



Tumalo Basin Sewer District
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Tumalo Basin Sewer District Board Meeting Minutes

Tuesday, March 11, 2025, at 4:30 p.m.
64670 Strickler Ave, Ste 1, (Tumalo) Bend OR

1. President Rob Fish called the meeting to order at 4:30 pm.
2. Board members in attendance: Rob Fish, Martha Gross, Jeanie Fraley, Sophie Paez, Dale Peer. Jimm Wilhelm was also in attendance by Zoom.
3. Public Comments: Jimm Wilhem - asked whether we are anticipating mandatory hookup (no), and how many customers (100, including about 15 businesses). Martha offered that district boundaries like ours can be established in two ways. One, create a boundary and everyone inside will be taxed. We chose the second option of being user based (those who want to be annexed can if reasonably serviceable.)
4. Consent Agenda
 - a. February 11, 2025 Minutes Draft
 - b. Sophie Paez asked if "future agenda items" can be added to the agendas. Rob Fish moved to add this to future agendas, Dale Peer seconded and the motion passed unanimously. Rob Fish moved and Martha Gross seconded the motion to approve the consent agenda as presented. Motion passed unanimously.
5. Discussion and Action Items
 - a. Ordinance #2025-001, Second Reading - An Ordinance Concerning the Tumalo Basin Sewer District Sewer System; Adopting Certain Rules, Regulations, Rates, and Charges Concerning the Sewer System. (Exhibit A).
Short Title was read aloud by Rob Fish and entire document posted to the District website. Motion to Approve by Dale Peer, second by Martha Gross; Motion passed unanimously.
 - b. Resolution 2025-005, authorizing receipt of PILT Grant funding. (Exhibit B) Sophie Paez moved to approve, Dale Peer seconded. motion passed unanimously. Discussion: Sophie asked where the resolution came from - Martha wrote it based on examples
 - c. Review SDIS Insurance Applications for completion, approval, and submission to Barry Maroni of AIC.
Matter tabled until April meeting.

- d. Consider securing and using the mailing list of addresses within the District, available from the Deschutes County Elections office. Rob suggested we expand our constituent list to include neighbors in addition to our district voters, up to \$100. Sophie Paez moved to purchase a mailing list; Dale Peer seconded.
- e. It was moved by Dale Peer to become members of Special District Associations of Oregon, seconded by Martha Gross; the vote FOR was unanimous
- f. Financial Report and Funding Discussion
 - i. \$25,000 from Deschutes County PILT grant is in our account. We have our first bank statement.
 - ii. Rob is in touch with administrator with CWSRF. Likely late 3rd quarter, or 4th quarter for award information, likely 2026 when potential funds would be awarded. This grant is needed for future preliminary engineering reports, which are needed for decision making about the district's system plan. Martha requested that we request a list of how the \$75k for our district formation phase was spent by Parametrix (firm hired by county to help formation of TBSD). Jeanie moved that Martha contact Ryan at Parametrix regarding how \$75k was spent. Discussion. Motion carried unanimously
- g. Discuss an IGA between TBSD and Laidlaw Water District for the use of storage space on Laidlaw property. It is established that Rob Fish and Dale Peer also serve on the Laidlaw Water board. Dale moved to create an IGA; Jeannie seconded; the motion passed unanimously.

6. Board Training:

- a. Review the process for accepting, spending, and accounting for grants and loans
- b. According to IGA from county, no specific grant reporting is required (unlike future grants). Resolutions required for accepting and spending money.

7. Other Items

- a. Resignation from the Board tendered at this meeting by Board Secretary Martha Gross, effective midnight, April 30, 2025; for acknowledgment and acceptance. Jeanie moves to accept Martha's resignation. Dale seconded with reservations. Discussion. Due to the nature of the work, paid administration assistance with secretarial duties should be considered. The workload is large, and with time sensitive requirements this puts a lot on volunteer board members. Rob requested closure of discussion; motion passed unanimously.
- b. Work sessions scheduled at the end of regular meetings, beginning 3/11/2025. Sophie Paez moved to add work sessions; Dale Peer seconded. Motion passed unanimously.

- c. Creating a mailer for distribution to above-mentioned list from Elections office, initially for generating interest and recruiting Budget Committee members. Sophie Paez moved that the board do so; Jeanie Fraley seconded. Motion passed unanimously.
 - d. Email handling: shared accounts, responses to public, to vendors, etc. Discussion ensued about access to generic district mail accounts. It left off at Martha Gross continuing to monitor the generic mail accounts.
 - e. Continued discussion on secure cloud storage of data. Sophie moves to purchase MS365 to obtain much needed cloud storage ASAP. Seconded by Martha Gross, motion passed unanimously.
 - f. Turn over any receipts to Basic Books for reimbursement.
8. In closing: Rob Fish has engaged with 4 property owners about site (Treatment & disbursement) procurement.

Respectfully Submitted,

Martha Gross

Tumalo Basin Sewer District Board Secretary.