

BUDGET COMMITTEE MEETING MINUTES

BROOKS COMMUNITY SERVICE DISTRICT
3:31 PM, TUESDAY, MAY 27, 2025
COMMISSIONERS' BOARD ROOM / ZOOM
MARION COUNTY COURTHOUSE SQUARE

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

ATTENDANCE: Commissioner Colm Willis
Commissioner Kevin Cameron
Scott Norris - Legal Counsel
Brian Nicholas - Public Works
Dennis Mansfield – Public Works
Kay Hafner – Public Works
Cory Swartwout – Public Works
Ana Najera Sanchez – Public Works
Earl Horton - ESSD Budget Committee
Kathy Rogers - ESSD Advisory Committee
Stephen Elzinga – Legal Council
Michael Johnson – ESSD Budget Committee
Toni Whitler – Board of Commissioners Office
Trevor Lane – Board of Commissioners Office
Chris Eppley - Board of Commissioners Office

Absent:

Commissioner Danielle Bethell

ELECT CHAIR: **MOTION:** Commissioner Cameron made a motion to elect Commissioner Willis as Budget Chair. Commissioner Willis seconded the motion. A voice vote was unanimous.

BUDGET
PRESENTATION:

Kay Hafner presented budget. The proposed budget for the Brooks Community Service District is for fiscal year FY25-26. It was prepared by the Budget Officer in accordance with the directions of the Governing Body for the District and was prepared under current regulations.

District revenues are based on sewer and water fees. Estimated revenues for FY 2025-26 include \$410,000 in sewer fees, \$14,500 in water fees, \$42,000 in other reimbursements for pumping charges at the Pilot truck stop, \$4,000 in delinquent service charges, \$11,000 in interest earnings, and Net Working Capital of \$530,026.

District operating expenses consist primarily of Public Works services and sewer maintenance expenses. The Public Works services are paid to Public Works for administration of the district and operation and maintenance services to the sewer and water system for a total of \$292,000. The sewer maintenance budget of

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\$70,000 is for pumping charges at the Pilot truck stop and additional pumping charges for residential and commercial tanks. Other materials and services

The total budget for Brooks Community Service District for FY 2025-26 is \$1,011,526.

- ACTION:** **MOTION:** Commissioner Cameron made a motion to approve the May 30, 2024, meeting minutes. Seconded by Commissioner Willis. A voice vote was unanimous
- BUDGET APPROVAL:** **MOTION:** Commissioner Cameron made a motion to approve the FY 2025-26 Brooks Service District budget. Commissioner Willis seconded the motion. A voice vote was unanimous, and the FY 2025-26 Brooks Service District budget was approved.
- PUBLIC COMMENT:** None.
- NEXT MEETING:** The next meeting is scheduled for Wednesday, June 24, 2025, at 3:00 PM in the Commissioners Board 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 at 3:36pm.**



Chair, Budget Committee
Brooks Community Service District