

REGULAR MEETING
MINUTES

GOVERNING BODY
BROOKS COMMUNITY SERVICE DISTRICT
3:00 PM, THURSDAY, FEBRUARY 4, 2021
COMMISSIONERS BOARD ROOM
MARION COUNTY COURTHOUSE SQUARE

1. Open meeting
Commissioner Bethell opened the meeting and noted the following attendance:

2. Note attendance
Commissioner Bethell, Commissioner Colm Willis, Elizabeth Parker – Public Works, Scott Norris –Office of Legal Counsel, Dennis Mansfield – Public Works, Matt Knudsen – Public Works, Brian May – Public Works, Kay Alejandre – Public Works, Michelle Duchateau - Brooks Community Service, Reed Thatcher - Brooks Community Service, Brian Nicholas, Public Works.

Phone: Cynthia Granatir, Finance

3. Action:
MOTION: Commissioner Willis motioned to approve the minutes of the June 24, 2020, Regular meeting and Adopt Budget Hearing. Commissioner Bethell seconded the motion. A voice vote was unanimous.

MOTION: Commissioner Willis motioned to approve the minutes of the July 29, 2020, Special meeting and Adopt Budget Hearing. Commissioner Bethell seconded the motion. A voice vote was unanimous.

MOTION: Commissioner Willis made a motion to approve the minutes of the August 17, 2020, Special meeting and Adopt Budget Hearing. Commissioner Bethell seconded the motion. A voice vote was unanimous.

MOTION: Commissioner Willis motioned to approve the minutes of the December 7, 2020, Special meeting and Adopt Budget Hearing. Commissioner Bethell seconded the motion. A voice vote was unanimous.

MOTION: Consider approval of an order adopting Public Contracting Rules dated February 4, 2021. There was discussion regarding the checks and balances of the amounts spent per the Public Contracting Rules. Commissioner Willis made a motion to approve the order adopting the Public Contracting Rules. Commissioner Bethell seconded the motion. No public discussion. A voice vote was unanimous.

4. Sewer Services Overview – Matt Knudsen

Matt shared that The Brooks Community Sewer District has a 'Septic Tank Effluent Pumping System.' Historically, Brooks had connected all of the old septic tanks connected with pumps that piped into a main line and pumped into a main line to lagoons right next to Covanta. The difference between the Brooks, and City of Salem, sewage systems or water treatment facilities, is that Brooks is pressurized. There are over 250 pumps working at any given moment. The system is maintained by the Brooks Sewage System, so when they need servicing Marion County employees need to access the backyards where the septic system may be buried.

Once the water gets pumped into the lagoon it takes about 9 months to 1 year to be ready to be pumped out to the Willamette River by Covanta's cooling system.

This 'step' system is affordable to set up but has a high maintenance cost on the backend.

There was discussion of the Pilot Gas Station and it's needs.

Capacity for the current water treatment facility is about 200 gallons/day. Currently, there may be between 55-60 gallons/day being pumped.

Water Services Overview – Dennis Mansfield

The water for The Brooks Community Service District is provided from the The Chemeketa Park Mutual Water Company. Marion County dispenses the water from Chemeketa to Brooks' commercial customers.

A study is to be completed by the end of February that will address development for the Brooks-Hopmere Rural Community. Chemeketa's water is for their usage and they sell their extra water to Brooks' commercial customers. They are not able to provide any more water.

Discussion regarding the challenges for the fee structure with Brooks Community Service District based on how the system works and was put together.

5. PUBLIC COMMENT:

No additional public comment.

6. NEXT MEETING:

The next Governing Body Meeting is scheduled for Wednesday, June 23, 2021 at 2:00 PM, at the Marion County Courthouse Square, 555 Court St. NE, Salem, Oregon.

7. OTHER:

Nothing included.

8. ADJOURNMENT:

There being no further business to come before the Governing Body, the meeting was adjourned at 3:28 pm.

Chair, Governing Body
Brooks Community Service District