



AGENDA

(Chair May Alter the Agenda)

NORTH ALBANY COUNTY SERVICE DISTRICT GOVERNING BOARD

Friday, November 22, 2024

Immediately following the Board of Commissioners Meeting

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session; however, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)), and the notice shall state the specific reason for the executive session as required by ORS 192.660.

1. Comments from the Public

2. Consent Calendar (The Consent Calendar is Approved with One Motion)

- 2.1 Approval of the January 3, 2023 Meeting Minutes
- 2.2 Approval of the December 5, 2023 Meeting Minutes
- 2.3 Approval of the January 2, 2024 Meeting Minutes

3. New Business

- 3.1 Adjustment of Rates, Fees, and Charges for the North Albany County Service District Water Users, Order No. D2024-059 – Ryan Beathe, North Albany County Service District

4. Other

ORS 192.640(1) "...notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

2. CONSENT CALENDAR

**MINUTES OF THE MEETING
NORTH ALBANY COUNTY SERVICE DISTRICT GOVERNING BOARD
Tuesday, January 3, 2023**

9:00 a.m.

Zoom link: <https://us06web.zoom.us/j/89397129694?pwd=Q3JOOWRuRVlZVDclQzgrMzBSeHFpZz09>

Livestream: <http://facebook.com/BentonCoGov>

Present: Nancy Wyse, Chair; **Pat Malone**, Commissioner; **Xanthippe Augerot**, Chair; **Vance Croney**, County Counsel; **Joe Kerby**, County Administrator

Staff: **Erika Milo**, BOC Recorder

Chair Wyse called the meeting to order at 12:23 p.m.

I. Comments from the Public

No public comment was offered.

II. Elect Chair and Vice-Chair for 2023

MOTION: Augerot moved to elect Malone for Chair and Augerot for Vice-Chair for 2023. Wyse seconded the motion, which **carried 3-0.**

III. Consent Calendar

3.1 Order in the Matter of Designating an Official Newspaper for the North Albany County Service District Governing Body for 2023

3.2 Order in the Matter of Setting the North Albany County Service District Governing Body Meeting Schedule for 2023

3.3 Approval of the December 20, 2022 Meeting Minutes

3.4 Approval of the January 4 , 2022 Meeting Minutes

MOTION: Wyse moved to approve the Consent Calendar of the January 3, 2023 Board Meeting. Augerot seconded the motion, which **carried (3-0).**

III. Other

No other items were discussed.

IV. Adjournment

Chair Malone adjourned the meeting at 12:24 p.m.

Pat Malone, Chair

Erika Milo, Recorder

MINUTES OF THE MEETING
NORTH ALBANY COUNTY SERVICE DISTRICT GOVERNING BOARD
Tuesday, December 5, 2023
9:00 a.m.

Present: Pat Malone, Chair; Nancy Wyse, Commissioner; Xanthippe Augerot, Chair; Vance Croney, County Counsel; Rachel McEneny, County Administrator

Staff: Ryan Beathe, City of Albany; Erika Milo, BOC Recorder

Chair Malone called the meeting to order at 9:35 a.m.

I. Comments from the Public

No comment was offered.

II. New Business

2.1 In the Matter of Adjusting Rates, Fees, and Charges for the North Albany County Service District Water Users, Order #D2023-093.

Beathe presented the annual water rate increase request. The Albany City Council adopted a Resolution with a 4% rate increase. Water rates for the North Albany County Service District (CSD) change in parallel.

MOTION: Augerot moved to approve Order #D2023-093 increasing the North Albany CSD water rates per the decision of the Albany City Council. Wyse seconded the motion, which **carried (3-0)**.

III. Other

No other items were discussed.

IV. Adjournment

Chair Malone adjourned the meeting at 9:38 a.m.

Pat Malone, Chair

Erika Milo, Recorder

MINUTES OF THE MEETING
NORTH ALBANY COUNTY SERVICE DISTRICT GOVERNING BOARD
Tuesday, January 2, 2024
9:00 a.m.

Present: **Pat Malone**, Chair; **Xanthippe Augerot**, Commissioner; **Nancy Wyse**, Commissioner; **Vance Croney**, County Counsel; **Rachel McEneny**, County Administrator; **Rick Crager**, Acting County Administrator

Staff: **Tomi Douglas**, Natural Areas, Parks & Events; **Cory Grogan**, Public Information Officer; **Maura Kwiatkowski**, **Amanda Makepeace**, BOC Staff; **Sean McGuire**, Sustainability; **Erika Milo**, BOC Recorder

Chair Malone called the meeting to order at 9:27 a.m.

1. Comments from the Public

No public comment was offered.

2. New Business

2.1 Election of Chair and Vice Chair for 2024

MOTION: Wyse moved to nominate Augerot as Chair and Wyse as Vice Chair for 2024. Augerot seconded the motion, which **carried, 3-0.**

3. Consent Calendar

3.1 Setting the North Albany County Service District Governing Body Meeting Schedule for 2024, Order #D2024-009

3.2 Designating an Official Newspaper for the North Albany County Service District Governing Body for 2024, Order #2024-020

MOTION: Wyse moved to approve the Consent Calendar of January 2, 2024. Malone seconded the motion, which **carried 3-0.**

4. Other

No other items were discussed.

5. Adjournment

Chair Augerot adjourned the meeting at 9:28 a.m.

Xanthippe Augerot, Chair

Erika Milo, Recorder

3. NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/18/24

View [Agenda Tracker](#)

Suggested Placement * County Service District

Department * Public Works

Contact Name * Ryan Beathe

Phone Extension * 541 497 6221

Meeting Attendee Name * Ryan Beathe

Agenda Item Details

Item Title * In the Matter of Adjusting Rates, Fees and Charges for the North Albany County Service District Water Users, Order No. D2024-059

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 15 minutes

Board/Committee Involvement * Yes No

Special Report Options * Oral Written

Advertisement * Yes No

Item Issues and Description

Identified Salient Issues *

1. The Albany Public Works Department will provide a short report if desired. The City of Albany provides water to North Albany County Service District (NACSD) customers. Those NACSD customers outside the Albany city limits/urban growth boundary and inside Benton County pay water rates to Albany per the current water rates Order.
2. Under consideration is a proposal to approve the attached Order titled, "In the Matter of Adjusting Water Rates, Fees and Charges for the North Albany County Service District Water Users" that amends the current water rate. The rate under consideration is a 4.0% increase to the water base and consumption charges. The Albany City Council currently sets the water rate structures in the Spring with an effective date of the first day of the following calendar year. Rate adjustments this year were adopted by the Albany City Council on April 8, 2024 and will be effective on January 1, 2025. A summary of proposed adjusted rates and charges for NACSD water customers are shown in Table 1 & Table 2.
3. The Albany City Council determined that water revenues and therefore, rates must be adequate to cover annual water debt service, operation and maintenance, and capital requirements and will set future rate increases by evaluating these system requirements annually against anticipated revenues.
4. The strategy for assessing a capital charge to each NACSD customer was established in Order D2005-078. In order to generate adequate revenue to fund replacement needs within the service district, the initial fee was set at \$15. The capital charge was adjusted annually according to recommended rate adjustments and an additional \$5 was allocated to capital replacement when the in-lieu-of property tax charge for purchase of the water system was retired in fiscal year 2010. The current capital charge of \$29.80 will increase by 4.0% to \$30.99 January 1, 2025.
5. A low-income assistance program for NACSD customers was established in Order D2005-078. The program is funded through a surcharge on residential customer's water bills. The surcharge of \$0.35 per residential customer per month will remain unchanged. The definition of low income is defined as 70% of the Linn County median income. Qualification criteria to receive a credit for up to their first four units of water consumption for each monthly bill includes:
 - Low income and a senior citizen, or
 - Low income and disabled.
 - Water bill must be in the qualifying person's name.
 - Qualifying person must be at least 18-years old.
6. Water meters for NACSD customers are read near the end of the month. The adjustments to fees, charges and rates will be effective January 1, 2025, and customers will likely see water bill changes by February 2025.
7. The Albany/NACSD Sewer and Water Maintenance Plan and Management Agreement, into which the County entered on May 23, 1990, includes a statement in section III (1b), that Albany and the Service District agree to increase or decrease the water rates the same percentage as City rates are increased or decreased.
8. The Service District governing body must adopt order adjusting rates; however, those rates are strictly tied in with rate adjustments which are adopted by the City of Albany.

Options *

- 1) Approve the Order as written
- 2) Direct staff to modify the Order
- 3) Do not approve the Order

Fiscal Impact *

- Yes
- No

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections*

Water and sewer service for residents and setting fees is equitable to all who receive services.

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection*

Water and sewer services for residents.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * The City of Albany recommends that the Governing Body for NACSD/Benton County Board of Commissioners approve Order No. D2024-059 authorizing a 4.0% increase to the water base and consumption charges. These changes will be implemented on January 1, 2025 for both City of Albany customers and NACSD customers and conforms to the original 1990 Albany/NACSD Agreement. Additional revenue generated from this rate increase will be used for contractual debt service requirements, to fund Capital Improvement Projects and operations and maintenance expenses. Water system source, treatment, transmission, and storage projects benefit both NACSD and Albany customers.

Meeting Motions * I move to ...
 ...approve Order No. D2024-059 authorizing a 4.0% increase to the water base and consumption charges for the North Albany County Service District water users.

MOTION: I MOVE TO APPROVE ORDER NO. D2024-059 AUTHORIZING A 4.0% INCREASE TO THE WATER BASE AND CONSUMPTION CHARGES FOR THE NORTH ALBANY COUNTY SERVICE DISTRICT WATER USERS.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

NACSD Table 1 and 2.pdf	754.41KB
D2024-059 NACSD Water Rates 2025.pdf	317.92KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver GARY STOCKHOFF

TABLE 1 NACSD SINGLE-FAMILY RESIDENTIAL SERVICE <i>Water Rates for Cubic Foot Meters</i>					
Meter Size	Base Charge (\$/month)		Consumption Level and Rate (hundred cubic feet)		
			Block 1 (First 6 hcf)		Block 2 (Over 6 hcf)
¾ inch or less	\$22.66	\$ 23.57	\$5.05	\$5.25	\$3.20 \$3.33
1 inch	\$33.12	\$ 34.44	\$5.05	\$5.25	\$3.20 \$3.33
1½ inch	\$75.47	\$ 78.49	\$5.05	\$5.25	\$3.20 \$3.33
2 inch	\$120.81	\$ 125.64	\$5.05	\$5.25	\$3.20 \$3.33
<u>Example calculation:</u>					
A typical residential customer has a ¾ inch meter and uses eight hundred cubic feet or 8 units of water or 6000 gallons per month. This customer's monthly water bill would be calculated as follows:					
$\$23.57$ (base charge) + $(\$5.25 * 6$ units of water) + $(\$3.33 * 2$ units of water) = $\$61.75$					
<u>Additional Service Charges or Fees:</u>					
Additional service charges or fees for a typical residential customer includes:					
<i>Low-Income Assistance Program Surcharge</i>			\$0.35		
<i>Capital Charge</i> ¹			\$29.80 \$30.99		
¹ The capital charge is dedicated to replacement of existing water lines and improvements to the water system in the North Albany area.					

TABLE 2 SERVICE FEES AND CHARGES					
Description	Reference	Charge			
Account Deposit	AMC 11.01.040(2a)	<u>Customer Type</u>	<u>Property Owner</u>	<u>Not Property Owner</u>	
		Residential	no deposit	\$100	
		Multi-family & Non-residential	no deposit	\$100	
New Account -- Service Fees	AMC 11.01.040(5)	Regular working hours \$20			
Restore Service	AMC 11.01.060(5)	Regular working hours \$45			
		After hours \$60			
Financial Institution Returned Item	ORS 30.701(5)	\$35			
Past Due and Disconnection Notice	AMC 11.01.060 (4)	\$10 per occurrence			
Tampering Fees	AMC 11.01.080(9)	\$100			
Meter Testing at Customer's Request	AMC 11.01.090(1b)(ii)	<u>Meter Size</u>	<u>Service Charge Deposit</u>		
		3/4"	\$15		
		Larger than 3/4"	Actual Cost		
Drop-in Meter Installation	AMC 11.01.100(2)(3)	<u>3/4" meter</u>	<u>1" meter</u>	<u>1-1/2" meter</u>	<u>2" meter</u>
		\$275	\$340	\$1,771	\$1,883
Full Installation with meter (Excludes system development charges.	AMC 11.01.100(2)(3)	<u>3/4" meter</u>	<u>1" meter</u>	<u>1-1/2" meter</u>	<u>2" meter</u>
		\$2,950	\$2,975	Actual Cost	Actual Cost
Reduction of Meter Size (based on size of meter to be installed)	AMC 11.01.100(5)(b)	<u>3/4" meter</u>	<u>1" meter</u>	<u>1-1/2" meter</u>	<u>2" meter</u>
		\$275	\$340	\$1,771	\$1,883
Main Extensions	AMC 11.01.120(2)(h)	Actual Cost Plus 15% Overhead			
Fire Service Extensions	AMC 11.01.150(1)	Actual Cost Plus 15% Overhead			
Unauthorized Use of Fire Hydrant	AMC 11.01.180 (1) & (4)	\$50 + \$4.32 \$4.16 per 100 cubic feet			
Metered Use of Hydrant	AMC 11.01.180(4)	Refundable Deposit	\$75.00		
		Set Up	\$25.00		
		Bulk Rate	\$ 4.49 \$4.32 per 100 cubic feet		
		Relocation Rate	\$25.00		
		Monthly Base Charge	\$128.20 \$123.27		

**BEFORE THE NORTH ALBANY COUNTY SERVICE DISTRICT GOVERNING BODY
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Adjusting Rates,)
Fees, and Charges for the North)
Albany County Service District)
Water Users)

ORDER No. D2024-059

The above entitled matter coming now for the consideration of the Governing Body, and

It appearing to the Governing Body that;

The Albany City Council approved a rate increase of 4.0% percent on April 8, 2024, to be effective January 1, 2025; and

The Albany City Council will continue a low-income assistance program for residential customers that is funded by a monthly surcharge on residential customer bills; and

Based on discussions with a citizens water task force and the North Albany County Service District (NACSD) governing body, the NACSD fees, charges, and rates should be adjusted by an amount that matches that used for Albany residents; and

NACSD water customers also pay a separate capital charge that is dedicated to replacing failing water lines serving NACSD customers; and

The City of Albany’s modification of the water rates are consistent with the original 1990 Albany/NACSD Sewer and Water Maintenance Transition Plan; and

Water revenues, and therefore rates, must be adequate to cover annual water debt service, operation and maintenance, and capital requirements; and

The Albany City Council determined in 2012 to set future rate increases by evaluating these system requirements annually against anticipated revenues.

NOW THEREFORE, be it hereby ordered that;

The fees, charges, and rates established by this order shall be effective January 1, 2025 as established by the City of Albany; and

The \$30.99 per customer, per month capital charge will be collected for the Capital Improvement Program. These monies shall be used for replacement of existing water lines and improvements to the water system in the North Albany area. When properties are annexed to the City of Albany, this fee will no longer be in effect; and

The service meter installation charges, system development charges, deposits, and all other fees or charges, including those for late payment, tampering, turn off/turn on, returned checks, fire protection, account transfer, and credits shall be the same as those fees or charges for City of Albany customers; and

The monthly water service charges will increase by 4.0%. The monthly water service charges are shown in Table 1 and the service charges and fees are shown in Table 2; and

Meter readings from meters that measure flow in any gallon increment shall be converted to hundred cubic foot units prior to applying the appropriate consumption charge for calculating the water bill.

TABLE 1 NACSD SINGLE-FAMILY RESIDENTIAL SERVICE <i>Water Rates for Cubic Foot Meters</i>			
Meter Size	Base Charge (\$/month)	Consumption Level and Rate (hundred cubic feet)	
		Block 1 (First 6 hcf)	Block 2 (Over 6 hcf)
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<u>Example calculation:</u>			
A typical residential customer has a ¾ inch meter and uses eight hundred cubic feet or 8 units of water or 6000 gallons per month. This customer's monthly water bill would be calculated as follows: \$23.57 (base charge) + (\$5.25 * 6 units of water) + (\$3.33 * 2 units of water) = \$61.75			
<u>Additional Service Charges or Fees:</u>			
Additional service charges or fees for a typical residential customer includes:			
<i>Low-Income Assistance Program Surcharge</i>		\$0.35	
<i>Capital Charge</i> ¹		\$30.99	
¹ The capital charge is dedicated to replacement of existing water lines and improvements to the water system in the North Albany area.			

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Drop-in Meter Installation	AMC 11.01.100(2)(3)	¾" meter \$275	1" meter \$340	1-1/2" meter \$1,771 2" meter \$1,883
Full Installation with meter (Excludes system development charges.)	AMC 11.01.100(2)(3)	¾" meter \$2,950	1" meter \$2,975	1-1/2" meter Actual Cost 2" meter Actual Cost
Reduction of Meter Size (based on size of meter to be installed)	AMC 11.01.100(5)(b)	¾" meter \$275	1" meter \$340	1-1/2" meter \$1,771 2" meter \$1,883
Main Extensions	AMC 11.01.120(2)(h)	Actual Cost Plus 15% Overhead		

Fire Service Extensions	AMC 11.01.150(1)	Actual Cost Plus 15% Overhead	
Unauthorized Use of Fire Hydrant	AMC 11.01.180(1) & (4)	\$50 + \$4.49 per 100 cubic feet	
Metered Use of Hydrant	AMC 11.01.180(4)	Refundable Deposit	\$75.00
		Set Up	\$25.00
		Bulk Rate	\$4.49 per 100 cubic feet
		Relocation Rate	\$25.00
		Monthly Base Charge	\$128.20

Adopted this 22nd day of November, 2024.

Signed this 22nd day of November, 2024.

NORTH ALBANY COUNTY SERVICE DISTRICT
GOVERNING BODY

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

APPROVED:

Vance M. Croney, County Counsel