

**AGENDA**  
**South Third County Service District**  
**Budget Committee – Review of 2026-27 Proposed Budget**  
**April 24, 2026, 3:40 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 budget
  - Staff will present details of the Proposed Budget for FY 2026-27.
6. Committee questions
7. Public Hearing
  - This is the time for citizens to offer comment or questions on the proposed budget.
8. Committee discussion and approval of budget
  - SUGGESTED MOTION: I move that the budget be approved in the amount of \$42,467.
9. Adjourn

Call to Order - **Commissioner or Past Chair:** Past Chair Shelly Signs

*“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 \$42,467”.*

Once it has been motioned and seconded;

*“It’s been moved and seconded that we approve the budget in the amount of \$42,467.”*

*“All in favor”*

*“All opposed”*

*“Motion passes”*

Adjourn – **Chair**

*“Meeting adjourned”*

**MINUTES OF THE  
SOUTH THIRD COUNTY SERVICE DISTRICT  
BUDGET COMMITTEE MEETING**

**Wednesday, May 7, 2025, 5:55 p.m.**

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

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**Present:**

- **Budget Committee Members:**
  - Commissioners: **Nancy Wyse, Patrick Malone, and Gabe Shepherd**
  - Citizen Members: **Shelly Signs**
- **Benton County Staff:**
  - **Gary Stockhoff**, Director of Public Works; **Rick Cramer**, Assistant County Administrator; **Jennifer Ficek**, Administrative Supervisor

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**1. Call to Order**

In the absence of Chair Augerot, Past Vice Chair Shelly Signs (S. Signs) called the meeting to order at 5:55 p.m.

**2. Introductions**

Group introductions of Budget Committee Members and Benton County Staff.

**3. Elections of Officers**

S. Signs opened the nominations for South Third Budget Committee Chair.

Commissioner Gabe Shepherd (G. Shepherd) moved to nominate Shelly Signs as South Third Budget Committee Chair.

Commissioner Pat Malone (P. Malone) seconded.

S. Signs: All in favor?

Budget Committee Members: (unanimous) Aye

S. Signs: All opposed?

None opposed.

*Citizen member Shelly Signs has been approved to the Chair position.*

S. Signs opened nominations for the Vice Chair.

G. Shepherd nominated Commissioner Nancy Wyse (N. Wyse).

P. Malone second

S. Signs: All in favor?

Budget Committee Members: (unanimous) Aye

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

#### **4. Review and Approve 2024-25 Minutes**

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

G. Shepherd: Second.

S. Signs: All in favor?

Budget Committee Members: (unanimous) Aye

S. Signs: All opposed?

None opposed.

*The 2024-25 meeting minutes were approved.*

#### **5. Presentation of the Proposed Budget FY 2025-26**

S. Signs: Will the staff please present the proposed budget?

Gary Stockhoff (G.Stockhoff): South Third is a district that is served by the City of Corvallis and so it's a pass through for us.

Rick Crager (R. Crager): The base rate is \$67 per customer per month, we're recommending to increase the rate by \$3 per customer per month. We have a total budget of \$32,340. We have a very small beginning balance (\$737) so this is a tight budget. As a reminder the debt service for this district has been closed.

#### **6. Committee Questions**

S. Signs: Will we send out notices that we're increasing rates?

G. Stockhoff: Yes, we'll send those out as soon as we can.

S. Signs: Since I'm the only committee member, can we include a call for civic engagement to be on this board.

R. Crager: Yes, we want to come up with different ideas to try and get more interest. If you have ideas and

thoughts of people, we are delighted to have more engagement.

S. Signs: We do a community potluck and that could be an avenue for increasing participation. Any further committee questions? Hearing none.

## 7. Public Hearing on Proposed 2025-26 Budget

S. Signs: I will open a public hearing. Are there any public comments? Hearing none, I would like to close the public hearing.

## 8. Committee Deliberations and Approval of Budget

S. Signs: Any further Committee comments?

G. Shepherd: In the district overview it says an advisory committee reviews the district operations and makes recommendations to the governing body on issues and rates, that reflects an older way of doing things. We want to update the narrative to reflect the current practice if that's ok with the board.

S. Signs: I appreciate that, update the document. I move that we approve the budget in the amount of \$32,340.

G. Shepherd second

S. Signs: All in favor say, Aye.

Budget Committee Members: (unanimous) Aye

S. Signs: All opposed?

None opposed.

*The 2025-26 proposed Budget was approved.*

## 9. Adjournment

Chair Shelly Signs adjourned the meeting at 6:06 p.m.

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Recorder: Jennifer Ficek (concluded at 6:06 p.m.)

# 2026-2027 Proposed Budget

## South Third 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

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:** [HTTPS://PW.BENTONCOUNTYOR.GOV/SOUTH-THIRD-COUNTY-SERVICE-DISTRICT/](https://pw.bentoncountyor.gov/south-third-county-service-district/)

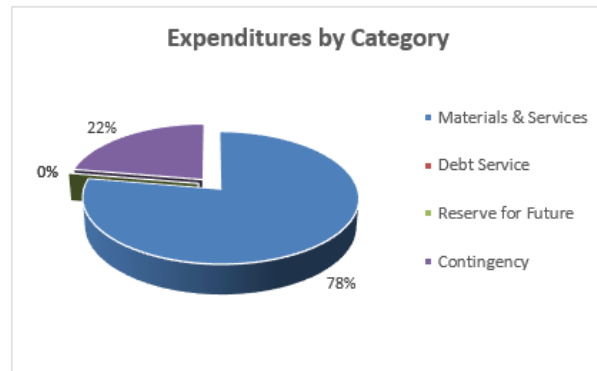
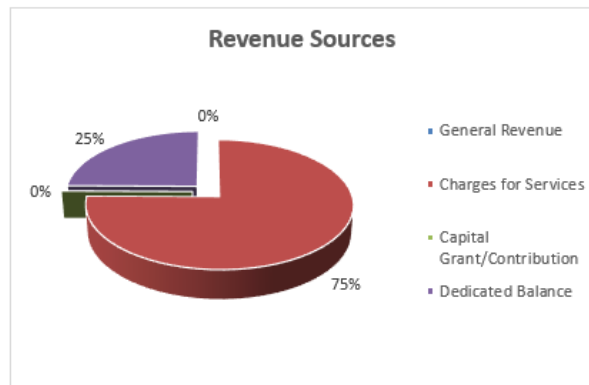
## DISTRICT OVERVIEW:

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. 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.

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	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed Budget	2026-27 Approved Budget	2026-27 Adopted Budget
General Revenues	52	-	-		-	-
Charges for Service	30,387	29,732	31,603	31,920	-	-
Capital Grants/Contributions	7,481	-	-	-	-	-
Current Program Income	37,920	29,732	31,603	31,920	-	-
Dedicated Beginning Balance	567	-	737	10,547	-	-
Beginning Balances	567	-	737	10,547	-	-
<b>Total Resources</b>	<b>38,487</b>	<b>29,732</b>	<b>32,340</b>	<b>42,467</b>	<b>-</b>	<b>-</b>
Materials & Services	27,641	29,389	32,340	32,986	-	-
Other: Debt Service	1,317	-	-	-	-	-
Expenditures	28,958	29,389	32,340	32,986	-	-
Other: Contingency	-	-	-	9,481	-	-
Reserves	-	-	-	9,481	-	-
<b>Total Budget</b>	<b>28,958</b>	<b>29,389</b>	<b>32,340</b>	<b>42,467</b>	<b>-</b>	<b>-</b>
Surplus / (Deficit) of Fund Resources to Expenditures	9,529	343	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Temporary	-	-	-	-	-	-
Total	-	-	-	-	-	-

**SOUTH THIRD COUNTY SERVICE DISTRICT**  
**District Statement**

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The annual budget covers the fiscal year beginning July 1, 2026, and ending June 30, 2027.

The budget was built without a rate increase. The last increase was in 2025 for \$3/mo. (4.5%). 71% of the operating costs of the District are paid to the City of Corvallis. City increases rates each February. City increased rates 9.5% 2/1/2026 and added estimate of 5% for expected increase 2/1/2027. 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.

**SOUTH THIRD COUNTY SERVICE DISTRICT**  
**Sewage Service**

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	30,387	29,732	31,603	31,920		
Dedicated Beginning Balance	(261)	-	737	10,547		
Total Resources	30,126	29,732	32,340	42,467	-	-
Materials and Services	27,641	29,389	32,340	32,986		-
Other: Contingency	-	-		9,481		-
Total Expenditures	27,641	29,389	32,340	42,467	-	-
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.