CITY OF CORNELIUS
PUBLIC WORKS ADVISORY BOARD
AGENDA
Friday, September 21, 2018

12:00 Noon – 1:00 PM
1300 S. Kodiak Circle
Cornelius, OR  97113
Conference Room

I.  Open Meeting at Noon – Arrive & Eat  
Chair  8 minutes

II.  Minutes  
Approval of the July 20, 2018 Minutes  
2 minutes

III. Administrative Announcements  Mark Crowell  5 minutes

- Engineering Tech hiring status Terry Keyes
- FY 19-20 CDBG application Terry Keyes
- MOU with Forest Grove for Holladay St. Ext. Ryan Wells
- Proposal for Water SDC Adjustment for Res. Spr. Systems Ryan Wells

IV. Capital Project Update  Terry Keyes  15 minutes

- 10th Avenue
- Aquifer Storage and Recovery
- Ginger Street Sanitary Sewer Upgrade
- Pavement Management

V.  Private Development Update  Terry Keyes  15 minutes

- Holladay Crossing
- Ott Subdivision
- Laurel Woods – Phases 1, 2, 3, 3S, and 4
- Library
- Greystone
- Cascadia Gardens
- Harvey Property
- TMT Property (Cornelius Commons)
- Higher Taste
- Cornelius Storage

VI. Operation Update & Discussion  Mark Crowell  15 minutes

VII. Adjourn at 1:00 PM  Chair

Public Works Advisory Board Objectives

1) Review & make recommendations on infrastructure projects
2) Advise on utility billing & SDC policy, rates & process
3) Advise on City budget for operations & capital improvements
4) Troubleshoot on City capital & maintenance projects
September 21, 2018

Public Works Advisory Board

Re: Water SDC Reduction Program for Residential Fire Sprinkler Applications

The Community Development and Public Works Departments are considering a program for reduction of additional Water SDC charges normally assessed for upsizing of water meters to accommodate combined residential sprinkler systems. In certain cases, Fire Code requires residential sprinklers to be installed when units are only accessible by a single ingress/egress. The standard single family residential structure is served by a 5/8” water meter. However, a 5/8” meter does not generally have sufficient flow capacity to properly serve a combined fire sprinkler system. In these cases, a larger water meter is required.

Under the City’s current SDC policy, the builder/owner needing a larger than 5/8” meter only due to the inclusion of the fire sprinkler system is still required to pay the full Water SDC at the larger meter rate. The combined Cornelius & Hillsboro Water SDC for a 5/8” meter is $9,449 (current as of 7/1/18). Addition of a combined residential sprinkler system typically requires a water meter upsize to ¾” or 1”. The current combined Water SDC for a ¾” meter is $11,390 and a 1” meter is $23,615. This difference of $1,941 and $14,166, respectively, creates a significant financial impact to construction costs, and ultimately housing costs.

Collecting the appropriate Water SDC amount is important. New development or expansion of existing development typically brings with it new, higher water demands. Expanding the water supply, treatment and transmission system to meet the growing needs of new development is expensive. Under current policies, SDC’s are set at levels that cover the entire cost of these expansion investments. If new customers are allowed to use a portion of the expanded water system capacity without paying the full SDC cost of that share, then existing ratepayers will be forced to make up the difference.

The Community Development and Public Works Departments present two preliminary findings for this SDC reduction proposal: 1) that the additional flow capacity of the larger (typically ¾” or 1”) meter is necessary only to support a one-time emergency activation of the fire sprinkler system, rather than placing an ongoing demand on the water system; and 2) the risk appears to be very low that the property owner will later install additional plumbing fixtures that require that additional flow capacity of the larger meter and will place an ongoing demand on the system. Assuming these two findings accurate, then collecting only the Water SDC for a 5/8” meter, even when a larger meter is installed, would not result in a loss of water system capacity without appropriate compensation to the City.

Under this proposal, an owner or developer will pay the Water SDC for a 5/8” meter if, exclusive of the fire sprinkler system, the structure could be served by a standard 5/8” water meter; only the addition of the combined fire sprinkler system creates the need for the flow capacity of a larger meter. If the residence would require a larger than 5/8” meter without the fire sprinkler system, then the property is not eligible for the reduction arrangement. If the owner or future owner installs additional plumbing fixtures that increase the flow requirements to a level above the standard set for a 5/8” meter, then the SDC difference between a 5/8” and larger meter rate must be paid. The application of this SDC reduction will be included in the project file for the development for future reference.
In addition, as this larger meter will not result in a regular and ongoing demand from the water system but rather a one-time emergency activation of the fire sprinkler system, this program would also apply the monthly base charge for a 5/8” meter for the eligible units.

Examples of the typical fee arrangements are shown in the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th>SF Residential 5/8” meter</th>
<th>SF Residential 3/4’” meter</th>
<th>SF Residential 1” meter</th>
<th>SF Residential 3/4” meter with combined fire sprinkler system and SDC Reduction</th>
<th>SF Residential 1” meter with combined fire sprinkler system and SDC Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water SDC</td>
<td>$9,449</td>
<td>$11,390</td>
<td>$23,615</td>
<td>$9,449</td>
<td>$9,449</td>
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<tr>
<td>Service Installation Fee (Incl. cost of water meter)</td>
<td>$500</td>
<td>$500</td>
<td>$650</td>
<td>$500</td>
<td>$650</td>
</tr>
<tr>
<td>Total SDC &amp; Install Fee</td>
<td>$9,949</td>
<td>$11,890</td>
<td>$24,265</td>
<td>$9,949</td>
<td>$10,099</td>
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<tr>
<td>Single Family Residential Monthly Base Charge</td>
<td>$27.14</td>
<td>$38.68</td>
<td>$61.75</td>
<td>$27.14</td>
<td>$27.14</td>
</tr>
</tbody>
</table>
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the City of Cornelius, a municipal corporation, and the City of Forest Grove, a municipal corporation.

A. **Purpose.** The purpose of this MOU is to protect private property development potential while supporting transportation system connectivity between the industrial areas of the City of Cornelius and City of Forest Grove (hereinafter, ‘the Cities’). Specifically, this MOU establishes shared objectives and responsibilities to ensure alignment of North Holladay Street in Cornelius and Yew Street in Forest Grove, when future extensions of these streets occur.

A. **Background.** The Cities share a municipal boundary which includes the area in Cornelius’ northwestern region and Forest Grove’s northeastern region; these areas are dominated by properties zoned for industrial uses. The Cities respectively contain adjoining vacant industrial parcels that abut the shared municipal boundary, the shared boundary measuring approximately 220 linear feet, and that have a high likelihood of private industrial development in the near future. The Tax Lot ID Nos. of these properties are 1N333CA00900 (Cornelius) and 1N332D000104 (Forest Grove).

As properties receive land use approvals for development, they are generally required to dedicate right-of-way and/or construct public street improvements to serve the development as well as contribute to overall system connectivity. The Cities’ staff have deemed it necessary to establish complementary alignments for future right-of-way dedications in the respective Cities and provide for future connectivity between the Cities’ industrial areas.

B. **Terms of Agreement.** This MOU establishes an agreement as to the location and general conditions of a future connection between North Holladay Street from its existing western terminus at North 4th Avenue in Cornelius, and Yew Street at its existing northern terminus located approximately 300 feet north of its intersection with 24th Avenue in Forest Grove.

1. The street centerline location where the western extension of North Holladay Street and the eastern extension of Yew Street meet shall be at the shared City boundary line, approximately 110 feet south of the northwestern corner of TLID 1N333CA00900, or halfway between the northern and southern ends of the shared boundary of the abutting parcels (see Exhibit A). This location shall be deemed the ‘street connection point’ for the remainder of this agreement.

2. The maximum street centerline curvature of the street on each side of the street connection point shall be 198 feet.

3. If the Cities have different adopted standards for street right-of-way widths for these street extensions, each shall taper the right-of-way dedication width requirements to meet the other’s right-of-way width at the street connection point. The right-of-way width at the street connection point shall be the mid-point between the two Cities’ right-of-way standards for the respective street classifications.
4. It shall be the sole responsibility and authority of each City to determine street alignment between the respective existing street termini and the street connection point.

5. It shall be the sole responsibility and authority of each City to relay the terms of this MOU to the respective owners of the abutting properties.

C. **Term.** This MOU is at-will and shall become effective upon signature by the authorized officials from the Cities. The MOU shall remain in effect until modified or terminated by any one of the parties by mutual consent, or upon completion of construction and acceptance by the respective Cities of the street connection referenced herein. This MOU may be terminated by either party hereto by giving notice to the other party sixty (60) days in advance of the specified date of termination.

D. **Cost.** Each City shall be solely responsible for implementation of the terms of this MOU within its respective municipal boundary.

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CITY OF CORNELIUS

Rob Drake, City Manager

Date

CITY OF FOREST GROVE

Jesse VanderZanden, City Manager

Date