

## MEETING MINUTES

PROJECT NAME: Terrebonne Wastewater Feasibility Study  
PROJECT NO.: 297-2509-006  
LOCATION: Microsoft Teams  
MEETING DATE: November 15, 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, Parker Vernon  
Rustic Ranch Mobile Home Park  
Janet Abbas  
Abbas Well Drilling  
Todd Cleveland  
Deschutes County  
Tim Brown  
Jackson Brown LLC  
Randy Lunsford  
Ferguson Properties  
Kristin Yurdin  
Terrebonne Depot  
SUBJECT: TSAG Meeting #5

### Public Concerns heard by Randy

- Connection fees and rates? *Rate model assumes a residential \$10k hookup fee and \$65/mo rate.*
- Do I have to connect? *Hopefully connection can be optional, but District will need enough participation to cover costs, depending on extent of grant funding and actual construction & operating costs.*
- What if I can't afford it? *The Sanitary District should explore strategies for helping residents cover and/or finance hookup fees, including payment plans, need-based vouchers, and private loans.*

### Key points of clarification

- Future Sanitary District may be able to obtain construction project capital funding that can also help cover cost to install new tanks/pump retrofits for new users. This would lower hookup fees.
- Businesses may have more flow than homes. One home is one EDU=150 gpd. Business may produce 600 gpd which is 4 EDUs, so rates and connection fees would be higher for businesses.
- \$65/mo monthly bill covers Redmond Treatment Rate (~\$20/mo), collection system O&M (~\$20/mo) and debt service (~\$45/mo). O&M covers pump repair/replace, tank pumping, forcemain repairs, etc.

### Update from Chris regarding County funding (\$300k) for PMX & subconsultants (Linda & Jordan Ramis attorney) to assist Terrebonne with:

- Sanitary District Formation \$50k
- Preliminary Sewer Design \$200k
- Infrastructure loan/grant applications \$50k

### **Construction Funding Sources**

- Commissioner Chang exploring other construction funding sources, including transient room tax funds.
- Millions in federal infrastructure funding incoming, earmarked for water/sewer projects.
- Need to schedule One-stop meeting w/ PER, Sanitary District, and funding agencies to determine funding eligibility.
- Get out in front and get funding for Terrebonne now. While we have momentum, support, and grant funding to drive down customer rates & fees.

### **Update on Redmond Memorandum of Understanding (MOU)**

- County dedicated \$1M for 500 EDU, Terrebonne's share of treatment Capacity
- Does the IGA expire at some point? Indefinite, but can be terminated if feasible and desired by both parties (although unlikely).
- DEQ would require Redmond continue serving Terrebonne in perpetuity.
- Metered flow to pay by monthly volume discharged to WWTP

### **Effluent pumping solutions and approximate costs for commercial properties**

- Reviewed examples of commercial effluent pump systems available and estimated costs.
- Duplex effluent pumping system can be installed in existing commercial septic tank ~\$6k
- What tanks can be reused? What tanks will need to be replaced? TBD on a case-by-case basis. Generally, septic tanks 20 years and newer can be reused.
- Community needs to feel comfortable about rates, fees, and connection requirements.
- Can funding subsidize residences that cannot afford connection fees? Possibly, will inquire with funding agencies whether grant funds can be used for customer financial assistance.
  - Some jurisdictions give users in the service area the option to either connect and pay hookup fees immediately, or delay connection and pay a monthly amount towards their future connection fee. This helps finance connection fee up front, so users don't face a huge bill when septic system fails and connection is required.
  - Special Assessment Districts, installment payment plans, and home equity lines of credit (HELOC) are possible avenues for financing hookup fees.
- Can voluntary connection be written to the bylaws to prohibit connection mandates? Discuss with legal counsel. May need to require connection at some point to cover costs, depending on the extent of grant funding and actual construction costs. Want to earn public trust, but also don't want to restrict future Sanitary District.
- DEQ rules: if septic system fails, connection to public sewer is required if physically available (within 300' away) and legally available.
- Ask legal counsel - what legal availability is for connection? Does this relate to the sanitary district service area boundary?

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

- 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 fails. May have to force residents to leave homes, like Oliver Lemmons with low permeable soils.
- County supporting financially, but stepping back so TSAG can lead the effort
- TSAG still all in support of sewer? Need to know sanitary district has legs. Need volunteers to come forward for district.
- County wants to fade out on project, while the Sanitary District takes the lead of sewer effort, with support Parametrix and subs.

**Next steps for Sanitary District Formation**

- Need 3-5 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 - consisting of a president, secretary, and 1-3 others.
- Board meets regularly, makes decisions, and writes checks; lean on contractor for maintenance
- TSAG District Formation Roles:

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

**Public Outreach / Involvement**

- Why? Update Public on sewer planning progress and intent to form Sanitary District
- When? Tuesday 12/7 at 6pm
- Where? Grange Hall / Zoom Call
- What? Study Updates, Redmond MOU, ODOT project, Phasing Plan, public funding, Sanitary District Formation
- Who? County, PMX, TSAG, Linda, invitation to entire community (within Terrebonne boundary)
- How to publicize? Nextdoor, Press Release, mailers, County Webpage, Posters at local businesses (stores, restaurants, etc)

**Action Items**

- Confirm Tuesday 12/7 schedule (Chris)
- Design flyer & press release info (Linda)
- Mail flyers (Parker or Linda or County)
- Post flyers on reader boards in town, where acceptable (Randy)
- Property signage (Guy)

**Regular Monthly Meeting Time: 3rd Thursday of every month at 3pm**

- December 16, 2021
- January 20, 2022
- February 17, 2022
- March 17, 2022
- April 21, 2022
- May 19, 2022
- June 16, 2022
- July 21, 2022
- August 18, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022