

Terrebonne Domestic Water District
August 11th , 2020

Public Comments: Members of the public wishing to address the council are asked to fill out a form stating the subject and the member's address. The speaker will be given 5 minutes to speak.

Minutes of Last Meeting: Approval of prior meeting minutes as presented by the secretary.

Treasurer's Report: Financials and Checks Written as presented by the treasurer.

Chairman's Report: Meeting held via ZOOM due to COVID-19.

Water Manager Report: Presented by the District Manager.

Business to Discuss:

1. Potential sewer system update.
2. COVID-19.
3. Update on Wells in the district.
4. District projects.
5. USDA payment.

Next Regular Board Meeting:
Meeting adjourned:



Terrebonne Domestic Water District

Public Board Meeting

July 14th, 2020

Note: Due to the current state lock down this meeting was conducted via Zoom for all board members and the public.

The Regular Public Board Meeting was **called to order** at 6:31 pm on July 14th, with 5 directors present- Jim Wilhelm, Gerry Soto, Art Tassie, Eric Fisher and Dustin Hewitt. Also present was District Manager Dan Bruce

Agenda: Dustin presented the agenda to the board (see agenda)

Minutes: Minutes for the June public board meeting (6-9-20), the first and second 20-21 budget meetings (6-9-20 & 6-16-20) and the Special board meeting (6-16-20) were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Art. All in favor, motion passed.

Treasurer's Report: The current financial report was reviewed by Gerry and the board, (see report). Jim made a motion that the board accept the financial report and the checks as presented, seconded by Art. All in favor, motion passed.

The question was raised as about when the district can make an extra payment on our other outstanding loan. Dan advised the board that the loan payment is due in September but that we can make extra payments at any time. The loan holder advised us that for bookkeeping purposes it is best that extra payments be added to our regular payment. The current outstanding loan is for about \$430,000.

Chairman's Report: Chairman has nothing to report at this time.

District Manager's Report: Dan presented his report to the board. (see report)
Eric felt that the work being done on the new window should be contracted out. Dan said that along with the painting of the building he felt that he and Dave could more than do the job and save the district money. The district directed Dan to buy a pressure washer rather than rent one to help with the painting job. The board also directed Dan to reimburse Dave for the leather gloves he had purchased to assist him in the meter installation.

Business Discussed: Dustin opened the floor for nominations of board officers.
Jim nominated Dustin Hewitt for board President, second by Gerry.
Jim nominated Eric Fisher for board Vice President, second by Gerry.
Jim nominated Gerry Soto for board Financial Officer, second by Art.
Eric nominated Jim Wilhem for board Secretary, second by Gerry.

Eric made a motion that the board accept the 2020-2021 board as nominated, second by Jim. All in favor, motion passed.

The board discussed the effect of the district not enforcing late fees and shut off notices during the current social concerns. There was some concern that a small group of customers was falling dangerously behind in their payments. Dan noted that he has not observed any other water districts moving off of this stance on service fees. Eric made a motion that the district reinstitute service fees on August 15th, 2020 and that the board reiterate that Dan continues to have the discretion how these fees are applied, second by Jim. All in favor, motion passed.

Dustin noted that he and Dan had been unable to contact the Grange Hall to arrange a meeting room. It was agreed that because of this we will continue to have meetings via Zoom.

Art questioned Dan about installing test stations. Dan responded that we would be installing two new stations this summer.

Jim discussed the current status of our district well issue. Jim noted that he and Dan had discovered that 4 of the 8 homes on 1st street had been granted waivers on using district water. At this point the district will be presenting a list of questions to our lawyer to clear up our questions about what options we have moving forward. Gerry noted her concern about the district requiring well owners to abandon their wells. Gerry had no problem requiring hook up to our system but would prefer to allow well owners to still use their well for irrigation. Dan noted that even if we allowed them to still use their well they would be required by us to have a backflow valve on the well to prevent any contamination of the water system. Dustin reminded the board that we are still in the beginning stages of this project and that there would be further opportunities to adjust our actions.

Art suggested that the district reduce the asking price for the property we are selling. Dustin noted that sales of homes in our area are very aggressive but that bare dirt is not moving well. Dustin's opinion was that we should hold tight for now and keep an eye on the market. The board agreed.

The question was raised about making any extra payments on our outstanding loan. It was agreed that this question would be addressed at our August meeting.

Next Regular Board Meeting: August 11th, 2020 @ 6:30pm @ Terrebonne Fire Station

Meeting Adjourned: 7:48 pm

Submitted By: Jim Wilhelm

Management Report

Terrebonne Domestic Water District
For the period ended July 31, 2020

Prepared on

August 11, 2020

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Profit and Loss

July 2020

	Total
INCOME	
40500 Investments	
45050 Interest Income	479.11
Total 40500 Investments	479.11
40550 OR-LB-20 Water Income	
41100 Water	62,428.61
41500 Debt Reduction Charge	2,825.50
Total 40550 OR-LB-20 Water Income	65,254.11
Total Income	65,733.22
GROSS PROFIT	
	65,733.22
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	8,313.99
61030 Payroll Taxes	694.48
61040 Employee Health ins	1,139.70
61070 Employee Retirement	300.00
61080 Workers Comp	219.82
Total 61000 OR-LB- 30 Personnel Services	10,667.99
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	3,552.25
62012 Utilities - Other	63.60
Total 62010 Utilities	3,615.85
62020 Operating Supplies	3,387.56
62050 Postage, Mailing Service	211.40
62070 Insurance	
62071 Insurance - Liability, D and O	72.25
62072 Property Insurance	622.00
Total 62070 Insurance	694.25
62080 Bookkeeping	703.50
62090 Directors Fees	1,200.00
62160 Bank Charges	
62161 Bank Service Fees	65.22
62162 Merchant Services Proc Fee	328.82
Total 62160 Bank Charges	394.04
62220 Telephone, Telecommunications	341.79
62230 Refund	291.19
Total 62000 OR-LB-31 Operations	10,839.58
70000 Capital Outlay	
70100 System Improvements	44.00
Total 70000 Capital Outlay	44.00
Total Expenses	21,551.57

NET OPERATING INCOME	Total
NET INCOME	44,181.65
	<u>\$44,181.65</u>

Balance Sheet

As of July 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	31,114.14
10200 First Interstate -3877- General	57,465.12
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	174,202.98
10520 LGIP Investment Fund #5534	292,687.89
Total 10500 LGIP Investments	466,890.87
Total Bank Accounts	555,470.13
Other Current Assets	
11500 Water Bills Receivable	57,914.73
14000 Inventory	6,451.05
14200 Prepaid Expenses	6,822.72
Total Other Current Assets	71,188.50
Total Current Assets	626,658.63
Fixed Assets	
15000 Equipment	86,278.18
15100 Water System	3,538,014.43
15200 Water Rights Asset	77,553.00
15300 Land	35,512.00
15400 Easements & Permits	2,800.00
15900 Accumulated Depreciation	-1,224,489.38
Total Fixed Assets	2,515,668.23
TOTAL ASSETS	\$3,142,326.86
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	2,353.10
Total Accounts Payable	2,353.10
Credit Cards	
21000 Credit Card-First National	-147.04
Total Credit Cards	-147.04
Other Current Liabilities	
24000 Payroll Liabilities	0.00
Federal Unemployment (940)	84.00
OR Employment Taxes	69.67
OR Statewide Transit Taxes	8.27
SDIC	125.79
Total 24000 Payroll Liabilities	287.73

	Total
24300 Payroll payable	1,848.76
25000 Customer deposits payable	29,960.00
Total Other Current Liabilities	32,096.49
Total Current Liabilities	34,302.55
Long-Term Liabilities	
27000 N/P - USDA/RD	423,617.67
Total Long-Term Liabilities	423,617.67
Total Liabilities	457,920.22
Equity	
32000 Retained Earnings S	740,073.84
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Income	44,181.65
Total Equity	2,684,406.64
TOTAL LIABILITIES AND EQUITY	\$3,142,326.86

Terrebonne Domestic Water District

PROFIT AND LOSS YTD COMPARISON

July 2020

	TOTAL	
	JUL 2020	JUL 2019 (PY)
Income		
40500 Investments		
45050 Interest Income	479.11	1,292.89
Total 40500 Investments	479.11	1,292.89
40550 OR-LB-20 Water Income		
41100 Water	62,428.61	61,085.07
41200 Service Fees	0.00	909.75
41500 Debt Reduction Charge	2,825.50	2,894.99
Total 40550 OR-LB-20 Water Income	65,254.11	64,889.81
Total Income	\$65,733.22	\$66,182.70
GROSS PROFIT	\$65,733.22	\$66,182.70
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	8,313.99	8,011.30
61030 Payroll Taxes	694.48	689.12
61040 Employee Health ins	1,139.70	930.72
61070 Employee Retirement	300.00	250.00
61080 Workers Comp	219.82	241.68
Total 61000 OR-LB- 30 Personnel Services	10,667.99	10,122.82
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	3,552.25	3,832.84
62012 Utilities - Other	63.60	89.75
Total 62010 Utilities	3,615.85	3,922.59
62020 Operating Supplies	3,387.56	358.68
62030 Testing expense		64.00
62040 Office Supplies		224.97
62050 Postage, Mailing Service	211.40	415.45
62070 Insurance		
62071 Insurance - Liability, D and O	72.25	70.00
62072 Property Insurance	622.00	576.67
Total 62070 Insurance	694.25	646.67
62080 Bookkeeping	703.50	793.50
62090 Directors Fees	1,200.00	
62150 Backflow Expense		5,512.50
62160 Bank Charges		
62161 Bank Service Fees	65.22	99.20
62162 Merchant Services Proc Fee	328.82	259.15
Total 62160 Bank Charges	394.04	358.35

Terrebonne Domestic Water District

PROFIT AND LOSS YTD COMPARISON

July 2020

	TOTAL	
	JUL 2020	JUL 2019 (PY)
62190 Dues & Subscriptions		440.97
62200 Fuel		135.80
62220 Telephone, Telecommunications	341.79	596.87
62230 Refund	291.19	85.98
Total 62000 OR-LB-31 Operations	10,839.58	13,556.33
70000 Capital Outlay		
70100 System Improvements	44.00	7,212.50
Total 70000 Capital Outlay	44.00	7,212.50
Total Expenses	\$21,551.57	\$30,891.65
NET OPERATING INCOME	\$44,181.65	\$35,291.05
NET INCOME	\$44,181.65	\$35,291.05

Terrebonne Domestic Water District

CHECK DETAIL

July 15 - August 11, 2020

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION
10100 Bank-4506			
07/23/2020	Expense		GATEWAY SERVICES WEBPAYMENT GATEWAY SERVI WEBPAYMENT
08/03/2020	Expense		MRCHNT PMNT PROC SETTLEMENT 5611 MRCHNT PM SETTLEMENT 5611
08/05/2020	Expense		GATEWAY SERVICES WEBPAYMENT GATEWAY SERVI WEBPAYMENT
10200 First Interstate -3877- General			
07/16/2020	Tax Payment	OR Department of Revenue	Tax Payment for Period: 04/01/2020-06/30/2020 OR Statewide Transit Taxes
07/16/2020	Tax Payment	OR Department of Revenue	Tax Payment for Period: 04/01/2020-06/30/2020 OR Employment Taxes OR Employment Taxes OR Employment Taxes
07/27/2020	Bill Payment (Check)	2874 David Griffin	
07/27/2020	Bill Payment (Check)	2875 H.D. FOWLER COMPANY	
07/27/2020	Bill Payment (Check)	2876 Terrebonne PUD, LLC	
07/27/2020	Bill Payment (Check)	2877 PACIFIC POWER	
07/27/2020	Bill Payment (Check)	2878 ART TASSIE	
07/27/2020	Bill Payment (Check)	2879 DUSTIN HEWITT	

Terrebonne Domestic Water District

CHECK DETAIL

July 15 - August 11, 2020

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION
07/30/2020	Check	US POSTAL SERVICE	Hubdoc - 130823354 2883
07/31/2020	Expense	FIRST INTERSTATE BANK	SERVICE CHARGE SERVICE CHARGE
08/01/2020	Check	EDWARD JONES	FBO - David Griffin - retro increase for July \$100
08/01/2020	Check	RAYMOND JAMES	FBO: Daniel Bruce Acc# 299TV694 - retro increase of \$100
08/06/2020	Payroll Check	David B. Griffin	Pay Period: 08/01/2020-08/31/2020 Pay increase is retro p Gross Pay - This is not a legal pay stub Employer Taxes SDIC OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Unemployment (940) Federal Taxes (941/944)
08/06/2020	Payroll Check	Daniel J. Bruce	Pay Period: 08/01/2020-08/31/2020 Pay increase is retro p Gross Pay - This is not a legal pay stub Employer Taxes OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Unemployment (940) Federal Taxes (941/944)
08/06/2020	Bill Payment (Check)	SPECIAL DISTRICTS INSURANCE SERVICES	
08/07/2020	Bill Payment (Check)	David & Mona Teal	
08/07/2020	Bill Payment (Check)	Mathew Morton	

Terrebonne Domestic Water District

CHECK DETAIL

July 15 - August 11, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
08/07/2020	Bill Payment (Check)		BEND BROADBAND	
08/07/2020	Bill Payment (Check)		ONE CALL CONCEPTS INC	

Terrebonne Wastewater Feasibility Study

Exploring Sewer Solutions for the Community

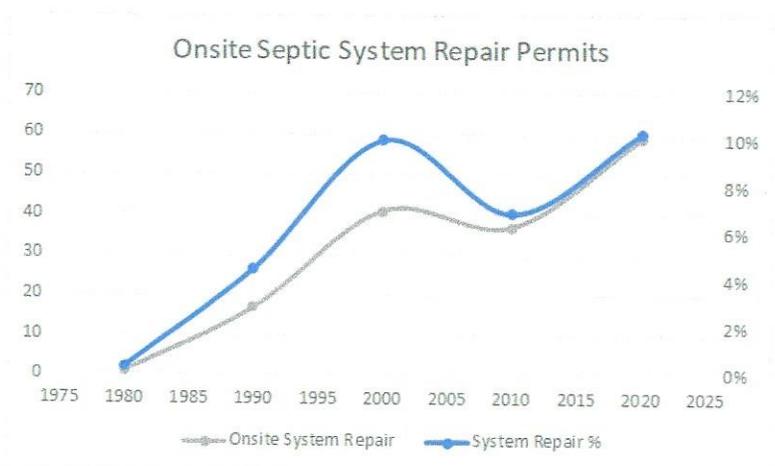


Soil Conditions in Terrebonne

- This region is characterized by shallow soils over bedrock with very low percolation rates.
- To operate effectively, septic drain fields require sufficient soil depth for treatment and good infiltration rates to dispose of effluent.

Trend of system failures

- Many of the septic systems in Terrebonne were installed over 30 years ago and are reaching the end of their life cycles.
- The rate of septic system failures is generally increasing as systems age and soil permeability decreases from use.
- The Deschutes County Sanitarian reports a septic repair rate Terrebonne that is twice that of the rest of Deschutes County.



Risks of system failures to property owners

- Residences and businesses cannot continue to exist if their onsite septic system fails to meet treatment and disposal requirements.
- Most of the developed lots do not have an adequate reserve area for installation of a replacement system.
- Septic system repairs and replacements typically cost residences \$4k-\$25k, depending on size.
- Septic system repairs and replacements typically cost businesses \$20k-\$150k, but sometimes as much as \$500k or more for larger commercial properties.

Health risks from surfacing effluent and water quality concerns

- Several sites in Terrebonne have had wastewater effluent rise to the ground surface due to drainfield capacity issues. This condition poses serious risks to human and environmental health.
- If untreated wastewater effluent reaches groundwater supplies through existing drill holes, private drinking water wells could become contaminated.

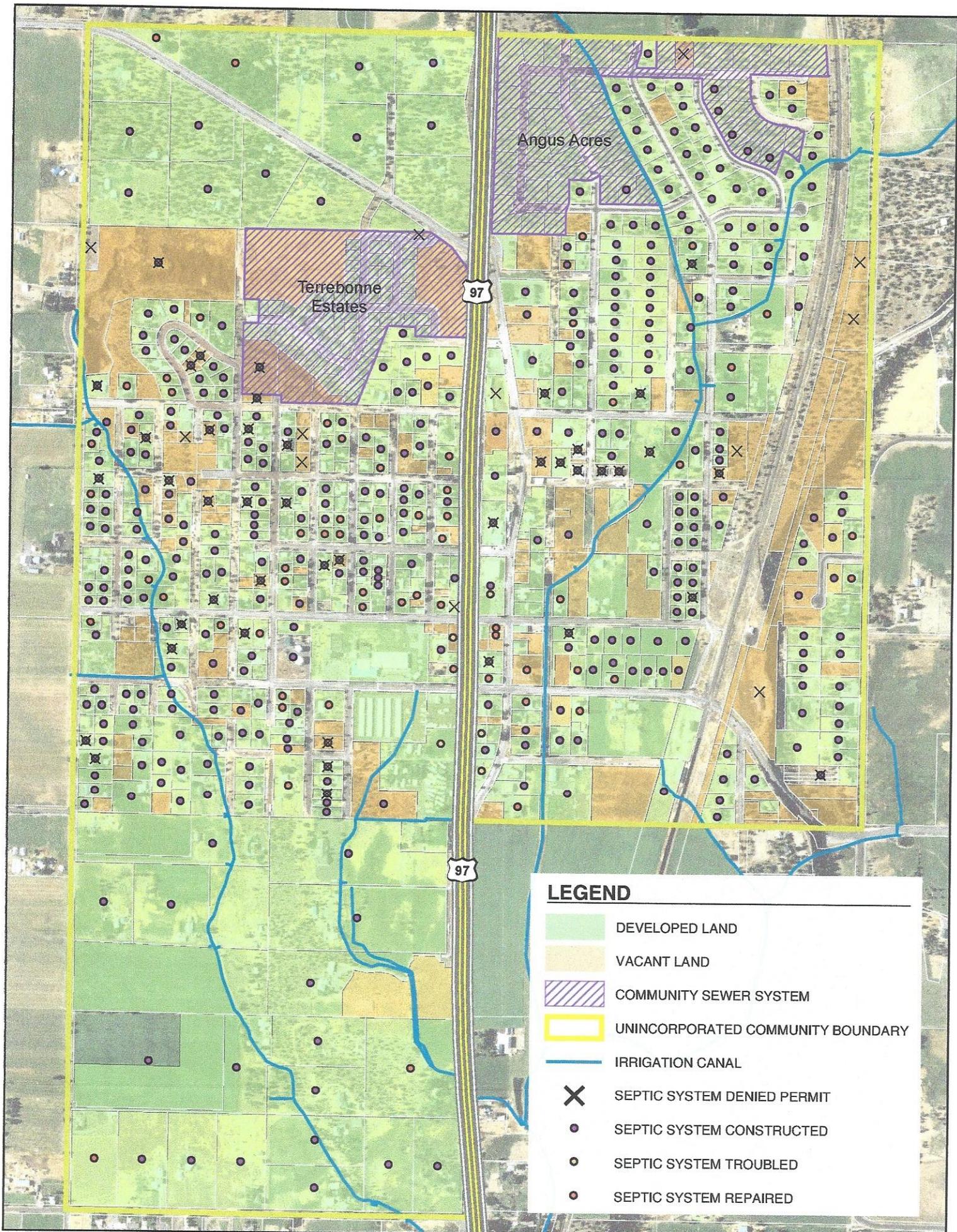
Economic impacts to due to septic system issues and limitations

- The area required for drainfields and reserve areas reduces developable area and excludes high-wastewater businesses (e.g. breweries, hotels).
- Many of the lots in Terrebonne are unbuildable due to inadequate lot size and/or poor soil conditions.
- Septic system issues can lead to temporary or permanent shutdowns for businesses.

Advantages of Onsite Septic vs. Municipal Wastewater Systems

Onsite Septic Systems	Municipal Wastewater System
<ul style="list-style-type: none"> • No monthly utility bill • Lower initial construction costs • Independent onsite system, not related to other properties or entities for operation and maintenance. 	<ul style="list-style-type: none"> • Low/no maintenance required by owner • Allows development on small lots and drainfield reserve areas • Reliable wastewater collection and treatment systems operated by others • Better water resource protection

Learn More: Go to Deschutes County Website or contact Linda Swearingen at 541-350-6012, email: lllswear@aol.com



LEGEND

- DEVELOPED LAND
- VACANT LAND
- COMMUNITY SEWER SYSTEM
- UNINCORPORATED COMMUNITY BOUNDARY
- IRRIGATION CANAL
- X SEPTIC SYSTEM DENIED PERMIT
- SEPTIC SYSTEM CONSTRUCTED
- SEPTIC SYSTEM TROUBLED
- ◐ SEPTIC SYSTEM REPAIRED

Terrebonne Domestic Water District

8-11-2020

- I have spoken to ODOT about the HWY 97 project. It seems that at this point the project is on hold. This puts us in a difficult position as to what do we do in the meantime. Do we continue with the 1th street upgrades or do other things with the funding for that project?
- You might see Bob's Jobs out testing backflows in your area as they started testing last month.
- I have received the window for the office and will start on the installation tomorrow. After the window is installed I will be opening up the office to the public again. Then the painting of the building will be starting after that.

First Interstate Bank

\$36,138.09

LGIP

4845: \$244,202.98

5534: \$292,687.89

Total: \$536,890.87