

**Terrebonne Domestic Water District
December 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. District Property Listing

Next Regular Board Meeting:
Meeting adjourned:



Terrebonne Domestic Water District

Public Board Meeting

November 10th, 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 6:36 pm on November 10th, with 4 directors present- Gerry Soto, Art Tassie, Jim Wilhelm and Dustin Hewitt. Also present was District Manager Dan Bruce

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

Minutes: Minutes for the October 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).

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 noted that the problem we had with our water standard last month was a one off and should not be an ongoing problem. The district will be paying more attention to temperature changes next fall to get ahead of any problems.

The bid we are sending out is for the engineering only on the LID project and the bid for the construction will follow.

Dan noted for the board that the check for the payment on the district loan has not been cashed as of yet and so is not reflected in our cash totals.

Business Discussed: With Jim's direction the board reviewed the Possible Actions for District Well Elimination (see Forn DD). The goal of this process was to remove any ideas that would not work due to legal issues and to vote on any issues that may be contentious. Art made a motion that the board reject action A, second by Jim. Art and Jim in favor, Gerry abstained motion passed. Jim noted that at our next meeting he will present a revised list based on our

current discussion and we will further refine our options and begin applying them to our well groups.

Dan noted that there have been no problems with our Covis-19 and that he and Dave would continue to follow guidelines and continue to clean as needed.

Dan informed the board that it had come to his attention that according to state rules we could use SDC fees to pay for debt incurred for capital improvements. As all of our debt was used for capital improvement this is an option that would allow the district free up otherwise restricted dollars. Jim made a motion that the district allocate our \$100,000 loan principal be taken from our SDC fund, second by Art. All in favor, motion passed.

Dan presented the board with an updated project list as requested by the board (see project list). Dan was asked why 12 test stations were listed for 20-21 and Dan replied that we already have some of the stations in and that not all 12 would be going in at once.

Art noted that our contract had expired on the property the district had for sale. Art noted that our Realtor wanted us to lower the asking price with the new listing. It was agreed to relist the property but not to reduce the asking price.

Art requested that the board receive our meeting packed on the Friday before the meeting. It was agreed that any info that could get out before Tuesday morning would be sent to each board member.

Dustin suggested that the district reach out to our county commissioners or state reps in an effort to solicit input on our LID project. It was agreed that the district would attempt to get a county commissioner to our next meeting.

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

Meeting Adjourned: 8:36 pm

Submitted By: Jim Wilhelm

Management Report

Terrebonne Domestic Water District

For the period ended November 30, 2020

Prepared on

December 8, 2020

Table of Contents

Profit and Loss3

Balance Sheet.....5

Profit and Loss

November 2020

	Total
INCOME	
40500 Investments	
45050 Interest Income	281.61
Total 40500 Investments	281.61
40550 OR-LB-20 Water Income	
41100 Water	24,862.45
41200 Service Fees	1,228.66
41500 Debt Reduction Charge	2,798.73
Total 40550 OR-LB-20 Water Income	28,889.84
Total Income	29,171.45
GROSS PROFIT	
	29,171.45
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	8,636.58
61030 Payroll Taxes	685.57
61040 Employee Health ins	1,139.70
61070 Employee Retirement	500.00
61080 Workers Comp	219.82
Total 61000 OR-LB- 30 Personnel Services	11,181.67
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	2,217.47
62012 Utilities - Other	105.75
Total 62010 Utilities	2,323.22
62020 Operating Supplies	121.97
62030 Testing expense	447.00
62040 Office Supplies	377.45
62070 Insurance	
62071 Insurance - Liability, D and O	72.25
62072 Property Insurance	622.00
Total 62070 Insurance	694.25
62080 Bookkeeping	703.50
62100 Vehicle Maintenance & Repair	16.98
62160 Bank Charges	
62161 Bank Service Fees	64.43
62162 Merchant Services Proc Fee	837.26
Total 62160 Bank Charges	901.69
62180 Computer Software	14.99
62190 Dues & Subcriptions	745.00
62200 Fuel	90.89
62210 Printing and Copying	500.00
62220 Telephone, Telecommunications	440.71

	Total
62230 Refund	348.63
Total 62000 OR-LB-31 Operations	7,726.28
80000 Interest Expense	3.50
Total Expenses	18,911.45
NET OPERATING INCOME	10,260.00
NET INCOME	\$10,260.00

Balance Sheet

As of November 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	6,814.39
10200 First Interstate -3877- General	71,659.32
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	164,872.51
10520 LGIP Investment Fund #5534	293,582.55
Total 10500 LGIP Investments	458,455.06
Total Bank Accounts	536,928.77
Other Current Assets	
11500 Water Bills Receivable	28,583.12
14000 Inventory	6,451.05
14200 Prepaid Expenses	2,419.72
Total Other Current Assets	37,453.89
Total Current Assets	574,382.66
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	\$3,090,050.89
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	5,561.74
Total Accounts Payable	5,561.74
Other Current Liabilities	
24000 Payroll Liabilities	0.00
Federal Unemployment (940)	84.00
OR Employment Taxes	67.93
OR Statewide Transit Taxes	17.20
SDIC	293.51
Total 24000 Payroll Liabilities	462.64
24300 Payroll payable	1,848.76
25000 Customer deposits payable	31,260.00
Total Other Current Liabilities	33,571.40

	Total
Total Current Liabilities	39,133.14
Long-Term Liabilities	
27000 N/P - USDA/RD	293,676.89
Total Long-Term Liabilities	293,676.89
Total Liabilities	332,810.03
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	117,219.73
Total Equity	2,757,240.86
TOTAL LIABILITIES AND EQUITY	\$3,090,050.89

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

July - November, 2020

	TOTAL
Income	
40500 Investments	
45050 Interest Income	2,043.35
Total 40500 Investments	2,043.35
40550 OR-LB-20 Water Income	
41100 Water	242,354.27
41200 Service Fees	6,408.69
41500 Debt Reduction Charge	14,068.78
Total 40550 OR-LB-20 Water Income	262,831.74
Total Income	\$264,875.09
GROSS PROFIT	\$264,875.09
Expenses	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	43,182.90
61030 Payroll Taxes	3,516.28
61040 Employee Health ins	5,698.50
61070 Employee Retirement	2,500.00
61080 Workers Comp	1,099.10
Total 61000 OR-LB- 30 Personnel Services	55,996.78
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	16,696.21
62012 Utilities - Other	378.35
Total 62010 Utilities	17,074.56
62020 Operating Supplies	4,620.81
62030 Testing expense	831.00
62040 Office Supplies	717.22
62050 Postage, Mailing Service	897.45
62060 Legal	4,794.00
62070 Insurance	
62071 Insurance - Liability, D and O	361.25
62072 Property Insurance	3,110.00
Total 62070 Insurance	3,471.25
62080 Bookkeeping	3,517.50
62090 Directors Fees	1,200.00
62100 Vehicle Maintenance & Repair	16.98
62110 Education	315.00
62140 Auditing	1,500.00
62150 Backflow Expense	5,152.50

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

July - November, 2020

	TOTAL
62160 Bank Charges	0.05
62161 Bank Service Fees	402.51
62162 Merchant Services Proc Fee	2,876.01
Total 62160 Bank Charges	3,278.57
62170 Billing support	74.50
62180 Computer Software	29.98
62190 Dues & Subscriptions	1,598.48
62200 Fuel	390.90
62210 Printing and Copying	675.00
62220 Telephone, Telecommunications	2,200.87
62230 Refund	1,045.00
Total 62000 OR-LB-31 Operations	53,401.57
70000 Capital Outlay	
70100 System Improvements	17,516.54
Total 70000 Capital Outlay	17,516.54
80000 Interest Expense	20,740.47
Total Expenses	\$147,655.36
NET OPERATING INCOME	\$117,219.73
NET INCOME	\$117,219.73

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

November 2020

	TOTAL	
	NOV 2020	NOV 2019 (PY)
Income		
40500 Investments		
45050 Interest Income	281.61	1,075.54
Total 40500 Investments	281.61	1,075.54
40550 OR-LB-20 Water Income		
41100 Water	24,862.45	24,030.18
41200 Service Fees	1,228.66	1,200.00
41500 Debt Reduction Charge	2,798.73	2,831.78
Total 40550 OR-LB-20 Water Income	28,889.84	28,061.96
Total Income	\$29,171.45	\$29,137.50
GROSS PROFIT	\$29,171.45	\$29,137.50
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	8,636.58	8,313.99
61030 Payroll Taxes	685.57	667.25
61040 Employee Health ins	1,139.70	930.72
61070 Employee Retirement	500.00	300.00
61080 Workers Comp	219.82	241.68
Total 61000 OR-LB- 30 Personnel Services	11,181.67	10,453.64
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	2,217.47	1,675.52
62012 Utilities - Other	105.75	16.80
Total 62010 Utilities	2,323.22	1,692.32
62020 Operating Supplies	121.97	15.87
62030 Testing expense	447.00	64.00
62040 Office Supplies	377.45	480.00
62050 Postage, Mailing Service		528.60
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
62090 Directors Fees		1,200.00
62100 Vehicle Maintenance & Repair	16.98	282.00
62160 Bank Charges		
62161 Bank Service Fees	64.43	60.50
62162 Merchant Services Proc Fee	837.26	211.15
Total 62160 Bank Charges	901.69	271.65

Terrebonne Domestic Water District

PROFIT AND LOSS COMPARISON

November 2020

	TOTAL	
	NOV 2020	NOV 2019 (PY)
62170 Billing support		116.98
62180 Computer Software	14.99	
62190 Dues & Subscriptions	745.00	75.00
62200 Fuel	90.89	74.49
62210 Printing and Copying	500.00	
62220 Telephone, Telecommunications	440.71	436.31
62230 Refund	348.63	255.75
Total 62000 OR-LB-31 Operations	7,726.28	6,843.14
80000 Interest Expense	3.50	
Total Expenses	\$18,911.45	\$17,296.78
NET OPERATING INCOME	\$10,260.00	\$11,840.72
NET INCOME	\$10,260.00	\$11,840.72

Terrebonne Domestic Water District

CHECK DETAIL

November 11 - December 8, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
10100 Bank-4506				
11/13/2020	Expense			GATEWAY SERVICES WEBPAYMENT GATEWAY SEP WEBPAYMENT
11/24/2020	Expense			GATEWAY SERVICES WEBPAYMENT GATEWAY SEP WEBPAYMENT
12/01/2020	Expense			MRC HNT P MNT PROC SETTLEMENT 5611 MRC HNT P SETTLEMENT 5611
10200 First Interstate -3877- General				
11/12/2020	Tax Payment		OR Department of Revenue	Tax Payment for Period: 11/04/2020-11/06/2020 OR Income Tax
11/12/2020	Expense		IRS	IRS USATAXPYMT 227071766067778 IRS USATAXPYI 227071766067778
11/18/2020	Expense			DEPOSIT CORRECTIONS DEPOSIT CORRECTIONS
11/20/2020	Check			RETURNED DEPOSIT ITEM RETURNED DEPOSIT ITE
11/23/2020	Bill Payment (Check)	2990	David Griffin	
11/23/2020	Bill Payment (Check)	2991	SPEER HOYT LLC	
11/23/2020	Bill Payment (Check)	2992	MID COLUMBIA PRODUCERS, INC.	
11/23/2020	Bill Payment (Check)	2993	CL PRINTING & COPY CENTER INC	
11/23/2020	Bill Payment (Check)	2994	EDGE ANALYTICAL INC	

Terrebonne Domestic Water District

CHECK DETAIL

November 11 - December 8, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
12/03/2020	Expense			ACH SETTLEMENT ELEC DEBIT 108078 ACH SETTLE DEBIT 108078
12/04/2020	Payroll Check	3015	David B. Griffin	Pay Period: 12/01/2020-12/31/2020 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)
12/04/2020	Payroll Check	3014	Daniel J. Bruce	Pay Period: 12/01/2020-12/31/2020 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)
12/07/2020	Bill Payment (Check)	2997	Terrebonne PUD, LLC	
12/07/2020	Bill Payment (Check)	2998	MICHAEL WALKER	
12/07/2020	Bill Payment (Check)	2999	WILLIAM MARTENEY	
12/07/2020	Bill Payment (Check)	3000	PACIFIC POWER	
12/07/2020	Bill Payment (Check)	3001	US CELLULAR	
12/07/2020	Bill Payment	3002	EDGE ANALYTICAL INC	

Terrebonne Domestic Water District

CHECK DETAIL

November 11 - December 8, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
	(Check)			
12/07/2020	Bill Payment (Check)	3006	FIRST INTERSTATE BANK	
12/07/2020	Bill Payment (Check)	3007	MASTERCARD	
12/07/2020	Bill Payment (Check)	3008	REVEAL ACCOUNTING SOLUTIONS	
12/07/2020	Bill Payment (Check)	3009	REPUBLIC SERVICES #675	
12/07/2020	Bill Payment (Check)	3010	CENTRATTEL TELEPHONE ANSWERING SERVICE	
12/07/2020	Bill Payment (Check)	3011	MID COLUMBIA PRODUCERS, INC.	
12/07/2020	Bill Payment (Check)	3012	OREGON HEALTH AUTHORITY	
12/07/2020	Bill Payment (Check)	3013	SPECIAL DISTRICTS INSURANCE SERVICES	

Terrebonne Domestic Water District

12-8-2020

- Over a year ago the district filed an appeal on a decision that came down from OWRD about one of our water rights. The district did come out favorable in the appeal. The way it was decided we will actually save some money and time in the transfer of the water right from the dry well to our existing wells.
- The schooling that Dave was going to this week canceled in-person classes. So this week he is doing the classes online remotely from home.
- I ran some water quality samples of well #1. I wanted to get a representation of the well by itself and not a blended sample that we usefully take. The samples came back good, showing very similar water quality to our larger deeper wells.
- Centratel is offering a 3% discount for paying for a full years of service up front. We have done this the last few year and we will be doing this again this year as well.

LGIP

4845: \$164,872.51

5534: \$293,582.55

Total: \$458,455.06

FIRST INTERSTATE BANK

\$87,448.31

Terrebonne Domestic Water District

Possible Actions for District Well Elimination

Updated 11-10-2020

- A. SDC credits to be applied to major line placement. **This is standard procedure on new infrastructure.**
- B. Allow well owners to pay SDC fees that were in effect when their well was drilled. **Will need to vote on this item.**
- C. Have the district pay some or all of the major line placement. **Will need to vote on this item.**
- D. Have the district pay to hook customers to meter and or abandonment of their well. **Will need to vote on this item**
- E. Allow customers to pay some or all costs over time. **Will need to vote on this item.**
- F. Take payments on any monies owed but require there be an interest charge on outstanding due. **Will need to vote on this item.**
- G. Allow customers to continue to use their wells for landscape watering after they have hooked up. **We can not require customers stop using their wells for landscaping but we would require they install a backflow device on the well. Vote**
- H. Allow well owners to give us ownership of their well so that we can abandon them as needed. **This would happen if the customer did not want to install a backflow device and we paid for abandonment. Vote**
- I. Arrange "group" rate for hookup and/or well abandonment. **We would be required to put this out to bid. Vote**
- J. Establish a timeline for hooking up each well owner.
- K. Require all well owners that have infrastructure available now to immediately move to hookup to the district. **Will need to vote on this item**
- L. Negotiate with each well owner separately and keep negotiations separate from all others. Do not broadcast or publish results. **Will need to vote on this item.**

ORS 264.362

Whenever the district board considers it necessary, upon its own motion, or upon the petition of the owners of one-half of the property that benefits specially from the improvement, to make any improvement to be paid for in whole or in part by special assessment according to benefits, the board shall, by motion, cause a survey and written report for such project to be made and filed with the secretary. Unless the district board directs otherwise, the report shall contain:

- (1)**A map or plat showing the general nature, location and extent of the proposed improvement and the land to be assessed for the payment of any part of the cost thereof.
- (2)**Plans, specifications and estimates of the work to be done; however, where the proposed project is to be carried out in cooperation with any other governmental agency, the district board may adopt the plans, specifications and estimates of such agency.
- (3)**An estimate of the probable cost of the improvement, including any legal, administrative and engineering costs attributable thereto.
- (4)**An estimate of the unit cost of the improvement to the specially benefited properties.
- (5)**A recommendation as to the method of assessment to be used to arrive at a fair apportionment of the whole or any portion of the cost of the improvement to the properties specially benefited.
- (6)**The description and assessed value of each lot, parcel of land or portion thereof, to be specially benefited by the improvement, with the names of the record owners thereof and, when readily available, the names of the contract purchasers thereof.
- (7)**A statement of outstanding assessments against property to be assessed.

[1969 c.686 §2]

I move to authorize Cascade Geoengineering, LLC to complete a survey and written report for the 1st Street Water Line Extension pursuant to ORS 264.362, excluding final plans and specifications which will be completed upon formal selection of a District Engineer of Record, for up to a maximum contract amount of \$_____.