injuries sustained through failure to exclude water from a premise.

7.2 Damage to or Alterations and Relocations ~~to Commission's~~ of Commission's Property

The Customer shall be liable for any damage to equipment or property owned by Commission which is caused by an act of the Customer or ~~their his~~ tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of seals or locks.

If Commission's facilities are required to be altered or moved because of change, configuration or usage of any properties, the property Owner will be responsible for the full cost of the alterations.

SECTION 8 CONTROL VALVES**8.1 Separate Control Valves for Each Premise**

In the event that more than one premise is served through one meter, each premise shall have its own separate control valve which may be used by Commission for discontinuance of service. The location of such separate control valves shall be as approved by Commission.

8.2 Customer Control Valves

In accordance with the provisions of prevailing plumbing codes, the Customer shall install a suitable control valve which the Customer or their agent may utilize for controlling the water supply to the Customer's premises. Commission's control valve on the upstream side of the meter shall not be considered as fulfilling the plumbing code requirement for a separate Customer control valve although Commission may, at the Customer's expense, install a Customer control valve on the downstream side of the meter and within the meter box for use by the Customer. Any person or agent of any person, other than authorized employees of Commission, who operates any valve or curb stop on the upstream side of the meter shall do so at their own risk, and Commission will hold any such person responsible for the cost of repairing any damage to such valve or curb stop caused by such operation.

As a part of the installation of new service connections, Commission will install a Customer control valve on the downstream side of the meter and within the meter box. When a Customer control valve in the meter box does not now exist, Commission may, at the request of the Customer, install such Customer control valve at the expense of the Customer in accordance with its regularly scheduled charges for such work.

SECTION 9 DISTRIBUTION SYSTEM EXTENSIONS

9.1 Procedure

Distribution extensions, including lateral water mains, and special facilities such as reservoirs and pump stations that are required specifically to provide pressure or storage for an exclusive area may be financed and installed under any of the following procedures:

- (1) By private contract based on plans prepared by a registered professional engineer which have been reviewed and approved by Commission and with dedication of the facilities to Commission upon completion and acceptance. Acceptance of facilities installed under this procedure shall be with the provision that Commission shall be indemnified and saved harmless from any and all defects appearing or developing in the workmanship or materials in such installations for a period of one year after acceptance by Commission. This procedure is normally used for development of subdivisions or commercial properties.
- (2) Construction by contract with Commission or by Commission forces in accordance with plans prepared by Commission forces and payment of the cost of the project by Commission or in part by Commission or entirely by others. This procedure is normally used for the installation of transmission water mains, reservoirs or pump stations benefiting a large portion or the entire system.
- (3) By petition to the Medford City Council by Owners of property which would be benefited by the installation of the facilities requesting installation of the distribution system extension and payment of the cost by the benefited property Owners through the assessment procedure (LID's). This procedure is normally used where there are existing streets without water mains and where there are multiple property Owners.

9.2 Policy on Sizing

- (1) Sizing of water facilities necessary to serve a development shall be determined by the "Medford Water Commission Standards for Water Facilities" and at the discretion of the Engineering Division of the Commission. The normal size of lateral mains for single-family residential areas is eight inches (8"). For permanently dead-ended mains not supplying hydrants and not exceeding two hundred feet (200') in length, 4-inch (4") mains may be used, depending on the number of service connections to the main. On permanently dead-ended lateral mains supplying fire hydrants, Commission may require a minimum main size of eight inches (8"). The normal size of lateral mains for commercial, industrial, and multiple-family areas shall be twelve inches (12").
- (2) In all commercial, industrial or residential areas, the main shall be extended through the tax lot requesting service. If the development requesting service occupies both sides of the right-of-way on which the main is being extended, then the main extension must extend totally through the lots requesting service. If a main extension has been installed to serve one side of a right-of-way, and the lot requesting service is on the other, then the main extension shall extend to the end of the lot.
- ~~(3) When Owners are required to extend mains across property which can receive direct benefit, and such property is not, will not or cannot pay their proportionate share of the cost of the extension, Commission, upon request, shall set a Refund District agreement for that main. Commission shall collect the prorated share of the cost of the main extension and refund this amount to the developer who paid the cost of the extension. The term of this agreement shall be twenty (20) years. Commission shall be the sole judge as to the amount to be charged for~~

~~each connection to the main. No interest or other charges shall be allowed, and the assessment shall be based on the actual cost of the main extension.~~

9.3 Policy on Distribution System Extension Financing

As a matter of general policy, Commission's investment in facilities required for main oversizing will be limited to the cost of pipe materials only and based on invoices provided by the developer. Evidence of competitive bids for material may be required prior to construction. In some cases where conditions are beyond the norm (larger diameter pipe involving extra laying and excavation costs or rock excavation) pre-approved, additional oversizing costs may be allowed.

Applicants for extension of the water distribution system by Commission may be required to advance to Commission, prior to construction, the estimated reasonable cost of the mains and any additional facilities that are required specifically to provide pressure or storage exclusively for the service requested. Or, if the project is to be financed through assessments, the assessment may include the entire cost of the mains, and any additional facilities that are required specifically to provide pressure or storage exclusively for the service requested.

9.4 Charges in Lieu of Assessment (CLAs) and Refund Districts (RDs)

When application is made for a service connection to a main for water service to a lot or parcel of property abutting on the street or other easement wherein such main is located, and said property has never been assessed for any portion of the cost of constructing said main, or when a lot or parcel of property has been benefited by, but never assessed for transmission mains and/or any additional facilities for provision of pressure or storage, before such application is granted and the service connection installed, the Applicant shall be required to pay an in-lieu charge in accordance with Commission's regularly scheduled charges and rates. Or, in the event that an assessment rate has been established by city ordinance for a portion of said main or for a transmission main or any additional facilities required for storage or pressure, the CLA shall be as indicated in Exhibit A of these regulations.

Upon annexation or upon receiving water service to any property not included in Exhibit A, the Owner/Applicant may be required to pay an in-lieu charge if the property has never been assessed for the water facilities serving the property.

If the application is for service to a flag lot (for purposes of this section, a flag lot is defined as a lot having less than fifty-seven feet (57') of frontage and with the building on the lot being one hundred feet (100') or more distance from the street), the CLA shall be in accordance with Commission's regularly scheduled charges for CLA for flag lots. Or, if an assessment rate has been established, the minimum frontage to be used in determining the amount of the CLA shall be fifty-seven feet (57'). This paragraph shall apply only when the application is for connection to a water main owned by Commission. CLAs shall be in addition to the charges for service connection installations.

Refund Districts

~~When Owners are required to extend mains across property which can receive direct benefit, and such property is not, will not or cannot pay their proportionate share of the cost of the extension, Commission, upon request, shall set a Refund District agreement for that main. The term of this agreement shall be twenty (20) years. Commission shall be the sole judge as to the amount to be charged for~~

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each future connection to the main. No interest or other charges shall be allowed, and the assessment shall be based on the actual cost of the main extension. . Commission shall collect the prorated share of the cost of the main extension and refund this amount to the developer who paid the cost of the extension.

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In-lieu charges (CLAs and RDs) shall be in addition to the charges for service connection installations.

9.5 System Development Charges

Certain portions of the water system may be subject to System Development Charges (SDCs) to pay for transmission, distribution, storage and pumping capacity or to pay the cost of special facility needs to provide service to the property. A SDC is also collected for all new services or for services that are enlarged, which covers the costs of treatment plant and distribution water main expansion.

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SDCs shall be paid in full prior to water service installation. For subdivisions and site development involving construction of new water improvements, full payment of SDCs may be deferred until upon completion and acceptance of water improvements, but prior to setting of any water meters. (See Exhibit

B, "System Development Charges.") These fees shall be in addition to applicable CLAs, special charges, or service connection fees.

9.6 Private Pumps

- (1) It is the policy of Commission to discourage the use of private individual booster pump systems to the public distribution system. No pump shall be directly connected to the incoming water supply line due to potential contamination during mainline repair depressurization. An air gap shall exist between the incoming water supply line and any booster pump. If the water service is additionally for sprinklered fire suppression, the use of a commercially designed fire pump system meeting both the State Fire Code and Commission *Regulations* will be reviewed for each individual situation.

A pump found directly connected to Commission water without an air gap shall have three (3) weeks to correct the situation. A loss of prime or low pressure cut out switch set at the State standard of twenty (20) psi shall be installed until the situation is corrected. If the situation is not corrected, water service will be terminated. (See Section 4.7, "Unsafe Apparatus".)

- (2) Commercial industrial water service for sprinklered fire suppression, having inadequate water pressure, will use a commercially designed fire pump system meeting both the State Fire Code and Commission *Regulations* that will be reviewed for each individual situation. The pumping facility must be designed to ensure that minimum pressure will be maintained in the Commission's distribution system. This may include throttling valves, variable speed pumps, low capacity pumps and alarm systems.

9.7 Design Parameters

Standards and requirements for engineering design are defined in the current "Medford Water Commission Standards for Water Facilities."

SECTION 10 PUBLIC FIRE HYDRANTS

10.1 Fire Hydrants for Public Use

Commission will accept and maintain public fire hydrants within public streets and rights-of-way and fire hydrants installed on private property when such hydrants are for public use. Private hydrants located behind a fire service may be installed to support private development. The cost of fire hydrants and their installation and any water mains required solely for fire protection shall be borne by the benefited property Owners (Easements will be required for such hydrant located on private property).

When fire hydrants are installed in conjunction with new water mains, the cost of the hydrant installations shall be included with and made a part of the water main cost to be paid for by the benefited property Owners in accordance with Section 21.2 and 21.5 of these *Regulations*.

The number and location of fire hydrants shall be in accordance with applicable Jackson County Fire Districts #3 and City of Medford Fire Department.

Public fire hydrants are for the sole use of the Commission, Medford Fire Department, or those designated by the Commission within the city limits of the City of Medford and water districts served by the Commission.

Use of private fire hydrants is restricted to fire protection only.

10.2 Use of and Damage to Fire Hydrants

No person or persons, other than fire department, water utility personnel or designated persons shall operate any fire hydrant or in any manner damage or tamper with fire hydrants. Any violation of this regulation will be prosecuted according to law.

10.3 Moving of Fire Hydrants

When a fire hydrant has been installed in a location in accordance with approved plans or as specified by the Fire Department, Commission has fulfilled its obligation. Persons desiring a change in location, size or type of fire hydrant shall bear all cost of such changes. Any change in the location of a fire hydrant must be approved by the fire department and Commission.

10.4 Painting of Fire Hydrants

Commission charges a fee for painting each new fire hydrant. Refer to Exhibit D, "Charges for Special Services."

10.5 Temporary Service from Fire Hydrants

Commission may allow public fire hydrants to be used on a "temporary" basis by contractors for filling of tank trucks on a day-to-day basis upon making formal application. Temporary service from private fire hydrants will not be allowed. Water taken from a fire hydrant is Non- Potable Water. It is important to remember that fire hydrants are an essential part of the community's fire protection program and utilization of them for temporary service can delay or hamper their effectiveness. Utilization of fire hydrants for temporary service shall be limited to ninety (90) days. Extension of this period may be granted by request.

No hydrant may be utilized without a Commission installed backflow and control device. During peak construction periods, a shortage of devices may occur, and allocation will be on a first come, first serve basis. Commission reserves the right to limit one device per company.

Charges for fire hydrant temporary service shall be at Commission's regularly established schedule of charges and rates. Such charges include Commission's cost of furnishing, installing, maintenance, and subsequent removal of the device and the cost of water used. Such charges are based on the use of a single hydrant and moving of the equipment shall constitute a separate charge.

Persons responsible for unauthorized use of fire hydrants without Commission's flow control and backflow protection equipment shall be charged a tampering and inspection fee and for water used in accordance with Commission's regularly scheduled charges and rates.

Temporary service will be provided from November 1 through March 1 if the Applicant provides adequate protection against freezing weather conditions. The temporary fire hydrant connection must be protected, to Commission's satisfaction, within two (2) hours of installation. If the device is not adequately protected, within two (2) hours, the device will be removed, and the Applicant's installation charge forfeited. The contractor shall be responsible for the cost of repair of any device damaged by freezing or neglect.

Contractors performing work within the city limits of the City of Medford and existing surrounding water districts or service area that are not master metered may be allowed to utilize temporary service from a fire hydrant. The water taken from a fire hydrant may not be used or transported to other areas outside of our service boundary. Water from the temporary service is for the exclusive use of the contractor or their designated subcontractor for the express project identified on the application for service.

10.6 Bulk Water Sales from Fire Hydrant

Bulk water sales from fire hydrants are not allowed. Bulk water can be purchased at 821 N. Columbus Ave., Medford, and also at the Jackson County Public Works shop located at 724 Antelope Road in White City.

SECTION 11 PRIVATE FIRE SERVICE

Standards and requirements for private fire protection services are defined in the current "Medford Water Commission Standards for Fire Protection Systems."

Use of private fire services or private fire hydrants is restricted to fire protection only.

SECTION 12 PREVENTION OF CONTAMINATION BY BACKFLOW & CROSS CONNECTIONS

Standards and requirements for cross connection issues are defined in the *Medford Water Commission Standards for Backflow Protection Assemblies*.

12.1 Private Wells and Auxiliary Water Supplies

Oregon Health Division rules strictly prohibit interconnection of other water supplies with a municipal system without the installation and maintenance of approved backflow protection. Auxiliary water supplies (private wells, piped irrigation sources, etc.) are major cross connection control hazards and therefore, must be effectively isolated from the domestic water supply.

- (1) Commission Cross Connection policies and requirements for Customers with private wells are as follows:
 - a. Premise isolation (with approved Reduced Pressure (RP) assembly installed directly behind the meter) is required for all properties with auxiliary water sources.
 - b. No backflow protection is required if a well can be verified to be permanently inactivated by removing the well pump and associated plumbing, and welding the well casing closed. In such cases, formal abandonment in accordance with requirements of the Jackson County Water Master should be pursued by the property Owner.
 - c. If the well remains active, an approved RP back flow assembly is required at the service connection. The RP backflow assembly shall drain to daylight and be protected from freezing. On-site plumbing is the responsibility of the local plumbing authority.
 - d. Visual inspection of a weld sealed well casing is required to avoid installing backflow protection.
- (2) Rainwater harvesting or gray-water systems shall be evaluated on a case-by-case basis.
- (3) A new service to any premise with an active well or other auxiliary water supply on-site shall be locked OFF until the installation and initial test of a RP is verified by Commission.
- (4) An existing service to any premise with an active well or other auxiliary water supply on-site shall be required to be retro-fit with a RP at the service connection.

- (5) Plumbing permits are required when installing backflow prevention assemblies.
- (6) All backflow prevention devices are subject to annual inspection and testing. The cost of annual performance testing and any required maintenance is the responsibility of the device Owner. Annual testing and routine maintenance for backflow prevention assemblies located on "single-family residential" service connections may be included in Commission's "Residential Backflow Protection Program" detailed in Section 12.2.

12.2 Residential Backflow Protection Program

To accomplish the common goals of maintaining safe drinking water while providing high [quality](#) Customer service, Commission has adopted a program to assist single-family residential Customers with the annual testing and maintenance requirements for backflow prevention assemblies. The Residential Backflow Protection Program provides annual testing and routine repair services for all privately owned backflow assemblies located on single-family residential services.

Backflow prevention assembly installation and initial performance testing is the responsibility of the device Owner. Assemblies will be adopted into the program thereafter. All backflow prevention assemblies remain the property of the Customer.

Commission will provide annual testing and routine repair services only. Major repairs such as valve replacements or device replacements are not covered in this assistance program. Program costs are recovered in a base-level charge applied equally to all single-family residential water services.

Customers may opt to secure their own annual testing services in lieu of allowing Commission representatives access to test and repair the assembly.

12.3 Commercial, Industrial and Multi-Family Backflow Protection

All Commercial Systems and Multi-Family Units shall be required to install backflow protection at the service connection to the premise with service installation, remodel, tenant improvements, and/or change of use. The degree of hazard protection will be determined by MWC.

In addition, backflow prevention assemblies for protecting community water systems shall be installed at the service connection to premises where an approved air gap does not exist and:

- (1) There is an auxiliary water supply which is, or can be, connected to the potable water piping;
- (2) There is piping for conveying liquids other than potable water, and where that piping is under pressure and is installed in proximity to potable water piping;
- (3) There is intricate plumbing which makes it impractical to ascertain if cross connection exists.
- (4) There is backsiphonage potential.

12.4 Irrigation Systems

(4) All irrigation systems that are connected to potable water lines shall be equipped with a backflow device. Refer to Medford Water's Standards for Backflow Prevention Assemblies for approved backflow devices.

SECTION 13 AIR CONDITIONING AND REFRIGERATION

13.1 Definitions

For the purpose of this section, the following terms shall have the following meanings:

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- (1) The terms "air-conditioning system" and "refrigeration system" shall include any combination of equipment, whether compressor or other type, by which heat is removed from the air and from which the accumulated or effluent heat is wholly or partially removed by the use of water.

- (2) "Air-conditioning system" shall mean an installation for maintenance, by heat removal, of temperatures which are not less than 60° F.
- (3) "Refrigeration system" shall mean an installation for maintenance, by heat removal, of temperatures which are less than 60° F.
- (4) "System" shall mean any combination of apparatus, individual unit, group or collection of units supplied with water through any Customer service pipe connected to the public water system.
- (5) "Rated capacity in tons" shall be considered as not less than the following:
 - a. total maximum BTU's per 24 hours of capacity of the installation divided by 288,000; or
 - b. the nameplate horsepower of any compressor prime mover unit, for any air-conditioning installation; or
 - c. two-thirds of the nameplate horsepower of (b) above, for any refrigeration installation.

13.2 Water Use and Conservation

All air conditioning systems and refrigeration systems having rated capacities exceeding three (3) tons per 24 hours using water cooling equipment shall be of enough capacity to ensure that the requirements for make-up water when operating under a full loading at maximum summer temperatures will not exceed:

- (1) Evaporative coolers, cooling towers and spray ponds 0.05 gallons per minute per ton of rated capacity
- (2) Adiabatic coolers 0.2 gallons per minute per ton of rated capacity

13.3 Installation and Sanitary Protection

No piping connection shall be installed which would permit direct use of water from the public water system and which would allow the by-passing in part or in entirety of the necessary evaporative condenser, cooling tower, spray pond or other water-cooling equipment.

13.4 Effective Date of Compliance

For new installations, these *Regulations* shall be effective immediately.

Existing installations shall be modified to conform to the provisions of these *Regulations* whenever such existing installations are improved, increased in capacity, relocated or changed in any manner. If a critical condition develops in the public water supply system, all installations not equipped to conserve water shall be subject to immediate discontinuance upon notice.

13.5 Water Source Heating/Cooling Pumps

A demonstration project allows a limited number of water source heat pumps to be installed in the system. No additional water source heat pumps are allowed.

SECTION 14 GROUND WIRE ATTACHMENTS

The attachment of any electrical ground wire to any plumbing which is or may be connected to a service connection or main belonging to Commission by any person shall be at their own risk. Commission will assume no liability for damage to property or injury to the persons caused by such ground being made ineffectual through removing of a meter or other break in electrical conductivity or the use of plastic or

other nonconducting materials. Commission will hold the Customer liable for any damage to its property caused by such ground wire attachments.

SECTION 15 SURGE CONTROL

Commission may discontinue service to Customers when the Customer's rate of water use is suddenly changed as caused by a quick closing valve or other device which creates excessive pressure surges in the public water system. Commission may approve the installation and operation of surge suppression devices by the Customer at the Customer's expense as a condition of continued service.

SECTION 16 IRRIGATION

16.1 Rate of Use of Water

Commission may require that landscape or garden watering systems with a capacity exceeding twenty (20) gallons per minute be operated only during off-peak hours of 9:00 p.m. to 6:00 a.m. ~~If required, but not enacted, a surcharge may be added to the billing or termination of service. If customer refuses to comply with such a request, a surcharge may be added to customer's bill or water service could be terminated.~~

16.2 Water Waste

Where water is wastefully or negligently used on a Customer's premises which adversely affects the surrounding property, Commission may discontinue service to the premises if such conditions are not corrected after notice. (See also Section 3.10, "Waste of Resource".)

SECTION 17 WATER PRESSURE STANDARDS

For the provision of water service to Customers, the ~~desired~~ minimum water distribution main pressure ~~shall be~~ thirty-five (35) pounds per square inch. Applications for service from mains having operating pressure less than the minimum ~~shall may~~ be denied and such Applicants shall be given the option of initiating the installation of the necessary distribution system facilities to provide water service above the minimum pressure in accordance with Commission's distribution system extension policy and procedure. Where service is presently provided at water pressure in the distribution main of less than the minimum it ~~shall may~~ be discontinued or ~~corrected as quickly as practicable~~ included in long range planning for future correction.

Customers who receive water pressure in excess of eighty (80) psi are encouraged to install and maintain pressure reduction valves. All costs associated with the installation and maintenance of these pressure control devices shall be the responsibility of the Customer.

SECTION 18 SURPLUS WATER

18.1 Use of Surplus Water

Water disposed of or sold outside of the boundaries of the City of Medford shall only be surplus water.

18.2 Rights to Surplus Water

Customers' rights of use of surplus water of Commission shall not be prior or superior to the rights to the use granted to others by Commission and shall at all times be subject to the *Regulations* of Commission. Limiting or restricting the supply of water to any Customer is in the sole discretion of Commission, when deemed advisable or necessary for the distribution and use of the surplus water of the City of Medford, taking into consideration the Commission water system, the condition of the water system, the surplus water available, requirements and use, and such other conditions as Commission

shall deem pertinent.

18.3 Surplus Bulk Water Sales

Surplus Bulk Water is available from Medford Water at 821 N. Columbus Ave., Medford, Oregon. Maximum weekly limit is 3,500 gallons. Maximum water volume per month is 15,500 gallons. Water in larger volumes are available at the Jackson County Public Works Facility at 724 Antelope Road, White City, Oregon upon set up of account with Jackson County. Medford Water maintains water sales records by customer including license plate of the vehicle used to haul the water. Only one account per vehicle license is allowed. Once maximum volume is reached water will not be dispensed until new time period begins. Bulk water is used and hauled at your own risk. Rights to purchase water will be rescinded if terms and conditions are not followed. Refer to Exhibit E (Schedule 11) for rate information.

SECTION 19 UTILITY AND MUNICIPAL CUSTOMERS**19.1 Contracts**

Commission requires a contract for service to utility and municipal Customers. Such contract shall set out the maximum quantity of water to be supplied, the maximum rate of use of water, the location of the connection or connections, the location of the area to be supplied, a requirement that service to the Customer shall be in accordance with these *Regulations* and the current and future water rates that may be modified or changed by Commission and such other provisions as Commission may deem necessary. Contracts with utility Customers will allow for operation and maintenance of the utility Customer's facilities by Commission forces.

19.2 Extension of Facilities

At the time of entering into a contract with Commission, utility Customers shall file with Commission a written legal description of the area to be served by the utility Customer and the utility Customer shall not supply service outside of such described area without written consent of Commission. Utility Customers shall have received the written consent of Commission before annexing and serving additional areas. The area in which municipal Customers may supply water service is defined in the water supply contract for each entity.

SECTION 20 PUBLIC RECORDS REQUESTS

Commission strictly adheres to all provisions of ORS 192.314, Right to Inspect Public Records. Fees may be charged to reimburse all costs associated with making non-exempt records available to the public per Exhibit D, "Charges for Special Services."

SECTION 21 ADJUSTMENTS AND REVISIONS

Commission reserves the right to change these *Regulations*, Rate Schedules, and regularly scheduled miscellaneous charges as it deems necessary. Where applicable, these *Regulations* cancel and supersede all previous *Regulations* issued by the Commission.

These *Regulations* are available for inspection on Commission's website and in the office during regular business hours. Copies may be purchased in accordance with Commission's regularly scheduled charges and rates.



Memorandum

TO: Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright
FROM: Brad Taylor, General Manager
DATE: Wednesday, June 7, 2023
SUBJECT: Item 5.3 – Quarterly Letter to the Mayor and City Council
OBJECTIVE: Board Approval

Issue

The letter to the Mayor and City Council for the third quarter of Fiscal Year 2022-23 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 third quarter of FY22-23, 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 third quarter letter to the Mayor and City Council.



June 7, 2023

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 third quarter of Fiscal Year 2022-23, as well as Consumption and Watershed Reports.

During the third quarter of Fiscal Year 2022-23, construction progressed on the Robert A. Duff Water Treatment Plant Expansion Project. This work will continue into 2025. Work was also completed on a SCADA Master Plan. This plan is already providing the framework for work going on at the Duff WTP and ongoing implementation will continue in the next several years to insure a reliable control system for all water system facilities. Preliminary design services have started on the Medford Water Campus Facility with the hope of beginning construction in 2024.

As water demands increased with the warming weather, we have been able to bring full spring flow down from Big Butte Springs. This is the first time in 3 years we have been able to bring full spring flow to town. This year's precipitation and snowpack have been a welcomed change to three years of reduced levels.

If the Mayor or Council members have any questions, feel free to contact our office at any time, or Tim D'Alessandro, Council Liaison.

Sincerely,

Michael Smith, Chair
Board of Medford Water Commissioners

Brad Taylor, General Manager
Medford Water

Attachments

**Medford Water Commission
Income Statement
3/31/2023**

	Month to Date		Year to Date	
	Current	Prior	Current	Prior
Water Fund				
Operating Revenues				
Residential Sales Inside Gallonage	\$173,950.10	\$174,339.12	\$4,243,744.30	\$3,985,188.75
Commercial Sales Inside Gallonage	62,936.65	68,010.27	1,553,340.03	1,450,211.03
Industrial Sales Inside Gallonage	12,744.20	8,764.96	130,229.40	134,602.40
Base Charges Inside	552,242.35	476,683.36	4,803,052.30	4,435,468.62
High Elevation Charges	26,631.56	25,691.13	318,423.91	295,869.05
Fire Services Inside	30,406.08	25,873.38	264,791.47	240,962.94
Residential Sales Outside Gallonage	36,410.48	67,615.29	720,525.94	690,719.91
Commercial Sales Outside Gallonage	12,665.29	13,424.49	368,910.17	400,497.97
Industrial Sales Outside Gallonage	77,266.32	95,216.95	1,002,984.36	1,004,006.83
Base Charges Outside	121,668.05	105,319.18	1,035,245.17	957,673.22
Fire Services Outside	8,928.37	7,510.31	75,542.88	68,804.26
Sales to Other Utilities	97,183.34	89,538.39	1,985,473.01	2,163,334.26
Miscellaneous Collections	34,262.93	36,912.96	332,830.36	222,656.73
Connections/Installations	56,810.94	241,247.33	571,574.99	923,261.81
Total Operating Revenues	1,304,106.66	1,436,147.12	17,406,668.29	16,973,257.78
Operating Expenses				
Water Operating Expenses				
Source of Supply	78,830.85	73,553.71	890,003.02	916,095.02
Supply Pumping	25,248.44	14,576.48	464,112.01	423,284.97
Purification	359,919.27	218,653.66	2,135,401.43	1,643,117.42
Transmission	50,637.07	30,428.33	215,255.90	195,800.14
Distribution Pumping	40,463.29	37,125.58	370,718.39	280,046.95
Distribution	428,226.11	364,796.71	3,145,497.18	2,241,048.22
Customer Accounts & Collection	198,343.02	234,745.43	1,766,514.75	1,761,342.19
Administrative & General	(96,749.15)	434,571.92	547,570.85	1,791,468.62
Connections/Installations	58,671.95	106,176.23	576,672.75	707,339.72
Total Operating Expenses	1,143,590.85	1,514,628.05	10,111,746.28	9,959,543.25
Operating Income Before Depreciation	160,515.81	(78,480.93)	7,294,922.01	7,013,714.53
Depreciation	346,969.75	327,258.11	3,083,748.45	2,890,816.43
Total Operating Income	(186,453.94)	(405,739.04)	4,211,173.56	4,122,898.10
Non Operating Revenues				
Charges in Lieu of Assessments	0.00	0.00	0.00	4,311.05
Investment Revenue	25,311.98	(4,042.51)	100,623.88	43,201.38
Grant Revenue	0.00	0.48	1,222.00	13,904.39
Forest Product Revenue	0.00	0.00	0.00	636,682.13
Debt Proceeds	2,606,260.45	0.00	9,025,351.86	0.00
Miscellaneous Revenue	9,193.77	(41,067.75)	14,942.11	59,402.30
Total Non Operating Revenues	2,640,766.20	(45,109.78)	9,142,139.85	757,501.25
Income Before Contributions	2,454,312.26	(450,848.82)	13,353,313.41	4,880,399.35
Capital Contributions				
System Development Charges	45,177.22	366,619.28	475,133.85	1,591,907.83
Developer Donations (Capitalized)	291,912.26	0.00	1,200,521.29	1,704,353.79
Total Income from Contributions	337,089.48	366,619.28	1,675,655.14	3,296,261.62
Net Income - Water Fund	\$2,791,401.74	(\$84,229.54)	\$15,028,968.55	\$8,176,660.97
Combined Income (All Funds)				
Net Income - Water Fund	2,791,401.74	(84,229.54)	15,028,968.55	8,176,660.97
Net Income - Construction Fund	218,195.22	(20,400.70)	576,580.31	(2,309.41)
Net Income - Main Replacement Fund	0.00	0.00	0.00	0.00
Net Income - FWTP Fund	0.00	0.00	0.00	0.00
Net Income - FWRD Fund	0.00	0.00	0.00	0.00
Net Income - Vernal Pool Mgmt Fund	0.00	0.00	0.00	0.00
Total Combined Net Income	\$3,009,596.96	(\$104,630.24)	\$15,605,548.86	\$8,174,351.56

**Medford Water Commission
Balance Sheet
3/31/2023**

	Water System		Total	Last Year
	Water Fund	Construction Fund		
Assets				
Current Assets				
Cash	\$1,013,610.03	\$0.00	\$1,013,610.03	\$1,072,790.58
Revolving Fund Cash	22,940.00	0.00	22,940.00	34,573.22
Cafeteria Plan Cash	32,859.84	0.00	32,859.84	35,090.38
Short Term Investments	4,651,552.02	10,841,101.00	15,492,653.02	13,332,267.11
Short Term Investments- Future Main Replacement	0.00	4,643,306.10	4,643,306.10	4,271,235.76
Short Term Investments- Future Treatment and Trai	0.00	8,380,285.04	8,380,285.04	7,544,141.57
Short Term Investments- Future Water Rights Devel	0.00	5,112,080.81	5,112,080.81	5,004,850.13
Short Term Investments- Vernal Pool Management	0.00	139,642.30	139,642.30	136,713.10
Short Term Restricted Investments	5,639,178.79	0.00	5,639,178.79	215,865.08
Notes Receivable	1,860,822.86	0.00	1,860,822.86	2,004,937.09
Accounts Receivable	1,257,679.58	0.00	1,257,679.58	1,762,241.31
Accounts Receivable - Misc.	3,049,175.14	0.00	3,049,175.14	630,111.89
Cafeteria Plan Receivable	29,427.80	0.00	29,427.80	23,698.98
Inventory	1,719,523.19	0.00	1,719,523.19	1,473,761.46
Work in Progress	402,961.36	0.00	402,961.36	346,336.95
Prepaid Expenses	192,443.87	0.00	192,443.87	1,439,674.31
Other Current Assets	108,280.31	0.00	108,280.31	20,149.03
Total Current Assets	19,980,454.79	29,116,415.25	49,096,870.04	39,348,437.95
Fixed Assets				
Utility Plant / Service	206,378,606.34	0.00	206,378,606.34	211,900,472.54
Construction in Progress	25,064,116.94	0.00	25,064,116.94	11,284,354.82
Accumulated Depreciation	(59,053,438.09)	0.00	(59,053,438.09)	(70,085,468.05)
Total Fixed Assets	172,389,285.19	0.00	172,389,285.19	153,099,359.31
Total Assets	192,369,739.98	29,116,415.25	221,486,155.23	192,447,797.26
Liabilities & Fund Equity				
Current Liabilities				
Accounts Payable	3,053,583.21	0.00	3,053,583.21	1,805,243.77
Retainage Payable	157,135.10	0.00	157,135.10	0.00
Customer Deposits	90,143.53	0.00	90,143.53	72,371.32
Miscellaneous Deposits	1,000.00	0.00	1,000.00	0.00
Construction Deposits	627,630.00	0.00	627,630.00	582,221.18
Miscellaneous Payable	236,282.23	0.00	236,282.23	269,114.34
Water Districts Payable	31,054.44	0.00	31,054.44	30,066.91
Accrued Vacation	662,980.10	0.00	662,980.10	676,474.59
Cafeteria Plan Payable	28,061.55	0.00	28,061.55	30,396.68
Other Current Liabilities	17,403.96	0.00	17,403.96	63.36
Total Current Liabilities	4,905,274.12	0.00	4,905,274.12	3,465,952.15
Fund Equity				
Retained Earnings	172,908,524.61	28,066,807.64	200,975,332.25	180,807,493.55
Total Fund Equity	172,908,524.61	28,066,807.64	200,975,332.25	180,807,493.55
Net Income - Fiscal YTD	15,028,968.55	576,580.31	15,605,548.86	8,174,351.56
Fund Transfers In (Out)	(473,027.30)	473,027.30	0.00	0.00
Total Liabilities & Fund Equity	192,369,739.98	29,116,415.25	221,486,155.23	192,447,797.26



2022-23 FISCAL YEAR WATER CONSUMPTION & SERVICES Third Quarter

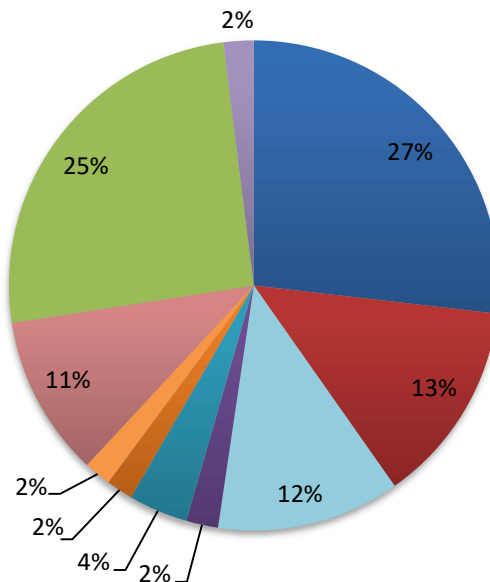
WATER CONSUMPTION - THOUSANDS OF GALLONS

	CONSUMPTION JAN - MAR 2023	CONSUMPTION JAN - MAR 2022	CHANGE IN CONSUMPTION
INSIDE SINGLE-FAMILY RESIDENTIAL	312,653	320,718	-2.51%
INSIDE MULTIPLE-FAMILY RESIDENTIAL	156,174	152,577	2.36%
INSIDE COMMERCIAL	140,634	151,571	-7.22%
INSIDE INDUSTRIAL	24,637	20,389	20.83%
OUTSIDE SINGLE-FAMILY RESIDENTIAL	45,720	44,876	1.88%
OUTSIDE MULTIPLE-FAMILY RESIDENTIAL	20,378	18,054	12.87%
OUTSIDE COMMERCIAL	20,843	22,126	-5.80%
OUTSIDE INDUSTRIAL	123,908	151,853	-18.40%
SALES TO OTHER UTILITIES	296,658	320,421	-7.42%
SALES TO WATER DISTRICTS	23,008	33,222	-30.74%
TOTAL WATER CONSUMPTION	1,164,613	1,235,807	-5.76%

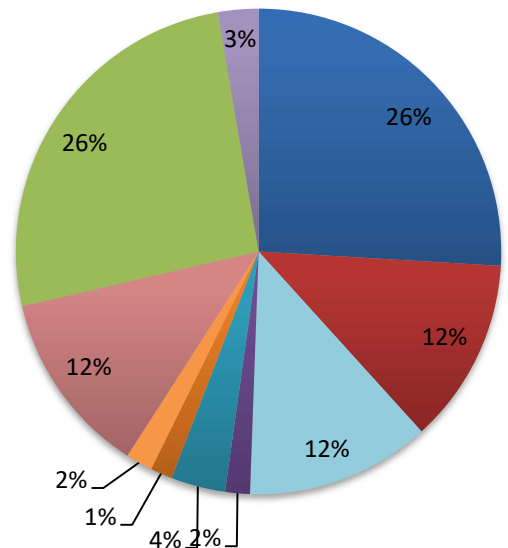
Percentage of Total Consumption for Quarter

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

Q3-2022



Q3-2021



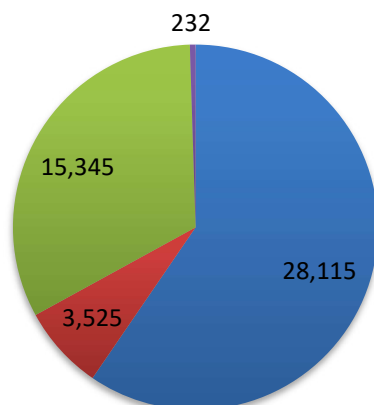
WATER SERVICES TO MARCH, 2023

	<u>SERVICES</u> <u>MAR 2023</u>	<u>SERVICES</u> <u>MAR 2022</u>	<u>CHANGE IN</u> <u>SERVICES</u>
<u>INSIDE CITY</u>			
RESIDENTIAL - SINGLE-FAMILY	22,329	22,215	114
RESIDENTIAL - MULTIPLE-FAMILY	2,481	2,484	-3
COMMERCIAL	2,749	2,782	-33
INDUSTRIAL	49	51	-2
FIRE SERVICES	507	492	15
<i>SUBTOTAL - INSIDE CITY</i>	<u>28,115</u>	<u>28,024</u>	<u>91</u>
<u>OUTSIDE CITY</u>			
RESIDENTIAL - SINGLE-FAMILY	3,015	3,056	-41
RESIDENTIAL - MULTIPLE FAMILY	89	86	3
COMMERCIAL	231	225	6
INDUSTRIAL	101	101	0
UTILITIES	7	7	0
FIRE SERVICES	82	78	4
<i>SUBTOTAL - OUTSIDE CITY</i>	<u>3,525</u>	<u>3,553</u>	<u>-28</u>
<u>OTHER UTILITIES</u>			
CITY OF CENTRAL POINT	6,820	6,801	19
CITY OF JACKSONVILLE	1,554	1,549	5
CITY OF EAGLE POINT	3,591	3,547	44
CITY OF PHOENIX	1,201	1,182	19
T.A.P.	2,179	2,169	10
<i>SUBTOTAL - OTHER UTILITIES</i>	<u>15,345</u>	<u>15,248</u>	<u>97</u>
<u>WATER DISTRICTS</u>			
CHARLOTTE ANN	139	136	3
ELK CITY	93	106	-13
<i>SUBTOTAL - WATER DISTRICTS</i>	<u>232</u>	<u>242</u>	<u>-10</u>
TOTAL WATER SERVICES	<u>47,217</u>	<u>47,067</u>	<u>150</u>

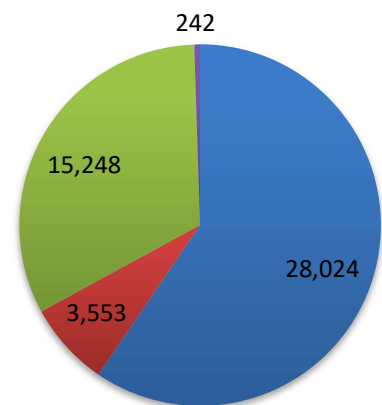
**Number of Services
in March**

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

MAR 2023

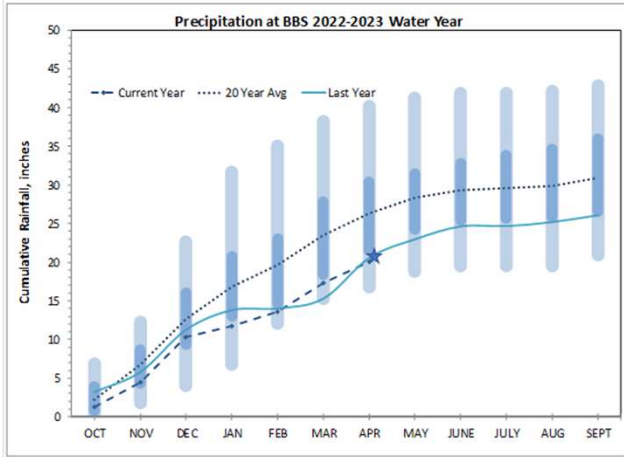


MAR 2022

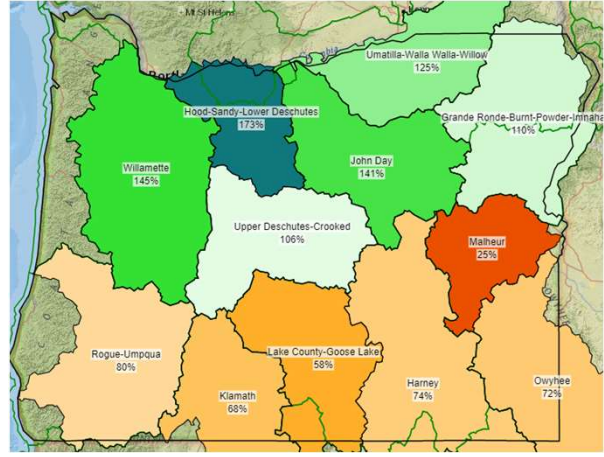


Big Butte Springs Watershed Precipitation & Snowpack 2022-23 Water Year (Oct-Sep)

Same as where we were last year



Above Average Snowpack in Rogue Basin

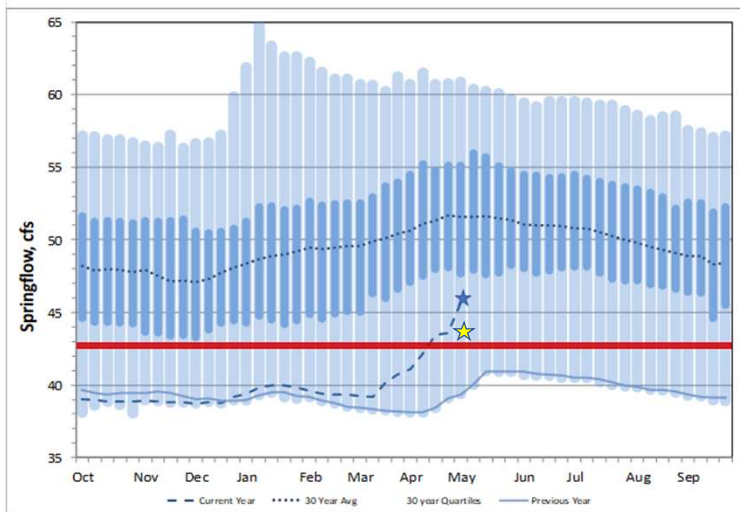


www.nrcs.usda.gov/wps/portal/wcc/home/snowClimateMonitoring/snowpack

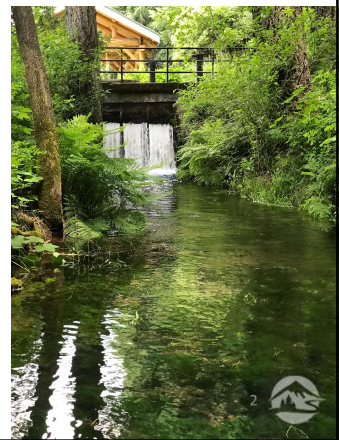
1

BBS Springflow

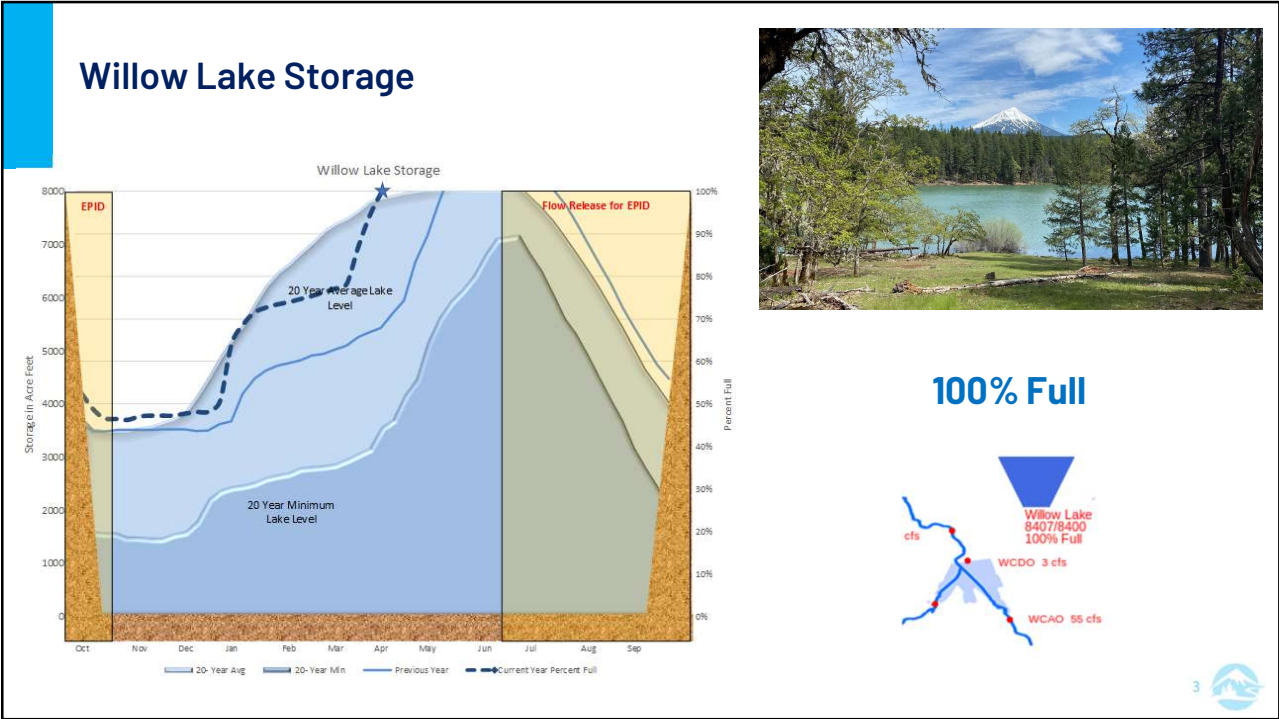
Well above the last three years!



Minimum flow for 2 full pipes



2



3



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager

DATE: Wednesday, June 7, 2023

SUBJECT: Item 7.0 – Resolution 1881, Authorizing the General Manager to Execute an Intergovernmental Agreement (IGA) by and between the Medford Water Commission and the City of Medford for Southwest Infrastructure Water Improvements.

OBJECTIVE: Board Approval

Issue

The City of Medford has entered into a grant agreement with the State of Oregon, through the Oregon Business Development Department, to receive \$2,700,000 of American Rescue Plan Act (“ARPA”) funds for water infrastructure improvements in the Southwest Medford area. In a spirit of cooperation with the City of Medford and recognizing the expertise of Medford Water delivering Capital water construction projects, Medford Water is particularly suited to executing the bidding and construction management of these projects.

Discussion

Both projects included in the City of Medford’s ARPA grant proposal are in support of development projects in the Southwest Medford area.

The first project consists of extension of water main in the Southwest Pressure Zone north in Orchard Home Dr, west along Westwood Dr and north along future Fallen Leaf Ave to directly benefit the Housing Authority of Jackson County’s (HAJC) “Orchard Meadows” project. The extension of this water main through areas otherwise not currently served by water will also be a benefit for future redevelopment of this area of Southwest Medford.

The second project consists of extension of water main along South Stage Road from South Columbus Ave to Kings Hwy and additional water lines in the vicinity to directly benefit the MDA Development LLC “South Stage Park Subdivision” project at the northwest corner of South Stage Rd and Kings Hwy. The location of South Stage Park necessitates water be supplied from the Southwest Pressure Zone, for which the closest tie-on location is at South Stage Rd and Columbus Ave. This water main extension will also benefit future development to the east of Kings Hwy that also must be served from the Southwest Pressure Zone.

As part of the South Stage project, certain properties at the northeast corner of South Stage Rd and Columbus Ave which are currently served from the Gravity Pressure Zone and experience less than desirable water pressures will be able to be connected to the new subzone of the Southwest Pressure Zone that this water main extension will create, greatly improving their water pressure.

This IGA is an opportunity for Medford Water to work with the City of Medford to efficiently deliver two water construction projects, funded by grant money obtained by the City, to foster development in the Southwest portion of the City of Medford.

Financial Impact

The main financial impact from Medford Water delivering the projects included in this IGA relates to cashflow needs for Medford Water to contract directly with and pay the construction contractors. This impact will be mitigated by the City of Medford reimbursing Medford Water for such amounts within 10 days.

No unreimbursed costs are anticipated related to the Orchard Home project.

For the South Stage project, Medford Water expects to incur approximately \$26,000 of surveying and design fees from the developer's engineer to design a portion of additional water line in the vicinity of South Stage and Kings Hwy, construction of which will be paid for by the City's ARPA funds.

In various iterations of the MW 10-year CIP budget, staff had previously included between \$367,000 and \$600,000 for potential costs related to rezoning portions of the Gravity Pressure Zone customers to the Southwest Pressure Zone. With the opportunity presented by the South Stage project being constructed with these ARPA funds, costs towards the pressure rezoning goal will be limited to the approximately \$24,000 of staff and consultant time previously incurred in the analysis and design of that rezoning effort.

Requested Board Action

Staff recommends approval of Resolution 1881, authorizing the General Manager to execute an Intergovernmental Agreement (IGA) by and between the Medford Water Commission and the City of Medford for Southwest Infrastructure Water Improvements.

RESOLUTION NO. 1881

A RESOLUTION Authorizing the Chair of the Board of Water Commissioners to Execute an Intergovernmental Agreement (IGA) by and between the Medford Water Commission and the City of Medford for Southwest Infrastructure Water Improvements.

WHEREAS, this agreement is not meant to supersede any other Intergovernmental Agreements between the City of Medford and Medford Water Commission; and

WHEREAS, on December 15, 2022, the City of Medford entered into a grant agreement with the State of Oregon, through the Oregon Business Development Department, to receive \$2,700,000 of American Rescue Plan Act (“ARPA”) funds for water infrastructure improvements in the Southwest Medford area; and

WHEREAS, the parties of this IGA intend that Medford Water will perform all necessary competitive construction contract procurement and shall directly enter into the agreement with a contractor to perform the water infrastructure improvements; and

WHEREAS, Medford Water staff will bring all such construction contracts to the Board of Water Commissioners for approval; and

WHEREAS City of Medford will provide payment to Medford Water for Medford Water’s costs through ARPA funds, and the City of Medford intends that developers receiving the benefit (specifically Housing Authority of Jackson County and MDA Development LLC) shall be responsible to the City of Medford for any overages about the ARPA funds amount; and

WHEREAS City of Medford will reimburse Medford Water and pay all Medford Water charges to the City as contemplated in the IGA without regard to availability of City’s ARPA funds or developer cost overage funds from the Housing Authority of Jackson County or MDA Development LLC.

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

That the Chair of the Board of Water Commissioners is hereby authorized to execute an IGA by and between the Medford Water Commission and the City of Medford for Southwest Infrastructure Water Improvements as set forth in Exhibit A, attached hereto and by reference made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 7th day of June 2023.

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

Michael Smith, Chair

**INTERGOVERNMENTAL AGREEMENT
BETWEEN CITY OF MEDFORD AND MEDFORD WATER COMMISSION
FOR SOUTHWEST INFRASTRUCTURE IMPROVEMENTS**

This Agreement, hereinafter referred to as "Agreement", is made and entered into this ____ day of _____, 2023, by and between the City of Medford ("City") and the Board of Water Commissioners of the Medford Water Commission ("Medford Water"), jointly referred to herein as "the parties."

In accordance with and pursuant to the provisions of ORS Chapter 190, entitled "INTERGOVERNMENTAL COOPERATION", the City and Commission are authorized to jointly provide for the performance of a function or activity in cooperation with a "unit of local government" that includes a commission or other governmental authority in Oregon.

As a result of this Agreement, and pursuant to ORS 190.030, any unit of local government, consolidated department, intergovernmental entity or administrative officers designated herein to perform specified functions or activities is vested with all powers, rights and duties relating to those functions and activities that are vested by law in each separate party to the Agreement, its officers and agencies.

WHEREAS, this agreement is not meant to supersede the existing 2021 "Intergovernmental Agreement Between City of Medford and Medford Water Commission for Departmental Charges of the City";

WHEREAS, on December 15, 2022, CITY entered into a grant agreement entitled Contract SR2304 (hereinafter "SR2304") with the State of Oregon, through the Oregon Business Development Department, to receive \$2,700,000 of American Rescue Plan Act (hereinafter "ARPA") funds for infrastructure improvements including, but not limited to, the following:

1. Extension of approximately 1,000 feet of existing 12-inch water main north in Orchard Home Drive, west along Westwood Drive and north along Fallen Leaf Avenue;
2. Connect existing water mains in South Columbus Avenue and Kings Highway by installing approximately 2,300 feet of 12 inch water main pipe;
3. Install approximately 375 feet of 8 inch water main pipe along Lillian Street;
4. Install approximately 1,200 feet of 12 inch water main pipe along South Stage Road; and
5. Installation of approximately one (1) fire hydrant and three (3) pressure release valves;

WHEREAS, the portion of the project that benefits Housing Authority of Jackson County is hereinafter known as the "Orchard Home/Westwood" portion of the project, and the portion

of the project that benefits MDA Development LLC is known as the “South Stage” portion of the project;

WHEREAS, the Parties intend that Medford Water will perform all necessary competitive procurement and shall directly enter into the agreement with a contractor to perform the above-described work, but City will provide payment through ARPA funds, and the developers receiving the benefit (specifically Housing Authority of Jackson County and MDA Development LLC) shall be responsible for any overages about the ARPA amount, and City is endeavoring to secure agreements with Housing Authority of Jackson County and MDA Development LLC that specifically addresses the issue of overages; and

WHEREAS, Medford Water has provided City a non-binding estimate of its project costs as \$30,000 for the South Stage portion of the project and \$15,000 for the Orchard Home/Westwood portion of the project;

NOW THEREFORE, the City and Medford Water agree as follows:

- 1. Procurement and Project Management:** Medford Water shall take all steps necessary to advertise and solicit a Contractor to perform the above-described infrastructure improvements in a manner consistent with ORS Chapter 279C and best practices. For all portions of the project, Medford Water may charge the City its actual costs of bidding and project management.
- 2. Inspections, Testing and other Medford Water work:** Medford Water shall perform all necessary inspections for both components of the project. For all portions of the project, Medford Water may charge to the City its actual costs of inspection and testing to the project and all other Medford Water work (e.g., wet taps and wet water connections) to the project.
- 3. Review of invoices:** Medford Water shall review all invoices from Contractor in a reasonable amount of time. If Medford Water determines that payment of the full amount of the invoice is appropriate, Medford Water shall notify City and City shall reimburse Medford Water for such amount within 10 days. If Medford Water identifies any concerns with an invoice from Contractor, Medford Water shall address and resolve these concerns with Contractor prior to requesting reimbursement from City.
- 4. Financial obligation:** The City will reimburse Medford Water and pay all Medford Water charges to the City as contemplated herein without regard to availability of City's ARPA funds or developer cost overage funds from the Housing Authority of Jackson County or MDA Development LLC.

5. Amendments: This Agreement may not be amended, changed, or modified in any way, except by written agreement signed by all parties hereto. Neither party shall assign or otherwise transfer its interest in this Agreement, except by written agreement signed by all parties hereto.

6. Mutual indemnity: City agrees to defend, indemnify and hold harmless Medford Water, its elected and appointed officials, employees and agents from and against any and all claims, demands and/or causes of action of any kind or character whatsoever arising out of or relating to services provided under this Agreement by City, its employees, subcontractors, or agents for any and all claims by any persons, including but not limited to, alleged personal injury, death, or damage to their persons or property to the extent caused by the negligent acts, errors or omissions of City, its employees, agents, subcontractors or representatives. Medford Water agrees to defend, indemnify and hold harmless City, its elected and appointed officials, employees and agents from and against any and all claims, demands and/or causes of action of any kind or character whatsoever arising out of or relating to services provided under this Agreement by Medford Water, its employees, subcontractors, or agents for any and all claims by any persons, including but not limited to, alleged personal injury, death, or damage to their persons or property to the extent caused by the negligent acts, errors or omissions of Medford Water, its employees, agents, subcontractors or representatives.

7. Governing law and severability: This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon. If any part of this Agreement is declared invalid, the remaining parts survive.

IN WITNESS WHEREOF, the parties hereby enter into this Agreement.

CITY OF MEDFORD

MEDFORD WATER COMMISSION

By: _____
Randy Sparacino
Mayor, City of Medford

By: _____
Michael Smith
Chair, Board of Commissioners

Date: _____

Date: _____



Memorandum

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

FROM: Brian Runyen, PE, Engineering Manager
Kevin Caldwell, Project Manager

DATE: Wednesday, June 7, 2023

SUBJECT: Item 8.0 – Resolution 1882, Awarding a Contract to **Lallo Pipeline Inc.** for **Ductile Iron Pipe Storage and Handling** for the Table Rock Road Pipeline project (CIPW-22-00363)

OBJECTIVE: Board Approval

Issue

In support of the Table Rock Road Pipeline construction project, Medford Water has the need to receive and store a large quantity of pre-purchased ductile iron pipe and associated materials. This pipe and materials will be received in advance of the construction project being awarded and will be stored throughout the duration of construction. Bids have been received for supplying a local storage site and materials handling services (unloading of delivery trucks and storage of materials). This contract requires Board approval, which is the subject of this Resolution.

Discussion

Based on the volatility of the market and conditions and the impacts to supply chain and delivery, the decision was previously made to purchase ductile iron pipe and fittings for this project prior to completion of the final design (and prior to bidding the project for construction). This decision was made with the knowledge that a storage location for the pipe would have to be secured ahead of the construction period.

Pre-purchased materials include 18,000 feet of 42-inch ductile iron pipe, approximately 750 feet of 48-inch ductile iron pipe, pipe fittings and other materials. The first purchase was approved and awarded under Resolution 1833 on 8/17/22 and included the amount of pipe known at that stage of the design process. A subsequent change order for additional materials was identified as the design progressed and was approved and awarded under Resolution 1872 on 5/3/23. One final change order for the final closure pipe pieces (based on 100% design plans) is anticipated to be presented for Board approval in June or July.

The timing of production of this pipe necessitates delivery and receipt in advance of the completion of the bidding process for the project for construction and the construction contractor subsequently being fully engaged and able to receive and store the pipe.

The original hope had been to have materials stored by US Pipe and delivered directly to the construction contractor. Ultimately the cost from and availability of US Pipe to achieve this necessitated obtaining a local storage solution. On 4/19/23 the Board authorized through Resolution 1833 a contract amendment with HD Fowler Co (the pipe supplier) for up to \$270,000

for interim pipe storage at a US Pipe (manufacturer) facility limited through 7/31/23. Any pipe temporarily stored there incurs a \$15/foot flat charge under that contract.

Medford Water staff proceeded to publicly advertise an invitation to bid (ITB) “Ductile Iron Pipe Storage and Handling” for labor and equipment for material handling (truck unloading) and secure storage of the pre-purchased materials for a period of up to two years to cover the duration of construction of the Table Rock Road Pipeline project. This is the subject of the Resolution before you.

Bids were publicly opened on May 23, 2023. Bid amounts were as follows:

Lallo Pipeline Inc.	\$191,188.80
Pilot Rock Excavation Inc.	\$545,250.00

Medford Water staff reviewed the bids and found Lallo Pipeline’s bid of \$191,188.80 to be the lowest responsive bid. A site visit on 5/23/23 confirmed the proposed area included in the bid (at the northeast corner of E Gregory Rd and Highway 62 - maplots 361W29B301 & 361W29B305) is acceptable for the storage and security of the pipe and accessories. A Notice of Intent to Award was issued on Thursday, May 25, 2023.

Medford Water staff subsequently secured a commitment from our pipe supplier to pause shipments of already produced pipe to the US Pipe temporary storage facility from the bid opening date of this “Storage and Handling” ITB of 5/23 to the potential Board approval date of 6/7. Pending Board approval of this final storage contract, the only amount necessary to be utilized from the maximum \$270,000 of temporary storage fees to US Pipe (authorized under Resolution 1833) will be approximately \$52,000 incurred as of 5/24/23.

Upon Board approval of this item, staff will work with our supplier to begin sending all materials stored at US Pipe’s temporary storage location, pipe currently being held at the production facility, and pipe remaining to be produced to Lallo Pipeline’s Medford storage location.

Total pipe storage and handling costs considering both the temporary and final storage locations will be approximately \$243,200, which is approximately 2% of the cost of the pipe materials.

It should be noted that some or all these costs would still have been incurred even if the pipe materials had been delivered directly to the contractor who is ultimately awarded the construction contract. Actual amounts of what those costs would have been are not directly quantifiable since handling and storage costs would have otherwise been incorporated into contractors’ bid prices.

Following bid opening of the construction contract ITB, a contract for construction of the Table Rock Road Pipeline is anticipated to be brought to the Board for approval and award on 7/19/23. The current engineer’s costs estimate for that contract is \$15.5 million. Under the construction contract the pipeline construction contractor will be required to take “delivery” (ownership and responsibility) for the pipe stored at this local storage location.

Financial Impact

The bid of \$191,188.80 provided by Lallo Pipeline Inc. is accounted for within the CIP budget for Fiscal Year 2022/23 through 2024/25.

A cost summary for pipe prepurchase and storage follows:

COST SUMMARY FOR TABLE ROCK ROAD PIPE PROCUREMENT AND STORAGE

HD Fowler Original Purchase Order <i>(Reso 1833 - 8/17/22)</i>	\$10,663,510.20	
HD Fowler CO #1 – Interim storage <i>(Reso 1871 - 4/19/23)</i>	<i>(estimated)</i> \$52,000.00	<i>(\$270,000.00 authorized)</i>
HD Fowler CO #2 – Additional pipe & fittings <i>(Reso. 1872 - 5/3/23)</i>	\$1,412,040.55	
HD Fowler CO #3 – Modifications based on final design plans <i>(future Reso – June/July)</i>	<i>(estimated maximum)</i> \$500,000.00	
Lallo Pipeline - Local Pipe Storage and Handling	\$191,188.80	(THIS RESO)
TOTAL PIPE PROCUREMENT & STORAGE COSTS:		\$12,819,000 <i>(estimated)</i>

Requested Board Action

Staff recommends approval of Resolution 1882, awarding a Contract in the amount of \$191,188.80 to Lallo Pipeline Inc., and authorizing the General Manager to administer payments for work under this contract.

RESOLUTION NO. 1882

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$191,188.80 with Lallo Pipeline, Inc. for Ductile Iron Pipe Storage and Handling for the Table Rock Road Pipeline project (CIPW-22-00363).

WHEREAS, Medford Water Commission (Medford Water) solicited bids for Ductile Iron Storage and Handling for the Table Rock Road Pipeline project through an Invitation to Bid process; and

WHEREAS, a review determined that the bid from Lallo Pipeline, Inc. in the amount of \$191,188.80 was the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to Lallo Pipeline, Inc. on May 25, 2023 and no protests of the award were received; and

WHEREAS, Lallo Pipeline, Inc. is qualified and agreeable to render the services specified in the aforesaid Invitation to Bid; and

WHEREAS, the amount of the contract 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 a contract in the amount of \$191,188.80 for Ductile Iron Storage and Handling for the Table Rock Road Pipeline project is hereby awarded to Lallo Pipeline, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$191,188.80 and any contract amendments not exceeding the General Manager's purchasing authority or 25 percent of the original contract amount, on behalf of the Board of Water Commissioners. 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 of its passage this 7th day of June 2023.

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

Michael Smith, Chair