



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

AGENDA

11:30 a.m. LUNCH

11:45 p.m. STUDY SESSION – Forest Management Plan (Water Resources & Customer Service Manager Julie Smitherman and Watershed Coordinator Arlo Todd)

12:15 p.m. BOARD MEETING

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience

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

4. Public Hearings

4.1 Consider Resolution No. 1996, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for Water Treatment and Transmission Facilities, to \$2,393.37 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

4.2 Consider Resolution No. 1997, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL) to \$16,147.55 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

4.3 Consider Resolution No. 1998, A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the Southwest High-Level Area (SWHL) to \$10,603.97 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

5. Approval or Correction of the Minutes of the Last Regular Meeting of July 16, 2025

6. Resolution No. 1999, A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective August 6, 2025

7. Leadership Team Reports

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

8. **EXECUTIVE SESSION Pursuant to ORS 192.660(2)(n)(C)(vi) to Discuss Issues Relating to the Security of Water Infrastructure (Generation, Storage, Conveyance) and, Pursuant to ORS 192.660(2)(i) to Review and Evaluate the Job Performance of a Chief Executive Officer, Other Officers, Employees, and Staff**
9. **Consider Matters of Executive Session and Provide Direction as Needed**
10. **Propositions and Remarks from the Commissioners**
11. **Adjourn**

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
8/20/25	Wed	Board Meeting	Water Distribution Operations Update	12:15 p.m.	Service Center
9/3/25	Wed	Board Meeting	TBD	12:15 p.m.	Prescott Room, Police Dept.
9/17/25	Wed	Board Meeting	Duff Projects	12:15 p.m.	Robert A. Duff WTP

**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_VfiP8yp5Se-k6NkluuVPEQ
Meeting passcode: 550798



To join by phone, call:
(669) 900-6833
Meeting ID Number: 879 8966 2795 Meeting passcode: 550798



Memorandum

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

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

DATE: Wednesday, August 6, 2025

SUBJECT: Item 4.1 – Resolution 1996, Modifying System Development Charges (SDC's) for Water Treatment and Transmission Facilities - Systemwide

OBJECTIVE: Board Approval

Issue

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

Discussion

As presented at the April 16, 2025, Study Session, staff utilized methodologies as recommended by our consultant that included steps such as determination of system planning criteria, determination of equivalent residential units, calculation of system component costs and determination of any credits. As a result of the calculation for the SDC for Water Treatment and Transmission Facilities – Systemwide, the cost per ERU increased from \$2,343.31 to \$2,393.37.

Financial Impact

None.

Requested Board Action

Staff recommends approval of this Resolution, which modifies the SDC for Water Treatment and Transmission Facilities – Systemwide to \$2,393.37.

RESOLUTION NO. 1996

A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for Water Treatment and Transmission Facilities, to \$2,393.37 per Equivalent Residential Unit (ERU), Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

WHEREAS, on July 1, 1994, Medford Water adopted Resolution Nos. 773 & 774, establishing and imposing SDCs for water treatment and transmission facilities; and

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

WHEREAS, the SDC for Water Treatment and Transmission Facilities was last modified on September 1, 2024; and

WHEREAS, the 2025 SDC review identified capital improvements which effectively modify the capacity of treatment plant and transmission facilities; and

WHEREAS, Staff presented a study session on the staff review on April 16, 2025; and

WHEREAS, at their August 6, 2025 meeting, the Board of Water Commissioners reviewed the calculations, and Staff's recommendation to modify the SDC for Water Treatment and Transmission Facilities from the current amounts based on the following meter sizes and weighting factors:

Meter Size	Weighting Factor	SDC Charge
$\frac{5}{8}$ " X $\frac{3}{4}$ "	1	\$2,393.37
1"	1.6	\$3,829.39
1 $\frac{1}{2}$ "	4.3	\$10,291.49
2"	5.7	\$13,642.21
3"	18.6	\$44,516.68
* Meters four inches (4") and larger may be sized for combined fire and consumption demands. Applicants whose projects will require these large meters are required to pay the SDC based on the actual meter size installed. The applicant may, one year after completion of the project, ask for a review of their consumption patterns. If the maximum consumption demand is less than that which is available for the meter size installed, a reduction in the fee to the approximate meter size will be allowed. If the consumption patterns change for those customers who have qualified for a reduction in SDC fees, the Commission, City or Water District may require the payment of additional SDC fees.		

; and

WHEREAS, a public hearing to consider modification of the SDC for Water Treatment and Transmission Facilities was held on Wednesday, August 6, 2025, and noticed according to Oregon statutory requirements;

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

Effective September 1, 2025, the SDC to be collected for water treatment and transmission facilities, in the modified amount of \$2,393.37 per ERU, as set forth in the annual staff review, attached as Exhibit A and by reference made a part hereof, with 100 percent (100%) being a reimbursement and improvement fee, with payment due and payable at the time the improvement plans are approved for the proposed development.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 6th day of August 2025.

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

David Wright, Chair

EXHIBIT A TO RESOLUTION 1996 - PAGE 1 OF 3

SDCs For: TREATMENT PLANT AND TRANSMISSION EXPANSION - 30/45/65 MGD													
					(4,5)		(7)	(8)	(11)	(3)	(10)	(2)	(1)
	CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Capital Improvement Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	WIFIA Project?	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2024\$)	ERUs	Present Worth (PW) Cost per ERU (\$)
CONSTRUCTED		I. WATER TREATMENT PLANT EXPANSION (Increase of 15 MGD TO 65 MGD = 50 MGD)											
	CADU26060	DUFF-HIGH SVC PUMP		1981	44	3535	54,957	100%		54,957	\$ 210,992	53,733	3.93
	CADU26860	ROGUE RIVER INTAKE		1982	43	3825	184,269	100%		184,269	\$ 653,782	53,733	12.17
	CADU27160	DUFF PLANT FILTERS		1983	42	4066	572,179	100%		572,179	\$ 1,909,635	53,733	35.54
	CADU26300	DUFF PLANT ADDITION		1983	42	4066	300,852	100%		300,852	\$ 1,004,087	53,733	18.69
	CADU26320	DUFF PLANT ADDITION		1983	42	4066	36,468	100%		36,468	\$ 121,712	53,733	2.27
	CADU04780	COAGULATION BASINS @ DUFF		1989	36	4615	454,169	100%		454,169	\$ 1,335,668	53,733	24.86
	CADU38820	DUFF HIGH SVC PUMP #5		1997	28	5826	184,171	100%		184,171	\$ 429,014	53,733	7.98
	CADU38800	ROGUE INTAKE PUMP #1		1997	28	5826	237,389	100%		237,389	\$ 552,983	53,733	10.29
	CADU42890	DUFF PHASE II PURIFICATION EQUIPMENT - ORIGINAL COST INCLUDES UPG		2000	25	6221	2,079,186	3%		51,990	\$ 113,415	53,733	2.11
	CADU43930	DUFF PLANT PHASE III FILTER EXPANSION		2000	25	6221	1,120,269	100%		1,120,269	\$ 2,443,835	53,733	45.48
	CADU43940	DUFF PLANT PHASE III FILTER EXPANSION		2000	25	6221	1,034,094	100%		1,034,094	\$ 2,255,847	53,733	41.98
	CADU46370	DUFF EFFLUENT PIPING & METERING		2003	22	6695	121,564	100%		121,564	\$ 246,436	53,733	4.59
	CADU46760	DUFF ELECTRICAL UPGRADE 50%		2004	21	7115	829,214	50%		414,607	\$ 790,820	53,733	14.72
	CADU48331	DUFF WASH WATER LAGOON (50% SDC FUNDED)		2009	16	8575	4,279,371	50%		2,139,685	\$ 3,386,454	53,733	63.02
	CADU48821	DUFF INTAKE FISH SCREENS (50% SDC FUNDED)		2010	15	8802	1,903,049	50%		951,524	\$ 1,467,035	53,733	27.30
	CADU49080	DUFF HIGH SERVICE PUMP		2010	15	8802	246,067	100%		246,067	\$ 379,380	53,733	7.06
	CADU50588	Duff 65 MGD (Nominal) Raw Water Pump #1 Design/Construct		2016	9	10338	817,243	25%		204,311	\$ 268,204	53,733	4.99
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Design - 50% expansion p	14-00009	2017	8	10737	921,852	50%		460,926	\$ 582,621	53,733	10.84
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Construct - 50% expansior	14-00009	2017	8	10737	10,939,309	50%		5,469,655	\$ 6,913,774	53,733	128.67
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Design - 50% expansion p	14-00009	2018	7	11062	531,063	50%		265,531	\$ 325,769	53,733	6.06
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Construct - 50% expansior	14-00009	2018	7	11062	6,301,945	50%		3,150,973	\$ 3,865,796	53,733	71.94
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Design - 50% expansion p	14-00009	2019	6	11281	183,553	50%		91,776	\$ 110,406	53,733	2.05
	CADU50605	Duff 65 MGD Floc-Sed/Rapid Mixer Construct - 50% expansior	14-00009	2019	6	11281	2,178,158	50%		1,089,079	\$ 1,310,148	53,733	24.38
	CAME48810	Rogue Intake Land		2011	14	9074	654,968	100%		654,968	\$ 979,578	53,733	18.23
	CAME50543	Wetlands Mitigation Land - Duff		2015	10	10035	275,365	100%		275,365	\$ 372,388	53,733	6.93
	CADU49081	Wetlands Mitigation Land - PCT		2014	11	9807	449,994	100%		449,994	\$ 622,747	53,733	11.59
	CAME49180	Vernal Pool Fence		2012	13	9308	11,768	100%		11,768	\$ 17,158	53,733	0.32
	CADU50935	Duff Engineered Lagoons 5-8		2021	4	12133	4,741,208	100%		4,741,208	\$ 5,303,105	53,733	98.69
	CADU51101	Ozone Generators	D12	2022	3	13007	4,241,053	44%	38%	714,898	\$ 745,922	69,853	10.68
CADU51103	Duff Clear Well Baffles		2022	3	13007	743,233	100%	38%	284,736	\$ 297,093	69,853	4.25	
	Duff Filter Expansion	CIPW-22-00198	2025	0	13571	40,000,000	70%	38%	10,726,934	\$ 10,726,934	69,853	153.57	
													875.19
FUTURE													
		Duff Reservoir & Pump Station	CIPW-22-00198	2026	2025	13571	34,000,000	100%	38%	13,025,563	\$ 13,025,563	69,853	186.47
		River Zone (Reduced Pressure Zone) Storage & Txm	CIPW-22-00420	2038	2025	13571	0	53%	38%	0	\$ -	69,853	-
		Duff WTP Rogue River 2nd Intake Improvements Phase 1		2035	2025	13571	18,900,000	9%		1,701,000	\$ 1,701,000	69,853	24.35
													\$210.82

SDCs For: TREATMENT PLANT AND TRANSMISSION EXPANSION - 30/45/65 MGD														
					(4,5)		(7)	(8)	(11)	(3)	(10)	(2)	(1)	
	CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Capital Improvement Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	WIFIA Project?	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2024\$)	ERUs	Present Worth (PW) Cost per ERU (\$)	
CONST		II. DUFF WATER TREATMENT PLANT OZONE IMPROVEMENT (Increase of 25 MGD TO 65 MGD = 40 MGD)												
	CADU46430	OZONE BUILDING		2003	22	6695	6,744,110	27%		1,839,735	\$ 1,224,639	42,986	86.76	
	CADU46420	OZONE BUILDING		2003	22	6695	6,744,110	35%		2,341,555	\$ 4,746,814	42,986	110.43	
		III. ROGUE RIVER TRANSMISSION PROJECTS (Increase of 20 MGD TO 65 MGD = 45 MGD)											\$197.19	
CONSTRUCTED	CADU34060	CRATER LAKE 36 IN TRANS MAIN		1981	44	3535	1,670,351	100%		1,670,351	\$ 6,412,833	48,360	132.61	
	CADU31360	5-86 36" WESTSIDE TRANS MAIN		1987	38	4406	1,564,693	100%		1,564,693	\$ 4,819,088	48,360	99.65	
	CADU36060	ROSSANLEY 36" MAIN W/SIDE		1994	31	5408	1,118,669	100%		1,118,669	\$ 2,807,501	48,360	58.05	
	CADU30780	CUNNINGHAM/COLUMB OVER/Z	MWC Cost Only	1994	31	5408	77,815	100%		77,815	\$ 195,290	48,360	4.04	
	CADU31480	ROGUE TRANS/OVERZ/WESTFIELD	MWC Cost Only	1995	30	5471	92,240	100%		92,240	\$ 228,803	48,360	4.73	
	CADU29360	30" WESTSIDE WATER LINE		1995	30	5471	260,201	100%		260,201	\$ 645,433	48,360	13.35	
	CADU39360	36" WESTSIDE TRANSMISSION PHAS		1997	28	5826	1,180,711	100%		1,180,711	\$ 2,750,392	48,360	56.87	
	CADU44480	STEWART MAIN REPLACEMENT 30"		2000	25	6221	293,715	30%		87,169	\$ 190,158	48,360	3.93	
	CADU45500	ELK CREEK ESTATES OVERSIZING SDC	MWC Cost Only	2002	23	6538	99,317	100%		99,317	\$ 206,158	48,360	4.26	
	CADU46450	LOZIER LANE EXTENSION OVERSIZING	MWC Cost Only	2003	22	6695	40,103	100%		40,103	\$ 81,297	48,360	1.68	
	CADU48690	LOZIER LANE FROM CUNNINGHAM AVE TO 843'		2003	22	6695	106,257	96%		101,983	\$ 206,741	48,360	4.28	
	PWDU10090	AVENUE G- TABLE ROCK-KIRTLAND-PACIFIC-11		2011	14	9074	4,648,996	100%		4,648,996	\$ 6,953,089	48,360	143.78	
	PWDU10091	AVENUE G- AT 11TH STREET		2011	14	9074	23,924	100%		23,924	\$ 35,780	48,360	0.74	
	PWDU10092	TABLE ROCK RD- AT DUFF TREATMENT PLANT		2011	14	9074	18,797	100%		18,797	\$ 28,113	48,360	0.58	
		Table Rock Road Transmission Main	CIPW-22-00363	2025	0	13571	30,700,000	100%	38%	11,761,317	\$ 11,761,317	69,853	168.37	
		IV. ROGUE TRANSMISSION CONTROL STATIONS (Increase of 15 MGD TO 65 MGD = 50 MGD)											\$696.93	
CONSTRUCTED	CADU26160	CONRAD PUMP STATION		1989	36	4615	\$20,917	100%		20,917	\$ 61,515	53,733	1.14	
	CADU24460	WESTSIDE PUMP STA LAND		1993	32	5210	9,614	100%		9,614	\$ 25,040	53,733	0.47	
	CADU24200	ROSSANLEY PUMP STATION		1995	30	5471	226,738	100%		226,738	\$ 562,427	53,733	10.47	
	CADU36400	ROSSANLEY PUMP EQUIP		1995	30	5471	185,513	100%		185,513	\$ 460,168	53,733	8.56	
	CADU26560	ROSSANLEY STA TELEMETRY		1995	30	5471	46,728	100%		46,728	\$ 115,910	53,733	2.16	
	CADU43610	#2 PUMP-ROSSANLEY PUMP STATION		2000	25	6221	57,432	100%		57,432	\$ 125,287	53,733	2.33	
	CADU50586	Pumps & PRV's Control Stations (82%) SDC		2014	11	9807	1,456,447	82%		1,194,287	\$ 1,652,776	53,733	30.76	
	CADU50585	Martin Control Station (41%) SDC		2014	11	9807	1,706,441	41%		699,641	\$ 968,234	53,733	18.02	
	PMDU50605	Vilas Rd - Table Rock Rd to Crater Lake		2016	9	10338	1,554,460	100%		1,554,460	\$ 2,040,581	53,733	37.98	
													\$111.89	
	FUTURE		FUTURE TRANSMISSION PROJECTS											
		Martin Control Station 7MGD Expansion	CIP-22-00341	2028	2025	13571	3,000,000	25%		750,000	\$ 750,000	69,853	10.74	
		Crater Lake Ave Transmission Main (PL-7)	CIP-23-00396	2031	2025	13571	16,700,000	100%		16,700,000	\$ 16,700,000	69,853	239.07	
		Conrad CS 24" Transmission Main (PL-9)	CIP-25-00510	2037	2025	13571	0	100%		0	\$ -	69,853	-	
		Spring Street Pipeline		2032	2025	13571	3,600,000	100%		3,600,000	\$ 3,600,000	69,853	51.54	
							223,476,278			103,395,906	137,329,688		\$301.35	
												Constructed	\$1,881.20	
												Future	512.17	
												GRAND TOTAL	\$2,393.37	

EXHIBIT A TO RESOLUTION 1996 - PAGE 3 OF 3

SDCs For: TREATMENT PLANT AND TRANSMISSION EXPANSION - 30/45/65 MGD													
	CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Capital Improvement Plan #	Installation Year	(4,5) Years in Service or Year of Estimate	Annual Average CCI for Installation Year	(7) Original or Estimated Asset Cost (\$)	(8) Portion Eligible (%)	(11) WIFIA Project?	(3) Original or Estimated SDC Cost (\$)	(10) Present Estimated Cost (2024\$)	(2) ERUs	(1) Present Worth (PW) Cost per ERU (\$)
(1)	2024 Average Rate: ENR Construction Cost Index (CCI)			13571		Reimbursed (47)							
(2)	Equivalent Residential Units, ERUs = MGD Increase/Maximum Day Demand per ERU Maximum Day Demand per ERU = 931 gal/day (Calculation made per formula pg 13-14 of 2009 SDC Study)											Calculated Existing Difference	\$2,393.37 \$2,343.31 \$50.06
(3)	Since replacement of increased capacity SDC project facilities is not allowed to be again funded with SDCs, depreciation is not used as a factor in these costs.					Blue = variable factors year to year							
(4)	Current Year			2025									
(5)	Year of Estimates			2024									
(6)	Year 2017 max day= 58.97 mgd, BBS produces 26.4 mgd, Plant production = 32.57 mgd Ultimate Future Plant production equaling 65 mgd minus Plant production of 25 mgd equals 40 mgd of additional capacity												
(7)	The estimated costs for FUTURE projects are based on yearly updated 10-Yr Plan, Water Distribution System, and WTP Facility Plan figures												
(8)	The original costs for CONSTRUCTED projects are total percentage, or (if noted) proportional, reimbursement (buy-in) values ALL of which provide additional capacity												
(9)	MWC reimbursement DOES NOT include interest over time on the actual expended costs, and SDC calculations DO NOT include State allowed costs for SDC studies, program administration, and/or program accounting												
(10)	Future projects only pay as you go included in the SDC. (\$39,158,705/121,246,796 = 32.3%). Biosolids handling is 100% pay as you go.												
(11)	Sources Category	Estimated Dollar Value	Funding	%									
	1. WIFIA Loan (cannot exceed 49% of eligible costs)	\$96,788,310	\$96,788,310	44%									
	2. Revenue Bonds/Grants	\$40,161,582	\$40,161,582	18%									
	3. SRF Loan	\$0	\$0										
	4. Borrower Cash	85,048,741	85,048,741	38%									
	5. Previously Incurred Eligible Costs*	0	0										
	6. Other (please specify)												
	TOTAL SOURCES	\$221,998,633	\$221,998,633										
NOTE: Existing filter rebuilds, disinfection upgrades, electrical upgrades, intake upgrades, lagoon upgrades, and earthquake hardening are not part of SDCs and do not provide additional capacities.													



Memorandum

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

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

DATE: Wednesday, August 6, 2025

SUBJECT: Item 4.2 – Resolution 1997, Modifying System Development Charges (SDC's) for East Side High Level

OBJECTIVE: Board Approval

Issue

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

Discussion

As presented at the April 16, 2025, Study Session, staff utilized methodologies as recommended by our consultant that included steps such as determination of system planning criteria, determination of equivalent residential units, calculation of system component costs and determination of any credits. As a result of the calculation for the SDC for East Side High Level, the cost per ERU (Acre) increased from \$10,325.54 to \$16,147.55.

Financial Impact

None.

Requested Board Action

Staff recommends approval of this Resolution, which modifies the SDC for the East Side High Level System to \$16,147.55 per acre.

RESOLUTION NO. 1997

A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the East Side High Level Area (ESHL) to \$16,147.55 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

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

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

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

WHEREAS, the ESHL SDC was last modified on September 1, 2024; and

WHEREAS, Staff presented a study session on the staff review on April 16, 2025; and

WHEREAS, at their August 6, 2025, meeting, the Board of Water Commissioners reviewed the calculations, attached as Exhibit A, and Staff's recommendation to consider modifying the ESHL SDC to \$16,147.55 per gross acre; and

WHEREAS, a public hearing to consider modification of the ESHL SDC was held on Wednesday, August 6, 2025, and noticed according to Oregon statutory requirements;

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

Effective September 1, 2025, the SDC to be collected on all property receiving service, either directly or indirectly, from the ESHL system will be in the modified amount of \$16,147.55 per gross acre or part thereof, as set forth in the annual staff review, attached as Exhibit A and by reference made a part hereof, with 100 percent (100%) being a reimbursement and improvement fee, with payment due and payable at the time the improvement plans are approved for the proposed development.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 6th day of August 2025.

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

SDCs For: EAST SIDE HIGH LEVEL SYSTEM

						(4,5)		(6)	(7)	(3)	(10)	(2)	(1)
	CIP/Asset #		Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	CIP Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2024 \$)	Acres	Present Worth (PW) Cost per ACRE (\$)
CONSTRUCTED			PRESSURE ZONE 1 - 4										
	CAES07720		Lone Pine Foothill 2 Res Site	Lone Pine #2 Reservoir Land	1979	46	3003	21,427	100%	21,427	96,850	2,722	35.58
	CAES07700		Lone Pine Booster #1 Site	Lone Pine Pump Station Land	1988	37	4519	6,815	100%	6,815	20,463	2,722	7.52
	PMME13720		Easement-Hillcrest Rd To Tamarack Dr		1991	34	4835	19,103	28%	5,322	14,938	2,722	5.49
	PMME14380		Easement - Murryhill Terr To 500'S	Oversizing Mwc Costs Only	1995	30	5471	15,000	100%	15,000	37,208	2,722	13.67
	PMES21900		Hillcrst-400'E-Fairview - 544'W Of Foothill	Mwc Costs Only	1995	30	5471	10,233	100%	10,233	25,383	2,722	9.33
	PMME23160		Innsbruck Ridge - Murryhill Terr To 590' N	Oversizing Mwc Costs Only	1995	30	5471	2,059	100%	2,059	5,107	2,722	1.88
	PMME30320		Murryhill Terr - Innsbruck Ridge To 100' S	Oversizing Mwc Costs Only	1995	30	5471	302	100%	302	749	2,722	0.28
	CAME20360		Oregon Hills Iv	Oversizing Oregon Hills Iv	1995	30	5471	8,400	100%	8,400	20,836	2,722	7.65
	PMME41760		Tamarack, Innsbruck North	Oversizing Mwc Costs Only	1995	30	5471	5,700	100%	5,700	14,139	2,722	5.19
	PMME41800		Tamarack, Innsbruck North	Oversizing Mwc Costs Only	1995	30	5471	3,904	100%	3,904	9,684	2,722	3.56
	CAES37820		Eastside Res Site Z-#3	Lone Pine #3 Reservoir Land	1996	29	5620	56,853	100%	56,853	137,291	2,722	50.44
	CAES39350		Hillcrest Pump Sta #3 Pump Upg	Hillcrest Pump Station Upgrade	1996	29	5620	26,919	100%	26,919	65,005	2,722	23.88
	CAES39340		Standford Pump Stat Pump Upgra	Standford Pump Station Upgrade	1996	29	5620	26,599	100%	26,599	64,231	2,722	23.60
	CAES40900		Angelcrest Upgrade No 3 Pump	Angelcrest Pump Station Upgrade	1997	28	5826	16,203	100%	16,203	37,744	2,722	13.87
	CAES39300		Eastside Reservoir Z/#4 Cherry	Cherry Lane Reservoir	1997	28	5826	746,059	100%	746,059	1,737,898	2,722	638.46
	PMES07990		Fordyce/Cherry Lane Oversizing	Cherry Lane - 445 East Of Orchard View	2002	23	6538	17,744	29%	5,086	10,557	2,722	3.88
	PMES38970		Fordyce/Cherry Lane Oversizing	Southview Terrace - Mary Bee Lane To 187' E	2002	23	6538	4,579	29%	1,312	2,724	2,722	1.00
	PMES37822		Fordyce/Cherry Lane Oversizing	Mary Bee Lane - Southview Terrace To 590' N	2002	23	6538	14,310	29%	4,102	8,514	2,722	3.13
	PMES13990		Fordyce/Cherry Lane Oversizing	Easement - Mariposa Terrace To Mary Bee Ln	2002	23	6538	20,606	29%	5,906	12,260	2,722	4.50
	PMME05272	85-06	Bordeaux Ave Whitney Terrace To 255' Nor	Vista Pointe Phases 2-6 Oversizing	2006	19	7751	9,120	31%	2,836	4,966	2,722	1.82
	PMME10936	85-06	Deer Ridge Vista Pt Dr To 200' North	Vista Pointe Phases 2-6 Oversizing	2006	19	7751	8,599	31%	2,673	4,681	2,722	1.72
	PMME43335	85-06	Vista Pt Dr-Deer Ridge To 60' East	Vista Pointe Phases 2-6 Oversizing	2006	19	7751	2,329	31%	724	1,268	2,722	0.47
	PMME44071	85-06	Whitney Terrace Bordeaux Ave To 65' East	Vista Pointe Phases 2-6 Oversizing	2006	19	7751	2,188	31%	680	1,191	2,722	0.44
	PMES28549	94-06	Mcphearson Ln 155' N Of Park Ridge Dr To	Vista Pointe 16" Main, Mwc Costs Only	2006	19	7751	38,420	100%	38,420	67,268	2,722	24.71
	CAES47330		Lone Pine Pump Station	Lone Pine Pump Station	2006	19	7751	868,331	100%	868,331	1,520,330	2,722	558.53
	CAES47400		Lone Pine Reservoir #2	Lone Pine #2 Reservoir	2006	19	7751	1,708,523	100%	1,708,523	2,991,390	2,722	1,098.97
	CAES47410		Lone Pine Reservoir #3	Lone Pine #3 Reservoir	2006	19	7751	1,711,357	100%	1,711,357	2,996,353	2,722	1,100.79
	PMME15825		Easement - Vista Pt Dr 300'N Of Fawnhill		2006	19	7751	23,233	100%	23,233	40,677	2,722	14.94
	PMME43336		Vista Pointe Dr 100'E Of Deer Ridge	Vista Pointe, Deer Ridge East	2006	19	7751	167,607	10%	16,888	29,569	2,722	10.86
	PMES50803	72-07	Lone Pine Lakeview Village 16" Oversize	Oversizing Mwc Costs Only	2007	18	7967	7,473	100%	7,473	12,730	2,722	4.68
	PMES50804	72-07	Lone Pine Lakeview Village 16" Oversize	Oversizing Mwc Costs Only	2007	18	7967	2,232	100%	2,232	3,801	2,722	1.40
	PMME50002		Falcon Rdg Ter & Mcpherson Ln Acrs Lone	Oversizing East Terrace	2007	18	7967	413,805	35%	145,383	247,643	2,722	90.98
	PMME50001		N End Of Bordeaux Ave Acrs Pp&L Prop	Oversizing East Terrace	2007	18	7967	237,506	19%	45,126	76,867	2,722	28.24
	PMME50221		500'S Of Monterey Dr & 3398'W Of Cherry	Norman Oversize	2008	17	8311	42,996	18%	7,739	12,637	2,722	4.64
	PMME50296		Annapolis Dr - 485' W Admiral	Fordyce Water Users 16" Oversize	2009	16	8575	82,593	27%	22,300	35,294	2,722	12.97
	PMME50297		Annapolis Dr - Normil Terrace, Then 122'	Fordyce Water Users 16" Oversize	2009	16	8575	33,255	27%	8,979	14,211	2,722	5.22
	PMME50280		East Terrace Estates Subdivision - Admiral		2009	16	8575	26,331	31%	8,163	12,919	2,722	4.75
	PMME50283		East Terrace Estates Subdivision - Admiral		2009	16	8575	28,821	46%	13,258	20,983	2,722	7.71
	PMME50281		East Terrace Estates Subdivision - Annapolis		2009	16	8575	11,240	31%	3,484	5,515	2,722	2.03
	PMME50284		East Terrace Estates Subdivision - Annapolis		2009	16	8575	42,884	46%	19,727	31,221	2,722	11.47
	PMME50279		East Terrace Estates Subdivision -Cadett		2009	16	8575	12,733	31%	3,947	6,247	2,722	2.30
	PMME50282		East Terrace Estates Subdivision -Cadett		2009	16	8575	13,369	46%	6,150	9,733	2,722	3.58
	CAES48130		Land - Cherry Lane Chrissy Park	Cherry Lane #2 & #3 Reservoir Property	2009	16	8575	300,000	100%	300,000	474,806	2,722	174.43
	PMES50499		Summerfield 11B		2013	12	9547	26,052	21%	5,471	7,777	2,722	2.86

SDCs For: EAST SIDE HIGH LEVEL SYSTEM

SDCs For: EAST SIDE HIGH LEVEL SYSTEM													
						(4,5)		(6)	(7)	(3)	(10)	(2)	(1)
	CIP/Asset #		Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	CIP Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2024 \$)	Acres	Present Worth (PW) Cost per ACRE (\$)
Constructed	PMES50500		Summerfield 11B		2013	12	9547	3,245	21%	681	969	2,722	0.36
	PMES50480		Summerfield Phase 11A		2013	12	9547	31,440	27%	8,489	12,067	2,722	4.43
	PMES50481		Summerfield Phase 11A		2013	12	9547	2,520	27%	680	967	2,722	0.36
	PMES50491		Summerfield Phase 12B & 6		2013	12	9547	1,734	44%	763	1,085	2,722	0.40
	PMES50490		Summerfield Phases 12B & 6		2013	12	9547	14,484	44%	6,373	9,060	2,722	3.33
	CAES50587		Angelcrest Pump Station Upgrade (33%)		2014	11	9807	106,567	33%	35,167	48,668	2,722	17.88
	CASE50549		Innsbruck Ridge Phase 1 & 2		2016	9	10338	62,001	33%	20,593	27,032	2,722	9.93
	CAES50550		Murray Hill Terrace - In Easement		2016	9	10338	20,277	33%	6,766	8,883	2,722	3.26
	CAES50551		Murray Hill Terrace - In Easement		2016	9	10338	487	33%	163	214	2,722	0.08
	PMES50658		Stanford Ave - Creek View Dr To 78'S		2016	9	10338	6,999	22%	1,540	2,021	2,722	0.74
	PMES50657		Stanford Ave - Morgans Way To	Creek View Dr	2016	9	10338	50,248	22%	11,054	14,512	2,722	5.33
	PMES50656		Stanford Ave - Sherwood Park To	Morgans Way	2016	9	10338	45,043	22%	9,910	13,009	2,722	4.78
	PMME50764		Stonegate Estates Phase 2B Oversizing		2017	8	10737	43,286	28%	12,120	15,320	2,722	5.63
	PMME50765		Stonegate Estates Phase 2B Oversizing		2017	8	10737	16,883	28%	4,727	5,975	2,722	2.20
	PMES50810		Lone Oak Dr & Michael Park Dr		2018	7	11062	53,058	19%	10,081	12,368	2,722	4.54
	PMES50811		Lone Oak Dr & Michael Park Dr		2018	7	11062	53,058	19%	10,081	12,368	2,722	4.54
	PMES50846		Summerfield Phase 17 & 22A		2018	7	11062	30,014	20%	6,003	7,365	2,722	2.71
	PMES50846		Summerfield Phase 17 & 22A		2018	7	11062	30,014	20%	6,003	7,365	2,722	2.71
	PMES51000		Stonegate Phase 2C		2020	5	11466	93,304	45%	41,987	49,698	2,722	18.26
	PMES51001		Stonegate Phase 2C		2020	5	11466	93,304	21%	19,594	23,192	2,722	8.52
	CAES50906		Lone Pine PS Upgrade - Pump Installation		2020	5	11466	94,071	100%	94,071	111,347	2,722	40.91
	CAES50897		Stanford Pump Station		2020	5	11466	273,280	22%	60,122	71,163	2,722	26.14
	PMES51048		Horse Arena Ph 2 - Juanipero Way SE from	existing 12" main to Wrangler St	2021	4	12133	54,762	34%	18,619	20,826	2,722	7.65
	PMES51049		Horse Arena Ph 2 - Wrangleer St From	Juanipero Way to Arena Dr	2021	4	12133	11,976	34%	4,072	4,554	2,722	1.67
	PMES51050		Horse Arena Ph 2 - Arena Dr from	Wrangler St to Packhorse St then S to	2021	4	12133	56,909	34%	19,349	21,642	2,722	7.95
	PMES51086		Southview Terrace - NE from existing 8"	main at Southview & Mary Bee to 12" main	2021	4	12133	60,045	100%	60,045	67,161	2,722	24.67
	PMES51082		Summerfield Ph19 & 22D - Shamrock DR E	from existing main at Shamrock	2021	4	12133	169,885	17%	28,880	32,303	2,722	11.87
	PMES51112		Normil Terrace - Normil Terrace 300' E of N Foothill	to existing main at Normil Terrace	2021	4	12133	354,084	100%	354,084	396,048	2,722	145.50
	PMES51146		Oversizing Mountain Top Ph 1 - Bordeaux	Ave at Park Ridge Dr	2023	2	13358	4,759	100%	4,759	4,835	2,722	1.78
	CAES50907		Oversize Rockland Place PUD Ph 3		2024	1	13571	9,533	100%	9,533	9,533	2,722	3.50
CAES51186		Barnett Pump Station Land Acquisition		2024	1	13571	77,161	100%	77,161	77,161	2,722	28.35	
													4,423.35
FUTURE													
	CIP-24-00468		Oversizing Summerfield 18 & 22c		2025	2025	13571	24,267	100%	24,267	24,267	2,722	8.92
	CIP-17-00171		Foothill Rd - Zone 1 24" Transmission - Hillcrest to Lone Pine		2025	2025	13571	2,700,000	75%	2,025,000	2,025,000	2,722	743.94
	CIP-17-00171		Foothill Rd - Zone 1 12" Extensions Lone Pine to Eucalyptus & Viewpoint to Delta Waters		2025	2025	13571	600,000	100%	600,000	600,000	2,722	220.43
	CIP-22-00342		Zone 2 Barnett Pump Station & Transmission		2026	2025	13571	4,100,000	100%	4,100,000	4,100,000	2,722	1,506.25
	CIP-25-00520		Zone 1 Pump Station		2029	2025	13571	4,000,000	82%	3,280,000	3,280,000	2,722	1,205.00
	CIP-25-00520		Zone 1 Pumping Transmission (SEMFP PL-1-02)		2028	2025	13571	4,700,000	100%	4,700,000	4,700,000	2,722	1,726.67
			Zone 2 Reservoir (SEMFP TC2)		2031	2025	13571	8,900,000	88%	7,832,000	7,832,000	2,722	2,877.30
			Zone 3 Pump Station (SEMFP PC3)		2034	2025	13571	3,300,000	100%	3,300,000	3,300,000	2,722	1,212.34
			Zone 3 Pumping Transmission (SEMFP PL-3-05)		2034	2025	13571	1,050,000	100%	1,050,000	1,050,000	2,722	385.75
			Zone 3 Reservoir (SEMFP TC3)		2035	2025	13571	6,100,000	82%	5,002,000	5,002,000	2,722	1,837.62
													11,724.20

EXHIBIT A TO RESOLUTION 1997 - PAGE 3 OF 3

SDCs For: EAST SIDE HIGH LEVEL SYSTEM														
						(4,5)	(6)	(7)	(3)	(10)	(2)	(1)		
CIP/Asset #		Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)			CIP Plan #	Installation Year	Years in Service or Year of Estimate	Annual Average CCI for Installation Year	Original or Estimated Asset Cost (\$)	Portion Eligible (%)	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2024 \$)	Acres	Present Worth (PW) Cost per ACRE (\$)
													Constructed	\$ 4,423.35
													Future	\$ 11,724.20
													GRAND TOTAL	\$ 16,147.55
(1) 2024 Average Rate: ENR Construction Cost Index (CCI)					13571			Reimbursed (75)						
(2) Equivalent Residential Units, ERUs = Gross acres														
The calculation of 2722 acres is calculated on 3824 total acres in the East Side Level area (above 1500' elevation, inside the City Limits, and within the 1990 UGB) of which 621 water developed acres existed in the 1991 SDC study. Overall development is calculated at a rate of 85% of the available land therefore (3824-621)(0.85) = 2722 acres													Calculated	\$ 16,147.55
													Existing	\$ 10,325.54
													Difference	\$ 5,822.01
(3) Since replacement of increased capacity SDC project facilities is not allowed to be again funded with SDCs, depreciation is not used as a factor in these costs.							Blue = variable factors year to year							
(4) Current Year						2025								
(5) Year of Estimates						2024							Recommend	\$16,147.55
(6) The estimated costs for FUTURE projects are based on yearly updated 10-Yr Plan and Water Distribution System figures														
(7) The original costs for CONSTRUCTED projects are total percentage, or (if noted) proportional, reimbursement (buy-in) values ALL of which provide additional capacity														
(8) MWC reimbursement DOES NOT include interest over time on the actual expended costs, and SDC calculations DO NOT include State allowed costs for SDC studies, program administration, and/or program accounting														
(9) Eagle Trace V (\$6000), Cambridge Sub (\$1712), Anapolis Dr - 485 W Admiral, then 303' (60451.26), Anapolis Dr - Normil Terrace, Then 122' (24340.11), Easement Hillcrest to Tamarack (13780) were taken off 03/05/18 costs were donated														
(10) The present worth calculation is based on the difference between the constructed year CCI and the current year CCI														



Memorandum

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

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

DATE: Wednesday, August 6, 2025

SUBJECT: Item 4.3 – Resolution 1998, Modifying System Development Charges (SDC's) for Southwest High Level

OBJECTIVE: Board Approval

Issue

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

Discussion

As presented at the April 16, 2025, Study Session, staff utilized methodologies as recommended by our consultant that included steps such as determination of system planning criteria, determination of equivalent residential units, calculation of system component costs and determination of any credits. As a result of the calculation for the SDC for Southwest High Level, the cost per ERU (Acre) increased from \$10,363.29 to \$10,603.97.

Financial Impact

None.

Requested Board Action

Staff recommends approval of this Resolution, which modifies the SDC for the Southwest High Level to \$10,603.97 per acre.

RESOLUTION NO. 1998

A RESOLUTION of the City of Medford, Oregon, By and Through its Board of Water Commissioners, Modifying System Development Charges (SDCs) for the Southwest High-Level Area (SWHL) to \$10,603.97 per Gross Acre, Using the Methodology and Other Provisions Relating to Imposition and Collection of SDCs, Effective September 1, 2025

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

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

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

WHEREAS, the SWHL SDC was last modified on September 1, 2024; and

WHEREAS, Staff presented a study session on the staff review on April 16, 2025; and

WHEREAS, at their August 6, 2025, meeting, the Board of Water Commissioners reviewed the calculations, and Staff's recommendation to modify the SDC for the SWHL to \$10,603.97 per gross acre; and

WHEREAS, a public hearing to consider modification of the SWHL SDC was held on Wednesday, August 6, 2025, and noticed according to Oregon statutory requirements;

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

Effective September 1, 2025, the SDC to be collected on all property receiving service, either directly or indirectly from the SWHL system will be in the modified amount of \$10,603.97 gross acre or part thereof, as set forth in the annual staff review, attached as Exhibit A and by reference made a part hereof, with 100 percent (100%) being a reimbursement and improvement fee, with payment due and payable at the time the improvement plans are approved for the proposed development.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 6th day of August 2025.

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

David Wright, Chair

EXHIBIT A TO RESOLUTION 1998

SDCs For: SOUTHWEST HIGH LEVEL SYSTEM												
					(4,5)		(6)		(3)	(8)	(2)	(1)
	CIP/Asset #	Capacity-Increasing Project Description (Constructed Reimbursement or Future Improvement)	Installation Year	Years in Service or Year of Estimate	Average CCI for Installation Year	Original Asset Cost (\$)	Portion Eligible (%)	Original or Estimated SDC Cost (\$)	Present Estimated Cost (2024 \$)	ACRE	Present Worth (PW) Cost per ACRE (\$)	
CONSTRUCTED		PRESSURE ZONE 1C										
	CASW29760	SOUTHWEST RESERVOIR SITE	1988	37	4519	26,531	100%	26,531	79,669	469	169.87	
		ARCHER PUMP STATION MODIFICATIONS	1999	26	6060	230,000	100%	230,000	515,125	469	1,098.35	
	CASW46720	SOUTH WEST RESERVOIR	2003	22	6695	467,524	100%	467,524	947,768	469	2,020.83	
	CASW46910	SOUTH WEST RESERVOIR	2003	22	6695	1,402,573	100%	1,402,573	2,843,305	469	6,062.48	
	PMSW08929	COLUMBUS AVE ARCHER DRIVE TO SOUTH STAGE	2003	22	6695	30,713	100%	30,713	62,261	469	132.75	
	PMSW08930	COLUMBUS AVE ARCHER DRIVE TO SOUTH STAGE	2003	22	6695	92,138	100%	92,138	186,783	469	398.26	
	PMSW08931	COLUMBUS AVE SOUTH STAGE RD TO 2027 SOUTH	2003	22	6695	34,740	100%	34,740	70,426	469	150.16	
	PMSW08932	COLUMBUS AVE SOUTH STAGE RD TO 2027 SOUTH	2003	22	6695	104,221	100%	104,221	211,277	469	450.48	
	PMSW50664	Sunset Drive - Tivoli Dr to Thomas Rd	2016	9	10338	9,275	100%	9,275	12,175	469	25.96	
	PMSW50665	Sunset Drive - Thomas Rd to 34' East	2016	9	10338	1,080	100%	1,080	1,418	469	3.02	
	PMSW51094	Ione's View Subdivision - Sunset Dr W	from existing main at Tivoli Dr	2021	4	12133	6,943	100%	6,943	7,766	469	16.56
	Subtotals							\$ 2,405,738			\$10,528.72	
FUTURE		PRESSURE ZONE 1C										
		Oversizing - Sunwood Addition	2025	2025	13571	35,289	100%	35,289	35,290	469	75.24	
	Subtotals							\$ 35,289			\$75.24	
										Constructed	\$10,528.72	
										Future	\$75.24	
GRAND TOTAL											\$10,603.97	
(1) 2024 Average Rate: ENR Construction Cost Index (CCI)			13,571		Reimbursed (9)							
(2) Equivalent Residential Units, ERUs = Gross acres												
2022 Update: Total 474 acres within the Southwest High Level area (366 acres current + 108 acres to be added rezoned from Gravity zone), above 1485 elevation, inside COM UGB												
Overall development is calculated at a rate of 99% of the available land therefore (474)(0.99) = 469 acres												
(3) Since replacement of increased capacity SDC project facilities is not allowed to be again funded with SDCs, depreciation is not used as a factor in these costs.										Calculated	\$10,603.97	
										Existing	\$10,363.29	
(4) Current Year										Difference	\$240.68	
(5) Year of Estimates												
(6) The original costs for CONSTRUCTED projects are total percentage, or (if noted) proportional, reimbursement (buy-in) values ALL of which provide additional capacity												
(7) MWC reimbursement DOES NOT include interest over time on the actual expended costs, and SDC calculations DO NOT include State allowed costs for SDC studies, program administration, and/or program accounting										Recommend	\$10,603.97	
(8) The present worth calculation is based on the difference between the constructed year CCI and the current year CCI												



Memorandum

TO: Commissioners David Wright, Jason Anderson, Bob Strosser, John Daily, and Bob Mylenek
FROM: Tanya Haakinson, HR Manager
DATE: Wednesday, August 6, 2025
SUBJECT: Item 6 – Resolution 1999, Adopting and Incorporating August 2025 Personnel Manual Updates (Sections 3, 4, 5 and 6)
OBJECTIVE: Board Approval

Issue

Incorporating updated information in Sections 3, 4, 5 and 6 – Compensation and Schedules, Employee Benefits, Risk Management - Safety Program, and Discipline and Discharge in the Personnel Manual.

Discussion

Personnel Manual update for Sections 3, 4, 5 and 6, which include updates to Meals and Fringe Compensation, Vacation Earned Schedule/Maximum Accumulation, Holidays, Life Insurance, Business Travel/Local Transportation/Travel Expense Report, Employee Safety, and Discipline/Discharge. A copy of the document will be made available prior to the meeting.

Financial Impact

With this revision, sections containing financial impact are the Vacation Earned Schedule (adding a category of two additional vacation days after 24 years of service) and Life Insurance (increasing coverage limits which will slightly increase premium by \$3,900 a year). Both instances were assumed in the 2025/2026 budget.

Requested Board Action

Staff recommends approval of Resolution 1999, approving updates to the Personnel Manual, Sections 3, 4, 5 and 6, adding policy and updating policy wording in other sections. Having clear, defined policies listed in the Personnel Manual, assist staff in understanding key personnel policies and additionally, assist the Finance and HR process policies in a consistent manner.

RESOLUTION NO. 1999

A RESOLUTION Incorporating All Previous Amendments and Adopting the Consolidated Personnel Rules and Policies (Personnel Manual) For Employees of the Board of Water Commissioners, Effective August 6, 2025

WHEREAS, updated rules and regulations require the addition and revision of policies related to Meals and Fringe Compensation, Vacation Earned Schedule/Maximum Accumulation, Holidays, Life Insurance, Business Travel and Local Transportation, Travel Expense Report, Employee Safety, and Discipline and Discharge in the Personnel Manual; and

WHEREAS, the Board of Water Commissioners recognizes the necessity to formally incorporate these updates into a single, comprehensive authorizing resolution; and

WHEREAS, this resolution will add in the updated Sections 3, 4, 5 and 6, replacing the existing Sections of the Personnel Manual; and

WHEREAS, the Policy was last adopted at the regular meeting of December 4, 2024 (Resolution #1965); and

WHEREAS, this resolution supersedes all previously Board approved updates to the Consolidated Personnel Rules and Policies (Personnel Manual);

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

The Board of Water Commissioners hereby adopts the personnel rules and policies of as set forth in the revised Personnel Manual for Sections 3, 4, 5 and 6, a copy of which is on file in the Commission's office and by reference made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners of the City of Medford, Oregon, and signed by me in authentication thereof this 6th day of August 2025.

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

David Wright, Chair