

MINUTES
GOVERNING BODY MEETING

GOVERNING BODY
BROOKS COMMUNITY SERVICE DISTRICT
1:33 PM, THURSDAY, APRIL 9, 2026
COMMISSIONERS BOARD ROOM
MARION COUNTY COURTHOUSE SQUARE

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

ATTENDANCE: Commissioner Kevin Cameron
Scott Norris and Andrew Mittendorf - Office of Legal Counsel
Trevor Lane and Matt Lawyer – Board’s Office
Brian Nicholas, Dennis Mansfield, Shane Ottosen, Tsigie Woldegiorgis, and Lily Gimby - Public Works
Reed Thatcher (Zoom) and Michelle Duchateau (Zoom) - Brooks Advisory Committee members

OPERATIONS UPDATE:

Brooks Water

Improvement Update: Brian Nicholas opened the discussion by referencing the series of meetings planned through June to evaluate the financial and operational sustainability of the Brooks Service District water system. Staff were asked at the previous meeting to return with a proposal to maintain the water system budget with a non-negative net income.

Dennis Mansfield presented a financial forecast based on several assumptions, including the new water system coming online in December 2026 and potential system expansion to Bethel Park in 2028, which could add approximately 84 residential customers. The model projects operating costs, anticipated revenues, and potential rate adjustments over several fiscal years.

Staff explained that the water system currently serves only commercial customers, with 15 total customers—10 metered directly for water use and five billed using sewer meters due to infrastructure limitations. The sewer-metered customers are billed at a higher rate to account for uncertainty in actual water usage. Commissioners discussed the possibility of installing meters but noted that doing so is not currently included in the infrastructure plan.

Dennis Mansfield outlined a proposed rate restructuring beginning in FY 2027–2028. The proposal would remove the 4,000 gallons currently included in the base rate and implement a higher base fee with usage charges applied to all water consumption. Under the proposal, the average monthly bill for commercial water customers would increase approximately 22 percent.

The forecast indicates that the water system would continue to require a temporary subsidy from the sewer fund to maintain financial stability. The projected subsidy would peak at approximately \$70,000 in FY 2027–2028 and decline in later years as customer growth and modest annual revenue increases offset operating costs.

Staff noted that the sewer system currently maintains adequate working capital and reserves, allowing it to support the water system in the short term without jeopardizing long-term financial stability. Commissioners discussed how the subsidy functions within the overall budget and reviewed historical and projected fund balances.

Commissioners also discussed residential sewer service in the Brooks area, including the STEP pump system used by households and the associated maintenance requirements.

**Implementation
Timeline:**

Staff recommend implementing the proposed rate adjustments once the new water system becomes operational. Commissioners discussed aligning rate changes with system upgrades and suggested implementing the new rates in early 2027 to correspond with the improved system.

Commissioners compared projected Brooks utility costs to those in nearby communities and indicated the proposed rates appear reasonable given the system's infrastructure and operating costs. Advisory committee members present indicated the proposal appeared reasonable.

Staff will continue refining the financial model and coordinate timelines for system upgrades and potential rate implementation. Additional discussions will occur as the district prepares for future service expansion and long-term financial planning.

ADDITIONAL COMMENT:

OTHER: None

NEXT MEETING: The next governing body meeting is June 23, 2026 @ 3:00 pm.

ADJOURNMENT: Meeting was adjourned at 2:17 pm



Chair, Governing Body
Brooks Community Service District