

BUDGET COMMITTEE MEETING MINUTES

BROOKS COMMUNITY SERVICE DISTRICT
3:22 PM, THURSDAY, MAY 30, 2024
COMMISSIONERS' BOARD ROOM / ZOOM
MARION COUNTY COURTHOUSE SQUARE

MEETING OPENED: Commissioner Willis opened the budget committee meeting and noted the following attendance:

ATTENDANCE: Commissioner Colm Willis
Commissioner Kevin Cameron
Scott Norris - Legal Counsel
Dennis Mansfield - Public Works
Kay Alejandre – Public Works
Cory Swartwout – Public Works
Earl Horton - ESSD Budget Committee
Kathy Rogers - ESSD Advisory Committee
Terry Beilke – BCSD Advisory Committee

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

BUDGET
PRESENTATION: Dennis Mansfield presented budget. The proposed budget for the Brooks Community Service District is for fiscal year FY24-25. 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 FY24-25 include \$400,545 in sewer fees, \$14,000 in water fees, \$40,000 in other reimbursements for pumping charges at the Pilot truck stop, \$3,500 in delinquent service charges, \$6,000 in interest earnings and net working capital of \$417,706.

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 system for a total of \$241,500. The sewer maintenance budget of \$65,000 is for pumping charges at the Pilot truck stop and additional pumping charges for residential and commercial tanks. Other materials and services expenses totaling \$108,150 are for general operation and administration of the district.

In summary, the general operating budget for FY24-25 is \$881,751.

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Commissioner Cameron asked for clarification if the \$40,000 reimbursement is due to the high volume the Pilot truck stop has; Dennis stated it was.

PUBLIC COMMENT: None

ACTION: **MOTION:** Commissioner Willis made a motion to approve the minutes of the May 24, 2023, Budget Committee and Budget Hearing with the edit that Terry Belke is on the Advisory Committee. Commissioner Cameron seconded the motion. A voice vote was unanimous.

BUDGET APPROVAL: **MOTION:** Commissioner Willis made a motion to approve the FY 2024-25 Brooks Community Service District general operating budget and Brooks Community Service capital fund budget as presented. Commissioner Cameron seconded the motion. No further discussion. A voice vote was unanimous. Motion passes.

NEXT MEETING: The next meeting is scheduled for Thursday, June 27, 2024 at 3:30 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 3:29 pm.



Chair, Budget Committee
Brooks Community Service District