

## MEETING MINUTES

PROJECT NAME: Terrebonne Sanitary District Formation      PROJECT NO.: 297-2509-008

LOCATION: Microsoft Teams      MEETING DATE: January 20, 2021      TIME: 3:00 pm

MINUTES BY: Ryan Rudnick

ATTENDEES: Chris Doty      Todd Cleveland  
 Ryan Rudnick      Steven Shopshire  
 Linda Swearingen      Lisa Klonoski  
 Guy Vernon      Parker Vernon  
 Mike Walker      Randy Lunsford  
 Todd Cleveland      Kristin Yurdin  
 Tim Brown

SUBJECT: District Formation Meeting #1

**Philosophy/approach to district formation and gradual transfer of responsibility**

- Sanitary District Process needs to be led by the TSAG
- Allocate at least 4 hours per month for this process
- Consultants here to advise/support with technical items
- TSAG/TSD to run the show by the end of this process

**Formation team roles and responsibilities**

Meeting Facilitator - prepare meeting agendas, share updates with team, distribute tasks, check in on progress, etc.	Parker
Funding Coordinator - primary contact for coordination with funding agencies, understand state/federal loans & grants available	Kristin
Legal Coordinator - main contact for attorney, understand district formation, operational ordinances, election process, etc.	Randy / Steve
Community Liason - primary contact for citizen input & questions, setup public meetings, distribute public updates, press releases, etc.	Randy/Parker/Linda
Technical Lead - primary contact for engineering & design, PER review, understand how the STEP system, effluent pumps, and forcemain work.	Tim
Agency Coordinator - primary contact for agencies, including City of Redmond, Deschutes County, and Oregon DEQ.	Guy
Secretary - document manager, setup shared folder directory, organize folders and documents, meeting minutes, memos, etc.	Ryan

**Community Opposition/Questions heard**

- Why will it take so long?
- Angus acres residents not interested in being forced into system
- Connection costs?
- When? Why? How?

**Sanitary District Legal questions:**

- Are board members liable if any lawsuits arise against the District?
  - SDAO insures special districts via SDIS
  - SDIS = special districts insurance services
  - Indemnity for board members
- How do District board member elections work?
  - Initially volunteers are appointed
  - Staggered elections thereafter
- What is the annexation process for properties to join the district and connect?
  - Population thresholds required for group petitions
  - Single property owners can join with annexation petition
  - Process is streamlined for unanimous petitions

**Sanitary District Formation Steps**

- Prepare economic feasibility statement (Parametrix)
- Prepare map showing proposed Sanitary district boundary/service area (Parametrix)
- File prospective petition with County Clerk
- Obtain the required number of signatures within the district per ORS 198.755
  - (a) Fifteen percent of the electors or 100 electors, whichever is the greater, registered in the territory subject to the petition; or
  - (b) Fifteen owners of land or the owners of 10 percent of the acreage, whichever is the greater number of signers, within the territory subject to the petition.
- File signed petition with the County Clerk, including economic feasibility statement and a bond or cash deposit for certification
- County Board of Commissioners sets a first hearing date 30-50 days after filing
- BOC Hearing #1 – petition review, approval, and order declaring the district and boundaries
  - County Board of Commissioners sets a second hearing date 20-50 days after date of order
- BOC Hearing #2 – opportunity for district constituents to request an election, 15% or 100 votes required (whichever is less)
  - If election request requirements are not met, the Board may issue an order formally creating the district
- 3/31/2023 - date by which the county assessor and the Department of Revenue must be officially notified of the formation of a new district

**Action items due by next meeting on 2/17:**

- Setup shared folder structure - Ryan
- Confirm proposed service area / district boundary - Ryan
- Prepare economic feasibility statement - Ryan/Kristin
- Service area address list/roster with contact info and support - Parker, Guy, Tim
- Draft prospective petition - Steven