



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
January 3, 2017 at 3:00 p.m.
Special Meeting**

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

1. Call to Order and Flag Salute
2. Public Comment
3. Approval of December 6, 2016 OLWS Board Meeting Minutes
4. Resolution 2017-1; Approving the Public Records Policy
5. Resolution 2017-2; Approving Credit Cards and Signatures
6. Establish Contract Review Board
7. Liaison Assignments
8. Board Member Reimbursements
9. Board Packet Configuration and Content
10. Approval to Purchase Portable Vacuum Unit
11. Resolution 2017-3; Participation in PERS Program
12. Business from the Manager
13. Business from the Board

14. Public Comment
15. Executive Session, the Board will convene into executive session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons that have been designated to carry on labor negotiations and ORS 192.660(2)(i) to review and evaluate the performance of the general manager.
16. Action from Executive Session
17. Adjourn

For Board Meeting of: January 3, 2017

Agenda Item: Number 11

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager



Issue

The issue is to adopt Resolution 2017-3; to participate in the Public Employment Retirement System (PERS).

Recommendation

It is recommended the Board adopt Resolution 2017-3.

Background

The Board has passed by motion the individual pieces of the PERS program participation.

Facts and Findings

Staff spoke with PERS staff and they require a resolution signed by the Board to allow OLWS to participate in the program.

The attached resolution meets the PERS requirements.

Suggested Motion

I move to adopt Resolution 2017-3; to participate in the PERS retirement program for all OLWS employees.

RESOLUTION 2017-3

A RESOLUTION OF THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS DECLARING PARTICIPATION IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM

WHEREAS, at the September 12, 2016 Oak Lodge Water Services Board (OLWS) meeting passed a motion for the District to become members of the Public Employees Retirement System (PERS); and

WHEREAS, the Board approves the following items to inform PERS of the Districts' intentions when it becomes a PERS Member:

- The District will participate in PERS for all employees
- The District will provide the unused sick leave benefit
- The District will participate in the "pool"
- The District will not pay the six percent contribution on employee's behalf except where included in individual employee contracts
- The Contact Person will be Tara Collins, Office Supervisor

NOW, THEREFORE BE IT RESOLVED that the OLWS Board of Directors hereby approves the participation in PERS and the above described items necessary for PERS approval.

Duly adopted this 3rd day of January, 2017.

By _____
Jim Martin, Chair

Attest this 3rd day of January, 2017

By _____
Dan Bradley, General Manager

Oak Lodge Water Services District
Minutes of Special Meeting
December 6, 2016

Commissioners Present

Jim Martin, Chair
Susan Keil, Vice Chair
Nancy Gibson, Commissioner
Kevin Williams, Commissioner
Lynn Fisher, Commissioner

Staff Present

Dan Bradley, General Manager/Oak Lodge Water District
Kelly Stacey, Finance Director/Oak Lodge Water District
Jason Rice, Interim General Manager/Oak Lodge Sanitary District
Randy Leniger, Oak Lodge Sanitary District
Rich Ludlow, Oak Lodge Sanitary District
Greg Jones, Transition Manager/Oak Lodge Water Services

Visitors

Eric Hofeld, Sunrise Water Authority
Ernie Platt, Sunrise Water Authority
Eugene Whitley, Local Resident
Thelma Haggemiller, Local Resident
Clark Balfour, Cable Huston

Special Meeting

(1) Call to Order/Pledge of Allegiance

Chair Martin called the special meeting to order at 3:00 p.m. and Board Member Gibson led the pledge of allegiance.

(2) Public Comment (For non-agenda items)

None.

(3) Approval of Oak Lodge Water Services District Minutes for the November 1, 2016 Regular Board Meeting

Board Member Gibson moved to approve the minutes as presented for the November 1, 2016 Oak Lodge Water Services District Special Meeting. Board Member Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(4) Resolution 2016-4; Approving the Board Governance Policy

OLWS General Manager Dan Bradley stated that Thelma Haggemiller had received comments from a rate payer in regards to purchasing authorization as well as conflicts of interest among the Board. Attorney Clark Balfour commented about how elected Board officials are not in fact considered conflicted by statute.

The Board further discussed several policies including meeting notifications, voting changes, tuition reimbursement approval, etc.

Board Member Fisher moved to adopt Resolution 2016-4, approving the Board Governance Policy as amended. Board Member Keil seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(5) Resolution 2016-5; Accepting the Oak Lodge Water and Sanitary Districts Rules and Regulations

Board Member Gibson moved to adopt Resolution 2016-5, accepting all combined rules and regulations. Board Member Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(6) Resolution 2016-6; Adopting the Purchasing Rules

OLWS General Manager read a statement from a ratepayer regarding how the Purchasing Rules were 'cut and paste' and 'hard to read' due to different fonts even as well as a lack of deciphering how surplus funds are spent. The Board discussed changes in the language of current purchasing rules.

Board Member Fisher moved to adopt Resolution 2016-6, adopting OLWS Purchasing Rules. Board Member Gibson seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(7) Resolution 2016-7; Adopting the Identity Theft Policy

Board Members agreed should have an Identity Theft Committee.

Board Member Gibson moved to adopt Resolution 2016-7, adopting the Identity Theft Policy with changes as noted. Board Member Keil seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(8) Resolution 2016-8; Assuming Existing Contracts and Intergovernmental Agreements of Oak Lodge Water and Sanitary Districts

Board Member Williams moved to adopt Resolution 2016-8, assuming all existing contracts and intergovernmental agreements among the districts. Board Member Keil seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(9) Acknowledging the Work of Greg Jones

The Board thanked Greg Jones for his work in helping the consolidation process.

(10) Updates on Expenses and Savings from the Consolidation

Finance Director Kelly Stacey gave handouts to the Board showing totals currently for both districts. She noted that she would have the savings summary soon that would include savings from the employee vacancies, etc.

(11) Establish Regular Meeting Date and Time

OLWS General Manager Dan Bradley stated that he recommends the new OLWSD meetings be held the 3rd Tuesday with a start time at 6pm. Board Member Gibson encouraged the evening meeting time to allow for staff as well as any working rate payers to attend easier and without penalty of vacation time use.

Board Member Gibson moved to establish the regular meetings for OLWSD to start on the 3rd Tuesday at 6pm. No second was made; the motion failed.

Board Member Keil moved to establish the regular meetings for OLWSD to start on 3rd Tuesday but at a 3pm start time. No second was made; the motion failed.

Discussion continued in regards specifically to the fact that Board Member Gibson cannot attend afternoon meetings due to having a day time job, as well as the worry of attendance on both sides whether it be afternoon or evening. Board Member Fisher stated he wanted to stop having meals at the public board

meetings due to expense. Board Member Williams suggested trying out the evening start time for a 6 month trial period and agreed regarding stopping providing meals.

Board Member Keil withdrew her original motion.

Board Member Gibson moved to establish the regular meetings for OLWSD to start on the 3rd Tuesday at 6pm. Board Member Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(12) Business from the Manager

OLWS General Manager Dan Bradley had OLWD Finance Director Kelly Stacey report on her discussion with Ken Martin and having the consolidation recorded with Metro.

Bradley stated that the Elections Division Investigation was continuing with both former Board Member Myron Martwick and Bob Johnson having been contacted regarding their sources of information in their letters to the Clackamas Review. Thelma Haggemiller stated she too had been contacted.

(13) Business from the Board

Board Member Gibson presented the most recent newsletter that was sent out to ratepayers and that one should be sent out monthly as a continuous update to the public (in reference to Thelma Haggemiller's public comment).

OLWS General Manager Bradley stated he met with the AFSCME union team and expressed negotiations would begin in January. He stated Chris Duckworth of Bullard Law would be the legal representative. He further updated the Board that the separate district employees would remain with their current benefits package while working towards a future contract and OLWD employees would be paying union dues effective January 1, 2017 regardless.

(14) Executive Session, the Board will convene into executive session in accordance with ORS 192.660(2)(f) to consider information or records that are exempt from public disclosure and ORS 192.660(2)(h) to consult with the attorney legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.

(Entered into Executive Session at 5:10pm, Exited at 5:40pm)

(15) Action from Executive Session

None.

(16) Public Comment

Thelma Haggemiller expressed concerns about a lack of outreach to the community once the ballot passed for the consolidation.

(17) Adjourn

Chair Martin adjourned the meeting of November 1, 2016 at 6:00 p.m.

Respectfully submitted,

Dan Bradley, General Manager

Jim Martin, Secretary

For Board Meeting of: January 3, 2017

Agenda Item: Number 4

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager



Issue

The issue is to adopt Resolution 2017-1; approving the Public Records Policy.

Recommendation

It is recommended the Board adopt Resolution 2017-1.

Background

As a new District, Oak Lodge Water Services must adopt new policies for future governance requirements.

The public records policy is a requirement for all governmental agencies.

Facts and Findings

OLWS must adopt a public records policy. This policy is based on the Oregon Attorney General's model rules and the requirements are incorporated in the proposed policy.

Suggested Motion

I move to adopt Resolution 2017-1; approving the Public Records Policy.

RESOLUTION 2017-1

**A RESOLUTION OF THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS
ADOPTIN A PUBLIC RECORDS POLICY**

WHEREAS, the Oak Lodge Water Services District intends to comply with the Attorney General's model rules for dispersing public records upon request; and

WHEREAS, the Attorney General has established rules providing guidance on the timeframe and associated costs to provide requested public records; and

WHEREAS, the District does occasionally receive public records requests

NOW, THEREFORE BE IT RESOLVED the Oak Lodge Water Services Board of Directors hereby adopt the Public Records Policy.

Duly adopted this 3rd day of January, 2017.

By _____
Jim Martin, Chair

Attest this 3rd day of January, 2017

Dan Bradley, General Manager

OLWSD Public Records Policy (1-3-17)

Purpose: The purpose of this Policy is to fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

Policy: In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.

The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's office. Copies of non-exempt public records maintained in machine readable or electronic form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2)

Exempt Records: Records, which are exempt from disclosure under ORS 192.501 or 192.502 or any other State or Federal Statute or law, shall not be disclosed.

Fees for Public Records: Fees must be limited to no more than \$25.00 unless the requestor is provided with a written amount of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

In order to recover its costs for responding to public records requests the following fee schedule is adopted by the District:

- **Copies of Public Records: Certified Copies:** Copies of public records shall be \$0.25 per copy for standard letter sized copies. Copies shall be certified for an additional \$5.00.
- **Copies of Sound Recordings:** Copies of sound recordings of meetings shall be \$5.00.
- **Copies of Maps and Other Nonstandard Documents:** Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
- **Research Fees:** If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying the minimum fee shall be \$25.00 per hour and additional charges shall be in 15 minute increments. The District shall estimate the total amount of time required responding to the records request and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less

than estimated the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time the difference shall be paid by the person requesting the records at the time the records are produced.

- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operation the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the record.
- **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest the Board or District Manager may so authorize. ORS 192.440(4)

Authorization Required for Removal of Original Records: At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained except upon authorization of the Board of Commissioners, the General Manager of the District, or a specific court order directing the District to provide an original document to the Court.

Record Creation: This district is not obligated to create records to satisfy a public records request.

On-Site Review of Original Records: If a request to review original records is made the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section above. A representative shall be present at any time original records are reviewed and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal or Destruction of Records: If any person attempts to alter, remove or destroy any District record the District representative shall immediately terminate such person's review and notify the District's attorney.

For Board Meeting of: January 3, 2017

Agenda Item: Number 5

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager



Issue

The issue is to adopt Resolution 2017-2; authorizing signatures on the checking account and approval of credit cards for certain employees.

Recommendation

It is recommended the Board adopt Resolution 2017-2.

Background

Oak Lodge Water Services utilizes Wells Fargo Bank for its checking account and credit card use. These both need to be in place in January, 2017.

Staff has been working with representatives from Wells Fargo to provide an easy transition from the two Districts into OLWS.

Facts and Findings

Wells Fargo requires a resolution from the Board to assign credit cards and for authority to sign checks. Adoption of Resolution 2017-2 would provide the necessary authorization for Wells Fargo.

Suggested Motion

I move to adopt Resolution 2017-2 authorizing the appropriate check signers and to approve the receipt of credit cards.

RESOLUTION 2017-2

A RESOLUTION OF THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS DESIGNATING SIGNATORIES TO ACCESS THE WELLS FARGO CHECKING AND INVESTMENT ACCOUNT AND ASSIGNING CREDIT CARDS AND LIMITS TO SPECIFIC EMPLOYEES OF THE DISTRICT

WHEREAS, the Oak Lodge Water Services District has funds in Wells Fargo Bank which need to be accessed; and

WHEREAS, Wells Fargo Bank requires a resolution assigning the responsible personnel to be signatories and credit cards; and

WHEREAS, the Board adopts the Credit Card Policy; and

WHEREAS, the Oak Lodge Water Services needs the ability to write checks for any payments that are due; and

WHEREAS, the Board authorizes Dan Bradley, General Manager, Jason Rice, Deputy General Manager and Kelly Stacey, Finance Director as the designated personnel to sign checks; and

WHEREAS, the following personnel are approved to be assigned credit cards in the limits established by the credit card policy are: Dan Bradley, General Manager, Jason Rice, Deputy General Manager, Kelly Stacey, Finance Director, Todd Knapp, Water Division Superintendent and Rich Ludlow, Interim Wastewater Division Operations Manager.

NOW, THEREFORE BE IT RESOLVED by the Oak Lodge Water Services Board of Directors that the Credit Card Policy, authorized check signers and credit card holders are hereby approved.

Duly adopted this 3rd day of January, 2017

By: _____
Jim Martin Chair

Attest this 3rd day of January, 2017

Dan Bradley, General Manager

For Board Meeting of: January 3, 2017

Agenda Item: Number 6

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager



Issue

The issue is to establish the Oak Lodge Water Services Board as the Local Contract Review Board.

Recommendation

It is recommended the Board establish themselves as the Local Contract Review Board.

Background

Oregon Revised Statute 279A.060 establishes the need for a local contract review Board. The Review Board is convened when a major project is being awarded or disputed or when a recommendation for a sole source purchase is proposed.

Facts and Findings

The Local Contract Review Board is not convened very often. It does however serve as the final word from the District on a contract dispute. It may also be convened in the event of major change order requests on a project.

Staff expects the Review Board would be convened more often to approve a sole source purchase from a vendor.

Suggested Motion

I move to establish the Oak Lodge Water Services Board to act as the Local Contract Review Board.

For Board Meeting of: January 3, 2017

Agenda Item: Number 7

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager



Issue

The issue is for the Board to assign liaisons to other Boards and organizations.

Recommendation

It is recommended the Board make the appointments.

Background

Both previous Districts sent liaisons to other organizations and district meetings to collect information to report to the full Board.

Facts and Findings

There are many organizations and districts that take actions that may have an impact on OLWS. There are also several meetings where items of interest may come up that should be shared with Board.

The attached spreadsheet shows the positions two Board members already occupy. These may be changed but staff recommends keeping Director Gibson as the representative to the Regional Water Providers Consortium. She has been selected to be on the Executive Committee and that is an important position.

Once the assignments are made the Board should pass a motion confirming the liaison appointments.

Suggested Motion

I move to approve the liaison appointments for 2017.

Board Member Liaison Assignments 2017

Board/Committee	Current Primary	Current Alternate	15/16 Primary
Clackamas River Water	Jim Martin	Jim Martin	
Sunrise Water Authority	Jim Martin		
C-4		Nancy Gibson	
Consortium	Nancy Gibson	Jim Martin	
Oak Grove CPO		Jim Martin	
CRBC		N/A	
SDAO	All		
MPAC			
AWWA	All		
Jennings Lodge CPO			
NCCWC	Dick Jones/Nancy Gibson/Leonard Waldemar	Leonard Waldemar	Jim Martin
Chamber of Commerce			

For Board Meeting of: January 3, 2017

Agenda Item: Number 8

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager



Issue

The issue is to discuss reimbursements to Board Members performing Board business.

Recommendation

This item is for Board Member discussion and to provide staff with recommended action.

Background

Oregon statutes allow Board Members to be reimbursed for a maximum of \$50/meeting for time attending a Board meeting or any Board authorized assignment. The general manager approves the expense reimbursement.

The water district allowed \$50 to a primary representative and \$30 to an attending alternate. Staff is unsure what the sanitary district allowed.

Facts and Findings

Staff was requested to place this issue on the agenda for Board discussion. The Board is requested to provide staff guidance on any changes that may occur.

For Board Meeting of: January 3, 2017

Agenda Item: Number 9

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager



Issue

The issue is for the Board to provide staff with recommendations on what information the Board wishes to receive in their packets.

Recommendation

It is recommended the Board provide staff guidance on the volume and type of information to place into the packet.

Background

The former districts provided the Board with financial information and other statistics for the Board's information. The basic information although in different formats was close to the same.

Facts and Findings

Attached is the information that each district included in the Board packets. The Board is requested to inform staff of the information they wish to see continued in the OLWS packets.

One example staff has already been informed of is the development update spreadsheet.

For Board Meeting of: January 3, 2017

Agenda Item: Number 10

To: Chair Martin and OLWS Board Members

From: Dan Bradley, General Manager

DB

Issue

The issue is to approve the purchase of vacuum trailer.

Recommendation

It is recommended the Board authorize the General Manager to purchase the vacuum unit.

Background

The District's current vacuum unit is approximately 11 years old. It has lived its useful life. This unit is used on a daily basis to excavate holes for repairs and installations.

Facts and Findings

This piece of equipment is crucial for field work performed by the crews. The proposed unit is very similar to the current model. The unit is in the current budget and ample funds are available for the purchase.

The current unit will be retained as an emergency backup to the unit being purchased. Staff obtained quotes from two other manufacturers and also demonstrations from the suppliers. The Ditch Witch was the least expensive and has proven to be the most effective of the other models.

Suggested Motion

I move to authorize the General Manager to purchase a Ditch Witch vacuum trailer at a cost not to exceed \$60,000.00.



Ditch Witch®

Global Accounts

Quotation

Line Charles Machine Works, Inc.
 1959 W.Fir Avenue
 P.O.Box 66,
 Perry, Oklahoma 73077-0066 USA
 Phone No : 580 336 4402
 Fax No : 580 336 0617
 Email : global@ditchwitch.com

Information	
Quotation No.	20111339
Document Date	09/20/2016
Customer No.	509393
Dealership	DITCH WITCH NORTHWEST PORTLAND
PO	_____
Created by	Michele Custer

Sold-to Party Address
OAK LODGE WATER DISTRICT NJPA #124690 14496 SE RIVER ROAD MILWAUKIE OR 97267

Global Account Price Quote
Quote Valid until : 12/19/2016


TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Quotation Details		
Qty	Part Number	Description
1	350-3777	FILTER ASSEMBLY
1	350-3880	EXPANSION CANISTER ASSEMBLY
2	350-3693	FILTER STAND
1	025-1021	T12SE TRAILER ASSEMBLY
1	153-954	REDUCER 4 1/2 FHCM-3 1/2 FHCF
1	310-893	3" SUCTION TOOL
1	318-652	3" SUCTION HOSE-50'-M/F
1	190-2507	PROSPECTOR ASSEMBLY, W/48" LANCE,#3 NOZZ
1	259-1012	PROSPECTOR EXTENSION, 48"LG W/ FITTING
		Global Account Pricing 56,579.77
		Total Freight 1,550.67
		Total Amount \$ 58,130.44

Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at (800)654-6481 to arrange for return of the document.



Business from the Manager

None presently



OFFICE OF THE SECRETARY OF STATE

JEANNE P. ATKINS
SECRETARY OF STATE

ROBERT TAYLOR
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION
MARY BETH HERKERT
DIRECTOR

800 Summer Street NE
Salem, Oregon 97310
(503) 373-0701
Facsimile (503) 378-4118

December 20, 2016

Oak Lodge Water Services District
1446 SE River Road
Oak Grove, OR 97267-1198

RECEIVED
DEC 27 2016
Mary Beth Herkert, Director

Dear District Officer,

Please be advised that we have received and filed, as of the date below, the following records consolidating Oak Lodge Sanitary District and Oak Lodge Water District.

Ordinance/Resolution Number(s)	Date	Our File Number
2016-114	12/05/2016	SD 2016-0113

For your records please verify the effective date through the applicable ORS.

Our assigned file number(s) are included in the above information.

Sincerely,

Official Public Documents

cc: County Clerk
ODOT
Department of Revenue
Population Research Center

Date of this notice: 12-27-2016

Employer Identification Number:
81-4795997

Form: SS-4

Number of this notice: CP 575 A

OAK LODGE WATER SERVICES DISTRICT
% KELLY STACEY
14496 SE RIVER RD
MILWAUKIE, OR 97267

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-4795997. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941

04/30/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.