

PACIFIC CITY JWSA BOARD OF DIRECTORS
FISCAL YEAR 2024/2025 BUDGET ADOPTION
MEETING AGENDA
TUESDAY, JUNE 25, 2024
5:00PM

1. CALL TO ORDER

2. ROLL CALL

3. BUDGET RESOLUTIONS

A. RESOLUTION 24-02 – EMPLOYEE SALARIES

B. RESOLUTION 24-03 – FEES

C. RESOLUTION 24-04 – BUDGET APPROPRIATIONS

4. ADJOURN

BEFORE THE BOARD OF DIRECTORS
OF
PACIFIC CITY JOINT WATER-SANITARY AUTHORITY
TILLAMOOK COUNTY, OREGON

In the Matter of Adopting Employee)
Salaries for Fiscal Year 2024/2025)
Effective July 1, 2024)

RESOLUTION NO. 24-02

WHEREAS, the auditor for Pacific City Joint Water-Sanitary Authority has recommended the formal establishment of employee salaries prior to the commencement of a new fiscal year; and

WHEREAS, The Pacific City Joint Water-Sanitary Authority Board of Directors desires to comply with this recommendation;

THEREFORE, BE IT RESOLVED, that the Board of Directors of Pacific City Joint Water-Sanitary Authority hereby establish the following employee salaries effective July 1, 2023, and which may be amended by the Pacific City Joint Water-Sanitary Authority Board of Directors and/or the PCJWSA Manager on or after July 1, 2024:

	AS OF 6/30/24	AS OF 7/1/24
MANAGER	\$137,812/Year	\$137,812/Year
OPERATIONS SUPERVISOR	\$88,691/Year	\$88,691/Yr Eval 09/14/24
EXECUTIVE ASSISTANT	\$31.45/Hr	\$31.45/Hr Eval 01/18/25
ADMINISTRATIVE ASSISTANT	\$22.73/Hr	\$22.73/Hr Eval 09/01/24
OPERATOR III	\$39.66/Hr	\$39.66/Hr Eval 08/24/24
OPERATOR II	\$31.00/Hr	\$31.00/Hr Eval 06/18/25
OPERATOR I	\$26.47/Hr	\$26.47/Hr Eval 07/18/24
OPERATOR I	\$27.39/Hr	\$27.39/Hr Eval 07/05/24
OIT	\$20.00/Hr	\$20.00/Hr Eval 04/09/25
OIT	\$21.95/Hr	\$21.95/Hr Eval 02/06/25
OIT	\$20.00/Hr	\$20.00/Hr Eval 06/20/25

INTRODUCED AND ADOPTED this 25th day of June 2024.

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST: PACIFIC CITY JOINT WATER-SANITARY AUTHORITY

By: _____
Tom Donohue, PCJWSA Chair

By: _____
John Wesely, PCJWSA Manager

RESOLUTION 24-02

BEFORE THE BOARD OF DIRECTORS
OF
PACIFIC CITY JOINT WATER-SANITARY AUTHORITY
TILLAMOOK COUNTY, OREGON

In the Matter of Adopting User Fee)
Rates, System Development Charges)
and Miscellaneous Fees Effective)
July 1, 2024.)

RESOLUTION NO. 24-03

WHEREAS, the Board of Directors of Pacific City Joint Water-Sanitary Authority must from time to time establish rates and fees to pay for the continued operation, maintenance, construction, development and repair of the Sewage Collection and Treatment Systems and the Water Pumping, Distribution and Treatment Systems. All rates and fees are subject to change during the course of the fiscal year as may be determined by the PCJWSA Board of Directors;

THEREFORE, BE IT RESOLVED, that Pursuant to ORS 223.297 to 223.314, ORS 450.640 and 450.685(3), and ORS 450.815(9), the Board of Directors of Pacific City Joint Water-Sanitary Authority hereby adopt and set the following rates, charges and miscellaneous fees, effective July 1, 2024 to wit:

1. Master Plan rates, charges and miscellaneous

A.	Capital Improvement Charge		
	Residential / Non Profit	\$	8.50
	Vacation Rental		51.00
	Commercial Low		59.50
	Commercial Medium		102.00
	Commercial High		123.25

2. Sanitary System rates, charges and miscellaneous fees:

A.	Monthly User Fee:		
	Operation and Maintenance Fee	\$	45.09
	Capital Improvement Charge		5.00
	Total Residential Monthly User Fee	\$	50.09

Additional Commercial User Fee; variable charge per 100 cubic feet of Water consumption after the first 399 cubic feet (one cubic foot equivalent to 7.48 gallons) \$ 5.01

B. System Development Charge per Dwelling Unit or Business Development:

RESOLUTION 24-03

<u>Meter Size</u>	<u>SDC</u>
5/8" x 3/4"	\$ 9,578.00
1"	\$ 23,945.00
1 1/2"	\$ 47,891.00
2"	\$ 76,625.00

Meter sizes over 2-inch will be charged based on the customer's estimated maximum month wastewater flows relative to a typical EDU of 125 gpd.

5/8" x 3/4" Duplex/Fourplex per Unit	\$ 9,578.00
5/8" x 3/4" Apartment/ADU per Unit	\$ 7,663.00
5/8" x 3/4" Lodging Facility per Unit	\$ 8,621.00
5/8" x 3/4" RV Space in a Park	\$ 5,747.00

3. Water System rates, charges and miscellaneous fees:

- A. Monthly User Fee Base Rate:
 Monthly Water Consumption:
1. 0 – 399 cubic feet; Minimum Charge = \$ 41.36
 2. A. 400 cubic feet to 899 Cu ft add \$2.08 per 100 cubic feet of water used;
 B. 900-1399 Cu ft add \$2.60 per 100 cubic feet of water used;
 C. 1400 – 1899 cu ft add \$3.13 per 100 cu ft
 D. 1900 and above add \$3.92 per 100 cu ft
 3. Monthly Surcharge for Street Lights - \$ 0.43
 4. Monthly Capital Improvement Charge - \$ 3.00
 5. Monthly Assessment for Residential Stand Alone Fire Suppression Systems \$ 5.00
 6. Monthly Assessment for Commercial Stand Alone Fire Suppression System \$ 5.00
- B. System Development Charge per Dwelling Unit or Business Development:

<u>Meter Size</u>	<u>SDC</u>
5/8" x 3/4"	\$ 19,315.00
1"	\$ 51,506.00
1 1/2"	\$ 64,384.00
2"	\$128,445.00

Meter sizes over 2-inch will be charged based on the type of meter and its capacity relative to 15 gpm.

5/8" x 3/4" Duplex/Fourplex per Unit	\$ 19,315.00
5/8" x 3/4" Apartment/ADU per Unit	\$ 15,451.00

RESOLUTION 24-03

5/8" x 3/4" Lodging Facility per Unit	\$ 17,383.00
5/8" x 3/4" RV Space in a Park	\$ 11,590.00

Meter, meter box and associated parts costs are in addition to SDC fees.

C.	Tap Fee:	
	Tap Fee per each 5/8" x 3/4" service	
	Including taps for fire sprinkler systems	\$ 914.00
	Tap Fee for services larger than 5/8" x 3/4"	
	Will be billed \$856.00 plus	
	additional labor and material costs	\$ 914.00+
D.	Meter and Personal Water Shut Off Valve	\$ 225.00

4. Other Sanitary and Water System fees and charges:

A.	Indefinite Water/Sewer Lock-off Fee*	\$ 200.00
----	--------------------------------------	-----------

*Requested by property owner. Must submit 30 day written notice, payable in advance, plus any outstanding balance

B.	Returned Check/Credit Card Decline Fee	\$ 25.00
----	--	----------

C.	Delinquent Accounts – Lock Off Fee & Service Restoration (turn on, turn off \$50.00 each)	\$ 100.00
----	---	-----------

D.	Annual Interest Rate	18%
----	----------------------	-----

E.	Sewer/Water Pipeline Installation Inspection Fee For Pipelines Within New Developments or For Pipelines Within a Public Road Right-of-Way Does Not Include Testing Inspections (see F. Below)	
	First 50 feet of Line	\$ 100.00
	Each additional 100 feet	\$ 75.00

F.	Other Inspection Charges i.e. Sewer Air Testing, Mandrel Inspection, TV Inspection, Waterline Pressure Testing, Disinfection, Bacteria Sampling, Etc. Will Be Billed at an Hourly Rate Plus Costs	
	Current Hourly Rate	\$ 75.00

G.	Service Mapping of new water and sewer service Installations	\$ 75.00
----	--	----------

H.	New Housing Development/Commercial Development	
----	--	--

	Plan Review and Administrative Fees	
	Current Hourly Rate	\$ 100.00
	Plus Costs and Engineering Fees	
I.	Service Call Charge:	
	Emergency Call Out (during business hours)	\$ 50.00
	Emergency Call Out (after business hours)	\$ 150.00
J.	Scheduled Courtesy Call Out (during business hours) (For Water On/Off)	
	For first occurrence within a months' time there will be no charge. Each occurrence thereafter will be charged a \$50.00 service fee.	
K.	Backflow Assembly:	
	Water will be locked off and fee will be assessed for non-compliance.	
	Failure to Test within 45 days of due date	\$ 100.00
	Failure to repair backflow assembly within 45 days of failed	
	Test letter	\$ 100.00
L.	Miscellaneous Labor Charge Rate-	
	Office & Field	\$60.00-100.00 +Materials
M.	Change of Ownership Fee	\$ 15.00
N.	Photocopies - Each	\$ 0.10
O.	Development or Contractor Water Use Fee	\$50.00 Base Fee Set Up
	Fee per 100 Cubic Feet of Water Used or Portion Thereof	\$ 5.00
	Meter and backflow assembly Rental- All Usage Shall be Metered with PCJWSA Hydrant Meter	\$ 5.00 / Day

INTRODUCED AND ADOPTED this 25th day of June 2024.

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST: PACIFIC CITY JOINT WATER-SANITARY AUTHORITY

By: _____ By: _____
Tom Donohue, PCJWSA Chair John Wesely, Authority Manager

BEFORE THE BOARD OF DIRECTORS
OF
PACIFIC CITY JOINT WATER SANITARY AUTHORITY
TILLAMOOK COUNTY, OREGON

In the Matter of Adopting the Budget,)
 Making Appropriations, Levying Taxes)
 And Categorizing Taxes for Fiscal Year) RESOLUTION 24-04
 2024-2025)

Resolution Adopting the Budget

BE IT RESOLVED that the Board of Directors of Pacific City Joint Water-Sanitary Authority hereby adopts the budget for Fiscal Year 2024-2025 in the sum of \$8,591,808 now on file in the Authority office.

Resolution Making Appropriations:

BE IT RESOLVED that the amounts for the Fiscal Year beginning July 1, 2024 and for the purposes shown below are hereby appropriated as follows:

Sewer O&M Fund		Water O&M Fund	
Personal Services	\$ 647,500	Personal Services	\$ 574,500
Materials and Supplies	\$ 495,296	Materials and Supplies	\$ 445,025
Contingency	\$ 40,000	Contingency	\$ 40,000
Transfers	\$ 80,000	Transfers	\$ 40,000
Fund Total	\$1,262,796	Fund Total	\$1,099,525
Master Plan Fund		Sanitary SDC Fund	
Materials and Supplies	\$ 0	Materials & Supplies	\$ 240,000
Capital Outlay	\$ 0	Capital Outlay	\$1,232,191
Debt Service	\$ 0	Debt Service	\$ 0
Short Lived Assets	\$ 0		
Bond Transfer	\$ 0	Fund Total	\$1,472,191
Fund Total	\$ 0		
Water SDC Fund		Bonded Debt Fund	
Materials & Supplies	\$ 40,000	Debt Service	\$ 786,000
Capital Outlay	\$ 2,109,446	Materials & Supplies	\$ 0
		Contingency	\$1,701,850
		Unappropriated	\$ 120,000

Fund Total \$ 2,149,446 Fund Total \$2,607,850

Resolution Levying Taxes

BE IT RESOLVED, that the Board of Directors of Pacific City Joint Water-Sanitary Authority hereby levies the taxes provided for in the adopted budget in the aggregate amount of \$396,000.00; and that these taxes are hereby levied upon the assessed value as of July 1, 2024, on all taxable property within the Authority.

BONDED DEBT FUND \$360,000.00
TAXES ESTIMATED NOT TO BE RECEIVED \$ 36,000.00
TOTAL TAX LEVY FISCAL YEAR 2024/2025 \$396,000.00

Resolution Categorizing Taxes

BE IT RESOLVED, that the Board of Directors of Pacific City Joint Water-Sanitary Authority hereby categorizes the taxes as follows:

General Government \$ 0.00
Excluded from Limitation \$ 396,000.00

INTRODUCED AND ADOPTED this 25th day of June 2024.

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST: PACIFIC CITY JOINT WATER-SANITARY AUTHORITY

By: _____ By: _____
Tom Donohue, PCJWSA Chair John Wesely, Authority Manager