

**NETARTS-OCEANSIDE SANITARY DISTRICT  
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**RESOLUTION 23-04**

**A RESOLUTION ESTABLISHING A NEWLY REVISED PROGRAM CALLED – THE LOW INCOME ASSISTANCE PROGRAM**

WHEREAS, the predecessor program, the Low-Income Senior Citizen Sewer Discount Program was set by Board Resolution 09-04 approved on the 16<sup>th</sup> day of April 2009. Resolution 09-04 stated: “WHEREAS, this program is established due to hardships created for elderly residents on fixed low-incomes by escalating rates caused by the new Wastewater Treatment Plant;” The Board did not subsequently review or seek to revise the program.

WHEREAS, the Netarts-Oceanside Sanitary District (NOSD) Board believes there is a need to revise and update the Low-Income Senior Citizen Sewer Discount Program to make the program consistent with current standards and practices outlined in low income assistance programs developed and updated since 2009.

WHEREAS, the earlier Low-Income Senior Citizen Sewer Discount Program Fund and the new Low Income Assistance Program was and will continue to be funded only through voluntary donor contributions.

NOW, THEREFORE, THE NETARTS-OCEANSIDE SANITARY DISTRICT (NOSD) BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. There is hereby established a Low Income Assistance Program (LIAP).

Section 2. The Low-Income Senior Citizen Sewer Discount Program Fund is closed.

Section 3. Funds contained in the Low-Income Senior Citizen Sewer Discount Program Fund are transferred to the LIAP Fund as established by the NOSD 2023/2024 Budget.

Section 4. The prior program called any reduction in monthly fee paid to be a “discount”. The discount once set was to be spread over 12 months starting on July 1<sup>st</sup>. The program further stated: “Section 3. Persons requesting the discount must make application therefore each year, on forms provided for the purpose by NOSD. Applications will be accepted at the NOSD administrative offices from August 1 through October 15 of each year, beginning August 1, 2010.”

Section 5. Rate payers meeting the criteria outlined in Resolution 09-04 are eligible to participate in the LIAP.

Section 6. It is the intent of the Board of Directors that funds to pay the discounts hereunder shall come from donations solicited by or on behalf of the District specifically for the purpose.

Section 7. Donations made to the program are not considered income to the District and shall be entered into the LIAP Fund until such time as funds are applied to specific sewer utility accounts. Interest accrued from the LIAP Fund shall be added to the available LIAP funds.

Section 8. The LIAP will operate from the beginning of the current fiscal year through to the last day of the fiscal year. The LIAP will operate in successive years provided funds are available.

- (a) A qualifying Applicant may apply at any time during the current fiscal year.
- (b) A discount of up to 75 percent may be applied to Applicant accounts qualifying for the program.
- (c) The discount to be applied to each applicant's account shall be determined through the process outlined in Section 10.
- (d) Once the discount is determined, the discount shall apply month-to-month for the remaining months in the fiscal year provided funds remain in the LIAP Account.
- (e) Applicants must inform the Office Manager of any changes in income so a determination of continuing eligibility can be made.
- (f) LIAP participants currently participating in the LIAP must apply to continue participation in the program not later than May 1<sup>st</sup> for the following year's fiscal year beginning on July 1<sup>st</sup>.
- (g) LIAP participants are required to pay the non-discounted portion of their monthly sewer bill on time. Failure to do so for two months will result in removal from the program.

Section 9. To be eligible for the "discount", an Applicant must:

- (a) be the 'customer' identified on the Application for Utility Service as the person to whom the District utility bills are sent and who is responsible for their payment;
- (b) be living on the premises for which the discount is requested;
- (c) meet the income test described in Section 8 herein.

Section 10. To be eligible for the discount, the adjusted gross income of the household - .e. all the income of all persons over 16 years of age living on the premises - must be at or less than 60% of the median income figures for Tillamook County provided by Community Action Resources Enterprise (CARE) Inc. The Income Guidelines for Oregon are found at Attachment 1 to this Resolution.

Section 11. The Office Manager or her/his designee shall obtain from each applicant such proof of household income and other requirements described in Sections 9 and 10 herein as the Office Manager considers reasonable to determine eligibility.

Section 12. Applicant Discount Calculation:

- (a) Participant discounts shall range from 50 percent to 75 percent of the monthly sewer rate charge. See Attachment 1 Note to determine percentage calculation.
- (b) The Office Manager or her/his representative shall review and update Attachment 1, Income Guidelines for Oregon each January or as soon thereafter when revised Income Guidelines are published by the appropriate authority.

(c) While Attachment 1 shall be revised with updated Income Guideline data upon receipt of revised income guidelines, the effective date of such guidelines shall be July 1, of the upcoming fiscal year.

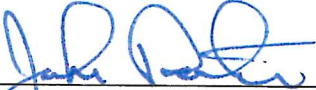
(d) Any participant in, or applicant to, the LIAP shall not be affected by income requirement changes imposed by the January updated Income Guidelines for Oregon until the following fiscal year beginning on July 1<sup>st</sup>.

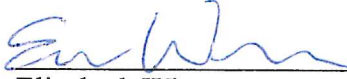
(e) The Office Manager or her/his representative shall, not later than June 1<sup>st</sup> determine the number of qualifying applicants for the upcoming fiscal year and divide this number into the total amount of monies specifically dedicated to the discount program since the previous disbursement therefrom and applying that amount equally up to 75 percent of the sewer bill for each qualifying applicant. Adjustments to this methodology may be made administratively to ensure the program's solvency.

Section 13. The Board believes it important that the LIAP receive the widest possible dissemination throughout the NOSD. The program should be noted on the NOSD web site and indicated, if possible, on NOSD billings to residents. The program should also be advertised on various free media two months before the start of the new fiscal year starting on July 1<sup>st</sup> of the upcoming fiscal year.

Section 14. The LIAP shall be reviewed by the NOSD Board of Directors for continuation or abolished not later than July 1, 2028.

**PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE NETARTS-OCEANSIDE SANITARY DISTRICT, this 15<sup>th</sup> day of June 2023.**

  
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John Prather  
NOSD Board Chairperson

  
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Elizabeth Wipperman  
Secretary

**NETARTS-OCEANSIDE SANITARY DISTRICT  
RESOLUTION 23-04**

**ATTACHMENT 1**

**Income Guidelines for Oregon (Program Year 2023)** Eligibility is based on income that is at or below 60% of State Median Income.

60% of State Median Income by Household Size for use in Federal Fiscal Year 2023

<b>Household Unit Size</b>	<b>Annual Gross Income*</b>	<b>Monthly Gross Income*</b>
1	\$31,266	\$2,605.50
2	\$40,886	\$3,407.17
3	\$50,506	\$4,208.83
4	\$60,126	\$5,010.50
5	\$69,747	\$5,812.25
6	\$79,367	\$6,613.92
7	\$81,171	\$6,764.25
8	\$82,974	\$6,914.50
9	\$84,778	\$7,064.83
10	\$86,582	\$7,215.17
11	\$88,386	\$7,365.50
12	\$90,189	\$7,515.75
Each Additional Member	\$1,803	\$150.25
* Gross Income means all household income before any deductions		

The Income Guidelines for Oregon are revised each January.

Note:

**Percentage Discount Calculation**

1. A Household Unit Size meeting the Annual Gross Income shown above shall receive a 50 percent discount on their monthly sanitary sewer bill.
2. For each \$1,000 below the above Annual Gross Income the discount shall be increased by 5 percent up to a total of 75 percent.
3. Examples for applying the percentage discount follow:
  - (a) For a Household Unit Size of 1 the following will apply:

<u>Annual Gross Income</u>	<u>Discount Percentage</u>	<u>Sanitary Sewer Bill</u>
\$31,266	50	\$40
\$30,266	55	\$36
\$29,266	60	\$32
\$28,266	65	\$28
\$27,266	70	\$24
\$26,266	75	\$20

(b) For a Household Unit Size of 2 the following will apply:

<u>Annual Gross Income</u>	<u>Discount Percentage</u>	<u>Sanitary Sewer Bill</u>
\$40,886	50	\$40
\$39,886	55	\$36
\$38,886	60	\$32
\$37,886	65	\$28
\$36,886	70	\$24
\$35,886	75	\$20

(c) For a Household Unit Size of 3 the following will apply:

<u>Annual Gross Income</u>	<u>Discount Percentage</u>	<u>Sanitary Sewer Bill</u>
\$50,506	50	\$40
\$49,506	55	\$36
\$48,506	60	\$32
\$47,506	65	\$28
\$46,506	70	\$24
\$45,506	75	\$20

(d) For a Household Unit Size of 4 the following will apply:

<u>Annual Gross Income</u>	<u>Discount Percentage</u>	<u>Sanitary Sewer Bill</u>
\$60,126	50	\$40
\$59,126	55	\$36
\$58,126	60	\$32
\$57,126	65	\$28
\$56,126	70	\$24
\$55,126	75	\$20

(e) For Household Unit Sizes of 5 or more note the applicable Annual Gross Income above and apply the Discount Percentage in a manner similar to that applied in (a) through (d) above.