



Tumalo Basin Sewer District
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Tumalo Basin Sewer District Board Meeting Minutes

Tuesday, February 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. Ned Dempsey was also in attendance.
3. Public Comments: There were no public comments.
4. Consent Agenda
 - a. January 14, 2025 Minutes (Exhibit A)

Jeannie Fraley 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, First Reading - An Ordinance Concerning the Tumalo Basin Sewer District Sewer System; Adopting Certain Rules, Regulations, Rates, and Charges Concerning the Sewer System. (Exhibit B)

Short Title was read aloud by Rob Fish and posted to the District website
 - b. Membership in OAWU (Exhibit C)

It was moved by Dale Peer to become members, seconded by Martha Gross to become members; the vote FOR was unanimous
 - c. Resolution 2025-003 SOS Registered Office and Registered Agent (Exhibit D), previous agenda item that needed clerical edits. It was moved by Martha Gross to accept edits and submit registration, seconded by Sophie Paez. The motion passed unanimously.
 - d. Financial Report and funding discussions
 - i. IGA with Deschutes County has been completed; \$25k grant via ACH has today been deposited to the District bank account.
 - ii. There is no word yet on applications submitted to both Business Oregon and the Clean Water State Revolving Fund.
 - iii. Rob has a meeting with Business Oregon scheduled for March 4, 2025.

- e. Authorize reimbursement to board members for budgeted items: Dale Peer moved and Jeannie Fraley seconded the motion to approve reimbursement to Board members. The motion passed unanimously. Receipts were gathered for forwarding to Basic Books.
 - f. Treasurer's report: Currently there is nothing to report.
 - g. Secretary Report:
 - i. Martha Gross met with Basic Books on 2/10 to review contract language/separation of duties/etc. Martha recommends the contract be approved and signed, and checks be ordered immediately. Dale Peer Moved and Jeannie Fraley seconded the motion to approve and sign the contract with Basic Books. The motion passed unanimously.
 - ii. Comments from Ryan Rudnick of Parametrix re: website, edits to "About" section, and "In Summary" section. Martha Gross would like to make adjustments; Rob Fish suggests that minor updates can be made to the website without board involvement.
 - iii. Regarding posting minutes and agenda, Martha suggests that we put up a general notice of regular meetings at Tumalo Country Store and The Bite. She will create and post such a notice, including at Tumalo Outpost.
 - iv. For the sake of future website domain work, Martha Gross would like to secure .gov domains of TumaloBasinSD.gov and TBSD.gov. Sophie Paez moved and Jeannie Fraley seconded a motion to purchase .gov domain(s).
 - v. Dale Peer's email address has been repurposed to a new info@tumulobasinsd.org address. The District g-mail now has a forwarder and an auto-reply set up.
 - h. Authorize Rob Fish to initiate procurement discussions on behalf of the District.

Procurement discussions can range from office machines to equipment and vehicles. Dale Peer moved and Martha Gross seconded the motion to approve Rob Fish to engage in procurement discussions. The motion passed unanimously.
6. Board Training:
- a. Recap of Special District Association of Oregon annual conference.
 - b. Martha Gross will review the website for ADA compliance.
 - c. Cybersecurity concerns noted; two-factor authentication is critical.
 - d. Funding insights were valuable.
 - e. Rob Fish emphasized the importance of documented policies for reference.

7. Other Items

- a. Rob Fish- legislative funding could be available for potential discretionary funds allocation.
- b. Jeanie Fraley- suggested researching a co-chair model to ensure meeting leadership coverage. Jeanie will research.
- c. Martha Gross- On website, suggested that 2 contact persons be indicated: one for web content (Martha) and another (Rob Fish) to be listed as recipient of grievances. Sophie will look at potential language for grievances. Martha will add these details to the website. Oregon Cooperative Procurement Program (ORCPP) application may not be stalled after all. The agency is said to be short staffed, responding in time with only with an approval or denial letter.
- d. Zoom meeting closed-captioning was tested near the end of this meeting, resulting in the unanimous agreement that the feature was insufficient for our meeting environment and not to be used.

8. The meeting was adjourned at 5:50 pm

Respectfully Submitted,

Martha Gross

Tumalo Basin Sewer District Board Secretary.