

MINUTES  
GOVERNING BODY MEETING

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BROOKS COMMUNITY SERVICE DISTRICT  
1:36 PM, THURSDAY, MARCH 12, 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 and Toni Whittler – Board's Office  
Brian Nicholas, Dennis Mansfield, Shane Ottosen, Tsige Woldegiorgis, Stephanie Pulvers, and Lily Gimby - Public Works  
Terry Beilke - Brooks Advisory Committee member

OPERATIONS UPDATE:

**Brooks Water**

**Improvement Update:**

The governing body of the Brooks Service District held a special meeting to review follow-up information related to the Brooks Water Improvement Project, including system expansion, infrastructure costs, and financial sustainability.

Brian Nicholas presented updated background information, including current district boundaries, potential expansion areas, and estimates of developable properties based on zoning. A key issue discussed was the potential need to expand the existing Brooks Community Service District boundary as the system grows.

Significant attention was given to infrastructure cost estimates. Brian Nicholas reported that completing all distribution mains in "Block A" is estimated to cost approximately \$4.8 million, while extending service to Bethel Park would cost about \$2.2 million. Commissioner Willis asked why the cost to connect to Bethel Park is significantly lower. It was explained that the reduced cost is due to Bethel Park's proximity and the assumption that the system could connect to existing infrastructure rather than requiring extensive new distribution lines.

Commissioner Cameron asked for clarification regarding Table 3.3 (Block A Full Build-Out Cost Estimate) and Table 3.4 (Residential and Commercial Connection Cost Estimates). Brian Nicholas explained that Table 3.4 assumes a water service main is already located in front of a property, with a lateral extending to the property line. The estimates reflect typical costs for connecting from the meter at the property line to the structure. Residential connection costs are estimated to range from \$12,000 to \$25,000, depending on site conditions. These figures helped distinguish between public infrastructure costs and private connection expenses.

The governing body also reviewed Table 3.5 (Utility Rate Comparison) and compared rate structures from similar jurisdictions while exploring potential rate models for Brooks. Commissioner Bethell asked about the population difference between Mt. Angel and Donald, noting that Donald's higher rates are partially due to generating revenue for its general fund. Dennis Mansfield responded that Donald's population is approximately 1,000, compared to about 3,600 in Mt. Angel. It was also noted that the district currently serves only commercial customers and does not yet have a residential rate structure. Public Works presented preliminary scenarios illustrating how various combinations of base fees, usage rates, and connection fees could impact revenue. Reserve fees were discussed as a mechanism to fund future maintenance.

Shane Ottosen outlined two potential service options for Bethel Park. One option would involve installing a single master meter at the property line and billing the community collectively. The second option would extend a new main line throughout Bethel Park, allowing for individual meters and billing for each resident. Terry Beilke asked about the condition of Bethel Park's existing infrastructure, including a relatively new well (approximately 5–10 years old), and whether the distribution system to homes was aging or at risk of failure. Shane Ottosen responded that Bethel Park has been evaluating upgrades to its water system and has engaged in discussions about potentially connecting to the Brooks system due to the high cost of system improvements. These discussions are ongoing.

Revenue scenarios were further discussed. Commissioner Willis noted that the Brooks Water System Master Plan phases could nearly be self-supporting once full system build-out is achieved and all residential and commercial customers are connected. However, until full participation is reached, operating costs are not expected to break even. There was consensus that extending the mainline to Bethel Park is a viable option. Commissioner Bethell suggested that Public Works coordinate a meeting with Bethel Park representatives to discuss their level of interest, potential contributions, and available funding.

ADDITIONAL COMMENT:

OTHER: None

NEXT MEETING: The next governing body meeting is April 9, 2026 @ 1:30 pm.

ADJOURNMENT: Meeting was adjourned at 2:24 pm



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Chair, Governing Body  
Brooks Community Service District