

MINUTES  
GOVERNING BODY MEETING

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BROOKS COMMUNITY SERVICE DISTRICT  
3:31 PM, TUESDAY, JANUARY 30, 2024  
COMMISSIONERS BOARD ROOM  
MARION COUNTY COURTHOUSE SQUARE

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

ATTENDANCE: Commissioners Colm Willis, Kevin Cameron, and Danielle Bethell (via Teams)  
Scott Norris - Office of Legal Counsel  
Dennis Mansfield, Brian Nicholas, Matt Knudsen, Chris Einmo, Ana Najera - Public Works  
Terry Beilke, Michelle Duchateau – BCSD Advisory Committee members

ACTION: **MOTION:** Commissioner Willis moved to nominate Commissioner Cameron as the Brooks Community Service District Advisory Committee officer. Commissioner Bethell seconded the motion. A voice vote was unanimous.

**MOTION:** Commissioner Bethell made a motion to approve the minutes of the June 28, 2023, Governing Body meeting. Commissioner Cameron seconded the motion. A voice vote was unanimous.

WASTEWATER SERVICES UPDATE:

Matt stated they lost two operators in a week and half in January and are down to one operator, causing a impact in their day to day. Utilizing internal staff, needing an infield operator as there are not enough operators. Trying to do everything possible to hire more staff but foresees this issue continuing to occur. Matt explained to Commissioner's that it unfortunately is likely to happen and continue to happen that we have a high turnover rate due to the job being very hands-on with septic tanks and not enough room for growth. Matt explained in detail essential job functions of operators and outside contracted work we could possibly arrange. Commissioners requesting BCSD to look into contractors for filling positions. Discharge season is currently what we are dealing with, and it is the hardest time to find more staffing. Discharging first week of February. The highlight of the last 6 months is low call outs. Commissioner Bethell joined. Call outs occurred once every other week.

WATER UPDATE: Matt shared that within the water system they are working on a

lead and copper survey. We are looking at both our side and the customer's side of the meter.

Chris shared a sewer water project update. The presentation was the Brooks-Hopmere Water Feasibility. Due to the timeline for the ARPA funding, the funds must be obligated by the end of 2024 and fully spent by the end of 2026. Recommendations for phase 1 needed now. Needing contractors' point of view for this project, has a lot of moving parts.

Final Feasibilities are currently being investigated further. Going over the Water System Feasibility Criteria and determining the objectives as well as the system elements. The Board of Commissioners have shared that they want to be sure this can be an independent water supply for the future.

It was originally discussed to have a water storage reservoir on both sides of the interstate but after looking at numbers, it was more economical to have a connection across the interstate with one reservoir. They Master Plan is broke up into 3 phases. The first phase will address critical needs within ARPA timelines, phase 2 will establish redundant supply and extend across I-5, and the final phase will be a full buildout and expand services as needed. Chris shared that he is looking at well sources for the long-term supply.

Looking for a primary, long-term supply coming from wells that are owned by the district. Identified 3 sites for new wells. The other option would be to purchase existing water rights. Commissioner Willis shared that the Board of Commissioners gave direction to Public Works, 2 years ago, to get water rights. Commissioner Willis shared that he wants to spend the money now, to develop these water rights. Chris shared that we are preparing the water rights application now and we are going through negotiations on the lineage site. Commissioner Willis confirmed that we are spending money. Brian confirmed that we are in the process of getting as much water rights as we can.

Chris shared that to get us by, but also create some advantages for the district in the long term, we talked about connecting to a neighboring system. Keizer wasn't feasible and they weren't willing. We have identified Salem's system as they are running off surface water, allocations are more than what they need. Connecting to Salem would not act as a water system, but more so a line to fill our tank. In the long run, this would act as a primary until our primary source is finished. Then, this would be the backup supply.

Commissioner Willis commented that potentially there would be an opportunity to purchase water within a two-year time period. Chris shared that he wasn't entirely sure if we could make the offer and expend the funds before the water rights are fully transferred. Commissioner Willis shared if the plan is to build a pipe and use all the ARPA funding before purchasing water rights, they need to know about that now. Brian shared that the funds would be completely used if we were to build the pipe.

Commissioner Willis shared that if we spend all of the funding on the pipe and then someone wants to sell us water rights, how would that be handled; Brian shared that Public Works would have to look for funding sources. Commissioner Willis shared that they need to see the full budgeted cost of obtaining water rights and connecting to City of Salem, as they are both things that are wanted in the long run. Commissioner Willis shared that obtaining water rights must be a part of phase 1. Commissioner Bethell shares that although economic development is important in this process, so is the future development of housing, which is the Governor's priority. If we can get a real budget that applies the whole cost analysis, there is no reason we can't ask legislators, through the governor's support, to shore up the additional funds needed in the 2025 session. Brian shared that Public Works would have construction contracts ready to go and can have additive items that can be added to the contract, prior to the legislative session. Commissioner Willis shared that he would like numbers for the whole project, including water rights; Brian shared that they will be sure they are tackling the whole issue.

Chris discussed the land use process and permitting. The State requirements are a Wastewater Facility Plan, Potable Water Facility Plan Study, update to Marion County Comprehensive Plan, Unincorporated Community Plan and a public comment period. The heavier requirements are on the County side. The County requirements include declaring that a public hazard will exist if water services are not addressed, adopt the state amendments, and a public review process.

Chris shared that they have identified three Water Campus Location Alternatives. These three are centrally located, which allows improved hydraulic performance. Brian shared that two of the properties are owned by Lineage and we have reason to believe that Lineage would be open to friendly condemnation. The ownership rights are entwined with Oregon Potato. Oregon Potato is not a willing seller, but Lineage is the majority owner. Brian shared that he would like to pursue one of those options.

Chris shared, on the wastewater side, any immediate improvements will be a conversion from a pressurized STEP system to a gravity STEG system, which means there are not individual pumps. This reduces ongoing operating costs, cutting down on calls for service. The big change for Brooks would be a wastewater treatment plant, but five million dollars won't get us that. Commissioner Willis asked what the plan was for the five million that has been allocated; Chris shared they would get as many converted as they could. Commissioner Willis shared that if we can do an improvement for five million, that matters, then do it.

FULLY BURDENED COST ALLOCATION:

Dennis shared a document labeled Services to Service Districts, that goes over Fringed vs. Burdened labor rates, Operations Supervisor not billing for time spent, and Central Services not billing for services rendered. Switching from Fringed to Burdened cost for labor is an additional \$34,398 a year. If Matt were to start allocating his time, which is about 25% of his time, there would be an additional \$53,109 a year. In total, Brooks would see an annual increase of about \$87,507 per year, which is about 22% increase to the operations budget. A rough number estimate shows a single family customer having a \$12 per month increase to cover these costs. Brian asked what fund was currently subsidizing the cost; Dennis shared that the Solid Waste Fund was subsidizing that cost. Dennis shared that this also does not include the additional costs for centralized services, as he is still working with Finance on how to determine service costs. Commissioner Cameron asked if they could schedule some time to discuss this. Commissioner Bethell asked when that conversation happens, she would like more information on the impact on the Environmental Services fund and the difference.

COMMENTS:

None.

NEXT MEETING:

Wednesday, June 27, 2024 at 3:30 pm

ADJOURNMENT:

Meeting adjourned at 4:47 pm.

  
Chair, Governing Body  
Brooks Community Service District