

BARNEY RESERVOIR

Joint Ownership
Commission

General Manager

Kevin Hanway
150 E. Main Street
Hillsboro, OR 97123
503-615-6585

Board of Commissioners

City of Hillsboro

John Godsey

City of Forest Grove

Carl Heisler

City of Beaverton

Mark Fagin

Tualatin Valley Water District

Jim Doane

Clean Water Services

Mac Martin



BARNEY RESERVOIR JOINT OWNERSHIP COMMISSION (BRJOC) AGENDA

City of Hillsboro
Civic Center
150 East Main St., **Room 113B**

April 13, 2018
12:30 p.m.
Regular Meeting

Assistive Listening Devices (ALD) and sign language interpreters are available, at no cost, and can be scheduled for this meeting. Please provide at least 72 hours' notice prior to the meeting. To obtain services, call (503) 681-6100 or TTY (503) 681-6284.

ALL TESTIMONY IS ELECTRONICALLY RECORDED.

CALL TO ORDER AT 12:30 PM

Introductions.

1. **CONSENT AGENDA** (The entire Consent Agenda is normally considered in a single motion. Any Commissioner may request that an item be removed for separate consideration.)
 - A. Approve regular meeting minutes from Friday, January 12, 2018.
 - B. Acknowledge Receipt of Audit Arrangement Letter and Required Communications under SAS 114.
2. **COMMUNICATIONS AND NON-AGENDA ITEMS**
 - A. None scheduled.
3. **UNFINISHED BUSINESS**
 - A. None scheduled.
4. **NEW BUSINESS**
 - A. Consider amending current Fiscal Year 2017-2018 budget for accelerated water right application. *Staff Report – John Campbell*
 - B. Consider approval of proposed Fiscal Year 2018-2019 budget. *Staff Report – Lee Lindsey*
5. **DISCUSSION ITEMS** (These items may result in actions by the Commission)
 - A. Stored Water Status Report. *Staff Report – Kristel Griffith*
 - B. Financial Report Update. *Staff Report – John Campbell*

6. **ADVICE/INFORMATION ITEMS**

- A. The next JWC and BRJOC meetings are scheduled on Friday, June 8, 2018, if needed for budget approval. If both budgets are approved at the April meeting, June's meetings will be cancelled and the next JWC and BRJOC meetings will be held at the Civic Center on July 13, 2018. BRJOC begins at 12:30 pm, and JWC follows immediately after.

BARNEY RESERVOIR JOINT OWNERSHIP COMMISSION (BRJOC)

MINUTES

City of Hillsboro
Civic Center, Room 113B
150 E. Main St.

January 12, 2018
12:30 p.m.
Regular Meeting

Commissioners Present:

Hillsboro: John Godsey
Forest Grove: Peter Truax
Beaverton: Marc San Soucie
TVWD: Jim Doane
Clean Water Services: Mac Martin

Other Commissioners:

Hillsboro: Deborah Raber and David Judah
TVWD: Dick Schmidt and Bernice Bagnall
Forest Grove: Carl Heisler

Staff Present:

Hillsboro: Kevin Hanway, Rob Dixon, Sophia Hobet, Niki Iverson, Tacy Steele, Erika Murphy, Tyler Wubbena, John Campbell, Lee Lindsey, Kristel Griffith, John Grover, and Andi Eiesland
Beaverton: David Winship
Forest Grove: Rob Foster and Derek Robbins
TVWD: Carrie Pak, and Mark Knudson

(Please Note: In order to insure proper approval of agenda items requiring action, each agency should plan to have only one Commissioner, primary or alternate, participate in making or seconding any motions.)

ALL TESTIMONY IS ELECTRONICALLY RECORDED.

Call to order at 12:30 p.m.

Introductions.

- 1. **CONSENT AGENDA** (The entire Consent Agenda is normally considered in a single motion. Any Commissioner may request that an item be removed for separate consideration.)
 - A. Approve regular meeting minutes from Friday, October 13, 2017.
 - B. Receipt of FY 2017 Audit Report

Hanway confirmed the Commissions receipt of the FY 2017 Audit report.

Motion moved and seconded to approve the consent agenda as presented. The motion carried unanimously, with Commissioners Godsey, Schmidt, Truax, Doyle, and Martin all voting in favor.

2. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

3. UNFINISHED BUSINESS

A. None scheduled.

4. NEW BUSINESS

A. Election of Chair and appointment of Vice Chairs and Alternates.

Martin read a list of commissioners nominated for Chair, members and alternates. Mark Fagin from City of Beaverton was nominated for Chair with Marc San Soucie as an alternate. Clean Water Services nominated Mac Martin as a member and Tom VanderPlaat as an alternate. City of Forest Grove nominated Carl Heisler as a member with Pete Truax as an alternate. City of Hillsboro nominated John Godsey, with David Judah as an alternate. Tualatin Valley Water District nominated Jim Doane, with Bernice Bagnall as the alternate.

Motion moved and seconded to approve the nominations as presented. The motion carried unanimously, with Commissioners Godsey, Doyle, Schmidt, Martin, and Truax all voting in favor.

B. Designation of Managing Agency. *Staff Report – Kevin Hanway*

Hanway stated the IGA for the commission requires a designation of managing agency to be made on an annual basis. Hillsboro has filled the role of managing agency since the commission was formed.

Motion made and seconded to designate City of Hillsboro as Managing Agency for the Commission. The motion carried unanimously with Commissioners Martin, Fagin, Heisler, Godsey, and Doane all voting in favor.

5. DISCUSSION ITEMS (These items may result in actions by the Commission)

A. Update on Barney Water Right Permit Application Submittal. *Staff Report – Niki Iverson/Kristel Griffith*

Griffith presented the staff report which gave updates on the permit application submittal for Barney Water Rights. She discussed the current limitation with water rights at Barney Reservoir and offered a potential solution. Griffith stated that the water rights to move water from Barney Reservoir to the Tualatin River are divided between the municipalities and Clean Water Services. The infrastructure to release water allows for 68.7 CFS. Of that total, 30 CFS has been allocated for Clean Water Services, and 38.7 CFS for JWC. The JWC has found that they require more than 38.7 CFS released into the Tualatin River. Griffith stated that there is an opportunity to allow for more

water, as Clean Water Services does not use their full rate and has a shorter release season. The new water rights permit would allow for 68.7 CFS minus what the needs are for Clean Water Services. She stated that this application does not change or restrict Clean Water Services access to stored water or release, change or increase the amount of water stored in Barney Reservoir, change how water stored in Barney Reservoir is allocated among the owners, or impact the amount of water released to the Trask River.

Griffith informed the commission that Oregon Department of Fish and Wildlife reviewed all water right applications. She explained that in order to complete the permit process, the JWC intake will need to comply with current standards regarding fish screening and passage. Upgrading current infrastructure to meet compliance standards would be very costly, however, mitigation is allowed. To meet the requirements of mitigation, fish monitoring is required. A fish monitoring survey is on-going as part of the mitigation efforts which is being performed by Mount Hood Environmental.

Griffith then covered the budget and timeline for the project. She stated the total costs to date are \$55,316. Costs as of November 30, 2017 are at \$32,584 with a budget of \$46,000 for the fiscal year of 17-18. The expenses include consultant time, application fees, as well as staff time.

Judah asked why is the limitation on the amount of water a concern at this time. Griffith explained that the current Watermaster for the State has not been as concerned about the release rate. In order to anticipate future needs, as well as mitigate any possibility of restrictions on flow, it is important to start the process now. Judah then asked if Clean Water Services needs additional water, will this permit jeopardize our ability to get water during peak season. Griffith replied that even if Clean Water Services needed the full 30 CFS, it would not take away from our portion of 38.7 CFS. She then stated that between Barney Reservoir and Hagg Lake, it would likely still meet the needs of peak flow days in the summer months. Fagin asked if the total release rate has not changed from the 68.7 CFS, why is a study necessary. Griffith stated that CWS does not pull the 30 CFS from the river. It is allowed to pass through all the way to the Willamette. Since JWC actually pulls water from the river, it is necessary to do the study.

B. Stored Water Status Report. *Staff Report – Kristel Griffith*

Griffith reported that Barney Reservoir is currently at 82% capacity, which is below the average but not a concern yet. She stated that December was extremely dry statewide. Fill dates for Barney have ranged from December through March, so the levels are still within normal parameters.

C. Financial Report Update. *Staff Report – John Campbell.*

Campbell presented the financial status as of November 30, 2017 with a focus on expenditures. He stated personnel services is at \$96,763 or 36% of the budget, materials and services is at \$42,934 or 24%, capital outlay is at \$7,967 but is expected to pick up and special payments are at \$63,858. In total this is 27% of budget. San Soucie asked Campbell about an unusual number in the chart which showed an incumbrancer of \$149,000 under Materials and Services. Campbell explained that it was a contract which has a potential to span over multiple fiscal years. What that amount indicates is the dollar amount which that particular contract can spend.

D. General Manager's Report. *Staff Report – Kevin Hanway*

No report.

6. ADVICE/INFORMATION ITEMS

A. The next JWC and BRJOC meetings are scheduled on Friday, April 13, 2018, at the Civic Center in Room 113B. The BRJOC meeting will be held at 12:47 p.m. with the JWC meeting following.

There being no further business, the meeting was adjourned at 1:01 p.m.

Chairman, Barney Reservoir Joint Ownership Commission

ATTEST: _____
Secretary



STAFF REPORT

To: Barney Reservoir Joint Ownership Commission

From: Jon Grover, Accounting Manager

Date: April 13, 2018

Re: Agenda Item 1B – Acknowledge Receipt of Audit Arrangement Letter and Required Communications under SAS 114

Staff Recommendation:

Staff recommends that the Commission acknowledge the required communication under SAS 114, and approve the audit arrangement letter with Talbot, Korvola and Warwick LLP.

Attached for your consideration is the arrangement letter and required communication under Statement on Auditing Standards 114 with Talbot, Korvola and Warwick, LLP, for the 2017-18 audit of the Barney Reservoir Joint Ownership Commission.

The arrangement letter includes proposed fees for each engagement not to exceed \$10,400. As a comparison, the previous audit fee was \$10,000, for an increase of 4%. This is the fourth year of a five-year contract with TKW and this increase is as described in the contract. The fees for services are paid by the City of Hillsboro's Finance department.

Please feel free to contact me at 503-681-5361, or jon.grover@hillsboro-oregon.gov, should you have any questions in reviewing the attachments.



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March 19, 2018

Board of Commissioners
Barney Reservoir Joint Ownership Commission
Hillsboro, Oregon

Attention: Mark Fagin, Chair

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of the Barney Reservoir Joint Ownership Commission (the Commission), as of and for the year ending June 30, 2018 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

In making our risk assessments, we consider internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board of Commissioners (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).



The Responsibilities of the Auditor (Continued)

The funds that you have told us are maintained by the Commission and that are to be included as part of our audit are consistent with those reported in the prior year.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP);
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework (Continued)

Management is responsible for identifying and ensuring that the Commission complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with U.S. GAAP. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Board of Commissioners is responsible for informing us of its views about the risks of fraud within the Commission, and its knowledge of any fraud or suspected fraud affecting the Commission.

The Commission agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the Commission agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. The Commission agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the Commission seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing the Commission agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The Commission agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Talbot, Korvola & Warwick, LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Talbot, Korvola & Warwick, LLP also has not performed any procedures relating to this official statement or memorandum.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework (Continued)

Because Talbot, Korvola & Warwick, LLP (the Firm) will rely on the Commission and its management and Board of Commissioners to discharge the foregoing responsibilities, the Commission holds harmless and releases the Firm and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Commission's management that has caused, in any respect, the Firm's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

Records and Assistance

If circumstances arise relating to the condition of the Commission's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Commission's books and records. The Commission will determine that all such data, if necessary, will be so reflected. Accordingly, the Commission will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by the Commission personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Jon Grover, Accounting Manager. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

If, in connection with our audit, you request us to perform accounting services necessary for the preparation of the financial statements (such as maintaining depreciation schedules, drafting the financial statements, etc.), you agree to designate an appropriate individual to oversee the services, make all management decisions involved in those services, evaluate the adequacy and results of the services, and accept responsibility for the results of the services.

Other Relevant Information

The Firm may mention the Commission's name and provide a general description of the engagement in the Firm's client lists and marketing materials.

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In addition, we may utilize financial information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by the Firm professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

Other Relevant Information (Continued)

You may choose to publish your financial statements electronically on the Commission's internet website. You agree we are not required under professional standards or this arrangement letter to read or monitor the information contained on your website or to consider the consistency of other information in the electronic site with the original document. However, we reserve the right to review the information as presented on your internet website, and to withdraw our report should we disagree with the form, context or manner of presentation of the financial statements upon which we reported. You agree upon written notification of our objections, to immediately remove our report and any reference thereto or to the Firm from your internet website.

In the interest of facilitating our services to you, we may communicate by electronic mail over the internet. Such communications may include information that is confidential to the Commission. Our Firm employs measures in the use of computer technology designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of electronic communication during this engagement as we deem appropriate.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from the Commission personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Our fee for the services described in this letter is not expected to exceed \$10,400 unless the scope of the engagement is changed, the assistance which the Commission has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the Commission agrees it will compensate the Firm for any additional costs incurred as a result of the Commission's employment of a partner or professional employee of the Firm.

Fees, Costs, and Access to Workpapers (Continued)

In the event we are requested or authorized by the Commission or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Commission, the Commission will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Claim Resolution

The Commission and the Firm agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by the Firm or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. The Firm's liability for all claims, damages and costs of the Commission arising from this engagement is limited to the amount of fees paid by the Commission to the Firm for the services rendered under this arrangement letter.

Information Security - Miscellaneous Terms

The Firm is committed to the safe and confidential treatment of the Commission's proprietary information. The Firm is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Commission agrees that it will not provide the Firm with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the Firm information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

The Firm may terminate this relationship immediately in its sole discretion if the Firm determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or the Firm's client acceptance or retention standards, or if the Commission is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the Commission or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to the Board of Commissioners of the Commission. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Reporting (Continued)

In addition to our report on the Commission's financial statements, we will also issue the following types of reports:

- Independent Auditor's Report Required by Oregon State Regulations.
- A report on the Summary of Revenues and Expenditures as required by the Minimum Standards for Audits of Oregon Municipal Corporations. The responsibility we are to take for the material included in this report will be the same as that we assume for other supplementary information accompanying the financial statements.

This letter constitutes the complete and exclusive statement of agreement between the Firm and the Commission, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

TALBOT, KORVOLA & WARWICK, LLP

By 
Timothy R. Gillette, Partner

Board of Commissioners
Barney Reservoir Joint Ownership Commission
March 19, 2018
Page 8

Confirmed on behalf of the addressee:
Barney Reservoir Joint Ownership Commission

Signature

Title

Date



ACHIEVE MORE

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Warwick, LLP

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Board of Commissioners
Barney Reservoir Joint Ownership Commission
Hillsboro, Oregon

Attention: Mark Fagin, Chair

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Barney Reservoir Joint Ownership Commission's (the Commission) financial statements as of and for the year ending June 30, 2018.

Communication

Effective two-way communication between Talbot, Korvola & Warwick, LLP (the Firm) and the Board of Commissioners is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the Commission and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, instances of noncompliance with laws and regulations that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgement, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, partners and professional employees of the Firm are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by the Firm and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.



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The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your business functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your business. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of your business objectives, strategies, risks and performance.

As part of obtaining an understanding of your business and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements on the audit and the effect of uncorrected misstatements, if any, on the financial statements; and forming the opinion in our report. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the Commission's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

Timing of the Audit

We have scheduled preliminary audit field work for the weeks of July 30 and August 13, 2018, with final field work commencing the week of October 8, 2018. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Board of Commissioners
Barney Reservoir Joint Ownership Commission
Page 3

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Commission.

This communication is intended solely for the information and use of the Board of Commissioners and is not intended to be, and should not be, used by anyone other than this specified party.

Talbot, Kowola & Warwick LLP

Lake Oswego, Oregon
March 19, 2018



STAFF REPORT

To: Barney Reservoir Joint Ownership Commission

From: John Campbell, Financial Analyst

Date: April 4, 2018

Re: Agenda Item 4A – Transfers of Appropriations – Revisions to the FY 2017-18 Adopted Budget

Staff Recommendation:

Please consider authorizing the transfer of appropriations of \$18,500 from Contingency to Capital Outlay for fiscal year 2017-18.

Background:

This action item authorizes transfers of appropriations from the Contingency category to Capital Outlay category. Budget authority for the BRJOC Fund is set at the category level and expenses for each category cannot exceed the budget appropriation amount. As actual expenses are incurred throughout the year, the requirements for the various budget categories may need to be amended.

In the fall of 2017, the Oregon Department of Fish and Wildlife (ODFW) announced intentions to file for additional instream water rights on the Trask River. At that time, the Barney Reservoir Joint Ownership Commission was already working towards submitting an application for another “secondary” water right permit to increase the release rate for the municipal partners. Upon notice of ODFW’s intentions, staff received approvals from the Operations and Management Committee to accelerate the development of the permit application and submission. The early submission helps ensure the full requested flow rate will not be subjected to instream conditions later imposed on the Trask River. This work was intended to take place in a future fiscal year.

Updated Capital Outlay Expenditures

	FY 17-18 Budget Amount	Projected to Year End	Difference
1. YSI EXO2 Datasonde	6,250	6,250	-
2. Tualatin Flume Telemetry Upgrade	10,000	10,000	-
3. Satellite Communications	3,500	3,500	-
4. Operations Telemetry	3,500	3,500	-
5. HACH WIMMS	12,500	12,500	-
6. Flume Fence Improvements	125,000	125,000	-
7. Signs	10,000	10,000	-
8. BRJOC Supplemental Water Right	46,000	64,500	18,500
Total	216,750	235,250	18,500

Cost:

There is no net change in the Barney budget appropriations as existing appropriations are being moved from Contingency to Capital Outlay. However, total costs in Capital Outlay will increase by \$18,500, which will be charged out to the partners per the usual process. The transfer is necessary due to an increase in consulting fees and payments to Oregon Water Resources Department for the “secondary” water right permit. The partner allocation for this work is as follows:

Hillsboro	34.44%
Forest Grove	2.78%
Beaverton	23.89%
TVWD	38.89%
CWS	0%



STAFF REPORT

To: Barney Reservoir Joint Ownership Commission

From: Kevin Hanway, General Manager
Lee Lindsey, Senior Program Manager
John Campbell, Financial Analyst

Date: April 13, 2018

Subject: Agenda Item 4B – Consider Approval of Proposed Fiscal Year 2018-2019 Budget

Staff Recommendation:

Approve the proposed FY 18-19 budget as presented, subject to final modifications not to exceed 5% of Personnel Service and Special Payments costs as determined by the City of Hillsboro.

Cost:

Proposed costs are included in the budget document.

Background:

The Proposed Budget FY 18-19 has been reviewed with representation from all partners' managerial, financial and operational staff. All of the reviewing partners recommend approval of the proposed budget, which includes the following:

Total Expenditures Increase: The overall budget total expenditures are \$1,013,472, a 5.1% decrease from FY 17-18 budget. This figure includes the capital reserve of \$220,540. BRJOC partners are charged only for actual expenditures. The proposed expenditures without the reserve are \$774,432, a decrease of .4% from the prior year's budget of \$777,593. Explanations of the proposed budget levels are provided below, by budget category.

- Personnel Services: The personnel services budget increased by \$36,050 from FY 17-18 to FY 18-19. The proposed budget increase results from two factors: updated employee cost allocations, and an estimated 5% overall increase in total personnel service costs to include: (1) estimated increases in Medical and Dental costs for half the year; (2) Hillsboro's estimated Cost of Living Adjustments (COLA) (final figures are not yet determined).

The updated employee allocations show an increase from 2.2 to 2.5 FTE assigned to BRJOC activities. Most of the increase results from increased allocation due to expanded data

Agenda Item 4B – Consider Approval of Proposed Fiscal Year 2018-2019 Budget

management activities (10% allocation for new Project Specialist position that was reclassified and 5% increase for a Senior Program Manager to support work for Water Right activities).

- Materials and Services: The proposed budget has an increase of approximately \$4,800 in Materials and Services. The increase is due to data management software training associated with a new water information management system.
- Operating Capital Projects: The proposed budget is \$10,000 for updated and improved signs since many signs have disappeared, or have been damaged.
- Special Payments: The proposed budget includes an increase of approximately \$8,200 in Special Payments. The category of “special payments” includes items such as insurance, facilities depreciation, support services charges, equipment depreciation, etc.
- Capital Outlay: In recent years, Barney has not incurred costs for capital outlay that required capitalization of an asset. Any expenses charged to the budgetary capital outlay category were recorded as operating expenses and were allocated to the partners as maintenance reimbursement. For FY 18-19 and beyond, any capital outlay costs that will create a capital asset will be shown as a capital expense and allocated to the partners as contribution in aid. This is the same process that has been used for the Joint Water Commission.

The proposed budget is \$154,500, and includes several new projects and procurements to be completed in FY 18-19. Significant expenditures include:

- \$97,000: work to support application to obtain new supplemental water right, to authorize higher rate of release flow.
- \$50,000: purchase of new Ford F250 to replace the Ford F350 vehicle #293 to ensure safety of employees and reliable transportation.
- \$7,500: Costs for both software license and IS required hardware for a new Water Information Management system.

Barney Reservoir Joint Ownership Commission (BRJOC) - FY 18-19 Proposed Budget

	15-16 Actual	16-17 Actual	17-18 Budget	17-18 YTD	17-18 PYE	18-19 Proposed Budget	Projected To Budget (\$)	Change in FY 17-18 Budget to Proposed \$	Change in FY 17-18 Budget to Proposed %
Revenues									
Beginning Working Capital	356,773	345,367	270,500	\$317,371	317,371	220,540	46,871	49,960	-18.5%
Maint Reimbursement									
Hillsboro - Maint Reim.	121,067	128,655	240,589	86,501	138,180	191,714	(102,409)	(48,875)	-20.3%
Forest Grove - Maint Reim.	9,539	16,653	19,402	(3,438)	11,144	15,461	(8,258)	(3,941)	-20.3%
Beaverton - Maint Reim.	84,856	88,608	166,860	44,102	95,835	132,963	(71,025)	(33,897)	-20.3%
TVWD - Maint Reim.	134,265	136,907	271,633	110,419	156,010	216,451	(115,623)	(55,182)	-20.3%
CWS - Maint Reim.	41,947	38,942	77,609	22,147	44,574	61,843	(33,035)	(15,766)	-20.3%
Total Maint Reimbursement	391,674	409,764	776,093	259,731	445,743	618,432	(330,350)	(157,661)	-20.3%
Contributions in Aid (Capital Outlay)									
Hillsboro Capital Outlay	-	-	-	-	44,385	51,232	44,385	51,232	0.0%
Forest Grove Capital Outlay	-	-	-	-	3,581	4,134	3,581	4,134	0.0%
Beaverton Capital Outlay	-	-	-	-	30,785	35,536	30,785	35,536	0.0%
TVWD Capital Outlay	-	-	-	-	50,114	57,848	50,114	57,848	0.0%
CWS Capital Outlay	-	-	-	-	9,555	5,750	9,555	5,750	0.0%
Total Contributions in Aid	-	-	-	-	138,419	154,500	138,419	154,500	0.0%
Interest Earned	1,825	2,309	1,500	1,309	1,963	1,500	463	-	0.0%
Total Interest	1,825	2,309	1,500	1,309	1,963	1,500	463	-	0.0%
Total Current Revenues	393,499	412,073	777,593	261,039	586,125	774,432	(191,468)	(3,161)	-0.4%
Total Resources	750,272	757,440	1,048,093	578,410	903,496	994,972	(144,597)	(53,121)	-5.1%
Expenditures [1]									
Operating Costs									
Personnel Services [2]	246,869	183,733	266,345	171,166	264,470	302,395	(1,875)	36,050	13.5%
Materials and Services [3]	60,060	75,502	175,400	44,044	78,300	180,200	(97,100)	4,800	2.7%
Operating Capital Outlay [4]	-	74,875	27,000	4,445	27,000	10,000	-	(17,000)	-63.0%
Special Payments [5]	97,977	105,959	119,098	79,410	104,936	127,337	(14,162)	8,239	6.9%
Total Operating Costs	404,906	440,069	587,843	299,065	474,706	619,932	(113,137)	32,089	5.5%
Other Expenditures									
Projects Capital Outlay [6]	-	-	189,750	38,811	208,250	154,500	18,500	(35,250)	0.0%
Contingency	-	-	270,500	-	-	220,540	(270,500)	(49,960)	-18.5%
Total Other Expenditures	-	-	460,250	38,811	208,250	375,040	(252,000)	(85,210)	-18.5%
Total Current Expenditures	404,906	440,069	1,048,093	337,877	682,956	994,972	(365,137)	(53,121)	-5.1%
Ending Working Capital	345,367	317,371	-	240,533	220,540	-	220,540	-	-
Total Requirements	750,262	757,440	1,048,093	578,410	903,496	994,972	(144,597)	(53,121)	-5.1%
	15-16 Actual	16-17 Actual	17-18 Budget	17-18 YTD	17-18 PYE	18-19 Proposed Budget	Projected To Budget (\$)	Change in FY 17-18 Budget to Proposed \$	Change in FY 17-18 Budget to Proposed %
Total Resources	750,262	757,440	1,048,093	578,410	903,496	994,972	(144,597)	(53,121)	-5.1%
Total Current Expenditures	750,262	757,440	1,048,093	337,877	682,956	994,972	(365,137)	(53,121)	-5.1%
Totals	-	-	-	240,533	220,540	-	220,540	(0)	0

Barney Reservoir Joint Ownership Commission (BRJOC) - FY 18-19 Proposed Budget

Notes:

1. Expenditures are allocated back to each partner based on ownership percentage.

2. Personnel Services:

FY 17-18 PYE:

Personnel Services are projected to be under budget by approximately \$2k due to a couple of positions that were vacant during part of the fiscal year.

The 2018-19 budget for Personnel Services is preliminary and will change. See the following assumptions:

a) Budgeted a 5% increase of total compensation for the possible Cost of Living Adjustment (COLA) and medical and dental insurance increases. Actual numbers for the items above will not be finalized until late April.

b) There are no new budgeted FTE to Barney but allocations have been adjusted due to changes in staff assignments. The numbers are not final and are subject to change.

3. Materials and Services:

FY 17-18 PYE:

The projected to year-end shows under spending in the category of Materials and Services by \$97k due to the following:

a) \$21k of the difference is due to the underspending in Program Supplies and Materials, due to not needing as much supplies and materials to help operate the reservoir on a daily basis.

b) \$27k of the under spending is due to events budgeted under Analysis and Lab Supply, such as Algal Blooms and related testing. We are not expecting such events to occur during the remainder of FY 17-18.

c) \$15k of the under spending is due to no estimated expenses related to legal services, which was budgeted.

d) \$15k of the under spending is due to budgeted repairs of siren enclosures and conduits that is not anticipated to be spent.

FY 18-19 Proposed:

The FY 18-19 budget for Materials and Services increased by \$5k from the FY 17-18 budget. The majority of the increase is related to Data Management Software training (\$5K). Despite projected underspend in Program Supplies & Materials and Analysis and Lab Supply in current FY, the proposed budget represents realistic estimates for projected FY 18-19 expenditures in those categories

4. Please see worksheet named 'Capital Outlay 2018-19 Proposed Budget' for the listing of FY 18-19 Proposed Operating Capital Outlay items.

5. The Special Payment budget is preliminary and will change. Insurance is the majority of the under spend for the project FY 17-18 and was lower than anticipated. The Special Payments line item includes the following: facilities depreciation, support services, equipment depreciation, facility charges, insurance, fleet service charges, and payments to other governments. We estimate a 5% increase from FY 17-18 budgeted in support services, equipment depreciation, facility charges, insurance, fleet service charges. Once the cost allocation plan is completed for FY 18-19 these numbers will be updated.

6. Please see worksheet named 'Capital Outlay 2018-19 Proposed Budget' for the listing of FY 18-19 Proposed Capital Outlay items.

Barney Reservoir Joint Ownership Commission (BRJOC) - FY 18-19 Summary Proposed Budget

BRJOC Fund	16-17 Budget	17-18 Budget	FY 18-19 Proposed Budget	Change From Prior Year (\$)	Change From Prior Year (%)
Revenues					
Beginning Working Capital	356,775	270,500	\$220,540	(\$49,960)	-18.5%
Maint Reimbursement					
Hillsboro - Maint Reim.	144,612	240,589	191,714	(48,875)	-20.3%
Forest Grove - Maint Reim.	11,662	19,402	15,461	(3,941)	-20.3%
Beaverton - Maint Reim.	100,296	166,860	132,963	(33,897)	-20.3%
TVWD - Maint Reim.	163,272	271,633	216,451	(55,182)	-20.3%
CWS - Maint Reim.	46,649	77,609	61,843	(15,766)	-20.3%
Total Maint Reimbursement	466,491	776,093	618,432	(\$157,661)	-20.3%
Contributions in Aid (Capital Outlay)					
Hillsboro Capital Outlay	-	-	51,232	51,232	0.0%
Forest Grove Capital Outlay	-	-	4,134	4,134	0.0%
Beaverton Capital Outlay	-	-	35,536	35,536	0.0%
TVWD Capital Outlay	-	-	57,848	57,848	0.0%
CWS Capital Outlay	-	-	5,750	5,750	0.0%
Total Contributions in Aid	-	-	154,500	\$154,500	0.0%
Interest					
Interest Earned	1,500	1,500	1,500	-	0.0%
Total Interest	1,500	1,500	1,500	-	0.0%
Total Current Revenues	467,991	777,593	774,432	(\$3,161)	-0.4%
Total Resources	824,766	1,048,093	994,972	(53,121)	-5.1%
Expenditures					
Operating Costs					
Personnel Services	200,830	266,345	302,395	36,050	13.5%
Materials and Services	161,200	175,400	180,200	4,800	2.7%
Operating Capital Outlay	106,000	27,000	10,000	(17,000)	-63.0%
Special Payments	105,961	119,098	127,337	8,239	6.9%
Total Operating Costs	573,991	587,843	619,932	32,089	5.5%
Other Expenditures					
Projects Capital Outlay	-	189,750	154,500	(35,250)	-18.6%
Contingency	250,775	270,500	220,540	(49,960)	-18.5%
Total Other Expenditures	250,775	460,250	375,040	(85,210)	-18.5%
Total Current Expenditures	824,766	1,048,093	994,972	(53,121)	-5.1%
Ending Working Capital	-	-	-	-	-
Total Expenditures	824,766	1,048,093	994,972	(53,121)	-5.1%
Total BRJOC Fund					
Total Resources	824,766	1,048,093	994,972	(53,121)	-5.1%
Total Current Expenditures	824,766	1,048,093	994,972	(53,121)	-5.1%
Totals	-	-	-	-	-

BARNEY RESERVOIR JOINT OWNERSHIP COMMISSION

Capital Outlay

2018-19 PROPOSED Budget

	FY 18/19 Budgeted	Hillsboro	Forest Grove	Beaverton	Tualatin Valley Water District	Clean Water Services
Operating Capital Outlay (Ownership %):	100%	31%	2.5%	21.5%	35%	10%
BRJOC Secondary Permit %'s	100%	34.4%	2.8%	23.9%	38.9%	0%
Project Capital Outlay						
[1] BRJOC Supplemental Water Right	97,000	33,407	2,697	23,173	37,723	-
Subtotal - Water Right	97,000	33,407	2,697	23,173	37,723	-
[2] Replacement Vehicle #293 2012 Ford F350	50,000	15,500	1,250	10,750	17,500	5,000
Subtotal - Automotive and Equipment	50,000	15,500	1,250	10,750	17,500	5,000
[3] Water Information Management System	7,500	2,325	188	1,613	2,625	750
Subtotal - Computer Software	7,500	2,325	188	1,613	2,625	750
Total Project Capital Outlay	154,500	51,232	4,134	35,536	57,848	5,750
Operating Capital Outlay						
[4] Signs	10,000	3,100	250	2,150	3,500	1,000
Subtotal - Facilities and Improvement	10,000	3,100	250	2,150	3,500	1,000
Total Operating Capital Outlay	10,000	3,100	250	2,150	3,500	1,000

Notes:

[1] The municipal providers developed a supplemental storage water right permit application in FY 16-17. Additional work is required by ODFW to meet fish screening requirements before the application can be submitted and approved by OWRD. Most fish presence monitoring (to determine abundance of fish in the intake channel and susceptibility of those fish to harm from operating the raw water intake) will have occurred in FY 17-18. Work in FY 18-19 will be the compilation of the monitoring results, and presentations to Oregon Dept. of Fish & Wildlife. This will likely result in future work to complete a mitigation project to offset the impacts to fish. FY 18-19 request is to finish the fish monitoring work, OWRD application fees, obtain OWRD and ODFW approvals, and funds for a mitigation project. Cost should be split among JWC Partners based on municipal percentages. The fish monitoring work is in conjunction with JWC Water Rights Consulting Services.

[2] Vehicle #293-2012 Ford 350 was originally scheduled for replacement on FY 17-18 but not budgeted, however it was determined that it was able to be deferred to FY 18-19. The final condition will be evaluated prior to purchase of the replacement vehicle. If it is determined that the condition of the vehicle is good, the replacement will be deferred again till next fiscal year.

[3] Original budget in FY 16-17 was for \$80,000 to cover costs for both software license and IS required hardware. The budget in FY17-18 was erroneously decreased to only cover the software costs. This additional amount restores the project to its full budget when included with the FY 17-18 funds. The total cost for HachWIMS is to be split between Hillsboro Resources, Hillsboro Ops, JWC Ops, and BRJOC Ops.

[4] This project is being completed over three years and is estimated at \$30,000 total, this will be the final year of the project. The signage at Barney needs to be updated and improved since many signs have disappeared or have been damaged. This is an opportunity to create standardized signs which increase awareness of our water supply and watershed. The signs will span every quarter of a mile along the access road near the reservoir. Additionally, warning signs are needed on all gates, the spillway, the Tualatin flume and other areas that are dangerous for public access and are critical to our operations.

BRJOC QUARTERLY REPORT

YTD Through 2/28/2018

BRJOC RESOURCES	BUDGET 17/18	YTD 17/18 EXPENDED	ENCUMBRANCE	YTD TOTAL	AVAIL REMAIN 17/18	% USED
BEGINNING WORKING CAPITAL	270,500	-	-	-	270,500	0%
MAINTENANCE REIMBURSEMENTS						
HILLSBORO - MAINTENANCE REIMBURSEMENT	240,589	76,265	-	76,265	164,324	32%
FOREST GROVE - MAINTENANCE REIMBURSEMENT	19,402	(3,438)	-	(3,438)	22,840	-18%
BEAVERTON - MAINTENANCE REIMBURSEMENT	166,860	44,102	-	44,102	122,758	26%
TVWD - MAINTENANCE REIMBURSEMENT	271,633	98,863	-	98,863	172,770	36%
CWS - MAINTENANCE REIMBURSEMENT	77,609	19,490	-	19,490	58,119	25%
TOTAL MAINTENANCE REIMURSEMENTS:	776,093	235,282	-	235,282	540,811	30%
OTHER						
INTEREST	1,500	1,605	-	1,605	(105)	107%
TOTAL OTHER:	1,500	1,605	-	1,605	(105)	107%
TOTAL RESOURCES:	1,048,093	236,887	-	236,887	811,206	23%

BRJOC REQUIREMENTS	BUDGET 17/18	YTD 17/18 EXPENDED	ENCUMBRANCE	YTD TOTAL	AVAIL REMAIN 17/18	% USED
PERSONAL SERVICES	266,345	160,680	-	160,680	105,665	60%
MATERIALS AND SERVICES	175,400	42,430	120,614	163,044	12,356	93%
CAPITAL OUTLAY	216,750	43,256	20,928	64,185	152,565	30%
SPECIAL PAYMENTS	119,098	78,740	-	78,740	40,358	66%
CONTINGENCY	270,500	-	-	-	270,500	0%
TOTAL REQUIREMENTS:	1,048,093	325,106	141,542	466,648	581,445	45%

TOTAL RESOURCES AND REQUIREMENTS

	BUDGET 17/18	YTD 17/18 EXPENDED	ENCUMBRANCE	YTD TOTAL	AVAIL REMAIN 17/18	% USED
TOTAL NET RESOURCES	777,593	236,887	-	236,887	540,706	30%
TOTAL NET REQUIREMENTS	777,593	325,106	141,542	466,648	310,945	60%
NET INCOME (LOSS)	-	(88,219)	141,542	(229,761)	-	
BEGINNING WORKING CAPITAL	270,500	-	-	-	270,500	
ENDING WORKING CAPITAL	270,500	(88,219)	141,542	(229,761)	500,261	-85%

Note:

Forest Grove currently has a negative reimbursement due to a correction in partner allocations for the Barney Secondary Permit project.