

Board Meeting Minutes
Thursday, October 17, 2024, at 3:30 p.m.
Special Time 11:00 AM – Held Virtually

1. Board Members Present: Tim Brown, Guy Vernon, Kristin Yurdin and Daniel Singleton.
2. Others Present: Ryan Rudnick, Nancy Blankenship, Linda Swearingen, and Jim Wilhelm, Dan Bruce and Eric Fisher (joined later in the meeting) Terrebonne Water District
3. Public Comments: Jim read his questions/concerns regarding annexations, proposed sewer line design and extensions, and costs. He thanked the board for allowing him more time.
4. Consent Agenda
September 19, 2024 Meeting Minutes - Tim moved and Guy seconded the motion to approve the Consent Agenda. Motion passed unanimously.
5. Discussion and Action Items
 - a. Res#2024-005, Public Records Request (Exhibit B)
Nancy stated the public records request policy is the same as presented at the last meeting. Tim moved and Kristen seconded the motion to approve Resolution #2024-005. Motion passed unanimously.
 - b. Res# 2024-006 Public Contracting Policy (Exhibit C)
Nancy provided an overview of the resolution's exhibits. Tim moved and Guy seconded the motion to approve Resolution #2024-006. Motion passed unanimously.
 - c. *Draft Ord#2024-001 Sewer Use Ordinance (Exhibit D)*
Ryan presented the Sewer Use Ordinance #2024-001. He asked the Board to review the policy and send comments to him for board consideration at the next meeting.
 - d. DEQ Clean Water State Revolving Fund
 - i. Establish reserve bank account to accept loan: *Motion to establish a reserve bank account at WaFd Bank (Washington Federal Bank) that*

meets the criteria for Banking Services in the Terrebonne Sanitary District Handbook.

Guy moved and Tim seconded to establish a reserve bank account at WaFd Bank (Washington Federal Bank) that meets the criteria for Banking Services in the Terrebonne Sanitary District Handbook. Motion passed unanimously.

- ii. **Draft Res #2024-00X - A Resolution Authorizing and Approving a Clean Water State Revolving Fund Loan Agreement to Finance the Terrebonne Waste Water Collection System (\$5,245,480) (Exhibit E)**

- iii. **Draft Res #2024-00X - A Resolution Authorizing and Approving a Clean Water State Revolving Fund Loan Agreement to Finance the Terrebonne Annexation, District Management Plan (\$100,000) (Exhibit F)**

For both draft Clean Water State Revolving Fund Loan Agreement resolutions, the Board directed the resolutions to reflect the Board Treasurer as the position to establish the loan reserve accounts and to execute the final agreements. Kristin mentioned that the \$100,000 loan is a 100% forgivable.

e. Other Funding Updates

Kristin mentioned she was contacted by Julia, COIC. They have community development project grant funding programs available for grant writing and other administrative functions.

f. DEQ Waiver Background and Discussion - Sewer Design Changes to Address Terrebonne Water District (Exhibit G)

Tim reported that during the meeting yesterday with the Terrebonne Water District, the TSD agreed to accommodate the request, as outlined, to move the proposed sewer line 100 feet away from Terrebonne Water Districts well and adjust the sewer design accordingly.

g. District's Mission and Values Discussion

To be addressed at the next meeting. Board to submit bullet points to Ryan to consolidate ideas.

h. Future Administrative Services – Next Steps

Ryan and Chris Doty, Deschutes County, reported that a request for additional AARP funds have been submitted to Deschutes County Board of Commissioners.

i. Budgeting for Future Municipal Audits (Nancy)

Nancy reported she had requested information from about 15 auditors, only one responded they'd be interested in submitting a request for proposal. Estimates for audits were from \$20,000-25,000 plus \$5,000 if federal funds included.

6. Fall 2024 Newsletter (Exhibit H)

After reviewing, Board made a few minor edits to the 2024 Fall Newsletter.

7. Training: Boardsmanship 301 - <https://www.sdao.com/boardmanship-301>

8. The Board accepted the resignation of Board member Daniel Singleton.

9. Other Items / Comments from Citizens

Eric Fisher, Terrebonne Water District President, asked to connect with Tim about moving forward after yesterday's meeting regarding the design of the sewer line; and, from the TWD Board perspective for a motion by the TSD to confirm the sewer line would not be designed and placed within 100 feet of the well.

Kristen moved and Tim seconded to confirm the Terrebonne Sanitary District's intent that the sewer line design would be beyond 100 feet of the Terrebonne Water District's wells. Motion failed. Yes = Kristin & Tim; No = Guy; and Daniel had left the meeting.

Guy opined that he voted no because it was not the appropriate time to vote on this issue.

10. The meeting adjourned at 12:54 p.m.

Respectfully Submitted
Nancy Blankenship