



Board of Commissioners
Office: (541) 766-6800
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4500 SW Research Way
Corvallis, Oregon 97333
bentoncountyor.gov

AGENDA

(Chair May Alter the Agenda)

ALSEA 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. Consent Calendar

2.1 Approval of the January 2, 2024 Meeting Minutes

3. Public Hearing

3.1 Adoption of 2024-25 Budget, Resolution No. R2024-012 – Debbie Sessions, Marilee Hoppner; 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
ALSEA 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 9:22 a.m.

1. Comments from the Public

No public comments were 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 Alsea County Service District Governing Body Meeting Schedule for 2024, Order #D2024-003

3.2 Designating an Official Newspaper for the Alsea County Service District Governing Body for 2024, Order #D2024-014

3.3 Approving the Minutes of the July 5, 2023 Alsea County Service District Governing Board Meeting

3.4 Approving the Minutes of the June 20, 2023 Alsea County Service District Governing Board Meeting

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

IV. Other

No other items were discussed.

V. Adjournment

Chair Augerot adjourned the meeting at 9:22 a.m.

Xanthippe Augerot, Chair

Erika Milo, Recorder

PUBLIC HEARINGS

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 * Alesa County Service District Public Hearing on the Adoption of the 2024-2025 Budget, Resolution No. R2024-012

- 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**

Alsea 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 posted on County website within the time
frame 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 \$272,777

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

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 the resolution adopting a budget and making appropriations for the Alsea County Service District for the Fiscal Year 2024-2025 which begins July 1, 2024.

Meeting Motion

I move to approve Resolution No. R2024-012 adopting a budget and making appropriations for the Alsea 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 Alsea CSD Budget - Approved.pdf	302.55KB
Alsea Adoption Resolution 24-25.docx	18.27KB

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. 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 GOVERNING BODY OF THE
ALSEA 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. R2024-012
Year Beginning July 1, 2024 and Ending)
June 30, 2025)

BE IT RESOLVED that the Alsea Street County Service District Governing Body hereby adopts the budget approved by the Budget Committee of Alsea 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:

ALSEA COUNTY SERVICE DISTRICT FUND (570)

Materials & Services	\$67,176
Capital Outlay	30,000
Contingency	<u>175,601</u>
Total Appropriations	\$ 272,777

ADOPTED by the Alsea 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

Alsea 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

Cheryl VanLeuven

Alesea 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

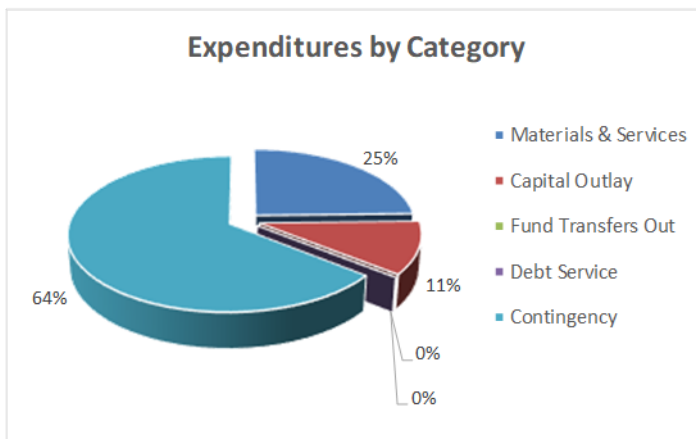
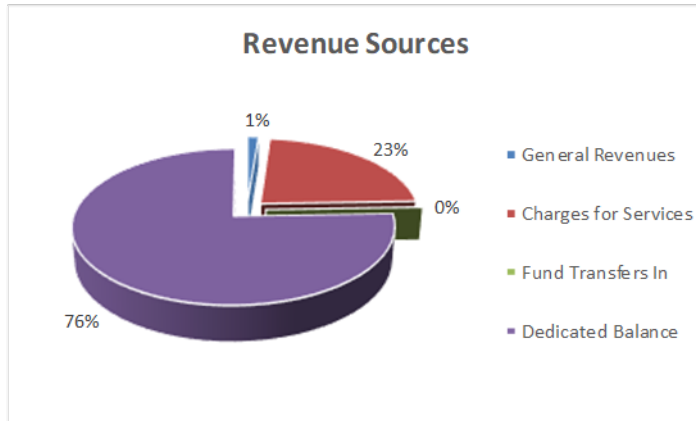
INTERNET ADDRESS: [HTTP://WWW.CO.BENTON.OR.US/PW/UTILITIES/ALSEA.PHP](http://www.co.benton.or.us/pw/utilities/alsea.php)

DISTRICT OVERVIEW:

To provide water and sewer service to the community of Alesea which is located approximately 30 miles southwest of Corvallis.

The service district is an independent municipal corporation. 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 Financial 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 1983 to take over operation of the community water system. Water system improvements and the community sewer system were completed in 1986. Additional water system improvements were completed in 1997. An advisory committee reviews District operations and makes recommendations on issues and rates to the Governing Body.



ALSEA 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	859	3,092	3,500	3,500	3,500	-
Charges for Service	63,400	63,208	64,968	63,192	63,192	-
Fund Transfers In	435	-	-	-	-	-
Current Program Income	64,694	66,300	68,468	66,692	66,692	-
Dedicated Beginning Balance	158,750	182,455	198,651	206,085	206,085	-
Beginning Balances	158,750	182,455	198,651	206,085	206,085	-
Total Resources	223,444	248,755	267,119	272,777	272,777	-
Materials & Services	40,119	60,143	58,976	67,176	67,176	-
Capital Outlay	-	-	10,000	30,000	30,000	-
Other: Fund Transfers Out	435	-	-	-	-	-
Other: Debt Service	435	-	-	-	-	-
Expenditures	40,988	60,143	68,976	97,176	97,176	-
Other: Contingency	-	-	198,143	175,601	175,601	-
Reserves	-	-	198,143	175,601	175,601	-
Total Budget	40,988	60,143	267,119	272,777	272,777	-
Surplus / (Deficit) of Fund Resources to Expenditures	182,455	188,612	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

ALSEA 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 of no increase in rates. The District has no personnel. All services and support are provided by County operating departments as discussed above.

The remaining balance of the federal government loan that paid for water system upgrades was paid off and refinanced with a loan from the County General Fund in FY 2016-17. This loan has been paid in full as of June 2022.

ALSEA COUNTY SERVICE DISTRICT
Water 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	859	3,092	3,500	3,500	3,500	
Charges for Services	27,685	28,243	30,360	30,360	30,360	
Dedicated Beginning Balance	62,757	75,654	92,100	98,828	98,828	
Total Resources	91,301	106,990	125,960	132,688	132,688	-
Materials and Services	15,647	21,595	25,584	31,136	31,136	
Other: Contingency			100,376	101,552	101,552	
Total Expenditures	15,647	21,595	125,960	132,688	132,688	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To provide operation and maintenance of a water system in the community of Alsea; serving approximately 68 residential and 11 commercial customers. Operate a successful and efficient system within the requirements of the Oregon Water Resource Division.

ALSEA 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
Charges for Services	25,250	25,424	27,984	26,244	26,244	
Dedicated Beginning Balance	38,353	44,619	40,890	43,244	43,244	
Total Resources	63,603	70,043	68,874	69,488	69,488	-
Materials and Services	18,984	33,060	24,633	27,281	27,281	
Other: Contingency	-	-	44,241	42,207	42,207	
Total Expenditures	18,984	33,060	68,874	69,488	69,488	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To operate and maintain a sewer collection and treatment system for the community of Alsea servicing approximately 68 residential and 11 commercial customers. Operate the system in a cost effective and efficient manner in accordance with Department of Environmental Quality permit requirements.

ALSEA COUNTY SERVICE DISTRICT
Water Construction Reserve

Category Title	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed Budget	2024-25 Approved Budget	2024-25 Adopted Budget
Charges for Services	4,325	4,340	4,764	4,740	4,740	
Dedicated Beginning Balance	26,271	27,390	29,000	29,283	29,283	
Total Resources	30,595	31,730	33,764	34,023	34,023	-
Materials and Services	2,790	2,790	4,349	4,349	4,349	
Capital Outlay	-	-	5,000	15,000	15,000	
Other: Fund Transfers Out	435	-	-	-	-	
Other: Contingency	-	-	24,415	14,674	14,674	
Total Expenditures	3,225	2,790	33,764	34,023	34,023	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

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

**ALSEA COUNTY SERVICE DISTRICT
Sewer Construction Reserve**

Category Title	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed Budget	2024-25 Approved Budget	2024-25 Adopted Budget
Charges for Services	6,141	5,201	1,860	1,848	1,848	
Dedicated Beginning Balance	31,349	34,791	36,661	34,730	34,730	
Total Resources	37,489	39,992	38,521	36,578	36,578	-
Materials and Services	2,698	2,698	4,410	4,410	4,410	
Capital Outlay	-	-	5,000	15,000	15,000	
Other: Contingency	-	-	29,111	17,168	17,168	
Total Expenditures	2,698	2,698	38,521	36,578	36,578	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

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

ALSEA COUNTY SERVICE DISTRICT
Debt Service

Category Title	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed Budget	2024-25 Approved Budget	2024-25 Adopted Budget
Fund Transfers In	435	-	-	-	-	-
Dedicated Beginning Balance	20	-	-	-	-	-
Total Resources	455	-	-	-	-	-
Other: Bond Debt Principal	435	-	-	-	-	-
Total Expenditures	435	-	-	-	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

Account for resources and payments associated with payment of principle and interest on bonded debt for improvements to the water system.