

AGENDA  
GOVERNING BODY MEETING

GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT  
2:00 PM, WEDNESDAY, JUNE 24, 2020  
MARION COUNTY COURTHOUSE SQUARE

1. Open Meeting
2. Note Attendance
3. Public Budget Hearing
  - 3.1 Chair Open Public Hearing
  - 3.2 Present Budget
  - 3.3 Public Comment
  - 3.4 Close Public Hearing
4. Action
  - 4.1 Consider adoption of the budget for the FY2020-21 and the Consider the approval of of the Resolution making appropriations.
  - 4.2 Consider the approval of of a Brooks Water Fees resolution
  - 4.3 Consider approval of the FY2020-21 Delinquent Sewer Charge Certification
  - 4.4 Consider adoption of the supplemental budget for FY2019-20 and approve the Resolution making appropriations
  - 4.5 Consider approval of the minutes of the January 22, 2020 Governing Body Meeting
5. Operations Update
  - 5.1 Sewer Service Update - Matt Knudsen
  - 5.2 Water Service Update - Dennis Mansfield
6. Comments
7. Other
8. Date of next meeting - Wednesday, January 20,2021 at 3:00 PM in the Silverton Conference Room, Marion County Courthouse Square.
9. Adjourn

NOTIFIED:

Board of Commissioners  
Legal Counsel  
Budget & Advisory Committee Members  
Statesman Journal Publication  
Media Release  
Internet  
Bulletin - Marion County Public Works

**FORM LB-1****NOTICE OF BUDGET HEARING**

A public hearing of the Brooks Community Service District will be held on Wednesday, June 24, 2020 at 2:00 pm. This hearing is open to the public and those wishing to attend may do so by phone. Information on attending the hearing can be found at <https://www.co.marion.or.us/PW/servicedistricts/Pages/default.aspx>. The purpose of this hearing is to discuss the budget for the fiscal year beginning July 1, 2020, as approved by the Brooks Community Service District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained by contacting the service district office at 503 588-5084 or [service\\_districts@co.marion.or.us](mailto:service_districts@co.marion.or.us). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Dennis Mansfield

Telephone: (503) 588-5084

Email: [dmansfield@co.marion.or.us](mailto:dmansfield@co.marion.or.us)

**FINANCIAL SUMMARY - RESOURCES**

<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2018-19	Adopted Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	169,234	106,113	77,863
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	249,753	291,500	326,775
Investments Earnings	1,778	1,500	800
All Other Resources Except Current Year Property Taxes	41,056	0	0
<b>Total Resources</b>	<b>461,821</b>	<b>399,113</b>	<b>405,438</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Materials and Services	350,735	324,255	335,305
Contingencies	0	74,858	70,133
Unappropriated Ending Balance and Reserved for Future Expenditure	111,086	0	0
<b>Total Requirements</b>	<b>461,821</b>	<b>399,113</b>	<b>405,438</b>

The Brooks Community Service District budget is increasing due to a rate increase in sewer fees and increased materials and services expenses. The Brooks Community Service District has no FTE, Property Tax Levies and no Indebtedness  
150-504-073-2 (Rev. 11-18)

**RESOURCES**  
**BROOKS COMMUNITY SERVICE DISTRICT**

General Operating Fund

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1	2,004	1,778	1,500	1 361000 Investment Earnings	800	800		1
2	236,610	169,234	106,113	2 392000 Net Working Capital	77,863	77,863		2
3				3				3
4				4 <b>OTHER RESOURCES</b>				4
5	-	1,600	-	5 323010 Structural Permits				5
6	493	1,441	500	6 341790 Delinquent Service Charges	500	500		6
7	168,880	211,600	254,000	7 341910 Sewer Fees	288,475	288,475		7
8	4,920	5,076	7,000	8 341920 Water Fees	7,800	7,800		8
9	29,662	30,037	30,000	9 344999 Other Reimbursements	30,000	30,000		9
10	151	73		10 371100 Recoveries from Collections	-	-		10
11		40,984		11 383100 Loan Proceeds	-	-		11
12				12				12
13	442,720	461,821	399,113	13 Total resources, except taxes to be levied	405,438	405,438		13
14				14 Taxes estimated to be received				14
15				15 Taxes collected in year levied				15
<b>16</b>	<b>442,720</b>	<b>461,821</b>	<b>399,113</b>	<b>16 TOTAL RESOURCES</b>	<b>405,438</b>	<b>405,438</b>	<b>-</b>	<b>16</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

DETAILED REQUIREMENTS

BROOKS COMMUNITY SERVICE DISTRICT  
General Operating Fund

Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2020-21					
Actual		Adopted Budget This Year Year 2019-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2017-18	First Preceding Year 2018-19								
1			1	<b>MATERIALS AND SERVICES</b>		1			
2	259	427	100	2	521010 Office Supplies	100	100	2	
3	1,259	3,114	7,000	3	521030 Field Supplies	7,000	7,000	3	
4	1,221	-	-	4	521060 Electrical Supplies	-	-	4	
5	221	199	2,500	5	521070 Departmental Supplies	2,500	2,500	5	
6	184	38	450	6	521240 Automotive Supplies	450	450	6	
7	13		-	7	521241 Oil and Lubricants	-	-	7	
8	573	1,034	350	8	521300 Safety Clothing	1,100	1,100	8	
9	6	583	-	9	521310 Safety Equipment	1,000	1,000	9	
10	43	-	-	10	522060 Sign Materials	-	-	10	
11	10,732	18,342	20,000	11	522100 Parts	20,000	20,000	11	
12	8	-	-	12	522110 Batteries	-	-	12	
13	-	119	-	13	522140 Small Tools	-	-	13	
14	5,399	4,455	1,600	14	523040 Data Connections	1,600	1,600	14	
15		360		15	523060 Cellular Phones			15	
16	-	-	5	16	523090 Long Distance Charges	5	5	16	
17	2,180	2,764	2,400	17	524010 Electricity	2,750	2,750	17	
18	2,813	3,088	3,000	18	524050 Water	3,500	3,500	18	
19	250	-	-	19	525110 Consulting Services	-	-	19	
20	3,140	3,250	4,100	20	525150 Audit Services	4,150	4,150	20	
21	7,310	8,668	9,000	21	525235 Laboratory Services	9,000	9,000	21	
22	181,184	202,683	213,500	22	525360 Public Works Services	213,500	213,500	22	
23	3,971	7,205	1,000	23	525510 Legal Services	2,000	2,000	23	
24	128	-	-	24	525555 Security Services	-	-	24	
25	2,750	1,852	1,750	25	525715 Advertising	2,000	2,000	25	
26	717	218	300	26	525735 Mail Services	400	400	26	
27	863	42,759	2,000	27	525999 Other Contracted Services	3,000	3,000	27	
28	-	-	4,800	28	526030 Building Maintenance	4,000	4,000	28	
29	1,019	100	-	29	526050 Grounds Maintenance	1,000	1,000	29	
30	42,225	43,652	45,000	30	526062 Sewer Maintenance	47,500	47,500	30	
31				31	527200 Building Rental County	2,700	2,700	31	
32	-	-	100	32	527300 Equipment Rental	100	100	32	
33	1,683	1,873	2,200	33	528110 Liability Insurance Premiums	2,200	2,200	33	
34	111	435	500	34	529230 Training	500	500	34	
35	569	573	600	35	529300 Dues and Memberships	600	600	35	
36	480	415	-	36	529840 Professional Licenses	500	500	36	
37	2,060	2,373	1,850	37	529860 Permits	2,000	2,000	37	
38	115	157	150	38	529999 Miscellaneous Expense	150	150	38	
39				39	<b>CAPITAL OUTLAY</b>			39	
40	-	-	-	40	534500 Sewer Systems	-	-	40	
41				41				41	
42				42	<b>CONTINGENCY</b>			42	
43	-	-	74,858	43	571010 Contingency	70,133	70,133	43	
44				44				44	
45				45	<b>Total Full Time Equivalent (FTE)*</b>			45	
46				46	Ending balance (prior years)			46	
47	169,234	111,086		47	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			47	
48	<b>442,720</b>	<b>461,821</b>	<b>399,113</b>	48	<b>TOTAL REQUIREMENTS</b>	<b>405,438</b>	<b>405,438</b>	-	48

BEFORE THE BOARD OF COMMISSIONERS FOR MARION COUNTY  
STATE OF OREGON ACTING AS GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT

In the Matter of Making        )  
Appropriations to Adopt        )  
Budget                                )

R E S O L U T I O N # \_\_\_\_\_

BE IT RESOLVED that the Board of County Commissioners, acting as the Governing Body of the Brooks Community Service District, hereby adopts the budget approved by the budget committee of the Brooks Community Service District on May 14, 2020, now on file in the District office.

BE IT RESOLVED that the amounts of the fiscal year beginning July 1, 2020 for the purposes shown below are hereby appropriated as follows:

GENERAL OPERATING FUND:

Materials and Services	\$	335,305
Capital Outlay	\$	0
Contingencies	\$	70,133
Unappropriated Ending Balance and Reserved for Future Expenditure	\$	0
Total	\$	405,438

ADOPTED and appropriated by the Governing Body at the meeting of June 24, 2020.

MARION COUNTY BOARD OF COMMISSIONERS  
ACTING AS GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BEFORE THE BOARD OF COMMISSIONERS ACTING AS THE GOVERNING BODY OF THE  
BROOKS COMMUNITY SERVICE DISTRICT

In the matter of the approval of water rate )  
charges. )

**RESOLUTION No. \_\_\_\_**

This matter came before the Marion County Board of Commissioners acting as the governing body of the Brooks Community Service District at its regularly scheduled public meeting on June 24, 2020.

WHEREAS, the Brooks Community Service District ("District") provides water services to commercial customers within the District; and

WHEREAS, traditionally, the District has passed the direct cost of water obtained from the source well at the Chemeketa Community College Brooks Campus (formerly Marion County Fire District #1 training center); and

WHEREAS, the District desires to establish a rate structure which not only covers its direct costs for obtaining water, but also covers the District's indirect costs for water services and creates sufficient reserves for maintenance of the water system; now, therefore,

IT IS HEREBY RESOLVED that the governing body of the District adopts the "Brooks

Community Service District Water Fees" attached as Exhibit A as the rate structure for the use of the District water system effective July 1, 2020.

DATED at Salem, Oregon, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

MARION COUNTY BOARD OF COMMISSIONERS ACTING  
AS THE GOVERNING BODY OF THE BROOKS COMMUNITY  
SERVICE DISTRICT

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**Exhibit A**

**Brooks Community Service District Water Fees**

1. Customers are billed every two months for the prior two months usage.
2. Customers that have a water meter will be billed based on flows recorded from their meter and assessed the water meter service fee.
3. Customers that don't have a water meter will be billed based on flows recorded from their sewer meter and assessed the sewer meter service fee.
4. Customers that share a water meter will split the bill equally amongst all customers on the meter.
  
5. A reserve fee is to save funds for future repairs and replacement of the water system infrastructure.
6. Service Fees:

<b>Water Meter Service Fee Description</b>	<b>Fee</b>
Base Fee - Every two months - Includes the first 8,000 gallons	\$ 36.00
Usage Fee Per 1,000 gallons used	\$ 3.75
Reserve Fee Per 1,000 gallons used	\$ 0.75

<b>Sewer Meter Service Fee Description</b>	<b>Fee</b>
Base Fee - Every two months - Includes the first 8,000 gallons	\$ 40.40
Usage Fee Per 1,000 gallons used	\$ 4.30
Reserve Fee Per 1,000 gallons used	\$ 0.75

7. Rate Schedule:

	July 1st 2020	July 1st 2021	July 1st 2022	July 1st 2023	July 1st 2024
Base Fee - Water Meter	\$36.00	Based on	Based on	Based on	Based on
Base Fee - Sewer Meter	\$40.40	CPI*	CPI*	CPI*	CPI*
Usage Fee Per 1,000 gallons - Water Meter	\$3.75	Based on	Based on	Based on	Based on
Usage Fee Per 1,000 gallons - Sewer Meter	\$4.30	CPI*	CPI*	CPI*	CPI*
Reserve Fee Per 1,000 gallons used	\$0.75	Based on	Based on	Based on	Based on
		CPI*	CPI*	CPI*	CPI*

*\*The fee increase shall be calculated according to the United States Department of Labor, Bureau of Labor Statistics, Western Information Office, Consumer Price Indexes (CPI) Pacific Cities and U.S. City Average, March (yyyy) and March previous (YYYY), All Items Indexes, All Urban Consumers (CPI-U), West-B/C.  
<https://www.bls.gov/regions/west/cpi-summary/>*



*The calculation shall be as follows:*

$$INCR = MC / MP - 1$$

*Where:*

*INCR = The % change applied to the fees*

*MC = March of current year*

*MP = March of prior year*

*If the INCR is zero percent or below, then there is no increase or decrease to the sewer rates for that year.*

8. Delinquent Accounts - On June 1st of each year all customer accounts with invoice dates February 1st and older will be assessed a 20% and \$25 fee to each account and assessed to the property owners property taxes.
9. The governing body of the Brooks Community Service District reserves the right to make changes to this rate structure, at which time a new resolution and Exhibit A will be considered for approval.

### Water Rates by Jurisdiction

Jurisdiction	Population	Base Charge Per Month	Com Rate (Per EDU)	Gallons Per EDU	Avg Bi-Monthly Bill using 18,500 gal
Brooks (Water Meter)	398	\$ 18.00	\$ 4.50	1,000	\$ 83.25
Keizer	38,505	\$ 23.81	\$ 1.46	748	\$ 83.73
Salem	173,442	\$ 15.41	\$ 2.24	748	\$ 86.22
Brooks (Sewer Meter)	398	\$ 20.20	\$ 5.05	1,000	\$ 93.43
Mt Angel	3,593	\$ 21.17	\$ 2.66	748	\$ 108.13
Silverton	10,643	\$ 28.35	\$ 2.88	748	\$ 127.93
Donald	1,048	\$ 45.12	\$ 2.98	1,000	\$ 139.41
Woodburn	26,078	\$ 48.52	\$ 2.02	748	\$ 147.00
Gervais	2,748	\$ 59.17	\$ 2.96	748	\$ 191.55
Aurora	1,042	\$ 37.85	\$ 7.00	748	\$ 248.83



# ***Marion County***

**OREGON**

**BROOKS COMMUNITY  
SERVICE DISTRICT**

**BOARD OF  
COMMISSIONERS**

Colm Willis  
Kevin Cameron  
Sam Brentano

**DIRECTOR**

Brian Nicholas, P.E.

**ADMINISTRATION/  
OPERATIONS**

503-588-5084

June 24, 2020

Marion County Assessor's Office  
c/o Tom Rohlfiing  
555 Court St NE, Ste 2233  
Salem, OR 97301

Dear Mr. Rohlfiing:

As Governing Body of the Brooks Community Service District and pursuant to the provisions of ORS 454.225 and Rules and Regulations adopted by said district, we hereby certify as follows:

1. That the itemized list of delinquent sewer service charges attached hereto and marked Exhibit "A" is in the total sum of \$24,484.44.
2. That payment of said delinquent charges had not been received through normal billing and collection procedures.
3. That each sewer service charge certified includes a twenty percent penalty and a \$25.00 administration charge.
4. That the amounts shown as certified should be added to the appropriate tax accounts indicated, pursuant to the above-mentioned statute and regulations.

Dated at Salem, Oregon, this 24th day of June, 2020.

Respectfully submitted,

**MARION COUNTY BOARD OF  
COMMISSIONERS  
ACTING AS GOVERNING BODY FOR  
BROOKS COMMUNITY SERVICE DISTRICT**

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Chair, Governing Body

Brooks Community Service District  
Delinquent Sewer Service Charges FY 2020-21  
Certified to the Marion County Tax Assessor

Name	Tax ID	Situs	Amount
BASS, MICHELLE	R332674	9282 Hallelujah Dr NE	\$ 868.08
BLANEY, ETTY	R332651	5353 Faith Ave NE	\$ 741.40
BLANEY, KEN	R43141	5373 Faith Ave NE	\$ 741.40
BRUDNOK, SAMUEL	R332649	5393 Faith Ave NE	\$ 415.24
BRYANT TREE & LANDSCAPE CO	R18604	5020 Brooklake Rd NE	\$ 920.50
CHALET OF BROOKS CORP	P344039	4150 Brooklake Rd NE	\$ 3,093.46
ESTATE OF JUANITA WHITNEY	R43726	4980 Riverton St NE	\$ 426.33
GAGE, LOREN & BRIDGETTE	R332678	9312 Hallelujah Dr NE	\$ 2,934.41
GRAHAM, RACHEL	R43716	9010 Pueblo Ave NE	\$ 914.67
HEDLUND, ELIJAH	R332663	5343 Faith Ave NE	\$ 493.00
HERNANDEZ, IGNACIO C & CORONA, LUCILA G	R43740	4995 Riverton St NE	\$ 251.80
KIRK, BRAD	R18641	9170 Portland Rd NE	\$ 857.80
LAGOS, FRANCISCO	R18640	9160 Portland Rd NE	\$ 1,431.48
LARKINS, COREY A	R43729	5020 Riverton St NE	\$ 628.79
LIBRADO, ANTONIO	R18573	8760 Portland Rd NE	\$ 465.46
MARKHAM, KENNETH & SUTTER, KATHERINE	R332660	9378 Hope Ave NE	\$ 219.40
MEDINA, ROBERT R &	R18635	5435 Ramp St NE	\$ 876.62
MUNOZ-COTO, JOEL & MARIA	R332645	9350 Charity Ave NE	\$ 475.00
OCHOA, JOSE	R18626	5290 Ramp St NE	\$ 475.01
OREGON AUTO SALES	M128429	8970 Portland Rd NE	\$ 994.08
OREGON AUTO SALES	R18583	5150 Brooklake Rd NE	\$ 943.43
QUIROZ, GERARDO	R18581	8765 Portland Rd NE	\$ 3,380.78
REYES, SANTIAGO	R18609	9030 Portland Rd NE	\$ 920.50
STUBBLEFIELD, DENNIS L & LISA A	R332654	9359 Charity Ave NE	\$ 594.84

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Marion County

# FORM LB-50 2020-21

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet  Check here if this is an amended form.

The Brooks Community Service District has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Marion County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

5155 Silverton Rd NE Salem OR 97305 June 24, 2020  
Mailing Address of District City State ZIP code Date  
Dennis Mansfield Jr. Budget Officer (503) 588-5084 dmansfield@co.marion.or.us  
Contact Person Title Daytime Telephone Contact Person E-Mail

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		<b>Subject to General Government Limits Rate -or- Dollar Amount</b>	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1		
2. Local option operating tax . . . . .	2		
3. Local option capital project tax . . . . .	3		<b>Excluded from Measure 5 Limits Dollar Amount of Bond Levy</b>
4. City of Portland Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	<b>0</b>	

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES\***

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1. Non-Adalorem Delinquent Sewer Charges	454.255		24,063.49
2			

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\*The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

BEFORE THE BOARD OF COMMISSIONERS FOR MARION COUNTY  
STATE OF OREGON ACTING AS GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT

In the Matter of the First Regular)  
Supplemental Budget for            )  
Fiscal Year 2019-20                )

R E S O L U T I O N # \_\_\_\_\_

This matter came before the Governing Body of the Brooks Community Service District at its scheduled public meeting on June 24, 2020, to consider adopting the first regular supplemental budget and make appropriations for fiscal year 2019-20.

WHEREAS, the District has requested budget adjustments due to unforeseen circumstances as described in the explanation attached hereto and marked Exhibit "A" and by this reference made a part hereof; and

WHEREAS, the District Budget Officer has reviewed the requests and recommends a first regular supplemental budget for fiscal year 2019-20 to the Governing Body;

BE IT RESOLVED that the Board of County Commissioners, acting as the Governing Body of the Brooks Community Service District, hereby adopts the first regular supplemental budget for the fiscal year 2019-20.

BE IT RESOLVED that for the fiscal year beginning July 1, 2019, the amounts for the purposes shown in the attached schedule, and by this reference made a part hereof, are hereby appropriated.

DATED at Salem, Oregon this 24th day of June, 2020.

MARION COUNTY BOARD OF COMMISSIONERS  
ACTING AS GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Exhibit A

Brooks Community Service District  
 First Supplemental Budget Request  
 Fiscal Year 2019-20

	Fund No.and Name: <i>540 Brooks Service District</i>		
	Current Budget	1st Supplemental Increase / Decrease	Revised Budget
<b>Resources:</b>			
Charges for Services	291,500		291,500
Interest	1,500		1,500
Net Working Capital	106,113		106,113
<b>Total Resources</b>	<b>399,113</b>	-	<b>399,113</b>
<b>Requirements:</b>			
Materials and Services	324,255		324,255
Capital Outlay	-	6,500	6,500
Contingency	74,858	(6,500)	68,358
Ending Fund Balance	-		-
<b>Total Requirements</b>	<b>399,113</b>	-	<b>399,113</b>
<b>FTE:</b>	-	-	-

Justification for the request and changes in FTE.

**Resources**

No Change

**Requirements**

No change, a net of:

\$6,500 increase in Capital Outlay for the purchase of safety tripod and harnesses, as required to enter confined spaces within the sewer and water vaults.

\$6,500 decrease in Contingency

**Net Change**

The net change to the 540 - Brooks General Operating Fund is -\$0-

MINUTES  
REGULAR MEETING

GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT  
3:56 PM, WEDNESDAY, JANUARY 22, 2020  
SILVERTON CONFERENCE ROOM  
MARION COUNTY COURTHOUSE SQUARE

MEETING OPENED: Commissioner Kevin Cameron opened the meeting and noted the following attendance:

ATTENDANCE: Commissioner Kevin Cameron, Commissioner Sam Brentano  
Scott Norris - Office of Legal Counsel, Dennis Mansfield - Public Works,  
Brian May - Public Works, Matt Knudsen - Public Works, Stephanie  
Rosentrater - Public Works, Brian Nicholas - Public Works, Thomas  
Kissinger - Public Works, Terry Beilke – Brooks Community Service District  
Advisory Committee, Kathy Rogers

ACTION: **MOTION:** Commissioner Cameron made a motion to approve the minutes of the June 24, 2019 Regular Meeting and Budget Hearing. Commissioner Brentano seconded the motion. A voice vote was unanimous

SEWER UPDATE: Matt reported that the sewer use and regulation ordinance has been in place since 1991 and has not been updated since then. At the time it was written, the focus was more on forming the district and getting users signed up and hooked up. There was not much background knowledge or experience with a Septic Tank Effluent Pumping System (STEP system). Almost thirty years later, there has been a lot of knowledge built up and experience gained with the system. Due to this, the District will be requesting a work session with the Governing Body to go over updates and changes that need to be made to the ordinance.

Commissioner Brentano wanted to know if there was a possibility of I&I getting into the system in Brooks, like there is in Fargo. Matt explained that the system is pressurized, meaning nothing can get in unless somebody connects their downspout to the system before the tank.

Matt reported that the District received a letter from the DEQ regarding our permit for discharging to the Willamette River. The permit expires in November, but the District will be submitting their renewal application in March for another five year permit. District staff have heard from other counties/jurisdictions that sometimes the DEQ is slow to respond to permit renewals, so they are unsure what the timeline for the new permit will be.

Commissioner Brentano wanted to know what materials we are discharging into the Willamette. Matt explained that it is very clean, treated wastewater. In many cases, our water is cleaner than water being discharged from large treatment plants. DEQ sometimes brings new members out to look at the Brooks system as a good example. Commissioner Brentano asked if DEQ could add new requirements at any point in time. Matt explained that they could. For example, DEQ could ask the District to change the location that the samples are collected from.



The Commissioners wanted to know how Covanta is connected to our system. Matt explained that their discharge water (from their cooling tower) ties in to the District's system after the District's sampling port. Covanta is doing their own testing and has their own permit with DEQ. Brian May can request Covanta's sampling results.

Terry Beilke asked about the temperature of the water being discharge from Covanta because water above a certain temperature is considered a pollutant. Matt explained that this is part of their DEQ permit, ensuring that it is cool enough by the time mixes with the District's treated discharge water and gets to the river.

Matt reported that the District is still facing high turnover with wastewater operators. The industry is competitive and so he thinks we'll continue to see this issue, though he is happy with the people that the District has hired. Commissioner Brentano stated that once HR is back to fully-staffed, it would be great to have them review some of those key positions that the County has a hard time filling to see if there's a way to make it more attractive to applicants.

**WATER UPDATE:**

Dennis reported on the new pump and meter for the water system in Brooks. The District is continuing to monitor usage between Brooks customers, Chemeketa, and the Fire District. It is about 9 months into the one-year agreed upon tracking period. The District is seeing that the Brooks customers are using 53% of the water, while Chemeketa and the Fire District are utilizing 47% of the water. This information will be used to determine how much Chemeketa will owe the District for the loan it incurred to replace meters and the main pump. The District is still determining how the Brooks water customers will pay for their portion of the loan. They are also waiting on the Brooks-Hopmire Economic Develop Plan to see what long-term water solutions are recommended. Hopefully there will be an update on this by the time of the next regular meeting. The District is also working on updating their agreement with Chemeketa. The current system puts the District's Wastewater Operator as the responsible party, but Chemeketa owns the water and the well, which puts everybody in a peculiar situation.

**PUBLIC COMMENT:**

Terry Beilke state that he would begin attempting to recruit new members to the Advisory Committee.

**NEXT MEETING:**

The next Regular Meeting is scheduled for June 24, 2020 at 2:00 PM, in the Silverton Conference Room, Marion County Courthouse Square, 555 Court St. NE, Salem, Oregon.

**ADJOURNMENT:**

There being no further business to come before the governing body, the meeting was adjourned.

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Chair, Governing Body  
Brooks Community Service District