

MEETING MINUTES

PROJECT NAME: Terrebonne Wastewater Feasibility Study
PROJECT NO.: 297-2509-006
LOCATION: Microsoft Teams
MEETING DATE: October 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
Todd Cleveland
Deschutes County
Tim Brown
Jackson Brown LLC

SUBJECT: TSAG Meeting #4

Attendees: Guy Vernon, Janet Abbas, Tim Brown, Todd Cleveland, Chris Doty, Jim Frost, Linda Swearingen, Ryan Rudnick

Ran through agenda quickly, meet again later with more attendees, many members unavailable (Randy, Kristin, Lauren, etc.)

Update from Chris regarding County funding (\$300k) for:

- Sanitary District Formation \$50k
- Preliminary Sewer Design \$200k
 - Design in ODOT improvement area sewer to include sewer now with road construction.
- Infrastructure loan/grant applications \$50k

Update on Redmond Memorandum of Understanding (MOU)

- One chance to get capacity for terrebonne reserved at redmond new wwtp.
- Pump to City
- City add capacity for terrebonne
- Terrebonne pay City redmond back for capacity
- Test effluent
- Pretreatment by septic tanks, maybe odor treatment by ozone
- Janet's questions/comments:
 - What is the cost for additional treatment capacity in Redmond? \$1M for 500 EDUs

- Pay Redmond back for expansion for capacity for Terrebonne. Costs 2M to include capacity for Terrebonne. Janet understands Terrebonne can't just use up Redmond capacity, Redmond needs to increase size of lagoons for 5% increase in volume. Much cheaper to buy in capacity now for Terrebonne.
- Plan for future, will Terrebonne need its own sewer system later to accommodate growth? If sewer now, Terrebonne will grow dramatically, and need new sewer system? Yes, area will grow if sewered. System is designed to accommodate future Terrebonne population and EDUs, based on 20-year growth projection of 1054 EDUs.

Effluent pumping solutions and approximate costs for commercial properties

- Briefly review examples of commercial effluent pump systems available and estimated costs.
- Effluent (duplex) pump system can be installed in existing commercial septic tank ~\$6k

Level of support for a Sewer System among TSAG members and Terrebonne Community

- County supporting financially, but stepping back so TSAG can lead the effort
- Geography of strong support? Should Phase A be adjusted?
- TSAG still all in support of sewer? Need to know sanitary district has legs. Need volunteers to come forward for district, or state no interest by stakeholders.
- County wants to fade out on project, while the Sanitary District takes the lead of sewer effort, with support from Parametrix and subs. What does Guy and Janet and Randy and Tim need to do to form district? Work with legal, PMX, Linda to form district, while county helps fund formation of legal district.
- Questions/Concerns?
 - Janet: a handful of 5 people shouldn't decide for the entire community.
 - Janet: expressed concerns about obligations that the sanitary district could impose on properties.
 - Janet: implement sewer for commercial with ability to add homes on. 5 board people shouldn't make decision. Needs to go to public for decisions. Phase A to get stakeholders that want in included. Then B and C happen later as needed by DEQ or county or failures. Janet wants all community to make decision. Notify public, provide meetings, county will gather 15 signatures, then go to petition, then public can request an election. Hard to get public involvement, based on past web-based advertisement.
 - Do we get community ok before forming district? No, could just form Phase A sewer system only. Then others can add in if they want to. Narrowed to commercial area only and leave residents out unless they want in. once you create district they can force others to join. But district is just the commercial core, so district can't force residents to join. Phase A can be functional by itself. Phases B and C can later annex in only if they want to.
 - Linda – District rules and decisions made by elected board, in the best interests of community

Next steps for Sanitary District Formation

- Need 3+ people to commit to forming and managing sanitary district
- Meet with private attorney regarding district formation process, timeline, and required documentation.
- Public notice of public meeting to all voters and property owners within proposed district boundary.
- Hold public meeting to determine voter interest, presenting information and recommendations regarding Sanitary District Formation.
- If it appears there is sufficient interest in the measure, the committee should begin the job of developing a formation plan.
- Review PER and prepare economic feasibility statement for Sanitary District Formation.
- File prospective petition with County Clerk, including a description of the proposed District boundary.

- Obtain petition with at least 15 property owner signatures within 6 months of election.
- Submit Petition to County Clerk with economic feasibility statement and a cash deposit for certification.
- Once the Clerk determines that the required number of signatures has been gathered and notifies the chief petitioner, the chief petitioner files the petition with the county board. The board then sets a public hearing date not less than 30 or more than 50 days after the date of filing with the board, along with notifications to the public.
- Board of Commissioners hold first hearing.
- If the board approves the petition as presented or modified, it enters an order declaring the name of the district and boundaries. The order must also schedule a second hearing not less than 20 nor more than 50 days after the date of the order, including notifications to the public.
- After the second hearing, if district does not have a permanent rate (tax) or 15% or 100 electors (whichever is less) do not request an election, the board may issue an order formally creating the district.
- Terrebonne Sanitary District is Legally Formed

Sanitary District Board member roles for TSAG members and other interested stakeholders

- 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.
- Do we have volunteers? Best time to do it with grant money, highway, Redmond WWTP. How can we make it happen? Core area gives option for residents when septic systems fail, so they can remain in homes or keep businesses operating.
- Any volunteers/nominations? Guy Vernon? Tim Brown? Randy? Janet? Kristin

Public Outreach / Involvement

- Setup public update meeting in late November
- Share Study findings/conclusions
- Testimonies from TSAG members advocating for sewer
- Proposition to form Sanitary District Formation

Next TSAG Meeting

- Anticipated for the week of November 15th (pending poll results)
- Review latest information with the full group
- Confirm TSAG volunteers who are committed to forming the Terrebonne Sanitary District
- Plan next public meeting and strategies for notifying the public for a good turnout