**Terrebonne Sanitary District**

**Thursday, July 20, 2023, at 3:30 p.m.**

**Smith Rock Community Church, 8344 11th Street, Terrebonne**

**Board Meeting Minutes**

1. Call to Order
2. Roll Call and Welcome
   1. Board Members: Tim Brown, Kristen Yurdin, Guy Vernon, Mariah Patel and Daniel Singleton.
   2. Citizens Present: Nancy Blankenship, Linda Swearingen, Ryan Rudnick, Chris Doty.
3. Action Items
   1. First Meeting Requirements, ORS 450.065
      1. Elect Board President and Secretary

*It was moved by Kristen Yurdin that Tim Brown serve as Board President. Guy Vernon seconded the motion. Motion passed unanimously.*

*It was moved by Tim Brown and seconded by Kristen Yurdin that Dan Singleton serve as Board Secretary. Motion passed unanimously.*

* + 1. Secretary compensation-*It was moved by Tim Brown and seconded by Kristen Yurdin that the secretary is not paid at this time. Motion passed unanimously.*
    2. Secretary to perform duties of ORS 450.005 to 450.245
    3. Submission of Environmental Quality Commission Report- *Ryan Rudnick will send out a copy of the DEQ report to the Board of Directors and Nancy Blankenship will send the appropriate form letter and cover letter to DEQ. The Board consented to having Nancy send the requirements in as soon as possible.*
  1. Consider conducting Pledge of Allegiance at each meeting. *It was agreed by the Board to conduct the Pledge of Allegiance at the beginning of each Board Meeting.*
  2. Consider Membership and purchase of appropriate insurances from the Special District Association of Oregon*. It was moved by Tim Brown and seconded by Mariah Patel that the Board purchase membership and appropriate insurances from the Special District Association of Oregon as soon as it is financially feasible. Motion passed unanimously.*
  3. Consider Development of Board Policy Manual (Exhibit A) *Nancy Blankenship stated that Board Members should review and adopt a Board policy manual in the future. The Board will continue to discuss this at future Board meetings.*
  4. Consider Web Platform for District’s Future Website (Exhibit B) *Mariah Patel and Linda Swearingen will look at using SDAO’s web services and report back to the Board if this makes sense.*
  5. Annexation Discussion. *The Board discussed what the annexation policy and process might look like in the future. More annexation discussion will take place at future meetings.*
  6. Financial Report and Funding Discussion. *Chris Doty talked about utilizing a county sponsored Local Improvement District (LID). He stated that an LID might be a great option for the Board to consider for low-cost funding. The Board will talk more about this in the future. Kristen Yurdin made a short presentation about a DEQ Clean Water State Revolving Fund application process and suggested that the Board apply for the Loan in the amount of $5,245,480 and submit the application by August 11, 2023. It was moved by Tim Brown and seconded by Guy Vernon to apply for the DEQ Clean Water State Revolving Fund in the amount of $5,245,480 by August 11, 2023 and have the Board Secretary or President sign the loan application. The Board passed the motion unanimously.*
  7. Financial Opportunities- *The Board discussed misc. loan and grant programs that could be utilized in the future.*
  8. Board Training. *The Board discussed Board training in the future and SDOA training opportunities.*
  9. Deschutes County Board of Commissioners Meeting Monday, August 7th, at 1:00 pm at the Deschutes County BOCC Upstairs Room. The Board agreed to meet with BOCC to discuss Board progress and their funding request.

1. Public Comments- *None*
2. Other Items

*These can be any items not included on the agenda that the Board members wish to discuss as part of the meeting, pursuant to ORS 192.640.*

1. The Board read out loud and approved the minutes of the July 20, 2023 meeting. It was moved by Tim Brown and seconded by Kristen Yurdin to approve the minutes. It was approved unanimously.
2. Adjourn- Meeting Adjourned.

Daniel Singleton, Board Secretary July 20, 2023