



Tumalo Basin Sewer District
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Tumalo Basin Sewer District Board Meeting Minutes

Tuesday, January 14, 2025, at 4:30 p.m.
64670 Strickler Ave, Ste 1, (Tumalo) Bend OR

1. President Rob Fish called the meeting to order at 04:37 pm.
2. Board members in attendance: Rob Fish, Martha Gross, Jeanie Fraley, Sophie Paez, Dale Peer

Others in attendance: Nancy Blankenship, Jim Wilhelm, Tom Wright
3. Roll Call and Welcome
4. Public Comments:

Jim Wilhelm applauded the efforts of the new Board members.

Tom Wright asked for, and was given, more info related to expected timeline.
5. Discussion and Action Items
 - a. First Meeting Requirements, ORS 450.065
 - i. Election of Board President:

Martha Gross moved that Rob Fish be elected Board President, seconded by Dale Peer. Motion passed unanimously.
 - ii. Election of Secretary:

Rob Fish moved that Martha Gross be elected Board Secretary, seconded by Dale Peer. Motion passed unanimously.
 - iii. Election of Treasurer:

Jeannie Fraley moved that Sophie Paez be elected Board Treasurer, seconded by Dale Peer. Motion passed unanimously.
 - iv. Secretary compensation:

Martha Gross moved that there will be no Secretary compensation at this time, seconded by Rob Fish. Motion passed unanimously.
 - v. Secretary to perform duties of ORS 450.005 to 450.245.

Board previously reviewed statutes.
 - vi. Submission of Environmental Quality Commission Report (Exhibit A)

Nancy Blankenship reviewed the cover letter. It was the consensus of the Board that the Secretary submit the Environmental Quality Commission Report as soon as possible.

- b. Consider conducting Pledge of Allegiance at each meeting
Rob Fish moved to conduct the Pledge of Allegiance at the start of each meeting, seconded by Jeannie Fraley. Motion passed unanimously.
- c. FY 2024-2025 Budget (Exhibit B)
Rob Fish read aloud the FY 2024-25 Budget. Rob Fish moved to approve the FY 2024-25 Budget, seconded by Jeannie Fraley. Motion passed unanimously.
- d. Consider Membership in Special District Association of Oregon
Martha Gross moved to become Members in Special District Association of Oregon, seconded by Sophie Paez. Motion passed unanimously.
- e. Consider Insurance Agent of Record
Martha Gross moved to secure insurance with AIC Insurance, Barry Maroni, agent, seconded by Dale Peer. Motion passed unanimously.
- f. Board Duties Policy (Exhibit C)
Martha Gross moved to approve the Board Duties Policy, as written, seconded by Sophie Paez. Motion passed unanimously.
- g. Annexation Policy & Annexation Application (Exhibit D)
Rob Fish moved to approve the Annexation Policy and Annexation Application, as written, seconded by Jeannie Fraley. Motion passed unanimously.
- h. Financial Management Policy (Exhibit E)
Dale Peer moved to approve the Financial Management Policy, as written, seconded by Sophie Paez. Motion passed unanimously.
- i. Resolution #2025-001, Public Contracting Policy (Exhibit F)
Rob read aloud a summary of the Public Contracting Policy. Dale Peer moved to approve Resolution #2025-001, Public Contracting Policy, as written, seconded by Martha Gross. The motion passed unanimously.
- j. Resolution #2025-002, Public Records Request Policy (Exhibit G)
Page 1 was read aloud by Rob. Dale Peer moved to approve Resolution #2025-002, Public Records Request Policy, as written, seconded by Martha Gross. The motion passed unanimously.
- k. Resolution #2025-003, SOS Registered Office and Registered Agent (Exhibit H)

Resolution #2025-003, Registered Office and Registered Agent, will be revised with the correct physical address of the District for the next meeting.

I. Ordinance #2025-001 Sewer Use Policy

The proposed ordinance will be considered for first reading at the February meeting.

m. Resolution #2025-004, Bank Account Resolution (Exhibit I)

Resolution was read aloud by Rob Fish. It was moved by Sophie, 2nd by Dale, to adopt Resolution #2025-004, Bank Account Resolution, as written, and authorize Rob to open a checking account with First Interstate Bank. Motion passed unanimously.

Client info for all Board members was collected by Rob; Rob to present to the bank.

n. Financial Report and Funding Discussion

Rob updated the Board on two grant applications placed with the Oregon Clean Water State Revolving Fund, and Business Oregon. Updates will be forthcoming monthly.

o. Authorize Rob Fish to initiate real property discussions on behalf of the TBSD Board

The verbiage authorizing Rob Fish to initiate procurement discussions on behalf of Tumalo Basin Sewer District, will be revised to include vehicles and equipment.

p. Authorizing Martha Gross to secure a cell phone for the District

Dale Peer moved to authorize Martha Gross to secure a cell phone for the District, seconded by Jeannie Fraley. The motion passed unanimously.

6. Board Training

Copies of Certificates of training, including SDAO Training credits earned, will be supplied to the Secretary for tracking compliance.

7. The meeting was adjourned at 6:08 pm.

Respectfully Submitted,

Martha Gross

Tumalo Basin Sewer District Secretary