



**Tumalo Basin Sewer District**  
64682 Cook Ave, Box 19, Bend OR 97703  
[TumaloBasinSD@gmail.com](mailto:TumaloBasinSD@gmail.com)  
[TumaloBasinSD.org](http://TumaloBasinSD.org)  
541-239-3389

## **Tumalo Basin Sewer District Board Meeting Minutes**

**Tuesday, November 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 04:31 pm.  
Board members in attendance: Rob Fish, Jeanie Fraley, Sophie Paez, Dale Peer  
Others in attendance: Alec Fransen (Century West), Ryan Rudnick (Parametrix), Jim Wilhelm
  2. Pledge of Allegiance
  3. Request for additional agenda items:
    - a. Business Oregon funding progress
    - b. Engineering firm grant management proposals
  4. Consent Agenda:
    - a. Approval of October 14, 2025 Meeting Minutes (Exhibit A)
    - b. Review Payables (none)
    - c. Treasurer Report (none)
    - d. Secretary Report (none)Dale Peer moved to approve the consent agenda; Jeanie Fraley seconded. Motion passed:  
Rob Fish: Yes, Jeanie Fraley: Yes, Sophie Paez: Yes, Dale Peer: Yes.
- 1) Discussion and Action Items:
- a) Old Business:
    - i) Sophie noted that the correct district map needed for annexation applications must be formally adopted by the County Commission. The currently recorded map is missing properties on Elm Lane (post meeting, three additional properties were noted to be missing from DIAL as well despite being included in the legal descriptions sent to the county by Parametrix during formation).
    - ii) Outreach for potential annexations will be directed to properties within the Tumalo Unincorporated Community Boundary.
    - iii) Given Martha's limited upcoming availability, Sophie will begin drafting the Standard Operating Procedure for communications and outreach and will add the annexation application and map to the district website.



**Tumalo Basin Sewer District**  
64682 Cook Ave, Box 19, Bend OR 97703  
[TumaloBasinSD@gmail.com](mailto:TumaloBasinSD@gmail.com)  
[TumaloBasinSD.org](http://TumaloBasinSD.org)  
541-239-3389

- 2) Resolution 2025-007 – Board Member Recruitment (Exhibit B): Review, discuss, and adopt Resolution 2025-007 authorizing the Board to initiate a search for qualified board member candidates. Motion: Dale moved; Jeannie seconded.  
Motion passed: Rob Fish: Yes, Jeanie Fraley: Yes, Sophie Paez: Yes, Dale Peer: Yes.
- 3) Board Member Recruitment Policy (Exhibit C): Review, discuss, and adopt the Board Member Recruitment Policy. Motion: Dale moved; Jeannie seconded.  
Motion passed: Rob Fish: Yes, Jeanie Fraley: Yes, Sophie Paez: Yes, Dale Peer: Yes.
- 4) Identify candidate skills and characteristics which would benefit the Board and the community we serve. Discussed these items as outlined in Policy (Exhibit C).
- 5) Review, discuss, adopt board member recruitment packet. (Exhibit D). Motion: Dale moved; Jeannie seconded. Motion passed: Rob Fish: Yes, Jeanie Fraley: Yes, Sophie Paez: Yes, Dale Peer: Yes.
- 6) Designation of Board Member(s) to Post the Vacancy: The Board designated member(s) to post the Board Vacancy notice as soon as possible, distributing it to the media and other locations as identified in the Board Recruitment Policy.
5. Other Items
  - A: Business Oregon Funding progress: November 5 letter congratulates the district on the award of the \$50k grant.
  - B: Engineering firm grant management proposals – District needs professional assistance managing incoming grants and identifying/applying for future funding opportunities.  
Parametrix and Century West submitted proposals to assist us. After discussion, Dale moved to accept the proposal from Parametrix, and Jeannie seconded. Motion passed: Rob Fish: Yes, Jeanie Fraley: Yes, Sophie Paez: Yes, Dale Peer: Yes.
6. Public Comments
7. Future Agenda Items: Approve RFP for development of a preliminary engineering report for the district.
8. Meeting adjourned at 7:04pm

Respectfully Submitted,

Sophie Paez

Treasurer