



AGENDA

(Chair May Alter the Agenda)

CASCADE VIEW 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. R2024-014 – 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 * Cascade View County Service District Public Hearing on Adoption of the 2024-2025 Budget, R2024-014

- 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**

Cascade View 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 post on County website within the time
frame required

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 29, 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 *

field type multi line

1. Adopt the budget as approved by the budget committee on May 29, 2024.
2. Modify the budget within the limitations of Oregon Local Budget Law
3. Continue public hearing to another 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 appropriations \$201,857

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 29, 2024.

Meeting Motions * I move to ...
approve Resolution No. R 2024-014 adopting a budget and making appropriations for the Cascade View County Service District for the Fiscal Year 2024-2025 which begins July 1, 2024.

Staff Recommendation

Staff recommends adoption of the budget as approved by the Budget Committee on May 29, 2024.

Meeting Motion

I move to approve Resolution No. R2024-014 adopting a budget and making appropriations for the Cascade View 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 Cascade CSD Budget - Approved.pdf	281.43KB
Cascade Adoption Resolution 24-25.docx	16.67KB

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
CASCADE VIEW 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. R2024-014
Year Beginning July 1, 2024 and Ending)
June 30, 2025.)

BE IT RESOLVED that the Cascade View County Service District Governing Body hereby adopts the budget approved by the Budget Committee of Cascade View County Service District on May 29, 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 (560)

Materials & Services	\$34,335
Capital Outlay	25,000
Contingency	<u>142,522</u>
TOTAL APPROPRIATIONS	\$ 201,857

ADOPTED by the Cascade View 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

Cascade View 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

Thomas Gallagher

Steve Shields

Terry Barker

Cascade View 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/CASCADE.PHP](http://www.co.benton.or.us/pw/utilities/cascade.php)

DISTRICT OVERVIEW:

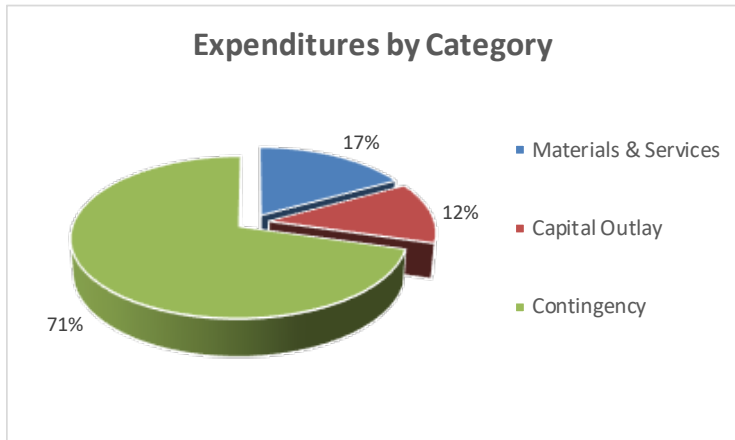
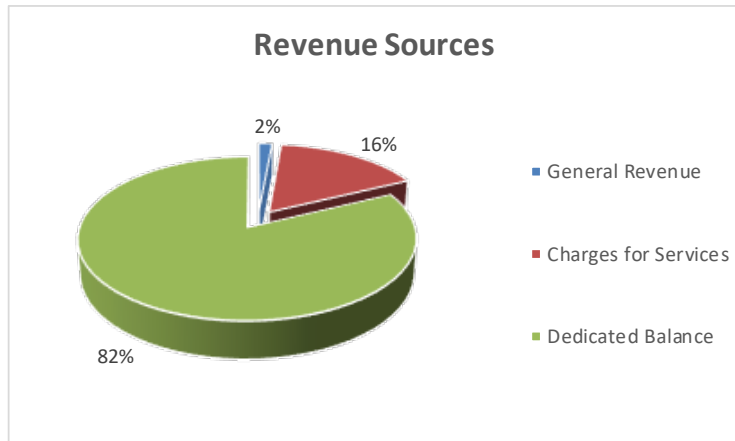
To operate a successful and efficient system within the requirements of the Oregon Water Resources Division, the Subdivision Water Management Plan, and operating ordinances.

To provide operation and maintenance of a community water system in the Cascade View Subdivision approximately 5 miles North of Corvallis. The water system was designed to serve a subdivision of 44 lots and 16 off-site connections if requested.

The District was organized as a condition of subdivision development to operate a water system and monitor water usage.

The District is a separate municipal entity from the County, but by law the Governing Body is the Benton County Board of Commissioners. 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.

Currently, the District serves 49 customers. An advisory committee reviews district operations and makes recommendations to the governing body on issues and rates.



CASCADE VIEW 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	716	2,563	3,000	3,000	3,000	-
Charges for Service	33,813	36,799	33,000	33,000	33,000	-
Current Program Income	34,529	39,362	36,000	36,000	36,000	-
Dedicated Beginning Balance	133,176	147,830	165,182	165,857	165,857	-
Beginning Balances	133,176	147,830	165,182	165,857	165,857	-
Total Resources	167,705	187,193	201,182	201,857	201,857	-
Materials & Services	19,874	26,687	31,268	34,335	34,335	-
Capital Outlay	-	-	5,000	25,000	25,000	-
Expenditures	19,874	26,687	36,268	59,335	59,335	-
Other: Contingency	-	-	164,914	142,522	142,522	-
Reserves	-	-	164,914	142,522	142,522	-
Total Budget	19,874	26,687	201,182	201,857	201,857	-
Surplus / (Deficit) of Fund Resources to Expenditures	147,830	160,506	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

CASCADE VIEW COUNTY SERVICE DISTRICT
District Statement

The annual budget covers the fiscal year beginning July 1, 2024 and ending June 30, 2025.

The budget was built with no increase in rates. The District has no personnel. All services and support are provided by County operating departments as discussed above.

CASCADE VIEW COUNTY SERVICE DISTRICT
Water System 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	716	2,563	3,000	3,000	3,000	
Charges for Services	27,869	31,168	30,000	30,000	30,000	
Dedicated Beginning Balance	85,780	96,207	109,149	110,219	110,219	
Total Resources	114,365	129,938	142,149	143,219	143,219	-
Materials and Services	18,158	24,971	28,428	31,495	31,495	
Other: Contingency			113,721	111,724	111,724	
Total Expenditures	18,158	24,971	142,149	143,219	143,219	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To operate a successful and efficient system within the requirements of the Oregon Water Resources Division, the Subdivision Water Management Plan, and operating ordinances. This budget supports the daily operating costs of the district including payments to Benton County for operations and administrative support services.

CASCADE VIEW COUNTY SERVICE DISTRICT
Water System Construction

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	5,944	5,631	3,000	3,000	3,000	
Dedicated Beginning Balance	47,396	51,624	56,033	55,638	55,638	
Total Resources	53,340	57,255	59,033	58,638	58,638	-
Materials and Services	1,716	1,716	2,840	2,840	2,840	
Capital Outlay	-	-	5,000	25,000	25,000	
Other: Contingency			51,193	30,798	30,798	
Total Expenditures	1,716	1,716	59,033	58,638	58,638	-
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 from the standard operating budget.