

Terrebonne Sanitary District
Thursday, December 21, 2023, at 3:30 p.m.
Smith Rock Community Church, 8344 11th Street, Terrebonne
Board Meeting Minutes

1. Call to Order
2. In attendance: Board Members: Tim Brown, Guy Vernon, Mariah Patel, and Kirsten Yurdin.
Consultants: Nancy Blankenship, Linda Swearingen and Ryan Rudnick Project Engineer
Public: Jason Coker, Oregon Association of Water Utilities and Jim Wilhelm, Terrebonne Water District/Citizen.
3. Pledge of Allegiance
4. Consent Agenda
 - November 16, 2023 Meeting Minutes (Exhibit A) Motion to approve the minutes by Tim, seconded by Mariah and approved unanimously.
5. Discussion and Action Items
 - a. Nancy discussed the district's insurance policy and the upcoming meeting with our agent in January.
Resolution #2023-001, Registered Office & Agent (Exhibit B)
Motion to approve Resolution #2023-001 by Tim, seconded by Guy and approved unanimously.
 - b. District Website. Choice of domain name will be terrebonnesd.org.
 - i. Work on mission statement (Linda) for the website.
 - ii. Ryan will submit some FAQ information to Mariah.
 - iii. Pictures will be added to the website.
 - iv. We will go live during January 2024.
 - c. Draft Annexation Policy (Exhibit C) Linda stated that the Board needs to be prepared to discuss the legal document and proposed form at the next meeting further.
6. Financial Report and Funding Discussion
 - i. Outreach for OSFAP program. Kristin discussed the program and where we are at this time.
 - ii. Sample Financial Policy (Exhibit D) Nancy discussed the sample financial policy that has been sent to the Board. She discussed having two signatories on checks and approving all expenses and checks at each meeting.
City of Redmond Treatment IGA (Exhibit E). Tim and Ryan gave the Board an update about the City of Redmond Treatment IGA. Tim stated that the Board needed

to approve in concept the agreement. He stated that it will change when more information about costs are determined by the City of Redmond. It was moved by Tim, seconded by Kirsten to have Tim Brown sign the IGA when it is available if it hasn't materially changed since the Board reviewed the document.

- b. Board Training: Video: [Governance 101 - Part 1: What is a Special District?](https://www.sdao.com/governance-101)
<https://www.sdao.com/governance-101>

7. Public Comments

8. Other Items

These can be any items not included on the agenda that the Board members wish to discuss as part of the meeting, pursuant to ORS 192.640.

9. Meeting Adjourned at 4:48 pm.