

AGENDA
Alsea County Service District
Budget Committee - Review of 2026-27 Proposed Budget
April 24, 2026, 4:00 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 \$297,891.
9. Adjourn

Call to Order - **Commissioner or Past Chair (Commissioner Wyse Chair):**

“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 approve the budget in the amount of \$297,891.

Once it has been motioned and seconded;

“It’s been moved and seconded that we approved the budget in the amount of \$297,891

“All in favor”

“All opposed”

“Motion passes”

Adjourn – **Chair**

“Meeting adjourned”

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

Wednesday, May 7, 2025 4: 55p.m.

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

Present:

- **Budget Committee Members:**
 - Commissioners: **Nancy Wyse, Patrick Malone** and **Gabe Shepherd**
 - Citizen Members: **Cheryl VanLeuven**
- **Benton County Staff:**
 - **Gary Stockhoff**, Director of Public Works; **Rick Cragger**, Assistant County Administrator; **Jennifer Ficek**, Administrative Supervisor
- **Citizens/Community Members:**
 - **None**

1. Call to Order

Past Chair Commissioner Pat Malone (P. Malone) called the meeting to order at 4:55 p.m.

2. Introductions

Group introductions of Budget Committee Members, Benton County Staff, and Citizens.

3. Elections of Officers

P. Malone opened the nominations for Alsea Budget Committee Chair.

Commissioner Gabe Shepherd (G. Shepherd) nominated Commissioner N. Wyse for the position of Chair and P. Malone for the position of Vice Chair.

N. Wyse seconded.

P. Malone: Are there any other nominations? Hearing none, I'll call for the vote, all in favor say Aye.

Budget Committee Members: (unanimous) Aye

P. Malone: All opposed?

None opposed.

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

4. Review and Approve 2024-25 Minutes

N. Wyse: Comments, questions or a motion for review of the 2024-25 meeting minutes?

P. Malone: I'll move to approve the minutes.

G. Shepherd: Second.

N. Wyse: All in favor?

Budget Committee Members: (unanimous) Aye

N. Wyse: All opposed?

None opposed.

The 2024-25 meeting minutes were approved.

5. Presentation of the Proposed Budget FY 2025-26

N. Wyse: We will move into the presentation of the budget.

Gary Stockhoff (G. Stockhoff): We completed our major water projects last December, which was primarily focused on the tanks. We are working on the sewer upgrades with an EPA grant. We're about to start our National Environmental Policy Act approval. We're hoping to be underway this fall.

Rick Crager (R. Crager): At this time the recommendation is for no rate increase this year. For water operations, we have a large beginning balance (\$142,577) maintaining rates would leverage \$33,000 for charges and services, and additional revenues through interest earning brings total resources to \$178,577. Expenses are estimated at \$36,363 for materials and services, \$20,000 for capital outlay. In the past there have been both operations and capital accounts. We've moved the capital account into operations to create some cost efficiency and eliminate transactional costs associated with the capital account. We will continue to maintain the \$5 capital per unit sinking fund so there will be money contributed but we will account for it within the operation account. With that, we'll still have a healthy contingency (\$122,214).

For sewer, it's the same with the capital reserve account. Charges for services (\$28,092), materials and supplies (\$31,840) are relatively close to the same, mostly inflationary growth. We've also set capital outlay (\$20,000) for improvements and that leaves a healthy balance (\$60,252) and a total budget proposal of \$112,092

6. Committee Questions

N. Wyse: Any questions?

G. Shepherd: I noticed that the budget documents mention an Advisory Committee as well as a Budget Committee. R. Crager would you like to share what you found out after looking into that?

R. Crager: At one time there was an Advisory Committee to provide counsel from the community. Per law we have a Budget Committee to establish rates. Over time it's just become the Budget Committee. My recommendation is that we correct the narrative before we submit it over to the Board of Commissioners for adoption.

G. Shepherd: Is staff comfortable without a motion for this?

R. Crager: I don't think we need a motion. Your authority is to adopt the budget so we can get your intent that we should correct the narrative.

Cheryl VanLeuven (C. VanLeuven): I thought Alsea was trying to get an Advisory Committee going?

P. Malone: I think that Citizen Advisory Council is related to land use and planning issues.

N. Wyse: Any other questions?

7. Public Hearing on Proposed 2025-26 Budget

N. Wyse: Hearing none, I'll open a public hearing. Hearing no comments, I would like to close the public hearing.

8. Committee Deliberations and Approval of Budget

C. VanLeuven: I have a letter that was emailed to me about our water and sewer capacity.

G. Stockhoff: I think this is back to the previous discussion on land use. We're aware to increase the boundaries of Alsea you're going to have to expand the water and sewer system. Community Development, Public Works, and the State are working on that, but it doesn't relate to the budget.

G. Shepherd: Can you forward that letter to the commissioners?

C. VanLeuven: Yes.

G. Shepherd: I move that the budget be approved in the amount of \$290,669.

P. Malone: Second.

N. Wyse: Made and seconded, all those in favor say, Aye.

Budget Committee Members: (unanimous) Aye

N. Wyse: Motion passes unanimously.
The 2025-26 proposed Budget was approved.

9. Adjournment

Commissioner and Chair Nancy Wyse adjourned the meeting at 5:11 p.m.

Recorder: Jennifer Ficek (concluded at 5:11 p.m.)

2026-2027 Proposed Budget

Alsea 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

Cheryl VanLeuven

Alsea 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

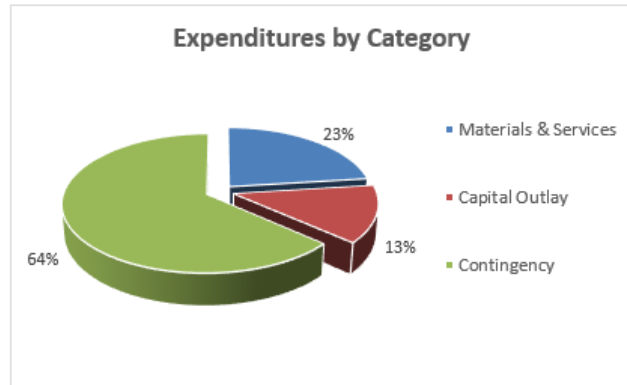
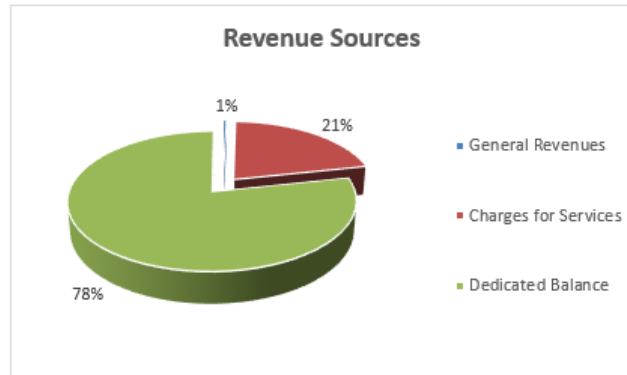
INTERNET ADDRESS: [HTTPS://PW.BENTONCOUNTYOR.GOV/ALSEA-COUNTY-SERVICE-DISTRICT/](https://pw.bentoncountyor.gov/alsea-county-service-district/)

DISTRICT OVERVIEW:

To provide water and sewer service to the community of Alsea which is located approximately 30 miles southwest of Corvallis.

The service district is an independent municipal corporation. 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 Financial 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 1983 to take over operation of the community water system. Water system improvements and the community sewer system were completed in 1986. Additional water system improvements were completed in 1997. 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.



ALSEA 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	4,050	4,953	3,000	1,300	-	-
Charges for Service	75,021	66,996	61,092	63,220	-	-
Fund Transfers In	-	-	-	-	-	-
Current Program Income	79,071	71,949	64,092	64,520	-	-
Dedicated Beginning Balance	188,612	208,952	226,577	233,371	-	-
Beginning Balances	188,612	208,952	226,577	233,371	-	-
Total Resources	267,683	280,901	290,669	297,891	-	-
Materials & Services	58,731	57,851	68,203	68,593	-	-
Capital Outlay	-	30,000	40,000	40,000	-	-
Other: Fund Transfers Out	-	-	-	-	-	-
Other: Debt Service	-	-	-	-	-	-
Expenditures	58,731	87,851	108,203	108,593	-	-
Other: Contingency	-	175,601	182,466	189,298	-	-
Reserves	-	175,601	182,466	189,298	-	-
Total Budget	58,731	263,452	290,669	297,891	-	-
Surplus / (Deficit) of Fund Resources to Expenditures	208,952	17,449	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

ALSEA COUNTY SERVICE DISTRICT
District Statement

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

The budget was built on the assumption of no increase in rates. The District has no personnel. All services and support are provided by County operating departments as discussed above. While we anticipated a rate increase for 26/27, operating contingencies for both water and sewer have increased so we can maintain at current rates another year. A rate increase is anticipated for both the water and sewer districts in the 27/28 budget cycle.

Water system improvements facilitated through ARPA funds were completed in late 2024. The primary work associated with this project was the painting and coating of the two water reservoirs.

The Alsea Sewer Treatment facility's operation permit through the Dept. of Environmental Quality was renewed in early 2025.

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.

ALSEA COUNTY SERVICE DISTRICT
Water 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	4,050	4,953	3,000	1,300		
Charges for Services	36,969	31,465	33,000	35,220		
Dedicated Beginning Balance	85,395	100,830	142,577	149,350		
Total Resources	126,414	137,248	178,577	185,870	-	-
Materials and Services	25,584	26,534	36,363	35,233		
Capital Outlay			20,000	20,000		
Other: Contingency		101,552	122,214	130,637		
Total Expenditures	25,584	128,086	178,577	185,870	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To provide operation and maintenance of a water system in the community of Alsea; serving approximately 70 residential and 11 commercial customers. Operate a successful and efficient system within the requirements of the Oregon Water Resource Division.

ALSEA 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
Charges for Services	30,623	27,703	28,092	28,000		
Dedicated Beginning Balance	36,983	43,218	84,000	84,021		
Total Resources	67,606	70,921	112,092	112,021	-	-
Materials and Services	24,388	22,558	31,840	33,360		
Capital Outlay			20,000	20,000		
Other: Contingency	-	42,207	60,252	58,661		
Total Expenditures	24,388	64,765	112,092	112,021	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

To operate and maintain a sewer collection and treatment system for the community of Alsea servicing approximately 70 residential and 11 commercial customers. Operate the system in a cost effective and efficient manner in accordance with Department of Environmental Quality permit requirements.

ALSEA COUNTY SERVICE DISTRICT
Water Construction Reserve

Category Title	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed Budget	2026-27 Approved Budget	2026-27 Adopted Budget
Charges for Services	5,179	4,462				
Dedicated Beginning Balance	28,940	29,770				
Total Resources	34,119	34,232	-	-	-	-
Materials and Services	4,349	4,349				
Capital Outlay	-	15,000				
Other: Fund Transfers Out	-	-				
Other: Contingency	-	14,674				
Total Expenditures	4,349	34,023	-	-	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

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

ALSEA COUNTY SERVICE DISTRICT
Sewer Construction Reserve

Category Title	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed Budget	2026-27 Approved Budget	2026-27 Adopted Budget
Charges for Services	2,250	3,366				
Dedicated Beginning Balance	37,294	35,134				
Total Resources	39,544	38,500	-	-	-	-
Materials and Services	4,410	4,410				
Capital Outlay	-	15,000				
Other: Contingency	-	17,168				
Total Expenditures	4,410	36,578	-	-	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

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

ALSEA COUNTY SERVICE DISTRICT

Debt Service

Category Title	2022-23 Actual	2023-24 Actual	2024-25 Adopted	2025-26 Proposed Budget	2025-26 Approved Budget	2025-26 Adopted Budget
Fund Transfers In	-	-	-	-	-	-
Dedicated Beginning Balance	-	-	-	-	-	-
Total Resources	-	-	-	-	-	-
Other: Bond Debt Principal	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

Mission & Purpose:

Account for resources and payments associated with payment of principle and interest on bonded debt for improvements to the water system.