

AGENDA
GOVERNING BODY MEETING

GOVERNING BODY

LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT

2:00 PM, WEDNESDAY, JUNE 24, 2020

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 FY2020-21 and the approval of the Resolution making appropriations.
 - 4.2 Approve the FY2020-21 Delinquent Sewer Charge Certification
 - 4.3 Approve the minutes of the June 24, 2019 Governing Body meeting
5. Comments
6. Other
7. Date of next meeting - Wednesday, January 20,2021 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 hearing of the Labish Village Sewage & Drainage District will be held on Wednesday, June 24, 2020 at 2:00 pm. This hearing is open to the public and those wishing to attend may do so by phone. Information on attending the hearing can be found at <https://www.co.marion.or.us/PW/servicedistricts/Pages/default.aspx>. The purpose of this hearing is to discuss the budget for the fiscal year beginning July 1, 2020, as approved by the Labish Village Sewage & Drainage District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained by contacting the service district office at 503 588-5084 or service_districts@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 2018 - 19	Adopted Budget This Year 2019 - 20	Approved Budget Next Year 2020 - 21
Beginning Fund Balance/Net Working Capital	68,314	67,500	74,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	6,166	6,800	6,500
Investment Earnings	985	800	1,000
Total Resources	75,465	75,100	81,500

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Materials and Services	3,904	4,905	4,925
Contingencies	0	70,195	76,575
Unappropriated Ending Balance and Reserved for Future Expenditure	71,561	0	0
Total Requirements	75,465	75,100	81,500

The Labish Village Sewage & Drainage District budget increased due to an increase in beginning fund balance and contingency was increased as a result. The District has no FTE, Property Tax Levied or Indebtedness.

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

RESOURCES
LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT
General Operating Fund

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
1	650	985	800	1	361000 Investment Earnings	1,000	1,000	1	
2	65,665	68,314	67,500	2	392000 Net Working Capital	74,000	74,000	2	
3				3				3	
4				4	OTHER RESOURCES			4	
5	2,912	2,135	2,000	5	341790 Delinquent Service Charges	2,000	2,000	5	
6	4,675	4,031	4,800	6	341910 Sewer Fees	4,500	4,500	6	
7				7				7	
8	73,902	75,465	75,100	8	Total resources, except taxes to be levied	81,500	81,500	8	
9				9	Taxes estimated to be received			9	
10				10	Taxes collected in year levied			10	
11	73,902	75,465	75,100	11	TOTAL RESOURCES	81,500	81,500	-	11

150-504-020 (rev 10-16)

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

Note:

The District contracts with the City of Salem to provide sewer services to District residents. The City bills residents directly and residents make payment directly to the City. The bills also include a District administrative charge which the District records as a revenue; the District does not record revenue or expenditure for the sewer services provided by the City. Twice a year, the City turns over all past due accounts to the District and the District assumes responsibility for further collections, recording a liability to the City and a receivable from residents including a delinquent service charge of \$25 plus 20% for each account. Prior to the end of the fiscal year, the District prepares a schedule of outstanding delinquent accounts to certify to the County Assessor for subsequent collection through the property tax system.

DETAILED REQUIREMENTS

LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT
General Operating Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1			1	MATERIALS & SERVICES				1
2	11		15	2 521010 Office Supplies	15	15		2
3	20	20	20	3 525150 Audit Services	20	20		3
4	2,874	1,660	1,750	4 525360 Public Works Services	1,750	1,750		4
5	121	187	300	5 525510 Legal Services	300	300		5
6	1,439	911	1,600	6 525715 Advertising	1,600	1,600		6
7	39	20	40	7 525735 Mail Services	40	40		7
8	911	933	1,000	8 528110 Liability Insurance Premiums	1,000	1,000		8
9	173	173	180	9 529300 Dues and Memberships	200	200		9
10				10				10
11				11 CONTINGENCY				11
12	-	-	70,195	12 571010 Contingency	76,575	76,575		12
13				13				13
14				14 Total Full Time Equivalent (FTE)*				14
15				15 Ending balance (prior years)				15
16	68,314	71,561	-	16 UNAPPROPRIATED ENDING FUND BALANCE	-	-		16
17	73,902	75,465	75,100	17 TOTAL REQUIREMENTS	81,500	81,500	-	17

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 14, 2020, now on file in the District office.

BE IT RESOLVED that the amounts of the fiscal year beginning July 1, 2020 for the purposes shown below are hereby appropriated as follows:

GENERAL OPERATING FUND:

Materials and Services	\$	4,925
Contingencies	\$	76,575
Total	\$	<u>81,500</u>

ADOPTED and appropriated by the Governing Body at the meeting of June 24, 2020.

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**

Colm Willis
Kevin Cameron
Sam Brentano

DIRECTOR

Brian Nicholas, P.E.

**ADMINISTRATION/
OPERATIONS**

503-588-5084

June 24, 2020

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 \$9,223.15.
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, 2020.

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: \$ 9,223.15

Labish Village Sewage & Drainage District
 Delinquent Sewer Service Charges FY 2020-21
 Certified to the Marion County Tax Assessor

Tax ID	Situs	Name	Amount
R52558	4291 WEBB AVE NE	LANE,KRISTI & LACEY,KERI	\$ 234.00
R52558	4291 WEBB AVE NE	LANE,KRISTI & LACEY,KERI	\$ 235.10
R52576	4401 WEBB AVE NE	GAL,STEVEN & LETICIA GAL TR 50% & GAL,LETICIA TRE &	\$ 298.80
R52576	4401 WEBB AVE NE	GAL,STEVEN & LETICIA GAL TR 50% & GAL,LETICIA TRE &	\$ 59.90
R52569	4461 WEBB AVE NE	GAL,STEVEN & LETICIA GAL TR 50% & GAL,LETICIA TRE &	\$ 297.70
R52568	4472 DOVER AVE NE	YBARRA,CARMELITA M & GONZALEZ,J GUADALUPE	\$ 298.80
R52568	4472 DOVER AVE NE	YBARRA,CARMELITA M & GONZALEZ,J GUADALUPE	\$ 299.90
R52567	4462 DOVER AVE NE	DURAN,RUDOLFO	\$ 202.80
R52567	4462 DOVER AVE NE	DURAN,RUDOLFO	\$ 299.90
R52547	4352 DOVER AVE NE	KANEY,AMBER M	\$ 298.80
R52547	4352 DOVER AVE NE	KANEY,AMBER M	\$ 299.90
R52546	4332 DOVER AVE NE	VALDOVINOS,FRANCISCO J & GARCIA,NAYELI M	\$ 162.45
R52546	4332 DOVER AVE NE	VALDOVINOS,FRANCISCO J & GARCIA,NAYELI M	\$ 162.45
R52538	6862 PORTLAND RD NE	MORA,RAUL ADALBERTO RAMIREZ	\$ 298.80
R52538	6862 PORTLAND RD NE	MORA,RAUL ADALBERTO RAMIREZ	\$ 299.90
R52534	6892 PORTLAND RD NE	MORA,RAUL ADALBERTO RAMIREZ & MORALES,ANGELIA GINEZ	\$ 298.80
R52534	6892 PORTLAND RD NE	MORA,RAUL ADALBERTO RAMIREZ & MORALES,ANGELIA GINEZ	\$ 299.90
R52527	4463 DOVER AVE NE	DURAN,MINERVA M & DURAN,JUAN P	\$ 298.80
R52527	4463 DOVER AVE NE	DURAN,MINERVA M & DURAN,JUAN P	\$ 299.90
R52507	6973 BLOSSOM AVE NE	NARVAEZ,GRACIELA	\$ 162.45
R52507	6973 BLOSSOM AVE NE	NARVAEZ,GRACIELA	\$ 299.90
R52490	4445 YORK AVE NE	TORRES-SAMARIN,ANTONIA	\$ 298.80
R52490	4445 YORK AVE NE	TORRES-SAMARIN,ANTONIA	\$ 299.90
R52489	4455 YORK AVE NE	FIGUEROA,JAVIER & FIGUEROA,MARIA V	\$ 162.45
R52489	4455 YORK AVE NE	ESPINOZA,ERNESTO & LOPEZ,JORGE	\$ 254.08
R52484	4436 SCOTT AVE NE	NEARING,JOSHUA W	\$ 70.82
R52470	4356 SCOTT AVE NE	LACEY,KIMBERLY & LACEY,KERI	\$ 298.80
R52470	4356 SCOTT AVE NE	LACEY,KIMBERLY & LACEY,KERI	\$ 299.90
R52452	4287 SCOTT AVE NE	CHAVEZ,ANGELICA	\$ 70.82

Exhibit A

Total: \$ 9,223.15

Labish Village Sewage & Drainage District
Delinquent Sewer Service Charges FY 2020-21
Certified to the Marion County Tax Assessor

Tax ID	Situs	Name	Amount
R52455	4327 SCOTT AVE NE	SAMARIN-TORRES,ANTONIA	\$ 298.80
R52455	4327 SCOTT AVE NE	SAMARIN-TORRES,ANTONIA	\$ 299.90
R52461	4417 SCOTT AVE NE	FARRELL,CHERYL	\$ 70.82
R49957	4428 BARBARA WAY NE	PONCE,VICENTE ARREOLA	\$ 94.80
R49940	4419 BARBARA WAY NE	KRAEMER,WILLIAM B	\$ 298.80
R49940	4419 BARBARA WAY NE	KRAEMER,WILLIAM B	\$ 299.90
R52539	6842 PORTLAND RD NE	ZARAGOZA,JESUS & ZARAGOZA,ROGELIO	\$ 116.63
R52539	6842 PORTLAND RD NE	ZARAGOZA,JESUS & ZARAGOZA,ROGELIO	\$ 116.63
R52544	4302 DOVER AVE NE	COBOS,RUPERTO C & COBOS,CATALINA J	\$ 162.45
R52544	4302 DOVER AVE NE	COBOS,RUPERTO C & COBOS,CATALINA J	\$ 299.90

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 2020-2021

▪ 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 Marion County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

5155 Silverton Rd NE

Salem

OR

97305

June 24, 2020

Mailing Address of District

City

State

ZIP code

Date

Dennis Mansfield Jr.

Budget Officer

(503) 588-5084

dmansfield@co.marion.or.us

Contact Person

Title

Daytime Telephone

Contact Person E-Mail

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		
2.	Local option operating tax	2		
3.	Local option capital project tax	3		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
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.		
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.	0	

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		9,223.15
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

MINUTES
GOVERNING BODY MEETING

GOVERNING BODY
LABISH VILLAGE SEWAGE & DRAINAGE DISTRICT
1:34 PM, MONDAY, JUNE 24, 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 - Office of Legal Counsel, Cynthia Granatir - Office of Finance, Dennis Mansfield - Public Works, Brian May - Public Works, Matt Knudsen - Public Works, Earl Horton - ESSD Budget Committee, Michael Johnson - ESSD Advisory Committee, Doug Barrow - ESSD Advisory Committee, Glen Rader Jr. - ESSD Budget Committee, Stephanie Rosentrater - Public Works, Brian Nicholas - Public Works, Thomas Kissinger - Public Works, Kathy Rogers - Public

PUBLIC HEARING: Commissioner Brentano made a motion to open the public budget hearing.

Dennis Mansfield presented the budget. The budget includes \$75,000 in resources and \$75,000 in requirements.

No public testimony was offered.

Commissioner Brentano closed the public budget hearing.

ACTION: **MOTION:** Commissioner Willis made a motion to adopt the budget for FY2019-20. Commissioner Cameron seconded the motion. A voice vote was unanimous.

This year, the Labish Village Sewage & Drainage District is certifying \$7,283.18 in delinquent sewer fees, including a 20% penalty fee and a \$25 administrative charge on each delinquent account.

MOTION: Commissioner Cameron made a motion to approve the delinquent sewer charge certifications for the FY2019-20. Commissioner Willis seconded the motion. A voice vote was unanimous.

Dennis explained that the District is reducing the budget by \$1,131 to align Net Working Capital to Actual. The District had to increase Material & Services by \$1,000 for administration of the district and is decreasing Contingency by \$2,131.

MOTION: Commissioner Willis made a motion to adopt the first supplemental budget for FY2018-19. Commissioner Cameron

seconded the motion. A voice vote was unanimous.

MOTION: Commissioner Cameron made a motion to approve the minutes of the February 5, 2019 Governing Body meeting. Commissioner Willis seconded the motion. A voice vote was unanimous.

PUBLIC COMMENT: Michael Johnson commented that over half of the delinquent sewer certification list had Latino names and was wondering if maybe there was a language barrier. Dennis will check in with the City of Salem to see how they send out notices and bills. Commissioner Cameron also suggested staff check to see if these same customers are delinquent on property tax payments.

NEXT MEETING: The next Governing Body Meeting is scheduled for Wednesday, January 22, 2020 at 3:00 PM, in the Silverton Conference Room, Marion County Courthouse Square, 555 Court St. NE, Salem, Oregon.

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

Chair, Governing Body
Labish Village Sewage & Drainage District