



AGENDA

(Chair May Alter the Agenda)

CASCADE VIEW COUNTY SERVICE DISTRICT GOVERNING BOARD

Tuesday, May 21, 2024

Immediately following the Board of Commissioners Meeting

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session; however, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)), and the notice shall state the specific reason for the executive session as required by ORS 192.660.

1. Comments from the Public

2. Consent Calendar

2.1 Approval of the June 20, 2023 Meeting Minutes

2.2 Approval of the January 2, 2024 Meeting Minutes

3. New Business

3.1 Discussion and Decision Regarding Supplemental Budget No. 241203,
Resolution No. R2024-009 – Jenn Ambuehl, Financial Services

4. Other

ORS 192.640(1) "...notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

CONSENT CALENDAR

MINUTES OF THE MEETING
CASCADE VIEW COUNTY SERVICE DISTRICT GOVERNING BOARD
Tuesday, June 20, 2023
9:00 a.m.

Livestream: <http://facebook.com/BentonCoGov>

Present: **Xanthippe Augerot**, Vice-Chair; **Nancy Wyse**, Commissioner; **Vance Cronney**, County Counsel; **Suzanne Hoffman**, Interim County Administrator

Excused: **Pat Malone**, Commissioner

Staff: **Jenn Ambuehl**, Finance; **Erika Milo**, BOC Recorder

Vice-Chair Augerot called the meeting to order at 11:25 a.m.

I. Comments from the Public

No public comment was offered.

II. Consent Calendar

2.1 In the Matter of Approving the January 3, 2023 Meeting Minutes

MOTION: Wyse moved to approve the Consent Calendar of June 20, 2023. Augerot seconded the motion, which **carried (2-0)**.

III. Public Hearing

PH 1 In the Matter of a Public Hearing for Cascade View County Service District on Adoption of the 2023-2024 Budget, Resolution #R2023-015 – Jenn Ambuehl, Financial Services

Vice-Chair Augerot opened the Public Hearing at 11:25 a.m.

Staff Report

Ambuehl explained that this annual budget was approved by the Budget Committee on May 15, 2023. Staff request appropriation authority of \$31,268 in Materials and Services, \$5,000 in Capital Outlay, and \$164,914 in Contingency, for a total of \$201,182.

Public Comment

No comments were offered.

Vice-Chair Augerot closed the Public Hearing at 11:26 a.m.

MOTION: Wyse moved to approve the Resolution adopting a budget and making appropriations for the Cascade View County Service District for the Fiscal Year 2023-2024 which begins July 1, 2023. Augerot seconded the motion, which **carried 2-0**.

Vice-Chair Augerot closed the Public Hearing at 11:27 a.m.

IV. Other

No other items were discussed.

V. Adjournment

Vice-Chair Augerot adjourned the meeting at 11:27 a.m.

Xanthippe Augerot, Vice-Chair

Erika Milo, Recorder

MINUTES OF THE MEETING
CASCADE VIEW COUNTY SERVICE DISTRICT GOVERNING BOARD
Tuesday, January 2, 2024
9:00 a.m.

Present: Pat Malone, Chair; Nancy Wyse, Commissioner; Xanthippe Augerot, Commissioner; Vance Croney, County Counsel; Rachel McEneny, County Administrator; Rick Crager, Acting County Administrator

Staff: Tomi Douglas, Natural Areas, Parks & Events; Cory Grogan, Public Information Officer; Maura Kwiatkowski, Amanda Makepeace, Board staff; Sean McGuire, Sustainability; Erika Milo, BOC Recorder

Chair Malone called the meeting to order at 9:23 a.m.

1. Comments from the Public

No public comment was offered.

2. New Business

2.1 Election of Chair and Vice Chair for 2024

MOTION: Wyse moved to nominate Augerot as Chair and Wyse as Vice-Chair for 2024. Augerot seconded the motion, which carried, 3-0.

3. Consent Calendar

3.1 Setting the Cascade View County Service District County Service District Governing Body Meeting Schedule for 2024, Order #D2024-005

3.2 Designating an Official Newspaper for the Cascade View County Service District Governing Body for 2024, Order #D2024-016

MOTION: Wyse moved to approve the Consent Calendar of January 2, 2024. Malone seconded the motion, which carried 3-0.

4. Other

No other items were discussed.

5. Adjournment

Chair Augerot adjourned the meeting at 9:24 a.m.

Xanthippe Augerot, Chair

Erika Milo, Recorder

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 05/21/24

View [Agenda Tracker](#)

Suggested Placement * County Service District

Department * Finance

Contact Name * Jenn Ambuehl

Phone Extension * 6257

Meeting Attendee Name * Debbie Sessions, Jenn Ambuehl

Agenda Item Details

Item Title * Cascade View County Service District, Supplemental Budget 241203, Resolution No. R2024-009

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 5 minutes

Board/Committee Involvement * Yes No

Advertisement*

Yes

No

Names/Dates of Publications

List each publication name and date

Will be advertised no less than 5 days prior to public hearing in Gazette Times

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

A water pump for the well that provides drinking water to Cascade View County Service District stopped working and needs to be replaced. Appropriation authority in the Water Capital Reserve is not enough to cover cost of replacement pump and district is requesting to move \$20,000 from Contingency to Capital Outlay to cover the unanticipated cost.

Options *

field type multi line

1. Approve as proposed
2. Modify and approve
3. Hold for further discussion
4. Do not approve

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

Net zero appropriation impact as budget authority is moved from Contingency to Capital Outlay.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.

ORS 294.100: It is unlawful for any public official to spend money in excess of the amounts provided by law, or for any different purpose.

ORS 294.338: It is unlawful to expend money unless authorized by Local Budget Law.

ORS 294.456(6): After the governing body has enacted the resolutions necessary to adopt the budget as required, an expenditure of public money may not be made for any purpose in an amount greater than the amount appropriated, except as provided in ORS 294.338 [exceptions to the budget process], 294.478 [emergency educational expenditures], 294.463 [appropriation transfers], 294.471 and 294.473 [supplemental budgets].

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- NA

Explain Core Values Selections* NA

Focus Areas and Vision* Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- NA

**Explain Focus Areas NA
and Vision
Selection***

Recommendations and Motions

Item Recommendations and Motions

Staff

Financial Services staff recommends forwarding this item to the June 4, 2024

Recommendations *

meeting for Public Hearing and Adoption.

Financial Services staff recommends adopting Supplemental Budget 241203 as presented.

Meeting Motions *

I move to ...

...forward Supplemental budget 241203 to the June 4, 2024 meeting for public hearing and adoption.

...adopt Resolution Rxxx-xx in the matter of Supplemental Budget 241203

Staff Recommendation

Financial Services staff recommends forwarding this item to the June 4, 2024 meeting for Public Hearing and Adoption.

Meeting Motion for May 21, 2024

I move to forward Supplemental budget 241203 to the June 4, 2024 meeting for public hearing and adoption.

Meeting Motion for June 4, 2024

I move to adopt Resolution No. R2024-009 in the matter of Supplemental Budget 241203.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Cascade View Supplemental Budget Resolution

241203.docx

23.28KB

Comments (optional)

If you have any questions, please call ext.6800

Department

DEBBIE SESSIONS

Approver

<p>1.</p> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Debbie Sessions</i></p>	<p>5.</p>
<p>2.</p> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Vance H. Chokey</i></p>	
<p>3.</p> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Rachel L McEneny</i></p>	
<p>4.</p> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Amanda Hakepeace</i></p>	

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

**In the Matter of Supplemental Budget)
Number 241203 Amending) RESOLUTION No. R2024-009
the 2023-24 Cascade View CSD Budget)**

WHEREAS, the details of the supplemental budget actions summarized below have been examined by staff and the Benton County Board of Commissioners, and;

WHEREAS, these actions require amendments to the current biennium budget due to unforeseeable events and changes in operating conditions, and;

WHEREAS, notice concerning these actions was provided as required by law and the Board of Commissioners have conducted a public hearing as required by law:

THEREFORE, BE IT RESOLVED, that Fund and Program appropriations of the 2023-24 budget are adjusted as listed below:

In the Cascade View CSD Fund (560):

Service District Capital Outlay is increased \$20,000

Service District Capital Contingency is decreased \$20,000

Adopted this 4th day of June, 2024.

Signed this 4th day of June, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner