

Work Session Minutes with Parametrix

Date: May 7, 2026

Time: 4:00 PM

Location: Zoom Purpose:

Review and discuss the Draft Management Plan (DMP) sections related to the STEP collection system.

1. Called to order by Tim Brown
2. Board Members Present: Tim Brown, Guy Vernon, Kristin Yurdin, Katie Stratton
Others Present: Ryan Rudnick (Parametrix), Jonathon (Orenco Systems), Liinda Swearington (consultant)

Discussion Summary

1. Review of Draft Management Plan (DMP) – Sections 3 & 9
 - The team reviewed system description components for the STEP collection system, including on-site elements, service connections, and public collection infrastructure.
 - Ryan presented the agenda, focusing on system description, ownership, and responsibility.
2. STEP System Function and Components
 - Discussion on how STEP systems differ from gravity systems, particularly in how sludge and scum are captured.
 - Jonathan clarified that while retrofits often use a separate dosing tank, both combined and separate configurations can work depending on site conditions.
3. Ownership & Maintenance Responsibilities
 - Debate over District versus property owner responsibility for pump and tank ownership and maintenance.
 - Tim raised questions about District responsibility for pump ownership; the conversation was not fully resolved.
4. Septic Tank Certification & Transition Requirements
 - Reviewed Deschutes County's abandonment process for tank certification.
 - Discussed requirements for transitioning existing septic tanks into the STEP system.
5. Wastewater System Maintenance & Tank Sizing
 - Considered maintenance expectations for wastewater tanks and pump systems.
 - Reviewed tank sizing standards and how they apply to different property types.
6. System Breakdown Matrix
 - Presentation of a matrix outlining system components, ownership, and maintenance responsibilities.
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7. System Development Charges (SDCs) & Reimbursement Mechanisms

- Discussion on how SDCs should be structured for the STEP system.
- Explored potential reimbursement district mechanisms for future system extensions.

8. Sewer Extension Criteria

- Reviewed criteria for extending mainline infrastructure, including density thresholds and cost-sharing considerations.

9. Funding Mechanisms for Future Extensions

- Discussed potential funding sources:
 - System Development Charges
 - Grants
 - Reimbursement districts
 - Other long-term financing tools

Next Steps

- Continue DMP review at the next work session in June.
- Upcoming session will focus on Operations & Maintenance (O&M) frameworks.
- Keith Bedell (Oahu) will join to support O&M discussions.

Adjournment: 5:30 PM

Minutes prepared by: Katie Stratton