

MINUTES  
GOVERNING BODY MEETING

GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT  
3:30 PM, THURSDAY, JUNE 27, 2024  
COMMISSIONERS BOARD ROOM  
MARION COUNTY COURTHOUSE SQUARE

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

ATTENDANCE: Commissioners: Kevin Cameron, Danielle Bethell and Colm Willis  
Scott Norris - Office of Legal Counsel  
Dennis Mansfield, Chris Einmo, Kay Hafner and Cory Swartwout -  
Public Works  
Terry Beilke, Michelle Duchateau – BCSD Advisory Committee  
members

PUBLIC HEARING: Commissioner Cameron moved to open the public budget hearing.

Dennis Mansfield presented the General Operating Budget for the Brooks Community Service District (BCSD) FY24-25, which was approved by the Budget Committee on May 30, 2024. Fees, Licenses, Permits, Assessments & Other Service Charges are budgeted for \$458,045. Total Resources are \$881,751. Materials & Services totaled \$414,650. Unappropriated Ending Fund Balance and Reserved for Future Expenditure is \$265,101. Total Requirements are \$881,751.

No public testimony offered.

Commissioner Cameron closed the public budget hearing.

ACTION: **MOTION:** Commissioner Bethell moved to approve the January 30, 2024, Regular Meeting minutes. Commissioner Willis seconded the motion.

Discussion: None.

Results: a voice vote was unanimous. Motion passes.

**MOTION:** Commissioner Bethell moved to adopt the FY 24-25 budget and approval of the Resolution making appropriations. Commissioner Willis seconded the motion.

Discussion: None.

Results: a voice vote was unanimous. Motion passes.

**MOTION:** Commissioner Bethell moved to approve the FY24-25 Delinquent Sewer Charge Certification. Commissioner Willis seconded the motion.

Discussion: None.

Results: a voice vote was unanimous. Motion passes.

**MOTION:** Commissioner Bethell moved to approve the FY24-25 Delinquent Water Charge Certification. Commissioner Willis seconded the motion.

Discussion: None

Results: a voice vote was unanimous. Motion passes.

**MOTION:** Commissioner Bethell made a motion to approve the board order appointing Kay Hafner as the Budget Officer. Commissioner Willis seconded the motion.

Discussion: None

Results: A voice vote was unanimous. Motion passes.

#### ARPA - SEWER/WATER PROJECT UPDATE:

Chris presented a project update for the Brooks-Hopmire Water Master Plan and Wastewater Facilities Planning Study. He reviewed the overall project goals, the existing system and the proposed distribution system and phasing. Phase 1 is the American Rescue Plan Act, with Phases 2-4 being the Master Plan for Future Funding.

Questions from the community presentation were regarding rate impact, which is being investigated, and dual connection. Commissioner Bethell requested looking into a secured valve that's accessible (contractual and regulated) to customers once they're set-up and prepared to pay. A third question was from a business on the West side of Phase 2 wondering about the timeline and businesses in that area coming up with the funds themselves to deliver the project; exploring LID (Local Improvement District) option.

Construction of Phase 1 planned to start middle of next summer.

NEXT MEETING: TBD

ADJOURNMENT: Meeting adjourned at 4:07 pm.

A handwritten signature in blue ink, appearing to be 'D. J. B.', written over a horizontal line.

Chair, Governing Body  
Brooks Community Service District