



Board of Commissioners
Office: (541) 766-6800
Fax: (541) 766-6893

4500 SW Research Way
Corvallis, Oregon 97333
bentoncountyor.gov

AGENDA

(Chair May Alter the Agenda)

ALPINE COUNTY SERVICE DISTRICT GOVERNING BOARD Tuesday, June 18, 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. Public Hearing

- 2.1 Adoption of 2024-25 Budget, Resolution No. R2024-011 – Debbie Sessions, Marilee Hoppner; Financial Services

3. 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."

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/18/24

View [Agenda Tracker](#)

Suggested Placement * County Service District

Department * Finance

Contact Name * Jenn Ambuehl

Phone Extension * 6257

Meeting Attendee Name * Debbie Sessions, Marilee Hoppner

Agenda Item Details 

Item Title * Alpine County Service District Public Hearing on Adoption of the 2024-2025 Budget, Resolution No. R2024-011

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

**Name of
Board/Committee**

Alpine County Service District Budget
Committee

Advertisement*

- Yes
 No

**Names/Dates of
Publications**

List each publication name and date
Mail by first class mail to district households
and published on County website within the
timeframe required by law.

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Prior to final adoption of the budget, the district governing body must conduct a public hearing. This time has been advertised as required by law for the public hearing.

After receiving public comment, the governing body can adopt the budget as approved by the budget committee May 6, 2024, or modify the budget within the limitations of Oregon Budget Law.

The public hearing may be continued to another date, but the governing body must adopt a budget by midnight June 30, 2024.

Options *

- 1. Adopt the budget as approved by the budget committee on May 6, 2024.
- 2. Modify the budget within the limitations of Oregon Local Budget Law
- 3. Continue public hearing to a later date

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

The budget must be adopted prior to midnight June 30, 2024. The district cannot legally expend funds unless a budget is adopted.

Total appropriation \$75,950

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.
Local Budget Law - ORS 294.305 to 294.565

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
 N/A

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
 N/A

Explain Focus Areas and Vision Selection* NA

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends adoption of the budget as approved by the Budget Committee on May 6, 2024.

Meeting Motions * I move to ...
...approve Resolution No. R2024-011 adopting a budget and making appropriations for the Alpine County Service District for the Fiscal Year 2024-2025, which begins July 1, 2024.

Meeting Motion

I move to approve Resolution No. R2024-011 adopting a budget and making appropriations for the Alpine County Service District for the Fiscal Year 2024-2025, which begins July 1, 2024.

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.

2024-25 Alpine CSD Budget - Approved.pdf 281.84KB

Alpine Adoption Resolution 24-25.docx 18.02KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver DEBBIE SESSIONS

<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. Choney</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 GOVERNING BODY OF THE ALPINE COUNTY SERVICE DISTRICT
OF THE STATE OF OREGON IN THE COUNTY OF BENTON**

In the Matter of Adopting a Budget, and)
Making Appropriations for the Fiscal) RESOLUTION No. R2024-011
Year Beginning July 1, 2024 and Ending)
June 30, 2025)

BE IT RESOLVED that the Alpine County Service District Governing Body hereby adopts the budget approved by the Budget Committee of Alpine County Service District on May 6, 2024.

BE IT RESOLVED that the amounts for the Fiscal Year beginning July 1, 2024 and for the purposes shown below are hereby appropriated as follows:

SERVICE DISTRICT OPERATIONS FUND (580)

Materials & Services	\$36,974
Capital Outlay	10,000
Contingency	<u>28,976</u>
TOTAL APPROPRIATIONS	\$75,950

ADOPTED by the Alpine County Service District Governing Body this 18th day of June 2024.

SIGNED this 18th day of June, 2024.

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Patrick Malone, Commissioner

2024-2025 Approved Budget

Alpine County Service District

For the Fiscal Period

Beginning July 1, 2024

Ending June 30, 2025



Governing Body

Xanthippe Augerot, 2024 BOC Chair

Nancy Wyse, Commissioner

Patrick Malone, Commissioner

Citizen Budget Committee Members

Frankie Gillow-Wiles

Alpine County Service District

ADMINISTRATION: Benton County Public Works

DIRECTOR: Gary Stockhoff **FACILITIES MANAGER:** Paul Wallsinger

OFFICE LOCATION: Public Works, 360 SW Avery, Corvallis

TELEPHONE: 541-766-6821

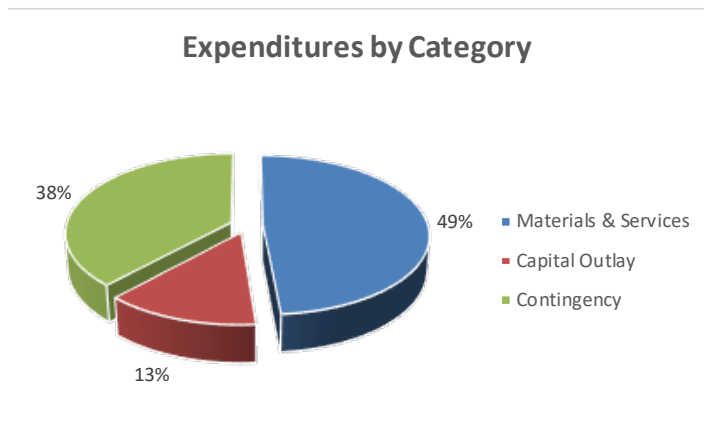
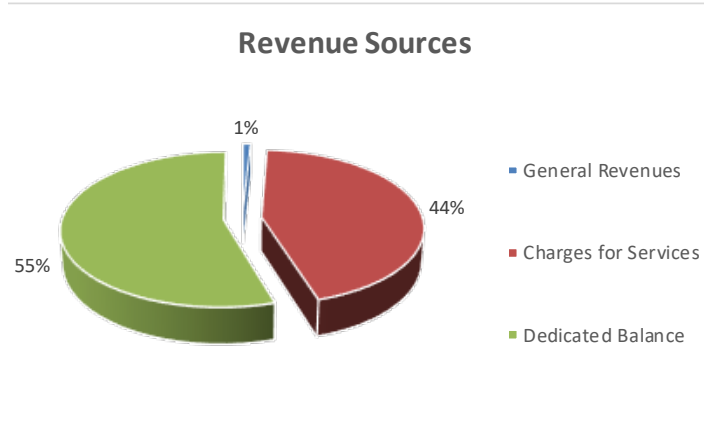
INTERNET ADDRESS: [HTTP://WWW.CO.BENTON.OR.US/PW/UTILITIES/ALPINE.PHP](http://www.co.benton.or.us/pw/utilities/alpine.php)

DISTRICT OVERVIEW:

To provide sewer service to the community of Alpine which is located approximately 20 miles South of Corvallis.

The service district is an independent municipal corporation. By law, the Benton County Board of Commissioners sits as the Governing Body. Benton County Public Works Department manages daily operations, customer billing, and staff support. County Finance Services provides treasury, financial management services and coordinates the budget process. The County is reimbursed for these services by district funds.

The District was organized in 1987. It serves the community of Alpine with a population of about 110 including several businesses. The District has 53 customers. An advisory committee reviews district operations and makes recommendations on issues and rates to the governing body.



ALPINE COUNTY SERVICE DISTRICT
Budget Summary – All Cost Centers

Category Title	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed Budget	2024-25 Approved Budget	2024-25 Adopted Budget
General Revenues	152	542	650	650	650	-
Charges for Service	31,005	28,937	32,522	33,708	33,708	-
Current Program Income	31,157	29,479	33,172	34,358	34,358	-
Dedicated Beginning Balance	31,831	40,032	34,478	41,592	41,592	-
Beginning Balances	31,831	40,032	34,478	41,592	41,592	-
Total Resources	62,988	69,511	67,650	75,950	75,950	-
Materials & Services	22,955	31,141	32,674	36,974	36,974	-
Capital Outlay	-	-	5,000	10,000	10,000	-
Expenditures	22,955	31,141	37,674	46,974	46,974	-
Other: Contingency	-	-	29,976	28,976	28,976	-
Reserves	-	-	29,976	28,976	28,976	-
Total Budget	22,955	31,141	67,650	75,950	75,950	-
Surplus / (Deficit) of Fund Resources to Expenditures	40,033	38,370	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

ALPINE COUNTY SERVICE DISTRICT
District Statement

This is an annual budget. The fiscal year will begin July 1, 2024, and ends on June 30, 2025.

The budget was built on the assumption there will be no increase in rates. Revenue increase reflects new customer. The District has no personnel. All services and support are provided by County operating departments as discussed above.

System improvements based on the Consor assessment are still proposed pending outcome of securing the federal infrastructure grant awarded to the district in 2023. A major maintenance project to complete a depth survey of the lagoons will occur in 2024.

ALPINE COUNTY SERVICE DISTRICT
Sewer Operations

Category Title	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed Budget	2024-25 Approved Budget	2024-25 Adopted Budget
General Revenues	-	-	-	-	-	-
Charges for Services	25,711	25,049	29,387	30,210	30,210	-
Dedicated Beginning Balance	1,687	6,160	-	3,477	3,477	-
Total Resources	27,398	31,210	29,387	33,687	33,687	-
Materials and Services	21,237	29,131	29,387	33,687	33,687	-
Total Expenditures	21,237	29,131	29,387	33,687	33,687	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To provide operation and maintenance of a sewer system in the community of Alpine, serving approximately 51 customers. Operate a successful and efficient system within the requirements of the Oregon Department of Environmental Quality's NPDES permit.

ALPINE COUNTY SERVICE DISTRICT
Sewer Construction

Category Title	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed Budget	2024-25 Approved Budget	2024-25 Adopted Budget
General Revenues	152	542	650	650	650	
Charges for Services	5,294	3,888	3,135	3,498	3,498	
Dedicated Beginning Balance	30,144	33,872	34,478	38,115	38,115	
Total Resources	35,590	38,302	38,263	42,263	42,263	-
Materials and Services	1,718	2,010	3,287	3,287	3,287	
Capital Outlay	-	-	5,000	10,000	10,000	
Other: Contingency	-	-	29,976	28,976	28,976	
Total Expenditures	1,718	2,010	38,263	42,263	42,263	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To provide for accumulation of revenue dedicated to future system replacement, improvements and emergency repairs. Fund major maintenance and repair items too expensive to fund out of the standard operating budget.