

**Terrebonne Sanitary District**  
**Thursday, September 21, 2023, at 3:30 p.m.**  
**Smith Rock Community Church, 8344 11th Street, Terrebonne**  
**Board Meeting Minutes**

1. Call to Order
2. Individuals in Attendance:
  - a. Board Members: Tim Brown, Kristin Yurdin, and Daniel Singleton.
  - b. Citizens: Nancy Blankenship, Linda Swearingen, Ryan Rudnick, Jim Wilhelm.
3. Pledge of Allegiance
4. Consent Agenda

August 17, 2023 Meeting Minutes (Exhibit A). Tim moved and Dan seconded a motion to approve the minutes approval. Motion carried unanimously.
5. Discussion and Action Items
  - a. Election of Treasurer- Postponed until next Board Meeting.
  - b. October and November Meetings – possible time change. Tim moved and Kristin seconded the motion to change the time for the October and November Board Meeting to be held virtually at 11:30 am. The Board approved the motion unanimously. Nancy will send Mariah and Linda the necessary Terrebonne community flyers that need to be posted prior to the meetings. The December Board meeting will revert to the 3:30 pm. scheduled time.
  - c. Development of Board Policy Manual (Exhibit B). The Board reviewed all the changes that were made at the August 17, 2023 Board meeting. The policy manual will be approved at the next meeting.
  - d. Annexation Discussion & Draft Policy-Postponed Discussion
  - e. Financial Report and Funding Discussion-
  - f. 30% Sewer Plans and Cost Estimates (Exhibit C) Ryan made a quick presentation about the 30% sewer plans and cost estimates.
    - i. Discuss/Confirm scope of work for additional ARPA funding approved. Ryan made a presentation about ARPA funding and how the district's bills will be paid.
    - ii. Sample Financial Policies (Exhibit D) Nancy made a brief presentation about future financial policies.
  - g. Onsite Financial Aid Program Funding (COIC)- Kristin made a presentation about funds that may be available to the District and District residents for sewer hook-ups,

SDC Fees. Kristin stated that she believes the District should ask for a million dollars from this program. This is a need-based program. Tim moved and Dan seconded the motion to have Kristin apply for the grant funds. The Board approved the motion unanimously. Ryan and Kristin talked about additional funding programs that may be available to the District. More information will be presented in the future.

- h. City of Redmond Treatment Agreement Update-Ryan made a presentation about the City of Redmond Treatment Agreement Update.-Tim and Ryan talked about the proposed treatment agreement and its implications on the district.
- i. Board Training-Postponed
  - i. Sample Conflict of Interest Statements (Exhibit E). Nancy provided sample conflict of interest statements for the Board to review
- j. Postal Box Address: Terrebonne Sanitary District, P.O. Box 2171, Terrebonne. OR 97760. Linda paid for the post office box for 13 months. The cost was \$166.00. Linda and Nancy both have a key to the box. If anyone else would like a key let us know and we will pick one up for you.
- k. Phone Number: Linda set-up a phone number/voicemail for the sanitary district through EVoice. The number is 425-224-2458. It is \$14.00 plus tax a month. When an individual calls the phone number, the caller is routed to EVoice's voicemail service. The caller's message is transcribed and forwarded to each Board Member, Linda, Nancy, Ryan and Chris. Linda forwarded Evoice Login information to each Board member.
- l. Tim moved to join Special Districts, obtain directors and officers insurance, and contract with Special Districts website services as soon as possible. Dan seconded the motion and the Board unanimously approved the motion.

6. Public Comments-None

7. Meeting Adjourned at 5:00 pm.