

Terrebonne Domestic Water District
November 10th, 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. Updated Project List
5. Property Listing

Next Regular Board Meeting:
Meeting adjourned:



Terrebonne Domestic Water District

Public Board Meeting

October 13th, 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 October 13th, with 4 directors present- Gerry Soto, Art Tassie, Jim Wilhelm and Dustin Hewitt. Also present was District Manager Dan Bruce. Eric Fisher joined the meeting during the treasures report.

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

Minutes: Minutes for the September public board meeting were reviewed by the board. (see minutes). Dan noted that there had been a problem with our recording of the September meeting and that no notes had been taken at that meeting. The minutes presented are a reconstruction of the meeting to the best of our ability. 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 requested that our accountant break out our utility by percentages we have provided him. Dan noted that the accountant was already on this.

Jim made a motion that the board accept the financial report and the checks as presented, seconded by Art. 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 wanted an assurance from the board that we wanted to move forward with the Local Improvement District, (LID), for the 1st street project. This subject was moved to the business discussion.

Business Discussed: Wells in District: Jim noted that we had gotten responses from our lawyer and that notes had been written up. Jim will be forwarding this info to the board members as it was left out of our packet. Jim informed the board that he and Dan would be gathering more info for the board next month. Eric felt we should have a meeting with the community to get their opinion on our well project. Art noted that getting an opinion is ok but we as a board have to make a decision based on our rules and regulations and not feelings. It was agreed that the board would meet with the community after we have gathered all the pertinent facts. Dan again informed the board that he would like the board to agree on moving forward with the LID.

Eric made a motion that the district move forward with the LID project for 1st street and that we make every effort to move forward with the well project, second by Jim. All in favour, motion passed.

COVID-19 Update: Dan informed the board that the new office window was working well and that most customers were still using the drop box, Dustin asked Dan about the status of charging customers for using online payments (we had suspended these changes). Dan noted that our online payments had increased to about 25%. The charges had been 35 cents for online check payment and 1.6% for credit card charges. There was some concern that the cost to the district was considerable. It was agreed that we would continue to wave these charges until the first of the year.

USDA Bond Payment: Jim reminded the board that we had planned to make our USDA loan payment at least \$100,000 for the current year. At the September meeting the board had authorized the standard \$50,000. Gerry expressed concern that we would overly reduce our cash position by spending monies on debt reduction at this time. Dan reviewed our cash position including restricted numbers in his comments. Jim made a motion that the district make an additional principal payment of \$100,000 as soon as possible, second by Art. Yea: Jim, Art, Eric. Nay: Gerry. Motion passed.

Other Item: Gerry complimented Dan and Dave for the professional job installing the new customer service window. Jim also noted the good job they did on painting the building.

Other Item: Art informed the board that there had been no action on the lot the district has for sale. There was some concern that our asking price was too high. It was agreed that we would let the sales contract run until its end at the first of the year before we made any change.

Other Item: Art requested that Dan update our project list to include any changes that may now be required. It has been several years since our last update.

Trailer Park Meter: Dan presented a proposed letter to be directed to the trailer park concerning their existing meter. It has been noted that they now have a meter that can service 8 units and they are servicing about 29 units. There is some concern that the district may not have all the referenced regulations in place at this time. Eric made a motion that Dan move forward with adjusting the letter to reflect current Oregon law, that we have the final draft approved by the lawyer and that we then send the letter to the trailer park management, second by Jim. All in favour, motion passed.

Next Regular Board Meeting: November 10th, 2020 @ 6:30pm @ Terrebonne Fire Station

Meeting Adjourned: 7:56 pm

Submitted By: Jim Wilhelm

Management Report

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

Prepared on

November 10, 2020

For management use only

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Profit and Loss

October 2020

	Total
INCOME	
40500 Investments	
45050 Interest Income	408.52
Total 40500 Investments	408.52
40550 OR-LB-20 Water Income	
41100 Water	42,016.60
41200 Service Fees	1,615.00
41500 Debt Reduction Charge	2,825.99
Total 40550 OR-LB-20 Water Income	46,457.59
Total Income	46,866.11
GROSS PROFIT	
	46,866.11
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	8,636.58
61030 Payroll Taxes	685.52
61040 Employee Health ins	1,139.70
61070 Employee Retirement	500.00
61080 Workers Comp	219.82
Total 61000 OR-LB- 30 Personnel Services	11,181.62
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	3,182.38
62012 Utilities - Other	17.75
Total 62010 Utilities	3,200.13
62020 Operating Supplies	1,803.16
62030 Testing expense	192.00
62040 Office Supplies	6.49
62050 Postage, Mailing Service	421.75
62070 Insurance	
62071 Insurance - Liability, D and O	72.25
62072 Property Insurance	622.00
Total 62070 Insurance	694.25
62080 Bookkeeping	703.50
62160 Bank Charges	
62161 Bank Service Fees	71.21
62162 Merchant Services Proc Fee	685.53
Total 62160 Bank Charges	756.74
62170 Billing support	74.50
62190 Dues & Subcriptions	494.18
62210 Printing and Copying	175.00
62220 Telephone, Telecommunications	432.34
62230 Refund	80.00

	Total
Total 62000 OR-LB-31 Operations	9,034.04
70000 Capital Outlay	
70100 System Improvements	499.58
Total 70000 Capital Outlay	499.58
Total Expenses	20,715.24
NET OPERATING INCOME	26,150.87
NET INCOME	\$26,150.87

Balance Sheet

As of October 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	12,726.54
10200 First Interstate -3877- General	38,404.33
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	164,771.27
10520 LGIP Investment Fund #5534	293,402.18
Total 10500 LGIP Investments	458,173.45
Total Bank Accounts	509,304.32
Other Current Assets	
11500 Water Bills Receivable	42,506.13
14000 Inventory	6,451.05
14200 Prepaid Expenses	3,520.47
Total Other Current Assets	52,477.65
Total Current Assets	561,781.97
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	\$3,077,450.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	2,805.45
Total Accounts Payable	2,805.45
Other Current Liabilities	
24000 Payroll Liabilities	0.00
Federal Unemployment (940)	84.00
OR Employment Taxes	36.03
OR Statewide Transit Taxes	8.60
SDIC	251.58
Total 24000 Payroll Liabilities	380.21
24300 Payroll payable	1,848.76
25000 Customer deposits payable	30,760.00
Total Other Current Liabilities	32,988.97

	Total
Total Current Liabilities	35,794.42
Long-Term Liabilities	
27000 N/P - USDA/RD	293,676.89
Total Long-Term Liabilities	293,676.89
Total Liabilities	329,471.31
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	107,957.76
Total Equity	2,747,978.89
TOTAL LIABILITIES AND EQUITY	\$3,077,450.20

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

July - October, 2020

	TOTAL	
	JUL - OCT, 2020	JUL - OCT, 2019 (PY)
Income		
40500 Investments		
45050 Interest Income	1,761.74	4,868.11
Total 40500 Investments	1,761.74	4,868.11
40550 OR-LB-20 Water Income		
41100 Water	217,491.82	189,553.67
41200 Service Fees	5,180.03	1,297.25
41500 Debt Reduction Charge	11,270.05	10,969.68
Total 40550 OR-LB-20 Water Income	233,941.90	201,820.60
Total Income	\$235,703.64	\$206,688.71
GROSS PROFIT	\$235,703.64	\$206,688.71
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	34,546.32	33,255.96
61030 Payroll Taxes	2,830.71	2,784.21
61040 Employee Health ins	4,558.80	3,806.74
61070 Employee Retirement	2,000.00	1,200.00
61080 Workers Comp	879.28	966.72
Total 61000 OR-LB- 30 Personnel Services	44,815.11	42,013.63
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	14,478.74	13,445.05
62012 Utilities - Other	272.60	155.00
Total 62010 Utilities	14,751.34	13,600.05
62020 Operating Supplies		
62024 Repair and Maintenance	4,324.36	904.83
Total 62020 Operating Supplies	4,324.36	912.83
62030 Testing expense	384.00	628.00
62040 Office Supplies	339.77	519.15
62050 Postage, Mailing Service	849.35	837.20
62060 Legal	4,107.00	1,232.00
62070 Insurance		
62071 Insurance - Liability, D and O	289.00	280.00
62072 Property Insurance	2,488.00	2,306.68
Total 62070 Insurance	2,777.00	2,586.68
62080 Bookkeeping	2,814.00	2,904.00
62090 Directors Fees	1,200.00	
62100 Vehicle Maintenance & Repair		815.15
62110 Education	315.00	

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

July - October, 2020

	TOTAL	
	JUL - OCT, 2020	JUL - OCT, 2019 (PY)
62140 Auditing	1,500.00	
62150 Backflow Expense	5,152.50	5,512.50
62160 Bank Charges	0.05	
62161 Bank Service Fees	338.08	410.15
62162 Merchant Services Proc Fee	2,038.75	1,236.91
Total 62160 Bank Charges	2,376.88	1,647.06
62170 Billing support	74.50	140.06
62180 Computer Software	14.99	
62190 Dues & Subscriptions	853.48	1,259.30
62200 Fuel	211.56	810.94
62210 Printing and Copying	175.00	421.00
62220 Telephone, Telecommunications	1,760.16	1,891.81
62230 Refund	696.37	251.21
Total 62000 OR-LB-31 Operations	44,677.26	35,968.94
68001 Business Expenses Other		0.00
70000 Capital Outlay		
70100 System Improvements	17,516.54	15,434.22
Total 70000 Capital Outlay	17,516.54	15,434.22
80000 Interest Expense	20,736.97	5,516.50
Payroll Expenses		
Company Contributions		
Health Insurance		0.00
Total Company Contributions		0.00
Total Payroll Expenses		0.00
Total Expenses	\$127,745.88	\$98,933.29
NET OPERATING INCOME	\$107,957.76	\$107,755.42
NET INCOME	\$107,957.76	\$107,755.42

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

October 2020

	TOTAL	
	OCT 2020	OCT 2019 (PY)
Income		
40500 Investments		
45050 Interest Income	408.52	1,159.56
Total 40500 Investments	408.52	1,159.56
40550 OR-LB-20 Water Income		
41100 Water	42,016.60	34,289.49
41200 Service Fees	1,615.00	10.00
41500 Debt Reduction Charge	2,825.99	2,345.33
Total 40550 OR-LB-20 Water Income	46,457.59	36,644.82
Total Income	\$46,866.11	\$37,804.38
GROSS PROFIT	\$46,866.11	\$37,804.38
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	8,636.58	8,313.99
61030 Payroll Taxes	685.52	660.04
61040 Employee Health ins	1,139.70	846.89
61070 Employee Retirement	500.00	300.00
61080 Workers Comp	219.82	241.68
Total 61000 OR-LB- 30 Personnel Services	11,181.62	10,362.60
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	3,182.38	2,245.04
62012 Utilities - Other	17.75	24.95
Total 62010 Utilities	3,200.13	2,269.99
62020 Operating Supplies	1,803.16	117.77
62030 Testing expense	192.00	500.00
62040 Office Supplies	6.49	294.18
62050 Postage, Mailing Service	421.75	
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
62100 Vehicle Maintenance & Repair		815.15
62160 Bank Charges		
62161 Bank Service Fees	71.21	83.40
62162 Merchant Services Proc Fee	685.53	268.16
Total 62160 Bank Charges	756.74	351.56
62170 Billing support	74.50	

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

October 2020

	TOTAL	
	OCT 2020	OCT 2019 (PY)
62190 Dues & Subscriptions	494.18	329.32
62200 Fuel		180.48
62210 Printing and Copying	175.00	
62220 Telephone, Telecommunications	432.34	428.74
62230 Refund	80.00	68.01
Total 62000 OR-LB-31 Operations	9,034.04	6,705.37
68001 Business Expenses Other		0.00
70000 Capital Outlay		
70100 System Improvements	499.58	5,783.28
Total 70000 Capital Outlay	499.58	5,783.28
Payroll Expenses		
Company Contributions		
Health Insurance		0.00
Total Company Contributions		0.00
Total Payroll Expenses		0.00
Total Expenses	\$20,715.24	\$22,851.25
NET OPERATING INCOME	\$26,150.87	\$14,953.13
NET INCOME	\$26,150.87	\$14,953.13

Terrebonne Domestic Water District

CHECK DETAIL

October 14 - November 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
10/20/2020	Expense				R	-91.58
				GATEWAY SERVICES WEBPAYMENT GATEWAY SERVICES WEBPAYMENT		91.58
11/03/2020	Expense				C	-288.08
				MRCHNT PMNT PROC SETTLEMENT 5611 MRCHNT PMNT PROC SETTLEMENT 5611		288.08
10200 First Interstate -3877- General						
10/15/2020	Expense				R	-174.26
				ACH SETTLEMENT ELEC DEBIT 108078 ACH SETTLEMENT ELEC DEBIT 108078		174.26
10/16/2020	Tax Payment		OR Department of Revenue	Tax Payment for Period: 07/01/2020-09/30/2020 OR Statewide Transit Taxes	R	-25.79
						-25.79
10/16/2020	Tax Payment		OR Department of Revenue	Tax Payment for Period: 07/01/2020-09/30/2020 OR Employment Taxes	R	-184.18
				OR Employment Taxes		-184.18
				OR Employment Taxes		-0.06
				OR Employment Taxes		-0.06
10/21/2020	Check	2953	USDA Rural Development, Oregon State Office	Extra payment		-
				extra payment on principal		100,000.00
						-
						100,000.00
10/27/2020	Bill Payment (Check)	2954	ALL AMERICAN EXTINGUISHERS LLC			-72.00
						-72.00
10/27/2020	Bill Payment (Check)	2955	BOB'S JOBS LLC			-5,152.50
						-5,152.50
10/27/2020	Bill Payment (Check)	2956	H.D. FOWLER COMPANY		C	-499.58
						-499.58
10/27/2020	Bill Payment (Check)	2957	Hooker Creek Companies, LLC.			-398.00
						-398.00
10/27/2020	Bill Payment (Check)	2958	AMERICAN BUSINESS SOFTWARE INC			-74.50
						-74.50
10/27/2020	Bill Payment (Check)	2959	Oxarc		C	-99.10
						-99.10
10/27/2020	Bill Payment (Check)	2960	Special Districts Association of Oregon			-479.19
						-479.19
10/29/2020	Check		US POSTAL SERVICE	Hubdoc - 146940361 2952	C	-211.05
						211.05
10/30/2020	Expense		FIRST INTERSTATE BANK		R	-71.21

Terrebonne Domestic Water District

CHECK DETAIL

October 14 - November 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				SERVICE CHARGE SERVICE CHARGE		71.21
11/01/2020	Check	2961	EDWARD JONES	FBO - David Griffin		-250.00
						250.00
11/01/2020	Check	2962	RAYMOND JAMES	FBO: Daniel Bruce Acc# 299TV694		-250.00
						250.00
11/06/2020	Payroll Check	2978	David B. Griffin	Pay Period: 11/01/2020-11/30/2020		-2,767.49
				Gross Pay - This is not a legal pay stub		3,507.62
				Employer Taxes		291.30
				SDIC		41.93
				OR Statewide Transit Taxes		3.47
				OR Employment Taxes		28.08
				OR Income Tax		249.72
				Federal Unemployment (940)		0.00
				Federal Taxes (941/944)		708.23
11/06/2020	Payroll Check	2977	Daniel J. Bruce	Pay Period: 11/01/2020-11/30/2020		-3,933.68
				Gross Pay - This is not a legal pay stub		5,128.96
				Employer Taxes		394.27
				OR Statewide Transit Taxes		5.13
				OR Employment Taxes		3.82
				OR Income Tax		332.32
				Federal Unemployment (940)		0.00
				Federal Taxes (941/944)		1,248.28
11/10/2020	Bill Payment (Check)	2963	EDGE ANALYTICAL INC			-256.00
						-256.00
11/10/2020	Bill Payment (Check)	2964	BI-MART			-26.57
						-26.57
11/10/2020	Bill Payment (Check)	2965	FIRST NATIONAL BANK OMAHA			-81.45
						-81.45
11/10/2020	Bill Payment (Check)	2966	WT Equipment, INC.			-410.50
						-410.50
11/10/2020	Bill Payment (Check)	2967	Scott Noveron			-80.00
						-80.00
11/10/2020	Bill Payment (Check)	2968	US CELLULAR			-89.00
						-89.00
11/10/2020	Bill Payment (Check)	2969	REVEAL ACCOUNTING SOLUTIONS			-703.50
						-703.50
11/10/2020	Bill Payment (Check)	2970	TERREBONNE HARDWARE			-1.68
						-1.68

Terrebonne Domestic Water District

CHECK DETAIL

October 14 - November 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/10/2020	Bill Payment (Check)	2971	MASTERCARD			-616.92
						-616.92
11/10/2020	Bill Payment (Check)	2972	REPUBLIC SERVICES #675			-17.75
						-17.75
11/10/2020	Bill Payment (Check)	2973	BEND BROADBAND			-156.66
						-156.66
11/10/2020	Bill Payment (Check)	2974	FIRST INTERSTATE BANK			-181.49
						-181.49
11/10/2020	Bill Payment (Check)	2975	USABlueBook			-183.93
						-183.93
11/10/2020	Bill Payment (Check)	2976	SPECIAL DISTRICTS INSURANCE SERVICES			-1,139.70
						-1,139.70

Terrebonne Domestic Water District

11-10-2020

- We had a monthly water sample come back positive for coliform. This basically means the water could have growth of bacteria. We narrowed the source of the problem to warmer than normal water temps. So we did a light water treatment of chlorine to clear our water of coliform. We then retested and passed showing us we fixed the problem. In the future we will be monitoring water temp around this time of year to stay ahead if any future problems.
- I am currently working on the LID and should have our bids out soon. The time needed to correct our sampling problems took up much of the time I had to work on it. So things are moving again now and should move soon.

First Interstate Bank

\$162,908.76

LGIP

4845- \$164,771.22

5534- \$293,402.18

Total: \$458,173.40

Projects list and timeline

Project	Description	Cost	Timeline
Well meter install	New meter for each well	\$10,000-12,000	Winter 2020-21
H2O Sample Stations	New installation	12@ \$3000 each	Winter 2020-21
11 th St.	Line replacement 725'	\$275,000-300,000	Summer 2022
17 th St.	Line replacement 1275'	\$153,000-191,250	Summer 2024
Forster Dr. & 4 th St.	Line replacement 1840'	\$220,800-276,000	Summer 2025
5 th to B ave.	Line replacement 250'	\$30,000-37,000	Summer 2026
B ave. to 4 th	Line replacement 250'	\$30,000-37,000	Summer 2026
7 th St.	Line replacement 1360'	\$163,200-204,000	Summer 2027
8 th St.	Line replacement 1360'	\$163,200-204,000	Summer 2028
6 th St.	Line replacement 920'	\$110,400-138,000	Summer 2029
4 th St.	Line replacement 460'	\$55,200-69,000	Summer 2029
3 rd St.	Line replacement 790'	\$94,800-118,500	Summer 2030
3 rd & 4 th A to B ave.	Line replacement 1100'	\$132,000-165,000	Summer 2031
18 th St.	Line replacement 1375'	\$165,600-207,000	Summer 2032
F ave.	Line replacement 450'	\$54,000-67,500	Summer 2033
G ave.	Line replacement 545'	\$65,400-81,870	Summer 2033