

MINUTES  
REGULAR MEETING

GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT  
3:00 PM, TUESDAY, FEBRUARY 05, 2019  
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, Commissioner Colm Willis, Scott Norris - Legal Counsel, Dennis Mansfield - Public Works, Matt Knudsen - Public Works, Roxanne Fleming - Public Works, Stephanie Rosentrater - Public Works, Terry Beilke, Earl Horton – ESSD Budget Committee, Cynthia Granatir – Finance, Michael Johnson - ESSD Advisory Committee, Gerry Wimer - ESSD Advisory Committee, Doug Barrow – ESSD Budget Committee, Thomas Kissinger - Public Works, Rebecca Hillyer - Chemeketa Community College, Thomas Hogue - Economic Development, Brian Nicholas - Public Works, Brian May - Public Works, Zina Lerma, Thelia Finley

ACTION: **MOTION:** Commissioner Brentano made a motion to approve the minutes of the May 9, 2018 Public Hearing, the May 23, 2018 Special Meeting, the July 23, 2018 Regular Meeting, and the December 4, 2018 Special Meeting. Commissioner Brentano noted that although the minutes from the May 23 Special Meeting state that he is in favor of a system development charge, he is not. He did not request to amend the minutes. Commissioner Willis seconded the motion. A voice vote was unanimous.

**MOTION:** Commissioner Willis made a motion to approve the appointment of Dennis Mansfield as District Secretary. Commissioner Brentano seconded the motion. A voice vote was unanimous.

Thelia Finley, a prospective member of the Brooks Community Service District Advisory Committee, introduced herself to the Governing Body. Thelia learned about the Advisory Committee through an advertisement she received in the mail. Thelia lives in Brooks, is the Treasurer of the Bethel Park HOA, and has a desire to be more involved with her community. Michelle Duchateau was not able to attend the meeting.

**MOTION:** Commissioner Brentano made a motion to approve the appointments of Michelle Duchateau and Thelia Finley to the Brooks Community Service District Advisory Committee. Commissioner Willis seconded the motion. A voice vote was unanimous.

Dennis presented an Intergovernmental Agreement (IGA) between the Brooks Community Service District (BCSD) and Chemeketa Community College (CCC). The purpose of the IGA is to allow the Brooks Community Service District to move forward with the replacement of the pump and meter for the water system. The IGA states that after allowing for an entire year's worth of flow data to be collected, CCC will reimburse

the BCSD for the BCSD's and Marion County Fire District's portion of water usage for the pump cost only. BCSD will purchase the meter entirely. There will be another IGA at a later date that will address how water services are provided. Rebecca Hillyer stated that CCC is happy with the IGA. Scott Norris confirmed that Marion County Legal Counsel had reviewed the agreement. Commissioner Brentano wanted to know how long water would be unavailable to customers for the installation of the pump and meter. Dennis said that at this point it is uncertain, but that BCSD would give customers warning and specifics ahead of time. Matt Knudsen stated that the work for both would occur at night to reduce the inconvenience to customers. Commissioner Willis wanted to clarify that CCC would be purchasing the pump, BCSD would reimburse CCC for it entirely, and then after a year of collecting flow data, CCC would reimburse BCSD for the pump partially, depending on usage. Dennis confirmed that this is correct.

**MOTION:** Commissioner Willis made a motion to approve the IGA between the Brooks Community Service District and Chemeketa Community College. Commissioner Brentano seconded the motion. A voice vote was unanimous.

**OPERATIONS UPDATE:**

Matt Knudsen stated that the Sewage Use and Regulation ordinance has not been updated for almost thirty years. It is currently being updated and will be brought to the governing body for approval upon its completion. At the last meeting, Matt reported that one of the industrial customers, May Trucking, was having a problem with waste strength. Matt reported that they have been able to bring their waste strength down significantly. They were able to do so by better maintaining their treatment system. The BCSD worked with them on lab testing and sampling properly. Matt happily reported that for the first time in two years, the BCSD has a full staff of Wastewater Operators. This staff has experience in other utilities around the state and from outside of the state. Commissioner Cameron wanted to know if with current staff, the Service Districts could take on a new district. Matt reported that it would depend on the size and maintenance needs of the new district.

**BROOKS WATER UPDATE:**

Dennis reported that, as previously mentioned, the BCSD is currently working on the second IGA for water services with CCC. Hopefully by the next regular meeting, if not earlier, it will be ready to present to the governing body.

The BCSD is working on engineering plans for the seven non-metered customers. They need to be metered, but the cost to make that happen is high. Dennis hopes to have an update on costs by the next meeting. The customer would typically pay these costs on their side of the property. There are 17 customers, seven without meters and 10 with meters. There is a possibility that other customers are using the water system without paying for it.

The BCSD will also be doing a user rate study on water. Historically, the BCSD has been billed by CCC and passed that bill on to the customers with a small administrative fee added on. The study will ensure that the

system is paying for itself and help with future economic development needs, specifically applying for grants. Dennis hopes to have this information ready by the next regular meeting or to call a special meeting before that. Currently, the customers are not paying rates. They are paying a percentage of the bill from Chemeketa, based on usage, and a \$225 administrative fee split between the 17 customers. The non-metered customers are paying based on estimated usage.

**PUBLIC COMMENT:**

A question was asked about how to come off of a private well onto the BCSD water system. Currently, there is no system for this. Thomas Hogue added that this is why they want to do a broader community development plan for Brooks. There are a lot of issues in the area that BCSD will start to weed through and solve.

A concern was stated about the amount of development going in and the lack of infrastructure.

A question was asked about when these further discussions would be had and if the public would be able to be a part of them. The process was explained about how meetings are noticed and how to submit questions or concerns.

Chemeketa commented that their meters are so gummed up that the last two months have been zero readings. Water that's going through is not being metered, meaning that there is no way to charge BCSD. CCC hardly collects any money for the services.

**NEXT MEETING:**

The next Regular Meeting is scheduled for Monday, July 9, 2019 at 2:30 PM, in the Silverton Conference Room, Marion County Courthouse Square, 555 Court St. NE, Salem, Oregon. Dennis commented that the Service Districts are considering combining the regular meeting with the Adopt Budget Meeting in June, which is currently scheduled for June 19.

**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