

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS

SPECIAL MEETING



October 2, 2020

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

October 2, 2020 at 2:30 p.m.

1. Call to Order and Meeting Facilitation Protocols
2. Call for Public Comment

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

3. Consideration of Notary Services Policy
4. Consideration of Public Records Policy
5. Water System Development Charges and Accessory Dwelling Unit Fees Workshop
6. Call for Public Comment

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

7. Business from the Board
8. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	October 2, 2020

Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors 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	Aleah Binkowski-Burk, Human Resources/Payroll Manager
Title	Consideration of Notary Services Policy
Item No.	3
Date	October 2, 2020

Summary

The Board of Directors maintains the authority to approve or deny employment policies and practices.

Background

The District has several staff members acting as District Notaries. The Notary Services Policy and corresponding Acknowledgement Form provide guidelines for employees utilizing their Oregon State Notary Commission for District business. The Journal Retention Statement mitigates record retention risks related to notary records and provides an official way for the District Recorder to track the retention and destruction of notary journals according to State standards.

Past Board Actions

On August 18, 2020, the Board of Directors provided feedback on the draft policy and attachments.

Concurrence

Staff developed the Notary Services Policy, Acknowledgement Form, and Journal Retention Statement in conjunction with District labor legal counsel. After receiving the Board's feedback and collaborating with the District's general legal counsel, the second paragraph of the policy statement has been revised for clarity and to mitigate potential ethics issues.

All documents were reviewed and approved by Union representatives as outlined in the National Labor Relations Act.

Recommendation

Staff requests approval of the policy and other attachments as presented.

Recommended Board Motion

“I move to approve the Notary Services Policy as presented.”

Attachments

1. Notary Services Policy
2. Notary Acknowledgement Form
3. Notary Journal Retention Statement

Oak Lodge Water Services District



Notary Services Policy

Adopted October 2020

This document supersedes any and all previous notary services policies.



I. Purpose

To provide guidelines to District employees who are commissioned as notary publics and perform notary services related to District business as part of their District job duties.

II. Scope

All employees that hold and use a notary public commission as part of their job duties with the District ("District Notaries"). This policy does not apply to District employees who, on their own time and using their own resources, obtain and maintain a notary public commission for purposes outside of their District job duties.

III. Policy Statement

When the District requires an employee to obtain or renew a notary public commission, the District will pay the associated costs. This includes, but is not limited to, notary training, the application fee, notary stamp, and notary journal.

District Notaries must be available to perform District-related notary services during their regular working hours and are expected to notarize documents that relate to District business as appropriate. District Notaries may notarize District-related documents for customers; however, District Notaries may not notarize personal documents for customers on work time.

During the commission application or renewal process, the District Notary must sign a fee waiver form and submit it to the Secretary of State Notary Division.

District Notaries who wish to perform notarization services when off-duty may do so in accordance with state law and District policy. In accordance with applicable law, District Notaries who choose to provide notary services when off-duty may not charge for these services pursuant to the fee waiver. Employees who choose to provide notary services when off-duty may not use their District notary journal and are required to keep a separate notary journal for notarizations of documents that are not District-related. The District will not purchase a separate journal for this private use.

Employees who enter employment with the District and already possess a notary public commission shall obtain a new notary journal at the District's cost for District-related use while employed by the District.

Pursuant to Oregon Administrative Rule (OAR) 160-100-0210, District Notaries should not collect account numbers (such as driver license numbers, social security numbers, or credit account numbers). When noting information about the identification cards, all that is recorded is:

- The government entity issuing the information; and
- the type of document; and

- the expiration date.

IV. Procedure

- The District determines a need for an employee to become a District Notary.
- The District will be responsible for the costs associated with the employee becoming a notary public, renewing a commission, or for obtaining a new notary journal if the employee is already commissioned.
- During the commission application process, or upon employment with the District for employees with a current commission, the employee must sign and submit a fee waiver form to the Secretary of State Notary Division.
- Upon becoming a notary public, or upon employment with the District for employees with a current commission, the employee must enter into a Notary Services Acknowledgement Form and Notary Journal Retention Statement with the District. These documents are maintained in the employee's personnel file.
- During the District Notary's tenure, the notary journal must be kept at the District.
- District Notaries must be available during the employee's regular working hours to notarize documents as outlined in this policy.
- Upon separation of employment from the District, the District Notary must return the notary journal to the District; however, the individual may retain their notary stamp.
- When the District Notary's commission expires, the employee's notary stamp must be destroyed.

V. Responsibilities

District Notary

- Each District Notary is responsible for updating their commission information and renewing their commission with the Oregon Secretary of State.
- Each District Notary is responsible for knowing, understanding and applying State laws, rules and regulations regarding the appropriate performance of notary services in addition to complying with this policy. Failure to do so may result in disciplinary action.
- Each District Notary has the sole responsibility to refuse a notarization as required by State or District regulations.
- Each District Notary is responsible for securing their notary supplies to prevent tampering or theft.
- Each District Notary must enter into a Notary Services Acknowledgement Form and Notary Journal Retention Statement.
- Each District Notary must return their notary journal to the District upon separation from employment with the District for any reason.
- Each District Notary must relinquish their notary journal and return it to the District and complete a Notary Journal Retention Statement in the event of a qualifying event. Qualifying events include:
 - The District Notary's separation of employment from the District for any reason;
 - or



- notary journal completion; or
 - lapse or discontinuance of notary public commission.
- Each District Notary must destroy the notary stamp upon expiration of a notary public commission.

Human Resources

- When notified that an employee will become a District Notary, Human Resources is responsible to ensure the employee completes the Notary Services Acknowledgement Form.
- Human Resources is responsible for retaining a District Notary's notary training, certification, and District agreement records in the personnel files of each District Notary.
- Human Resources is responsible for ensuring the return of the notary journal upon the District Notary's separation of employment.

District Recorder

- When notified of a qualifying event, the District Recorder is responsible for ensuring completion of the Notary Journal Retention Statement. Qualifying events include:
 - District Notary separation from the District for any reason; or
 - notary journal completion; or
 - lapse or discontinuance of notary public commission.
- The District Recorder is responsible for retaining the departed District Notary's journal pursuant to state document retention guidelines.
- The District Recorder is responsible for addressing public records requests pertaining to District notary journals as outlined by State law and District policies.

VI. Review and Update

This policy shall be reviewed every two years by the District, to include notary updates and State law requirements.



NOTARY SERVICES ACKNOWLEDGEMENT FORM

I understand that my job duties with Oak Lodge Water Services District (“District”) require me to serve as a “District Notary,” meaning that the District has instructed me to hold and use a notary public commission as part of my job duties with the District. As a District Notary, I acknowledge the following:

1. I have received a copy of the District’s Notary Services Policy and I understand that I will be governed by its content. I understand that the Notary Services Policy contains important information about the District’s policies and rules covering District Notaries. I know that it is my responsibility to read the Notary Services Policy and familiarize myself with its contents. I understand that if I do not understand any of the information in the Notary Services Policy, that I am obligated to ask the Human Resources Manager for clarification.
2. I have read, agree to and acknowledge the District Notary policy requires me to abide by certain standards and conduct.
3. I understand that the District Notary Policy and this Acknowledgement Form are not contracts of employment, or a guarantee of specific treatment in specific situations.
4. By signing this Acknowledgment form, I acknowledge and agree that I am obligated to return the District notary journal to the District and to complete a Notary Journal Retention Statement if any of the following qualifying events occur:
 - My separation of employment from the District for any reason; or
 - Notary journal completion; or
 - Lapse or discontinuance of my notary public commission.

I acknowledge that I have read each of the statements above and asked for and received any needed clarification on the Notary Services Policy and on any of the items listed on this acknowledgement form. I understand and acknowledge that the District will retain all rights to and possession of the notary journal during and after my employment with the District. I have read, agree to, and acknowledge each of the statements above.

Employee Signature

Signer’s Printed Name and Title

Date: _____



NOTARY JOURNAL RETENTION STATEMENT

This Statement is in accordance with the Oak Lodge Water Services District Notary Services Policy.

Date: _____

_____ (print name) performed notary services in connection with their employment with Oak Lodge Water Services District. The following Qualifying Event has occurred (check appropriate box):

- Employee Separation
- Notary Journal Completion
- Lapse or Discontinuance of Notary Public Commission

_____ (print name) has assigned to the District all rights to, responsibility for, and possession of the notary journal used in conjunction with District employment. The District will retain the notary journal for a period of at least ten (10) years pursuant to Oregon Administrative Rule 160-100-0360 and will destroy the notary journal after the expiration of the retention period.

Entries in the notary journal are from _____ (start date) to _____ (date of last entry).

Commission number is _____ (insert commission number).

Notary Services Retention Statement signed on _____ (insert date).

Employee Signature

District Recorder Signature

STAFF REPORT

To Board of Directors
From Laural Casey, District Recorder
Title Consideration of Public Records Policy
Item No. 4
Date October 2, 2020

Summary

The Board of Directors maintains the authority to approve or deny District policies.

Background

The District is a public body subject to Oregon's Public Records Law, meaning all public records are subject to inspection. Public records are documents related to District business and any information owned, used, or retained by the District. There are exemptions to Public Records Law and some categories of information are expressly exempted from disclosure to the public. The Public Records Policy outlines pertinent definitions, fees, and a procedure for responding to public records requests.

Past Board Actions

On June 16, 2020, the Board adopted the District's *Rates, Fees, and Other Charges Schedule* which included the following fees for public records requests:

j.	Public Record Requests	
i.	Photocopies per page/side	VARIOUS
	Letter (8.5x11)	
	- Black and White Copies	\$ 0.25
	- Color Copies	\$ 0.50
	Legal (8.5x14)	
	- Black and White Copies	\$ 0.35
	- Color Copies	\$ 1.00
	Tabloid (11x17)	
	- Black and White Copies	\$ 0.50
	- Color Copies	\$ 1.50
	Large Format (Larger than 11x17)	Based on Size and Complexity
ii.	Electronic Copies	
	Flash Drive (up to 32 GB)	\$ 10.00
iii.	Archive Retrieval Fees	
	Base Charge per Trip	\$ 75.00
	Charge per Box	\$ 5.00
iv.	Record Research & Processing	
	Staff time up to 30 minutes (Board approved, fully burdened staff rate)	No Cost
	Staff time over 30 minutes in half hour increments (Board approved, fully burdened staff rate)	Labor Rate

On August 18, 2020, the Board of Directors provided feedback on the draft policy and attachments. The policy remains unchanged from the first presentation.

Concurrence

Staff have developed the Public Records Policy and related forms with District legal counsel. All documents have been reviewed by Union representatives as outlined in the National Labor Relations Act.

Recommendation

Staff request approval of the policy and other attachments as presented.

Recommended Board Motion

"I move to approve the Public Records Policy as presented."

Attachments

1. Public Records Policy
2. Public Records Request Form
3. Fee Waiver/Reduction Form

Oak Lodge Water Services District



Public Records Policy

Adopted October 2020

This document supersedes any and all previous public records policies.



I. Purpose

To establish an orderly, consistent, and reasonable procedure for responding to public records requests, consistent with Oregon Public Records Law.

II. Scope

This policy applies to the Board of Directors, Sub-Committees, employees, consultants, and any person making public records requests to the District.

III. Policy Statement

Oregon Public Records Law grants every person the right to inspect the public records of any public body, excluding records that are exempt from disclosure.

Public records are identified as “any writing containing information relating to the conduct of the public’s business...prepared, owned, used or retained by a public body regardless of physical form or characteristics.” The District is not obligated to create new records.

The District will provide records in the format requested, if reasonably feasible, or to accommodate persons with disabilities, pursuant to the Americans with Disabilities Act.

There are certain records that are exempt from disclosure and others that are conditionally exempt from disclosure. A determination of whether an exemption applies will be made by the District Recorder, upon advice by the District’s legal counsel and in accordance with Oregon Public Records Law.

In administering this policy, the District Recorder shall seek the advice and guidance of the District’s legal counsel, as appropriate, in responding to public records requests, determining whether an exemption applies, deciding to provide a fee waiver or reduction in the public interest, and in updating and reviewing this policy.

The District will evaluate all requests and provide a response in accordance with timelines set forth by state law.

Fees

The fees for responding to a public records request will be established by the Board of Directors and will be listed in the District’s Rates, Fees, and Other Charges Schedule. The fees will be reasonably calculated to reimburse the District for its actual costs in making the records available and may include:

- Charges for the time spent by District employees and consultants to locate the requested public records, to review the records, to segregate exempt records, to prepare necessary redactions, to copy records, to certify records as true copies, to supervise the requestor’s inspection of original documents, and to send records by special or overnight methods such as express mail or overnight delivery.

- A per page charge for photocopies of requested public records.
- A per item charge for providing a flash drive of electronic copies of requested public records.

As a courtesy there will be no research cost for the first half hour of staff time.

The District Recorder will prepare an estimate of the charges that will be incurred to respond to a public records request. If the estimated cost is more than \$25, the District will notify the requestor in writing of the estimate and will require the requestor to deposit the full amount of the estimate before completing the request. If the actual costs incurred by the District to respond to the request are more than the amount deposited, the District may charge the requestor for all additional costs and may require that an additional amount be deposited before any additional work on completing the request proceeds. If the actual costs incurred by the District to respond to a public records request are less than the amount of any required prepayment, the amount overpaid will be promptly refunded. If the cost of completing the request is estimated to be less than \$25, the District will complete the request and present the requestor with an invoice to be paid before the release of the documents. Actual costs incurred by the District will be charged, and will not be refunded, regardless of whether the records are provided to the requestor for any reason.

The District may furnish copies of requested public records without charge, or at a reduced fee, if, based on information furnished by the requestor, the District Recorder determines that a waiver or reduction of fees is in the public interest. The requestor must make any request for waiver or reduction of fees in a form approved by the District. The decision made by the District Recorder regarding waiver or reduction of fees is final.

IV. Procedure

- All public records requests must be made in writing—by mail, in-person delivery, by e-mail, or through the District’s website. Requestors are encouraged to use the standard Public Records Request Form provided by the District, although other forms of written requests will be accepted if all the information required on the standard form is provided.
- Requestors shall submit all public records requests directly to the District Recorder. Employees who receive a public records request shall inform the requestor that requests must be submitted to the District Recorder. Employees shall promptly forward any requests that they receive to the District Recorder.
- The District shall respond to all requests as soon as practical and without unreasonable delay following the guidelines of Oregon Public Records Law.

- Within 5 business days from the District Recorder's receipt of a public records request, the District shall either complete the request or acknowledge receipt of the request and: (a) confirm that the District is the custodian of the requested record; (b) inform the requester that the District is not the custodian of the requested record; or (c) notify the requester that the public body is uncertain whether the public body is the custodian of the requested record.
- Within 15 business days from the District Recorder's receipt of a public records request, the District shall: (a) complete its response to the public records request; or (b) provide a written statement that the District is still processing the request and a reasonable estimated date by which it expects to complete its response based on the information currently available.
- If the estimated cost of completing the request will be more than \$25, the District Recorder will provide to the requestor a written estimate of the costs incurred by the District to provide the requested documents, including copying charges, research time, and redaction of materials. Upon receipt of the cost estimate, the requestor must confirm with the District in writing that the requestor wishes for the District to proceed with the request before the District will work on completing the request.
- If the estimated cost is more than \$25, the District will require a deposit of the full amount of the estimate before completing the request. If the actual costs incurred by the District to respond to the request are more than the amount deposited, the District may charge the requestor for all such additional costs, and may require an additional amount be deposited before any additional work on completing the request proceeds. If the actual cost exceeds the estimate, the District will not release the documents until the fee is received in full. If the cost estimated is less than \$25, the District will complete the request and present the requestor with an invoice to be paid before release of documents.
- Upon receipt of payment the District will contact the requestor and arrange for inspection or distribution. Review of public records shall be conducted, and all copies of public records shall be produced for copy or inspection during the regular business hours of the Oak Lodge Water Services District.
- A place for one (1) person will be provided for reviewing original public records by appointment only. A research fee will be charged to cover staff time for remaining in the room with the records. Attempts to alter, remove, or destroy a District record shall immediately terminate review and the District may initiate any legal action available from such occurrence.
- If a public records request is denied, the District shall prepare a denial of the request, which shall be provided to the requestor in writing as soon as is feasible.

- Requestors may appeal the District's response to a public records request with the Clackamas County District Attorney pursuant to ORS 192.324(6) and ORS 192.407.

V. Responsibilities

The **District Recorder** is the designated records custodian of the legislative history and all public records maintained by the District, regardless of the originating department or the record location. In the District Recorder's absence, the Human Resources Manager shall serve as the custodian.

The **District Recorder** is responsible for the administration of this policy and shall establish a system to monitor each step of the process in responding to a public records request to ensure that Oregon Public Records Law is upheld. The District Recorder will evaluate all public records requests and will coordinate the District's response in accordance with timelines set forth by state law.

For all public records requests, the **District Recorder** shall conduct a review to determine what public records have been requested, whether the District is the custodian of the requested records, and whether any portion of the requested records may be exempt from public disclosure. The District Recorder will create an estimate of the expected costs in complying with the request. No further work on the request will be undertaken until the District Recorder has confirmed receipt of deposit or payment in full.

VI. Review and Update

The District Recorder shall review this policy annually and shall review this policy upon any update or modification to Oregon Public Records Laws and in consultation with the District's legal counsel, to ensure compliance with state law.



PUBLIC RECORDS REQUEST FORM

Adopted 2020

Public records requests must be made to the government agency that is in possession of those records. This form is for requesting public records that are held by Oak Lodge Water Services, including legacy records of Oak Lodge Water District and Oak Lodge Sanitary District.

Personal Information

Requestor Name: _____ Date: _____

Street Address: _____

City: _____ State/Zip: _____

Phone Number: _____

Email: _____

Records

Description of Records:

Describe the information/records you are requesting. Be specific enough for the District to determine the nature, content, and department where the records you are requesting may be located. Provide specific dates whenever possible.

Method of Review

- I would like to inspect the records at the District Offices.
- I would like electronic copies of the records.
- I would like copies of the records mailed to me.

You may submit this form to the Oak Lodge Water Services District Recorder in person, by email, or by postal mail.

Email: laural@olwsd.org

District Offices: 14496 SE River Road, Oak Grove, OR 97267



**PUBLIC RECORDS REQUEST
FEE WAIVER/REDUCTION FORM**

The District may reduce or waive a fee if it determines that making the record available would primarily benefit the general public, and that such waiver or reduction would not cause an unreasonable burden on District resources. Fee waiver requests are made on a case by case basis. Please provide the following information so that we may evaluate your fee waiver request.

Personal Information

Requestor Name: _____ Date: _____

Organization/Group of Requesting Party: _____

Street Address: _____

City: _____ State/Zip: _____

Phone Number: _____

Email: _____

Additional Information

Please provide general background on the requesting individual or organization/group as it relates to the public records request.

Describe the purpose for which the requesting party intends to use the requested records.

Specify the requesting party's plans to distribute the requested records to the general public.

Explain how the distribution of the requested records will benefit the general public.

Include any other information the requesting party feels would be helpful to the District in its evaluation of the fee waiver/reduction request.

In evaluating a fee waiver/reduction request, the District will consider the benefits to the general public, the relative benefits to individuals and private entities, and the reasonableness of the request, including the burden on the District in fulfilling the request for a reduced or waived fee.

You may submit this form to the Oak Lodge Water Services District Recorder
in person, by email, or by postal mail.

Email: laural@olwsd.org

District Offices: 14496 SE River Road, Oak Grove, OR 97267

STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title System Development Charges and Accessory Dwelling Unit Fees Workshop
Item No. 5
Date October 2, 2020

Summary

In June 2019, a customer asked the Board to reflect on its System Development Charges (SDCs) as they relate to construction of Accessory Dwelling Units (ADUs). Coupled with the updated Water Master Plan nearing request for approval by the Board, now is logical time to bring the Board together to discuss this topic.

The attached presentation first reviews what SDCs and ADUs are, how they are collected and spent, and then supplies data on how similar organizations are managing both.

Board Action

This item is for discussion purposes only.

Attachments

1. PowerPoint Presentation



System Development Charges And Accessory Dwelling Units Workshop

Jason Rice

October 2, 2020

Workshop Topics and Goals

- ▶ What are System Development Charges (SDCs)?
 - ▶ How are OLWSD's SDCs calculated?
 - ▶ Who pays them?
 - ▶ What do they pay for?
- ▶ What is an Accessory Dwelling Unit (ADUs)?
 - ▶ How are they currently assessed for SDCs in Oak Lodge?
 - ▶ How are other communities assessing ADUs?
- ▶ How does OLWSD's SDCs compare to other communities?
- ▶ How does OLWSD's treatment of ADU's compare to other communities?
- ▶ Open Dialogue with the Board
- ▶ Calendar for Drinking Water SDC Adoption

What are System Development Charges (SDCs)?

- ▶ Oregon Revised Statutes 223.297-223.314 authorize local governments to charge System Development Charge (SDCs) for transportation and other capital improvements. Local governments rely on System Development Charges (SDCs) to collect money for capital improvements on a variety of infrastructure systems, such as roads, water, sewer, storm drains, parks, and even schools.

What are System Development Charges (SDCs)?

- ▶ SDCs are one-time fees assessed on proposed new uses or increases in use of a property which impact District infrastructure.
- ▶ Within Oak Lodge Water Services District's (OLWSD or the District) Boundary, the District charges for both a Drinking Water SDC and Sanitary Sewer SDC. While other agencies charge for other utilities.

How is an SDC calculated?

- ▶ First, it is important to note that there are numerous justifiable methodologies (or calculations) that can comply with the rules contained within ORS 223.297 – 223.314.
- ▶ However, a full SDC is typically comprised of 3 components:

Reimbursement Fee

- ▶ This component reimburses past expenses tied to added capacity already built for future growth.

Improvement Fee

- ▶ This component accounts for planned capital improvement projects (CIP) that increase capacity for future growth.

Administrative Fee

- ▶ This component accounts for the costs of complying with the administrative provisions contained within ORS 223.297-223.314.

How is an SDC calculated? (cont.)

► Examples

1. A service provider that is at capacity, with very little room to accept new services. But they have performed a Master Plan in which the system needs to grow are identified.
 - This service provider would likely have a low Reimbursement Fee, but high Improvement Fee.
2. A city or district that has previously built some capacity for future growth but has performed a Master Plan and knows where future growth in the system needs to occur.
 - This agency might likely have a high Reimbursement Fee, but lower Improvement Fee.

Where do eligible Reimbursement Fees come from?

- ▶ As a part of performing a Master Plan, a model is built digitally that can be used to calculate what the current needs are for the existing users. Any amount of capacity above that base could be considered as available for growth.
- ▶ With records documenting costs for the projects already built, excess capacity can be calculated and the cost for building that capacity would be eligible as a reimbursement fee.

Where do eligible Improvement Fees come from?

- ▶ As a part of performing a Master Plan, projects are identified (for a number of reasons) and costs for those projects are estimated.
- ▶ If a pipe that was already 8" was slated to be replaced with an 8" pipe purely because of age, this would not be eligible as an Improvement Fee.
- ▶ However, if that same pipe was slated to be upsized from 8" to 12" to account for growth, the costs associated with the larger pipe size would be eligible as an improvement fee.
 - ▶ Examples of these costs would be a wider pipe trench, the increase in soil disposal, increase in amount of rock backfill, difference between 8" and 12" pipe cost.
 - ▶ These costs summed would be turned into a percentage of the total project cost.

Summary of Current SDCs in Oak Lodge

SDC Fee Type	Sanitary Sewer	Drinking Water	Watershed Protection
Reimbursement	<p>Cost of WRF Plant Expansion totaled and split into 1 Equivalent Dwelling Unit (EDU). Fee paid, pays back WRF Construction Loans.</p> <p>There is no current reimbursement of excess capacity in the pipe network.</p>	<p>Current Master Plan calculated growth already constructed, and fees paid go towards capital expenses.</p>	<p>District has no adopted plans to add capacity to Clackamas County Department of Transportation and Development (CCDTD) Stormwater System.</p>
Improvement	No Improvement Fee	No Improvement Fee	
Administrative	No Administrative Fee	No Administrative Fee	

So what is an Accessory Dwelling Unit(ADU) and how do SDCs relate?

- ▶ Based on the jurisdiction, the term ADU can be defined in a few ways. Basically, it is a dwelling unit constructed in such a way to house a separate family unit on a single tax lot.
 - ▶ These are not additions of rooms to an existing house.
 - ▶ These are either separate building units, or in some cases floors of house with independent kitchens; similar to that of a duplex.
- ▶ Challenge
 - ▶ People (developers) have figured out that if a permanent stove top is not requested within the permit; the applicant can often skirt the ADU designation at the County and thus requirements such as SDCs. This is done by offering countertop electric units for residents to use.
 - ▶ Why is this important to the District?
 - ▶ By moving a new “family” into the home or separate unit, either permanently or temporarily, the owner is effectively increasing their initial load on the treatment plant.

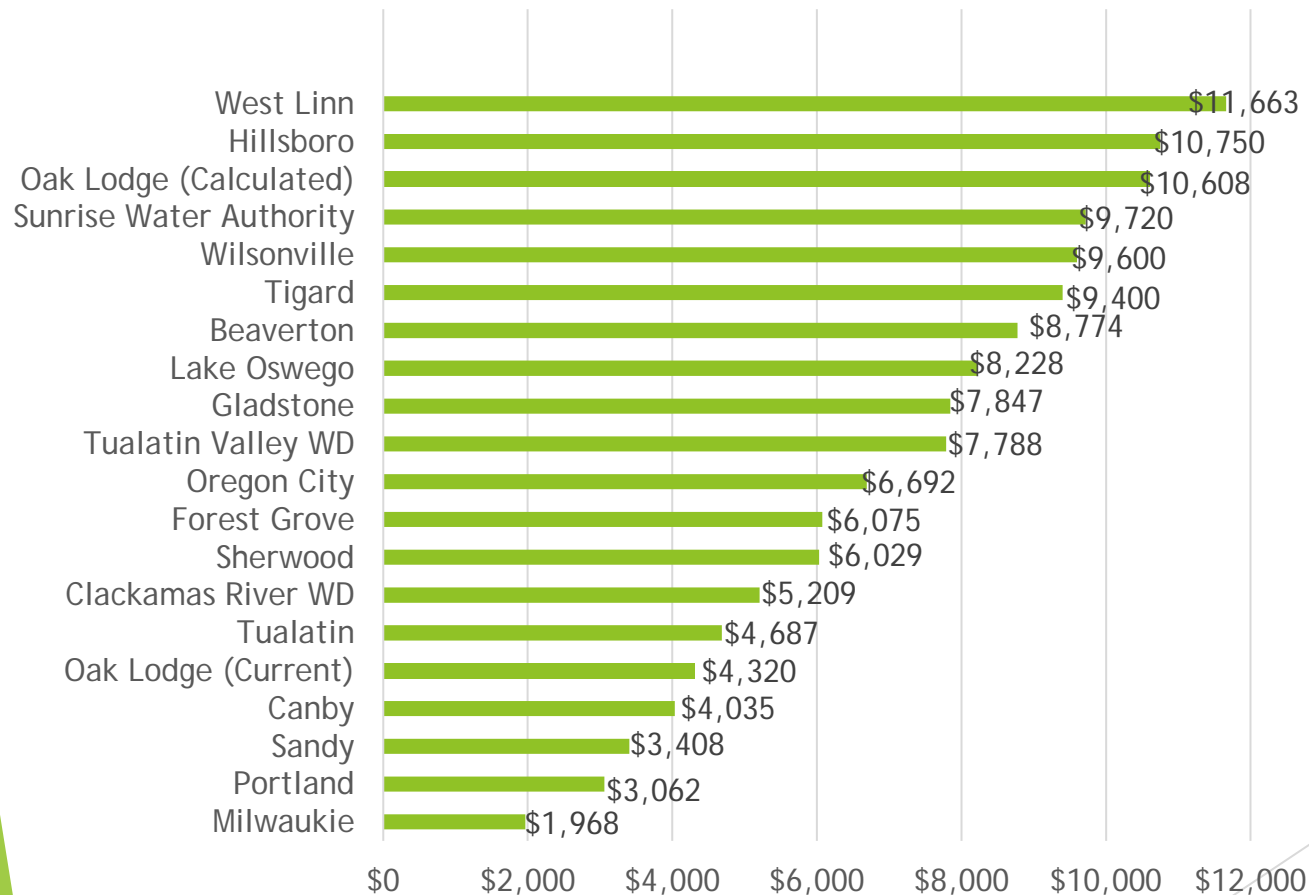
How does the District currently process applications for what is effectively an ADU?

	Sanitary Sewer Lateral	Sanitary Sewer SDC	Water Service	Water SDC
External Building	On property, Clackamas County controls.	One additional unit is charged if County designates project an ADU.	Allow customer to decide if current meter is large enough.	Charge difference for upsized meter (if applicable).
Modification to existing Structure	Within Right-of-Way (ROW), usually nothing. Unless ADU breaks threshold of 3 EDUs on a 4" lateral.			
New Structure	Lateral may be required to be replaced within ROW.	One unit is charged per living unit.		

How does the District's Sanitary SDC compare to other organizations in FY21?

		Single EDU (\$)	Connection Charges from Treatment Agency (\$)	Total (\$)	Notes
1	Lake Oswego	2,995		2,995	Based on water meter size not EDU
2	Oak Lodge Water Services District	5,165		5,165	
3	City of Gresham	6,318		6,318	Based on water meter size not EDU
4	City of Portland	7,235		7,235	
5	Tri-Cities Service District	8,005		8,005	
6	Water Environment Services	8,005		8,005	
7	City of Milwaukie (Portland)	1,233	7,235	8,468	Reduce their SDC by 35% for ADUs
8	City of Milwaukie (CCSD#1)	1,233	8,005	9,238	
9	Oregon City	1,600	8,005	9,605	
10	Gladstone (OLWSD)	5,638	5,165	10,803	
11	West Linn (Tri-Cities Service District)	4,002	8,005	12,007	
12	Gladstone (Tri-Cities Service District)	5,638	8,005	13,643	

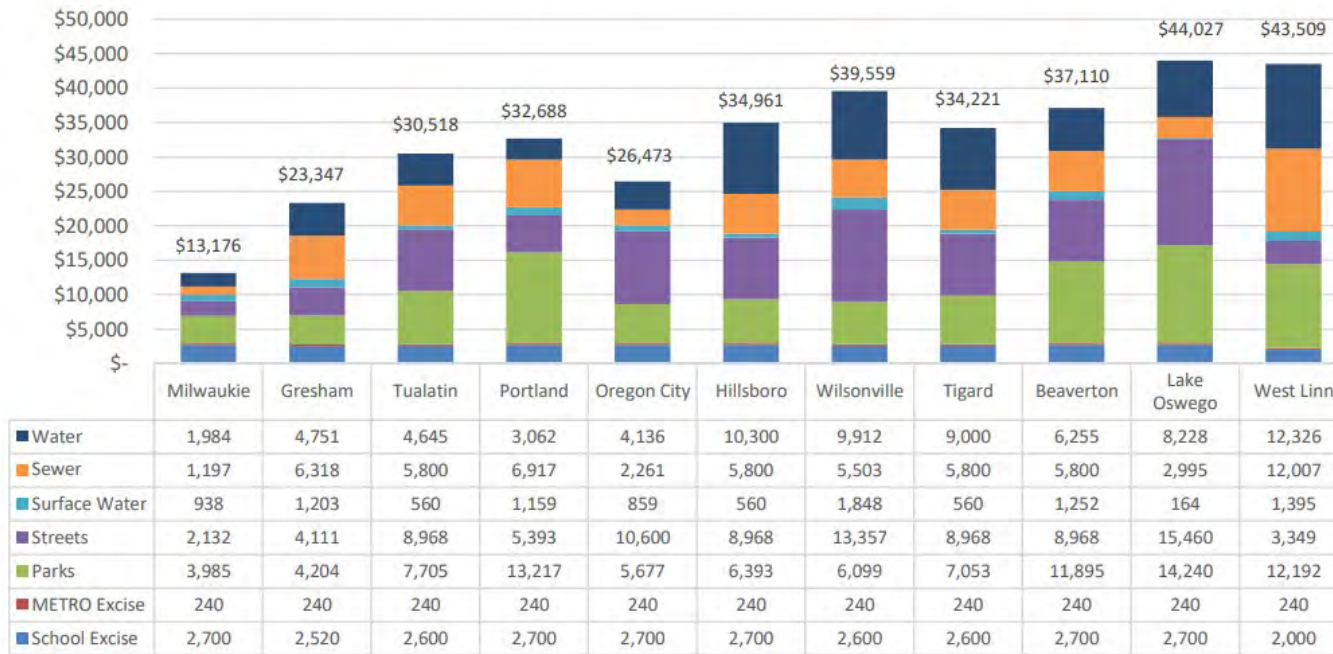
How does the District's Water SDC compare to other organizations in FY21?



SDC Comparison from City of West Linn

Comparison of Neighboring Cities' New Single-Family SDC Fees

Based on a 2,000sqft home with 500sqft garage, \$200,000 value



Questions?

What is the procedural difference between updating fees and adopting new SDCs?

Notice

SDCs require at least 90 days notice of a public hearing to interested parties whereas fees only require the same amount of notice given for the public meeting. The District follows Oregon best practices of 7-10 business days when noticing public meetings.

Methodology

Only the process for adoption of SDCs requires a methodology (or calculation of the SDC) to be published. The District is required to post it on our website and provide copies to the public at least 60 days before the public hearing.

Public Input

When fees are adopted, the public is given the opportunity to give comment during the public meeting's regular public comment. The adoption of SDCs require a separate public hearing specifically covering the topic.

Adoption

Fees are adopted by resolution, which can occur in one meeting with a passing motion. SDCs are adopted by ordinance. The ordinance process is much more time intensive. It must be read at two public meetings held at least six days apart. Upon receiving a passing vote at the second meeting, the ordinance does not take effect for 30 days.

Next Steps for Water Master Plan and Water SDCs

2020

- September 15 Notify Interested Parties of Public Hearing
- September 22 Notice from Oregon Health Authority concurrence with Master Plan
- October 2 SDC/ADU Workshop
- October 14 Make Methodology for Calculation of SDCs Available
- October 20 Present Water Master Plan to Board for Adoption
- December 4 Notice Public Hearing and First Reading of Ordinance on December 15
- December 15 Regular Meeting with Public Hearing and Reading of Ordinance

2021

- January 8 Notice for Second Reading of Ordinance
- January 19 Regular Meeting with Reading and Adoption Ordinance
- February 20 Ordinance and SDCs Become Effective



AGENDA ITEM

Title	Call for Public Comment
Item No.	6
Date	October 2, 2020

Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



AGENDA ITEM

Title	Business from the Board
Item No.	7
Date	October 2, 2020

Summary

The Board of Directors will give verbal reports regarding current events and happenings in the District as it pertains to District business.