

MINUTES
PUBLIC HEARING

GOVERNING BODY
BROOKS COMMUNITY SERVICE DISTRICT
10:39 AM, TUESDAY, DECEMBER 4, 2018
SILVERTON CONFERENCE ROOM
MARION COUNTY COURTHOUSE SQUARE

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

ATTENDANCE: Commissioner Kevin Cameron
Commissioner Sam Brentano
Colm Willis, Commissioner Elect
Jan Fritz, Deputy Chief Administrative Officer
Barb Young, Board of Commissioner's Office
Jolene Kelley, Board of Commissioner's Office
Lisa Trauernicht, Board of Commissioner's Office
Scott Norris, Legal Counsel
Danielle Gonzalez, Community Services
Thomas Hogue, Community Services
Jacob Clotfelter, Office of Finance
Brian May, Public Works
Brandon Reich, Public Works
Bob Pankratz, Public Works
Dennis Mansfield, Public Works
Matt Knudsen, Public Works
Roxanne Fleming, Public Works
Tom Kissenger, Public Works
Michelle Duchateau, Brooks Resident
Thelia Finely, Brooks Resident
Bill Poehler, Statesman Journal

BROOKS WATER
SYSTEM:

In addition to the standard noticing procedures, notice for this meeting was distributed to all existing Brooks water customers as well as the potential advisory committee members for the Brooks Community Service District. In 2004, the Brooks district signed a contract with the Marion County Fire District (MCFD) to provide water services to 17 customers. As stated in the agreement, MCFD owned the well with the Brooks district being the water distributor to the customers. In 2008, the MCFD passed ownership of the well onto Chemeketa Community College. The plan, in the interim, was for Chemeketa to honor and work under the original MCFD agreement; however, a formal agreement was never formed between Chemeketa and the Brooks district.

The three main entities on the well are Chemeketa, the MCFD, and the existing 17 Brooks customers. Eleven of the Brooks water customers are metered where six are not, with the six unmetered customers being billed on an estimated basis. Chemeketa bills the District bi-monthly and the District passes the billing onto the customers based on their usage. There is an additional monthly \$225.00 administration fee.

Chemeketa and the District have recently held talks regarding repairs. The well pump that provides the water is in need of replacement,

estimated at \$50,000 to \$75,000. In the event of a fire, the pump may not be able to sustain the pressure for hydrant use. Chemeketa is recommending that the District pay up front. If the District pays for these items, it will need to come in the form of a loan because there are currently no reserves to pay for these repairs. Chemeketa would then reimburse the costs when more accurate costs are known. Chemeketa also believes that the main meter is reading inaccurately; however, the District engineer has checked and found that the meter is working properly.

Chemeketa has also asked that no additional customers be added to the system, as they believe that there is not currently an excess capacity to support them; therefore, Brooks must deny any potential customers. New developments in the area are causing customers to request access.

NEXT STEPS: The concern is that if a loan is placed on the system users, then they will be paying on a loan instead of building an infrastructure reserve. With a possible grant up front, the District could potentially increase fees to build a reserve. The District will bring back a proposal to the January 23, 2019 regular meeting with an estimate for what is needed and the associated costs. The District will evaluate the state of the well and analyze how much water is there is and its uses. Additionally, Brooks will look at the water rights, the population it serves, and the condition of the equipment.

PUBLIC COMMENT: None.

NEXT MEETING: The date of the next meeting is scheduled for Wednesday, January 23, 2019 at 3:00 PM, in the Silverton Conference Room, Marion County Courthouse Square

ADJOURNMENT: There being no further business to come before the governing body, the meeting was adjourned.

Chair, Governing Body
Brooks Community Service District