

AFFILIATED INTEREST CONTRACT APPLICATION

Instructions: All applications submitted to the Commission must be filed electronically with the Commission's Filing Center. Documents may be electronically filed by sending the filing as an attachment to an electronic mail message addressed to the Commission's Filing Center at puc.filingcenter@state.or.us.

DATE: 11/19/18

COMPANY NAME: Aspen Lakes Utility Co.
ADDRESS: 16900 Aspen Lakes Dr.
CITY, STATE, ZIP: Sisters OR 97759

RE: (Name of Company) Affiliated Interest Application with (Affiliate Name) pursuant to ORS 757.495 and OAR 860-036-2210

This affiliated interest application is submitted in the manner and form indicated by OAR 860-036-2210.

INFORMATION REQUIREMENTS

- (a) The applicant's exact name and the address of its principal business office;
(Utility's exact name and address.) Aspen Lakes Golf Course
16900 Aspen Lakes Dr.
Sisters OR 97759
- (b) The name and address of the person authorized on the water utility's behalf, to receive notices, inquiries, and communications regarding the information;
Vicky Kumle, Kelly Cyrus
- (c) A statement describing the relationship between the water utility and the contracting entity as defined by ORS 757.015 and 757.490;
Aspen Lakes Golf Course provides office space and bookkeeping services
- (d) The amount, kind, and ratio to total voting securities held, if applicable;
- (e) A list of all officers and directors of the affiliated interest who are also officers or directors of the applicant;
O. Keith Cyrus
MAY Cyrus
Pam Mitchell

- (f) The pecuniary interest, directly or indirectly, of any officer or director who is a party to the contract;
- (g) A description of the goods or services to be provided, the cost incurred in providing each of the goods or services, the market value of the goods or services if different from the costs, and the method or methods proposed for pricing those goods or services; *office rent \$ 500 per month Bookkeeping services \$ 600 per month*
- (h) An estimate of the amount the water utility will pay annually for the goods or services and the accounts in which it will record the charges;
*\$ 6000 for office rent and storage space
\$ 7200 for Booking Services*
- (i) The reasons, in detail, relied upon by the water utility for procuring the proposed goods or services from the affiliate and benefits, if any, utility customers and the general public will derive from the provision of goods or services,
renting a separate office would cost the utility co. quite a bit more than what the Golf Course is charging. Bookkeeping could also cost more.
- (j) A description of the procurement process and the reasons, in pertinent detail appropriate to the complexity of the procurement, relied upon by the water utility for procuring the proposed goods or services without a competitive procurement process, if such a process is not used. *no official procurement process. The Golf Course did not charge Utility Company for 15+ years for use of office space or Bookkeeper services.*
- (k) Transfer prices in contracts or agreements for the procurement of goods or services under competitive procurement shall be presumed to be the market value, subject to evaluation of the procurement process;

ATTACHMENTS

- (l) A copy of the proposed contract or agreement between the water utility and the contracting entity; and *no contract*
- (m) Copies of all resolutions of directors authorizing the proposed transactions and, if stockholders' approval has been obtained, copies of the resolutions approved by the stockholders. *no resolutions*

For the reasons set forth above, _____ (Company Name) Aspen Lakes Utility
respectfully requests that the Commission issue an order approving the affiliated
interest contract between, _____ (Company Name) Aspen Lakes Utility and _____ (Affiliate Name), Aspen Lakes Golf Course
pursuant to the provisions of ORS 757.495 and OAR 860-036-2210.

DATE: 11/19/18

NAME OF COMPANY: Aspen Lakes Utility Co.

Kelly Cyr
(SIGNATURE OF AUTHORIZED PERSON)

Kelly Cyrus
(PLEASE PRINT NAME)

Bookkeeper
(TITLE)