

A G E N D A
G O V E R N I N G B O D Y M E E T I N G

GOVERNING BODY

FARGO INTERCHANGE SERVICE DISTRICT

1:30 PM, MONDAY, JUNE 24, 2019

MARION COUNTY COURTHOUSE SQUARE

1. Open Meeting
2. Note Attendance
3. Public Budget Hearing
 - 3.1 Chair Open Public Hearing
 - 3.2 Present Budget
 - 3.3 Public Comment
 - 3.4 Close Public Hearing
4. Action
 - 4.1 Consider the adoption of the budget for the FY2019-20 and the approval of the Resolution making appropriations.
 - 4.2 Approve the FY2019-20 Delinquent Sewer Charge Certification
 - 4.3 Consider the adoption of the supplemental budget for FY2018-19 and approval of the Resolution making appropriations.
 - 4.4 Approve the minutes of the February 5, 2019 Governing Body Meeting
5. Operations Update
6. Comments
7. Other
8. Date of next meeting - Wednesday, January 22, 2019 at 3:00 PM in the Silverton Conference Room, Marion County Courthouse Square.
9. Adjourn

NOTIFIED:

Board of Commissioners
Legal Counsel
Budget & Advisory Committee Members
Statesman Journal Publication
Media Release
Internet
Bulletin - Marion County Public Works

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Fargo Interchange Service District will be held on June 24, 2019 at 1:30 PM in the Silverton Conference Room at Marion County Courthouse Square, 555 Court Street NE in Salem, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the Fargo Interchange Service District Budget Committee. The Governing Body will also approve delinquent sewer charge certification, a supplemental budget for the FY2018-19, and the minutes of the February 5, 2019 Governing Body Meeting. Issues regarding the District will be discussed. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the office of Marion County Public Works, 5155 Silverton Rd NE, Salem, Oregon, between the hours of 8:00 AM and 5:00 PM or online at www.co.marion.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Dennis Mansfield

Telephone: (503) 588-5084

Email: dmansfield@co.marion.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2017 - 18	Adopted Budget This Year 2018 - 19	Approved Budget Next Year 2019 - 20
Beginning Fund Balance/Net Working Capital	135,349	144,454	152,443
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	255,866	233,519	244,972
Investment Earnings	1,166	1,000	1,900
Total Resources	392,381	378,973	399,315

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Materials and Services	180,243	178,065	179,852
Capital Outlay	9,468	30,000	35,000
Debt Service Principal	35,207	34,987	35,109
Debt Service Interest	22,539	15,878	20,011
Contingencies	0	80,000	129,343
Unappropriated Ending Balance and Reserved for Future Expenditure	0	40,043	0
Total Requirements	247,457	378,973	399,315

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$419,049	
Total		

The Fargo Interchange Service District has no Property Tax Levies

FORM
LB-20

RESOURCES
FARGO INTERCHANGE SERVICE DISTRICT

General Operating Fund

Marion County

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2019-20			
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1	833	1,166	1,000	1 361000 Investment Earnings	1,900	1,900	1,900	1
2	92,193	135,349	144,454	2 392000 Net Working Capital	152,443	152,443	152,443	2
3				3				3
4				4 OTHER RESOURCES				4
5	5,160	3,867	-	5 341790 Delinquent Service Charges				5
6	266,627	251,999	233,519	6 341910 Sewer Fees	244,972	244,972	244,972	6
7				7				7
8	364,813	392,381	378,973	8 Total resources, except taxes to be levied	399,315	399,315	399,315	8
9				9 Taxes estimated to be received				9
10				10 Taxes collected in year levied				10
11	364,813	392,381	378,973	11 TOTAL RESOURCES	399,315	399,315	399,315	11

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

DETAILED REQUIREMENTS

FARGO INTERCHANGE SERVICE DISTRICT

General Operating Fund

1	Historical Data			1	REQUIREMENTS DESCRIPTION	Budget for Next Year 2019-20			1
	Actual		Adopted Budget This Year Year 2018-19			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
					MATERIALS AND SERVICES				
2	1	11	25	2	521010 Office Supplies	-	-	-	2
3	-	47	100	3	521030 Field Supplies	120	120	120	3
4	11	-	-	4	521240 Automotive Supplies				4
5	-	26	-	5	521300 Safety Clothing	500	500	500	5
6	-	47	-	6	522100 Parts				6
7	1,689	1,675	2,000	7	524010 Electricity	2,000	2,000	2,000	7
8	3,060	3,140	3,220	8	525150 Audit Services	4,100	4,100	4,100	8
9	-	-	3,500	9	525355 Engineering Services	1,000	1,000	1,000	9
10	20,274	34,702	32,000	10	525360 Public Works Services	33,000	33,000	33,000	10
11	1,023	3,047	2,000	11	525510 Legal Services	2,000	2,000	2,000	11
12	15	-	-	12	525710 Printing Services	-	-	-	12
13	1,062	1,600	1,500	13	525715 Advertising	1,500	1,500	1,500	13
14	17	180	50	14	525735 Mail Services	50	50	50	14
15	-	373	-	15	526040 Remodels and Site Improvements	-	-	-	15
16	142,590	133,944	132,000	16	526062 Sewer Maintenance	133,832	133,832	133,832	16
17	7	-	20	17	527300 Equipment Rental	-	-	-	17
18	1,023	1,030	1,150	18	528110 Liability Insurance Premiums	1,250	1,250	1,250	18
19	363	420	420	19	529300 Dues and Memberships	420	420	420	19
20	80	-	80	20	529840 Professional Licenses	80	80	80	20
21				21					21
22				22	CAPITAL OUTLAY				22
23	-	9,468	30,000	23	534500 Sewer Systems	35,000	35,000	35,000	23
24				24					24
25				25	DEBT SERVICE PRINCIPAL				25
26	35,089	35,207	34,987	26	541100 Principal Payments	35,109	35,109	35,109	26
27				27					27
28				28	DEBT SERVICE INTEREST				28
29	23,162	22,539	15,878	29	542100 Interest Payments	20,011	20,011	20,011	29
30				30					30
31				31	CONTINGENCY				31
32	-	-	80,000	32	571010 Contingency	129,343	129,343	129,343	32
33				33					33
34				34	UNAPPROPRIATED ENDING FUND BALANCE				34
35	-	-	40,043	35	573010 Unapprop Ending Fund Balance				35
36				36					36
37				37	Total Full Time Equivalent (FTE)*				37
38				38	Ending balance (prior years)				38
39				39	UNAPPROPRIATED ENDING FUND BALANCE				39
40	229,465	247,456	378,973	40	TOTAL REQUIREMENTS	399,315	399,315	399,315	40

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Marion County

FORM LB-50 2019-2020

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Fargo Interchange Service District has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Marion County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>5155 Silverton Rd NE</u>	<u>Salem</u>	<u>OR</u>	<u>97305</u>	<u>June 24, 2019</u>
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
<u>Dennis Mansfield Jr.</u>	<u>Budget Officer</u>	<u>(503) 588-5084</u>	<u>dmansfield@co.marion.or.us</u>	
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		0
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Non-Adalorem Delinquent Sewer Charges		23,156.96
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS 454.225

BEFORE THE BOARD OF COMMISSIONERS FOR MARION COUNTY
STATE OF OREGON ACTING AS GOVERNING BODY
FARGO INTERCHANGE SERVICE DISTRICT

In the Matter of Making)
Appropriations to Adopt)
Budget) R E S O L U T I O N # _____

BE IT RESOLVED that the Board of County Commissioners, acting as the Governing Body of the Fargo Interchange Service District, hereby adopts the budget approved by the budget committee of the Fargo Interchange Service District on May 15, 2019, now on file in the District office.

BE IT RESOLVED that the amounts of the fiscal year beginning July 1, 2019 for the purposes shown below are hereby appropriated as follows:

GENERAL OPERATING FUND:

Materials and Services	\$	179,852
Capital Outlay	\$	35,000
Debt Service Principal	\$	35,109
Debt Service Interest	\$	20,011
Contingencies	\$	129,343
Unappropriated Ending Balance and Reserved for Future Expenditure	\$	0
Total	\$	399,315

ADOPTED and appropriated by the Governing Body at the meeting of June 24, 2019.

MARION COUNTY BOARD OF COMMISSIONERS
ACTING AS GOVERNING BODY
FARGO INTERCHANGE SERVICE DISTRICT

Chair

Commissioner

Commissioner



Marion County

OREGON

FARGO INTERCHANGE SERVICE DISTRICT

June 24, 2019

**BOARD OF
COMMISSIONERS**

Kevin Cameron
Sam Brentano
Colm Willis

DIRECTOR

Brian Nicholas, P.E.

**ADMINISTRATION/
OPERATIONS**

503-588-5084

Marion County Assessor's Office
c/o Tom Rohlfiing
555 Court St NE, Ste 2233
Salem, OR 97301

Dear Mr. Rohlfiing:

As Governing Body of the Fargo Interchange Service District and pursuant to the provisions of ORS 454.225 and Rules and Regulations adopted by said district, we hereby certify as follows:

1. That the itemized list of delinquent sewer service charges attached hereto and marked Exhibit "A" is in the total sum of \$23,156.96.
2. That payment of said delinquent charges had not been received through normal billing and collection procedures.
3. That each sewer service charge certified includes a twenty percent penalty and a \$25.00 administration charge.
4. That the amounts shown as certified should be added to the appropriate tax accounts indicated, pursuant to the above-mentioned statute and regulations.

Dated at Salem, Oregon, this 24th day of June, 2019.

Respectfully submitted,

**MARION COUNTY BOARD OF COMMISSIONERS
ACTING AS GOVERNING BODY FOR
FARGO INTERCHANGE SERVICE DISTRICT**

Chair, Governing Body

G:\Administration\ServiceDistricts\Budget\FY2019-20\Fargo\Fargo FY 19-20 Sewer Certification Letter.doc

Exhibit A

Total: \$ 23,156.96

Fargo Community Service District
Delinquent Sewer Service Charges FY 2019-20
Certified to the Marion County Tax Assessor

Name	Tax ID	Situs	Amount
BEV TECH	R331261	12148 Sky Ln NE	\$ 876.23
PIONEER SUNSHINE LLC	R337580	12271 Melinda Lane NE	\$ 21,990.65
TWD INVESTMENTS LLC	R10406	12144 Ehlen Road NE	\$ 290.08

BEFORE THE BOARD OF COMMISSIONERS FOR MARION COUNTY
STATE OF OREGON ACTING AS GOVERNING BODY
FARGO INTERCHANGE SERVICE DISTRICT

In the Matter of the First Regular)
Supplemental Budget for)
Fiscal Year 2018-19)

R E S O L U T I O N # _____

This matter came before the Governing Body of the Fargo Interchange Service District at its scheduled public meeting on June 24, 2019, to consider adopting the first regular supplemental budget and make appropriations for fiscal year 2018-19.

WHEREAS, the District has requested budget adjustments due to unforeseen circumstances as described in the explanation attached hereto and marked Exhibit "A" and by this reference made a part hereof; and

WHEREAS, the District Budget Officer has reviewed the requests and recommends a first regular supplemental budget for fiscal year 2018-19 to the Governing Body;

BE IT RESOLVED that the Board of County Commissioners, acting as the Governing Body of the Fargo Interchange Service District, hereby adopts the first regular supplemental budget for the fiscal year 2018-19.

BE IT RESOLVED that for the fiscal year beginning July 1, 2018, the amounts for the purposes shown in the attached schedule, and by this reference made a part hereof, are hereby appropriated.

DATED at Salem, Oregon this 24th day of June, 2019.

MARION COUNTY BOARD OF COMMISSIONERS
ACTING AS GOVERNING BODY
FARGO INTERCHANGE SERVICE DISTRICT

Chair

Commissioner

Commissioner

Exhibit A

Fargo Interchange Service District
 First Supplemental Budget Request
 Fiscal Year 2018-19

	Fund No. and Name: <i>545 Fargo Interchange Service District</i>		
	Current Budget	1st Supplemental Increase / Decrease	Revised Budget
Resources:			
Charges for Services	233,519		233,519
Interest	1,000		1,000
Net Working Capital	144,454	469	144,923
Total Resources	378,973	469	379,442
Requirements:			
Materials and Services	178,065	5,000	183,065
Capital Outlay	30,000		30,000
Debt Service	50,865		50,865
Contingency	80,000	(4,531)	75,469
Ending Fund Balance	40,043		40,043
Total Requirements	378,973	469	379,442
FTE:	-	-	-

Justification for the request and changes in FTE.

Resources

\$469 increase in Net Working Capital to match actual

Requirements

\$469 increase, a net of:

\$5,000 increase in Materials and Services, comprised of:

\$1,500 increase in public works services for operations of the district

\$3,500 increase in sewer maintenance for disposal charges at the City of Donald lagoons

\$4,531 decrease in Contingency

Net Change

The net change to the 545 - Fargo General Operating Fund is an increase of \$469

MINUTES
REGULAR MEETING

GOVERNING BODY
FARGO INTERCHANGE SERVICE DISTRICT
3:54 PM, TUESDAY, FEBRUARY 5, 2019
SILVERTON CONFERENCE ROOM
MARION COUNTY COURTHOUSE SQUARE

MEETING OPENED: Commissioner Sam Brentano opened the meeting and noted the following attendance:

ATTENDANCE: Commissioner Kevin Cameron, Commissioner Sam Brentano, Commissioner Colm Willis, Scott Norris - Legal Counsel, Dennis Mansfield - Public Works, Matt Knudsen - Public Works, Roxanne Fleming - Public Works, Stephanie Rosentrater - Public Works, Terry Beilke, Earl Horton – ESSD Budget Committee, Cynthia Granatir – Finance, Michael Johnson - ESSD Advisory Committee, Gerry Wimer - ESSD Advisory Committee, Doug Barrow – ESSD Budget Committee, Thomas Kissinger - Public Works, Rebecca Hillyer - Chemeketa Community College, Thomas Hogue - Economic Development, Brian Nicholas - Public Works, Brian May - Public Works, Zina Lerma, Thelia Finley

ACTION: **MOTION:** Commissioner Willis made a motion to approve the minutes of the July 23, 2018 Regular Meeting. Commissioner Brentano–seconded the motion. A voice vote was unanimous.

MOTION: Commissioner Willis made a motion to approve the order appointing Dennis Mansfield as District Secretary. Commissioner Brentano seconded the motion. A voice vote was unanimous

OPERATIONS UPDATE: Matt explained that the sewer system in the Fargo Interchange Service District (FISD) is a gravity collection system that drains into a pump lift station, which carries wastewater to the City of Donald’s treatment facility. There have been issues where the City of Donald’s meter reads and the FISD’s meter reads do not match, by as much as 20%. New meters were installed at both sites, but it is too soon to tell if that was the issue. It could also be the six air-release valves, which allows air to evacuate the pipe. If these are not working properly, the excess air could be causing “ghost readings” flowing through the meter. Dennis added that Donald is evaluating their treatment system for future planning and may be looking to the FISD for financial assistance in expanding capacity. This is based on their meter’s reading. The FISD meter’s readings do not show the District close to capacity.

PUBLIC COMMENT: None.

NEXT MEETING: The next Regular Meeting is scheduled for Monday, July 9, 2019 at 2:30 PM, in the Silverton Conference Room, Marion County Courthouse Square, 555 Court St. NE, Salem, Oregon. Dennis commented that the Service Districts are considering combining the regular meeting with the Adopt Budget Meeting in June, which is currently scheduled for June 19.

ADJOURNMENT: There being no further business to come before the governing body, the meeting was adjourned.

Chair, Governing Body
Fargo Interchange Service District