



## AGENDA

(Chair May Alter the Agenda)

### HIDDEN VALLEY 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](mailto: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. R2024-015 – 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 \*** Hidden Valley CSD Public Hearing on Adoption of the 2023-2024 Budget, Resolution R2024-015

**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**

Hidden Valley 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 by law.

# Issues and Fiscal Impact

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## Item Issues and Description

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**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 at 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 \$45,619

# 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

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### Item Recommendations and Motions

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**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. R2024-015 adopting a budget and making appropriations for the Hidden Valley 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 6, 2024.

### Meeting Motion

I move to approve Resolution No. R2024-015 adopting a budget and making appropriations for the Hidden Valley County Service District for the Fiscal Year 2024-2025 which begins July 1, 2024.

# Attachments, Comments, and Submission

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## Item Comments and Attachments

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### 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 Hidden Valley CSD Budget - Approved.pdf 277.82KB

Hidden Valley Adoption Resolution 24-25.docx 17.08KB

### Comments (optional)

If you have any questions, please call ext.6800

### Department Approver

DEBBIE SESSIONS

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



**BEFORE THE GOVERNING BODY OF THE  
HIDDEN VALLEY WATER SUPPLY 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 R2024-015  
Year Beginning July 1, 2024 and Ending )  
June 30, 2025. )

BE IT RESOLVED that the Hidden Valley Water Supply County Service District Governing Body hereby adopts the budget approved by the Budget Committee of Hidden Valley Water Supply 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 (540)

Materials & Services	\$ 13,855
Capital Outlay	2,000
Contingency	<u>29,764</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 45,619</b>

ADOPTED by the Hidden Valley Water Supply 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

\_\_\_\_\_  
Pat Malone, Commissioner

# 2024-2025 Approved Budget

## Hidden Valley 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

Brenda McComb

Julie Hoffman

Scott Lesko

# Hidden Valley County Service District

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**ADMINISTRATION:** Benton County Public Works

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

**OFFICE LOCATION:** Public Works, 360 SW Avery, Corvallis

**TELEPHONE:** 541-766-6821

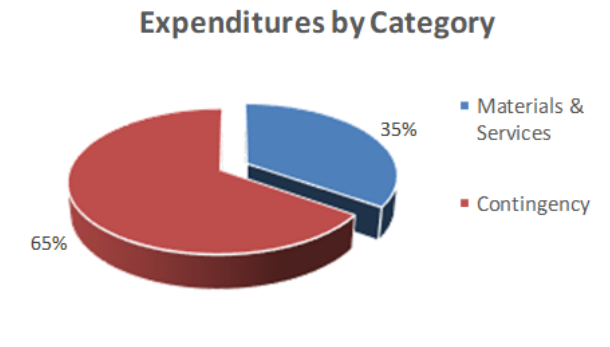
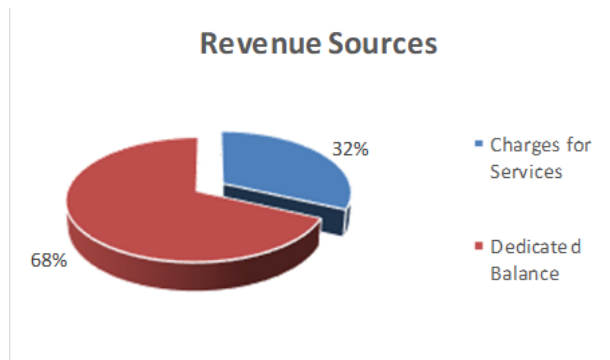
**INTERNET ADDRESS:** [HTTPS://WWW.CO.BENTON.OR.US/PUBLICWORKS/PAGE/HIDDEN-VALLEY-SERVICE-DISTRICT](https://www.co.benton.or.us/publicworks/page/hidden-valley-service-district)

## DISTRICT OVERVIEW:

To provide operation and maintenance of a community water system in the Hidden Valley Subdivision approximately 15 miles west of Corvallis. The water system was designed to serve a subdivision of 14 lots. The district was formed on May 16, 2017 to operate the water system.

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.

An advisory committee has been established to review district operations and make recommendations to the governing body on issues, rates and taxes.



**HIDDEN VALLEY 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	119	459	500	500	500	-
Charges for Service	13,983	11,768	12,485	14,041	14,041	-
Current Program Income	14,102	12,226	12,985	14,541	14,541	-
Dedicated Beginning Balance	19,304	26,894	30,980	31,078	31,078	-
Beginning Balances	19,304	26,894	30,980	31,078	31,078	-
Total Resources	33,407	39,120	43,965	45,619	45,619	-
Materials & Services	6,513	8,603	11,503	13,855	13,855	-
Capital Outlay	-	-	2,000	2,000	2,000	-
Expenditures	6,513	8,603	13,503	15,855	15,855	-
Other: Contingency	-	-	30,462	29,764	29,764	-
Reserves	-	-	30,462	29,764	29,764	-
Total Budget	6,513	8,603	43,965	45,619	45,619	-
Surplus / (Deficit) of Fund Resources to Expenditures	26,894	30,517	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

**HIDDEN VALLEY COUNTY SERVICE DISTRICT**  
**District Statement**

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

The budget was built on the assumption of \$10/mo. (15%) rate increase per homeowner in response to inflationary pressures on materials and services expenses. The last increase was implemented 18-19 budget. The District has no personnel. All services and support are provided by County operating departments.

At the time of creation District voters also approved a maximum property tax levy of \$2.50 per \$1,000 of assessed value. The tax rate was intended to supplement charges for service income to fund major repair or replacement costs. No tax will be levied this year. The need for future tax levies will be discussed with the advisory committee.

Prior to formation the District existed for many years as a community water system managed by the County. The lot on which the well and water storage sat was acquired through a property tax foreclosure. Due to this history the District started with no cash resources. The older infrastructure will require repairs and upgrades in the future.

Per the Consor assessment certain major maintenance work will occur on the tank and associated equipment. That work is scheduled for the summer of 2024.

**HIDDEN VALLEY 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	119	459	500	500	500	-
Charges for Services	7,445	7,404	10,300	11,856	11,856	-
Dedicated Beginning Balance	4,975	6,988	8,256	7,731	7,731	-
<b>Total Resources</b>	<b>12,539</b>	<b>14,851</b>	<b>19,056</b>	<b>20,087</b>	<b>20,087</b>	<b>-</b>
Materials and Services	5,551	7,641	9,360	11,712	11,712	-
Other: Contingency	-	-	9,696	8,375	8,375	-
<b>Total Expenditures</b>	<b>5,551</b>	<b>7,641</b>	<b>19,056</b>	<b>20,087</b>	<b>20,087</b>	<b>-</b>
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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.

**HIDDEN VALLEY 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	6,538	4,364	2,185	2,185	2,185	-
Dedicated Beginning Balance	14,330	19,906	22,724	23,347	23,347	-
Total Resources	20,868	24,270	24,909	25,532	25,532	-
Materials and Services	962	962	2,143	2,143	2,143	-
Capital Outlay	-	-	2,000	2,000	2,000	-
Other: Contingency	-	-	20,766	21,389	21,389	-
Total Expenditures	962	962	24,909	25,532	25,532	-
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.