

AGENDA

(Chair May Alter the Agenda)

SOUTH THIRD STREET 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. R2024-016 – 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 * South Third Street CSD Public Hearing on Adoption of the 2024-2025 Budget, Resolution R2024-016

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**

South Third 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 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 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 \$29,412

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. R2024-016 adopting a budget and making appropriations for the South Third County Service District for the Fiscal Year 2024-2025 which begins July 1, 2024.

Meeting Motion

I move to approve Resolution No. R2024-016 adopting a budget and making appropriations for the South Third 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 S Third CSD Budget - Approved.pdf	260.08KB
S Third Adoption Resolution 24-25.docx	17.82KB

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>	

2024-2025 Approved Budget

South Third 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

Daniel Williams
Shelly Signs

South Third 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/SOUTH_THIRD.PHP](http://www.co.benton.or.us/pw/utilities/south_third.php)

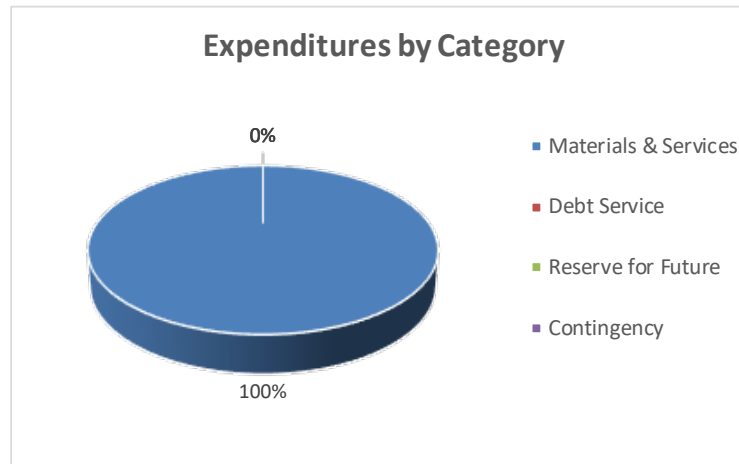
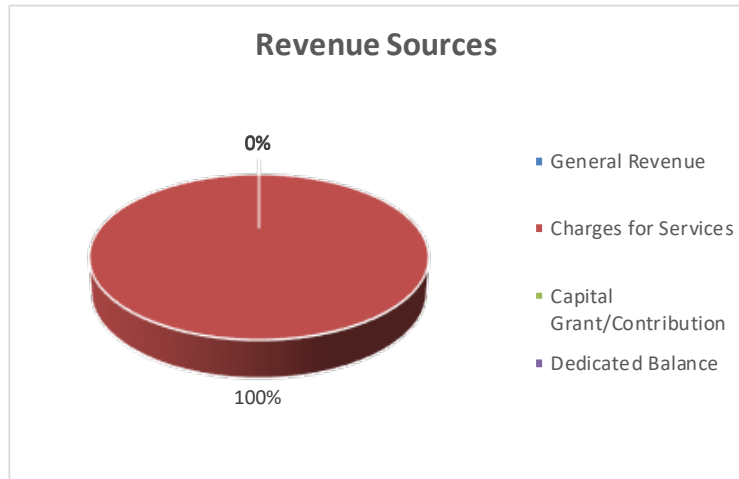
DISTRICT OVERVIEW:

The District was organized in 2001 to provide sewer collection and disposal services in an area designated a health hazard due to failing septic systems. The district is located about 1 mile south of Corvallis on Highway 99W.

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.

The District serves 38 properties. An advisory committee reviews district operations and makes recommendations to the governing body on issues and rates.

Waste is piped to a connection to the Corvallis sewage system for processing. District rates cover processing fees. The system is maintained by the City of Corvallis as if it were within the city. The district accumulates funds for debt payments.



SOUTH THIRD 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	83	39	34	-	-	-
Charges for Service	21,596	22,277	28,280	29,412	29,412	-
Capital Grants/Contributions	496	561	2,325	-	-	-
Current Program Income	22,175	22,877	30,639	29,412	29,412	-
Dedicated Beginning Balance	7,808	3,491	741	-	-	-
Beginning Balances	7,808	3,491	741	-	-	-
Total Resources	29,983	26,368	31,380	29,412	29,412	-
Materials & Services	23,393	22,701	28,280	29,412	29,412	-
Other: Debt Service	3,100	3,100	2,933	-	-	-
Expenditures	26,493	25,801	31,213	29,412	29,412	-
Other: Debt Reserve	-	-	167	-	-	-
Reserves	-	-	167	-	-	-
Total Budget	26,493	25,801	31,380	29,412	29,412	-
Surplus / (Deficit) of Fund Resources to Expenditures	3,491	567	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

SOUTH THIRD 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 a \$5/mo. (8%) increase in rates per homeowner in response to expected increase in operating costs. The last increase was in 2023. 70% of the operating costs of the District are paid to the City of Corvallis. City increases rates each February. City increased rates 3% 2/1/2024 and added estimate of 5% for expected increase 2/1/2025. Maintenance responsibility rests with the City of Corvallis

All services and support are contracted to the City of Corvallis or provided by County operating departments.

Debt Service cost center has been closed during 23-24, no budget moving forward.

SOUTH THIRD 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
General Revenues	83	39	34	-		
Capital Grants/Contributions	496	561	2,325	-		
Dedicated Beginning Balance	5,848	3,328	741	-		
Total Resources	6,428	3,928	3,100	-	-	-
Other: Debt Principal & Interest	3,100	3,100	2,933	-		
Other: Debt Reserve	-		167			
Total Expenditures	3,100	3,100	3,100	-	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To account for assessment payments by property owners, and principle and interest payments due to Benton County. Debt from federal government for initial construction loan was refinanced in FY 2014-15 from the County's General Fund.

Debt Service cost center has been closed to address final payments received on loan and recognition of bad debt for final delinquent account.

SOUTH THIRD COUNTY SERVICE DISTRICT
Sewage Service

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	21,596	22,277	28,280	29,412	29,412	
Dedicated Beginning Balance	1,960	163	-	-	-	
Total Resources	23,555	22,440	28,280	29,412	29,412	-
Materials and Services	23,393	22,701	28,280	29,412	29,412	-
Total Expenditures	23,393	22,701	28,280	29,412	29,412	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To operate a successful and efficient system within the requirements of the Oregon Department of Environmental Quality's permit requirements.