

AGENDA
Alpine County Service District
Budget Committee - Review of 2026-27 Proposed Budget
April 24, 2026, 5:00 PM
Virtual Meeting
Corvallis, Oregon

1. Call to order

2. Introductions

3. Election of Officers

- A Chair and Vice-Chair must be elected at the first meeting of each calendar year.

4. Review and Approve 2025-26 minutes.

5. Presentation of the Proposed Budget for FY 2026-27

- Staff will present details of the proposed budget.

6. Committee questions

7. Public Hearing

- This is the time for citizens to offer comment or questions on the proposed budget.

8. Committee deliberations and approval of budget

SUGGESTED MOTION: I move that the budget be approved in the amount of \$83,920.

9. Adjourn

Call to Order - **Commissioner or Past Chair (Past Chair Frankie Gillow-Wiles):**

“I call this meeting to order”

Introductions – **Commissioner or Past Chair:**

Start introductions around room

Election of Chair – **Commissioner or Past Chair:**

“I open the nominations for Chair, are there any nominations?”

“{Candidate’s Name} has been nominated for Chair”

“All in favor”

“All opposed”

“{Candidate’s Name} has been selected as Chair

Election of Vice Chair – **Chair**

“I open the nominations for Vice Chair, are there any nominations?”

“{Candidate’s Name} has been nominated for Vice Chair”

“All in favor”

“All opposed”

“{Candidate’s Name} has been selected as Vice Chair

Review and Approve Minutes – **Chair**

“Are there any questions or concerns regarding the minutes?”

“If there are no further comments, I would entertain a motion.”

“All in favor?”

“All opposed?”

Presentation of the Proposed Budget – **Chair**

“Will Staff please present the proposed budget?”

Committee questions – **Chair**

“Are there any further committee questions?”

Public Hearing - **Chair**

“I open the public hearing”

“Are there any further public comments?”

Once all comments are complete

“I close the public hearing”

Committee deliberations and approval of budget - **Chair**

“Are there any further committee comments?”

“If there are no further comments, I would entertain a motion”

Motion:

“I move that we approved the budget in the amount of \$83,920.”

Once it has been motioned and seconded;

“It’s been moved and seconded that we approved the budget in the amount of \$83,920.”

“All in favor”

“All opposed”

“Motion passes”

Adjourn – **Chair**

“Meeting adjourned”

**MINUTES OF THE
ALPINE COUNTY SERVICE DISTRICT
BUDGET COMMITTEE MEETING**

Wednesday, May 7, 2025, 6:15 p.m.

Held via Zoom: <https://us06web.zoom.us/j/87281607942>

Present:

- **Budget Committee Members:**
 - Commissioners: **Nancy Wyse, Patrick Malone** and **Gabe Shepherd**
 - Citizen Members: **Frankie Gillow-Wiles**

- **Benton County Staff:**
 - **Gary Stockhoff**, Director of Public Works; **Rick Crager**, Assistant County Administrator; **Jennifer Ficek**, Administrative Supervisor

1. Call to Order

Past Chair Frankie Gillow-Wiles (F. Gillow-Wiles) called the meeting to order at 6:16 p.m.

2. Introductions

Group introductions of Budget Committee Members and Benton County Staff.

3. Elections of Officers

F. Gillow-Wiles opened the nominations for Alpine Budget Committee Chair.

Commissioner Gabe Shepherd (G. Shepherd) moved to nominate Frankie Gillow-Wiles as Alpine Budget Committee Chair.

Commissioner Pat Malone (P. Malone) seconded.

F. Gillow-Wiles: All in favor?

Budget Committee Members: (unanimous) Aye

F. Gillow-Wiles: Any opposed?

None opposed

Citizen Member Frankie Gillow-Wiles has been approved to the Chair position.

P. Malone nominated Commissioner Nancy Wyse as Vice Chair

G. Shepherd: Second.

F. Gillow-Wiles: All in favor?

Budget Committee Members: (unanimous) Aye

F. Gillow-Wiles: Any opposed?

None opposed

Commissioner Nancy Wyse has been approved to the Vice Chair position.

4. Review and Approve 2024-25 Minutes

F. Gillow-Wiles: I'll move to approve the minutes from last year's meeting as written.

P. Malone: Second.

F. Gillow-Wiles: Any opposed?

None opposed.

The 2024-25 meeting minutes were approved.

5. Presentation of the Proposed Budget FY 2025-26

F. Gillow-Wiles: Will the staff please present the proposed budget?

Gary Stockhoff (G. Stockhoff): We are working with the EPA on a grant to make some improvements to the Alpine treatment facility. Right now, we're working through the National Environmental Policy Act. They will go and talk to the Tribes and the State Historic Preservation Office. Once that's cleared, we can hopefully advance to getting funds. One of the big things we're doing is converting from chlorine gas to chlorine tablets. That's far more efficient and safer. We'll also be making some improvements to the infrastructure, the splitter boxes, and some other things around the control panel. We hope the money is available later this summer but it's dependent on the EPA.

Rick Crager (R. Crager): We are moving to combine the capital and operations account to mitigate expenses. Having 2 open accounts means a higher level of administration. You'll still be able to track capital contributions. The current rate is \$53 per month. Based on our analysis of expenses estimating at about \$61,919, that's primarily for Materials and services and capital outlay, we are recommending an increase in the rate of \$5 per month per customer to bring us to a \$58 base (rate). That would bring you to a total budget of \$82,416 for the 2025-26 fiscal year and maintain a contingency of \$20,497.

6. Committee Questions

F. Gillow-Wiles: The capital outlay is twice of what it was last year, what is that going to?

G. Stockhoff: That would be used if we had to make a repair on something out there, an emergency, if a pump went out. We would use those funds to repair the system.

F. Gillow-Wiles: What do we need to spend the money on now?

G. Stockhoff: Right now there isn't anything specifically identified for the \$20,000 (contingency) it's a reserve.

F. Gillow-Wiles: Ok, is this an artifact of combining the capital and operating funds.

R. Crager: Yes, it's what you traditionally had in previous years.

F. Gillow-Wiles: Now they are all combined in the same document?

R. Crager: Yes, the increase that you see is probably more related to the risk associated with the aging system. Historically it hasn't reached those levels but it's sort of anticipatory. If it doesn't happen then the contingency will get bigger.

F. Gillow-Wiles: What I understand is that there's a contingency fund- a reserve fund, that some money is put into, the rest would go into operating costs and whatever is needed to actually run the sewer system. So, we would build up a fund to deal with pumps or you know any sort of cost during the budget year and the capital outlay is the projected cost of things getting old. If we don't have to spend it then that's wonderful but we want to be ready.

R. Crager confirmed

F. Gillow Wiles: It's all rolled together in budget summary. That's a new way of doing things because you've combined these separate funds under one umbrella.

R. Crager confirmed

F. Gillow-Wiles: Do you have any projection on if we'll get the EPA grant? Is there a contingency plan if we don't get it?

R. Crager: Everything we hear is that these were appropriations made prior to executive orders and our understanding is that those dollars would still come to us. We've had good feedback from the federal government but there is still a risk. If they don't come through, we'll have lots of conversations with congressional delegations and the commissioners.

F. Gillow-Wiles: One of the things I've tried to influence is to have larger increases less frequently instead of smaller increases more often. This is a substantial increase. Will this rate increase be sufficient for a while or will we need to increase again next year.

R. Crager: It's hard to predict in this economic environment, increase in costs, tariffs, inflation, and possible recession. It's hard to say, budgetarily we're seeing an increase across all counties, large increase for inflation, labor and everything else. I wish I could make a promise that there would be no more increase, but trend wise the economics say a little bit different.

F. Gillow-Wiles: When the increase amount of \$5 was proposed, is that rate increase 'just enough' or is it enough to provide a small cushion.

R. Crager: It's aggressive and staff heard the request about making the increase (larger and less frequent). If trends were to stay the same, I don't anticipate an increase, but you can never tell.

F. Gillow-Wiles: What I'm hearing is that the \$5 rate increase is enough for the foreseeable future like in the next year or so, you're not going to have to come to us next year and if things went crazy, we need to increase again. The increase should cover the next year or couple.

R. Crager: We feel good about the next year.

7. Public Hearing on Proposed 2025-26 Budget

F. Gillow-Wiles: We have moved into the Public Hearing time, there are no members of the public present. Are there any other comments? I'll close the public hearing.

8. Committee Deliberations and Approval of Budget

N. Wyse: I'll move to approve the budget in the amount of \$82,416.

P. Malone: Second.

F. Gillow-Wiles: Moved and second, all in favor?

Budget Committee Members: (unanimous) Aye

F. Gillow-Wiles: All opposed?

None opposed.

The 2025-26 proposed Budget was approved.

9. Adjournment

Chair Frankie Gillow-Wiles adjourned the meeting at 6:36 p.m.

Recorder: Jennifer Ficek (concluded at 6:36 p.m.)

2026-2027 Proposed Budget

Alpine County Service District

For the Fiscal Period
Beginning July 1, 2026
Ending June 30, 2027



Governing Body

Patrick Malone, Chair
Gabe Shepherd, Vice Chair
Nancy Wyse, Commissioner

Citizen Budget Committee Members

Frankie Gillow-Wiles

Alpine 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

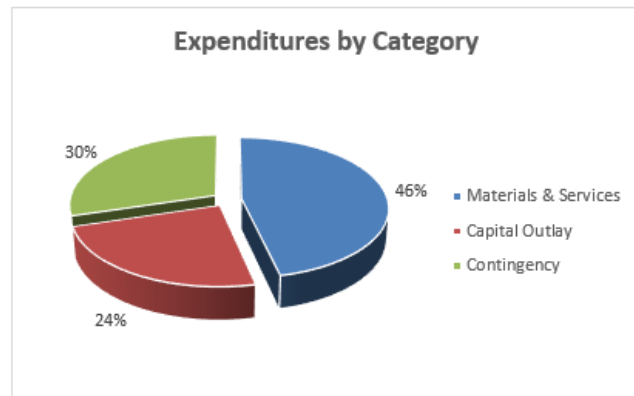
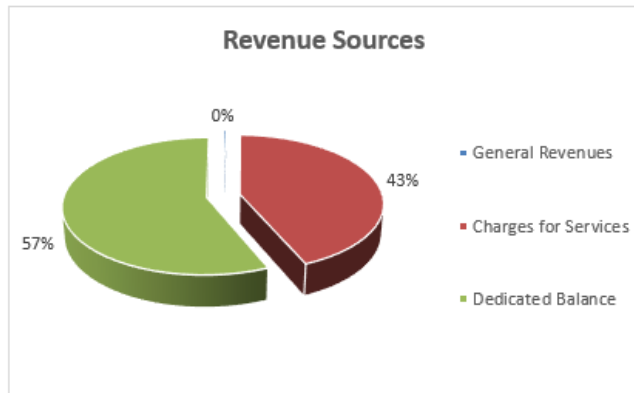
INTERNET ADDRESS: [HTTPS://PW.BENTONCOUNTYOR.GOV/ALPINE-COUNTY-SERVICE-DISTRICT/](https://pw.bentoncountyor.gov/alpine-county-service-district/)

DISTRICT OVERVIEW:

To provide sewer service to the community of Alpine which is located approximately 20 miles South of Corvallis.

The service district is an independent municipal corporation. By law, 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 Finance 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 1987. It serves the community of Alpine with a population of about 110 including several businesses. The District has 54 customers. When the District was originally created, an Advisory Committee was formed to make recommendations on initial rates and facilitate feedback from the public on operations. As the statutorily required Budget Committee was created to review the annual budget proposal and make recommendations on operations and rates to the Governing Board, the need for the Advisory Committee diminished. In some instances, the Budget Committee and Advisory Committee combined as the required Service District Budget Committee, and in other situations the Advisory Committee disbanded.



ALPINE COUNTY SERVICE DISTRICT
Budget Summary – All Cost Centers

Category Title	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed Budget	2026-27 Approved Budget	2026-27 Adopted Budget
General Revenues	896	896	600	250	-	-
Charges for Service	39,169	34,455	36,312	36,312	-	-
Current Program Income	40,065	35,351	36,912	36,562	-	-
Dedicated Beginning Balance	40,620	46,769	45,504	47,358	-	-
Beginning Balances	40,620	46,769	45,504	47,358	-	-
Total Resources	80,685	82,120	82,416	83,920	-	-
Materials & Services	30,645	36,974	41,919	39,006	-	-
Capital Outlay	10,000	10,000	20,000	20,000	-	-
Expenditures	40,645	46,974	61,919	59,006	-	-
Other: Contingency	28,976	28,976	20,497	24,914	-	-
Reserves	28,976	28,976	20,497	24,914	-	-
Total Budget	69,621	75,950	82,416	83,920	-	-
Surplus / (Deficit) of Fund Resources to Expenditures	11,064	6,170	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

ALPINE COUNTY SERVICE DISTRICT
District Statement

This is an annual budget. The fiscal year will begin July 1, 2026, and end on June 30, 2027.

The budget was built with no rate increase. All services and support are provided by County operating departments as discussed above.

The lagoon sludge depth survey was completed in 2024 as planned. The survey showed the lagoons are still functioning at an acceptable level.

Construction of sewer treatment facility improvements funded by a grant from the Environmental Protection Agency are anticipated to commence in July 2026. Completion of the planned improvements are expected by the start of the new year. These updates are contingent on receiving grant money from the federal government.

Additionally, the software used to relay daily flow volumes was upgraded in the Fall of 2025. The upgrade was needed to address the current software no longer being supported by the original vendor. The data is used to ensure the district is meeting reporting requirements with the Dept. of Environmental Quality.

ALPINE COUNTY SERVICE DISTRICT
Sewer Operations

Category Title	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed Budget	2026-27 Approved Budget	2026-27 Adopted Budget
General Revenues	-	-	600	250	-	
Charges for Services	33,507	28,793	36,312	36,312		-
Dedicated Beginning Balance	2,078	8,227	45,504	47,358		-
Total Resources	35,585	37,020	82,416	83,920	-	-
Materials and Services	27,358	33,687	41,919	39,006		-
Capital Outlay			20,000	20,000		
Other: Contingency	-		20,497	24,914		-
Other: Debt Reserve	-	-	-	-	-	-
Other: Unappropriated Balance	-	-	-	-	-	-
Total Expenditures	27,358	33,687	82,416	83,920	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To provide operation and maintenance of a sewer system in the community of Alpine, serving approximately 54 customers. Operate a successful and efficient system within the requirements of the Oregon Department of Environmental Quality.

ALPINE COUNTY SERVICE DISTRICT
Sewer Construction

Category Title	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed Budget	2026-27 Approved Budget	2026-27 Adopted Budget
General Revenues	896	896				
Charges for Services	5,662	5,662				
Dedicated Beginning Balance	38,542	38,542				
Total Resources	45,100	45,100	-	-	-	-
Personnel Services	-	-	-	-	-	-
Materials and Services	3,287	3,287				
Capital Outlay	10,000	10,000				
Other: Fund Transfers Out						
Other: Loans						
Other: Bond Debt Principal						
Other: Contingency	28,976	28,976	-	-		
Total Expenditures	42,263	42,263	-	-	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

These funds were incorporated into the Operations portion of the budget in 2025-26.