

## MEETING MINUTES

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

**LOCATION:** Microsoft Teams      **MEETING DATE:** February 17, 2022      **TIME:** 3:00 pm

**MINUTES BY:** Ryan Rudnick

**ATTENDEES:**

Chris Doty	Todd Cleveland
Ryan Rudnick	Steven Shopshire
Linda Swearingen	Marika Sitz
Guy Vernon	Parker Vernon
Mike Walker	<del>Randy Lunsford</del>
Todd Cleveland	Kristin Yurdin
Tim Brown	Nick Kezele

**SUBJECT:** District Formation Meeting #2

### Introductions/Updates

- Guy Vernon – update on Redmond IGA meeting
  - MOU in place, drafting IGA to make agreement official
  - How is sewer volume metered and billed to TSD?
    - Charging by flow subjects Terrebonne to variable charges, how to manage inconsistency?
  - How are equitable rates and fees determined?
  - How is wastewater quality/strength monitored?
  - How does Terrebonne forcemain connect to WWTP?
  - \$1M dedicated to Terrebonne capacity for 500 EDU, but buildout is ~1000 EDU
    - Wetlands not easily expandable, so additional capacity needs to be financed
    - Arguably, extra capacity is valuable and useful for Redmond, if not Terrebonne
    - First 500 EDUs covered, then second 500 EDUs pay SDCs?
    - Charge SDC's from start for incremental repayment
- Tim Brown - update from Tim Brown on STEP System Tour in Glide, OR
  - Low maintenance effluent pumps
  - 500-600 connections, some residential and commercial
  - 12" Forcemain to headworks, ensure Terrebonne forcemain is adequately sized
  - Recommend education program for owners to understand maintenance needs
  - Considering options to meter connections at discharge with remote monitoring tech
  - Glide gets a fair amount of infiltration from old leaky septic tanks, recommend replacement
    - Suggested smoke testing or other methods to identify
- Kristin Yurdin – update on OSFAP program RFI
  - **New DEQ Onsite Septic Financial Aid Program (OSFAP) offering grants for sewer hookup costs**
  - Submitted request for information (RFI) form to explain Terrebonne's funding needs

**District Formation Schedule**

March 2022	File prospective petition
May 2022	File final petition with required signatures
June 2022	First Public Hearing with County Commission
July 2022	Second Public Hearing with County Commission, District Formation Complete

**Formation Process:**

- File prospective petition – notifies county, provides contact point, including attachments
  - Service Area Boundary Map & legal description/taxlots
  - List of Chief Petitioner and Petitioners
    - Chief Petitioner - Guy, Parker, Tim
    - Petitioners – Guy, Parker, Tim, Rob Jackson, Kristin, Mike, Randy? Janet?
    - Circulator – Nick Kezele
  - Economic Feasibility Statement requested by County
- File formation petition form with required signatures (15+)
  - County has stock form for signatures, consistent with ORS
  - Need to list proposed board members, who will be subject to election
  - Security Deposit for \$100
  - If Clerk approves petition and signatures, if is forwarded commissioners

**Review Status on Action items from last meeting:**

- ~~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

**Public Outreach Strategy**

- Petition signatures
  - 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.
  - Call property owners on signature list early to discuss sewer potential and “warm up”
  - After prospective petition – gather 15+ signatures at designated place in presence of designated circulator (Nick Kezele offered Church for signatures)
- County will notify public of BOC hearings (2) on formation petition

**Action Items due by next meeting on 3/17**

- TSD – call top 20 property owners to discuss sewer benefits and mention forthcoming petition
- JR – complete prospective petition form
- Parametrix – complete service area map & Economic Feasibility Statement
- TSD – review and chief petitioner(s) submit prospective petition to County Clerk