



**Oak Lodge Water Technical Services Office
14611 SE River Road
Oak Grove, OR 97267
October 25th, 2018 at 9:00 a.m.**

1. Call to Order and Flag Salute
2. Call for Public Testimony

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

3. Resolution No. 18-12: Consideration of Sanitary and Water Fees for Certain Municipal Connections to the District's Systems after a Public Hearing.
4. Call for Public Comment
5. Business from the Board

Adjourn



AGENDA ITEM

Agenda Item: Call for Public Testimony
Item No.: 2
Presenters: N/A

Background:

Members of the public are invited to identify agenda items on which they would like to comment or provide testimony. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



STAFF REPORT

To: Board of Directors
From: Sarah Jo Chaplen, General Manager, and Tommy Brooks, District Attorney
Agenda Item: Amend FY '19 Rates, Fees and Other Charges Relating to Municipal Connections – Resolution 18-12
Item No.: 3
Date: October 25, 2018

Background

The District adopts rates, fees and other charges as part of the annual budget process. The rates, fees, and other charges fix the price the District charges for services it provides to all of its customers. The District established the FY '19 Rates, Fees and Other Charges most recently in June through Resolution 18-06.

In addition to the adopted rates, fees, and other charges, the District has contractual rates with some customers – specifically other municipal entities that are connected to the District's systems. The contracts, executed in the form of intergovernmental agreements, take different approaches to identifying the amounts that will be paid to the District. In some cases, those amounts are specifically referred to and established by the agreement. In other cases, the agreement simply refers to the District's established rates.

After a recent review of various agreements, District Staff determined that it would be clearer if the District included specific charges in its adopted rates, fees, and other charges that apply to an intergovernmental agreement that does not otherwise expressly establish an amount to be paid to the District.

Resolution 18-12 makes minor changes to the FY '19 Rates, Fees and Other Charges established in Resolution 18-06 and clarifies which charges also apply to some municipal customers. These changes memorialize the charges that already exist. Future revisions may be necessary as District Staff continues to review and analyze existing agreements.

Recommendation

It is recommended the Board:

1. Approve Resolution No. 18-12 modifying the Rates, Fees, and Other Charges for Fiscal Year 2018-2019 established in Resolution No. 18-06 as they apply to municipal customers.

Public Hearing conducted by the President of the Board of Directors

After the Public Hearing has concluded:

Suggested Motions

ADOPTING RATES

"I move to adopt Resolution No. 18-12 revising fiscal year 2019 rates, fees and other charges."

Attachments

1. Resolution No. 18-12
2. FY'19 Rates, Fees and Other Charges Effective July 1, 2018 (Revised October 25, 2018)

OAK LODGE WATER SERVICES DISTRICT

**In the Matter of Amending Rates, Fees, and Other Charges
Relating to Municipal Connections to District Facilities**

RESOLUTION NO. 18-12

WHEREAS, the Board of Directors establishes and adopts rate, fees and other charges regarding use of the District's sanitary sewer system, surface water management, surface water management, and drinking water distribution, and for services provided by the District; and

WHEREAS, the Board of Directors previously adopted rates, fees and other charges by a single resolution so that the public and Staff have the applicable charges readily available to advise users of the District's systems as to such charges; and

WHEREAS, the Board of Director now wishes to revise and adopt rates, fees and charges for the fiscal year commencing July 1, 2018 to more accurately reflect such rates, fees, and charges applicable to municipal customers to which the District provides services, and being fully advised,

BE IT RESOLVED by the Board of Directors of Oak Lodge Water Services:

Section 1. The rates, fees and charges set forth on Exhibit 1, attached hereto and incorporated by reference, are revised and re-adopted by this Resolution effective 12:01 A.M. on July 1, 2018. All rates, fees and charges set forth on Exhibit 1 shall continue in full force and effect until further action of the Board.

Section 2. Staff shall maintain a copy of this Resolution in the District's administrative offices for public reference.

INTRODUCED AND ADOPTED THIS 25th DAY OF OCTOBER 2018

OAK LODGE WATER SERVICES DISTRICT

By _____
Nancy Gibson, President

By _____
Susan Keil, Secretary



Corporate Office
 Drinking Water Division
 Technical Services
 14496 SE River Rd
 Milwaukie, OR 97267
 Phone: (503) 654-7765
 Fax (503) 653-1973

Wastewater Division
 Technical Services
 13750 SE Renton Ave
 Milwaukie, OR 97222
 Phone: (503) 653-1653
 Fax (503) 654-8169

Watershed Division
 Technical Services
 14611 SE River Rd
 Milwaukie, OR 97267
 Phone: (503) 653-1653
 Fax (503) 653-0586

RATES, FEES, AND OTHER CHARGES SCHEDULE

Effective July 1, 2018
 (Revised October 25, 2018)

A. Service Charges

1. Water Service

a. Residential Service

i. Rate per hundred cubic feet of water (CCF ¹) per billing cycle	Usage Bracket	Rate
Block 1 (Life Line)	1-10 CCF	\$ 1.12
Block 2 (Main)	11-50 CCF	\$ 1.51
Block 3 (Conservation)	51 CCF and Up	\$ 1.78
ii. Fixed rate per meter size per month	Meter Size	Rate
	(20 GPM ²) 5/8" x 3/4"	\$ 17.00
	(30 GPM ²) Full 3/4"	\$ 25.50

b. Large Residential, Commercial, and Industrial Service

i. Rate per hundred cubic feet of water (CCF) per month	Usage Bracket	Rate
All Service	0 CCF and Up	\$ 1.58
ii. Fixed rate per meter size per month	Meter Size	Rate
	1"	\$ 29.92
	1-1/2"	\$ 51.55
	2"	\$ 76.32
	3"	\$ 144.37
	4"	\$ 226.88
	6"	\$ 433.13
	8"	\$ 701.24
	10"	\$ 989.97

c. Fire Line Service

i. Fixed rate per meter size per month	Meter Size	Rate
	3/4"	\$ 17.00
	1"	\$ 23.71
	1-1/2"	\$ 34.01
	2"	\$ 47.41
	3"	\$ 81.48
	4"	\$ 123.76
	6"	\$ 230.96
	8"	\$ 350.62
	10"	\$ 503.24

² CCF = One Hundred Cubic Feet of Water Consumption² GPM = Gallons of Water Per Minute

³ Average Bi-Monthly Winter Water Consumption

⁴ Equivalent Service Unit (ESU) = 2,500 square feet of impervious surface area (pavement, roof, driveway, etc.)

Service Charges (Continued)

2. Wastewater Collection and Treatment ³		
a. Fixed rate per Equivalent Dwelling Unit (EDU) per month:	\$	38.04
b. Rate per hundred cubic feet of average winter water consumption (CCF) ³ per month:	\$	2.19
3. Watershed Protection		
a. Fixed rate per Equivalent Service Unit (ESU) ⁴ per month:	\$	9.10
b. Stormwater Facility Maintenance Surcharge per ESU per month:	\$	4.55
4. Interest Penalty on Delinquent Utility Billing Service Charges:		12.00% ⁵
5. Courtesy Billing Service Agreements (CBSA) – Account Setup Processing Fee	\$	0.00
6. Returned Financial Instrument (NSF Check):	\$	25.00
7. Certification Fee:	\$	50.00
8. Water Service Shut-Off Red Tag Notification Fee	\$	7.00
9. Water Service Shut-Off Fee – (for non-payment of services)	\$	25.00
10. Title Inquiry Search Fee:	\$	25.00
11. Records Requests or Document Copy Fee		
a. De minimis public records requests - Materials Cost Per Page Copied	\$	0.10
b. Non de minimis public records requests		
i. Archive Retrieval Fees		
Charge per Trip	\$	75.00
Charge per Box	\$	3.31
ii. Materials Cost Per Page Copied	\$	0.10
iii. Labor Rate Per Hour		Varies

B. Fats, Oils, Grease Program Fees

1. Wastewater Collection System Line Maintenance Fees:		
a. Labor Rate Per Hour (Includes Material and Services Overhead Per Hour)	\$	94.84
b. Utility Truck	\$	30.00
c. Hydrocleaner Rate Per Truck Per Hour	\$	85.00
d. Vactor Rate Per Truck Per Hour	\$	120.00
e. CCTV Van Rate Per Truck Per Hour	\$	200.00

C. Industrial Wastewater Pretreatment Program Fees

Wastewater Discharge Permit Application and Review Fee	\$1,500.00 upon issuance, and upon each anniversary of permit issuance date
Significant Industrial User Fee (DEQ Pass through)	\$537.00 upon issuance and upon each anniversary of permit issuance date
Monitoring and Inspection Fee	\$150.00 + laboratory costs
Accidental Discharge Fee	\$850.00
Industrial Pretreatment Permit Appeal Fee	\$2,000.00

D. Permit and Development Review Fees

1. <u>Utility Connection Permit</u> (virtual and physical)		
a. Plan Review (per EDU or ESU)	\$	200.00

³ Also applicable to other municipalities that use the District as the service provider for treatment.

⁵ 12.00% per annum = 1% per month

b. Inspection ^{4 5}	\$ 299.15
i. Excess Inspections	\$ (see below)
2. <u>Site Development Permit</u> ⁶	
a. Plan Review	\$955.50 minimum, or 2.5% of Engineer's estimate, or \$200 per EDU or ESU, whichever is greater⁷
b. Inspection: Water and Wastewater	\$499.50 minimum or 2.5% of Engineer's Estimate⁸
i. Excess Inspections:	\$ (see below)
c. Inspection: Surfacewater	\$499.50 minimum or 2.5% of Engineer's Estimate⁹
i. Excess Inspections	\$ (see below)
3. <u>Post-Approval Plan Review and/or Design Review (modifications to approved plans)</u>	
a. Plan Review (minimum)	\$50% of original plan review fee
4. <u>Erosion Prevention and Sediment Control</u> (less than one acre)	
a. Plan Review Fee	\$ 200.00
b. Inspection ^{10 11}	\$ 299.15
c. 1200 CN (lots or projects with disturbance areas greater than one acre and less than 5 acres)	
i. Plan Review Minimum Base Fee for 1 Acre	\$ 460.00
ii. Additional Fee Per Acre ¹²	\$ 299.15
d. Inspection ^{13 14}	\$ 299.15
i. Excess Inspections	\$ (see below)
E. Excess and After Hours Inspection Fees	
a. Excess Inspection Fee Rate per Hour:	\$ 132.95
i. (Minimum 2 Hour Charge):	\$ 265.91
b. Excess Inspection Fee Rate per Hour (After Hours):	\$ 164.08
i. (Minimum 2 Hour Charge):	\$ 328.16
F. Connection Fee / Hook-up Fee	
a. Wastewater Connection Fee/Hook-up Fee (Municipal Customers Only) ¹⁵	\$ 5,165.00

⁴ Includes sanitary sewer and water only

⁵ Includes two initial inspections and one final inspection

⁶ Includes sanitary sewer and water and surfacewater plan review

⁷ 1 and 2 Lot Partitions are assessed the minimum unless public infrastructure is installed.)

⁸ Cost of Public Infrastructure including all installation costs

⁹ Cost of Public Infrastructure including all installation costs

¹⁰ Includes surfacewater only

¹¹ One initial inspection, one monthly inspection and one final inspection

¹² Fractions of an acre count as a full acre

¹³ Includes surfacewater only

¹⁴ One initial inspection, one monthly inspection and one final inspection

¹⁵ Applicable to municipal customers who allow new connections to municipal facilities that use District treatment services

G. System Development Charges (SDCs)

- a. Watershed Protection SDC for each Equivalent Service Unit (ESU): \$ 0.00
- b. Wastewater SDC for each Equivalent Dwelling Unit (EDU): \$ 5,165.00
- c. Water Distribution SDC for each Water Meter See Table Below.

EFFECTIVE 7-1-2018					
ADVANCE DEPOSIT INFORMATION 2018					
SIZE OF METER REQUIRED*	NUMBER OF UNITS TO BE SERVED*	GPM NEEDED	SERVICE INSTALLATION CHARGE	SYSTEM DEVELOPMENT CHARGE	TOTAL DEPOSIT
5/8 x 3/4"	1	20	\$ 895.00 ***1	\$ 4,120.00	\$ 5,015.00
5/8 x 3/4"	1	20	\$ 450.00 ***2	\$ 4,120.00	\$ 4,570.00
5/8 x 3/4"	1	20	\$ 225.00 ***3	\$ 4,120.00	\$ 4,345.00
Full 3/4"	1	30	\$ 930.00 ***	\$ 6,180.00	\$ 7,110.00
1"	2-6	50	\$ 1,200.00 **	\$ 10,305.00	\$ 11,505.00
1-1/2"	7-15	100	\$ 1,800.00 **	\$ 20,610.00	\$ 22,410.00
2"	16-21	160	\$ 2,000.00 **	\$ 32,970.00	\$ 34,970.00
3"	22-33	320	\$ 6,000.00 **	\$ 65,945.00	\$ 71,945.00
4"	34-65	500	\$ 7,000.00 **	\$ 103,040.00	\$ 110,040.00
6"	66-130	1000	\$ 11,000.00 **	\$ 206,080.00	\$ 217,080.00
8"	131-240	1600	\$ 14,000.00 **	\$ 329,725.00	\$ 343,725.00
10"	241-	2300	\$ 15,500.00 **	\$ 473,980.00	\$ 489,480.00

*Larger than 10" Service subject to Special District Review but not less than 10" Charge.
 Size of Meter Required is determined by number of living units or the gallons per minute required by the property.
 **Deposit Only - will be billed at actual cost.
 ***Fixed Fee for 5/8 x 3/4. & Full 3/4

OTHER INFORMATION	
SERVICES	HYDRANTS
DEPOSIT :	DEPOSITS ON HYDRANTS
3/4" (only) \$ 225	3-Port Hydrant: \$ 2,500
1" to 10" See Chart Above	Upgrade: \$ 1,500
Relocate Service \$ 500	Hydrant Permit: \$ 50
CREDITS:	Hydrant Meter Deposit: \$ 500
(1) District completes all work : \$ 0	Hydrant Wrench, Hoses, Valve: \$ 400
(2) Dig only & Pave by contractor : \$ 445	Hydrant Hoses Only: \$ 50 (Each)
(3) All work done by contractor : \$ 670	
with Balance to be paid by Builder/Owner.	
FIRELINES:	
All monies are part of Services, No SDC.	
UPGRADE METER	SDC Calculation : Per GPM \$206.08
5/8 x 3/4 TO Full 3/4 (SDC Only) \$ 2,060.00	
DRIVE AREA BOX (12X14):	
With a New Service \$ 250	
Without New Service \$ 300	
CONSTRUCTION INSPECTION DEPOSIT - \$300.00	
OAK LODGE WATER SERVICES DISTRICT	



AGENDA ITEM

Agenda Item: Call for Public Comment
Item No.: 4
Presenters: N/A

Background:

Members of the public are invited to address the Board on any relevant topic. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Business from the Board
Item No.: 5
Presenters: N/A

Background:

The Board of Directors appoints District representatives from time to time to serve as liaisons or representatives of the District to committees or community groups.

Directors assigned specific roles as representatives of the District are placed on the agenda to report to the Board on the activities, issues, and policy matters related to their assignment.