

MINUTES  
GOVERNING BODY MEETING

GOVERNING BODY  
BROOKS COMMUNITY SERVICE DISTRICT  
3:05 PM, WEDNESDAY, JANUARY 29, 2025  
COMMISSIONERS BOARD ROOM  
MARION COUNTY COURTHOUSE SQUARE

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

ATTENDANCE: Commissioners Colm Willis and Danielle Bethell  
Chris Eppley and Toni Whitler – Board's Office  
Steve Elzinga and Scott Norris - Office of Legal Counsel  
Dennis Mansfield, Brian Nicholas, Brian May, Stephanie Pulvers,  
Cory Swartwout, Chris Einmo, and Shane Ottosen - Public Works  
Nick Hunter – Sheriff's Office  
Michelle Duchateau – BCSD Advisory Committee members

ABSENT: Commissioner Kevin Cameron

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

**MOTION:** Commissioner Willis made a motion to approve the minutes of the June 27, 2024, Governing Body meeting. Commissioner Bethell seconded the motion. A voice vote was unanimous.

**MOTION:** Commissioner Willis made a motion to reappoint Terry Belke to the Brooks Community Service District Advisory Committee. Commissioner Bethell seconded the motion. A voice vote was unanimous.

**MOTION:** Commissioner Willis made a motion to reappoint Michelle Duchateau to the Brooks Community Service District Advisory Committee. Commissioner Bethell seconded the motion. A voice vote was unanimous.

SEWER SERVICES  
UPDATE:

Stephanie reported that the team has completed maintenance on over 50 tanks since August and is focused on preventative maintenance. A recent DEQ inspection at the wastewater treatment plant—the first in approximately a decade—went well, with only one minor correction noted. However, a discharge violation due to elevated Total Suspended Solids (TSS), attributed to algae growth, has temporarily halted river discharge. Remediation is in progress. Stephanie also noted that a GIS mapping project and improvements to customer communications, including a new customer packet, are key goals for 2025.

Page 2

**WATER UPDATE:** Chris Einmo reported on water services. Testing of the Chemeketa well revealed PFAS (perfluoroalkyl substances) levels above future regulatory limits. These synthetic “forever chemicals,” while currently unregulated, will have enforceable maximum contaminant levels (MCLs) starting in 2029. The detected level of 7.66 parts per trillion exceeds the future limit of 4 parts per trillion. The cost of treatment is expected to be prohibitively expensive, prompting the recommendation to seek alternative water sources by 2029. The team also discussed broader impacts to private wells and national trends, as PFAS is becoming a widespread concern across public water systems. Funding strategies and interconnect options are being explored.

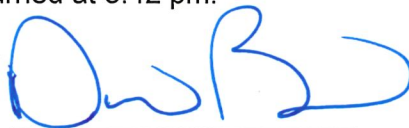
**FULLY BURDENED COST ALLOCATION:** Dennis presented a cost allocation proposal to transition wastewater staffing charges from a “fringed” to a “fully burdened” rate. He also noted that the supervisor’s time (currently tracked but not billed) would be included under this structure. The combined effect would add approximately \$55,000 in annual costs to the district. This translates to a 10% rate increase for Brooks ratepayers—from \$65.11 to \$71.62 per month per EDU. Commissioner Bethell indicated support for allocating direct staff costs but questioned inclusion of supervisor time, citing that the position would exist regardless of the service district. Staff were asked to provide additional information on rate increase policy, historical CPI adjustments, and rate structure to inform a future discussion.

**REINSPECTION FEES:** Staff proposed increasing the reinspection fee from \$50 to \$200 to reflect the true cost of labor and travel time. Stephanie explained that recent development activity has led to multiple reinspection trips due to installation errors, often requiring multiple site visits. Commissioners expressed concern that a blanket fee increase may unfairly burden homeowners due to specific developer issues. Alternatives such as an escalating fee structure were discussed. Staff will return with additional cost breakdowns and a revised proposal.

**COMMENTS:** None.

**NEXT MEETING:** Tuesday, June 24, 2025 at 3:00 pm

**ADJOURNMENT:** Meeting adjourned at 3:42 pm.



Chair, Governing Body  
Brooks Community Service District