



**Tumalo Basin Sewer District**

64682 Cook Ave, Box 19, Bend OR 97703

[Info@tumulobasinsd.org](mailto:Info@tumulobasinsd.org)

TumaloBasinSD.org

541-239-338

Dear Interested Community Member:

We are excited that you are interested in serving on the Tumalo Basin Sewer District Board of Directors. We hope that this information packet answers all your questions concerning the open position.

Within this packet you will find information about special districts, Sanitary districts specifically, what it means to be a board member, and how to serve on our board.

**Next Steps**

- Review this packet
- Download a copy of the Special District Board Duties manual here:  
[\*SDAO Special Districts Board Member Handbook\*](#)
- View additional District information on the District website:  
<https://tumulobasinsd.org/>

Thank you for your interest in serving on our board! If you have any questions, please don't hesitate to contact Robert Fish, Board President: [Rob@TumaloBasinSD.org](mailto:Rob@TumaloBasinSD.org).



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### Board Member Application

**Term:** Current, through June 30, 2027

**Application Deadline:** November 30, 2025

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a resident or property owner within our district? \_\_\_\_ Are you a registered voter? \_\_\_\_

Why do you want to serve on the Tumalo Basin Sewer District Board?

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Describe past experiences or positions held that would assist you as a board member.

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Outline the strengths, abilities, and talents that you would bring to the board.

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In your opinion, what is the most important role of a board member?

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**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? \_\_\_\_\_

Please submit your application to: [Rob@TumaloBasinSD.org](mailto:Rob@TumaloBasinSD.org)



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**Why Would I Want to Be a Board Member?**

- Your community needs you! We cannot operate without elected board members who are willing to volunteer their time and talents
- Tired of feeling like you don't make a difference in this politically charged environment? Serving as a special district board member is a way you can truly make a difference directly for your community
- Joining a board helps you learn from the people around you, but also gives you the opportunity to share your knowledge and experiences with those same people
- Gain experience in government and leadership that can translate into other potential career or political opportunities



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## **How Do I Become a Board Member?**

Board members can be either elected or appointed.

Tumalo Basin Sewer District currently has one open position to be filled by appointment. Attached is a board member application. Please have the application completed and returned to the District by the November 30, 2025 deadline.

The board will review applications during the December 9, 2025 regular meeting. The selected applicant will be announced at the January 13, 2026 meeting. On that date, the appointed member will be sworn into office.



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### **Tumalo Basin Sewer District Board Member Duties**

A board member of Tumalo Basin Sewer District serves on a Five-member Board of Directors responsible for conducting the affairs of the district in compliance with Oregon Revised Statutes. The Board of Directors has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

The board ensures that the district achieves its mission in an ethical, transparent, accountable, and prudent manner. Each board member is accountable for the functions described below, all of which are accomplished at board meetings and committee assignments through review of information, strategic planning, conversation, and decision making.

Together, the board makes decisions and sets policy for the district. Individually, you do not have any power but acting with your fellow board members you have an opportunity to have a positive impact on your community. The board's major responsibility is setting policy.

Board members also do the following:

- Attend the board meeting held on the second Tuesday of each month (sometimes special meetings can be held to address specific issues)
- Review and adopt the annual budget
- Approve financial reports
- Set goals and evaluate progress towards those goals
- Hire and evaluate the executive director
- Help set standards, controls and policies that support sound risk management practices are in place; e.g. safety and security, insurance, data controls, and personnel management practices
- Delegate authority
- Connect with the community



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## **District Information Summary**

### **About Us**

Tumalo Basin Sewer District (TBSD) was officially formed in August of 2024. The first elected Board of Directors took office Jan. 1, 2025.

The area expected to be reasonably served is north of Hwy 20, South of Tumalo Road, and west of the Deschutes River.

The District is actively seeking funding for preliminary engineering and a fiscal sustainability plan.

Find us online at [TumaloBasinSD.org](http://TumaloBasinSD.org)

### **Board of Directors and Current Officers**

Robert Fish, President

Sophie Paez, Treasurer

Dale Peer, Member

Jeannie Fraley, Member

### **Board Commitment**

A strong, engaged, dedicated board of directors is one of the cornerstones to the successful public service of a special district. It is important to have each seat on the board filled by someone dedicated to seeing the district succeed in serving in the public's best interest.

When a board member vacates a seat, there is an opportunity to bring in someone to fill that seat with a fresh perspective and unique experiences of their own, which will help contribute to the board's guidance of the district.

### **Upcoming Board Meeting Schedule**

November 11, 2025	4:30 pm	June 9, 2026	4:30 pm
December 9, 2025	4:30 pm	July 14, 2026	4:30 pm
January 13, 2026	4:30 pm	August 11, 2026	4:30 pm
February 10, 2026	4:30 pm	September 8, 2026	4:30 pm
March 10, 2026	4:30 pm	October 13, 2026	4:30 pm
April 14, 2026	4:30 pm	November 10, 2026	4:30 pm
May 12, 2026	4:30 pm	December 8, 2026	4:30 pm

Meetings are held every 2<sup>nd</sup> Tuesday of the month at 64670 Strickler Ave., Ste. 100 (Tumalo) Bend, Oregon.