

**Terrebonne Domestic Water District**  
**April 13th, 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.
3. Upcoming budget
4. Newsletter
5. District property listing
6. New vehicle purchases

Next Regular Board Meeting:  
Meeting adjourned:



# Terrebonne Domestic Water District

## Public Board Meeting

March 9th, 2021

**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 6:37 pm on March 9th, with 5 directors present- Herb Alperstein, Eric Fisher, Dustin Hewit, Art Tassie and Jim Wilhem, Also present was District Manager Dan Bruce

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

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

**Treasurer's Report:** The current financial report was reviewed by the board. (see report). Art made a motion that the board accept the financial report and the checks as presented, seconded by Jim. 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 our financial reviews were still moving forward but he was unable to give us a time that they would be completed.  
Dan asked the board to forward their ideas and thoughts on a SDC payment plan. We are required by law to have some mechanism that would allow customers to pay for fees over no less than 10 year but more than 30 years. We do not have this policy now as prior boards did not completely ratify the necessary ordinances.  
Dan requested that the board allow him to look into replacing our smaller pick-up as it is nearing the end of its life. (2001 S 10). Dan has been looking into government surplus sights to find a used truck. Dan feels that we need to purchase a 4 wheel drive, full size  $\frac{3}{4}$  or 1 ton unit with a tool box to cover our needs. Eric made a motion that we authorize Dan to spend \$25,000 to purchase a truck(18) that will fill our needs, second by Jim. All in favor, motion passed.  
Eric noted that he feels we need to have our vehicles and employees wearing a logo so our customers would recognize the work we are doing. Dan will bring some proposed logos to the next meeting for the board to review (19).

After noting our current financial situation Art requested that the board again make further payments to pay off our outstanding debt. Jim pointed out that because of the uncertainty of the 1st street projects cost we could not afford to move forward on loan payoff at this time. We have already made an extra \$100,000 payment this year and at current rates we will be done with the loans in no more than 2 years.

**Business Discussed: Wells in the District:** Jim asked the board to review the handout he had prepared for when we have our 1st street LID meetings. (see handout sent to board). Eric reminded the board that this handout was still preliminary and may be adjusted before the meeting. Jim asked the board to forward him any changes or adjustments they may want.

**COVID-19:** There are no changes to the COVID-19 restrictions at this time. The board was reminded that we will be addressing our suspension of the online charge fees when we do the budget in June.

**Board Compensation:** Dustin reminded the board that when Gerry Soto left the board she had refunded the district the unused portion of her board compensation (\$80). I was agreed by the board that those funds should be paid to Herb Alperstein for assuming Gerry's position.

**Upcoming Budget:** Jim reminded the board that we would need to appoint a Budget Officer to work with Dan on the upcoming 2021-22 budget. Herb nominated Jim Wilhelm to be the Budget Officer. All in favor, Jim is appointed. Jim told the board that he and Dan would have the budget to present at our May meeting and we would adjust and confirm the budget at two meetings in June. Jim also reminded the board to be looking for members of the community that could serve on the Budget Committee.

**May Elections:** Dustin reminded Herb and Eric that they would need to register for the election in May by March 18th in order to be on the ballot. Dustin asked Eric to give the board as much of his time as he can before he relocates.

**News Letter:** It was agreed that Jim and Herb would write the district's message for the upcoming newsletter. It was recommended that the write up contain information on our current debt reduction efforts.

**District Property for Sale:** Dustin presented a letter from our realtor concerning the lot the district currently has for sale. (see letter) It was noted that there had been some interest in the property but that there were some concerns about the lot being too shallow for a home. No further action was taken on this item.

**Past Board Member:** Dan informed the board that one of our past board members had recently passed. Sam Bell was board president in the years 2014 to 2015.

**Next Regular Board Meeting:** April 13th, 2021 @ 6:30pm @ Terrebonne Fire Station or as a Zoom meeting if needed.

**Meeting Adjourned:** 7:39 pm

**Submitted By:** Jim Wilhelm



# Terrebonne Domestic Water District

## Open Action Points

1. What: TDWD will be contacting Carrie to coordinate with ODOT planning.  
Who: Dan Bruce  
When: Ongoing (will be updating board monthly)
2. What: Prepare a plan for our needs and wants on the 97 project.  
Who: Dan Bruce  
When: Ongoing (will be updating board monthly)
3. What: TDWD will need to submit our revised Master Plan  
Who: Dan Bruce  
When: Working with Jim Newton (will be updating board monthly)
10. What: Present written copy of new 60 day past due payment policy  
Who: Dan Bruce  
When: 2/11/20
12. What: Post a copy of the newsletter on our Facebook page.  
Who: Dan Bruce  
When: 6/9/20
13. What: Adjust letter to trailer park to reflect current OR law, present to lawyer.  
Who: Dan Bruce  
When: ASAP (will require approval of ordinance on time payments)
14. What: Start process to get LID for 1st street.  
Who: Dan Bruce  
When: 3/31/2021
15. What: Review suspension of charge for electronic payments.  
Who: Board  
When: 6/31/2021
16. What: Write up agreement for 1st street properties to allow well use pending LID.  
Who: Dan  
When: ASAP
17. What: Redo needed ordinances to allow for customer time payments  
Who: Dan/Board  
When: ASAP
18. What: Purchase new truck for district.  
Who: Dan  
When: When needed
19. What: Present proposed logos for district truck and uniforms.  
Who: Dan When 4/12/2021

Updated 3/9/21

# Management Report

Terrebonne Domestic Water District  
For the period ended March 31, 2021

Prepared on  
April 13, 2021

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# Profit and Loss

March 2021

	Total
<b>INCOME</b>	
40500 Investments	
45050 Interest Income	285.07
<b>Total 40500 Investments</b>	<b>285.07</b>
40550 OR-LB-20 Water Income	
41100 Water	23,216.90
41200 Service Fees	1,108.30
41500 Debt Reduction Charge	2,796.95
<b>Total 40550 OR-LB-20 Water Income</b>	<b>27,122.15</b>
41600 System Development Fees	15,400.00
<b>Total Income</b>	<b>42,807.22</b>
<b>GROSS PROFIT</b>	
	<b>42,807.22</b>
<b>EXPENSES</b>	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	8,636.58
61030 Payroll Taxes	764.46
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>11,260.56</b>
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,525.08
62012 Utilities - Other	116.46
<b>Total 62010 Utilities</b>	<b>1,641.54</b>
62020 Operating Supplies	302.67
62030 Testing expense	264.00
62050 Postage, Mailing Service	212.40
62070 Insurance	
62071 Insurance - Liability, D and O	80.08
62072 Property Insurance	683.92
<b>Total 62070 Insurance</b>	<b>764.00</b>
62080 Bookkeeping	703.50
62090 Directors Fees	80.00
62100 Vehicle Maintenance & Repair	1,543.00
62160 Bank Charges	
62161 Bank Service Fees	76.17
62162 Merchant Services Proc Fee	140.20
<b>Total 62160 Bank Charges</b>	<b>216.37</b>
62170 Billing support	1,726.60
62180 Computer Software	14.99
62200 Fuel	132.92

	<b>Total</b>
62220 Telephone, Telecommunications	434.83
62230 Refund	95.38
<b>Total 62000 OR-LB-31 Operations</b>	<b>8,132.20</b>
70000 Capital Outlay	
70100 System Improvements	911.92
<b>Total 70000 Capital Outlay</b>	<b>911.92</b>
80000 Interest Expense	3.39
<b>Total Expenses</b>	<b>20,308.07</b>
<b>NET OPERATING INCOME</b>	<b>22,499.15</b>
<b>NET INCOME</b>	<b>\$22,499.15</b>

# Balance Sheet

As of March 31, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Bank-4506	8,530.61
10200 First Interstate -3877- General	54,851.48
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	51,570.29
10520 LGIP Investment Fund #5534	427,984.63
10530 LGIP - SDC Fund #6271	66,870.55
15340 LGIP Deposit Fund #6272	13,180.79
<b>Total 10500 LGIP Investments</b>	<b>559,606.26</b>
<b>Total Bank Accounts</b>	<b>622,988.35</b>
<b>Other Current Assets</b>	
11500 Water Bills Receivable	5,050.35
14000 Inventory	6,451.05
14200 Prepaid Expenses	8,664.92
<b>Total Other Current Assets</b>	<b>20,166.32</b>
<b>Total Current Assets</b>	<b>643,154.67</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>\$3,158,822.90</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	3,238.45
<b>Total Accounts Payable</b>	<b>3,238.45</b>
<b>Other Current Liabilities</b>	
24000 Payroll Liabilities	0.00
Federal Unemployment (940)	84.00
OR Employment Taxes	348.03
OR Statewide Transit Taxes	26.76
SDIC	461.23
<b>Total 24000 Payroll Liabilities</b>	<b>920.02</b>
24300 Payroll payable	1,848.76
25000 Customer deposits payable	33,088.65

	Total
<b>Total Other Current Liabilities</b>	<b>35,857.43</b>
<b>Total Current Liabilities</b>	<b>39,095.88</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>332,772.77</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	186,029.00
<b>Total Equity</b>	<b>2,826,050.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,158,822.90</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July 2020 - March 2021

	TOTAL
Income	
40500 Investments	
45050 Interest Income	3,274.60
<b>Total 40500 Investments</b>	<b>3,274.60</b>
40550 OR-LB-20 Water Income	
41100 Water	336,433.16
41200 Service Fees	11,290.77
41300 Backflow Fees	4,950.00
41500 Debt Reduction Charge	25,290.77
<b>Total 40550 OR-LB-20 Water Income</b>	<b>377,964.70</b>
41600 System Development Fees	30,800.00
<b>Total Income</b>	<b>\$412,039.30</b>
GROSS PROFIT	<b>\$412,039.30</b>
Expenses	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	78,693.05
61030 Payroll Taxes	6,664.44
61040 Employee Health ins	10,257.30
61070 Employee Retirement	4,500.00
61080 Workers Comp	1,978.38
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>102,093.17</b>
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	23,513.24
62012 Utilities - Other	997.17
<b>Total 62010 Utilities</b>	<b>24,510.41</b>
62020 Operating Supplies	5,219.89
62030 Testing expense	1,862.00
62040 Office Supplies	899.79
62050 Postage, Mailing Service	1,850.40
62060 Legal	6,411.00
62070 Insurance	
62071 Insurance - Liability, D and O	673.74
62072 Property Insurance	5,783.76
<b>Total 62070 Insurance</b>	<b>6,457.50</b>
62080 Bookkeeping	6,342.70
62090 Directors Fees	1,280.00
62100 Vehicle Maintenance & Repair	1,948.76
62110 Education	315.00
62140 Auditing	1,500.00

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July 2020 - March 2021

	TOTAL
62150 Backflow Expense	5,152.50
62160 Bank Charges	
62161 Bank Service Fees	829.51
62162 Merchant Services Proc Fee	4,415.01
<b>Total 62160 Bank Charges</b>	<b>5,244.52</b>
62170 Billing support	2,264.67
62180 Computer Software	74.95
62190 Dues & Subscriptions	2,177.47
62200 Fuel	1,019.34
62210 Printing and Copying	675.00
62220 Telephone, Telecommunications	4,200.44
62230 Refund	1,537.23
<b>Total 62000 OR-LB-31 Operations</b>	<b>80,943.57</b>
70000 Capital Outlay	
70100 System Improvements	22,229.70
<b>Total 70000 Capital Outlay</b>	<b>22,229.70</b>
80000 Interest Expense	20,743.86
<b>Total Expenses</b>	<b>\$226,010.30</b>
NET OPERATING INCOME	<b>\$186,029.00</b>
NET INCOME	<b>\$186,029.00</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

March 2021

	TOTAL	
	MAR 2021	MAR 2020 (PY)
Income		
40500 Investments		
45050 Interest Income	285.07	991.47
<b>Total 40500 Investments</b>	<b>285.07</b>	<b>991.47</b>
40550 OR-LB-20 Water Income		
41100 Water	23,216.90	23,183.11
41200 Service Fees	1,108.30	0.00
41500 Debt Reduction Charge	2,796.95	2,781.40
<b>Total 40550 OR-LB-20 Water Income</b>	<b>27,122.15</b>	<b>25,964.51</b>
41600 System Development Fees	15,400.00	
<b>Total Income</b>	<b>\$42,807.22</b>	<b>\$26,955.98</b>
<b>GROSS PROFIT</b>	<b>\$42,807.22</b>	<b>\$26,955.98</b>
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	8,636.58	8,313.99
61030 Payroll Taxes	764.46	712.73
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>11,260.56</b>	<b>10,499.12</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,525.08	1,661.04
62012 Utilities - Other	116.46	44.00
<b>Total 62010 Utilities</b>	<b>1,641.54</b>	<b>1,705.04</b>
62020 Operating Supplies	302.67	118.76
62030 Testing expense	264.00	
62040 Office Supplies		59.33
62050 Postage, Mailing Service	212.40	417.20
62060 Legal		70.50
62070 Insurance		
62071 Insurance - Liability, D and O	80.08	-431.25
62072 Property Insurance	683.92	622.00
<b>Total 62070 Insurance</b>	<b>764.00</b>	<b>190.75</b>
62080 Bookkeeping	703.50	703.50
62090 Directors Fees	80.00	
62100 Vehicle Maintenance & Repair	1,543.00	9.99

# Terrebonne Domestic Water District

## Profit and Loss Comparison

March 2021

	TOTAL	
	MAR 2021	MAR 2020 (PY)
62110 Education		
62114 Travel		572.77
<b>Total 62110 Education</b>		<b>572.77</b>
62120 Contract Labor		1,271.91
62160 Bank Charges		
62161 Bank Service Fees	76.17	63.62
62162 Merchant Services Proc Fee	140.20	561.27
<b>Total 62160 Bank Charges</b>	<b>216.37</b>	<b>624.89</b>
62170 Billing support	1,726.60	1,480.75
62180 Computer Software	14.99	
62200 Fuel	132.92	149.98
62220 Telephone, Telecommunications	434.83	439.47
62230 Refund	95.38	395.49
<b>Total 62000 OR-LB-31 Operations</b>	<b>8,132.20</b>	<b>8,210.33</b>
70000 Capital Outlay		
70100 System Improvements	911.92	480.35
<b>Total 70000 Capital Outlay</b>	<b>911.92</b>	<b>480.35</b>
80000 Interest Expense	3.39	1.97
<b>Total Expenses</b>	<b>\$20,308.07</b>	<b>\$19,191.77</b>
NET OPERATING INCOME	<b>\$22,499.15</b>	<b>\$7,764.21</b>
Other Income		
90300 Gain (Loss) on Sale		256,993.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$256,993.00</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$256,993.00</b>
<b>NET INCOME</b>	<b>\$22,499.15</b>	<b>\$264,757.21</b>

Terrbonne Dome  
Budget vs. Actuals - FY  
July 2020 -

Income	Jul 2020			Aug 2020			Sep 2020			Oct 2020			Nov 2020			Dec 2020			
	Actual	Budget	% of Budget																
4690 Investments	431.11	1,000.00	42.9%	433.08	1,000.00	43.3%	440.43	1,000.00	44.0%	430.52	1,000.00	43.1%	408.58	1,000.00	40.9%	281.61	1,000.00	28.2%	
4690 Interest Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Total 4690 Investments	\$ 431.11	\$ 1,000.00	42.9%	\$ 433.08	\$ 1,000.00	43.3%	\$ 440.43	\$ 1,000.00	44.0%	\$ 430.52	\$ 1,000.00	43.1%	\$ 408.58	\$ 1,000.00	40.9%	\$ 281.61	\$ 1,000.00	28.2%	
4690 ORL-B-20 Water Income	62,264.61	61,968.00	100.5%	62,624.61	60,968.00	102.7%	60,424.14	50,968.00	118.6%	59,975.66	50,968.00	117.7%	60,100.00	50,968.00	118.1%	60,000.00	50,968.00	117.7%	60,000.00
4700 Service Fees	614.37	500.00	123.0%	1,174.70	500.00	234.9%	1,139.70	500.00	227.9%	1,139.70	500.00	227.9%	1,139.70	500.00	227.9%	1,139.70	500.00	227.9%	
4700 Employee Health Ins	454.33	0.00	0.0%	454.33	0.00	0.0%	454.33	0.00	0.0%	454.33	0.00	0.0%	454.33	0.00	0.0%	454.33	0.00	0.0%	
4700 Dental Fees	208.33	0.00	0.0%	208.33	0.00	0.0%	208.33	0.00	0.0%	208.33	0.00	0.0%	208.33	0.00	0.0%	208.33	0.00	0.0%	
4700 Depreciation	2,025.50	2,044.83	99.1%	2,025.50	2,044.83	99.1%	2,025.50	2,044.83	99.1%	2,025.50	2,044.83	99.1%	2,025.50	2,044.83	99.1%	2,025.50	2,044.83	99.1%	
4700 Total Reduction Charge	\$ 65,872.48	\$ 60,000.00	109.8%	\$ 67,128.46	\$ 64,912.83	103.4%	\$ 64,837.46	\$ 54,932.83	118.0%	\$ 64,837.46	\$ 54,932.83	118.0%	\$ 64,837.46	\$ 54,932.83	118.0%	\$ 64,837.46	\$ 54,932.83	118.0%	
Total 4690 ORL-B-20 Water Income	\$ 66,331.56	\$ 67,000.00	99.0%	\$ 67,424.16	\$ 65,932.83	102.3%	\$ 64,837.46	\$ 55,932.83	116.0%	\$ 64,837.46	\$ 54,932.83	118.0%	\$ 64,837.46	\$ 54,932.83	118.0%	\$ 64,837.46	\$ 54,932.83	118.0%	
Total Income	\$ 66,331.56	\$ 67,000.00	99.0%	\$ 67,424.16	\$ 65,932.83	102.3%	\$ 64,837.46	\$ 55,932.83	116.0%	\$ 64,837.46	\$ 54,932.83	118.0%	\$ 64,837.46	\$ 54,932.83	118.0%	\$ 64,837.46	\$ 54,932.83	118.0%	
Expenses	60,351.66	67,000.00	89.9%	67,424.16	67,000.00	100.6%	67,424.16	67,000.00	100.6%	67,424.16	67,000.00	100.6%	67,424.16	67,000.00	100.6%	67,424.16	67,000.00	100.6%	
6100 ORL-B-30 Personal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6100 Payroll Taxes	8,313.00	8,750.00	95.0%	8,313.00	8,750.00	95.0%	8,313.00	8,750.00	95.0%	8,313.00	8,750.00	95.0%	8,313.00	8,750.00	95.0%	8,313.00	8,750.00	95.0%	
6100 Paper Taxes	691.48	700.00	98.8%	700.00	700.00	100.0%	700.00	700.00	100.0%	700.00	700.00	100.0%	700.00	700.00	100.0%	700.00	700.00	100.0%	
6100 Employee Health Ins	1,339.70	0.00	0.0%	1,339.70	0.00	0.0%	1,339.70	0.00	0.0%	1,339.70	0.00	0.0%	1,339.70	0.00	0.0%	1,339.70	0.00	0.0%	
6100 Workers Comp	500.00	0.00	0.0%	500.00	0.00	0.0%	500.00	0.00	0.0%	500.00	0.00	0.0%	500.00	0.00	0.0%	500.00	0.00	0.0%	
Total 6100 ORL-B-30 Personal Services	\$ 10,852.98	\$ 11,450.00	94.8%	\$ 11,652.70	\$ 11,450.00	101.8%	\$ 11,652.70	\$ 11,450.00	101.8%	\$ 11,652.70	\$ 11,450.00	101.8%	\$ 11,652.70	\$ 11,450.00	101.8%	\$ 11,652.70	\$ 11,450.00	101.8%	
6200 ORL-B-51 Operations	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6200 Utilities - Electric	3,552.25	3,160.67	112.4%	4,215.53	3,160.67	133.4%	3,520.46	3,160.67	111.4%	3,160.67	3,160.67	100.0%	3,160.67	3,160.67	100.0%	3,160.67	3,160.67	100.0%	
6200 Utilities - Other	61.75	83.33	74.0%	61.75	83.33	74.0%	61.75	83.33	74.0%	61.75	83.33	74.0%	61.75	83.33	74.0%	61.75	83.33	74.0%	
Total 6200 Utilities	\$ 3,614.00	\$ 3,244.00	111.4%	\$ 4,277.28	\$ 3,244.00	131.9%	\$ 3,582.21	\$ 3,244.00	110.4%	\$ 3,222.42	\$ 3,244.00	99.3%	\$ 3,222.42	\$ 3,244.00	99.3%	\$ 3,222.42	\$ 3,244.00	99.3%	
6200 Operating Supplies	4.20	290.00	1.4%	1,031.47	290.00	355.7%	791.47	290.00	272.9%	1,031.47	290.00	355.7%	1,031.47	290.00	355.7%	1,031.47	290.00	355.7%	
6200 Vehicle Maintenance & Repair	64.00	333.33	19.2%	64.00	333.33	19.2%	64.00	333.33	19.2%	64.00	333.33	19.2%	64.00	333.33	19.2%	64.00	333.33	19.2%	
6200 Office Supplies	291.67	291.67	100.0%	291.67	291.67	100.0%	291.67	291.67	100.0%	291.67	291.67	100.0%	291.67	291.67	100.0%	291.67	291.67	100.0%	
6200 Postage & Mailing Services	211.40	291.67	72.5%	211.40	291.67	72.5%	211.40	291.67	72.5%	211.40	291.67	72.5%	211.40	291.67	72.5%	211.40	291.67	72.5%	
6200 Legal	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	
6200 Insurance - Liability, D and O	72.25	72.25	100.0%	72.25	72.25	100.0%	72.25	72.25	100.0%	72.25	72.25	100.0%	72.25	72.25	100.0%	72.25	72.25	100.0%	
Total 6200 Property Insurance	\$ 642.35	\$ 700.00	91.8%	\$ 642.35	\$ 700.00	91.8%	\$ 642.35	\$ 700.00	91.8%	\$ 642.35	\$ 700.00	91.8%	\$ 642.35	\$ 700.00	91.8%	\$ 642.35	\$ 700.00	91.8%	
6200 Bonding	700.00	465.00	150.5%	700.00	465.00	150.5%	700.00	465.00	150.5%	700.00	465.00	150.5%	700.00	465.00	150.5%	700.00	465.00	150.5%	
6200 Contract Labor	1,200.00	1,000.00	120.0%	1,200.00	1,000.00	120.0%	1,200.00	1,000.00	120.0%	1,200.00	1,000.00	120.0%	1,200.00	1,000.00	120.0%	1,200.00	1,000.00	120.0%	
6210 Vehicle Maintenance & Repair	700.00	1,000.00	70.0%	700.00	1,000.00	70.0%	700.00	1,000.00	70.0%	700.00	1,000.00	70.0%	700.00	1,000.00	70.0%	700.00	1,000.00	70.0%	
6210 Education	83.33	83.33	100.0%	83.33	83.33	100.0%	83.33	83.33	100.0%	83.33	83.33	100.0%	83.33	83.33	100.0%	83.33	83.33	100.0%	
6211 Travel	166.67	166.67	100.0%	166.67	166.67	100.0%	166.67	166.67	100.0%	166.67	166.67	100.0%	166.67	166.67	100.0%	166.67	166.67	100.0%	
6221 Conference, Convention, Meeting	133.33	133.33	100.0%	133.33	133.33	100.0%	133.33	133.33	100.0%	133.33	133.33	100.0%	133.33	133.33	100.0%	133.33	133.33	100.0%	
6220 Contract Labor	125.00	125.00	100.0%	125.00	125.00	100.0%	125.00	125.00	100.0%	125.00	125.00	100.0%	125.00	125.00	100.0%	125.00	125.00	100.0%	
6240 Auditing	2,166.67	2,166.67	100.0%	2,166.67	2,166.67	100.0%	2,166.67	2,166.67	100.0%	2,166.67	2,166.67	100.0%	2,166.67	2,166.67	100.0%	2,166.67	2,166.67	100.0%	
6240 Bank Charges	458.33	458.33	100.0%	458.33	458.33	100.0%	458.33	458.33	100.0%	458.33	458.33	100.0%	458.33	458.33	100.0%	458.33	458.33	100.0%	
6240 Bank Expenses	333.33	333.33	100.0%	333.33	333.33	100.0%	333.33	333.33	100.0%	333.33	333.33	100.0%	333.33	333.33	100.0%	333.33	333.33	100.0%	
6240 Bank Services Fees	70.64	70.64	100.0%	70.64	70.64	100.0%	70.64	70.64	100.0%	70.64	70.64	100.0%	70.64	70.64	100.0%	70.64	70.64	100.0%	
6240 Merchant Services Fees	328.82	328.82	100.0%	328.82	328.82	100.0%	328.82	328.82	100.0%	328.82	328.82	100.0%	328.82	328.82	100.0%	328.82	328.82	100.0%	
Total 6200 Bank Charges	\$ 390.46	\$ 333.33	117.1%	\$ 390.46	\$ 333.33	117.1%	\$ 390.46	\$ 333.33	117.1%	\$ 390.46	\$ 333.33	117.1%	\$ 390.46	\$ 333.33	117.1%	\$ 390.46	\$ 333.33	117.1%	
6270 Billing Support	100.00	100.00	100.0%	100.00	100.00	100.0%	100.00	100.00	100.0%	100.00	100.00	100.0%	100.00	100.00	100.0%	100.00	100.00	100.0%	
6270 Computer Software	41.66	41.66	100.0%	41.66	41.66	100.0%	41.66	41.66	100.0%	41.66	41.66	100.0%	41.66	41.66	100.0%	41.66	41.66	100.0%	
6210 Data & Communications	14.99	14.99	100.0%	14.99	14.99	100.0%	14.99	14.99	100.0%	14.99	14.99	100.0%	14.99	14.99	100.0%	14.99	14.99	100.0%	
6200 Fuel	64.33	66.67	96.5%	64.33	66.67	96.5%	64.33	66.67	96.5%	64.33	66.67	96.5%	64.33	66.67	96.5%	64.33	66.67	96.5%	
6220 Printing and Copying	602.36	500.00	120.5%	602.36	500.00	120.5%	602.36	500.00	120.5%	602.36	500.00	120.5%	602.36	500.00	120.5%	602.36	500.00	120.5%	
6220 Telephone, Telecommunications	231.19	166.67	138.7%	231.19	166.67	138.7%	231.19	166.67	138.7%	231.19	166.67	138.7%	231.19	166.67	138.7%	231.19	166.67	138.7%	
6220 Textbook	166.66	166.66	100.0%	166.66	166.66	100.0%	166.66	166.66	100.0%	166.66	166.66	100.0%	166.66	166.66	100.0%	166.66	166.66	100.0%	
6220 Int. Services	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	416.67	416.67	100.0%	
6220 Motor Operating Costs	7,803.38	11,741.67	66.5%	7,803.38	11,741.67	66.5%	7,803.38	11,741.67	66.5%	7,803.38	11,741.67	66.5%	7,803.38	11,741.67	66.5%	7,803.38	11,741.67	66.5%	
7000 Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0										



# Terrebonne Domestic Water District

## Check Detail

March 10 - April 13, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
10100 Bank-4506				
03/16/2021	Expense		WEBPAYMENT GATEWAY SERVICES	GATEWAY SERVICES WEBPAYMENT GATEWAY SEF WEBPAYMENT
04/01/2021	Expense		MRCHNT PMNT PROC	MRCHNT PMNT PROC SETTLEMENT 5611 MRCHNT F SETTLEMENT 5611
10200 First Interstate -3877- General				
03/12/2021	Tax Payment		IRS	Tax Payment for Period: 03/06/2021-03/09/2021 Federal Taxes (941/944)
03/12/2021	Tax Payment		OR Department of Revenue	Tax Payment for Period: 03/06/2021-03/09/2021 OR Income Tax
03/23/2021	Bill Payment (Check)		AMERICAN BUSINESS SOFTWARE INC	
03/23/2021	Bill Payment (Check)		COASTAL	
03/23/2021	Bill Payment (Check)		H.D. FOWLER COMPANY	
03/23/2021	Bill Payment (Check)		OAWU	
03/23/2021	Bill Payment (Check)		PACIFIC POWER	
03/23/2021	Bill Payment (Check)		TERESA MIRELES	
03/23/2021	Bill Payment (Check)		Terrebonne PUD, LLC	

# Terrebonne Domestic Water District

## Check Detail

March 10 - April 13, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
04/06/2021	Payroll Check		David B. Griffin	Pay Period: 04/01/2021-04/30/2021  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)
04/06/2021	Payroll Check		Daniel J. Bruce	Pay Period: 04/01/2021-04/30/2021  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)
04/09/2021	Tax Payment		IRS	Tax Payment for Period: 04/03/2021-04/06/2021  Federal Taxes (941/944)
04/09/2021	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/03/2021-04/06/2021 OR Income Tax
04/13/2021	Bill Payment (Check)		BEND BROADBAND	
04/13/2021	Bill Payment (Check)		BI-MART	
04/13/2021	Bill Payment (Check)		BILL & MARGARET KEMPER	
04/13/2021	Bill Payment (Check)		CARYLANN HARTLEY	
04/13/2021	Bill Payment		CENTRATel TELEPHONE ANSWERING	

# Terrebonne Domestic Water District

## Check Detail

March 10 - April 13, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
	(Check)			
04/13/2021	Bill Payment (Check)		H.D. FOWLER COMPANY	
04/13/2021	Bill Payment (Check)		LINDA NICHOLS	
04/13/2021	Bill Payment (Check)		MASTERCARD	
04/13/2021	Bill Payment (Check)		MID COLUMBIA PRODUCERS, INC.	
04/13/2021	Bill Payment (Check)		REPUBLIC SERVICES #675	
04/13/2021	Bill Payment (Check)		REVEAL ACCOUNTING SOLUTIONS	
04/13/2021	Bill Payment (Check)		SPECIAL DISTRICTS INSURANCE SERVICES	
04/13/2021	Bill Payment (Check)		TERREBONNE HARDWARE	
04/13/2021	Bill Payment (Check)		US CELLULAR	

In 2019 the board made a concerted effort to reduce debt. At that time the district had approximately \$ 975,000 in outstanding long-term Debt. This debt was consuming the funds that were needed for the improvements of the infrastructure of the district some of which be on 11St., when ODOT finalizes plans for Hwy 97, changes through Terrebonne. In addition to that project there is still older infrastructure that needs to be updated.

The \$5.00 service debt fee that was put in place in July of 2019 was to help retire debt that the district, had incurred over the years from not having enough revenue coming in to take care of projects, that were in need of repair. We have now reduced our debt to about \$295,000, we will hope to retire our long-term debt sometime in 2022. The district is also moving ahead in replacing water meters, to make it more efficient to read and not have somebody spending 2 to 3 days reading meters. In addition, to helping reduce debt the board has been trying to sell certain assets that were deemed not necessary to have and would help reduce debt and interest we were paying on this debt.

The district feels that somewhere in 2022 that our debt obligation should be paid off and then the debt service fee will then be stopped. The board feels at that point we should be in a good financial position to fund any infrastructure needs going forward.

The board would like to thank, the entire Terrebonne community for supporting us in helping us to reduce debt and make us debt free in the future.



## Generator Service Proposal

**To:** DAN BRUCE  
 TERREBONNE WATER DISTRICT #112414  
 8300 5TH STREET  
 TERREBONNE, OR 97760  
 Phone: 541-548-2727  
 tdwd@bendbroadband.com

**From:** JOE WILSON  
 PACIFIC POWER GROUP, LLC  
 REDMOND, OR 97756  
 Cell: 360-624-0850  
 Office: 360-887-5934  
 jwilson@pacificpowergroup.com

**Date:** April 13, 2021

**Quote #:** 66442 Please reference Quote # on POs and all correspondence.

Quantity	Description	Price
1	GENERATOR REPAIR MFR: CUMMINS/ONAN MODEL: DGFB-4477738 SPEC #: L KW: 175 S/N: C000077844  QUOTE IS TO DRAIN COOLANT, REPLACE CYLINDER HEAD GASKET AND ALL OTHER GASKETS NEEDED TO REINSTALL HEAD. FLUSH SYSTEM WITH WATER, DRAIN AND REFILL WITH NEW COOLANT. REPLACE THE AIR FILTER AND TEST RUN UNIT TO CONFIRM REPAIR.  PARTS - \$1163.42 LABOR - \$3480.00 MILEAGE/TRAVEL - \$1050.00 S & E - \$341.61  NOTE: AS WE DO NOT KNOW THE CONDITION OF THE CYLINDER HEAD AT THIS TIME, THE MACHINING OF THE CYLINDER HEAD (IF NEEDED) WILL BE IN ADDITION TO THE QUOTED PRICE.	\$6,035.03

\*Unless itemized above, quoted price does not include tax.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Purchase Order #:** \_\_\_\_\_

**Contact for Service:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

This transaction is governed by and subject to the Terms and Conditions of Sale and Service (the "Terms and Conditions") of Pacific Power Group ("Seller") that are in effect as of the date of this quote. The Terms and Conditions are available online at [www.pacificpowergroup.com/terms](http://www.pacificpowergroup.com/terms), and they are incorporated in full by this reference and made a part of this transaction. Customer acknowledges that Customer has read the Terms and Conditions. By purchasing goods and/or services from Seller, Customer agrees to be bound by the Terms and Conditions that are set forth on Seller's website; Customer's payment for and acceptance of the products and/or services described in this quote will confirm Customer's acceptance of the Terms and Conditions. Upon Customer's request, Seller will provide Customer with a hard copy of the Terms and Conditions. This quote is valid for 30 days unless otherwise stated. Unless otherwise noted, services are quoted to be performed during normal business hours.

Quantity	Description	Price
1	<p>*****</p> <p>GENERATOR RENTAL / 1 WEEK  MFR: CUMMINS/ONAN  MODEL: DGFB-4477738  SPEC #: L  KW: 175  S/N: C000077844</p> <p>QUOTE IS FOR A 1 WEEK RENTAL OF A 200KW GENERATOR. QUOTE ALSO INCLUDES PICKUP AND DELIVERY.</p> <p>NOTE: CUSTOMER TO SUPPLY ELECTRICIAN TO HOOKUP AND DISASSEMBLE RENTAL GENERATOR.</p>	<p>\$5,589.00</p>
<p style="text-align: right;">SUBTOTAL</p> <p style="text-align: right;">SALES TAX</p> <p style="text-align: right;">TOTAL</p>		<p style="text-align: right;">\$11,624.03</p> <p style="text-align: right;">\$0.00</p> <p style="text-align: right;">\$11,624.03</p>

\*Unless itemized above, quoted price does not include tax.

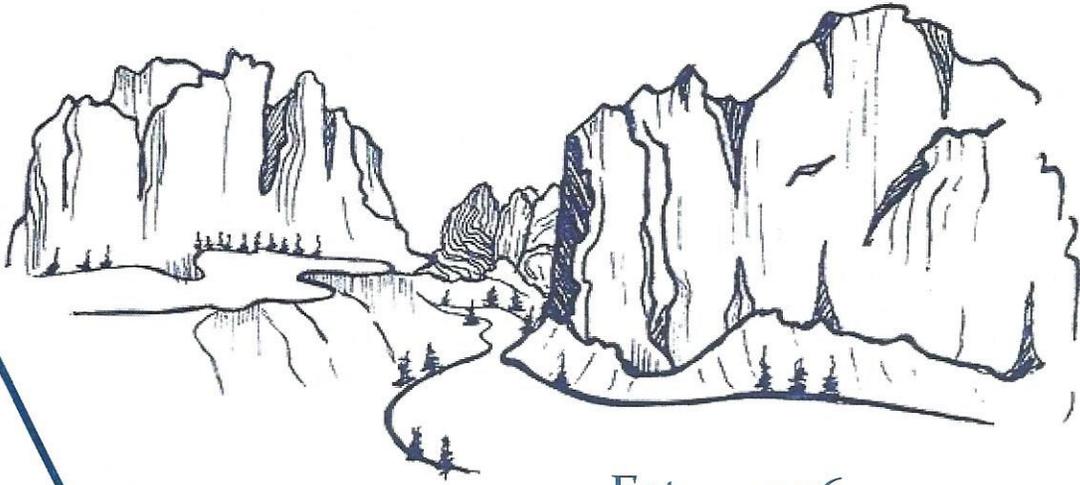
TDWD



Est. 1936

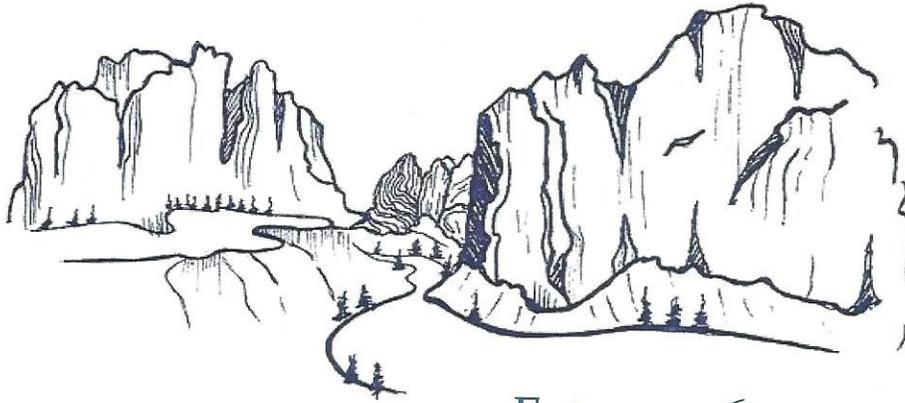
Terrebonne Domestic Water District

# TDWD



Est. 1936

# TDWD



Est. 1936



**TDWD**

**EST. 1936**

# **TDWD**



**Est. 1936**

TDWD



Est. 1936

# Terrebonne Domestic Water District

4-13-2021

- During our annual service and load testing on our backup generator it developed a small coolant leak from the head gasket. I asked them for a quote to do the repairs and they are quite high. I'm in the process of getting additional quotes to do the repairs. I have included the first quote for everyone to see. The first quote is \$11,624.
- I have been having trouble finding a truck that fits our needs in this area and within the dollar amount approved at the last meeting. Many of the state surplus vehicles currently for sale are not in good shape. I have checked with other private sales in the state and not finding anything. There has been a few trucks in southern California that have looked to be what we are looking for but are above our pricing limit from last board meeting. I don't know if we will get a decent vehicle that meets our needs at that price.
- I spoke to our lawyer about the questions the board had about the SDC payment plans. She was explaining we are allowed a lot of room on how that is implemented. A price threshold can be made to allow or not allow payment over time. Also the interest rates are flexible as well. I had not received any ideas from the board on this like we discussed last board meeting so I asked her to draft up a few different options for us to review. She has not sent that to me yet so when I get it I will send it out to everyone.
- The Lid process is moving along well. I have met with one land owner we are looking to run a line through their property. I asked about getting an easement for a water line and they have no objections to granting that easement. This will allow the cost estimation process to proceed. So we are nearing the completion of the LID report.
- I have reached out a couple of times lately to ODOT to about where things are at with the hwy 97 project. But at this time I have not heard back from them. I will be reaching further up the chain of command to get some answers.
- I have brought a few different logos for you all to look at. I think we could proceed with adding them to the newsletter and link it to an online survey to allow the public to vote on the logo.

## First Interstate Bank

\$78,700.88

## IGIP

General Fund – \$427,984.63

SDC Fund – \$66,870.55

Debt Reserve – \$13,180.79

Debt Service Fund – \$51,650.29

Total - \$559,686.26