



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

## **AGENDA PACKET 2**

(Chair May Alter the Agenda)

### **SOUTH THIRD STREET COUNTY SERVICE DISTRICT GOVERNING BOARD**

**Tuesday, July 2, 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. Consent Calendar**

2.1 Approval of the January 2, 2024 Meeting Minutes

2.2 Approval of the April 2, 2024 Meeting Minutes

#### **3. New Business**

3.1 South Third County Service District Certification of Delinquent Sewer Accounts for Collection, Resolution No. R2024-019 – 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**  
**SOUTH THIRD COUNTY SERVICE DISTRICT GOVERNING BOARD**  
**Tuesday, January 2, 2024**  
**9:00 a.m.**

**Present:** Pat Malone, Chair; Xanthippe Augerot, Commissioner; Nancy Wyse, 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, BOC Staff; Sean McGuire, Sustainability; Erika Milo, BOC Recorder

Chair Malone called the meeting to order at 9:28 a.m.

**1. Comments from the Public**

No public comment was 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 South Third County Service District Governing Body Meeting Schedule for 2024, Order #D2024-010**

**3.2 Designating an Official Newspaper for the South Third County Service District Governing Body for 2024, Order #D2024-021**

**3.3 Approving the Minutes of the July 5, 2023 the South Third County Service District Governing Body Meeting 3.4 Approving the Minutes of the June 20, 2023 the South Third County Service District Governing Body 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 9:29 a.m.

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Xanthippe Augerot, Chair

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Erika Milo, Recorder

**MINUTES OF THE MEETING**  
**SOUTH THIRD COUNTY SERVICE DISTRICT GOVERNING BOARD**  
**Tuesday, April 2, 2024**  
**9:00 a.m.**

**Present:** Pat Malone, Chair; Xanthippe Augerot, Commissioner; Nancy Wyse, Commissioner; Vance Croney, County Counsel; Rachel McEneny, County Administrator; Rick Crager, Acting County Administrator

**Staff:** Cory Grogan, Public Information Officer; Maura Kwiatkowski, Amanda Makepeace, BOC Staff; Erika Milo, BOC Recorder; Debbie Sessions, Finance

Chair Augerot called the meeting to order at 11:36 a.m.

**1. Comments from the Public**

No public comment was offered.

**2. Consent Calendar**

**2.1 Approval of the Following Appointments to the Budget Committee, Order No. D2024-030: Shelly Signs – Jenn Ambuehl, Marilee Hoppner; Financial Services**

**MOTION:** Wyse moved to approve the Consent Calendar of April 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 11:37 a.m.

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Xanthippe Augerot, Chair

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Erika Milo, Recorder

# **NEW BUSINESS**

# BOC Agenda Checklist Master

## Agenda Placement and Contacts

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**Suggested Agenda Date** 07/02/24

View [Agenda Tracker](#)

**Suggested Placement \*** County Service District

**Department \*** Finance

**Contact Name \*** Marilee Hoppner

**Phone Extension \*** 6204

**Meeting Attendee Name \*** Marilee Hoppner

## Agenda Item Details

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**Item Title \*** South Third County Service District Certification of Delinquent Sewer Accounts for Collection, R2024-019

**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

**Advertisement\***

Yes

No

# Issues and Fiscal Impact

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## Item Issues and Description

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**Identified Salient Issues \***

The South Third County Service District operates a sewer system serving about 41 customers South of Corvallis. The Board of Commissioners are the Governing Body of the district.

The district has difficulty securing payment of delinquent accounts. Under the current process, accounts 60 days overdue are sent written notice by the Finance Department demanding payment. The collection method available under ORS 454.225 for sewer systems which lack another service that can be turned off (i.e. water) is OR 454.225 which provides that the Governing Body can certify delinquent accounts to the County Assessor for extension on to the tax roll for collection in a manner similar to a property tax levy. In this case only the specific property is assessed for the delinquency, not the patrons of the district in general.

The accounts attached to the resolution are in excess of 60 days overdue. Each has been notified in writing of the delinquency and provided an opportunity to bring the account current. This is the annual process to secure payment of overdue accounts.

**Options \***

- 1) Approve the Resolution as submitted
- 2) Delay consideration to a future meeting (the list of accounts must be certified to the Assessor by July 15th.)
- 3) Do not approve the Resolution

**Fiscal Impact \***

- Yes  
 No

**Fiscal Impact Description \***

Collection of delinquent accounts will improve cash flow of the district and help postpone the need for future rate increases. The process negates the need to use County counsel in the small claims court process thus avoiding legal expenses and administrative effort.



# 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](#).

### 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\*

By certifying delinquent account amounts to the tax rolls, the District maintains Equity for Everyone by not imposing the debt of others to the remaining District members.

#### 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\*

Nothing for this item.

# Recommendations and Motions

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## Item Recommendations and Motions

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**Staff Recommendations\*** Staff recommends approval of the Resolution.

**Meeting Motions\*** I move to ...  
certify the Resolution R2024-019 and Attachment A, a list of delinquent accounts in the South Third Service District, to the County Assessor for extension to the assessment and tax roll as allowed by ORS 454.225

## Meeting Motion

I move to certify the Resolution R2024-019 and Attachment A, a list of delinquent accounts in the South Third Service District, to the County Assessor for extension to the assessment and tax roll as allowed by ORS 454.225.

# 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.

Del Acct Certification Resolution 2024.doc	28KB
Attachment A - South 3rd Tax Collection 2024.xlsx	11.86KB

**Comments (optional)** Customers have been given until June 28th to make payment, Attachment A will be adjusted if payment is received.

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. Chokey</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 SOUTH THIRD COUNTY SERVICE  
DISTRICT  
OF THE STATE OF OREGON IN THE COUNTY OF BENTON

In the Matter of Certifying to the )  
County Assessor Delinquent ) RESOLUTION No. R2024-019  
Accounts for Collection under )  
ORS 454.225. )

WHEREAS, certain sewer accounts within the South Third County Service District are more than 60 days past due, and;

WHEREAS, the accounts listed in “Attachment A” are considered uncollectable under current means available to the district, and;

WHEREAS, ORS 454.225 allows for the extension of delinquent sewer payments to the tax roll for collection by the tax collector, and;

WHEREAS, the accounts on “Attachment A” meet the criteria for certification under ORS 454.225.

THEREFORE, BE IT RESOLVED, that “Attachment A” of delinquent accounts is certified under ORS 454.225 to the Benton County Assessor for placement on the next assessment and tax roll for collection by the tax collector pursuant to ORS 311.370.

Adopted this 2<sup>nd</sup> day of July, 2024.

Signed this 2<sup>nd</sup> day of July, 2024.

SOUTH THIRD COUNTY SERVICE DISTRICT  
GOVERNING BODY

\_\_\_\_\_  
Xanthippe Augerot, Chair

\_\_\_\_\_  
Nancy Wyse, Vice Chair

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

Approved as to form:

\_\_\_\_\_  
Vance M. Croney, County Counsel                      Date

<b>South Third County Service District</b>									<b>Attachment A</b>	
	<b>Account No</b>	<b>Address</b>	<b>Amount Owed</b>	<b>Map/Tax Lot #</b>	<b>Serial No</b>	<b>Phone No</b>				
<b>John Anderson</b>	<b>327</b>	<b>5015B SE 3rd St</b>	<b>\$854.00</b>	<b>12523CB02300</b>	<b>167357</b>	<b>None</b>	<b>530-44-55-831-431900</b>	<b>S. 3rd Sewer Operations</b>	<b>\$854.00</b>	
<b>5015 SE 3rd St</b>										
<b>Corvallis OR 97333</b>										
<b>Jimenez Sanchez</b>	<b>12</b>	<b>4770 SW 3rd St</b>	<b>\$903.46</b>	<b>12523BC01400</b>	<b>166961</b>	<b>None</b>	<b>530-44-55-831-431900</b>	<b>S. 3rd Sewer Operations</b>	<b>\$903.46</b>	
<b>3770 NE Canterbury Cir</b>										
<b>Corvallis OR 97330</b>										
<b>George Fisher</b>	<b>26</b>	<b>4975 SE 3rd St</b>	<b>\$903.39</b>	<b>12523CB02000</b>	<b>167324</b>	<b>None</b>	<b>530-44-55-831-431900</b>	<b>S. 3rd Sewer Operations</b>	<b>\$903.39</b>	
<b>4975 SE 3rd St</b>										
<b>Corvallis OR 97333</b>										
<b>SportsmenStorage LLC</b>	<b>249</b>	<b>4535 SE 3rd St</b>	<b>\$889.68</b>	<b>12523BB00500</b>	<b>166805</b>	<b>None</b>	<b>530-44-55-831-431900</b>	<b>S. 3rd Sewer Operations</b>	<b>\$889.68</b>	
<b>5887 W Sonoran Links Ln</b>										
<b>Marana, AZ 85658</b>										
<b>Ram-Z Partnership LLC</b>	<b>252</b>	<b>4920 SW 3rd St</b>	<b>\$205.13</b>	<b>12523CB02100</b>	<b>167332</b>	<b>None</b>	<b>530-44-55-831-431900</b>	<b>S. 3rd Sewer Operations</b>	<b>\$205.13</b>	
<b>4920 SW 3rd St</b>										
<b>Corvallis, OR 97333</b>										
						<b>Total for</b>	<b>530-44-55-831-431900</b>	<b>S. 3rd Sewer Operations</b>	<b>\$3,755.66</b>	