

AGENDA
GOVERNING BODY MEETING

GOVERNING BODY

LABISH VILLAGE SEWAGE & DRAINAGE 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. Comments
6. Other
7. Date of next meeting - Wednesday, January 22, 2019 at 3:00 PM in the Silverton Conference Room, Marion County Courthouse Square.
8. 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 Labish Village Sewage & Drainage 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 Labish Village Sewage & Drainage District Budget Committee. The Governing Body will also approve delinquent sewer charge certification, a supplemental budget for 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	65,665	69,445	67,500
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	7,587	7,400	6,800
Investment Earnings	650	650	800
Total Resources	73,902	77,495	75,100

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Materials and Services	5,588	4,630	4,905
Contingencies	0	72,865	70,195
Total Requirements	5,588	77,495	75,100

The Labish Village Sewage & Drainage District has no Property Tax Levies and no Indebtedness

150-504-073-2 (Rev. 02-14)

RESOURCES
LABISH VILLAGE SEWAGE & DRAINAGE 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	448	650	650	1 361000 Investment Earnings	800	800	800	1
2	60,994	65,665	69,445	2 392000 Net Working Capital	67,500	67,500	67,500	2
3				3				3
4				4 OTHER RESOURCES				4
5	-	-	-	5 341630 Service Charges				5
6	2,819	2,912	2,600	6 341790 Delinquent Service Charges	2,000	2,000	2,000	6
7	4,845	4,675	4,800	7 341910 Sewer Fees	4,800	4,800	4,800	7
8				8				8
9	69,107	73,902	77,495	9 Total resources, except taxes to be levied	75,100	75,100	75,100	9
10				10 Taxes estimated to be received				10
11				11 Taxes collected in year levied				11
12	69,107	73,902	77,495	12 TOTAL RESOURCES	75,100	75,100	75,100	12

150-504-020 (rev 10-16)

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

The LVS&DD provides sewer service to Labish Village customers and the City of Salem is contracted to do the billing and system maintenance. The delinquencies owed by account owners are the responsibility of LVS&DD to collect and pay the city. The delinquent amounts no longer show in the budget, as Marion County Financial Services considers the delinquencies as liabilities and the payment to the city as a pass through cost. Therefore these amounts are ultimately not included in the year-end summaries of resources and requirements.

DETAILED REQUIREMENTS

LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT

General Operating Fund

	Historical Data			REQUIREMENTS 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				1	MATERIALS & SERVICES				1
2	-	11	25	2	521010 Office Supplies	15	15	15	2
3	20	20	20	3	525150 Audit Services	20	20	20	3
4	1,271	2,874	1,400	4	525360 Public Works Services	1,750	1,750	1,750	4
5	165	121	350	5	525510 Legal Services	300	300	300	5
6	5	-	25	6	525710 Printing Services	-	-	-	6
7	975	1,439	1,600	7	525715 Advertising	1,600	1,600	1,600	7
8	26	39	30	8	525735 Mail Services	40	40	40	8
9	-	-	-	9	527300 Equipment Rental	-	-	-	9
10	823	911	1,000	10	528110 Liability Insurance Premiums	1,000	1,000	1,000	10
11	157	173	180	11	529300 Dues and Memberships	180	180	180	11
12				12					12
13				13	CONTINGENCY				13
14	-	-	72,865	14	571010 Contingency	70,195	70,195	70,195	14
15				15					15
16				16	Total Full Time Equivalent (FTE)*				16
17				17	Ending balance (prior years)				17
18				18	UNAPPROPRIATED ENDING FUND BALANCE				18
19	3,442	5,588	77,495	19	TOTAL REQUIREMENTS	75,100	75,100	75,100	19

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

FORM LB-50 2019-2020

To assessor of Marion County

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

Check here if this is an amended form.

Labish Village Sewage & Drainage

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

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

5155 Silverton Rd NE <small>Mailing Address of District</small>	Salem <small>City</small>	OR <small>State</small>	97305 <small>ZIP code</small>	June 24, 2019 <small>Date</small>
Dennis Mansfield Jr. <small>Contact Person</small>	Budget Officer <small>Title</small>	(503) 588-5084 <small>Daytime Telephone</small>	dmansfield@co.marion.or.us <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) . . .		
2.	Local option operating tax		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3.	Local option capital project tax		
4.	City of Portland Levy for pension and disability obligations		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001		
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)	0	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 Delinquent Sewer Service Charge		7,283.18
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
LABISH VILLAGE SEWAGE & DRAINAGE 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 Labish Village Sewage & Drainage District, hereby adopts the budget approved by the budget committee of the Labish Village Sewage & Drainage 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	\$	4,905
Contingencies	\$	70,195
Total	\$	<u>75,100</u>

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

MARION COUNTY BOARD OF COMMISSIONERS
ACTING AS GOVERNING BODY
LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT

Chair

Commissioner

Commissioner



Marion County

OREGON

LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT

**BOARD OF
COMMISSIONERS**

Kevin Cameron
Sam Brentano
Colm Willis

DIRECTOR

Brian Nicholas, P.E.

**ADMINISTRATION/
OPERATIONS**

503-588-5084

June 24, 2019

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

Dear Mr. Rohlring:

As Governing Body of Labish Village Sewage & Drainage 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 \$7,283.18.
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
LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT**

Chair, Governing Body

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

Exhibit A

Total: \$ 7,283.18

Labish Village Sewage & Drainage District
 Delinquent Sewer Service Charges FY 2019-20
 Certified to the Marion County Tax Assessor

Tax ID	Situs	Name	Amount
R52558	4291 WEBB AVE NE	LANE,KRISTI & LACEY,KERI	\$ 227.33
R52558	4291 WEBB AVE NE	LANE,KRISTI & LACEY,KERI	\$ 228.54
R52556	4321 WEBB AVE NE	CARDENAS,MANUEL & CARDENAS,LETICIA	\$ 292.13
R52576	4401 WEBB AVE NE	GAL,STEVEN & LETICIA GAL TR 50% & GAL,LETICIA TRE &	\$ 292.13
R52568	4472 DOVER AVE NE	YBARRA,CARMELITA M & GONZALEZ,J GUADALUPE	\$ 292.13
R52568	4472 DOVER AVE NE	YBARRA,CARMELITA M & GONZALEZ,J GUADALUPE	\$ 293.34
R52567	4462 DOVER AVE NE	INVESTORS MORTGAGE COMPANY	\$ 292.13
R52567	4462 DOVER AVE NE	DURAN,RUDOLFO	\$ 293.34
R52547	4352 DOVER AVE NE	KANEY,AMBER M	\$ 292.13
R52547	4352 DOVER AVE NE	KANEY,AMBER M	\$ 293.34
R52546	4332 DOVER AVE NE	VALDOVINOS,FRANCISCO J & GARCIA,NAYELI M	\$ 262.79
R52538	6862 PORTLAND RD NE	MORA,RAUL ADALBERTO RAMIREZ	\$ 89.13
R52534	6892 PORTLAND RD NE	MORA,RAUL ADALBERTO RAMIREZ & MORALES,ANGELIA GINEZ	\$ 292.13
R52534	6892 PORTLAND RD NE	MORA,RAUL ADALBERTO RAMIREZ & MORALES,ANGELIA GINEZ	\$ 293.34
R52527	4463 DOVER AVE NE	DURAN,MINERVA M & DURAN,JUAN P	\$ 203.90
R52527	4463 DOVER AVE NE	DURAN,MINERVA M & DURAN,JUAN P	\$ 293.34
R52526	6927 PEACHTREE ST NE	GROVE,RANDY	\$ 69.72
R52507	6973 BLOSSOM AVE NE	NARVAEZ,GRACIELA	\$ 159.17
R52490	4445 YORK AVE NE	TORRES-SAMARIN,ANTONIA	\$ 292.13
R52490	4445 YORK AVE NE	TORRES-SAMARIN,ANTONIA	\$ 293.34
R52470	4356 SCOTT AVE NE	LACEY,KIMBERLY & LACEY,KERI	\$ 292.13
R52470	4356 SCOTT AVE NE	LACEY,KIMBERLY & LACEY,KERI	\$ 293.34
R52452	4287 SCOTT AVE NE	CHAVEZ,ANGELICA	\$ 69.72
R52455	4327 SCOTT AVE NE	SAMARIN-TORRES,ANTONIA	\$ 292.13
R52455	4327 SCOTT AVE NE	SAMARIN-TORRES,ANTONIA	\$ 293.34
R49957	4428 BARBARA WAY NE	PONCE,VICENTE ARREOLA	\$ 137.90
R49940	4419 BARBARA WAY NE	KRAEMER,WILLIAM B & KRAEMER,WENDY S	\$ 292.13
R49940	4419 BARBARA WAY NE	KRAEMER,WILLIAM B & KRAEMER,WENDY S	\$ 293.34
R52539	6842 PORTLAND RD NE	ZARAGOZA,JESUS & ZARAGOZA,ROGELIO	\$ 203.90
R52544	4302 DOVER AVE NE	COBOS,RUPERTO C & COBOS,CATALINA J	\$ 69.72

BEFORE THE BOARD OF COMMISSIONERS FOR MARION COUNTY
STATE OF OREGON ACTING AS GOVERNING BODY
LABISH VILLAGE SEWAGE & DRAINAGE 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 Labish Village Sewage & Drainage 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 Labish Village Sewage & Drainage 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
LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT

Chair

Commissioner

Commissioner

Exhibit A

Labish Village Service District
 First Supplemental Budget Request
 Fiscal Year 2018-19

	Fund No. and Name: <i>535 Labish Village Service District</i>		
	Current Budget	1st Supplemental Increase / Decrease	Revised Budget
Resources:			
Charges for Services	7,400		7,400
Interest	650		650
Net Working Capital	69,445	(1,131)	68,314
Total Resources	77,495	(1,131)	76,364
Requirements:			
Materials and Services	4,630	1,000	5,630
Contingency	72,865	(2,131)	70,734
Ending Fund Balance	-		-
Total Requirements	77,495	(1,131)	76,364
	-	-	-

Resources

\$1,131 decrease in Net Working Capital to match actual

Requirements

\$1,131 decrease, a net of:

\$1,000 increase in Materials and Services for the administration of the service district and processing delinquency payments.

\$2,131 decrease in Contingency

Net Change

The net change to the 535 - Labish General Operating Fund is a decrease of \$1,131

MINUTES
REGULAR MEETING

GOVERNING BODY
LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT
3:00 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: None.

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
Labish Village Sewage & Drainage District