



PO Box 2171, Terrebonne Oregon 97760  
[terrebonnesanitary@gmail.com](mailto:terrebonnesanitary@gmail.com)  
<https://tsdor.specialdistrict.org/>  
(425) 224-2458

**Board Meeting Minutes**  
**Thursday, September 19, 2024, at 3:30 p.m.**  
**Smith Rock Community Church, 8344 11th Street, Terrebonne**

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.
3. Public Comments: Jim had a comment for the Board.
4. Consent Agenda
  - August 15, 2024 Meeting Minutes. Tim moved and Kristin seconded the motion. Motion was approved unanimously.
5. Discussion and Action Items
  - a. Annexation Policy Updates.

Nancy gave the Board an update on the annexation policy. Tim moved and Kristen seconded the motion to accept the annexation policy. Motion carried unanimously.
  - b. Res# 2024-004, Registered Agent and Registered Address.

Tim moved and Daniel seconded the motion for Daniel Singleton to be the registered agent and his home address would be the registered address at 8069 7<sup>th</sup> Street, Terrebonne, Oregon 97760. Motion carried unanimously.
  - c. Res#2024-005, Public Records Request.

Nancy presented the Public Records resolution and the Board stated they would take action next month.
  - d. Draft Res# 2024-006 Public Contracting Policy.

Nancy presented the Public Contracting Policy and the Board stated that they would review the policy next month.
  - e. Update on Future District Construction and Administrative Services  
Tim, Kristin and Linda attended a joint zoom meeting with City of Redmond staff to talk about opportunities for the district to hire the City of Redmond to handle some of TSD's administrative services and other misc. activities. The City of Redmond said they didn't have the capacity to do anything new at this time for the district. However, they may be able to help the district later.
  - f. Financial Report and Funding Discussion
    - i. DEQ Clean Water State Revolving Fund
      1. Approve submission of Application:

Tim moved and Daniel seconded the motion to submit the DEQ Clean Water State Revolving Application for a \$100,000 TSD planning funds (this is a forgivable loan). Motion carried unanimously.

2. Motion to establish a reserve bank account, meeting the criteria for Banking Services in the SDAO Administrative Handbook, for the Terrebonne Sanitary District.

The Board talked about establishing a bank account with a local bank to accept loan funds for the DEQ Clean Water State Revolving Fund. Guy will research out a few local banks and will bring back a recommendation to the Board next month.

3. Sample Sewer Use Ordinance (Exhibit F).

The Board discussed the sewer use ordinance. The Board stated that they will discuss the sewer use and rate ordinances next month.

4. Sample Sewer Rate Ordinance (Exhibit G).

The Board discussed the sewer rate ordinance. The ordinance is not ready to be approved at this time.

g. Audits

- i. FY 2023-2024 In-Lieu of Audit Filing with Secretary of State.

Nancy stated she had filed the In-Lieu of Audit Filing with the Secretary of State.

- ii. Future Audits.

Kristin talked to the Board about future audits and audit costs with the Board. Nancy was asked to acquire additional quotes.

- h. October and November, 2024 TSD Board Meetings time change.

It was moved by Tim and seconded by Kristin to hold the TSD Board meetings on October 17th and November 21<sup>st</sup> virtually at 11:00 am. The motion carried unanimously.

6. The meeting adjourned at 4:33 p.m.

Respectfully Submitted

Linda Swearingin