

**Terrebonne Domestic Water District  
January 12th, 2021**

**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.

Next Regular Board Meeting:  
Meeting adjourned:



# Terrebonne Domestic Water District

Public Board Meeting  
December 8th, 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 6:35 pm on December 8th, with 5 directors present- Gerry Soto, Art Tassie, Jim Wilhem, Dustin Hewitt and Eric Fisher(arrived at 6:50). Also present was District Manager Dan Bruce

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

**Minutes:** Minutes for the November 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 noted that the district is spending more money on our lawyer this year and that we had almost spent our entire projected amount at this point.

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 reported that we had won our appeal to retain the water rights that we held on the property we have for sale. We would be moving those rights to wells #3 & #4 at little cost. Dan informed the board that the value of those rights were worth about \$600,000.

Dan had tested the water in well one and reported clean results. The depth of this well is recorded at about 300 ft and has never been tested unmingled with other wells.

Dan informed the board that we would be prepaying our Centratel account to pull back a 3% savings.

**Business Discussed: *District Property Listing*** Art informed the board that he had resigned the sales agreement on the property we had for sale but the Realtor still felt we should reduce the asking price. Although Dustin reminded the board that we had given Art full authority to handle the sale, Art felt he needed some direction from the board. It was agreed that we would move the asking price to \$119,000 but that we would pull the offer to pay the SDC fees. We

have already paid the sewer hookup fees and we are paying \$44 a month so we can not pull that fee.

**Covis-19 Update** Dan noted that state Covid rules have been tightened so the district office is not open to the public. Eric noted that he had been watching for any programs or monies the district could tap for Covid relief but had not noticed any opportunities. We will continue to monitor this.

**Wells In The District** Dan filled the board in on a well that is currently being drilled in the district on an existing lot (lot has an existing home). At this point there is nothing the district can do to stop the well but we will be requiring the homeowner to install a special backflow valve at their meter. There was concern that this well in the district might spark other homeowners in the district to sink a well. Dan noted that this was a special case because of the size of the lot (over 1 acre and the homeowner is aware that they can not hook the well to their home or irrigate more than ½ with the well water. Dan said that he will be monitoring the homeowners water use to assure us that they are not going outside limits on acreage watered. Eric asked that Dan talk to our lawyer to see if there is any way we could creatively act to discourage further situations like this.

Dan presented to the board an outline and proposal for the district to move forward with the LID on 1st street. It is important that if the board is going to move forward with the LID they move with haste as one landowner in the area is looking to sell his property and needs to know the costs. The resulting survey and written report would lay out the projected costs on the entire project. Art made a proposal that the board authorize Cascade Geoengineering, LLC to complete a survey and written report for the 1st Water Line Extension pursuant to ORS 264.362, excluding final plan and specifications which will be completed upon formal selection of a District Engineer of Record, for up to a contract amount of \$17,000, second by Jim. All in favor, motion passed. Jim moved to address possible actions for the district well elimination (see form DD) After reviewing three of the items it was decided that the board will delay any further discussion on this subject until after the LID survey is completed. This would allow us to make better decisions on how to allocate funds for the project.

Art suggested that we could make this very easy but just having the district pay for the new infrastructure on 1st street and the homeowners pay for everything else. Eric was concerned that the district was spending all this money on only 8 customers that would get water. Jim reminded the board that they have faced the question in the past about moving forward on this well project and we have always agreed it was the right thing to do. Jim told the board that we have to be all in on the project or all out, there is no middle ground. If the board does not want to move forward we need to stop the LID project before it costs the district money and may affect a current owner selling their property. After some discussion Jim made a motion that the district continue forward with the well project, second by Art. Jim, Art and Eric in favor, Gerry abstained. Motion passed

**Next Regular Board Meeting:** January 12th, 2021 @ 6:30pm @ Terrebonne Fire Station

**Meeting Adjourned:** 8:27 pm

**Submitted By:** Jim Wilhelm



# Management Report

Terrebonne Domestic Water District

For the period ended December 31, 2020

Prepared on

January 12, 2021

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# Profit and Loss

December 2020

	Total
<b>INCOME</b>	
40500 Investments	
45050 Interest Income	291.23
<b>Total 40500 Investments</b>	<b>291.23</b>
40550 OR-LB-20 Water Income	
41100 Water	23,373.04
41200 Service Fees	1,699.63
41300 Backflow Fees	4,950.00
41500 Debt Reduction Charge	2,790.69
<b>Total 40550 OR-LB-20 Water Income</b>	<b>32,813.36</b>
41600 System Development Fees	7,700.00
<b>Total Income</b>	<b>40,804.59</b>
<b>GROSS PROFIT</b>	
	<b>40,804.59</b>
<b>EXPENSES</b>	
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
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>11,181.67</b>
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,747.70
62012 Utilities - Other	516.55
<b>Total 62010 Utilities</b>	<b>2,264.25</b>
62020 Operating Supplies	10.97
62030 Testing expense	703.00
62050 Postage, Mailing Service	323.00
62070 Insurance	
62071 Insurance - Liability, D and O	72.25
62072 Property Insurance	622.00
<b>Total 62070 Insurance</b>	<b>694.25</b>
62080 Bookkeeping	703.50
62160 Bank Charges	
62161 Bank Service Fees	77.02
62162 Merchant Services Proc Fee	542.03
<b>Total 62160 Bank Charges</b>	<b>619.05</b>
62170 Billing support	223.68
62190 Dues & Subscriptions	14.99
62200 Fuel	112.02
62220 Telephone, Telecommunications	605.00

	Total
62230 Refund	38.65
<b>Total 62000 OR-LB-31 Operations</b>	<b>6,312.36</b>
70000 Capital Outlay	
70100 System Improvements	33.00
<b>Total 70000 Capital Outlay</b>	<b>33.00</b>
<b>Total Expenses</b>	<b>17,527.03</b>
<b>NET OPERATING INCOME</b>	<b>23,277.56</b>
<b>NET INCOME</b>	<b>\$23,277.56</b>

# Balance Sheet

As of December 31, 2020

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Bank-4506	13,757.30
10200 First Interstate -3877- General	89,294.70
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	164,977.24
10520 LGIP Investment Fund #5534	293,769.05
<b>Total 10500 LGIP Investments</b>	<b>458,746.29</b>
<b>Total Bank Accounts</b>	<b>561,798.29</b>
<b>Other Current Assets</b>	
11500 Water Bills Receivable	25,209.50
14000 Inventory	6,451.05
14200 Prepaid Expenses	1,318.97
<b>Total Other Current Assets</b>	<b>32,979.52</b>
<b>Total Current Assets</b>	<b>594,777.81</b>
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	<b>2,515,668.23</b>
<b>TOTAL ASSETS</b>	<b>\$3,110,446.04</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	1,953.14
<b>Total Accounts Payable</b>	<b>1,953.14</b>
<b>Other Current Liabilities</b>	
24000 Payroll Liabilities	0.00
Federal Unemployment (940)	84.00
OR Employment Taxes	99.83
OR Statewide Transit Taxes	25.80
SDIC	335.44
<b>Total 24000 Payroll Liabilities</b>	<b>545.07</b>
24300 Payroll payable	1,848.76
25000 Customer deposits payable	31,988.65
<b>Total Other Current Liabilities</b>	<b>34,382.48</b>

	Total
<b>Total Current Liabilities</b>	<b>36,335.62</b>
<b>Long-Term Liabilities</b>	
27000 N/P - USDA/RD	293,676.89
<b>Total Long-Term Liabilities</b>	<b>293,676.89</b>
<b>Total Liabilities</b>	<b>330,012.51</b>
<b>Equity</b>	
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	140,412.40
<b>Total Equity</b>	<b>2,780,433.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,110,446.04</b>

# Terrebonne Domestic Water District

## PROFIT AND LOSS COMPARISON

July - December, 2020

	TOTAL	
	JUL - DEC, 2020	JUL - DEC, 2019 (PY)
<b>Income</b>		
40500 Investments		
45050 Interest Income	2,334.58	7,012.77
<b>Total 40500 Investments</b>	<b>2,334.58</b>	<b>7,012.77</b>
40550 OR-LB-20 Water Income		
41100 Water	265,727.31	235,007.33
41200 Service Fees	8,108.32	3,544.75
41300 Backflow Fees	4,950.00	5,310.00
41500 Debt Reduction Charge	16,859.47	16,628.11
<b>Total 40550 OR-LB-20 Water Income</b>	<b>295,645.10</b>	<b>260,490.19</b>
41600 System Development Fees	7,700.00	
<b>Total Income</b>	<b>\$305,679.68</b>	<b>\$267,502.96</b>
<b>GROSS PROFIT</b>	<b>\$305,679.68</b>	<b>\$267,502.96</b>
<b>Expenses</b>		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	51,819.48	50,863.51
61030 Payroll Taxes	4,201.85	4,198.04
61040 Employee Health ins	6,838.20	5,668.18
61070 Employee Retirement	3,000.00	1,800.00
61080 Workers Comp	1,318.92	1,450.08
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>67,178.45</b>	<b>63,979.81</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	18,443.91	17,242.67
62012 Utilities - Other	921.30	210.90
<b>Total 62010 Utilities</b>	<b>19,365.21</b>	<b>17,453.57</b>
62020 Operating Supplies		
62024 Repair and Maintenance	4,631.78	1,085.70
<b>Total 62020 Operating Supplies</b>	<b>4,631.78</b>	<b>1,093.70</b>
62030 Testing expense	1,534.00	2,303.86
62040 Office Supplies	717.22	999.15
62050 Postage, Mailing Service	1,220.45	1,373.90
62060 Legal	4,843.00	1,232.00
62070 Insurance		
62071 Insurance - Liability, D and O	433.50	420.00
62072 Property Insurance	3,732.00	3,460.02
<b>Total 62070 Insurance</b>	<b>4,165.50</b>	<b>3,880.02</b>
62080 Bookkeeping	4,221.00	4,311.00
62090 Directors Fees	1,200.00	1,200.00

# Terrebonne Domestic Water District

## PROFIT AND LOSS COMPARISON

July - December, 2020

	TOTAL	
	JUL - DEC, 2020	JUL - DEC, 2019 (PY)
62100 Vehicle Maintenance & Repair	16.98	1,097.15
62110 Education	315.00	
62130 Flexlease Svc Fee		950.00
62140 Auditing	1,500.00	
62150 Backflow Expense	5,152.50	5,512.50
62160 Bank Charges	0.05	
62161 Bank Service Fees	489.02	546.75
62162 Merchant Services Proc Fee	3,418.04	1,728.08
<b>Total 62160 Bank Charges</b>	<b>3,907.11</b>	<b>2,274.83</b>
62170 Billing support	298.18	1,016.94
62180 Computer Software	29.98	
62190 Dues & Subcriptions	1,613.47	1,569.30
62200 Fuel	502.92	986.57
62210 Printing and Copying	675.00	1,003.28
62220 Telephone, Telecommunications	2,805.87	2,831.90
62230 Refund	1,083.65	538.59
<b>Total 62000 OR-LB-31 Operations</b>	<b>59,798.82</b>	<b>51,628.26</b>
68001 Business Expenses Other		11.90
70000 Capital Outlay		
70100 System Improvements	17,549.54	15,467.22
<b>Total 70000 Capital Outlay</b>	<b>17,549.54</b>	<b>15,467.22</b>
80000 Interest Expense	20,740.47	17,854.00
Payroll Expenses		
Company Contributions		
Health Insurance		0.00
<b>Total Company Contributions</b>		<b>0.00</b>
<b>Total Payroll Expenses</b>		<b>0.00</b>
<b>Total Expenses</b>	<b>\$165,267.28</b>	<b>\$148,941.19</b>
<b>NET OPERATING INCOME</b>	<b>\$140,412.40</b>	<b>\$118,561.77</b>
<b>NET INCOME</b>	<b>\$140,412.40</b>	<b>\$118,561.77</b>

# Terrebonne Domestic Water District

## PROFIT AND LOSS COMPARISON

December 2020

	TOTAL	
	DEC 2020	DEC 2019 (PY)
Income		
40500 Investments		
45050 Interest Income	291.23	1,069.12
<b>Total 40500 Investments</b>	<b>291.23</b>	<b>1,069.12</b>
40550 OR-LB-20 Water Income		
41100 Water	23,373.04	21,423.48
41200 Service Fees	1,699.63	1,047.50
41300 Backflow Fees	4,950.00	5,310.00
41500 Debt Reduction Charge	2,790.69	2,826.65
<b>Total 40550 OR-LB-20 Water Income</b>	<b>32,813.36</b>	<b>30,607.63</b>
41600 System Development Fees	7,700.00	
<b>Total Income</b>	<b>\$40,804.59</b>	<b>\$31,676.75</b>
GROSS PROFIT	<b>\$40,804.59</b>	<b>\$31,676.75</b>
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	8,636.58	9,293.56
61030 Payroll Taxes	685.57	746.58
61040 Employee Health ins	1,139.70	930.72
61070 Employee Retirement	500.00	300.00
61080 Workers Comp	219.82	241.68
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>11,181.67</b>	<b>11,512.54</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,747.70	2,122.10
62012 Utilities - Other	516.55	39.10
<b>Total 62010 Utilities</b>	<b>2,264.25</b>	<b>2,161.20</b>
62020 Operating Supplies	10.97	165.00
62030 Testing expense	703.00	1,611.86
62050 Postage, Mailing Service	323.00	8.10
62070 Insurance		
62071 Insurance - Liability, D and O	72.25	70.00
62072 Property Insurance	622.00	576.67
<b>Total 62070 Insurance</b>	<b>694.25</b>	<b>646.67</b>
62080 Bookkeeping	703.50	703.50
62130 Flexlease Svc Fee		950.00
62160 Bank Charges		
62161 Bank Service Fees	77.02	76.10
62162 Merchant Services Proc Fee	542.03	280.02
<b>Total 62160 Bank Charges</b>	<b>619.05</b>	<b>356.12</b>

# Terrebonne Domestic Water District

## PROFIT AND LOSS COMPARISON

December 2020

	TOTAL	
	DEC 2020	DEC 2019 (PY)
62170 Billing support	223.68	759.90
62190 Dues & Subscriptions	14.99	235.00
62200 Fuel	112.02	101.14
62210 Printing and Copying		582.28
62220 Telephone, Telecommunications	605.00	503.78
62230 Refund	38.65	31.63
<b>Total 62000 OR-LB-31 Operations</b>	<b>6,312.36</b>	<b>8,816.18</b>
68001 Business Expenses Other		11.90
70000 Capital Outlay		
70100 System Improvements	33.00	33.00
<b>Total 70000 Capital Outlay</b>	<b>33.00</b>	<b>33.00</b>
80000 Interest Expense		12,337.50
<b>Total Expenses</b>	<b>\$17,527.03</b>	<b>\$32,711.12</b>
NET OPERATING INCOME	<b>\$23,277.56</b>	<b>\$ -1,034.37</b>
NET INCOME	<b>\$23,277.56</b>	<b>\$ -1,034.37</b>





# Terrebonne Domestic Water District

## CHECK DETAIL

December 9, 2020 - January 12, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
10100 Bank-4506				
12/10/2020	Expense			GATEWAY SERVICES WEBPAYMENT GATEWAY SEF WEBPAYMENT
12/31/2020	Expense			GATEWAY SERVICES WEBPAYMENT GATEWAY SEF WEBPAYMENT
01/04/2021	Expense			MRCHNT PMNT PROC SETTLEMENT 5611 MRCHNT I SETTLEMENT 5611
01/05/2021	Expense			GATEWAY SERVICES WEBPAYMENT GATEWAY SEF WEBPAYMENT
10200 First Interstate -3877- General				
12/09/2020	Tax Payment		OR Department of Revenue	Tax Payment for Period: 12/02/2020-12/04/2020 OR Income Tax
12/09/2020	Tax Payment		IRS	Tax Payment for Period: 12/02/2020-12/04/2020  Federal Taxes (941/944)
12/21/2020	Check	1554		RETURNED DEPOSIT ITEM RETURNED DEPOSIT ITE
12/28/2020	Bill Payment (Check)	3019	SPEER HOYT LLC	
12/28/2020	Bill Payment (Check)	3020	LINN SEPTIC SERVICE	
12/28/2020	Bill Payment (Check)	3021	Terrebonne PUD, LLC	
12/28/2020	Bill Payment (Check)	3022	PACIFIC POWER	

# Terrebonne Domestic Water District

## CHECK DETAIL

December 9, 2020 - January 12, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
12/31/2020	Expense		FIRST INTERSTATE BANK	SERVICE CHARGE SERVICE CHARGE
01/01/2021	Check	3026	EDWARD JONES	FBO - David Griffin
01/01/2021	Check	3027	RAYMOND JAMES	FBO: Daniel Bruce Acc# 299TV694
01/06/2021	Check	3016	US POSTAL SERVICE	CHECK 3016 CHECK
01/08/2021	Payroll Check	3018	David B. Griffin	Pay Period: 01/01/2021-01/31/2021  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)
01/08/2021	Payroll Check	3017	Daniel J. Bruce	Pay Period: 01/01/2021-01/31/2021  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)
01/12/2021	Bill Payment (Check)	3029	ONE CALL CONCEPTS INC	
01/12/2021	Bill Payment (Check)	3030	Michelle Wobbe	
01/12/2021	Bill Payment (Check)	3031	EDGE ANALYTICAL INC	
01/12/2021	Bill Payment (Check)	3032	TERREBONNE HARDWARE	

# Terrebonne Domestic Water District

## CHECK DETAIL

December 9, 2020 - January 12, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
01/12/2021	Bill Payment (Check)	3036	MASTERCARD	
01/12/2021	Bill Payment (Check)	3037	CENTRATTEL TELEPHONE ANSWERING SERVICE	
01/12/2021	Bill Payment (Check)	3038	MID COLUMBIA PRODUCERS, INC.	
01/12/2021	Bill Payment (Check)	3039	BEND BROADBAND	
01/12/2021	Bill Payment (Check)	3040	AMERICAN BUSINESS SOFTWARE INC	
01/12/2021	Bill Payment (Check)	3041	Deschutes Community Development	
01/12/2021	Bill Payment (Check)	3042	Local Government Law Group PC	
01/12/2021	Bill Payment (Check)	3043	SPECIAL DISTRICTS INSURANCE SERVICES	

# Terrebonne Domestic Water District

1-12-2021

- Next week we will be having our training on the new meter reading system. This will be nice to get the system up and rolling. We have had to put off this training due to the Covid shutdowns.
- The contract for the LID is just about wrapped up and we are looking at a finish date of no later than March 31<sup>st</sup>. Once this is completed we can move forward with the final infrastructure engineering.

## **First Interstate Bank**

\$24,731.53

## **LGIP**

4845- \$264,977.24

5534- \$293,769.05

Total- \$558,746.29