

MINUTES  
GOVERNING BODY MEETING

GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT  
3:04 PM, THURSDAY, JANUARY 29, 2026  
COMMISSIONERS BOARD ROOM  
MARION COUNTY COURTHOUSE SQUARE

MEETING OPENED: Commissioner Colm Willis opened the meeting and noted the following attendance:

ATTENDANCE: Commissioners Danielle Bethell and Kevin Cameron  
Scott Norris and Andrew Mittendorf - Office of Legal Counsel  
Trevor Lane, Alvin Klausen and Toni Whitler – Board’s Office  
Brian Nicholas, Dennis Mansfield, Shane Ottosen, Tsige  
Woldegiorgis, Cory Swartwout, Stephanie Pulvers, Ashley  
Gonzalez and Lily Gimby - Public Works  
Terry Beilke, Reed Thatcher (via Zoom) Michelle Duchateau  
(via Zoom @ 3:25) - Brooks Advisory Committee members

ACTION: **MOTION:** Commissioner Bethell moved to nominate  
Commissioner Willis as Chair. Commissioner Cameron  
seconded the motion.

Discussion: None.

Results: A voice vote was unanimous. Motion passes.

**MOTION:** Commissioner Cameron moved to approve  
minutes for June 24, 2025, Regular meeting. Commissioner  
Bethell seconded the motion.

Discussion: Commissioner Bethell requested more context in  
future minutes, especially for investigative topics.

Results: A voice vote was unanimous. Motion passes.

OPERATIONS UPDATE:

**Water System Strategy** Brian Nicholas shared progress on the ARPA Brooks–  
Hopmere Drinking Water Project (Phase I), which remains  
on schedule for completion in November 2026. Construction  
began in September 2025 and includes a new water  
campus, 750,000-gallon reservoir, booster station, raw water  
connection to Chemeketa, system extensions, and fire

hydrants. All 18 existing customers will be served by the new system. The board discussed opportunities to expand service to additional homes and businesses, including interest from nearby properties, and the potential need to survey the community to gauge willingness to connect.

A significant portion of the discussion focused on long-term financial sustainability and governance. Estimated annual operating costs for the upgraded system are projected at approximately \$88,000—creating a sizable funding gap of approximately \$180,000 under current rates. The Operational Funding Strategy (March 2026) will address closing this gap and will evaluate utility rates, connection fees, transition funding, subsidy from sewer service revenue, and use of the economic development fund. The System Expansion Funding Strategy (April 2026) will focus on longer-term growth and capital financing tools, including utility rates, a System Development Charges (SDC) program, grants, loans/State Revolving Fund (SRF), and formation of a Limited Improvement District (LID). Additional policy work in 2026 will include a revised raw water agreement with Chemeketa (June 2026) to which Brian Nicholas noted they are currently working on and will have legal review. As well as developing a connection ordinance (July 2026), new utility standards, and billing system updates. The board also discussed longer-term structural considerations, including possible district boundary expansion and whether the district should eventually transition to an independent water district model.

Under the financial discussion, the board identified several detailed action items to address the projected operating shortfall and long-term sustainability of the Brooks Water system. Commissioner Willis noted the increase in Public Works Services costs from \$7,000 to \$21,000.

Commissioner Bethell questioned whether the additional \$13,000 reflected staff time and requested a detailed breakdown of the charges. Brian Nicholas emphasized the need to “build our customer base.” Commissioner Willis requested an analysis of the most cost-effective way to extend and connect to the system, including estimating the cost to continue the main northwest of Brooklake Road from the corner of Brooklake and 99E (completing the “loop”), and

evaluating broader extension options. The board directed staff to identify customers who can connect now and proactively reach out to gauge interest, as well as survey the broader community to assess service viability, including discussion of Loop A. Commissioner Bethell suggested exploring grant and possible loan options to help persuade new customers to connect sooner rather than later, and requested information on Bethell Park's current water costs. Additional financial review items include a detailed Public Works breakdown of water system costs (including the difference across the three-year actuals, FY23–FY25), evaluating whether certain expenses (e.g., lodging/conferences) should be shifted to other Public Works budgets, assessing operational needs such as backflow fees and inspection responsibilities, and developing a potential SDC program. Commissioner Cameron raised questions about staff capacity to conduct the necessary research and operational planning, including reviewing items such as backflow fees and inspection responsibilities, and offered assistance from the Board's Office to research how other county's structure rates and operations, including consulting with Chris Eppley. The board will also need to make decisions on several foundational items, including adopting new utility specifications and development standards, developing and approving a connection ordinance (including whether and when connections are required), providing input on a water meter installation and replacement program, and establishing connection fees.

ADDITIONAL COMMENT: Commissioner Bethell clarified that because her son works for Slayden (the contractor), she cannot participate in decisions on any project related to Slayden—even if her son is not directly involved in that specific project. She requested advance notice of any action items involving Slayden so she and the Board can plan accordingly, noting that this reduces the number of participants for those decisions to two.

OTHER: None

NEXT MEETING: The next governing body meeting is March 12, 2026 @ 1:30 pm.

ADJOURNMENT: Meeting was adjourned at 4:07 pm



---

Chair, Governing Body  
Brooks Community Service District