

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
**\*\*\*\*Tuesday, July 7, 2026 - 6:00pm\*\*\*\***

**1. ROLL CALL – Flag Salute**

**2. CONSENT CALENDAR:** - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

- a. Minutes – City Council Meeting – June 16, 2026
- b. Bills List through – June 30, 2026 (Attachment B)

**3. PUBLIC COMMENT (Please limit comments to 3 minutes)**

**4. STAFF REPORTS:**

- a) Sheriff's Report (Attachment C) Pat Hare
- b) CSO Report (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Public Works Report (Attachment F) Pat Hare
- e) Financial Report (Attachment G) Pat Hare

**5. OLD BUSINESS:**

- a) Civil West Scope of Work (Attachment H) Pat Hare  
**Action:** Discussion/Decision
  
- b) Frontage Rd (Attachments I, I1) Pat Hare  
**Action:** Discussion/Decision

**6. NEW BUSINESS:**

- a) N/A  
**Action:** n/a

**7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- a) N/A  
**Action:** n/a

**8. EXECUTIVE SESSION**

- a) N/A  
**Action:** n/a

**9. COUNCIL and MAYOR COMMENTS:**

**10. ADJOURNMENT:**

Next meetings -

City Council –Tuesday, August 4, 2026, 6:00 pm  
Planning Commission TBD, 2026, 6:00 pm

*The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "[karla.mcgrath@adairvillage.org](mailto:karla.mcgrath@adairvillage.org)", or Oregon Relay Services by dialing 7-1-1. If anyone wants to attend by phone, please call (541) 475-5507 The City of Adair Village is an Equal Opportunity Employer.*

**The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.**

**ADAIR VILLAGE  
CITY COUNCIL MINUTES  
6030 William R. Carr Avenue  
\*\*\*Tuesday, June 16 – 6:00 PM\*\*\***

Agenda Item	Action
<p><b>1. Roll Call:</b> City Council Members present: Councilors Ray, Wilson, and Mayor Currier were present. City Administrator Hare was present. The minutes were taken by CA Hare.</p>	<p>Mayor Currier called the meeting to order at 6:00 p.m. and led the flag salute.</p>
<p><b>2. Consent Calendar</b> Attachment A Minutes of the May 5, 2026, City Council Meeting Attachment B Bills List through May 31, 2026 (\$103,812.84)</p>	<p>Councilor Wilson moved to approve the Consent Calendar. Councilor Ray seconded. <b>Unanimous Approval (3-0).</b></p>
<p><b>3. Public Comment</b></p>	<p>None.</p>
<p><b>4. Staff Reports</b> <b>4a. Attachment C – Sheriff’s Report</b> - CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>4b. Attachment D– CSO Report</b> - CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>4c. Attachment E– City Administrator’s Report</b> <i>Administration</i></p> <ul style="list-style-type: none"> <li>• Finances</li> </ul> <p>The City has completed both the annual budget and supplemental budget process. Staff has also completed the current audit, which is expected to be formally issued in July. Following issuance, staff will begin work on the next audit cycle.</p> <ul style="list-style-type: none"> <li>• Tangent Partnership</li> </ul> <p>Staff continues to work closely with Tangent on wastewater system improvements, including efforts to improve and maintain their lagoon facilities. Tangent is also considering several additional infrastructure projects that may be incorporated into future bid packages. Overall, the current partnership and contracted services continue to operate successfully.</p> <ul style="list-style-type: none"> <li>• Staffing</li> </ul> <p>The City has hired Dylan Smith as a part-time seasonal employee for the summer months. Staff will evaluate future operational needs and may consider transitioning this position into a permanent role beginning in 2027.</p> <p><b>Property &amp; Business</b></p> <ul style="list-style-type: none"> <li>• AVIS (Adair Village Industrial Site)</li> </ul> <p>Staff recently met with DEQ and project partners regarding ongoing site activities. Additional signage will be installed to improve public awareness and safety around contaminated areas. Project partners are also evaluating fencing improvements to further restrict public access. Additional environmental testing will be required as the project moves forward.</p>	<p>Council received the report.</p>

<ul style="list-style-type: none"> <li>• Frontage Road</li> </ul> <p>The City received the transfer documents from ODOT during the past week. Staff and legal counsel are currently reviewing the materials and will provide a recommendation to the City Council at the July meeting.</p> <ul style="list-style-type: none"> <li>• Store Property</li> </ul> <p>The City has received preliminary site concepts and building renderings for the proposed store property redevelopment. Legal counsel has completed a draft development agreement, and staff expects to bring that document forward for Council consideration at an upcoming meeting. Staff is also awaiting additional property valuation estimates before presenting final recommendations.</p> <ul style="list-style-type: none"> <li>• Callaway Creek Development</li> </ul> <p>Development activity continues at Callaway Creek. The developer has moved into Phase 6 and is currently constructing public infrastructure, including roads, water, and sewer facilities. Home construction continues within Phase 5. The developer has also submitted an application for Phase 7, which is proposed along Highway 99. Staff has determined the application to be incomplete and has requested revisions before the proposal is forwarded to the Planning Commission and City Council for review.</p> <ul style="list-style-type: none"> <li>• Santiam Christian Elementary School</li> </ul> <p>Staff has completed the staff report for the proposed Santiam Christian Elementary School project. The Planning Commission public hearing is scheduled for June 29, 2026.</p>	
<p><b>4d. Attachment F – Public Works Report</b> CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>4e. Attachment G – Financial Report</b> CA Hare presented the report. The balance in the Local Government Investment Pool is approximately \$5,372,022.06. Last year at this time, the balance was \$4,130,182.92.</p>	<p>Council received the report.</p>
<p><b>5. Old Business –</b>  <b>5a. Recognition of Dawson Officer</b>  Discussion</p>	<p>Council recognized Dawson Officer</p>
<p><b>6. New Business</b>  <b>6a.</b> Appoint Peter Ness to City Council (Attachment H)  Decision  <b>6b.</b> Appoint Mike McMillen to Planning Commission  Decision</p>	<p>Councilor Ray moved to appoint Peter Ness to City Council. Councilor Wilson seconded. Currier and Ray voted to appoint Wilson voted No <b>Approval (2-0)</b> Peter Ness Joined the City Council. Councilor Wilson moved to appoint Mike McMillen to Planning Commission. Councilor Ray seconded. <b>Unanimous Approval (4-0)</b></p>

<p><b>7. Ordinance, Resolutions, and Proclamations</b></p> <p><b>7a.</b> Resolution 2026-1 Budget Appropriations (Attachment I, II) Action: Public Hearing &amp; Decision</p> <p><b>7b.</b> Resolution 2026-2 State Revenue Sharing (Attachment J) Action: Public Hearing &amp; Decision</p> <p><b>7c.</b> Resolution 2026-3 Supplemental Budget (Attachment K) Action: Public Hearing &amp; Decision</p> <p><b>7d.</b> Resolution 2026-4 Parks Grant Support (Attachment L) Action: Decision</p>	<p>Mayor Currier opened the combined public hearing at 7:13 p.m. and closed the public hearing at 7:16 p.m. No members of the public were present.</p> <p>Councilor Wilson moved to read Resolution 2026-1 through Resolution 2026-4 by title only a second time. Councilor Ness seconded.</p> <p><b>Unanimous Approval (4-0).</b> Councilor Wilson moved to approve the Resolution 2026-1. Councilor Ness seconded.</p> <p><b>Unanimous Approval (4-0).</b> Councilor Wilson moved to approve the Resolution 2026-2. Councilor Ness seconded.</p> <p><b>Unanimous Approval (4-0).</b> Councilor Wilson moved to approve the Resolution 2026-3. Councilor Ness seconded.</p> <p><b>Unanimous Approval (4-0).</b> Councilor Ness moved to approve the Resolution 2026-4. Councilor Ray seconded.</p> <p><b>Unanimous Approval (4-0).</b></p>
<p><b>8. Executive Session- N/A</b></p>	
<p><b>9. Council and Mayor Comments</b></p>	
<p><b>10. Adjournment:</b> City Council –Tuesday, July 7, 2026, 6:00 p.m. Planning Commission – June 29, 2026, 6:00 p.m.</p>	<p>Mayor Currier adjourned the meeting at 7:44 p.m.</p>

**June 2026 Bills**

<b>Date</b>	<b>Amount</b>
6/1/2026	\$99,072.76
6/16/2026	\$45,212.08
6/29/2026	\$77,585.55

**Total**

**\$221,870.39**

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>7496 Aldrich CPAs and Advisors LLP</b>									
811887	1	Admin	Invoice	05/28/2026	05/28/2026	4,000.00		4,000.00	100-100-52016
811887	2	Admin	Invoice	05/28/2026	05/28/2026	500.00		500.00	100-900-52016
811887	3	Storm Drain	Invoice	05/28/2026	05/28/2026	750.00		750.00	520-440-52016
811887	4	Streets	Invoice	05/28/2026	05/28/2026	750.00		750.00	200-410-52016
811887	5	Wastewater	Invoice	05/28/2026	05/28/2026	2,000.00		2,000.00	510-430-52016
811887	6	Water	Invoice	05/28/2026	05/28/2026	2,000.00		2,000.00	500-420-52016
Total 811887:						10,000.00	.00	10,000.00	
Total 7496 Aldrich CPAs and Advisors LLP:						10,000.00	.00	10,000.00	✓27180
<b>690 Bank of America</b>									
052326	1	Credit Card Charges	Invoice	05/23/2026	06/18/2026	20.00		20.00	100-900-52114
052326	2	Credit Card Charges	Invoice	05/23/2026	06/18/2026	20.87		20.87	100-900-52002
052326	3	Credit Card Charges	Invoice	05/23/2026	06/18/2026	19.69		19.69	100-900-52002
052326	4	Credit Card Charges	Invoice	05/23/2026	06/18/2026	102.94		102.94	100-900-52002
052326	5	Credit Card Charges	Invoice	05/23/2026	06/18/2026	198.65		198.65	100-900-52110
052326	6	Credit Card Charges	Invoice	05/23/2026	06/18/2026	19.99		19.99	100-900-52114
052326	7	Credit Card Charges	Invoice	05/23/2026	06/18/2026	537.99		537.99	200-410-52011
052326	8	Credit Card Charges	Invoice	05/23/2026	06/18/2026	9.00		9.00	500-420-52014
052326	9	Credit Card Charges	Invoice	05/23/2026	06/18/2026	4.50		4.50	510-430-52014
052326	10	Credit Card Charges	Invoice	05/23/2026	06/18/2026	1.50		1.50	100-300-52014
052326	11	Credit Card Charges	Invoice	05/23/2026	06/18/2026	76.97		76.97	100-300-52025
052326	12	Credit Card Charges	Invoice	05/23/2026	06/18/2026	549.99		549.99	100-300-52025
052326	13	Credit Card Charges	Invoice	05/23/2026	06/18/2026	22.07		22.07	100-900-52115
052326	14	Credit Card Charges	Invoice	05/23/2026	06/18/2026	40.00		40.00	100-900-52115
052326	15	Credit Card Charges	Invoice	05/23/2026	06/18/2026	19.94		19.94	510-430-52002
052326	16	Credit Card Charges	Invoice	05/23/2026	06/18/2026	18.84		18.84	500-420-52002
052326	17	Credit Card Charges	Invoice	05/23/2026	06/18/2026	126.57		126.57	100-300-52002
Total 052326:						1,789.51	.00	1,789.51	
Total 690 Bank of America:						1,789.51	.00	1,789.51	✓27181
<b>890 Best Pots Inc</b>									
I589324	1	Founders Day	Invoice	05/19/2026	05/29/2026	210.00		210.00	100-300-52111
Total I589324:						210.00	.00	210.00	
Total 890 Best Pots Inc:						210.00	.00	210.00	✓27183
<b>1300 Cascade Columbia Distribution</b>									
953700	1	Chemicals	Invoice	05/21/2026	07/20/2026	3,989.50		3,989.50	500-420-52001
Total 953700:						3,989.50	.00	3,989.50	
Total 1300 Cascade Columbia Distribution:						3,989.50	.00	3,989.50	✓27184
<b>1520 CIS TRUST</b>									
JUNE 2026 FIN	1	Employee Health Ins	Invoice	05/15/2026	06/10/2026	1,282.01		1,282.01	100-100-51010
JUNE 2026 FIN	2	Employee Health Ins	Invoice	05/15/2026	06/10/2026	170.93		170.93	100-200-51010
JUNE 2026 FIN	3	Employee Health Ins	Invoice	05/15/2026	06/10/2026	683.74		683.74	100-300-51010
JUNE 2026 FIN	4	Employee Health Ins	Invoice	05/15/2026	06/10/2026	427.34		427.34	200-410-51010
JUNE 2026 FIN	5	Employee Health Ins	Invoice	05/15/2026	06/10/2026	4,016.97		4,016.97	500-420-51010
JUNE 2026 FIN	6	Employee Health Ins	Invoice	05/15/2026	06/10/2026	1,623.88		1,623.88	510-430-51010

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
JUNE 2026 FIN	7	Employee Health Insurance	Invoice	05/15/2026	06/10/2026	341.87		341.87	520-440-51010
Total JUNE 2026 FINAL INVOICE:						8,546.74	00	8,546.74	
Total 1520 CIS TRUST:						8,546.74	.00	8,546.74	✓ 27185
<b>1550 City of Corvallis</b>									
4524969	1	Wastewater	Invoice	05/15/2026	06/15/2026	163.18		163.18	510-430-52014
4524969	2	Water	Invoice	05/15/2026	06/15/2026	611.93		611.93	500-420-52014
4524969	3	ND	Invoice	05/15/2026	06/15/2026	40.80		40.80	100-300-52014
Total 4524969:						815.91	.00	815.91	
Total 1550 City of Corvallis:						815.91	00	815.91	✓ 27186
<b>1800 Consumers Power Inc.</b>									
1152400061526	1	Utilities	Invoice	05/19/2026	06/15/2026	1,873.00		1,873.00	200-410-52109
Total 1152400061526:						1,873.00	.00	1,873.00	
1152401061526	1	Utilities	Invoice	05/19/2026	06/15/2026	40.14		40.14	100-300-52109
Total 1152401061526:						40.14	00	40.14	
1152406061526	1	Utilities	Invoice	05/19/2026	06/15/2026	152.13		152.13	100-900-52109
Total 1152406061526:						152.13	.00	152.13	
1152409061526	1	Utilities	Invoice	05/19/2026	06/15/2026	69.73		69.73	100-900-52109
Total 1152409061526:						69.73	.00	69.73	
1152411061526	1	Utilities	Invoice	05/19/2026	06/15/2026	75.19		75.19	500-420-52109
Total 1152411061526:						75.19	.00	75.19	
1152413061526	1	Utilities	Invoice	05/19/2026	06/15/2026	153.79		153.79	510-430-52109
Total 1152413061526:						153.79	.00	153.79	
1152414061526	1	Utilities	Invoice	05/19/2026	06/15/2026	39.55		39.55	500-420-52109
Total 1152414061526:						39.55	.00	39.55	
1152415061526	1	Utilities	Invoice	05/19/2026	06/15/2026	39.55		39.55	100-900-52109
Total 1152415061526:						39.55	.00	39.55	
1152418061526	1	Utilities	Invoice	05/19/2026	06/15/2026	158.36		158.36	510-430-52109
Total 1152418061526:						158.36	.00	158.36	
1152419061526	1	Utilities	Invoice	05/19/2026	06/15/2026	39.55		39.55	500-420-52109
Total 1152419061526:						39.55	00	39.55	
1152420061526	1	Utilities	Invoice	05/19/2026	06/15/2026	891.42		891.42	510-430-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1152420061526:						891.42	.00	891.42	
115242161526	1	Utilities	Invoice	05/19/2026	06/15/2026	25.12		25.12	200-410-52109
Total 115242161526:						25.12	.00	25.12	
1152422061526	1	Utilities	Invoice	05/19/2026	06/15/2026	63.32		63.32	200-410-52109
Total 1152422061526:						63.32	.00	63.32	
51043052109	1	Utilities	Invoice	05/19/2026	06/15/2026	82.50		82.50	510-430-52109
Total 51043052109:						82.50	.00	82.50	
Total 1800 Consumers Power Inc.:						3,703.35	.00	3,703.35	✓ 27187
<b>7507 Dealightful Family Entertainment</b>									
08162026-1	1	Founders Day	Invoice	05/20/2026	08/16/2026	650.00		650.00	100-300-52111
Total 08162026-1:						650.00	.00	650.00	
Total 7507 Dealightful Family Entertainment:						650.00	.00	650.00	✓ 27188
<b>2300 Delapoer Kidd Attorneys at Law</b>									
2238	1	General City matters	Invoice	06/01/2026	06/30/2026	1,618.75		1,618.75	100-900-52017
Total 2238:						1,618.75	.00	1,618.75	
Total 2300 Delapoer Kidd Attorneys at Law:						1,618.75	.00	1,618.75	✓ 27189
<b>7510 Kristopher Schendel</b>									
2605	1	Code Compliance	Invoice	05/24/2026	05/25/2026	2,500.00		2,500.00	100-100-52018
Total 2605:						2,500.00	.00	2,500.00	
Total 7510 Kristopher Schendel:						2,500.00	.00	2,500.00	✓ 27190
<b>7524 My Bridge Team, Inc.</b>									
INV-000107	1	Admin	Invoice	04/25/2026	06/09/2026	3,373.60		3,373.60	100-100-52019
INV-000107	2	Admin	Invoice	04/25/2026	06/09/2026	421.70		421.70	100-900-52019
INV-000107	3	Storm Drain	Invoice	04/25/2026	06/09/2026	632.55		632.55	520-440-52019
INV-000107	4	Streets	Invoice	04/25/2026	06/09/2026	632.55		632.55	200-410-52019
INV-000107	5	Wastewater	Invoice	04/25/2026	06/09/2026	1,686.80		1,686.80	510-430-52019
INV-000107	6	Water	Invoice	04/25/2026	06/09/2026	1,686.80		1,686.80	500-420-52019
Total INV-000107:						8,434.00	.00	8,434.00	
Total 7524 My Bridge Team, Inc.:						8,434.00	.00	8,434.00	✓ 27191
<b>4980 Oregon DEQ</b>									
WQDOM26009	1	Permit No 101701	Invoice	05/01/2026	06/30/2026	3,620.24		3,620.24	510-430-52102
Total WQDOM2600986:						3,620.24	.00	3,620.24	
Total 4980 Oregon DEQ:						3,620.24	.00	3,620.24	✓ 27192

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>7551 Pathfinder Land Use Consulting LLC</b>									
1107	1	Land use consulting	Invoice	06/01/2026	06/01/2026	2,205.00		2,205.00	100-900-52019
Total 1107:						2,205.00	.00	2,205.00	
Total 7551 Pathfinder Land Use Consulting LLC:						2,205.00	.00	2,205.00	✓27193
<b>5810 RG Smith Electric &amp; Plumbing Inc</b>									
35373	1	WTP	Invoice	05/19/2026	06/19/2026	4,499.14		4,499.14	500-420-52011
Total 35373:						4,499.14	.00	4,499.14	
Total 5810 RG Smith Electric & Plumbing Inc:						4,499.14	.00	4,499.14	✓27194
<b>7528 S&amp;K Inflatable Inc.</b>									
081526	1	Founders Day Inflatables	Invoice	05/26/2026	06/15/2026	910.00		910.00	100-300-52111
Total 081526:						910.00	.00	910.00	
Total 7528 S&K Inflatable Inc.:						910.00	.00	910.00	✓27195
<b>7554 Sampson Construction Co Inc</b>									
050126AP2	1	Generator	Invoice	05/01/2026	05/15/2026	43,949.38		43,949.38	510-430-53005
Total 050126AP2:						43,949.38	.00	43,949.38	
Total 7554 Sampson Construction Co Inc:						43,949.38	.00	43,949.38	✓27196
<b>7530 TextMyGov</b>									
505273	1	Software management & support	Invoice	06/01/2026	07/01/2026	1,500.00		1,500.00	100-900-52114
Total 505273:						1,500.00	.00	1,500.00	
Total 7530 TextMyGov:						1,500.00	.00	1,500.00	✓27197
<b>999 Utility Refund</b>									
052826	1	Water	Invoice	05/28/2026	06/15/2026	78.74		78.74	500-420-52105
052826	2	Wastewater	Invoice	05/28/2026	06/15/2026	52.50		52.50	510-430-52105
Total 052826:						131.24	.00	131.24	
Total 999 Utility Refund:						131.24	.00	131.24	✓27182
Total :						99,072.76	.00	99,072.76	
Grand Totals:						99,072.76	.00	99,072.76	

*Bernard*

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,282.01	.00	1,282.01
100-100-52016	4,000.00	.00	4,000.00
100-100-52018	2,500.00	.00	2,500.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-52019	3,373.60	.00	3,373.60
100-200-51010	170.93	.00	170.93
100-300-51010	683.74	.00	683.74
100-300-52002	126.57	.00	126.57
100-300-52014	42.30	.00	42.30
100-300-52025	626.96	.00	626.96
100-300-52109	40.14	.00	40.14
100-300-52111	1,770.00	.00	1,770.00
100-900-52002	143.50	.00	143.50
100-900-52016	500.00	.00	500.00
100-900-52017	1,618.75	.00	1,618.75
100-900-52019	2,626.70	.00	2,626.70
100-900-52109	261.41	.00	261.41
100-900-52110	198.65	.00	198.65
100-900-52114	1,539.99	.00	1,539.99
100-900-52115	62.07	.00	62.07
200-410-51010	427.34	.00	427.34
200-410-52011	537.99	.00	537.99
200-410-52016	750.00	.00	750.00
200-410-52019	632.55	.00	632.55
200-410-52109	1,961.44	.00	1,961.44
500-420-51010	4,016.97	.00	4,016.97
500-420-52001	3,989.50	.00	3,989.50
500-420-52002	18.84	.00	18.84
500-420-52011	4,499.14	.00	4,499.14
500-420-52014	620.93	.00	620.93
500-420-52016	2,000.00	.00	2,000.00
500-420-52019	1,686.80	.00	1,686.80
500-420-52105	78.74	.00	78.74
500-420-52109	154.29	.00	154.29
510-430-51010	1,623.88	.00	1,623.88
510-430-52002	19.94	.00	19.94
510-430-52014	167.68	.00	167.68
510-430-52016	2,000.00	.00	2,000.00
510-430-52019	1,686.80	.00	1,686.80
510-430-52102	3,620.24	.00	3,620.24
510-430-52105	52.50	.00	52.50
510-430-52109	1,286.07	.00	1,286.07
510-430-53005	43,949.38	.00	43,949.38
520-440-51010	341.87	.00	341.87
520-440-52016	750.00	.00	750.00
520-440-52019	632.55	.00	632.55
<b>Grand Totals:</b>	<b>99,072.76</b>	<b>.00</b>	<b>99,072.76</b>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
04/26	8,434.00	.00	8,434.00
05/26	85,315.01	.00	85,315.01
06/26	5,323.75	.00	5,323.75

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	99,072.76	.00	99,072.76

*[Handwritten signature]*  
6/1/26

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>150 A &amp; B Septic</b>									
71466	1	For Tangent	Invoice	05/01/2026	05/31/2026	420.00		420.00	100-900-52115
Total 71466:						420.00	.00	420.00	
71488	1	For Tangent	Invoice	05/06/2026	06/05/2026	298.00		298.00	100-900-52115
Total 71488:						298.00	.00	298.00	
71489	1	For Tangent	Invoice	05/06/2026	06/05/2026	1,660.00		1,660.00	100-900-52115
Total 71489:						1,660.00	.00	1,660.00	
71502	1	For Tangent	Invoice	05/06/2026	06/05/2026	250.00		250.00	100-900-52115
Total 71502:						250.00	.00	250.00	
71503	1	For Tangent	Invoice	05/06/2026	06/05/2026	250.00		250.00	100-900-52115
Total 71503:						250.00	.00	250.00	
71575	1	For Tangent	Invoice	05/12/2026	06/11/2026	200.00		200.00	100-900-52115
Total 71575:						200.00	.00	200.00	
71693	1	For Tangent	Invoice	05/26/2026	06/25/2026	200.00		200.00	100-900-52115
Total 71693:						200.00	.00	200.00	
71711	1	For Tangent	Invoice	05/26/2026	06/25/2026	310.00		310.00	100-900-52115
Total 71711:						310.00	.00	310.00	
71724	1	For Tangent	Invoice	05/28/2026	06/27/2026	865.00		865.00	100-900-52115
Total 71724:						865.00	.00	865.00	
Total 150 A & B Septic:						4,453.00	.00	4,453.00	127200
<b>890 Best Pots Inc</b>									
I590744	1	Utilities	Invoice	06/03/2026	06/13/2026	106.64		106.64	500-420-52019
Total I590744:						106.64	.00	106.64	
I590931	1	Utilities	Invoice	06/09/2026	06/19/2026	205.76		205.76	100-300-52112
Total I590931:						205.76	.00	205.76	
Total 890 Best Pots Inc:						312.40	.00	312.40	27201
<b>1340 Caselle Inc.</b>									
INV-20594	1	Monthly Software Hosting Fees	Invoice	06/03/2026	07/01/2026	11,830.86		11,830.86	500-420-52114
INV-20594	2	Monthly Software Hosting Fee	Invoice	06/03/2026	07/01/2026	7,887.24		7,887.24	100-900-52114
INV-20594	3	Monthly Software Hosting Fee	Invoice	06/03/2026	07/01/2026	3,943.62		3,943.62	510-430-52114
INV-20594	4	Monthly Software Hosting Fee	Invoice	06/03/2026	07/01/2026	1,314.54		1,314.54	200-410-52114
INV-20594	5	Monthly Software Hosting Fee	Invoice	06/03/2026	07/01/2026	1,314.54		1,314.54	520-440-52114

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total INV-20594:						26,290.80	.00	26,290.80	
Total 1340 Caselle Inc.:						26,290.80	.00	26,290.80	✓27203
<b>1610 Civil West Engineering Services Inc</b>									
251974	1	HMGF Waterline Replacement	Invoice	06/04/2026	06/30/2026	3,989.13		3,989.13	500-420-53500
Total 251974:						3,989.13	.00	3,989.13	
251975	1	Wastewater Facilities Update	Invoice	06/04/2026	06/30/2026	1,512.00		1,512.00	510-430-53005
Total 251975:						1,512.00	.00	1,512.00	
Total 1610 Civil West Engineering Services Inc:						5,501.13	.00	5,501.13	✓27204
<b>2520 Eurofins Environment Testing NW, LLC</b>									
1770003338	1	AV water system	Invoice	05/29/2026	06/29/2026	45.00		45.00	500-420-52104
Total 1770003338:						45.00	.00	45.00	
1770003360	1	AV water system	Invoice	06/02/2026	06/30/2026	144.00		144.00	500-420-52104
Total 1770003360:						144.00	.00	144.00	
Total 2520 Eurofins Environment Testing NW, LLC:						189.00	.00	189.00	✓27205
<b>7534 Honeybrine Catering</b>									
89177-000548	1	Founders Day	Invoice	05/29/2026	08/15/2026	2,200.00		2,200.00	100-300-52111
Total 89177-000548:						2,200.00	.00	2,200.00	
Total 7534 Honeybrine Catering:						2,200.00	.00	2,200.00	✓27200
<b>7518 Net Assets Corporation</b>									
111-202605	1	Title Search	Invoice	06/01/2026	06/15/2026	31.00		31.00	100-900-52114
Total 111-202605:						31.00	.00	31.00	
Total 7518 Net Assets Corporation:						31.00	.00	31.00	✓27207
<b>4670 NW Natural</b>									
052926	1	Natural Gas	Invoice	05/29/2026	06/22/2026	33.57		33.57	100-900-52109
Total 052926:						33.57	.00	33.57	
Total 4670 NW Natural:						33.57	.00	33.57	✓27208
<b>4800 One Call Concepts Inc</b>									
6050304	1	OR Utility Notification Center	Invoice	05/31/2026	06/30/2026	12.64		12.64	500-420-52109
6050304	2	OR Utility Notification Center	Invoice	05/31/2026	06/30/2026	12.64		12.64	510-430-52109
Total 6050304:						25.28	.00	25.28	
Total 4800 One Call Concepts Inc:						25.28	.00	25.28	✓27209

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>5300 Pacific Power/PacificCorp</b>									
060926	1	Power	Invoice	06/09/2026	06/25/2026	2,744.63		2,744.63	500-420-52109
Total 060926:						2,744.63	00	2,744.63	
Total 5300 Pacific Power/PacificCorp:						2,744.63	.00	2,744.63	✓27210
<b>5780 Republic Services #452</b>									
0452-00574427	1	Utilities	Invoice	05/31/2026	06/20/2026	44.77		44.77	100-900-52109
Total 0452-005744279:						44.77	.00	44.77	
0452-00576295	1	Utilities	Invoice	05/31/2026	06/20/2026	169.65		169.65	510-430-52109
Total 0452-005762958:						169.65	.00	169.65	
Total 5780 Republic Services #452:						214.42	.00	214.42	✓27211
<b>7492 Rickreal Farm Supply</b>									
70001	1	Mower	Invoice	06/01/2026	06/30/2026	148.08		148.08	500-420-52022
70001	2	Mower	Invoice	06/01/2026	06/30/2026	111.06		111.06	510-430-52022
70001	3	Mower	Invoice	06/01/2026	06/30/2026	111.06		111.06	100-300-52022
Total 70001:						370.20	.00	370.20	
Total 7492 Rickreal Farm Supply:						370.20	.00	370.20	✓27212
<b>5940 SAIF Corporation</b>									
1002141195	1	Admin	Invoice	06/01/2026	06/25/2026	115.29		115.29	100-100-52103
1002141195	2	PS	Invoice	06/01/2026	06/25/2026	7.21		7.21	100-200-52103
1002141195	3	Parks	Invoice	06/01/2026	06/25/2026	64.85		64.85	100-300-52103
1002141195	4	Streets	Invoice	06/01/2026	06/25/2026	28.82		28.82	200-410-52103
1002141195	5	Water	Invoice	06/01/2026	06/25/2026	360.27		360.27	510-430-52103
1002141195	6	WW	Invoice	06/01/2026	06/25/2026	115.29		115.29	520-440-52103
1002141195	7	SD	Invoice	06/01/2026	06/25/2026	28.81		28.81	520-440-52103
Total 1002141195:						720.54	.00	720.54	
Total 5940 SAIF Corporation:						720.54	.00	720.54	✓27213
<b>6020 Schaefer's Recreation Equipment Co</b>									
162163-1	1	Chemicals	Invoice	05/11/2026	06/10/2026	502.00		502.00	510-430-52001
Total 162163-1:						502.00	.00	502.00	
162335-1	1	Chemicals	Invoice	05/19/2026	06/10/2026	502.00		502.00	510-430-52001
Total 162335-1:						502.00	.00	502.00	
Total 6020 Schaefer's Recreation Equipment Co:						1,004.00	.00	1,004.00	✓27214
<b>7362 US Bank</b>									
583819859	1	Copier	Invoice	06/06/2026	06/30/2026	131.00		131.00	100-900-52023
Total 583819859:						131.00	.00	131.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7362 US Bank:						131.00	00	131.00	✓27215
<b>7506 USDA Forest Service</b>									
010126	1	Land use fee	Invoice	05/28/2026	06/15/2026	215.67		215.67	100-900-52102
Total 010126:						215.67	.00	215.67	
Total 7506 USDA Forest Service:						215.67	.00	215.67	✓27214
<b>999 Utility Refund</b>									
060926	1	Water	Invoice	06/09/2026	06/30/2026	71.81		71.81	500-420-52105
060926	2	Wastewater	Invoice	06/09/2026	06/30/2026	47.87		47.87	510-430-52105
Total 060926: <i>Chapin - Lydon</i>						119.68	.00	119.68	
Total 999 Utility Refund:						119.68	.00	119.68	✓ <del>27217</del> 27202
<b>7090 Valley Fire Control, Inc.</b>									
457109	1	Service Call Job #48783880	Invoice	06/10/2026	06/30/2026	376.00		376.00	100-900-52012
Total 457109:						376.00	.00	376.00	
Total 7090 Valley Fire Control, Inc.:						376.00	.00	376.00	27217
<b>7130 Verizon</b>									
6145388835	1	Phone	Invoice	06/06/2026	06/28/2026	140.49		140.49	500-420-52110
6145388835	2	Phone	Invoice	06/06/2026	06/28/2026	99.69		99.69	510-430-52110
6145388835	3	Phone	Invoice	06/06/2026	06/28/2026	39.58		39.58	100-900-52110
Total 6145388835:						279.76	.00	279.76	✓27218
Total 7130 Verizon:						279.76	.00	279.76	
Total :						45,212.08	.00	45,212.08	
Grand Totals:						45,212.08	.00	45,212.08	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-52103	115.29	.00	115.29
100-200-52103	7.21	.00	7.21
100-300-52022	111.06	.00	111.06
100-300-52103	64.85	.00	64.85
100-300-52111	2,200.00	.00	2,200.00
100-300-52112	205.76	.00	205.76
100-900-52012	376.00	.00	376.00
100-900-52023	131.00	.00	131.00
100-900-52102	215.67	.00	215.67
100-900-52109	78.34	.00	78.34
100-900-52110	39.58	.00	39.58
100-900-52114	7,918.24	.00	7,918.24
100-900-52115	4,453.00	.00	4,453.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
200-410-52103	28.82	.00	28.82
200-410-52114	1,314.54	.00	1,314.54
500-420-52019	106.64	.00	106.64
500-420-52022	148.08	.00	148.08
500-420-52104	189.00	.00	189.00
500-420-52105	71.81	.00	71.81
500-420-52109	2,757.27	.00	2,757.27
500-420-52110	140.49	.00	140.49
500-420-52114	11,830.86	.00	11,830.86
500-420-53500	3,989.13	.00	3,989.13
510-430-52001	1,004.00	.00	1,004.00
510-430-52022	111.06	.00	111.06
510-430-52103	360.27	.00	360.27
510-430-52105	47.87	.00	47.87
510-430-52109	182.29	.00	182.29
510-430-52110	99.69	.00	99.69
510-430-52114	3,943.62	.00	3,943.62
510-430-53005	1,512.00	.00	1,512.00
520-440-52103	144.10	.00	144.10
520-440-52114	1,314.54	.00	1,314.54
Grand Totals:	45,212.08	.00	45,212.08

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
05/26	8,190.94	.00	8,190.94
06/26	37,021.14	.00	37,021.14
Grand Totals:	45,212.08	.00	45,212.08

A handwritten signature in black ink is written over the Grand Totals row of the second table. The signature is cursive and appears to be 'J. H. [unclear]'. Below the signature, the date '6/16/26' is written in a similar cursive style.

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>1520 CIS TRUST</b>									
JULY 2026 FIN	1	Employee Health Ins	Invoice	06/15/2026	07/10/2026	1,282.01		1,282.01	100-100-51010
JULY 2026 FIN	2	Employee Health Ins	Invoice	06/15/2026	07/10/2026	170.93		170.93	100-200-51010
JULY 2026 FIN	3	Employee Health Ins	Invoice	06/15/2026	07/10/2026	683.74		683.74	100-300-51010
JULY 2026 FIN	4	Employee Health Ins	Invoice	06/15/2026	07/10/2026	427.34		427.34	200-410-51010
JULY 2026 FIN	5	Employee Health Ins	Invoice	06/15/2026	07/10/2026	4,016.97		4,016.97	500-420-51010
JULY 2026 FIN	6	Employee Health Ins	Invoice	06/15/2026	07/10/2026	1,623.88		1,623.88	510-430-51010
JULY 2026 FIN	7	Employee Health Insurance	Invoice	06/15/2026	07/10/2026	341.87		341.87	520-440-51010
Total JULY 2026 FINAL INVOICE:						8,546.74	.00	8,546.74	
Total 1520 CIS TRUST:						8,546.74	.00	8,546.74	✓27219
<b>1550 City of Corvallis</b>									
4525126	1	Wastewater	Invoice	06/15/2026	07/15/2026	222.32		222.32	510-430-52014
4525126	2	Water	Invoice	06/15/2026	07/15/2026	833.69		833.69	500-420-52014
4525126	3	ND	Invoice	06/15/2026	07/15/2026	55.58		55.58	100-300-52014
Total 4525126:						1,111.59	.00	1,111.59	
Total 1550 City of Corvallis:						1,111.59	.00	1,111.59	✓27221
<b>1610 Civil West Engineering Services Inc</b>									
252062	1	Wastewater Services	Invoice	06/16/2026	06/30/2026	473.00		473.00	510-430-53005
252062	2	HMGP Support	Invoice	06/16/2026	06/30/2026	1,520.00		1,520.00	510-430-53005
252062	3	HMGP Generator Design	Invoice	06/16/2026	06/30/2026	1,579.00		1,579.00	510-430-53005
252062	4	WWTP Support	Invoice	06/16/2026	06/30/2026	7,744.00		7,744.00	510-430-53005
252062	5	Transportation Misc	Invoice	06/16/2026	06/30/2026	13,625.25		13,625.25	200-410-53001
252062	6	Development Review	Invoice	06/16/2026	06/30/2026	873.00		873.00	100-100-52020
252062	7	Calloway Creek South	Invoice	06/16/2026	06/30/2026	5,362.25		5,362.25	100-100-52020
252062	8	SCS Elementary School	Invoice	06/16/2026	06/30/2026	528.00		528.00	100-100-52020
Total 252062:						31,704.50	.00	31,704.50	
252063	1	Community Park	Invoice	06/16/2026	06/30/2026	9,442.50		9,442.50	100-300-53004
Total 252063:						9,442.50	.00	9,442.50	
Total 1610 Civil West Engineering Services Inc:						41,147.00	.00	41,147.00	✓27222
<b>1800 Consumers Power Inc.</b>									
1152400071526	1	Utilities	Invoice	06/18/2026	07/15/2026	1,869.00		1,869.00	200-410-52109
Total 1152400071526:						1,869.00	.00	1,869.00	
1152401071526	1	Utilities	Invoice	06/18/2026	07/15/2026	40.14		40.14	100-300-52109
Total 1152401071526:						40.14	.00	40.14	
1152406071526	1	Utilities	Invoice	06/18/2026	07/15/2026	175.56		175.56	100-900-52109
Total 1152406071526:						175.56	.00	175.56	
1152409071526	1	Utilities	Invoice	06/18/2026	07/15/2026	56.56		56.56	100-900-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1152409071526:						56.56	.00	56.56	
1152410071526	1	Utilities	Invoice	06/18/2026	07/15/2026	78.41		78.41	510-430-52109
Total 1152410071526:						78.41	.00	78.41	
1152411071526	1	Utilities	Invoice	06/18/2026	07/15/2026	81.13		81.13	500-420-52109
Total 1152411071526:						81.13	.00	81.13	
1152413061826	1	Utilities	Invoice	06/18/2026	07/15/2026	124.73		124.73	510-430-52109
Total 1152413061826:						124.73	.00	124.73	
1152414061826	1	Utilities	Invoice	06/18/2026	07/15/2026	39.55		39.55	500-420-52109
Total 1152414061826:						39.55	.00	39.55	
1152415071526	1	Utilities	Invoice	06/18/2026	07/15/2026	39.55		39.55	100-900-52109
Total 1152415071526:						39.55	.00	39.55	
1152418071526	1	Utilities	Invoice	06/18/2026	07/15/2026	156.50		156.50	510-430-52109
Total 1152418071526:						156.50	.00	156.50	
1152419071526	1	Utilities	Invoice	06/18/2026	07/15/2026	39.55		39.55	500-420-52109
Total 1152419071526:						39.55	.00	39.55	
1152420071526	1	Utilities	Invoice	06/18/2026	07/15/2026	553.86		553.86	510-430-52109
Total 1152420071526:						553.86	.00	553.86	
1152421071526	1	Utilities	Invoice	06/18/2026	07/15/2026	25.12		25.12	200-410-52109
Total 1152421071526:						25.12	.00	25.12	
1152422071526	1	Utilities	Invoice	06/18/2026	07/15/2026	63.32		63.32	200-410-52109
Total 1152422071526:						63.32	.00	63.32	
Total 1800 Consumers Power Inc.:						3,342.98	.00	3,342.98	✓ 27223
<b>7509 Good Earth Pest Company</b>									
586230	1	Pest Control	Invoice	06/24/2026	07/24/2026	135.00		135.00	100-900-52012
Total 586230:						135.00	.00	135.00	
595016	1	Pest Control	Invoice	06/18/2026	06/30/2026	225.00		225.00	100-900-52012
Total 595016:						225.00	.00	225.00	
Total 7509 Good Earth Pest Company:						360.00	.00	360.00	✓ 27224

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>7486 Jano's Trophies</b>									
30083	1	Nameplates	Invoice	06/17/2026	06/17/2026	168.00		168.00	100-900-52111
Total 30083:						168.00	.00	168.00	
Total 7486 Jano's Trophies:						168.00	.00	168.00	✓27225
<b>7510 Kristopher Schendel</b>									
2606	1	Code Compliance	Invoice	06/30/2026	07/15/2026	2,500.00		2,500.00	100-100-52018
Total 2606:						2,500.00	.00	2,500.00	
Total 7510 Kristopher Schendel:						2,500.00	.00	2,500.00	✓27224
<b>3860 League of Oregon Cities</b>									
2026-200174	1	membership dues	Invoice	07/01/2026	07/30/2026	1,636.61		1,636.61	100-900-52102
Total 2026-200174:						1,636.61	.00	1,636.61	
Total 3860 League of Oregon Cities:						1,636.61	.00	1,636.61	✓27227
<b>4480 Mission Communications</b>									
2024345	1	Equipment Maintenance	Invoice	06/19/2026	07/18/2026	2,372.00		2,372.00	500-420-52022
Total 2024345:						2,372.00	.00	2,372.00	
Total 4480 Mission Communications:						2,372.00	.00	2,372.00	✓27228
<b>7478 Northcore USA LLC</b>									
22605AP30626	1	Water Repair in Park	Invoice	06/26/2026	07/15/2026	11,500.00		11,500.00	500-420-52011
Total 22605AP3062626:						11,500.00	.00	11,500.00	
Total 7478 Northcore USA LLC:						11,500.00	.00	11,500.00	✓27229
<b>7542 Power Systems West LLC</b>									
SI2610001685	1	System Maintenance & Repair	Invoice	06/20/2026	07/15/2026	4,779.75		4,779.75	510-430-52011
Total SI2610001685:						4,779.75	.00	4,779.75	
Total 7542 Power Systems West LLC:						4,779.75	.00	4,779.75	✓27230
<b>7552 Real</b>									
DEC 2025, JAN	1	REAL Agreements	Invoice	03/20/2026	06/30/2026	120.88		120.88	100-900-52102
Total DEC 2025, JAN 2026, & FEB 2026:						120.88	.00	120.88	
Total 7552 Real:						120.88	.00	120.88	✓27220
Total :						77,585.55	.00	77,585.55	
Grand Totals:						77,585.55	.00	77,585.55	

GL Account Number	Debit	Credit	Net
100-100-51010	1,282.01	.00	1,282.01
100-100-52018	2,500.00	.00	2,500.00
100-100-52020	6,763.25	.00	6,763.25
100-200-51010	170.93	.00	170.93
100-300-51010	683.74	.00	683.74
100-300-52014	55.58	.00	55.58
100-300-52109	40.14	.00	40.14
100-300-53004	9,442.50	.00	9,442.50
100-900-52012	360.00	.00	360.00
100-900-52102	1,757.49	.00	1,757.49
100-900-52109	271.67	.00	271.67
100-900-52111	168.00	.00	168.00
200-410-51010	427.34	.00	427.34
200-410-52109	1,957.44	.00	1,957.44
200-410-53001	13,625.25	.00	13,625.25
500-420-51010	4,016.97	.00	4,016.97
500-420-52011	11,500.00	.00	11,500.00
500-420-52014	833.69	.00	833.69
500-420-52022	2,372.00	.00	2,372.00
500-420-52109	160.23	.00	160.23
510-430-51010	1,623.88	.00	1,623.88
510-430-52011	4,779.75	.00	4,779.75
510-430-52014	222.32	.00	222.32
510-430-52109	913.50	.00	913.50
510-430-53005	11,316.00	.00	11,316.00
520-440-51010	341.87	.00	341.87
<b>Grand Totals:</b>	<b>77,585.55</b>	<b>.00</b>	<b>77,585.55</b>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
03/26	120.88	.00	120.88
06/26	75,828.06	.00	75,828.06
07/26	1,636.61	.00	1,636.61
<b>Grand Totals:</b>	<b>77,585.55</b>	<b>.00</b>	<b>77,585.55</b>

*Handwritten signature and date:*  
 [Signature] 6/29/26

**ADAIR VILLAGE PATROL**  
 May 25, 2026 - June 24, 2026

**Benton County Sheriff's Office - Adair Patrol Activity Log**

Date/Time	Call #	Total Time	Deputy	Con-tacts	Traffic		Arrests		Notes
					Warn	Cite	Cite	Cust	
<b>Patrol</b>									
052826 13:01:54	2026094763	0:29:44	Macken						No stops
052726 07:01:10	2026095258	0:49:13	Bottoff						no activity
052726 14:05:32	2026095533	0:46:05	Lochner						no activity
052726 20:27:55	2026095782	1:11:23	Hardison						PATROLLED CITY STREETS, AND RAN LIDAR ON HIGHWAY 99W AND RYALS AVENUE. ALSO HANDLED ONE CALL FOR SERVICE ON TAMPICO ROAD NEAR SOAP CREEK ROAD.
052826 04:08:30	2026095963	0:56:45	Tominey						no activity
052826 09:39:26	2026096070	1:05:09	Young						no activity
053126 14:01:25	2026098166	0:59:30	Lochner						1 hour
060126 17:07:11	2026098938	1:35:06	Hardison						PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W/ADAIR FRONTAGE ROAD/BOTH PARKS. HANDLED ONE CALL FOR SERVICE ON AN ATL VEHICLE THAT WAS UTL.
060226 00:07:31	2026099197	1:56:16	Drongesen	1	1				Patrolled neighborhoods, highway, and parks; 1 citizen contact; 1 traffic stop/warning 1.5 hrs. no stops.
060226 09:38:24	2026099363	1:30:23	Lochner						Patrolled parks/streets and monitored traffic; 0 stops
060226 12:48:00	2026099517	0:28:58	Hesseling						PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W. ONE TRAFFIC STOP/ONE CITATION ISSUED FOR SPEEDING 85/55 ON RYALS AVENUE.
060226 19:45:00	2026099819	2:00:08	Hardison			1			1 hour
060326 09:35:41	2026100140	1:05:34	Lochner						spoke with two people training K9 (retired BCSO SAR R3 K9 and student) conduct tracking training. Talked about K9 program and BCSO.
060326 12:53:26	2026100289	1:01:26	Young						PATROLLED CITY STREETS/COUNTY ROADS/ADAIR FRONTAGE ROAD/HIGHWAY 99W.
060326 17:28:25	2026100536	1:29:43	Hardison						One hour Adair patrol.
060426 07:57:08	2026100855	1:00:00	Glass						1.5 hours extra patrol. no activity
060526 03:36:21	2026101521	1:29:08	Moser						Patrolled city streets, Adair Park, Santiam Christian, Aerodrome, ODFW Facility, Adair Frontage RD, and HWY 99. Monitored traffic along HWY 99 near Arnold- 2 Traffic Stops (Warnings). No citizen contacts.
060626 04:42:32	2026102255	1:07:46	Tominey			2			no activity
060726 08:28:56	2026102903	2:01:43	Lochner						PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W.
060726 21:15:58	2026103269	1:30:58	Hardison						no activity
060826 03:54:12	2026103377	1:08:04	Drongesen						HANDLED ONE CALL FOR SERVICE NEARBY.
060826 16:38:30	2026103781	1:11:07	Hardison						1 cite for speed, patrolled the streets and park.
060826 19:15:28	2026103898	1:22:49	Williams			1			Patrolled Aerodrome, Adair Park, school zone in morning drop off. 5 people at park recreating, no one at aerodrome.
060926 06:54:40	2026104087	3:32:56	Bottoff	5					PATROLLED CITY STREETS/COUNTY ROADS/ADAIR FRONTAGE ROAD/HIGHWAY 99W. RAN LIDAR ON RYALS/HIGHWAY 99W.
060926 16:26:56	2026104451	1:38:46	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SERVED ONE CIVIL PAPER ON LAUREL DRIVE/RAN LIDAR ON ARNOLD NEAR RYALS AVENUE AND HIGHWAY 99W.
061026 20:50:37	2026105336	0:54:30	Hardison						no activity
061126 12:39:06	2026105696	0:28:54	Young						no activity
061226 01:00:02	2026106135	1:08:03	Gevatosky						no activity



CSO Report	Violation	Case #	Follow Up	Attachment D	
				Compliance	Fine/Fee
5160 Willamette Ave NE	Grass - Talked to the property manager on 6/15/26, who stated they would get their maintenance workers to the property.	26-515	6/15/2026	Y	N
328 Carmen PINE	Grass	26-516	6/8/2026	Y	N
6325 William R Carr	Grass	26-517	6/8/2026	Y	N
6261 William R Carr NE	Weeds / Junk - House appears to be vacant	26-518	6/15/2026	Y	N
5224 Laurel Dr	Car Parked on Unapproved pad	26-601	6/8/2026	Y	N
170 Azalea	Blackberries crossing property line - Property owner has a contractor scheduled to perform work. Timeline extended.	26-602	6/15/2026		
8046 Barberrry	Blackberries and Junk RV	26-603	6/29/2026		
7197 Cheryl SE	Car partially blocking drive way	26-604	6/8/2026	Y	N
Berg/Weigel	RV being stored on street	26-605	6/22/2026	Y	N
Berg/Dot	Airstream attached to truck	26-606	6/29/2026		

# City of Adair Village

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## City Administrator's Report

### **Administration**

- Finances

The City expects to receive the completed audit for Council review at the August meeting. In the meantime, staff has already begun working with the auditors on the next audit cycle to ensure a smooth transition. Once the audit is formally issued, it will be presented to the City Council.

- Tangent Partnership

The City has expanded its services to Tangent by taking on several additional maintenance projects, including work around the wastewater lagoon facilities and maintenance of trees and park areas. The current partnership continues to operate successfully, and the City's new part-time employee has done an excellent job supporting these additional responsibilities.

- Staffing

The City recently hired Dylan Smith as a part-time seasonal employee assigned to the Tangent contract. Staff will evaluate the City's long-term operational needs and Dylan's interest in continuing with the organization, with the potential of transitioning the position into a permanent full-time role during the 2027-2028 budget cycle.

### **Property & Business**

- AVIS (Adair Village Industrial Site)

Staff met again with DEQ and project partners to discuss the next phase of work at the site. Following the installation of additional safety signage, the project team expects to complete additional site surveying and begin evaluating potential remediation alternatives.

- Store Property

The City has reviewed preliminary site plans for the proposed redevelopment of the store property. Staff is still awaiting preliminary property valuation estimates from both the prospective developer and the City's independent appraiser before bringing the project back to Council for further discussion.

- Callaway Creek Development

Staff is coordinating with the Callaway Creek Homeowners Association on the construction of the community trail system. Similar to the first trail segment, portions of the proposed alignment may be affected by private improvements that have extended into the planned trail corridor. Staff is working with the HOA to address these issues and move the project forward.

- Santiam Christian Elementary School

The Planning Commission completed its review of the Santiam Christian Elementary School application and voted to deny the proposal. Staff will continue to work through any subsequent processes or applications as they arise.

## **Major Projects**

- Park Improvements

The park improvement project has gone out to bid, and the City has selected a contractor. Construction is expected to begin within the next month.

- Laurel & Willamette Road Overlay

The City has selected a contractor for the Laurel and Willamette road overlay project. Construction is expected to occur over the next few months.

- Water Line Replacements

With the start of the new budget year, staff will begin planning for replacement of aging water lines in the north section of the City. This work will improve system reliability and continue the City's long-term infrastructure improvements.



PUBLIC WORKS  
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 5/20/2026 to 6/20/2026

**WATER USE / DISTRIBUTION REPORT**

**WATER USE REPORT**

Water produced: 8,061,500

Average use per day: 260k

**WATER DISTRIBUTION REPORT**

Maintenance activity: No leaks were detected. Staff spend spare time looking for possible leaks.

Collected quarterly: Second quarter samples completed and submitted to Oregon health authority.

**WASTEWATER TREATMENT REPORT**

Flows into WWTP are still low for this time of year. Staff cleaned pulled and cleaned the intake screen. Staff power washed the trickling filter.

Total Monthly Influent: 2.9 million Gallons

**STORM WATER COLLECTION SYSTEM REPORT**

Maintenance activity: Storm drains are clear. Staff check and monitor daily.

## **STREETS MAINTENANCE REPORT**

Maintenance: Streets are in decent shape and are checked weekly. Staff took inventory of street signs that need to be replaced and will be completed in July.

## **CITY HALL / PARKS AND WETLANDS**

Maintenance activity: Summer mowing has leveled off with the dry weather. Staff have been able to keep up with maintenance of all city properties.

## **WATER TREATMENT PLANT**

Maintenance activity: We are now averaging 50 hours a week of run time at the water plant. Staff did maintenance and replaced all the tubing for our sampling lines.

## **WASTEWATER TREATMENT PLANT**

Maintenance activity: The wastewater treatment plant has had no issues. Staff continue to maintain and monitor flows at the plant.

Completed by Matt Lydon, Public Works Supervisor



**STAFF REPORT**  
**Attachment G – Financial Report**  
 July 7, 2026 Council Meeting

We have approximately \$5,404,684.59 in the Local Government Investment Pool (LGIP). Last month we had \$5,372,022.06. Last year at this time we had \$4,159,351.02. We have approximately \$460,713.24 in Citizens Bank.

<b>Fund</b>	<b>Income</b>	<b>Expenses</b>	<b>% of Budget</b>	<b>Difference</b>
General	3,044,214.00	788,774.00	22.18%	2,255,440.00
Streets	478,315.00	124,490.00	34.75%	353,825.00
Water	1,777,511.00	1,026,416.00	74.91%	751,095.00
Wastewater	2,382,505.00	646,362.00	30.80%	1,736,143.00
Storm Drain	128,386.00	41,769.00	40.83%	86,617.00
SDC Fund	2,455,928.00	180,000.00	7.98%	2,275,928.00
Reserve	165,554.00	80,000.00	57.02%	85,554.00
<b>TOTAL</b>	<b>\$10,432,413.00</b>	<b>\$2,887,811.00</b>		<b>7,544,602.00</b>

Report Criteria:

Includes only accounts with balances or activity  
 Includes grand totals by account type with revenue and expenditure totals

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>General Fund</b>						
<b>General Fund Revenue</b>						
100-000-40000	Beginning Fund Balance	0	1,736,881	2,000,000	263,119	86.84
100-000-40001	Property Taxes - Current	2,005	294,869	281,000	(13,869)	104.94
100-000-40002	Property Taxes - Prior Year	1,973	3,972	500	(3,472)	794.42
100-000-41010	Revenue Sharing	0	11,479	14,000	2,521	81.99
100-000-41020	Cigarette Taxes	56	2,349	1,000	(1,349)	234.93
100-000-41030	Liquor Taxes	519	19,433	29,000	9,567	67.01
100-000-41100	Tangent Contract	0	283,154	259,000	(24,154)	109.33
100-000-41200	Transient Lodging Tax	0	0	5,000	5,000	.00
100-000-41300	Benton CO STIFF for Transit	0	0	25,000	25,000	.00
100-000-42001	Planning Fees	0	10,300	10,000	(300)	103.00
100-000-42050	Fees - Other	0	3,471	0	(3,471)	.00
100-000-42060	SDC Administrative Fees	0	0	10,000	10,000	.00
100-000-43001	Utility Franchise Fees	0	78,062	70,000	(8,062)	111.52
100-000-46020	Residential Rent Revenue	2,835	28,603	30,000	1,397	95.34
100-000-46021	Property Lease or Rent	0	87,465	78,000	(9,465)	112.13
100-000-46023	Building Lease	2,750	29,050	32,000	2,950	90.78
100-000-46024	Property Tax-Property Lease	579	4,912	6,000	1,088	81.86
100-000-46027	Utilities-Property Lease	324	1,639	19,000	17,361	8.63
100-000-46028	Room Rental	0	625	120	(505)	520.83
100-000-46055	Refunds	0	0	200	200	.00
100-000-46057	Miscellaneous	0	7,241	1,000	(6,241)	724.13
100-000-47300	Parks Grant	0	100,000	486,000	386,000	20.58
100-000-48000	Interest	18,314	160,708	20,000	(140,708)	803.54
Total General Fund Revenue:		29,355	2,854,214	3,376,820	512,606	84.82
<b>Transfers In</b>						
100-000-49530	Transfer from SDC Fund	0	180,000	180,000	0	100.00
Total Transfers In:		0	180,000	180,000	0	100.00
<b>City Administration</b>						
<b>General Fund Administrative</b>						
100-100-50010	City Administrator	8,782	88,118	87,988	(130)	100.15
100-100-50016	Utility/Court Clerk	140	2,208	2,324	116	95.00
100-100-50018	Finance Clerk	761	8,746	9,125	379	95.85
100-100-50050	PW Superint/Asst City Manager	189	388	2,344	1,957	16.54
100-100-51010	Employee Health Ins Benefits	1,211	16,398	21,518	5,120	76.21
100-100-51020	Retirement Benefits	2,508	24,232	28,326	4,094	85.55
100-100-51030	Employment Taxes	1,449	12,830	13,690	860	93.72
100-100-52002	Materials & Supplies	133	133	250	117	53.06
100-100-52010	Miscellaneous	0	0	500	500	.00
100-100-52013	Travel and Training	0	0	2,000	2,000	.00
100-100-52016	Audit	4,000	8,200	28,940	20,740	28.33
100-100-52017	City Attorney	0	0	15,000	15,000	.00
100-100-52018	Planning Consultant	2,500	30,000	30,000	0	100.00
100-100-52019	Contract Service	0	26,130	74,800	48,670	34.93
100-100-52020	Development Engineering	1,362	42,197	70,000	27,803	60.28
100-100-52031	Urban Renewal Development	0	0	55,000	55,000	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
100-100-52101	Banking Charges	0	26	0	(26)	.00
100-100-52103	Insurance	0	6,222	3,150	(3,072)	197.53
100-100-52106	Mileage	0	0	250	250	.00
Total General Fund Administrative:		23,034	265,828	445,206	179,378	59.71
Total City Administration:		23,034	265,828	445,206	179,378	59.71
<b>Public Safety</b>						
<b>General Fund Public Safety</b>						
100-200-50010	City Administrator	798	8,011	16,999	8,988	47.12
100-200-51010	Employee Health Ins Benefits	167	1,879	2,585	706	72.70
100-200-51020	Retirement Benefits	251	2,423	3,278	855	73.92
100-200-51030	Employment Taxes	118	1,047	1,076	29	97.28
100-200-52019	Contract Service	0	44,481	50,948	6,467	87.31
100-200-52103	Insurance	0	6,513	7,300	787	89.22
Total General Fund Public Safety:		1,334	64,354	82,186	17,832	78.30
Total Public Safety:		1,334	64,354	82,186	17,832	78.30
<b>Parks and Recreation</b>						
<b>GF Parks &amp; Recreation</b>						
100-300-50052	Utility Worker III	970	11,044	12,014	970	91.92
100-300-50055	Operator	1,123	12,784	13,907	1,123	91.92
100-300-50058	Utility Worker I	222	1,839	3,803	1,964	48.36
100-300-51010	Employee Health Ins Benefits	671	7,981	8,855	874	90.12
100-300-51020	Retirement Benefits	1,128	10,904	8,465	(2,439)	128.81
100-300-51030	Employment Taxes	359	4,075	3,998	(77)	101.93
100-300-52002	Materials & Supplies	127	1,551	750	(801)	206.79
100-300-52012	Maintenance - Bldg & Parks	0	266	1,000	734	26.57
100-300-52013	Travel and Training	0	0	500	500	.00
100-300-52014	Vehicle Fuel & Maintenance	42	696	2,500	1,804	27.82
100-300-52019	Contract Service	0	0	800	800	.00
100-300-52022	Equipment Maintenance	0	418	5,000	4,582	8.36
100-300-52023	Equipment Rental/Lease	0	0	100	100	.00
100-300-52025	Small Equipment Purchase	627	627	4,200	3,573	14.93
100-300-52030	Miscellaneous	0	0	100	100	.00
100-300-52103	Insurance	0	4,899	3,150	(1,749)	155.53
100-300-52106	Mileage	0	0	100	100	.00
100-300-52108	Postage	0	0	75	75	.00
100-300-52109	Utilities	40	440	750	310	58.73
100-300-52111	Parks-Events	1,770	4,392	5,500	1,108	79.86
100-300-52112	Parks - Youth Activities	0	5,054	6,500	1,446	77.76
Total GF Parks & Recreation:		7,081	66,970	82,067	15,097	81.60
<b>Capital Outlay</b>						
100-300-53001	Improvements - Bldg & Parks	0	286	2,000	1,714	14.30
100-300-53002	Equipment Purchase	0	2,767	3,000	233	92.23
100-300-53003	Museum Infrastructure Cap Outl	0	50,000	50,000	0	100.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>Total Capital Outlay:</b>		0	53,053	55,000	1,947	96.46
<b>GF Parks &amp; Recreation</b>						
100-300-53004	CapOutlay-ParkPavilion,Path,BR	2,560	60,892	601,000	540,108	10.13
<b>Total GF Parks &amp; Recreation:</b>		2,560	60,892	601,000	540,108	10.13
<b>Capital Outlay</b>						
100-300-53005	Wetlands to City Hall Trail	0	0	65,000	65,000	.00
<b>Total Capital Outlay:</b>		0	0	65,000	65,000	.00
<b>Transfers Out</b>						
100-300-55600	Transfer to Reserve Fund	0	5,000	5,000	0	100.00
<b>Total Transfers Out:</b>		0	5,000	5,000	0	100.00
<b>Total Parks and Recreation:</b>		9,641	185,915	808,067	622,152	23.01
<b>Non-departmental</b>						
<b>General Fund Non-Departmental</b>						
100-900-52002	Materials & Supplies	209	1,782	10,000	8,218	17.82
100-900-52010	Legal Notices	0	0	3,000	3,000	.00
100-900-52012	Maintenance - Bldg & Parks	0	11,131	10,000	(1,131)	111.31
100-900-52014	Vehicle Fuel & Maintenance	0	368	1,500	1,132	24.52
100-900-52015	Security Alarm	0	0	10,800	10,800	.00
100-900-52016	Audit	500	1,025	14,418	13,393	7.11
100-900-52017	City Attorney	656	8,181	10,000	1,819	81.81
100-900-52019	Contract Service	270	11,247	30,600	19,353	36.76
100-900-52020	Engineering Consultant	0	3,871	7,500	3,629	51.62
100-900-52021	Transit	0	0	25,000	25,000	.00
100-900-52022	Equipment Maintenance	355	1,260	1,500	240	84.00
100-900-52023	Equipment Rental/Lease	144	1,512	2,000	488	75.60
100-900-52024	Security Alarm	0	969	1,500	531	64.60
100-900-52025	Small Equipment Purchase	0	0	7,000	7,000	.00
100-900-52030	Miscellaneous	0	814	1,000	186	81.37
100-900-52031	CERT Expenditures	0	36	5,000	4,964	.72
100-900-52101	Banking Charges	20	2,856	750	(2,106)	380.83
100-900-52102	Dues	216	7,848	7,500	(348)	104.63
100-900-52103	Insurance	0	13,423	15,750	2,327	85.23
100-900-52108	Postage	0	4,918	5,750	832	85.52
100-900-52109	Utilities	340	3,962	4,200	238	94.34
100-900-52110	Telephones	238	2,019	4,600	2,581	43.88
100-900-52111	Mayor & Council Expenses	0	300	1,000	700	30.00
100-900-52113	Election Fees	0	0	1,000	1,000	.00
100-900-52114	Software Hosting Fees	660	10,336	6,300	(4,036)	164.06
100-900-52115	Tangent Expenditures	4,515	71,449	125,000	53,551	57.16
100-900-52199	Property Taxes	0	9,089	8,700	(389)	104.47
<b>Total General Fund Non-Departmental:</b>		8,123	188,396	321,368	152,972	52.40
<b>Capital Outlay</b>						

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
100-900-53001	Improvements - Bldg & Parks	0	16,843	45,000	28,157	37.43
100-900-53002	Equipment Purchase	0	0	15,000	15,000	.00
<b>Total Capital Outlay:</b>		<b>0</b>	<b>16,843</b>	<b>60,000</b>	<b>43,157</b>	<b>28.07</b>
<b>Transfers Out</b>						
100-900-55500	Transfer to Water Fund	0	9,577	9,577	0	100.00
100-900-55530	Transfer to SDC Fund	0	77,861	77,861	0	100.00
<b>Total Transfers Out:</b>		<b>0</b>	<b>87,438</b>	<b>87,438</b>	<b>0</b>	<b>100.00</b>
<b>Total Non-departmental:</b>		<b>8,123</b>	<b>272,677</b>	<b>468,805</b>	<b>196,128</b>	<b>58.16</b>
<b>Contingency</b>						
100-998-58000	Contingency	0	0	250,000	250,000	.00
<b>Total Contingency:</b>		<b>0</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>	<b>.00</b>
<b>Ending Fund Balance</b>						
100-999-59000	Reserve for Future Expenditure	0	0	83,192	83,192	.00
100-999-59001	Set-aside State Shad Rev Proj	0	0	1,419,363	1,419,363	.00
<b>Total Ending Fund Balance:</b>		<b>0</b>	<b>0</b>	<b>1,502,556</b>	<b>1,502,556</b>	<b>.00</b>
<b>General Fund Revenue Total:</b>		<b>29,355</b>	<b>3,044,214</b>	<b>3,556,820</b>	<b>512,606</b>	<b>85.59</b>
<b>General Fund Expenditure Total:</b>		<b>42,133</b>	<b>788,774</b>	<b>3,556,820</b>	<b>2,768,046</b>	<b>22.18</b>
<b>Total General Fund:</b>		<b>(12,778)</b>	<b>2,255,440</b>	<b>0</b>	<b>(2,255,440)</b>	<b>.00</b>

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>Street Fund</b>						
<b>Street Fund Revenue</b>						
200-000-40000	Beginning Fund Balance	0	365,585	250,000	(115,585)	146.23
200-000-41040	Highway Apportionment	9,816	107,943	105,000	(2,943)	102.80
200-000-46057	Miscellaneous	0	0	200	200	.00
200-000-48000	Interest	0	4,787	3,000	(1,787)	159.57
Total Street Fund Revenue:		9,816	478,315	358,200	(120,115)	133.53
<b>Public Works - Streets</b>						
<b>Public Works - Streets</b>						
200-410-50010	City Administrator	399	4,005	3,999	(6)	100.16
200-410-50016	Utility clerk	47	736	775	39	94.97
200-410-50018	Finance Clerk	254	2,916	3,042	126	95.84
200-410-50050	Public Works Supervisor	757	8,619	9,377	758	91.92
200-410-50052	Utility Worker III	243	2,761	3,003	242	91.94
200-410-50055	Operator I	281	3,196	3,477	281	91.92
200-410-50058	Utility Worker I	56	460	951	491	48.35
200-410-51010	Employee Health Ins Benefits	409	5,732	6,510	778	88.05
200-410-51020	Retirement Benefits	627	6,058	6,792	734	89.19
200-410-51030	Employment Taxes	318	3,184	3,312	128	96.14
200-410-52002	Materials & Supplies	0	7	1,200	1,193	.56
200-410-52011	System Maintenance & Repair	538	8,488	10,000	1,512	84.88
200-410-52016	Audit	750	1,538	5,426	3,889	28.33
200-410-52019	Contract Service	0	4,899	6,600	1,701	74.23
200-410-52020	Engineering Consultant	0	0	6,000	6,000	.00
200-410-52023	Equipment Rental/Lease	0	0	250	250	.00
200-410-52024	Street Sweeping	0	6,000	10,000	4,000	60.00
200-410-52030	Miscellaneous	0	24	100	76	24.30
200-410-52103	Insurance	0	3,790	6,300	2,510	60.16
200-410-52109	Utilities	1,961	20,253	14,500	(5,753)	139.68
200-410-52114	Software Hosting Fees	101	1,106	1,200	95	92.13
Total Public Works - Streets:		6,740	83,772	102,815	19,043	81.48
<b>Capital Outlay</b>						
200-410-53001	Street Improvements	18,656	40,468	50,000	9,532	80.94
200-410-53002	Equipment Purchase	0	0	3,000	3,000	.00
Total Capital Outlay:		18,656	40,468	53,000	12,532	76.35
<b>Transfers Out</b>						
200-410-55600	Transfer to Reserve Fund	0	250	250	0	100.00
Total Transfers Out:		0	250	250	0	100.00
Total Public Works - Streets:		25,395	124,490	156,065	31,575	79.77
<b>Contingency</b>						
200-998-58000	Contingency	0	0	125,000	125,000	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
	Total Contingency:	0	0	125,000	125,000	.00
<b>Ending Fund Balance</b>						
200-999-59000	Reserve for Future Expenditure	0	0	77,135	77,135	.00
	Total Ending Fund Balance:	0	0	77,135	77,135	.00
	Street Fund Revenue Total:	9,816	478,315	358,200	(120,115)	133.53
	Street Fund Expenditure Total:	25,395	124,490	358,200	233,710	34.75
	Total Street Fund:	(15,579)	353,825	0	(353,825)	.00

Account Number	Title	2025-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>Water Fund</b>						
<b>Water Fund - Revenue</b>						
500-000-40000	Beginning Fund Balance	0	506,806	454,853	(51,953)	111.42
500-000-42020	New Connections	2,000	9,500	20,000	10,500	47.50
500-000-42032	Water Metered Fees	118,479	1,021,598	720,228	(301,370)	141.84
500-000-42033	Backflow Inspection Fees	1,359	11,752	0	(11,752)	.00
500-000-42035	Reconnect Fees	0	0	500	500	.00
500-000-42036	Water Outside Assessments	13,163	112,215	70,000	(42,215)	160.31
500-000-42045	Utility Deposit	0	3,055	4,000	945	76.39
500-000-46030	Fees - Other	1,620	13,095	500	(12,595)	2,619.00
500-000-46055	Refunds	0	0	1,000	1,000	.00
500-000-46057	Miscellaneous	510	5,885	4,500	(1,385)	130.78
500-000-48000	Interest	0	4,028	5,000	972	80.56
Total Water Fund - Revenue:		137,131	1,687,934	1,280,581	(407,353)	131.81
<b>Transfers In</b>						
500-000-49100	Transfer in from General Fund	0	9,577	9,577	0	100.00
500-000-49600	Transfer from Reserve	0	80,000	80,000	0	100.00
Total Transfers In:		0	89,577	89,577	0	100.00
<b>Public Works - Water</b>						
<b>Water Fund Expenditures</b>						
500-420-50010	City Administrator	3,193	32,043	31,996	(47)	100.15
500-420-50016	Utility/Court Clerk	467	7,359	7,748	389	94.98
500-420-50018	Finance Clerk	2,537	29,151	30,416	1,265	95.84
500-420-50050	Public Works Supervisor	4,355	51,328	53,917	2,589	95.20
500-420-50052	Utility Worker III	2,426	29,873	33,037	3,164	90.42
500-420-50055	Operator I	2,808	31,959	38,245	6,286	83.56
500-420-50058	Utility Worker I	611	5,057	10,459	5,402	48.35
500-420-51010	Employee Health Ins Benefits	3,857	53,071	55,799	2,728	95.11
500-420-51020	Retirement Benefits	5,266	50,887	56,410	5,523	90.21
500-420-51030	Employment Taxes	2,508	26,326	27,682	1,356	95.10
500-420-52001	Chemicals	3,990	10,720	20,000	9,280	53.60
500-420-52002	Materials & Supplies	19	2,642	8,314	5,672	31.78
500-420-52010	Publications-Legal Notices	0	0	100	100	.00
500-420-52011	System Maintenance & Repair	4,499	45,784	50,000	4,216	91.57
500-420-52013	Travel and Training	0	0	3,779	3,779	.00
500-420-52014	Vehicle Fuel & Maintenance	621	13,978	10,000	(3,978)	139.78
500-420-52016	Audit	2,000	4,100	14,470	10,370	28.33
500-420-52019	Contract Service	107	21,952	17,600	(4,352)	124.73
500-420-52020	Engineering Consultant	0	0	25,194	25,194	.00
500-420-52022	Equipment Maintenance	0	1,433	17,000	15,567	8.43
500-420-52023	Equipment Rental/Lease	0	0	3,000	3,000	.00
500-420-52025	Small Equipment Purchase	0	0	25,000	25,000	.00
500-420-52030	Miscellaneous	0	457	2,000	1,543	22.86
500-420-52101	Banking Charges	482	3,714	3,200	(514)	116.06
500-420-52102	Dues	0	1,285	3,200	1,915	40.16
500-420-52103	Insurance	0	20,590	12,600	(7,990)	163.41
500-420-52104	Lab Analysis	45	3,790	3,646	(144)	103.96
500-420-52105	Refunds-Utility Deposit	79	847	2,845	1,998	29.77
500-420-52107	Permits	0	1,095	5,600	4,505	19.55

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
500-420-52108	Postage	0	0	650	650	.00
500-420-52109	Utilities	2,832	29,909	25,000	(4,909)	119.64
500-420-52110	Telephones	140	1,546	1,200	(346)	128.80
500-420-52114	Software Hosting Fees	905	9,950	10,000	51	99.50
500-420-52115	Debt Issuance Costs	0	0	6,763	6,763	.00
<b>Total Water Fund Expenditures:</b>		<b>43,747</b>	<b>490,846</b>	<b>616,871</b>	<b>126,025</b>	<b>79.57</b>
<b>Capital Outlay</b>						
500-420-53001	Equipment Purchase	0	12,451	53,000	40,549	23.49
500-420-53500	Water System Improvements	4,332	363,866	404,500	40,634	89.95
<b>Total Capital Outlay:</b>		<b>4,332</b>	<b>376,317</b>	<b>457,500</b>	<b>81,183</b>	<b>82.26</b>
<b>Debt Service</b>						
500-420-54005	IFA Loan Payment	0	139,013	139,013	0	100.00
500-420-54006	IFA Loan - Safe Drinking Water	0	20,240	20,240	0	100.00
<b>Total Debt Service:</b>		<b>0</b>	<b>159,253</b>	<b>159,253</b>	<b>0</b>	<b>100.00</b>
<b>Total Public Works - Water:</b>		<b>48,079</b>	<b>1,026,416</b>	<b>1,233,624</b>	<b>207,208</b>	<b>83.20</b>
<b>Contingency</b>						
500-998-58000	Contingency	0	0	100,000	100,000	.00
<b>Total Contingency:</b>		<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>.00</b>
<b>Ending Fund Balance</b>						
500-999-59000	Reserve for Future Expenditure	0	0	36,533	36,533	.00
<b>Total Ending Fund Balance:</b>		<b>0</b>	<b>0</b>	<b>36,533</b>	<b>36,533</b>	<b>.00</b>
<b>Water Fund Revenue Total:</b>		<b>137,131</b>	<b>1,777,511</b>	<b>1,370,157</b>	<b>(407,354)</b>	<b>129.73</b>
<b>Water Fund Expenditure Total:</b>		<b>48,079</b>	<b>1,026,416</b>	<b>1,370,157</b>	<b>343,741</b>	<b>74.91</b>
<b>Total Water Fund:</b>		<b>89,052</b>	<b>751,095</b>	<b>0</b>	<b>(751,095)</b>	<b>.00</b>

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>Wastewater Fund</b>						
<b>Wastewater Fund Revenue</b>						
510-000-40000	Beginning Fund Balance	0	737,863	450,000	(287,863)	163.97
510-000-41100	Tangent Contract	0	0	40,000	40,000	.00
510-000-42039	Wastewater Fees	75,626	672,127	449,516	(222,611)	149.52
510-000-46057	Miscellaneous	0	0	1,000	1,000	.00
510-000-47000	FEMA Region 10 Grant ER Power	0	43,878	245,753	201,875	17.85
510-000-48000	Interest	0	2,410	5,000	2,590	48.21
Total Wastewater Fund Revenue:		75,626	1,456,278	1,191,269	(265,009)	122.25
<b>Debt Proceeds</b>						
510-000-49012	2020 Wastewater Loan	0	926,227	657,000	(269,227)	140.98
510-000-49013	IFA Lottery Loan 2026 for expa	0	0	250,000	250,000	.00
Total Debt Proceeds:		0	926,227	907,000	(19,227)	102.12
<b>Public Works - Wastewater</b>						
<b>Wastewater Fund Expenditures</b>						
510-430-50010	City Administrator	2,395	24,032	23,997	(35)	100.15
510-430-50016	Utility/Court Clerk	257	4,048	4,261	213	95.01
510-430-50018	Finance Clerk	1,395	16,035	16,729	694	95.85
510-430-50050	Public Works Supervisor	1,893	21,548	23,442	1,894	91.92
510-430-50052	Utility Worker III	970	8,780	9,010	230	97.44
510-430-50055	Operator I	1,123	12,784	10,430	(2,354)	122.57
510-430-50058	Utility Worker I	167	1,379	2,852	1,473	48.36
510-430-51010	Employee Health Ins Benefits	1,541	21,942	23,657	1,716	92.75
510-430-51020	Retirement Benefits	2,257	21,809	24,624	2,815	88.57
510-430-51030	Employment Taxes	1,253	12,127	12,202	76	99.38
510-430-52001	Chemicals	1,004	6,525	19,800	13,275	32.95
510-430-52002	Materials & Supplies	20	1,010	3,500	2,490	28.86
510-430-52010	Publications-Legal Notices	0	0	250	250	.00
510-430-52011	System Maintenance & Repair	0	20,956	55,000	34,044	38.10
510-430-52013	Travel and Training	0	0	1,000	1,000	.00
510-430-52014	Vehicle Fuel & Maintenance	168	4,220	3,300	(920)	127.88
510-430-52016	Audit	2,000	4,100	14,470	10,370	28.33
510-430-52019	Contract Service	0	13,065	17,600	4,535	74.23
510-430-52020	Engineering Consultant	0	1,729	60,000	58,271	2.88
510-430-52022	Equipment Maintenance	0	1,213	2,000	787	60.63
510-430-52025	Equipment purchase	0	0	2,000	2,000	.00
510-430-52030	Miscellaneous	0	336	1,000	664	33.56
510-430-52101	Banking Charges	482	3,714	2,000	(1,714)	185.70
510-430-52102	Dues	3,620	3,752	100	(3,652)	3,752.32
510-430-52103	Insurance	0	15,840	12,600	(3,240)	125.72
510-430-52104	Lab Analysis	0	0	4,000	4,000	.00
510-430-52105	Refunds-Utility Deposit	53	565	0	(565)	.00
510-430-52106	Mileage	0	0	500	500	.00
510-430-52107	Permits	0	0	2,200	2,200	.00
510-430-52108	Postage	0	0	550	550	.00
510-430-52109	Utilities	1,468	15,629	15,000	(629)	104.20
510-430-52110	Telephones	100	1,097	2,500	1,403	43.87
510-430-52114	Software Hosting Fees	302	3,317	3,300	(17)	100.50

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>Total Wastewater Fund Expenditures:</b>		<u>22,467</u>	<u>241,550</u>	<u>373,874</u>	<u>132,324</u>	<u>64.61</u>
<b>Capital Outlay</b>						
510-430-53002	Equipment Purchase	0	12,451	270,000	257,549	4.61
510-430-53005	Wastewater System Improvement	55,074	199,618	600,000	400,382	33.27
510-430-53006	Capacity expansion,lagoon,infi	0	0	250,000	250,000	.00
<b>Total Capital Outlay:</b>		<u>55,074</u>	<u>212,069</u>	<u>1,120,000</u>	<u>907,931</u>	<u>18.93</u>
<b>Debt Service</b>						
510-430-54005	2020 WW Treatment Plant Loan	0	191,743	192,000	257	99.87
<b>Total Debt Service:</b>		<u>0</u>	<u>191,743</u>	<u>192,000</u>	<u>257</u>	<u>99.87</u>
<b>Transfers Out</b>						
510-430-55600	Transfer to Reserve Fund	0	1,000	1,000	0	100.00
<b>Total Transfers Out:</b>		<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>100.00</u>
<b>Total Public Works - Wastewater:</b>		<u>77,541</u>	<u>646,362</u>	<u>1,686,874</u>	<u>1,040,512</u>	<u>38.32</u>
<b>Contingency</b>						
510-998-58000	Contingency	0	0	150,000	150,000	.00
<b>Total Contingency:</b>		<u>0</u>	<u>0</u>	<u>150,000</u>	<u>150,000</u>	<u>.00</u>
<b>Ending Fund Balance</b>						
510-999-59000	Reserve for Future Expenditure	0	0	261,395	261,395	.00
<b>Total Ending Fund Balance:</b>		<u>0</u>	<u>0</u>	<u>261,395</u>	<u>261,395</u>	<u>.00</u>
<b>Wastewater Fund Revenue Total:</b>		<u>75,626</u>	<u>2,382,505</u>	<u>2,098,269</u>	<u>(284,236)</u>	<u>113.55</u>
<b>Wastewater Fund Expenditure Total:</b>		<u>77,541</u>	<u>646,362</u>	<u>2,098,269</u>	<u>1,451,907</u>	<u>30.80</u>
<b>Total Wastewater Fund:</b>		<u>(1,915)</u>	<u>1,736,143</u>	<u>0</u>	<u>(1,736,143)</u>	<u>.00</u>

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>Storm Drain Fund</b>						
<b>Storm Drain Revenue</b>						
520-000-40000	Beginning Fund Balance	0	66,747	62,100	(4,647)	107.48
520-000-42040	Storm Drain Fees	6,834	61,018	40,000	(21,018)	152.54
520-000-46057	Miscellaneous	0	0	200	200	.00
520-000-48000	Interest	0	621	0	(621)	.00
Total Storm Drain Revenue:		6,834	128,386	102,300	(26,086)	125.50
<b>Public Works - Storm Drain</b>						
<b>Storm Drain Expenditures</b>						
520-440-50010	City Administrator	399	4,005	6,999	2,994	57.23
520-440-50016	Utility/Court Clerk	23	368	388	19	95.07
520-440-50018	Finance Clerk	127	1,458	2,521	1,063	57.85
520-440-50050	Public Works Supervisor	379	4,310	7,088	2,778	60.80
520-440-50052	Utility Worker III	243	2,761	4,803	2,042	57.48
520-440-50055	Operator I	281	3,196	5,377	2,181	59.44
520-440-50058	Utility Worker I	56	460	951	491	48.35
520-440-51010	Employee Health Ins Benefits	330	4,821	6,758	1,937	71.34
520-440-51020	Retirement Benefits	502	4,846	5,024	177	96.47
520-440-51030	Employment Taxes	233	2,363	2,425	62	97.45
520-440-52002	Materials & Supplies	0	0	75	75	.00
520-440-52011	System Maintenance & Repair	0	0	1,500	1,500	.00
520-440-52014	Vehicle Fuel & Maintenance	0	0	220	220	.00
520-440-52016	Audit	750	1,538	5,426	3,889	28.33
520-440-52019	Contract Service	0	6,347	6,600	253	96.16
520-440-52023	Equipment Rental/Lease	0	0	220	220	.00
520-440-52101	Banking Charges	0	250	250	0	100.00
520-440-52103	Insurance	0	3,691	3,150	(541)	117.17
520-440-52114	Software Hosting Fees	101	1,106	1,200	95	92.13
Total Storm Drain Expenditures:		3,423	41,519	60,974	19,455	68.09
<b>Transfers Out</b>						
520-440-55600	Transfer to Reserve Fund	0	250	250	0	100.00
Total Transfers Out:		0	250	250	0	100.00
Total Public Works - Storm Drain:		3,423	41,769	61,224	19,455	68.22
<b>Contingency</b>						
520-998-58000	Contingency	0	0	25,000	25,000	.00
Total Contingency:		0	0	25,000	25,000	.00
<b>Ending Fund Balance</b>						
520-999-59000	Reserve for Future Expenditure	0	0	16,076	16,076	.00
Total Ending Fund Balance:		0	0	16,076	16,076	.00
Storm Drain Fund Revenue Total:		6,834	128,386	102,300	(26,086)	125.50
Storm Drain Fund Expenditure Total:		3,423	41,769	102,300	60,531	40.83
Total Storm Drain Fund:		3,411	86,617	0	(86,617)	.00

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Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
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Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>System Development Fund</b>						
<b>System Development Fund Revenue</b>						
530-000-40000	Beginning Fund Balance	0	1,993,548	1,470,657	(522,891)	135.55
530-000-42141	Park	3,968	18,848	230,600	211,752	8.17
530-000-42142	Street Imp.	23,060	109,535	242,120	132,585	45.24
530-000-42143	Water Imp.	31,420	149,245	125,400	(23,845)	119.02
530-000-42144	WW Imp.	13,740	65,265	12,200	(53,065)	534.96
530-000-42145	Storm Drain Fees	1,220	5,795	39,680	33,885	14.60
530-000-46030	Fees - Other	3,280	15,580	32,800	17,220	47.50
530-000-48000	Interest	0	20,251	25,000	4,749	81.00
Total System Development Fund Revenue:		76,688	2,378,067	2,178,457	(199,610)	109.16
<b>Transfers In</b>						
530-000-49100	Transfer in from General Fund	0	77,861	77,861	0	100.00
Total Transfers In:		0	77,861	77,861	0	100.00
<b>Department: 100</b>						
<b>Transfers Out</b>						
530-100-55100	Transfer to General Fund	0	180,000	180,000	0	100.00
Total Transfers Out:		0	180,000	180,000	0	100.00
Total Department: 100:		0	180,000	180,000	0	100.00
<b>Ending Fund Balance</b>						
530-999-59000	Reserve for Future Expenditure	0	0	2,076,318	2,076,318	.00
Total Ending Fund Balance:		0	0	2,076,318	2,076,318	.00
System Development Fund Revenue Total:		76,688	2,455,928	2,256,318	(199,610)	108.85
System Development Fund Expenditure Total:		0	180,000	2,256,318	2,076,318	7.98
Total System Development Fund:		76,688	2,275,928	0	(2,275,928)	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
<b>Reserve Fund</b>						
600-000-40000	Beginning Fund Balance	0	157,502	133,800	(23,702)	117.71
<b>Reserve Fund Revenue</b>						
600-000-48000	Interest	0	1,551	0	(1,551)	.00
Total Reserve Fund Revenue:		0	1,551	0	(1,551)	.00
<b>Transfers In</b>						
600-000-49100	Transfer from General Fund	0	5,000	5,000	0	100.00
600-000-49200	Transfer from Street Fund	0	250	250	0	100.00
600-000-49500	Transfer from Water Fund	0	0	1,000	1,000	.00
600-000-49510	Transfer from Wastewater	0	1,000	0	(1,000)	.00
600-000-49520	Transfer from Storm Drain Fund	0	250	250	0	100.00
Total Transfers In:		0	6,500	6,500	0	100.00
<b>Non-departmental</b>						
<b>Transfers Out</b>						
600-900-55100	Transfer to General Fund	0	80,000	80,000	0	100.00
Total Transfers Out:		0	80,000	80,000	0	100.00
Total Non-departmental:		0	80,000	80,000	0	100.00
<b>Ending Fund Balance</b>						
600-999-59000	Reserve for Future Expenditure	0	0	60,300	60,300	.00
Total Ending Fund Balance:		0	0	60,300	60,300	.00
Reserve Fund Revenue Total:		0	165,554	140,300	(25,254)	118.00
Reserve Fund Expenditure Total:		0	80,000	140,300	60,300	57.02
Total Reserve Fund:		0	85,554	0	(85,554)	.00
Total Asset:		0	0	0	0	.00
Total Liability:		0	0	0	0	.00
Total Equity:		0	0	0	0	.00
Total Revenue:		335,450	10,432,413	9,882,364	(550,049)	105.57
Total Expenditure:		196,570	2,887,811	9,882,364	6,994,553	29.22
Grand Revenue Total:		335,450	10,432,413	9,882,364	(550,049)	105.57
Grand Expenditure Total:		196,570	2,887,811	9,882,364	6,994,553	29.22
Grand Totals:		138,880	7,544,602	0	(7,544,602)	.00



**Account Statement - Transaction Summary**

For the Month Ending **May 31, 2026**

ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Asset Summary		
	May 31, 2026	April 30, 2026
Oregon LGIP	5,404,684.59	5,372,022.06
<b>Total</b>	<b>\$5,404,684.59</b>	<b>\$5,372,022.06</b>

Oregon LGIP	
Opening Balance	5,372,022.06
Purchases	32,662.63
Redemptions	(0.10)

**Closing Balance** **\$5,404,684.59**  
 Dividends 18,276.12





OREGON  
STATE  
TREASURY

For the Month Ending **May 31, 2026**

**Account Statement**

**ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>5,372,022.06</b>
05/01/26	05/01/26	LGIP Fees - Received ACH (1 @ \$0.10 - From 4333) - April 2026	1.00	(0.10)	5,372,021.96
05/08/26	05/08/26	SFMS Fr:OLCC 700LCC Tax (Liquor)	1.00	518.70	5,372,540.66
05/08/26	05/08/26	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	3,995.23	5,376,535.89
05/14/26	05/14/26	SFMS Fr:Administrative Services, Dept 70City Cigarette Tax	1.00	56.31	5,376,592.20
05/19/26	05/19/26	ODOT - ODOT PYMNT	1.00	9,816.27	5,386,408.47
05/29/26	06/01/26	Accrual Income Div Reinvestment - Distributions	1.00	18,276.12	5,404,684.59
<b>Closing Balance</b>					<b>5,404,684.59</b>

	Month of May	Fiscal YTD July-May	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
<b>Opening Balance</b>	5,372,022.06	4,194,222.87	5,404,684.59	5,381,434.47	4.00%
<b>Purchases</b>	32,662.63	1,560,462.92			
<b>Redemptions</b>	(0.10)	(350,001.20)			
<b>Closing Balance</b>	<b>5,404,684.59</b>	<b>5,404,684.59</b>			
<b>Dividends</b>	18,276.12	193,788.40			

# ACCOUNT STATEMENT

For the Month Ending  
**May 31, 2026**

## ADAIR VILLAGE CITY OF

### Client Management Team

**Jeremy King**  
Key Account Manager  
213 Market Street  
Harrisburg, PA 17101-2141  
1-855-678-5447 (1-855-OST-LGIP)  
kingj@pfmam.com

**Rachael Miller**  
Client Consultant  
213 Market Street  
Harrisburg, PA 17101-2141  
1-855-678-5447 (1-855-OST-LGIP)  
miller@pfmam.com

**DeWayne Fields**  
Client Service Representative  
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Harrisburg, PA 17101-2141  
1-855-678-5447 (1-855-OST-LGIP)  
fieldsd@pfmam.com

### Contents

Cover/Disclosures  
Summary Statement  
Individual Accounts

### Accounts included in Statement

4333 ADAIR VILLAGE CITY OF

### Important Messages

Oregon LGIP will be closed on 06/19/2026 for Juneteenth.  
Oregon LGIP will be closed on 07/03/2026 for Independence Day (observed).

ADAIR VILLAGE CITY OF  
PAT HARE  
6030 WILLIAM R CARR AVE  
ADAIR VILLAGE, OR 97330

**Online Access** [www.oregon.gov/lgip](http://www.oregon.gov/lgip) **Customer Service** 1-855-678-5447



June 1, 2026

Pat Hare  
City Administrator  
City of Adair Village

**Scope of Work for Design and Construction Phase Services  
Adair Village Wastewater Treatment Plant Phase 2 Improvements**

Dear Mr. Hare,

Verdantas LLC is pleased to submit this proposal to the City of Adair Village for the final design and construction phase services for the City's Phase 2 Wastewater Treatment Plant Improvements.

## Project Description

The City of Adair Village owns and operates a wastewater collection system that collects raw wastewater from throughout the City's Urban Growth Boundary (UGB) and conveys it to the City's wastewater treatment plant (WWTP) located east of Adair County Park. The WWTP was originally constructed in the late 1950's. The City has implemented significant upgrades to the headworks and backup power facilities in the last few years as part of the Phase 1 Improvements designed by Verdantas (formally Civil West Engineering Services).

The present configuration of the City's WWTP includes the headworks, Imhoff tank, rock media trickling filter, secondary clarifier, and chlorine disinfection. A recently completed predesign report detailed the recommended Phase 2 Improvements to the WWTP. These include replacement of the secondary treatment system with a new sequencing batch reactor (SBR) system, a new ultraviolet disinfection system, expansion of the effluent storage facilities, and improvements to the solids processing facilities.

This scope of services includes engineering services required to advance the project to a state that is prepared for permitting and construction.

## Scope of Work

The following tasks have been identified to track the project progress. Each task has been assigned a budget based on an estimated number of engineering hours required to complete the work.

## Phase 1: Project Management

This task encompasses the overall coordination, administration, and oversight necessary to ensure successful execution of the project. Activities involved in this task include:

- **Project Planning and Scheduling:** Establishing and maintaining a detailed project schedule, including milestones, deliverables, and deadlines.
- **Team Coordination:** Facilitating communication among project team members, subcontractors, and stakeholders to ensure alignment and timely progress.
- **Meetings:** Internal and external meetings (specify the number of meetings included, duration, location (Teams, project site, local office), and required audience).
- **Budget and Resource Management:** Monitoring expenditures, managing resources, and ensuring the project remains within the approved budget.
- **Progress Monitoring and Reporting:** Tracking task completion, identifying potential risks or delays, and providing regular updates to the client through status reports and meetings.
- **Documentation and Recordkeeping:** Maintaining comprehensive project records, including meeting notes, correspondence, and decision logs.

This task will be active throughout the duration of the project and will support all other technical and administrative tasks outlined in this SOW.

## Phase 2: Effluent Holding Pond Design and Bid Phase Support

This phase includes the preparation of engineering drawings and technical specifications for the proposed treated effluent holding pond improvements. Drafts of the engineering drawings and technical specifications will be submitted to the City for review and comment. City comments will be incorporated into a regulatory review set of engineering drawings and technical specifications submitted to the Department of Environmental Quality for review and approval. Comments received from DEQ will be addressed in a final revision to the engineering drawings and technical specifications.

The final engineering drawings and technical specifications will be consolidated into a bid package following Engineer's Joint Contract Documents Committee format guidelines. Verdantas will coordinate the bidding phase, including tracking plan holders, addressing questions from prospective bidders, preparing addendums or clarifications if necessary, and administrate a formal public bid opening.

Upon completion of this process, Verdantas will provide the City with a Recommendation to Award the project and assist the City with the contracting process.



*Phase 2 Deliverables:*

- 60% and 90% drafts of engineering drawings and technical specifications for review by City staff.
- 100% draft for review by DEQ.
- Engineering drawings and technical specifications for use during project bidding which incorporate City and DEQ comments.
- Comment response letter (PDF format) to DEQ comments.
- Engineer's Estimate of Probable Cost revised to reflect changes in each submittal.
- Sample Contract Documents for Bid posting.
- Recommendation to Award (assuming qualified bidder and price acceptable to the City)

*Phase 2 Assumptions:*

- Design work will be limited to improvements to expand the effluent storage facilities. No design work for the "in-fence" WWTP improvements is included as part of this phase.
- Work associated with land-application/irrigation system design and updating the City's recycled water use plan is excluded.
- The lining system (geomembrane and related components) will be specified at a performance level; specialized liner design and manufacturer-specific shop drawings will be provided by the contractor/supplier and reviewed by Verdantas for general conformance.

*Potential Subconsultant Involvement (Verdantas may subcontract these services or we may perform them in-house):*

- Geotechnical Engineering – A geotechnical engineer will be retained to provide subsurface characterization and design recommendations for the pond-liner, underdrain system, and horizontal directional drilling.

### Phase 3: Effluent Holding Pond Construction Phase Support

This phase includes an allowance of hours for engineering support and inspections during construction. The hours estimate assumes that construction will occur during a two (2) month period. Construction phase services may include the following:

- Coordination, clarification, and field engineering support for the Contractor
- Review of Contractor payment requests
- Review and processing of Change Order Requests



- Tracking of project budget and schedule
- Inspection of constructed facilities to verify compliance with the Contract Documents, Engineering Drawings, and Technical Specifications.

## Phase 4: WWTP Preconstruction Coordination

This phase includes services aimed at identifying qualified vendors and contractors to complete the WWTP improvements. Work specifically includes the following:

### *Subphase 4A – Equipment Preselection*

A competitive process to select an equipment vendor to provide the proposed sequencing batch reactor system will allow Verdantas to work collaboratively with the equipment vendor throughout the design process to minimize potential errors or operational problems. Under this task, Verdantas will prepare a Request for Proposals (RFP) for equipment vendors so that a competitive selection process can be used to identify the equipment vendor that is able to provide reliable equipment at a reasonable price.

Verdantas will coordinate the RFP and host a pre-proposal meeting with equipment vendors to discuss critical components of the system and respond to questions. Following receipt of proposals, Verdantas will review and score proposals in tandem with City staff and facilitate negotiations with the highest scoring equipment vendor.

### *Subphase 4B – Contractor Prequalification*

Given the complexity of the proposed project, Verdantas recommends that the City undertake a two-step process to identify potential Contractors to complete the work. Under this task, Verdantas will complete the first step in that process by preparing a Request for Qualifications (RFQ) to identify Contractors with the experience and credentials necessary to successfully complete the proposed project. Verdantas will host a pre-proposal meeting to discuss the project with interested contractors. Following the deadline, Verdantas will review contractor qualification submittals and those proposers that meet the requirements will be included on a roster of contractors eligible to submit bids to construct the project.

### *Phase 4 Deliverables:*

- RFP (including agreement documents) for preselection of the SBR equipment vendor.
- Recommendation to award for SBR equipment preselection.
- RFQ to prequalify contractors for bidding on the construction of the improvements designed under this contract.
- Memorandum summarizing the contractor prequalification review process and the list of prequalified contractors.



*Phase 4 Assumptions:*

- City will pay advertising costs directly to publishers. Verdantas anticipates advertising both the Equipment Preselection RFP and the Contractor Prequalification in the Portland Daily Journal of Commerce.
- City will enter into an agreement with an equipment vendor at the conclusion of the Equipment Preselection process. The equipment will serve as the basis of design for the SBR facilities.
- Contractor prequalification will occur once a funding source (or sources) has been identified under Task 5. Waiting until funding has been secured will allow the engineering team to verify that contractor selection complies with construction procurement requirements that may be imposed by funding agencies.

## Phase 5: WWTP Design Document Preparation

This task includes the preparation of engineering drawings and technical specifications for the proposed WWTP improvements. Drafts of the engineering drawings and technical specifications will be submitted to the City for review and comment. City comments will be incorporated into a regulatory review set of engineering drawings and technical specifications submitted to the Department of Environmental Quality for review and approval. Comments received from DEQ will be addressed in a final revision to the engineering drawings and technical specifications.

*Phase 5 Deliverables:*

- 60% and 90% drafts of engineering drawings and technical specifications for review by City staff. One printed set and a PDF copy will be provided to the City for each review.
- 100% draft for review by DEQ.
- Engineering drawings and technical specifications for use during project bidding which incorporate City and DEQ comments.
- Comment response letter to DEQ comments.
- Engineer's Estimate of Probable Cost revised to reflect changes in each submittal.

*Phase 5 Assumptions:*

- Verdantas will conduct a virtual conceptual design review meeting with the City prior to identifying a recommended alternative.
- Design work will be limited to improvements at the existing WWTP property.
- System components to be incorporated into the design include: influent lift station and forcemain modifications, sequencing batch reactor secondary treatment process, UV disinfection system, solids processing improvements, in-plant recycle and drain pump station, laboratory/operations building, and associated site improvements.



- Modifications to the treated effluent holding pond, effluent pump station, and land application system are excluded from this phase.

## Assumptions and Exclusions

### Assumptions:

- The City will provide timely access to the WWTF site and coordinate with operations staff to support safe fieldwork and tie-in design.
- Geotechnical services may be performed by Verdantas and/or qualified subcontractors managed by Verdantas.

### Exclusions:

- Operation and maintenance (O&M) manual development beyond compilation of contractor-supplied closeout documents.

## Compensation

Based upon the information and assumptions listed in this SOW, Verdantas proposes that the SOW described herein be completed for a lump sum cost of \$1,305,355, estimated on a per-task-basis in the table below. The proposed cost is based upon information provided to us and the assumptions described in this SOW. If conditions are discovered during performance of services that are not consistent with those known to Verdantas at the time of this SOW preparation or the assumptions upon which the proposed cost was based, as documented herein, are not valid, then the SOW and terms of this Agreement will be revised in consultation with you. You will be promptly notified should these circumstances arise.

Task	Description	Estimated Fee
1	Project Management & Administration	\$81,844
2	Effluent Holding Pond Design and Bid Phase Support	\$144,796
3	Effluent Holding Pond Construction Phase Support	\$47,096
4	WWTP Preconstruction Coordination	\$127,884
5	WWTP Design Document Preparation	\$860,700
6	Reimbursables	\$43,035
<b>Total</b>		<b>\$1,305,355</b>



## Project Schedule

A reasonable timeline for completing this work is provided below. This schedule assumes Verdantas can proceed with activities at a pace controlled by Verdantas, without being adversely affected by access, weather, regulatory review timelines, or other issues out of our control.

- January 2027: Effluent Holding Pond Design Documents Finalized and Approved
- April 2027: Preconstruction coordination for WWTP complete
- May 2027: Contractor under contract for effluent holding pond construction
- October 2027: Effluent Holding Pond Construction Complete
- June 2028: WWTP Design Finalized and Approved

## Authorization and Terms

The work performed under this SOW will be completed in accordance with the terms and conditions of the Agreement dated April 1<sup>st</sup>, 2020 between the City of Adair Village and Civil West Engineering Services, Inc. If the proposed SOW, project costs, and contractual terms are acceptable to you, return one signed copy of this letter to us as written authorization to proceed.

## Standard of Care and Limitations

Verdantas shall perform its services in a manner consistent with that level of care and skill ordinarily exercised by other members of the engineering and science professions currently performing similar services under similar conditions and subject to the time limits and financial and physical constraints applicable to this engagement. No other warranty, expressed or implied, is made or intended by our proposal or by our oral or written reports. Unless specifically included in the Scope of Services, the work will not attempt to evaluate past or present compliance with federal, state, or local environmental or land use laws or regulations. Conclusions presented by Verdantas shall be consistent with the SOW, level of effort specified, and investigative techniques employed. Reports, opinions, letters, and other documents will not evaluate the presence or absence of any compound or parameter not specifically analyzed and reported. Verdantas makes no guarantees regarding the completeness or accuracy of any information provided by the City of Adair Village, obtained from public or private files or information provided by subcontractors not retained through Verdantas.

Furthermore, the professional work product will be prepared and made available for the sole use of the City of Adair Village. Unless other arrangements have been made, the contents thereof may not be used or relied upon by any other person or entity without the express written consent and authorization of the City of Adair Village and Verdantas.



## Closing

We look forward to working with you on this project and appreciate the opportunity to be of service to you.

If the terms are acceptable, sign and return to Verdantas so we may proceed with scheduling and commence work. Should you have any questions or wish to discuss any portion of the proposal, please let us know.

Sincerely,



Matt Wadlington, PE  
Group Leader/Senior Consultant  
**Verdantas**



# Signature

We accept, on this \_\_\_\_\_ day of \_\_\_\_\_ (month and year) the above Proposal for the Scope of Work for Adair Village Wastewater Treatment Plant Phase 2 Design Services.

\_\_\_\_\_  
**Matt Wadlington, PE**  
**Senior Consultant**  
**Verdantas**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Verdantas Signatory Name**  
**Job Title**  
**Verdantas**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Pat Hare**  
**City Administrator**  
**City of Adair Village**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Client’s authorization of this Proposal is effective once received by Verdantas. Please provide a signed copy to: Matt Wadlington, PE



Scope of Work: Adair Village Wastewater Treatment Plant Phase 2 Design Services  
May 1, 2026

**Attachment A:  
General Terms and Conditions/Master Services Agreement**





## PURPOSE

This procedure outlines the necessary steps to transfer either a segment of highway from the Oregon Department of Transportation (“State”) to a Local Public Agency (“LPA”), or the transfer of a segment of roadway transferred to the State from an LPA.

Jurisdictional Transfers involve three documents:

1. Approval of the Jurisdictional Transfer Agreement by State and LPA that outlines the terms of the proposed jurisdictional transfer and formalizes acceptance of the transfer.
2. Approval of Resolution by the OTC that:
  - a. Approves the transfer of State jurisdiction, maintenance, control, and all right, title and interest authority over a highway segment;
  - b. Amends the Oregon Highway Plan (OHP) to reflect elimination of highway segment from state authority and control; and
  - c. Authorizes State to relinquish/transfer the property interests to LPA; or if State is accepting transfer *from* an LPA, approves adding road into Highway system (State Highway Designation Resolution).
3. Preparation and recording of Jurisdictional Transfer and Quitclaim of Active Right of Way document by State to transfer property to LPA or effect a transfer by LPA to State. If only jurisdiction and control is being conveyed (not right, title and interest) it must be documented as such.

*Note: Prior to 2002, these agreements were titled Abandonment-Retention Agreements (A&R).*

## GUIDANCE

This guidance document supersedes previous Procedure 10-10-01.

## DEFINITIONS

**Abandon:** To release or give up a less than fee property interest that the State holds via a County Resolution when the highway segment is to be eliminated from the state highway system because it no longer serves a statewide public highway purpose. An abandonment releases the State’s interests in the facility and the associated right of way upon which the facility is located. See ORS 366.300. Also see the ODOT web site for the Technical Services RW Policy Guidance Abandonment of Former Right of Way to Abutting Property Owners.

## Jurisdictional Transfer Procedure

• • •

**Abandonment Document:** The conveyance document used only to abandon property to abutting property owners, when the State owns the property via County Resolution and no longer needs the property for a public highway purpose, and the property is not needed by an LPA. See ORS 366.300. Also see the ODOT web site for the Technical Services RW Policy Guidance Abandonment of Former Right of Way to Abutting Property Owners.

**Abandonment-Retention (A&R) Agreement:** The title, now obsolete, which was used before renaming these agreements "Jurisdictional Transfer Agreements."

**Abandonment-Retention (A&R) Resolution:** One type of transfer document previously used when transferring to an LPA but now a "Jurisdictional Transfer Document" is used.

**Conveyance Document:** A generic term that refers to real estate documents that are signed by the parties of interest and transfer property interest(s) held by the parties. Once signed, these documents are recorded with the county in which the property is located as a public record.

**Cost Benefit Analysis:** An analysis done by the Region's District Manager to show the value of certain property versus the estimated savings of future maintenance expenditures (or other quantifiable benefit received as part of the transfer agreement with the LPA). This would be required when the State intends to convey excess property to an LPA for any reason other than a Highway Fund eligible purpose. If the analysis shows that the future cost to keep the property or value of other benefit received exceeds the value of the property being transferred, then it would be documented that the State has received full fair market value and the reversionary clause could be cut from the transfer.

**Excess Property:** Real property that has never been used or no longer is being used to carry on State activities. Excess property includes, but is not limited to, remnants of real property purchased and located outside of the developed right of way limits of a project, uneconomic remainders, potential material sources, depleted quarries, abandoned stockpile sites, and closed and inactive maintenance stations.

**Highway Corridor and Design Resolution:** This resolution is required on all highway construction projects on the state highway system where the new centerline departs from the existing right of way for such a distance as to form two separate routes. This departure may be only a few hundred feet in length using new right of way purchased for the state project. It shall be the Headquarters Right of Way Engineering Group (HQ R/W Engineering)'s decision in each instance as to whether or not a resolution shall be needed. The Project Team Leader shall contact Right of Way Engineering to prepare this document after the Project Decision Document is approved and the new route is selected or after the location survey has been done. Right of Way Engineering shall send the resolution to the OTC for approval because the OTC has the statutory authority to add or eliminate sections of highway to or from the state highway system. This information is included in this procedure because a segment of highway may be designated by the OTC under this resolution as part of the purchase and/or construction of new right of way for a project, thus eliminating the need for a separate State Highway Designation Resolution. See the ODOT web site for the ODOT Procedure PRO 04, Highway Corridor and Design Resolution.



**Jurisdictional Transfer Agreement:** An agreement between the State and an LPA outlining terms and conditions related to the State removing a segment of highway from the state highway system and transferring jurisdiction of the highway segment to an LPA or accepting a segment of road from an LPA via a State Highway Designation Resolution. The Agreement also includes a formal acceptance by the LPA to accept the transfer. Although jurisdictional transfer language may be included as part of other types of intergovernmental agreements (Construction Finance, Cooperative Improvement, Intergovernmental Agreements (IGA) and so on), a stand-alone Jurisdictional Transfer Agreement needs to be created. Unlike many other types of agreements, once the terms of the Jurisdictional Transfer Agreement are met and the Jurisdictional Transfer is completed, the obligations of that agreement are done. Separate Jurisdictional Transfer agreements should be written for each LPA involved in a transfer (for example, both a county and a city could be involved in a jurisdictional transfer at an interchange). Any of these agreements may also include language on a State Highway Resolution and Minor Amendment to the OHP (see definition). Region managers are responsible for initiating these or similar agreements. All affected governmental parties and all officials within the State with approval authority shall eventually sign the agreement.

**Jurisdictional Transfer & Quitclaim of Active Right of Way Document:** The formal conveyance document to transfer the property interest generated by the State that follows the approved agreement and conveys either the State's interest in the highway segment to an LPA, as long as the roadway is needed for public road purposes, or conveying the LPA's interest to the State, as per terms of the agreement. A reversionary clause should be included in the conveyance document so any interest conveyed reverts back to the State if the roadway is no longer needed for public road purposes. This document is generally an abbreviated version of the Jurisdiction Transfer Agreement and OTC Resolution, referencing the dates the agreements and Resolution was executed (date last party signed the agreement, date OTC took action) and includes a copy of the exhibit map(s) and description(s) included in the agreement. This document legally transfers the State's real property interests for a segment of highway eliminated from the state highway system by the OTC, and is signed by the State Right of Way Manager on behalf of the State, or transfers the LPA's real property interests for a road and is accepted by the State Right of Way Manager. The State signs the conveyance document because it conveys only the State's interest. The Right of Way Jurisdictional Transfer Specialist (R/W JT Specialist) prepares the Jurisdictional Transfer & Quitclaim of Active Right of Way Document and arranges for the needed signatures and recording of the document.

**Local Public Agency (LPA):** Another governmental agency that is city or county.

**Non-Operating Right of Way:** Property that was purchased as highway right of way that is now either "excess" to the needs of the State or has been declared "surplus."

**Operating Right of Way:** Property used for the construction and implementation of the highway infrastructure. This type of property designation generally includes all properties located within the bounds of the highway right of way (property lines) that are actively being used to support transportation uses.

**ODOT Procurement Office (OPO):** OPO directs and administers the agency's statewide Agreements Program, which includes template development and compliance. OPO through

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its Chief Procurement Officer has delegated specific authority through Memorandum of Understandings (MOUs) with Regions 1 through 5 to execute their own agreements without obtaining review and approval from OPO as outlined in each subsequent MOU. All other agreements for the agency must come through OPO for review and approval unless the Chief Procurement Officer has delegated such authority through an MOU.

**Region Agreements Coordinator:** Job title differs from Region to Region. This term refers to the Region staff person who coordinates the Region's agreement process. It is good practice for the Region to name a project lead for each transfer. The project lead may negotiate the terms and conditions of the agreement with the LPA and make sure that the entire jurisdictional transfer process is done. The project lead may be a project team leader, District Maintenance Supervisor, Area Manager, and so on. Depending on the complexities of the agreement, it is often advisable to assemble a project team. The project lead works with the Region Agreements Coordinator regarding the terms of the agreement and the process to follow.

**Relinquishment Deed:** A conveyance document used to convey a fee (and/or easement) property interest not located on the State highway system that the State acquired on behalf of an LPA for public road purposes. The property acquisition is usually part of a transportation project and the deed conveys the property to the LPA at the end of the project. See the ODOT web site for the Technical Services Bulletin RW08-01(B), Relinquishment of Project Right of Way to Local Public Agency.)

**Resolved Right of Way:** Right of way that was formerly a county road but was given to the State by the county passing a resolution to convey the parcel to the State for state highway purposes.

**Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendment to the Oregon Highway Plan:** The formal resolution by the OTC to eliminate a section of highway from the state highway system. Agreements with LPA's typically state that "Upon approval of resolution by the OTC..." a certain section of highway from the state highway system will be eliminated. This is included as one of the terms of a Jurisdictional Transfer Agreement. This resolution formally eliminates State's authority to operate these sections or segments as part of the state highway system. The Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendments to the OHP is internal to the State and is not recorded.

This Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendments to the OHP does two things that are the responsibility of the OTC: Eliminates a section of highway from the state highway system, and makes a minor amendment to the OHP. Any changes to the state highway designation should be included.

The 1999 OHP is the highway element of the federal and state transportation planning requirements. It is a statement of State policy developed and adopted by the OTC and has legal status. The state highway plan is part of the OTP. Highway inventory information related to classification and various other designations determines which OHP policies apply to each inventoried section of highway. A jurisdictional transfer involves a change to the highway system by either adding or eliminating a section to or from the state highway system. As a

## Jurisdictional Transfer Procedure

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result, the OHP shall be amended to reflect the current state highway system. The Highway Plan Manager is responsible for the process involved in this once the agreement has been finished. The State shall give public notice of the proposed changes and provide the public an opportunity to review.

The R/W JT Specialist prepares the OTC resolutions and receives pertinent information for these resolutions from the Highway Plan Manager.

The OTC is responsible for approving the Resolution to:

1. Eliminate or add a segment to the highway system;
2. Approve an Amendment to the OHP(likely a minor amendment unless changing the functional classification of the road);
3. Change the highway designation where needed; and
4. Authorize the State to convey or accept property interests.

After approval by the OTC, the Highway Plan Manager posts the changes in the Registry of Amendments to the OHP on the State's website and maintains an official record of the action in the State's General Files.

**Retention:** When the State divests itself of a highway segment and the associated land interests within it, it is sometimes helpful to show the adjacent highway segments that are retained and remain part of the state highway system.

**Reversion:** State highway interests transferred to an LPA for continued public roadway use shall contain a reversionary clause which declares that any right of way being conveyed in which the State has any title shall be vested in the LPA only so long as used for public road purposes. If said right of way is no longer used for public road purposes, it shall automatically revert to State. This reversionary requirement is to protect the constitutionally dedicated Highway Fund contribution to the original purchase of the property. If said right of way stops being used for a Highway Fund purpose, it reverts back to the State. At that time, the Right of Way Program Management Unit shall decide if the property is surplus to the State's needs and how the State holds interest in the property.

It is the State's policy to require the reversionary clause so that the State can make a determination, at the time the LPA is no longer using the property, whether to take it back and continue using the right of way for highway purposes and furthering the constitutional use, or to surplus the property and sell it for fair market value, placing the proceeds in the State Highway Fund and preserving those assets for future highway use. The State has historically not included the reversionary clause only when the State has received the fair market value of the property being transferred. It is not a requirement that fair market value has to be cash; it could also be saved future maintenance expenditures. If the State calculates that the value of the asset is equal to any combination of return of value and savings of costs, then it would be possible to document that the State has received full fair market value. The return of value and savings of costs shall be determined through a Cost Benefit Analysis.

**R/W JT Specialist:** Refers to the person in the Right of Way Section, Salem Headquarters office, who coordinates completion of the needed documents after the agreement has been



signed and any other terms of the agreement have been met. These documents include the OTC Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendment to the OHP, State Highway Designation Resolution, and preparing the recorded Jurisdictional Transfer Document.

**State Highway Designation Resolution and Minor Amendment to the Oregon Highway**

**Plan:** The formal resolution by the OTC when an LPA conveys a section of city street or county road to the State to be used as part of the state transportation system. Agreements with LPA's sometimes state that "by resolution" the OTC shall designate a certain section of roadway as part of the state highway system. This might be included as one of the terms of a Jurisdictional Transfer Agreement. This resolution formally designates authority of State to operate these sections or segments as part of the state highway system.

The agreement shall state that the LPA shall transfer the road segment to the State via a recordable conveyance document. The LPA can decide the type of conveyance document to record. Once the State Highway Designation Resolution is approved by the OTC, the conveyance document is then recorded. Note: the State has the authority to designate road segments as state highways with or without a recorded conveyance document.

This resolution does two things that are the responsibility of the OTC: first adds a section of highway to the state highway system, and second makes a minor amendment to the OHP. (See definition for Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendment to the OHP for more information on amending the OHP.)

NOTE: If a state construction project is for a new segment of state highway, the region may request a Highway Corridor and Design Resolution. If this document is used, a State Highway Designation Resolution is not needed, because either resolution officially adopts a new highway segment into the state highway system through the OTC.

**Surplus Property:** Excess property that has been approved for disposal (sale, trade, etc.) The conveyance of surplus property is sometimes included in a Jurisdictional Transfer Agreement. This is usually done when the property is going to be used for a Highway Fund eligible purpose. In these instances, the agreement and conveyance document shall include a reversionary clause. In order to convey surplus property to be used for something other than a Highway Fund eligible purpose and to be able to drop the reversionary clause, the State shall receive fair market value for the surplus property. (See definition of Reversion for further explanation.) In either of these instances, it is not necessary for the property to have been officially declared surplus through the official "Surplus Process", because all the parties involved in that approval have given their approval by signing the agreement.

NOTE: The Right of Way Program Management Unit shall always be consulted regarding surplus property. See the ODOT website for the official ODOT Technical Services, Right of Way Bulletin RW06-01(B): Process for the Disposal of Surplus Property.

**BACKGROUND/REFERENCE**

The highway system includes thousands of parcels of land with ownership interests ranging from fee to easement. These parcels came into state ownership at different times and under different circumstances. In most cases, the earliest parcels were once county roads given to

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the State for use as a state highway by the counties passing resolutions conveying these parcels to the State. More recently, the State has obtained property interests by acquiring fee or easement interests from private owners. These property interests are acquired by deed or other conveyance document or through eminent domain. This history is taken into consideration early in the jurisdictional transfer process.

If all or some part of a highway section to be eliminated is needed for the service of persons living thereon, or for a community served thereby, those parts shall be kept as some type of public roadway. The State shall work with the other public transportation agencies during the agreement process to decide who shall have jurisdiction and keep those portions. A reversionary clause will be included in any jurisdictional transfer to an LPA, unless a Cost Benefit Analysis renders it void. This reversionary clause ensures that the property rights transferred revert back to the State if the roadway is not used for public highway fund purposes in the future. Such property rights then become State assets managed by its Right of Way Program Management Unit.

This procedure deals with eliminating property interests acquired earlier for state highway purposes and divesting the State's interest in a highway section to an LPA, with the intent that the highway shall continue to be used for public road purposes. When the State divests itself of portions of its state highway system, the parcels are divested in a manner that conforms to state laws. This procedure also deals with the state highway designation of segments of roadway transferred to the State from an LPA.

The State's interest in any section of the state highway system can be conveyed by documents that show and memorialize terms of the agreement approved between the State and an LPA. There are three steps in the jurisdictional transfer process:

1. The agreement process (Part A – Jurisdictional Transfer Agreements);
2. The OTC resolution process to authorize transfer of State authority to operate the roadway to the LPA, or to transfer the roadway from the LPA to State (Part B); and
3. The property conveyance process that transfers the property interests to either the LPA or the State. (Part C - Documents to Convey Property interest of Jurisdictional Transfer Agreement).

If the interest originally acquired is not to be used as a public highway in the future, it is considered to be excess property and shall be declared "surplus" to the State's needs before it shall be sold, leased, or exchanged (traded). The Right of Way Program Management Unit manages excess and surplus property in a manner that offers the greatest return and gain to the State. Any sale proceeds are returned to the Highway Fund for future State uses.

The process of transferring a public highway for continued public use is usually started by personnel of the State's Region offices or by a request from an LPA. First an agreement is reached and approved by State and the LPA and signed by all appropriate parties. Next the Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendment to the OHP and approval to transfer the property to the LPA is approved by the OTC. Finally, the Jurisdictional Transfer Document is prepared by State to transfer the property interest. It is then recorded at the county in conformance with the property laws and regulations of Oregon.

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### EXPLANATION

Procedures for processing agreements involving jurisdictional transfer of highway sections that shall be eliminated from or added to the state highway system.

### RESPONSIBILITIES

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
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Region Area/District Manager	1	<b><u>Initiate Transfer Concept.</u></b> Manager decides that a section of highway shall be transferred to an LPA or in some cases, if it would also be beneficial for a county road or city street to be transferred to the State and designated as a state highway.
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Region Area/District Manager	2	<b><u>Research.</u></b> Decide if an existing agreement already has clear "written consent" for the State to transfer the segment of highway.
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Work with Region Agreements Coordinator to create a Jurisdictional Transfer Agreement.

Gather pertinent information, including financial analysis, whether surplus property may be involved, and so on, and make contact with necessary parties within the State to decide the feasibility of the transfer.

These parties include:

- Bridge, if applicable
- District Manager
- Financial Services
- Motor Carrier Transportation Division Freight Mobility Coordinator
- Preliminary Design
- Region Planning
- Region Right of Way
- Right of Way Engineering
- Right of Way Program Management (if surplus property is involved)
- Traffic Management
- Roadway Unit Manager (ADA inventory )
- Traffic Engineering Services Manager

Region Area/District Manager	3	Use existing freight advisory committees to obtain input and gain understanding from the current users of the facility being transferred.
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<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Region Area/District Manager	4	<b><u>Negotiate Agreement Terms.</u></b> Contact the LPA to negotiate the terms of the agreement, clarifying which highway segment(s) to transfer and retain. Or if road segment(s), are to be transferred to State, clarify specifics with LPA.
Region Agreements Coordinator	5	<b><u>Jurisdictional Transfer Number.</u></b> Obtain a jurisdictional transfer number from the R/W JT Specialist. This number shall be used for all agreements with jurisdictional transfer provisions, plus the Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendment to the OHP and the Jurisdictional Transfer Document. All other types of agreements use a Miscellaneous Contracts and Agreements number.
R/W JT Specialist	6	Confirm with the Region's STIP coordinator one of the following: <ol style="list-style-type: none"> <li>a. that the JT is either already in the STIP description;</li> <li>b. being added to the STIP and being sent to the OTC;</li> <li>or</li> <li>c. if non-project related, in the quarterly report being submitted to the OTC.</li> </ol>
Region Agreements Coordinator	7	If the LPA will be transferring a road segment to the State, to be designated as a state highway, and it is in the same agreement, the same number should be used on the State Highway Designation Resolution and Minor Amendment to the OHP.  NOTE: If a state construction project is for a new segment of state highway, the region may request a Highway Corridor and Design Resolution. If this document is used, a State Highway Designation Resolution is not needed, because either resolution officially adopts a new highway segment into the state highway system through the OTC.
Region Agreements Coordinator	8	<b><u>Agreement Preparation.</u></b> Prepare a draft agreement discussing operational and maintenance responsibilities of all parties (agreement may include access management issues, ADA issues, utility issues). Work with the jurisdictional transfer project leader in the region regarding the terms and conditions needed for the agreement.
Region Agreements Coordinator	9	<b><u>Draft Exhibit Map and Description Request.</u></b> Request that the R/W JT Specialist ask HQ R/W Engineering to prepare draft description(s) and draft exhibit map(s) showing in detail the sections to be transferred/retained/designated. Included with the request shall be the Jurisdictional Transfer Number

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<b><u>RESPONSIBILITY</u></b>	<b><u>STEP</u></b>	<b><u>ACTION</u></b>
		and the State Highway Designation Number, if applicable, so the correct numbers are included on the exhibit maps.
HQ R/W Engineering	10	<p><b><u>Draft Exhibit Map and Description Preparation.</u></b> Prepare draft exhibit map(s) and draft description(s) showing in detail the sections to be transferred and clearly defined areas to be retained by the State, if applicable. Refer to map and description prepared by Region, right of way maps, location maps, project plans, “as built” plans, title documents, and road maps, as necessary. Research right of way files, deeds, and maps to make sure access control issues have been discussed. Include the Jurisdictional Transfer Number on the exhibit map. Also include the current date on all descriptions and maps.</p> <p>If the LPA is transferring a road segment to the State to be designated as a state highway, also prepare a separate draft exhibit map and draft description for that road segment. Include the State Highway Designation Number on the exhibit map.</p> <p>NOTE: This is not necessary for newly constructed segments of highway. For brand new segments, a Highway Corridor and Design Resolution may have already been completed. See Step 6 for further information.</p>
HQ R/W Engineering	11	Send the draft exhibit map(s) and draft description(s) to the R/W JT Specialist, who then forwards it to the Region Agreements Coordinator.
Region Agreements Coordinator	12	Review draft exhibit map(s) and draft description(s) to be sure they correctly reflect what the region and the LPA wants to be transferred/retained/designated. Work with Right of Way Engineering on any needed changes to the description(s) and/or map(s).
Region Agreements Coordinator	13	<p><b><u>Pre-Review of Draft Agreement.</u></b> Send draft agreement and draft map(s) and description(s) electronically to the R/W JT Specialist and to any other State personnel that Region considers proper for pre-review while the final exhibit map is prepared.</p> <p>These also include some or all of the following (as applicable):</p> <ul style="list-style-type: none"> <li>• Area Manager</li> <li>• Bridge Section</li> </ul>

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<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
		<ul style="list-style-type: none"> <li>• District Manager</li> <li>• Financial Services</li> <li>• Motor Carrier Transportation Division Freight Mobility Coordinator</li> <li>• Operations Section, Pavement Unit</li> <li>• Region Manager</li> <li>• Region Planning Manager</li> <li>• Region Right of Way Manager or R/W Program Manager</li> <li>• Region Traffic Manager</li> <li>• Right of Way Outdoor Advertising Program</li> <li>• Right of Way Program Manager (Property Management) (if there is surplus property)</li> <li>• Traffic Management</li> <li>• Transportation Data Section, Road Inventory and Classification Services</li> <li>• Transportation Development Division Manager</li> <li>• LPA</li> </ul>
R/W JT Specialist	14	<b><u>FWHA Review and Approval.</u></b> R/W JT Specialist will forward to FHWA for review of the transfer, along with a request for their written approval of the JT.
R/W JT Specialist	15	<b><u>Final Exhibit Map and Description Request.</u></b> Send memo or email to the HQ R/W Engineering requesting that the final exhibit map(s) be prepared depicting the areas to be transferred/retained/designated.
HQ R/W Engineering	16	<b><u>Final Exhibit Map and Description Preparation.</u></b> Based on input from the Region Agreement Coordinator, prepare final versions of exhibit map(s) and description(s) depicting the area(s) to be transferred/retained/designated.  These map(s) and description(s) shall be used in the formal review of the draft agreement as well as the final resolution(s) and conveyance document(s).
HQ R/W Engineering	17	Send the final exhibit map(s) and description(s) to the Region Agreements Coordinator and R/W JT Specialist electronically.
Region Agreements Coordinator	18	<b><u>Re-Write of Draft Agreement.</u></b> Amend draft agreement as necessary based on comments and suggestions from pre-review.

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<b><u>RESPONSIBILITY</u></b>	<b><u>STEP</u></b>	<b><u>ACTION</u></b>
Region Agreements Coordinator	19	Obtain Region Manager's concurrence.
Region Agreements Coordinator	20	Optional: Attach final exhibit map(s) to draft agreement and send to ODOT Procurement Office (OPO), if they want it reviewed.
Region Agreements Coordinator	21	<p><b><u>Formal Review of Draft Agreement.</u></b> If pre-review is complete and final maps and descriptions are complete, review draft agreement and send to the following for formal legal conformance and statewide consistency:</p> <ul style="list-style-type: none"> <li>• Attorney General's Office</li> <li>• Bridge, if applicable</li> <li>• Financial Services</li> <li>• Motor Carrier Transportation Division, Freight Mobility Coordinator</li> <li>• Operations Section, Pavements Unit</li> <li>• Preliminary Design</li> <li>• Region Planning Manager</li> <li>• Region Right of Way Manager or R/W Program Manager</li> <li>• R/W JT Specialist</li> <li>• Right of Way Outdoor Advertising Program</li> <li>• Right of Way Program Manager (Property Management) (if there is surplus property)</li> <li>• Traffic Management</li> <li>• Transportation Data Section, Road Inventory and Classification Services</li> <li>• OPO (optional)</li> </ul>
Region Agreements Coordinator	22	<p><b><u>Final Draft Agreement.</u></b> Amend agreement based on comments and recommendations from technical/legal reviews. Prepare final draft for approval.</p>
Region Right of Way Manager or R/W Program Manager	23	Review agreement with LPA.
Region Agreements Coordinator	24	<p><b><u>Local Agency Signatures.</u></b> Send an electronic copy of the final Jurisdictional Transfer Agreement to LPA for signatures.</p>

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<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Region Agreements Coordinator	25	<b><u>Region Manager Signature.</u></b> When returned from LPA, send an electronic copy of the agreement to the Region Manager for “recommended for approval” signature.
Region Manager	26	Sign signature page of agreement, scan and return to Region Agreements Coordinator via email.
R/W JT Specialist	27	<b><u>Salem Signature Coordination.</u></b> Make sure that no changes have been made since the latest review.
Region Agreements Coordinator	28	Send an electronic copy of agreement to the correct Technical Services Sections for “recommended for approval” signatures as needed; to Legal Counsel (Attorney General) for approval and signature; to Deputy Director for Highways, Technical Services Manager/Chief Engineer, State Right of Way Manager, or other delegated authority, as appropriate.
Region Agreements Coordinator	29	<b><u>Signed Agreement Distribution.</u></b> Distribute an electronic copy of the executed agreement to the following, with copies to other State staff as appropriate: <ul style="list-style-type: none"> <li>• LPA</li> <li>• Region Agreements Coordinator</li> <li>• R/W JT Specialist</li> <li>• General Files</li> </ul>

**B. Documents to Complete OTC Resolution and OTC approvals**

1. Resolution to Eliminate a Section of Highway from the State Highway System, or if State is accepting transfer *from* an LPA, approves adding road into Highway system (State Highway Designation Resolution);
2. Amendment to the OHP;
3. Change to the Highway designation where needed; and/or
4. Approval to transfer property interests to LPA.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
R/W JT Specialist	30	<b><u>OHP Information for Resolution(s).</u></b> Prepare and send memo to the Highway Plan Manager in the Planning Implementation Unit requesting pertinent information to be included in the Resolution adding or removing segments to the state highway system and amending the OHP. Also send draft agreement, map, and description.

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<b><u>RESPONSIBILITY</u></b>	<b><u>STEP</u></b>	<b><u>ACTION</u></b>
Highway Plan Manager's Planning and Implementation Unit	31	Notify the Department of Land Conservation and Development (DLCD) of the pending jurisdictional transfer.
Highway Plan Manager's Planning and Implementation Unit	32	Return memo to RW JT Specialist providing pertinent information needed for the Resolution adding or removing segments to or from the state highway system and amending the OHP.
Region Right of Way Manager	33	<p><b><u>Fulfillment of Agreement Obligations.</u></b> Unless otherwise specified in the agreement, all needed resolutions and conveyance documents shall be initiated at once upon receipt of a fully executed agreement by the R/W JT Specialist. If the timing of the transfer was conditioned upon meeting certain other criteria, rather than immediately upon execution of the agreement, the Region Right of Way Manager shall notify the R/W JT Specialist when all other terms and conditions of the agreement have been met and the needed resolution and conveyance document can be prepared.</p> <p>If the agreement stated that the transfer would take place after project completion, the Region Right of Way Manager shall notify the R/W JT Specialist.</p>
R/W JT Specialist	34	<p><b><u>Preparation of Resolution(s).</u></b> Upon receipt of fully executed agreement, prepare the Resolution Eliminating a Section of Highway from the State Highway System and Minor Amendment to the OHP, and change to highway designation where needed, using information obtained from Highway Plan Manager in the Planning Implementation Unit. Include the description(s) used in the agreement and attach the final exhibit map(s) and the Acceptance of Jurisdictional Transfer &amp; Quitclaim of Active Right of Way page that were attached to the agreement.</p>
R/W JT Specialist	35	When adding a new segment of State Highway or accepting a segment of road from an LPA, prepare the State Highway Designation Resolution and Minor Amendment to the OHP, using information obtained from the Highway Plan Manager in the Planning Implementation Unit.

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<b><u>RESPONSIBILITY</u></b>	<b><u>STEP</u></b>	<b><u>ACTION</u></b>
		<p>Include the description(s) used in the agreement and attach the final exhibit map(s) that were attached to the agreement.</p> <p>NOTE: The State Highway Designation Resolution should be approved by the OTC first, and then the LPA should record their conveyance document to transfer the road segment to the State.</p>
Appropriate Region Manager (R/W Manager, Program Manager, Area Manager, District Manager)	36	<p><b><u>Approval of Resolution.</u></b> Prepare a memo consistent with the policies to submit action items to the OTC. Provide a brief explanation of elimination and/or addition of segment to or from the state highway system, and include a request for a public hearing at the OTC meeting. Send to Secretary of OTC.</p>
Appropriate Region Manager (R/W Manager, Program Manager, Area Manager, District Manager)	37	<p><b><u>Director's Signature on Proposed OTC action for Resolution.</u></b> Send Resolution and transmittal memo to the Director for signature on transmittal letter.</p>
OTC	38	<p>OTC takes action to approve or not approve the Resolution, minor amendment and to authorize transfer of the property interests. If approved, it is entered into the minutes of the OTC meeting as a record. The approval transfers the authority to operate the highway to the LPA or transfers the authority to operate the city/county road to State and directs the Department to prepare documents to transfer property right, title and interest.</p>
R/W JT Specialist	39	<p>Check the OTC consent calendar to confirm approval of the JT.</p>
R/W JT Specialist	40	<p><b><u>Resolution Distribution.</u></b> Finalize Resolution with the approval date and distribute copies of it to the following:</p> <ul style="list-style-type: none"> <li>• County and/or City affected</li> <li>• District Manager</li> <li>• Highway Plan Manager in the Planning Implementation Unit</li> <li>• Region Agreements Coordinator</li> <li>• Region Manager</li> <li>• Right of Way Jurisdictional Transfer File</li> <li>• Right of Way State Highway Designation File, if applicable</li> </ul>

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**RESPONSIBILITY   STEP   ACTION**

- Transportation Data Section, Road Inventory and Classification Services
- Files Coordinator

**Part C - Documents to Transfer Property Interests**

R/W JT Specialist	41	<p><b><u>Preparation of Jurisdictional Transfer &amp; Quitclaim of Active R/W Document.</u></b> Prepare the JT document, to transfer the property interests associated with the jurisdictional transfer. Send electronically to the HQ Right of Way Engineering Group for their review, Region agent or manager and LPA.</p>
R/W JT Specialist	42	<p>Prepare memo to State Right of Way Manager with brief explanation of transaction.</p> <p><b><u>Signature on Jurisdictional Transfer &amp; Quitclaim of Active R/W Document.</u></b></p>
R/W JT Specialist	43	<p>Obtain signature of State Right of Way Manager on JT document and have the signature notarized.</p>
R/W JT Specialist	44	<p><b><u>Recording of Jurisdictional Transfer &amp; Quitclaim of Active R/W Document.</u></b> Attach the Acceptance of Jurisdictional Transfer &amp; Quitclaim of Active Right of Way page from the JT Agreement. Send the original signed document to the county for recording.</p>
R/W JT Specialist	45	<p><b><u>Distribution of Jurisdictional Transfer &amp; Quitclaim of Active R/W Document.</u></b> Upon receipt of original recorded JT document, send a copy of it, along with a transmittal letter, to the LPA contact.</p> <p>Send an email of the recorded JT document to the parties listed at the end of this process.</p>
R/W JT Specialist	46	<p>Send original recorded document to Right of Way Files Coordinator.</p>
R/W JT Specialist	47	<p>If there was surplus property, notify the Right of Way Program Manager that the JT is complete so that the surplus property deed may be drawn up.</p> <p>List of recipients for distribution of JT Document:</p> <ul style="list-style-type: none"> <li>• District Manager</li> </ul>

## Jurisdictional Transfer Procedure

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- Financial Services
- Highway Plan Manager in the Planning Implementation Unit
- LPA
- Region Agreements Coordinator
- Region Manager
- Region Right of Way Manager
- Right of Way Engineering
- Right of Way Jurisdictional Transfer File
- Right of Way Outdoor Advertising Program
- Traffic Management & ADA inventory
- Transportation Data Section, Road Inventory and Classification Services

### CONTACT INFORMATION

Title: Title/Closing Specialist  
Program: Jurisdictional Transfer Program  
Phone: (503) 986-3641  
E-mail: [Edna.Burton@odot.state.or.us](mailto:Edna.Burton@odot.state.or.us)

Title: Programming Coordinator  
Program: Jurisdictional Transfer Program  
Phone: (503) 986-3648  
E-mail: [Sean.C.Erion@odot.state.or.us](mailto:Sean.C.Erion@odot.state.or.us)

SEC. 19 & 30, T. 10 S., R. 4 W., W.M.

BEGIN TRANSFER  
 PACIFIC HWY WEST NO. 091BJ  
 (ADAIR FRONTAGE RD. #1)  
 APPROX. M.P. 74.46

PACIFIC HWY WEST NO. 091 (OR 99W)

ADAIR FRONTAGE RD. #1



END TRANSFER  
 PACIFIC HWY WEST NO. 091BJ  
 (ADAIR FRONTAGE RD. #1)  
 APPROX. M.P. 75.26

TAMPICO RD.

BARBERRY DR.

HYACINTH CT.

NEWTON DR.

JOHN'S PL.

BOX ELDER ST.

KIWI LN.

CORI CT.

NEWTON RD.

HYBISCUS DR.

DAPHNE CT.

19 20  
 30 29

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

OREGON  
 APRIL 28, 2014  
 JONATHAN P. COOK  
 69241

RENEWS: 12-31-2027

OREGON DEPARTMENT OF TRANSPORTATION  
**JURISDICTIONAL**  
**TRANSFER NO. 862**  
**EXHIBIT B**



SECTION	CAMP ADAIR - LEWISBURG		
HIGHWAY	PACIFIC HIGHWAY WEST	SCALE	1" = 600'
COUNTY	BENTON	DATE	MAY, 2026
SEE DRAWINGS 2B-21-24, 6B-14-18 & 8B-14-13			