

**Terrebonne Domestic Water District
September 8th, 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 was held via Zoom due to COVID restrictions.

Water Manager Report: Presented by the District Manager.

Business to Discuss:

1. Wells in the district.
2. COVID-19 update.
3. USDA Bond Payment.
4. Trailer park meter

Next Regular Board Meeting:
Meeting adjourned:



Terrebonne Domestic Water District

Public Board Meeting

August 11th, 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 August 11th, with 4 directors present- Jim Wilhelm, Gerry Soto, Art Tassie, and Dustin Hewitt. Also present was District Manager Dan Bruce, County Commissioner Tony DeBone, Deschutes Roads Department Chris Doty, Deschutes County Public Outreach Linda Swearingen and Ryan Rudnick and Jim Frost from Parametrix.

Agenda: Dustin presented the agenda to the board (see agenda). Dustin informed the board that he had recently heard that there could be some holdup with the Hwy 97 project and also some movement on the possible sewer project. Dustin felt it would be good for the board to hear from those involved so he invited our slate of guests.

Guests Presentation: Tony opened the presentation by explaining that the County Commissioners had authorised a feasibility study for a sewer system for Terrebonne. Chris then presented an outline of how the process would unfold over the next 12 months (see outline). It was noted that this is the very beginning of a long process that will involve input from the community before anything moves forward. Linda noted that there would be several online meetings to discuss the sewer project with the community before the feasibility was completed. The board was concerned that the community had shown no interest in this project in the past. Chris noted that the community would need some group or individuals to drive this project forward and inferred that TDWD could be that group. Dan informed everyone that our district regulations would not allow us to support or push a sewer district unless our district's water source was threatened. Dan reminded the board that a water study done last year noted that our water comes from an isolated aquifer and was not threatened. The board agreed that we would stand by our previous statement to not get involved with a sewer system at this time. Chris explained that the county had had approved the hwy 97 project because the ODOT plan did not include a northbound offramp at Lower Bridge. The concern was that all traffic needing to go West on Lower Bridge would need to use 11 street and such unduly increased traffic on that road. Chris felt that the monies would still be available for the project but that the timeline has moved back at least a year. ODOT will be presenting new plans to accommodate the new

design but when this will happen is unknown. Chris and Tony were confident this project would happen but the timeline is unknown.

Minutes: Minutes for the July public board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Gerry. All in favor, motion passed.

Treasurer's Report: The current financial report was reviewed by Gerry and the board, (see report). It was noted that the district had record water sales and income for the month of July. As the weather has remained warm it is believed we will have good numbers next month. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Gerry. All in favor, motion passed.

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

District Manager's Report: Dan presented his report to the board. (see report) Dan reported that he had gotten a good response from our customers that were behind on their water bills. He felt that collecting the fees would not be a problem. As they will be installing the window at the office this next week, Dan felt they would be able to reopen the office. It was suggested that Dan try and entice customers to continue to use the drop box whenever possible.

Business Discussed: Dan noted he had been unable to communicate with our lawyer over the last several weeks as she had been on extended vacation. Dan has forwarded our questions to our lawyer and felt that we should have our answers by our next meeting.

There was some discussion about if we should move forward with any projects now that the hwy 97 project was pushed back. Dan was concerned that if we moved on any large projects it would leave us unprepared should 97 start moving.

The question was raised about our upcoming USDA loan payment coming due the end of September. The board had planned on paying a full \$100,000 payment toward that loan. It was suggested that we could make a larger payment now that the hwy 97 project was pushed back. The board agreed to wait until our September meeting to decide how much to pay on the loan.

Next Regular Board Meeting: September 8th, 2020 @ 6:30pm @ Terrebonne Fire Station

Meeting Adjourned: 9:00 pm

Submitted By: Jim Wilhelm

Management Report

Terrebonne Domestic Water District

For the period ended August 31, 2020

Prepared on

September 8, 2020

For management use only

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Profit and Loss

August 2020

| | Total |
|---|------------------|
| INCOME | |
| 40500 Investments | |
| 45050 Interest Income | 433.68 |
| Total 40500 Investments | 433.68 |
| 40550 OR-LB-20 Water Income | |
| 41100 Water | 62,621.87 |
| 41200 Service Fees | 1,450.00 |
| 41500 Debt Reduction Charge | 2,831.61 |
| Total 40550 OR-LB-20 Water Income | 66,903.48 |
| Total Income | 67,337.16 |
| GROSS PROFIT | |
| | 67,337.16 |
| EXPENSES | |
| 61000 OR-LB- 30 Personnel Services | |
| 61020 Payroll Expenses | 8,959.17 |
| 61030 Payroll Taxes | 748.41 |
| 61040 Employee Health ins | 1,139.70 |
| 61070 Employee Retirement | 500.00 |
| 61080 Workers Comp | 219.82 |
| Total 61000 OR-LB- 30 Personnel Services | 11,567.10 |
| 62000 OR-LB-31 Operations | |
| 62010 Utilities | |
| 62011 Utilities - Electric | 4,215.53 |
| 62012 Utilities - Other | 6.00 |
| Total 62010 Utilities | 4,221.53 |
| 62020 Operating Supplies | 968.54 |
| 62030 Testing expense | 64.00 |
| 62040 Office Supplies | 333.28 |
| 62050 Postage, Mailing Service | 216.20 |
| 62070 Insurance | |
| 62071 Insurance - Liability, D and O | 72.25 |
| 62072 Property Insurance | 622.00 |
| Total 62070 Insurance | 694.25 |
| 62080 Bookkeeping | 703.50 |
| 62140 Auditing | 1,500.00 |
| 62160 Bank Charges | |
| 62161 Bank Service Fees | 124.88 |
| 62162 Merchant Services Proc Fee | 579.02 |
| Total 62160 Bank Charges | 703.90 |
| 62180 Computer Software | 14.99 |
| 62220 Telephone, Telecommunications | 285.33 |
| 62230 Refund | 75.73 |
| Total 62000 OR-LB-31 Operations | 9,781.25 |

| | Total |
|-----------------------------------|--------------------|
| 70000 Capital Outlay | |
| 70100 System Improvements | 44.00 |
| Total 70000 Capital Outlay | 44.00 |
| 80000 Interest Expense | 1.75 |
| Total Expenses | 21,394.10 |
| NET OPERATING INCOME | 45,943.06 |
| NET INCOME | \$45,943.06 |

Balance Sheet

As of August 31, 2020

| | Total |
|--|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 10100 Bank-4506 | 8,597.52 |
| 10200 First Interstate -3877- General | 47,942.72 |
| 10500 LGIP Investments | |
| 10510 LGIP - Debit Service #4845 | 244,388.77 |
| 10520 LGIP Investment Fund #5534 | 292,935.78 |
| Total 10500 LGIP Investments | 537,324.55 |
| Total Bank Accounts | 593,864.79 |
| Other Current Assets | |
| 11500 Water Bills Receivable | 66,860.41 |
| 14000 Inventory | 6,451.05 |
| 14200 Prepaid Expenses | 5,721.97 |
| Total Other Current Assets | 79,033.43 |
| Total Current Assets | 672,898.22 |
| 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 | \$3,188,566.45 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 Accounts Payable | 3,157.73 |
| Total Accounts Payable | 3,157.73 |
| Other Current Liabilities | |
| 24000 Payroll Liabilities | 0.00 |
| Federal Unemployment (940) | 84.00 |
| OR Employment Taxes | 139.74 |
| OR Statewide Transit Taxes | 17.19 |
| SDIC | 167.72 |
| Total 24000 Payroll Liabilities | 408.65 |
| 24300 Payroll payable | 1,848.76 |
| 25000 Customer deposits payable | 30,060.00 |
| Total Other Current Liabilities | 32,317.41 |

| | Total |
|-------------------------------------|-----------------------|
| Total Current Liabilities | 35,475.14 |
| Long-Term Liabilities | |
| 27000 N/P - USDA/RD | 423,617.67 |
| Total Long-Term Liabilities | 423,617.67 |
| Total Liabilities | 459,092.81 |
| Equity | |
| 32000 Retained Earnings S | 739,869.98 |
| 32500 Debt Service fund bal | 105,905.63 |
| 32600 SDC Revenues | 59,031.00 |
| 33000 Retained Earnings M | 1,735,214.52 |
| Net Income | 89,452.51 |
| Total Equity | 2,729,473.64 |
| TOTAL LIABILITIES AND EQUITY | \$3,188,566.45 |

Terrebonne Domestic Water District

PROFIT AND LOSS YTD COMPARISON

August 2020

| | TOTAL | |
|---|--------------------|--------------------|
| | AUG 2020 | AUG 2019 (PY) |
| Income | | |
| 40500 Investments | | |
| 45050 Interest Income | 433.68 | 1,243.47 |
| Total 40500 Investments | 433.68 | 1,243.47 |
| 40550 OR-LB-20 Water Income | | |
| 41100 Water | 62,621.87 | 45,882.32 |
| 41200 Service Fees | 1,450.00 | 37.50 |
| 41500 Debt Reduction Charge | 2,831.61 | 2,859.36 |
| Total 40550 OR-LB-20 Water Income | 66,903.48 | 48,779.18 |
| Total Income | \$67,337.16 | \$50,022.65 |
| GROSS PROFIT | \$67,337.16 | \$50,022.65 |
| Expenses | | |
| 61000 OR-LB- 30 Personnel Services | | |
| 61020 Payroll Expenses | 8,959.17 | 8,616.68 |
| 61030 Payroll Taxes | 748.41 | 740.89 |
| 61040 Employee Health ins | 1,139.70 | 1,056.51 |
| 61070 Employee Retirement | 500.00 | 350.00 |
| 61080 Workers Comp | 219.82 | 241.68 |
| Total 61000 OR-LB- 30 Personnel Services | 11,567.10 | 11,005.76 |
| 62000 OR-LB-31 Operations | | |
| 62010 Utilities | | |
| 62011 Utilities - Electric | 4,215.53 | 3,794.60 |
| 62012 Utilities - Other | 6.00 | 17.75 |
| Total 62010 Utilities | 4,221.53 | 3,812.35 |
| 62020 Operating Supplies | | |
| 62020 Operating Supplies | 968.54 | 382.40 |
| 62024 Repair and Maintenance | | 8.00 |
| Total 62020 Operating Supplies | 968.54 | 390.40 |
| 62030 Testing expense | 64.00 | |
| 62040 Office Supplies | 333.28 | |
| 62050 Postage, Mailing Service | 216.20 | 211.75 |
| 62060 Legal | | 1,232.00 |
| 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 | 703.50 |
| 62140 Auditing | 1,500.00 | |

Terrebonne Domestic Water District

PROFIT AND LOSS YTD COMPARISON

August 2020

| | TOTAL | |
|--|--------------------|--------------------|
| | AUG 2020 | AUG 2019 (PY) |
| 62160 Bank Charges | | |
| 62161 Bank Service Fees | 124.88 | 135.45 |
| 62162 Merchant Services Proc Fee | 579.02 | 455.57 |
| Total 62160 Bank Charges | 703.90 | 591.02 |
| 62170 Billing support | | 140.06 |
| 62180 Computer Software | 14.99 | |
| 62200 Fuel | | 152.01 |
| 62210 Printing and Copying | | 421.00 |
| 62220 Telephone, Telecommunications | 285.33 | 437.47 |
| 62230 Refund | 75.73 | 51.30 |
| Total 62000 OR-LB-31 Operations | 9,781.25 | 8,789.53 |
| 70000 Capital Outlay | | |
| 70100 System Improvements | 44.00 | 2,402.64 |
| Total 70000 Capital Outlay | 44.00 | 2,402.64 |
| 80000 Interest Expense | 1.75 | 4.74 |
| Total Expenses | \$21,394.10 | \$22,202.67 |
| NET OPERATING INCOME | \$45,943.06 | \$27,819.98 |
| NET INCOME | \$45,943.06 | \$27,819.98 |

Terrebonne Domestic Water District

PROFIT AND LOSS YTD COMPARISON

July - August, 2020

| | TOTAL | |
|---|---------------------|----------------------|
| | JUL - AUG, 2020 | JUL - AUG, 2019 (PY) |
| Income | | |
| 40500 Investments | | |
| 45050 Interest Income | 912.79 | 2,536.36 |
| Total 40500 Investments | 912.79 | 2,536.36 |
| 40550 OR-LB-20 Water Income | | |
| 41100 Water | 125,050.48 | 106,967.39 |
| 41200 Service Fees | 2,359.56 | 947.25 |
| 41500 Debt Reduction Charge | 5,657.11 | 5,754.35 |
| Total 40550 OR-LB-20 Water Income | 133,067.15 | 113,668.99 |
| Total Income | \$133,979.94 | \$116,205.35 |
| GROSS PROFIT | \$133,979.94 | \$116,205.35 |
| Expenses | | |
| 61000 OR-LB- 30 Personnel Services | | |
| 61020 Payroll Expenses | 17,273.16 | 16,627.98 |
| 61030 Payroll Taxes | 1,442.89 | 1,430.01 |
| 61040 Employee Health ins | 2,279.40 | 1,987.23 |
| 61070 Employee Retirement | 1,000.00 | 600.00 |
| 61080 Workers Comp | 439.64 | 483.36 |
| Total 61000 OR-LB- 30 Personnel Services | 22,435.09 | 21,128.58 |
| 62000 OR-LB-31 Operations | | |
| 62010 Utilities | | |
| 62011 Utilities - Electric | 7,767.78 | 7,627.44 |
| 62012 Utilities - Other | 87.35 | 107.50 |
| Total 62010 Utilities | 7,855.13 | 7,734.94 |
| 62020 Operating Supplies | 972.74 | 741.08 |
| 62024 Repair and Maintenance | | 8.00 |
| Total 62020 Operating Supplies | 972.74 | 749.08 |
| 62030 Testing expense | 64.00 | 64.00 |
| 62040 Office Supplies | 333.28 | 224.97 |
| 62050 Postage, Mailing Service | 427.60 | 627.20 |
| 62060 Legal | | 1,232.00 |
| 62070 Insurance | | |
| 62071 Insurance - Liability, D and O | 144.50 | 140.00 |
| 62072 Property Insurance | 1,244.00 | 1,153.34 |
| Total 62070 Insurance | 1,388.50 | 1,293.34 |
| 62080 Bookkeeping | 1,407.00 | 1,497.00 |
| 62090 Directors Fees | 1,200.00 | |
| 62140 Auditing | 1,500.00 | |
| 62150 Backflow Expense | | 5,512.50 |

Terrebonne Domestic Water District

PROFIT AND LOSS YTD COMPARISON

July - August, 2020

| | TOTAL | |
|--|--------------------|----------------------|
| | JUL - AUG, 2020 | JUL - AUG, 2019 (PY) |
| 62160 Bank Charges | | |
| 62161 Bank Service Fees | 195.52 | 234.65 |
| 62162 Merchant Services Proc Fee | 907.84 | 714.72 |
| Total 62160 Bank Charges | 1,103.36 | 949.37 |
| 62170 Billing support | | 140.06 |
| 62180 Computer Software | 14.99 | |
| 62190 Dues & Subscriptions | 14.99 | 440.97 |
| 62200 Fuel | 64.23 | 287.81 |
| 62210 Printing and Copying | | 421.00 |
| 62220 Telephone, Telecommunications | 824.09 | 1,034.34 |
| 62230 Refund | 366.92 | 137.28 |
| Total 62000 OR-LB-31 Operations | 17,536.83 | 22,345.86 |
| 70000 Capital Outlay | | |
| 70100 System Improvements | 4,553.76 | 9,615.14 |
| Total 70000 Capital Outlay | 4,553.76 | 9,615.14 |
| 80000 Interest Expense | 1.75 | 4.74 |
| Total Expenses | \$44,527.43 | \$53,094.32 |
| NET OPERATING INCOME | \$89,452.51 | \$63,111.03 |
| NET INCOME | \$89,452.51 | \$63,111.03 |

Terrebonne Domestic Water District

CHECK DETAIL

August 12 - September 8, 2020

| DATE | TRANSACTION TYPE | NUM NAME | MEMO/DESCRIPTION | CLR | AMOUNT |
|---------------------------------------|----------------------|-----------------------------------|---|-----|-----------|
| 10100 Bank-4506 | | | | | |
| 08/20/2020 | Expense | | | R | -54.21 |
| | | | GATEWAY SERVICES WEBPAYMENT GATEWAY SERVICES WEBPAYMENT | | 54.21 |
| 09/01/2020 | Expense | | | C | -322.06 |
| | | | MRCHNT PMNT PROC SETTLEMENT 5611 MRCHNT PMNT PROC SETTLEMENT 5611 | | 322.06 |
| 10200 First Interstate -3877- General | | | | | |
| 08/12/2020 | Tax Payment | OR Department of Revenue | Tax Payment for Period: 08/05/2020-08/07/2020 OR Income Tax | R | -606.88 |
| | | | | | -606.88 |
| 08/12/2020 | Expense | IRS | | R | -2,044.56 |
| | | | IRS USATAXPYMT 227062566055506 IRS USATAXPYMT 227062566055506 | | -2,044.56 |
| 08/12/2020 | Expense | | | R | - |
| | | | LGIP ACH OREGON ST TREAS LGIP AC LGIP ACH OREGON ST TREAS LGIP AC | | 70,000.00 |
| | | | | | 70,000.00 |
| 08/13/2020 | Expense | INTUIT | | R | -263.29 |
| | | | INTUIT CHECKSFORM 1846989 INTUIT CHECKSFORM 1846989 | | 263.29 |
| 08/19/2020 | Expense | | | R | -118.37 |
| | | | ACH SETTLEMENT ELEC DEBIT 108078 ACH SETTLEMENT ELEC DEBIT 108078 | | 118.37 |
| 08/25/2020 | Bill Payment (Check) | 2896 REPUBLIC SERVICES #675 | | C | -35.50 |
| | | | | | -35.50 |
| 08/25/2020 | Bill Payment (Check) | 2897 MID COLUMBIA PRODUCERS, INC. | | C | -130.99 |
| | | | | | -130.99 |
| 08/25/2020 | Bill Payment (Check) | 2898 US CELLULAR | | C | -196.97 |
| | | | | | -196.97 |
| 08/25/2020 | Bill Payment (Check) | 2899 TERREBONNE HARDWARE | | C | -1.00 |
| | | | | | -1.00 |
| 08/25/2020 | Bill Payment (Check) | 2900 Terrebonne PUD, LLC | | C | -44.00 |
| | | | | | -44.00 |
| 08/25/2020 | Bill Payment (Check) | 2901 PACIFIC POWER | | R | -4,215.53 |
| | | | | | -4,215.53 |
| 08/25/2020 | Bill Payment (Check) | 2902 EDGE ANALYTICAL INC | | C | -64.00 |
| | | | | | -64.00 |
| 08/25/2020 | Bill Payment | 2903 Chris Mahr & Associates | | C | -1,500.00 |

Terrebonne Domestic Water District

CHECK DETAIL

August 12 - September 8, 2020

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | CLR | AMOUNT |
|------------|----------------------|------|--------------------------------------|--|-----|---|
| | (Check) | | | | | -1,500.00 |
| 08/25/2020 | Bill Payment (Check) | 2904 | SPECIAL DISTRICTS INSURANCE SERVICES | | | -1,139.70 |
| | | | | | | -1,139.70 |
| 08/30/2020 | Check | | US POSTAL SERVICE | Hubdoc - 135704844 2905 | C | -212.10 212.10 |
| 08/31/2020 | Expense | | FIRST INTERSTATE BANK | SERVICE CHARGE SERVICE CHARGE | R | -69.03 69.03 |
| 09/01/2020 | Check | 2906 | EDWARD JONES | FBO - David Griffin | | -250.00 250.00 |
| 09/01/2020 | Check | 2907 | RAYMOND JAMES | FBO: Daniel Bruce Acc# 299TV694 | | -250.00 250.00 |
| 09/07/2020 | Payroll Check | 2916 | Daniel J. Bruce | Pay Period: 09/01/2020-09/30/2020 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) | | -3,933.67 5,128.96 411.01 5.13 20.55 332.32 0.00 1,248.30 |
| 09/07/2020 | Payroll Check | 2917 | David B. Griffin | Pay Period: 09/01/2020-09/30/2020 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) | | -2,767.50 3,507.62 291.29 41.93 3.47 28.08 249.72 0.00 708.21 |
| 09/08/2020 | Bill Payment (Check) | 2908 | Cheyenne Friend | | | -75.73 -75.73 |
| 09/08/2020 | Bill Payment (Check) | 2909 | US CELLULAR | | | -98.65 -98.65 |
| 09/08/2020 | Bill Payment (Check) | 2910 | REVEAL ACCOUNTING SOLUTIONS | | | -703.50 -703.50 |
| 09/08/2020 | Bill Payment (Check) | 2911 | MASTERCARD | | | -2,065.87 -2,065.87 |
| 09/08/2020 | Bill Payment (Check) | 2912 | ALL AMERICAN EXTINGUISHERS LLC | | | -20.00 -20.00 |
| 09/08/2020 | Bill Payment | 2913 | FIRST NATIONAL BANK OMAHA | | | -91.00 |

Terrebonne Domestic Water District

CHECK DETAIL

August 12 - September 8, 2020

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | CLR | AMOUNT |
|------------|-------------------------|------|-----------------------|------------------|-----|--------|
| | (Check) | | | | | -91.00 |
| 09/08/2020 | Bill Payment (Check) | 2914 | FIRST INTERSTATE BANK | | | -96.98 |
| | | | | | | -96.98 |
| 09/08/2020 | Bill Payment (Check) | 2915 | ONE CALL CONCEPTS INC | | | -6.00 |
| | | | | | | -6.00 |

Terrebonne Domestic Water District

9-8-2020

- The projects around the off are now complete. The customer window is in and we have a Plexiglas barrier up. It turned out well and customers seem to be adapting to it. Also the main building and the well house were cleaned and painted.
- I will be on vacation the last week of this month on a hunting trip.

First Interstate Bank

\$66,449.12

LGIP

4845: \$244,388.72

5534: \$292,935.78

Total: \$537,324.50