



Tumalo Basin Sewer District
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Tumalo Basin Sewer District Board Meeting Minutes
Tuesday, August 12, 2025, at 4:30 p.m.
64670 Strickler Ave, Ste 1, (Tumalo) Bend OR

1. President Rob Fish called the meeting to order at 4:36 pm. A quorum of the full board was present. Public in attendance virtually: Meagan Pena, Bobby Voeks, Ryan Rudnick. In attendance by phone for second part of Item B discussion: Belinda Kachlein.
2. Pledge of Allegiance
3. Request for Additional Agenda Items; None.
4. Consent Agenda a. June 30, 2025 Meeting Minutes b. July 29, 2025 Work Session Minutes c. Review Payables

Motion: Jeannie Fraley moved to approve the consent agenda as presented. Dale Peer seconded. Motion passed unanimously: Rob Fish – Yes, Jeannie Fraley – Yes, Dale Peer – Yes, Sophie Paez – Yes.

5. Treasurer Report (pulled from consent agenda) Sophie Paez explained purchase of two MS Business Pro licenses so Rob Fish and Sophie Paez could use Sharepoint.
6. Discussion and Action Items a. Propose amendment to budget that includes line items for receipt and expenses of committed grant funding. Motion: Sophie Paez moved and Dale Peer seconded the motion to propose budget amendment. Discussion: One funding source currently pending requires this for grant awards. This item will be discussed further toward the end of this meeting.

b. Discuss creation of an RFP for "development of a preliminary engineering report" from engineering firms; No action taken.

c. Review submissions for Secretary position; Two applicants reviewed. Motion: Dale Peer moved to accept proposal from "Applicant A". Jeannie Fraley seconded. Motion passed unanimously: Rob Fish – Yes, Jeannie Fraley – Yes, Dale Peer – Yes, Sophie Paez – Yes.

d. Discuss timeline for hiring and interim plan for secretarial duties; Discussion only, no action taken.

7. Other Items; No new items discussed.
8. Public Comments: Ryan Rudnick suggested using the RFP Deschutes County presented for initial Tumalo sewer feasibility study, but ensure that ours meets the requirements of potential funders, i.e. a preliminary engineering report.
9. Continuation of Item 6a: Budget Amendment Discussion

The Oregon Clean Water State Revolving Fund (\$100k grant pending) as well as Business Oregon (for the Water/Wastewater Technical Assistance Grant) (\$50k grant pending) require an approved budget that includes their pending awards along with anticipated expenses. Expense

discussion (Rob Fish will consult with potential funders prior to budget amendment presentation):

Clean Water State Revolving Fund: Income: \$100,000 Expenses: • Engineering \$75,000 • Legal \$10,000 • Public outreach \$5,000 • Grant management \$5,000 • Contingency \$5,000

Water/Wastewater Technical Assistance (Business Oregon): Income: \$50,000 Expenses: • Engineering \$35,000 • Legal \$5,000 • Public outreach \$5,000 • Grant management \$2,500 • Contingency \$2,500

10. Future Agenda Items a. Position 5 director replacement b. Plans for raising public awareness of our district
11. The meeting was adjourned at 6:21 pm.
12. Next regular meeting: September 9 at 4:30 pm.

Respectfully Submitted,
Sophie Paez, Treasurer