

## MEETING MINUTES

**PROJECT NAME:** Terrebonne Wastewater Feasibility Study  
**PROJECT NO.:** 297-2509-006

**LOCATION:** Microsoft Teams  
**MEETING DATE:** August 27, 2021  
**TIME:** 3:00 pm

**MINUTES BY:** Ryan Rudnick

**ATTENDEES:**

Chris Doty	COMPANY:	Deschutes County
Ryan Rudnick, Jim Frost		Parametrix
Linda Swearingen		Linda Swearingen Group
Guy Vernon		Rustic Ranch Mobile Home Park
Janet Abbas		Abbas Well Drilling
Jennifer Jackson		Jackson Brown, LLC
Randy Lunsford		Ferguson Family Properties
Jeff Jordan		Commercial property owner
Lauren Johnson		Oliver Lemmons CEO

**SUBJECT:** TSAG Meeting #3

- The goal is to facilitate the community to form a sewer district outside of County-champions of the community make it happen
- Powerpoint presentation by Chris
- Guy Vernon on stakeholder feedback
  - No opposition, lots of folks on the fence
  - Seems many residents aren't aware of the project or convinced it will happen
  - Need to raise public awareness. Sign up at trailer park, sewer system study is underway
  - Chris: next step is to update Commissioners and the public
- Randy Ferguson on Sanitary District membership
  - On board with TSD if formation is within 5 years
  - Cost and timeframe is critical
  - Staring down the barrel with 3 properties dealing with septic issues
  - Needs a sewer solution within 5 years, or will need to pursue onsite solutions instead
- Jeff Jordan questions/input
  - Will this work be coordinated with ODOT project? answer: yes, in coordination with ODOT regarding timing and design concepts
  - Cart in front of horse, so we pave all streets then put pipes in? should put pipes in first. Form district, put pipes in and service laterals and forcemain paid with arpa funds, then pave.
  - When put pipes vs pave? Include piping in roadway design and construction. Strike while iron is hot, get pipe installed soon.
  - Jeff will be on sewer board if we can get pipes in before paving. 2022 2023 will pave. Need to design pipes and laterals now.

- Will the City of Redmond charge the County? no, they would charge sewer district/customers. Terrebonne 1000 edus, MOU, we pump it there, they treat and reuse, sanitary district would be a customer. No incorporation needed, or annexation to redmond.
- Sanitary District Formation Options:
  - YES - Petition to clerk: public display or buy-in, but it takes time and costly. We have a head start down this road now, with TSAG, PER, costs, alternatives, etc.
  - NO - Board Order: faster, shows board support, but requires two public hearings, makes county board of commissioners governing body for Sanitary District (not desirable for County)
  - NO - Petition or board order w/ democratic process: hard to do, expensive, needs an election to take place to show support
  - NO - Unanimous consent: establishes district now, hard/impossible to achieve
- Chris bell clarified that initiation by board order hands keys to BOCC, creates county service district-not what we want. Need initiation by petition to create local sewer district with local decision making.
- Sanitary District Formation Process
  - Petition to County Clerk (12-18 month process)
    - Complete PER with district boundary, economic feasibility, proposed rates
  - Obtain Petition signatures within 6 months of election, criteria below:
    - 15% of electors or 100, whichever is greater, within district
    - Or, 15 landowners (best bet)
    - Or, 10% of the acreage
  - District requires 3 to 5 members, including a president and a secretary
    - President serves in an executive capacity on the board for calling meetings and representing the Board in contracts and transactions.
    - Secretary is generally responsible for documentation, record-keeping, and accounting, and is eligible for compensation by the Board.
  - District formation costs
    - Hire attorney
    - Public outreach/petitioning
- Discussed process for adding new connections and customers to system
  - how will residential areas be annexed to the district?
    - Piecemeal fashion, extensions to and thru, down streets according to demand
    - Entire phase B & C Annexation
  - When does second phase happen? Annexation to district of phase B, drillholes. Ideal to get grant funding for phase B & C.
  - When would residential community get involved? Just like commercial, when homes are not able to occupy due to nitrates contamination-like water district formed, little phases.
- Each lot has septic tank, service to street, commercial need septic tanks, two day retention, each pump pushed effluent to COR WWTP, about 3 miles away..
- System designed to grow as-needed by community, so it can stay with just commercial area in Phase A or Expand to Phase B/C if desired by residents in the future.
- ARPA funding available now, potentially several million toward this sewer near term
- Future COR treatment plant, tentatively complete and ready to receive Terrebonne WW around 2024
- With confirmation that project will happen and work, DEQ may be able to allow short term septic solutions continue until permanent solution comes with sewer system. Allow permits to continue as is to limp systems along until new system here
- Discussed anticipated range of sewer costs (dependent on actual expenses and extent of grant funding):
  - Monthly rates: \$60-80/mo for residences
  - Hookup fees: \$8-10k

- Sewer will increase value of land more than it costs owners, several lots unbuildable due to sewer.
- County approval, people approve, funding, district created, pumps in ground, pump to redmond from core. If only approve phase a, is that livable solution to county, deq, etc? and OM outfit? We can run just phase A long term.
- Once core infrastructure is in place, District may need additional grant funding for rest of system. If pump fails, that could be on owner to fix, or sewer district to fix. Either way.
- Need to know cost to make district and sewer board set up, with attorney fees. County not in wastewater business, just covering cost to update 20 year old sewer study for Terrebonne.
- Consideration of conditions where septic system failures require hookup to public system in within 300'. If no problems or over 300' from sewer main, don't have to hookup.

**Discussed meeting with Commissioners in August, draft outline below:**

- Chris introduces project
- Todd Cleveland explains compliance issues
- Stakeholder testimonies (Guy, Randy, etc)
- Parametrix describes proposed sewer system
- Layout next steps in the process
  - Coordination with Redmond Memorandum of Understanding (MOU)
  - Sanitary District Formation by Petition to County Clerk

**Path Forward for the TSAG and Project Team**

1. Deschutes County and project team to meet with City of Redmond Wastewater Division to confirm rates and fees for Terrebonne customers, as well as methods of wastewater measurement and payment.
  - a. Establish temporary Memorandum of Understanding (MOU) with City of Redmond to serve Terrebonne and Terrebonne to connect to Redmond WWTP.
  - b. Ultimately need an inter-governmental agreement (IGA) between Terrebonne Sanitary District (TSD) and Redmond
2. Informational update meeting with County Board of Commissioners in August
3. Public outreach: press release, Nextdoor, signs, etc.
4. Parametrix completes the Preliminary Engineering Report (PER) - necessary for funding applications.
5. Terrebonne Sanitary District (TSD) formation per ORS Chapter 450 and guidance from the Deschutes County Legal Counsel. Petition to County Clerk option with 15 landowners in district.
6. TSD submits PER with grant and loan applications to fund system design, permitting, and construction.
7. TSD obtains loans to cover \$4-\$5M estimated capital costs.
8. TSD hires project team(s) to design and build sewer system and connect initial 50 customers (110 EDUs).
9. TSD collects connection fees and monthly sewer rates to cover debt repayment and operating expenses.