

MINUTES
GOVERNING BODY MEETING

GOVERNING BODY
BROOKS COMMUNITY SERVICE DISTRICT
2:50 PM, MONDAY, JUNE 24, 2019
SILVERTON CONFERENCE ROOM
MARION COUNTY COURTHOUSE SQUARE

MEETING OPENED: Commissioner Sam Brentano opened the meeting and noted the following attendance:

ATTENDANCE: Commissioner Kevin Cameron, Commissioner Sam Brentano, Commissioner Colm Willis, Scott Norris - Office of Legal Counsel, Cynthia Granatir - Office of Finance, Dennis Mansfield - Public Works, Brian May - Public Works, Matt Knudsen - Public Works, Earl Horton - ESSD Budget Committee, Michael Johnson - ESSD Advisory Committee, Doug Barrow - ESSD Advisory Committee, Glen Rader Jr. - ESSD Budget Committee, Stephanie Rosentrater - Public Works, Brian Nicholas - Public Works, Thomas Kissinger - Public Works, Kathy Rogers - public.

PUBLIC HEARING: Commissioner Brentano made a motion to open the public budget hearing.

Dennis Mansfield presented the budget. There have been no changes since the Budget Committee hearing in May. Resources and requirements was \$339,113. \$291,500 was related to sewer and water fees on the resources side and on materials and services (requirements) was \$324,255, primarily for the operation of the District.

No public testimony was offered.

Commissioner Brentano closed the public budget hearing.

ACTION: **MOTION:** Commissioner Willis made a motion to adopt the budget for FY2019-20. Commissioner Cameron seconded the motion. A voice vote was unanimous.

Dennis explained that the delinquent sewer certification is for customers that are 90 days or more past due on their bi-monthly sewer invoices. The delinquent sewer service charge is \$6,894.19 for FY2019-20.

MOTION: Commissioner Cameron made a motion to approve the delinquent sewer charge certification for the FY2019-20. Commissioner Willis seconded the motion. A voice vote was unanimous.

Dennis explained that the District is increasing the FY2018-19 budget by \$49,245. \$8,245 is to align networking capital to actual and \$41,000 is an increase in Finance Proceeds for the loan from Environmental Services to replace the pump and meter on the water system. The District had to increase Material & Services by \$56,000,

\$41,000 of which is due to the increase in Other Contracted Services for the pump and meter replacement. \$6,000 is for an increase in legal fees. \$5,500 is an increase in Public Works Services for operation and maintenance of the District. The remaining \$3,500 is for Data Connection services to allow for network access at the Brooks Facility. Contingency is decreasing by \$6,755.

MOTION: Commissioner Willis made a motion to adopt the first supplemental budget for FY2018-19. Commissioner Cameron seconded the motion. A voice vote was unanimous.

Scott Norris explained that up until now, the District has been performing water service operations based on an agreement between Marion County and Marion County Fire District 1. The IGA presented formalizes the relationship between Marion County and Chemeketa Community College (CCC), who now owns the property. CCC has already reviewed and signed the IGA and Marion County Legal Counsel has reviewed the IGA. The agreement states that CCC will cover all of the maintenance up to the point of sale. It also states that pricing for the water has not yet been agreed on, but will be at another date in time. New Brooks Water customers for water must be approved by CCC.

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

MOTION: Commissioner Willis made a motion to approve the minutes of the February 5, 2019 Governing Body meeting. Commissioner Cameron seconded the motion. A voice vote was unanimous.

MOTION: Commissioner Cameron made a motion to approve the minutes of the March 25, 2019 Governing Body meeting. Commissioner Willis seconded the motion. A voice vote was unanimous.

WATER UPDATE:

Dennis explained the map of the Brooks water system. Matt explained the work that has been done in researching the history of the water system. There is not a lot of information out there. Matt points out that we have better detail on the north side of Brooks. The south section is less documented and more difficult to decipher what belongs to the District and where water lines might be. Finding out where pipes are in the south section would require hydro-excavation. Dennis added that for FY2019-20, the District will only be doing pass-through billing for the water customers. For Public Works services, the District will only associate expenses related to meter

reads/operations, legal services, and administrative costs associated to billing services. They are not billing for their planning meetings. The District is waiting to make any recommendations or changes until the Brooks Hopmere Community Development Plan is complete. Next steps include learning who has water rights, what other water sources there are in the area, and if there is a potential for the District to move to those water sources.

PUBLIC COMMENT:

None.

NEXT MEETING:

The next Governing Body Meeting is scheduled for Wednesday, January 22, 2020 at 3:00 PM, in the Silverton Conference 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.

Chair, Governing Body
Brooks Community Service District