

Terrebonne Domestic Water District

Agenda for Public Board Meeting

July 13th, 2021

Regular public board meetings of the Terrebonne Domestic Water District are held at 6:30 PM at the Terrebonne Fire Station on the second Tuesday of each month. Any additional meetings or changes to this schedule will be posted to the TDWD website and Facebook page. Any questions concerning meetings or schedules can be addressed at 1-541-548-2727.

Public Comments: Members of the public wishing to address the council are asked to fill out a form stating the subject and the members address. The speaker will be given 5 minutes to speak.

Minutes of Last Board Meeting: secretary Jim Wilhelm will read minutes from last meeting.

Treasurer's Report: Treasurer Art Tassie will read treasurer's report.

Chairman's Report: Chairman Eric Fisher to report or comment as needed.

Water Manager's Report:

Business to be Discussed:

- 1- LID Report
- 2- Land sales
- 3- Vote for Board Positions
- 4- Meter purchase
- 5- First reading of Ordinance 21-01

Next Regular Board Meeting:

In accordance with Oregon Open Meeting laws, all meetings of the Terrebonne Domestic Water District, exempting some executive meetings, are open to the public. In addition to this all records of meetings and financial dealings are available for inspection. See Resolution 2014-01 for details.



Terrebonne Domestic Water District

First Budget Meeting 2021-2022

June 8th, 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 6:02 pm on June 8th, with 5 directors present- Herb Alperstein, Eric Fisher, Dustin Hewit, Art Tassie and Jim Wilhelm, Also present was District Manager Dan Bruce

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

Business Discussed: District Budget 2021-2022: Board members were provided a copy of the Proposed 2021-2022 budget for review.(see budget) Jim reviewed highlights of the budget and asked for comments or suggestions on the budget. Dan noted that our auditing team would not be able to complete the work they were doing this fiscal year. Because of this our "audit" line was changed to \$35,000. Because of the current increase in truck costs the board agreed to move the "Vehicle" line to \$60,000. Art questioned why we are still carrying the "HR Services" line since we have never used it. It was agreed to pull this line completely. Jim reminded the board that we would be discussing employee wages at the second budget meeting. Jim noted that he would be having a presentation concerning this subject.

Next Regular Board Meeting: June 8th, 2021 @ 6:30pm @ Terrebonne Fire Station

Second Budget Meeting: June 15th, 2021 @ 6:00pm @ Terrebonne Fire Station

Next Regular Board Meeting: June 15th, 2021 @ 6:30pm @ Terrebonne Fire Station

Meeting Adjourned: 6:24 pm

Submitted By: Jim Wilhelm

Recorded Action Points



Terrebonne Domestic Water District

Public Board Meeting

June 8th, 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 6:30 pm on June 8th, 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 August 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 Art and the board, (see report). Jim pointed out to the board that we now had a total of \$655,000 in the bank and that sales are considerably over last year at this point. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Eric. 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)

Website: Dan noted that he had sent out a link to all board members for our new website. This is the first run for the new site and Dan said that he and Jim would be making some further changes to the site before it goes live.

TDWD Logo: Dan updated the board on our efforts to get a new logo. We will be getting the mountain part to the logo from the artist we were talking to and then have our new Web Master make up the logo. Cost for the artist's work will be \$425.

COVID-19: Dan will be checking with the fire station concerning our ability to use their facilities once the state restrictions are lifted.

Business Discussed: Wells in the District: Dan informed the board that Jim Newton was near completion of the LID project numbers. Once we have those numbers we can move forward on the project. After some discussion it was agreed that the district would send registered letters to each well owner explaining the district's plans about wells rather than hand deliver the letters.

Dan added that he would be asking each well owner to send us contact information so that we can keep them abreast of further meetings we will be having.

COVID-19 Suspended Charge Fees: There was much discussion about if the district would reinstitute our \$1.50 fee for online payments. Since we had stopped collecting these fees Jim figured the district was missing out on about \$3,000 a year in income. Eric made a motion that the district suspend the fee for online payments, second by Jim. All in favour, motion passed.

Excess Property in District: Art noted that the district had received a counter offer on our counter for the district's property. The potential buyer offered \$105,000 for the lot and had agreed to pay the full SDC fee. Eric notes that he knew the buyer and would therefore abstain from voting on this issue. After much talk Herb made a motion to refuse the offer from the buyer, second by Jim. Jim and Herb in favour, Art and Eric abstain. Motion does not pass due to lack of a quorum of votes. Dustin spent time explaining why he felt we should take this offer. The property has been on the market for 2 years and this is the first offer we have had. Dustin feels the lot is odd and the price we are asking is too high. After more talking Art made a motion to accept the offer, second by Herb. Jim, Herb and Art in favour, Eric abstained. Motion Passed.

Ordinance 2021-01 (noted incorrectly as Resolution on agenda): Dan noted that we were unable to get the posting out in time to have our first reading of Ordinance 2021-01. Because of this Dan will make arrangements to have the Ordinance read at our July meeting then again at another meeting to complete the process.(24)

Dustin's Status: Eric requested Dustin update the board on his status as a member of the TDWD board. Dustin stated that he will be able to complete all meetings this month but would resign on or about the first of July.

Eric took a minute to thank Art for his work on the sale of the district's property. All agreed that effort is not easy and we appreciate Arts Efforts.

Second Budget Meeting: June 15th, 2021 @ 6:00pm @ Terrebonne Fire Station or as a Zoom meeting if needed.

Next Regular Board Meeting: June 15th, 2021 @ 6:30pm @ Terrebonne Fire Station or as a Zoom meeting if needed.

Meeting Adjourned: 7:10 pm

Submitted By: Jim Wilhelm

Recorded Action Points



Terrebonne Domestic Water District

Second Budget Meeting 2021-2022

June 15th, 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 6:00 pm on June 15th, with 4 directors present- Herb Alperstein, Dustin Hewit, Art Tassie and Jim Wilhem, Also present was District Manager Dan Bruce. Eric Fisher attended the meeting shortly after it started.

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

Business Discussed: District Budget 2021-2022: Jim reviewed the budget numbers that the board changed at the first budget meeting and presented a corrected copy of the budget numbers(see budget numbers). Art explained that the buyer of our property was having problems getting approval from the county to build a home on the property. There is some concern that we may lose the sale or at the least have to pay legal fees to complete the sale. It was agreed that we would adjust the "Sale of Assets" line to 0 and the "Legal" line will increase to \$16,000 to allow for any costs or problems with the property sale

Executive Session: At 6:16pm the board moved to executive session. Dan requested and was approved to attend the wage discussions.

Return to Budget Meeting: At 7:24 pm the board returned to the budget meeting.

Budget Approval 2021-2022. Jim made a motion that the board accept the budget numbers as written with the exception of the following: changing the "Sale of Assets" line to 0, increase the "Legal" line to \$16,000, change personnel lines to reflect the following changes, Dan to \$70,000, Dan to \$51,402, retirement to 7% + 3%, Dan to receive half of the cost for health care and vacation allotment changed to 4 weeks at 8 years and 5 weeks at 15 years, second by Art. all in favor, motion passed.

Next Regular Board Meeting: June 15th, 2021 @ 6:30pm @ Terrebonne Fire Station or as a Zoom meeting if needed.

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

Meeting Adjourned: 7:26 pm

Submitted By: Jim Wilhelm



Terrebonne Domestic Water District

Public Board Meeting

June 15th, 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 7:23 pm on June 15th, 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).

Business Discussed: Wells in the District: Dan noted that the numbers were back from Jim Newton concerning the LID project. Jim had inputted those numbers into the handouts that had been forwarded to board members (see handouts). Jim reviewed all the numbers and how they break out for well owners. Dan noted that the LID project had been broken out into 3 phases with the 1st Street being phase 1. The entire project would allow the district to loop this area of our system. There was one minor math error that will be corrected in the handout. Dan noted that he will be sending out the first contact letter to all well owners tomorrow. The district will be meeting as soon as we can to attempt to finish up the approvals. The board also reviewed the handout for the other well owners outside the LID.

Excess Property in District: there are still questions as to what will happen with the property we have for sale. This item will be discussed at our next meeting when we have more information from our lawyer.

Sewer System: Dan noted that Mike Walker has approached the district concerning the septic system that serves Terrebonne Estates. Mike is proposing that he would buy the septic system, pull off some unused space then deed the system to the district. One stipulation was that if the Terrebonne ever installed a sewer system and the septic system was not needed, he would get the land back. The board wanted more information on the system, its finances and what we would need to do to operate it. Dan will gather more information to present to the board.

Paying off Loans: Art questioned the board as to why we are not planning to pay off the district's loan now that we have the money. Jim noted that the district would have \$26,000 less in our accounts by paying off the loans early. Dan suggested that we make our extra principal payment in July to save interest we may otherwise pay by waiting. Jim made an amended motion that the district make its budgeted loan principal payment (\$134,000) in July, second by Eric, all in favor of the motion passed.

Budget Approval: Eric made a motion that the board accept the budget for the fiscal year 2021-2020 as presented, second by Herb. All in favor, motion passed.

Special Meeting: Dan will be contacting our lawyer to assure we are good to go on the LID. Dustin will contact all board members with the meeting date and time.

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

Meeting Adjourned: 8:09 pm

Submitted By: Jim Wilhelm

Recorded Action Points



Terrebonne Domestic Water District

Special Public Board Meeting

July 29th, 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 4:00 pm on June 29th, with 5 directors present- Herb Alperstein Eric Fisher, Dustin Hewit, and Jim Wilhem, Also present was District Manager Dan Bruce. Art Tassie joined the meeting shortly after it started.

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

Minutes: No minutes were presented at this meeting.

Treasurer's Report: No financial reports were presented at this meeting.

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

District Manager's Report: Managers report was not presented at this meeting.

Business Discussed: LID Report: Dan reported that Jim Newton was unable to get the report to as planned. Even though the numbers are not expected to change from our first draft we do not have a report to vote to accept. Dan was told that we would have the final report by this Friday. We will postpone our actions until the July meeting.

Well Exception List: Dan presented a list of 4 well owners in the district that are not near a main line or require upgrades to the main line (see Well Exception List). The board was instructed that they will need to make a decision on these well before we meet with the well owners.

Property Sale: Dustin informed the board that the buyers of the property we are selling have informed us that they will not pay any further monies to correct the properties ability to be built upon. The buyer wants the district to pay the \$7,100 fee to clear the title to build. Since the district is still waiting for answers from our lawyer it was agreed that we would ask the buyer for an extension until July 14th on the contract.

COVID-19: Dan informed the board that as a result of the Governor's lifting of all COVID restrictions he will be opening the office to the public. Dan will check with the Fire Department to see if they will allow us to use their facilities for our meeting. Dan informed the board that he will be scheduling our next two meetings, July 13th and July 20th as Zoom meetings as he needs to get the postings done ASAP.

Statement Dustin: Dustin informed the board that at this time he would need to resign his position on the Terrebonne Domestic Water District's board and would be providing written notice to the board. Resignation was effective June 29th, 2021 at 4:35 pm.

Statement Eric: Eric informed the board that at this time he would resign his position on the Terrebonne Domestic Water District's board and would be providing written notice to the board. Resignation was effective June 29th, 2021 at 4:36 pm.

Jim made a motion that the board appoint Eric Fisher to fill the vacant position #3 and assume the position of President of the board, second by Herb, all in favor motion passed.

Eric noted that he will fill the board position and assume the responsibility of President for the foreseeable future but noted that he may be leaving the area after the first of the year.

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

Special Board Meeting: July 20th, 2021 @ 6:30pm @ Terrebonne Fire Station or Zoom meeting if needed.

Meeting Adjourned: 4:40 pm

Submitted By: Jim Wilhelm

Recorded Action Points

(7/5/21) Both now on file with district office.

Management Report

Terrebonne Domestic Water District
For the period ended June 30, 2021

Prepared on
July 13, 2021

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Profit and Loss

June 2021

	Total
INCOME	
40500 Investments	
40500 Interest Income	295.98
Total 40500 Investments	295.98
40550 OR-LB-20 Water Income	
41100 Water	41,467.61
41200 Service Fees	1,315.00
41500 Debt Reduction Charge	2,864.68
Total 40550 OR-LB-20 Water Income	45,647.29
Total Income	45,943.27
GROSS PROFIT	
	45,943.27
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	8,636.58
61030 Payroll Taxes	764.43
61040 Employee Health ins	1,246.21
61070 Employee Retirement	500.00
61080 Workers Comp	219.82
Total 61000 OR-LB- 30 Personnel Services	11,367.04
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	3,318.22
62012 Utilities - Other	68.46
Total 62010 Utilities	3,386.68
62040 Office Supplies	462.76
62050 Postage, Mailing Service	725.35
62060 Legal	1,323.00
62070 Insurance	
62071 Insurance - Liability, D and O	80.08
62072 Property Insurance	683.92
Total 62070 Insurance	764.00
62080 Bookkeeping	703.50
62160 Bank Charges	
62161 Bank Service Fees	67.41
62162 Merchant Services Proc Fee	372.61
Total 62160 Bank Charges	440.02
62180 Computer Software	14.99
62190 Dues & Subscriptions	244.03
62200 Fuel	132.75
62210 Printing and Copying	329.60
62220 Telephone, Telecommunications	445.21
62230 Refund	28.06

	Total
Total 62000 OR-LB-31 Operations	8,999.95
Total Expenses	20,366.99
NET OPERATING INCOME	25,576.28
NET INCOME	\$25,576.28

Balance Sheet

As of June 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	14,940.04
10200 First Interstate -3877- General	52,068.06
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	51,727.59
10520 LGIP Investment Fund #5534	468,659.31
10530 LGIP - SDC Fund #6271	66,970.63
15340 LGIP Deposit Fund #6272	13,200.52
Total 10500 LGIP Investments	600,558.05
Total Bank Accounts	667,566.15
Other Current Assets	
11500 Water Bills Receivable	28,778.60
14000 Inventory	6,451.05
14200 Prepaid Expenses	5,713.46
Total Other Current Assets	40,943.11
Total Current Assets	708,509.26
Fixed Assets	
15000 Equipment	85,813.68
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	-1,225,589.75
Total Fixed Assets	2,514,103.36
TOTAL ASSETS	\$3,222,612.62
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	3,669.76
Total Accounts Payable	3,669.76
Other Current Liabilities	
24000 Payroll Liabilities	0.00
OR Employment Taxes	336.45
OR Statewide Transit Taxes	25.80
SDIC	41.93
Total 24000 Payroll Liabilities	404.18
24300 Payroll payable	1,918.62
25000 Customer deposits payable	32,988.65

	Total
Total Other Current Liabilities	35,311.45
Total Current Liabilities	38,981.21
Long-Term Liabilities	
27000 N/P - USDA/RD	293,676.89
Total Long-Term Liabilities	293,676.89
Total Liabilities	332,658.10
Equity	
32000 Retained Earnings S	738,454.41
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Income	251,348.96
Total Equity	2,889,954.52
TOTAL LIABILITIES AND EQUITY	\$3,222,612.62

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2020 - June 2021

	TOTAL
Income	
40500 Investments	
45050 Interest Income	4,146.39
Total 40500 Investments	4,146.39
40550 OR-LB-20 Water Income	
41100 Water	445,557.43
41200 Service Fees	14,641.04
41300 Backflow Fees	4,950.00
41500 Debt Reduction Charge	33,949.54
Total 40550 OR-LB-20 Water Income	499,098.01
41600 System Development Fees	30,800.00
Total Income	\$534,044.40
GROSS PROFIT	\$534,044.40
Expenses	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	104,602.79
61030 Payroll Taxes	8,957.70
61040 Employee Health ins	13,321.68
61070 Employee Retirement	6,000.00
61080 Workers Comp	2,637.84
Total 61000 OR-LB- 30 Personnel Services	135,520.01
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	30,650.15
62012 Utilities - Other	1,634.55
Total 62010 Utilities	32,284.70
62020 Operating Supplies	5,401.35
62024 Repair and Maintenance	16.96
Total 62020 Operating Supplies	5,418.31
62030 Testing expense	1,862.00
62040 Office Supplies	1,385.43
62050 Postage, Mailing Service	3,227.86
62060 Legal	9,130.50
62070 Insurance	
62071 Insurance - Liability, D and O	913.98
62072 Property Insurance	7,835.52
Total 62070 Insurance	8,749.50
62080 Bookkeeping	8,453.20
62090 Directors Fees	1,280.00
62100 Vehicle Maintenance & Repair	1,948.76

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2020 - June 2021

	TOTAL
62110 Education	315.00
62140 Auditing	1,590.00
62150 Backflow Expense	5,152.50
62160 Bank Charges	
62161 Bank Service Fees	1,041.51
62162 Merchant Services Proc Fee	5,497.05
Total 62160 Bank Charges	6,538.56
62170 Billing support	2,529.89
62180 Computer Software	744.92
62190 Dues & Subscriptions	3,546.50
62200 Fuel	1,332.86
62210 Printing and Copying	1,134.91
62220 Telephone, Telecommunications	5,518.45
62230 Refund	1,718.82
Total 62000 OR-LB-31 Operations	103,862.67
70000 Capital Outlay	
70100 System Improvements	22,568.90
Total 70000 Capital Outlay	22,568.90
80000 Interest Expense	20,743.86
Total Expenses	\$282,695.44
NET OPERATING INCOME	\$251,348.96
NET INCOME	\$251,348.96

Terrebonne Domestic Water District

Profit and Loss Comparison

June 2021

	TOTAL	
	JUN 2021	JUN 2020 (PY)
Income		
40500 Investments		
45050 Interest Income	295.98	822.90
Total 40500 Investments	295.98	822.90
40550 OR-LB-20 Water Income		
41100 Water	41,467.61	41,364.65
41200 Service Fees	1,315.00	244.15
41500 Debt Reduction Charge	2,864.68	2,815.31
Total 40550 OR-LB-20 Water Income	45,647.29	44,424.11
41600 System Development Fees	0.00	
Total Income	\$45,943.27	\$45,247.01
GROSS PROFIT	\$45,943.27	\$45,247.01
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	8,636.58	8,313.99
61030 Payroll Taxes	764.43	694.53
61040 Employee Health ins	1,246.21	1,097.77
61070 Employee Retirement	500.00	300.00
61080 Workers Comp	219.82	241.68
Total 61000 OR-LB- 30 Personnel Services	11,367.04	10,647.97
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	3,318.22	2,797.64
62012 Utilities - Other	68.46	61.75
Total 62010 Utilities	3,386.68	2,859.39
62020 Operating Supplies		436.22
62030 Testing expense		64.00
62040 Office Supplies	462.76	154.98
62050 Postage, Mailing Service	725.35	547.55
62060 Legal	1,323.00	
62070 Insurance		
62071 Insurance - Liability, D and O	80.08	72.25
62072 Property Insurance	683.92	622.00
Total 62070 Insurance	764.00	694.25
62080 Bookkeeping	703.50	703.50
62100 Vehicle Maintenance & Repair		134.49

Terrebonne Domestic Water District

Profit and Loss Comparison

June 2021

	TOTAL	
	JUN 2021	JUN 2020 (PY)
62160 Bank Charges		
62161 Bank Service Fees	67.41	99.78
62162 Merchant Services Proc Fee	372.61	505.03
Total 62160 Bank Charges	440.02	604.81
62180 Computer Software	14.99	14.99
62190 Dues & Subscriptions	244.03	
62200 Fuel	132.75	66.76
62210 Printing and Copying	329.60	
62220 Telephone, Telecommunications	445.21	440.28
62230 Refund	28.06	152.39
Total 62000 OR-LB-31 Operations	8,999.95	6,873.61
70000 Capital Outlay		
70100 System Improvements		11,472.55
Total 70000 Capital Outlay		11,472.55
80000 Interest Expense		10,462.50
Payroll Expenses		
Wages		69.99
Total Payroll Expenses		69.99
Total Expenses	\$20,366.99	\$39,526.62
NET OPERATING INCOME	\$25,576.28	\$5,720.39
NET INCOME	\$25,576.28	\$5,720.39

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2020 - June 2021

	TOTAL	
	JUL 2020 - JUN 2021	JUL 2019 - JUN 2020 (PY)
Income		
40500 Investments		
45050 Interest Income	4,146.39	12,856.30
Total 40500 Investments	4,146.39	12,856.30
40550 OR-LB-20 Water Income		
41100 Water	445,557.43	408,753.48
41200 Service Fees	14,641.04	4,198.90
41300 Backflow Fees	4,950.00	5,310.00
41500 Debt Reduction Charge	33,949.54	33,566.91
Total 40550 OR-LB-20 Water Income	499,098.01	451,829.29
41600 System Development Fees	30,800.00	
Total Income	\$534,044.40	\$464,685.59
GROSS PROFIT	\$534,044.40	\$464,685.59
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	104,602.79	100,747.45
61030 Payroll Taxes	8,957.70	8,498.81
61040 Employee Health ins	13,321.68	12,350.27
61070 Employee Retirement	6,000.00	3,600.00
61080 Workers Comp	2,637.84	2,900.16
Total 61000 OR-LB- 30 Personnel Services	135,520.01	128,096.69
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	30,650.15	29,250.63
62012 Utilities - Other	1,634.55	809.00
Total 62010 Utilities	32,284.70	30,059.63
62020 Operating Supplies		
62020 Operating Supplies	5,401.35	2,044.15
62024 Repair and Maintenance	16.96	444.64
Total 62020 Operating Supplies	5,418.31	2,488.79
62030 Testing expense	1,862.00	2,887.86
62040 Office Supplies	1,385.43	1,787.09
62050 Postage, Mailing Service	3,227.86	3,337.40
62060 Legal	9,130.50	3,088.50
62070 Insurance		
62071 Insurance - Liability, D and O	913.98	350.00
62072 Property Insurance	7,835.52	7,192.02
Total 62070 Insurance	8,749.50	7,542.02

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2020 - June 2021

	TOTAL	
	JUL 2020 - JUN 2021	JUL 2019 - JUN 2020 (PY)
62080 Bookkeeping	8,453.20	8,544.20
62090 Directors Fees	1,280.00	1,200.00
62100 Vehicle Maintenance & Repair	1,948.76	1,475.03
62110 Education	315.00	
62114 Travel		1,882.54
62212 Conference, Convention, Meeting		1,035.00
Total 62110 Education	315.00	2,917.54
62120 Contract Labor		3,100.29
62130 Flexlease Svc Fee		950.00
62140 Auditing	1,590.00	630.00
62150 Backflow Expense	5,152.50	5,647.50
62160 Bank Charges		
62161 Bank Service Fees	1,041.51	1,012.15
62162 Merchant Services Proc Fee	5,497.05	4,367.32
Total 62160 Bank Charges	6,538.56	5,379.47
62170 Billing support	2,529.89	2,691.39
62180 Computer Software	744.92	144.96
62190 Dues & Subscriptions	3,546.50	3,004.70
62200 Fuel	1,332.86	1,502.95
62210 Printing and Copying	1,134.91	1,069.27
62220 Telephone, Telecommunications	5,518.45	5,577.38
62230 Refund	1,718.82	1,593.95
62240 HR Services		15.00
Total 62000 OR-LB-31 Operations	103,862.67	96,634.92
68001 Business Expenses Other		11.90
70000 Capital Outlay		
70100 System Improvements	22,568.90	41,711.22
Total 70000 Capital Outlay	22,568.90	41,711.22
80000 Interest Expense	20,743.86	28,320.54
Payroll Expenses		
Company Contributions		
Health Insurance		0.00
Total Company Contributions		0.00
Wages		69.99
Total Payroll Expenses		69.99
Total Expenses	\$282,695.44	\$294,845.26
NET OPERATING INCOME	\$251,348.96	\$169,840.33

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2020 - June 2021

	TOTAL	
	JUL 2020 - JUN 2021	JUL 2019 - JUN 2020 (PY)
Other Income		
90300 Gain (Loss) on Sale		256,993.00
Total Other Income	\$0.00	\$256,993.00
NET OTHER INCOME	\$0.00	\$256,993.00
NET INCOME	\$251,348.96	\$426,833.33

Terrebonne Domestic Water District

Check Detail
June 9 - July 13, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
06/22/2021	Expense		WEBPAYMENT GATEWAY SERVICES		R	-60.06
				GATEWAY SERVICES WEBPAYMENT GATEWAY SERVICES WEBPAYMENT		60.06
07/01/2021	Expense		MRC HNT PMNT PROC		C	-246.08
				MRC HNT PMNT PROC SETTLEMENT 5611 MRC HNT PMNT PROC SETTLEMENT 5611		-246.08
07/07/2021	Expense		WEBPAYMENT GATEWAY SERVICES		C	-73.26
				GATEWAY SERVICES WEBPAYMENT GATEWAY SERVICES WEBPAYMENT		73.26
10200 First Interstate -3877- General						
06/09/2021	Tax Payment		IRS	Tax Payment for Period: 06/02/2021-06/04/2021	R	-
				Federal Taxes (941/944)		1,950.01
						-
						1,950.01
06/09/2021	Tax Payment		OR Department of Revenue	Tax Payment for Period: 06/02/2021-06/04/2021	R	-580.81
				OR Income Tax		-580.81
06/29/2021	Bill Payment (Check)	3177	PACIFIC POWER			-
						3,318.22
						-
						3,318.22
06/29/2021	Bill Payment (Check)	3178	SPECIAL DISTRICTS INSURANCE SERVICES			-
						1,246.21
						-
						1,246.21
06/30/2021	Expense		FIRST INTERSTATE BANK		R	-67.41
				SERVICE CHARGE SERVICE CHARGE		67.41
06/30/2021	Check	3165	US POSTAL SERVICE	Hubdoc - 198421099 - INV3165 3165		-217.44
						217.44
07/06/2021	Payroll Check	3170	Daniel J. Bruce	Pay Period: 07/01/2021-07/31/2021		-
						4,866.35
				Gross Pay - This is not a legal pay stub		6,412.00
				Employer Taxes		569.37
				OR Statewide Transit Taxes		6.41
				OR Employment Taxes		80.76
				OR Income Tax		432.54
				Federal Unemployment (940)		0.00
				Federal Taxes (941/944)		1,595.31
07/06/2021	Payroll Check	3171	David B. Griffin	Pay Period: 07/01/2021-07/31/2021		-
						3,352.09
				Gross Pay - This is not a legal pay stub		4,284.00
				Employer Taxes		377.32
				SDIC		41.93
				OR Statewide Transit Taxes		4.24
				OR Employment Taxes		54.72
				OR Income Tax		291.44
				Federal Unemployment (940)		0.00
				Federal Taxes (941/944)		916.90

Terrebonne Domestic Water District

Check Detail

June 9 - July 13, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/09/2021	Tax Payment		OR Department of Revenue	Tax Payment for Period: 07/03/2021-07/06/2021 OR Income Tax		-723.98 -723.98
07/09/2021	Tax Payment		IRS	Tax Payment for Period: 07/03/2021-07/06/2021 Federal Taxes (941/944)		- 2,512.21 - 2,512.21
07/09/2021	Check	3179	RAYMOND JAMES	FBO: Daniel Bruce Acc# 299TV694 Employer contribution		-583.30 583.30
07/09/2021	Check	3180	EDWARD JONES	FBO - David Griffin Employer contribution		-428.40 428.40
07/12/2021	Bill Payment (Check)	3181	BEND BROADBAND			-159.74 -159.74
07/12/2021	Bill Payment (Check)	3182	CENTRATTEL TELEPHONE ANSWERING SERVICE			-203.80 -203.80
07/12/2021	Bill Payment (Check)	3183	Deschutes County Clerk			-244.03 -244.03
07/12/2021	Bill Payment (Check)	3184	FIRST INTERSTATE BANK			-25.13 -25.13
07/12/2021	Bill Payment (Check)	3185	Julia Selchau			-6.97 -6.97
07/12/2021	Bill Payment (Check)	3186	Justin Bendele			-21.09 -21.09
07/12/2021	Bill Payment (Check)	3187	MASTERCARD			-578.17 -578.17
07/12/2021	Bill Payment (Check)	3188	REPUBLIC SERVICES #675			-18.46 -18.46
07/12/2021	Bill Payment (Check)	3189	REVEAL ACCOUNTING SOLUTIONS			-703.50 -703.50
07/12/2021	Bill Payment (Check)	3190	SPECIAL DISTRICTS INSURANCE SERVICES			- 1,246.21 - 1,246.21
07/12/2021	Bill Payment (Check)	3191	Terrebonne PUD, LLC			-50.00 -50.00

Terrebonne Domestic Water District

Check Detail

June 9 - July 13, 2021

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/12/2021	Bill Payment (Check)	3192 US CELLULAR			-77.32
					-77.32
07/13/2021	Bill Payment (Check)	3193 CENTRAL OREGON MEDIA GROUP			-329.60
					-329.60
07/13/2021	Bill Payment (Check)	3194 EDGE ANALYTICAL INC			-64.00
					-64.00
07/13/2021	Bill Payment (Check)	3195 LOCAL GOVERNMENT LAW GROUP PC			-
					1,323.00
					-
					1,323.00
07/13/2021	Bill Payment (Check)	3196 MID COLUMBIA PRODUCERS, INC.			-132.75
					-132.75
07/13/2021	Bill Payment (Check)	3197 Special Districts Association of Oregon			-
					2,473.33
					-
					2,473.33
07/13/2021	Bill Payment (Check)	3198 STRIVE WORKPLACE SOLUTIONS			-331.84
					-331.84

ORDINANCE NO. 21-01

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF SYSTEM DEVELOPMENT CHARGES FOR THE TERREBONNE DOMESTIC WATER DISTRICT; REPEALING RESOLUTION NO. 2007-03 FOR TERREBONNE DOMESTIC WATER DISTRICT

THE TERREBONNE DOMESTIC WATER DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION 1 PURPOSE

The purpose of the System Development Charge is to impose an equitable share of the public costs of Capital Improvements for water upon those Developments or redevelopments that create the need for or increase the demands on Terrebonne Domestic Water District ("District") Capital Improvements.

SECTION 2 SCOPE

The System Development Charge imposed by this Ordinance is separate from, and in addition to, any applicable tax, assessment, fee in lieu of assessment, exaction, dedication, charge or fee otherwise provided by law or imposed as a condition of Development.

SECTION 3 DEFINITIONS

For purposes of this Ordinance, the following mean:

1. Administrative Charge. The amount charged to each Development to cover the cost of developing the methodologies, providing an annual accounting or System Development Charge expenditures, implementation, and operational costs associated with the System Development Charge program.
2. Capital Improvements. Public facilities or assets used for:
 - a. Water supply, treatment and distribution;
 - b. Wastewater collection, transmission, treatment and disposal;
 - c. Drainage and flood control;
 - d. Transportation; or
 - e. Parks and recreation.

“Capital improvement” does not include costs of the operation or routine maintenance of Capital Improvement.

3. Development. The purpose of the System Development Charge is to impose an equitable share of the conversion of property to another use. Development includes, but is not limited to all improvements on a site, including buildings, other structures, parking and loading areas, landscaping, paved or graveled areas, improved open areas such as plazas and walkways, and areas devoted to exterior display, storage or activities, but does not include natural geologic forms or unimproved lands.
4. Improvement Fee. A fee for costs associated with Capital Improvements to be constructed after the date the fee is adopted pursuant to Section 4 of this Ordinance.
 5. Owner. The Owner or Owners of record, title, or the purchaser or purchasers under a recorded sales agreement, and other persons having an interest of record in the described real property.
 6. Parcel of Land. A lot, parcel, block, or other tract of land that is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision, or other Development ordinances.
 7. Qualified Public Improvements. A Capital Improvement that is required as a condition of Development approval, identified in the plan adopted pursuant to Section 8 of this Ordinance; and either
 - a. Not located on or contiguous to property that is the subject of the Development approval; or
 - b. Located in whole or in part on or contiguous to property that is the subject of Development approval and required to be built larger or with greater capacity than is necessary for the particular Development project to which the Improvement Fee is related.

8. Reimbursement Fee. A fee for costs associated with Capital Improvements constructed or under construction on the date the fee is adopted pursuant to Section 4 of this Ordinance, for which the Board determines capacity exists.

9. System Development Charge.

a. A Reimbursement Fee, an Improvement Fee or a combination thereof assessed or collected at the time of increased usage of a Capital Improvement, at the time of issuance of a Development permit or building permit, or at the time of connection to the Capital Improvement.

b. The portion of a water system connection charge that is greater than the amount necessary to reimburse the District for its average cost of inspecting and installing connections with water facilities.

SECTION 4 SYSTEM DEVELOPMENT CHARGE ESTABLISHED

1. A System Development Charge shall be established and may be revised by resolution of the Board of Commissioners. The resolution shall set the amount of the charge, the type of charge, and, if the charge applies to a geographic area smaller than the entire District, the geographic area subject to the charge.
2. Unless otherwise exempted by the provisions of this Ordinance or other local or state law, a System Development Charge is hereby imposed upon all Development within the District, upon increased usage of a Capital Improvement, issuance of a Development permit or building permit, or connection to the Capital Improvement, and upon all Development outside the boundary of the District that connects to or otherwise uses District facilities.
3. An Administrative Charge associated with the cost of the District's System Development Charge program, including the periodic and on-going direct and indirect costs associated with complying with the requirement of state law and the cost of administering System Development Charges, may be established by Board resolution.

SECTION 5 METHODOLOGY

1. The methodology for establishing or modifying a Reimbursement Fee shall promote the objective of future system users contributing no more than an equitable share of the cost of existing facilities.
 2. The methodology used to establish or modify a Reimbursement Fee shall, where applicable, be based upon:
 - a. Rate-making principles employed to finance publicly owned Capital Improvements;
 - b. Prior contributions by existing users;
 - c. Gifts or grants from federal or state government or private persons;
 - d. The value of unused capacity available to future system users or the cost of the existing facilities; and
 - e. Other relevant factors identified by the Board.
 3. The methodology used to establish or modify an Improvement Fee shall, where improvement plan adopted pursuant to Section 8 of this Ordinance that are needed to increase the capacity of the system to which the fee is related that will be required to serve the demands placed on the system by future users. The methodology shall be calculated to obtain the cost of Capital Improvements for the projected need for available system capacity for future system users.
 4. The methodology used to establish or modify the Improvement Fee or the Reimbursement Fee, or both, shall be adopted by Board resolution.
 5. The methodology used to establish or modify the Improvement Fee or the Reimbursement Fee shall not:
 - a. Include or incorporate a method or system under which the payment of the fee or the amount of the fee is determined by the number of employees of an employer without regard to new construction, new Development or new use of an existing structure by the employer;
 - b. Include or incorporate any method or system under which the payment of the fee or the amount of the fee is based on the number of individuals hired by the employer after a specified date; or
-

- c. Assume that costs are necessarily incurred for Capital Improvements when an employer hires an additional employee.
6. All methodology for establishing or modifying reimbursement or fees shall be available for public inspection.
7. A change in the amount of a Reimbursement Fee or an Improvement Fee is not a modification of the System Development Charge if the change in amount is based on a change in the cost of materials, labor or real property applied to the projects or project capacity as set forth in the plan adopted pursuant to Section 8 of this Ordinance; or the periodic application of one or more specific cost indexes or other periodic data sources.

A specific cost index or periodic data source must be:
 - a. A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property, or a combination of the three;
 - b. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the System Development Charge methodology; and
 - c. Incorporated as part of the established methodology or identified and adopted in a separate District resolution or order.
8. A combination of a Reimbursement Fee and an Improvement Fee may be imposed if the methodology demonstrates that the charge is not based upon providing the same system capacity.

SECTION 6 AUTHORIZED EXPENDITURES

1. Reimbursement Fees shall be spent only on Capital Improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.
2. Improvement Fees shall be spent only on capacity-increasing Capital Improvements, including expenditures relating to repayment of future debt for such improvements. An increase in system capacity occurs if a Capital Improvement increases the level of performance or service provided by existing facilities or provides new facilities.

The portion of the Capital Improvements funded by Improvement Fees must be related to the need for increased capacity to provide service for future users.

3. A Capital Improvement being funded wholly or in part from revenues derived from the Improvement Fee shall be included in the plan adopted by the District pursuant to Section 8 of this Ordinance.
4. Notwithstanding subsections (1) and (2) of this Section, System Development Charge revenues may be expended on the direct costs of complying with the provisions of this Ordinance, including the costs of developing System Development Charge methodologies and providing an annual accounting of System Development Charge expenditures.

SECTION 7 EXPENDITURE RESTRICTIONS

1. System Development Charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other Capital Improvements
1. System Development Charges shall not be expended for costs of the operation or routine maintenance of Capital Improvements.

SECTION 8 IMPROVEMENT PLAN

1. Prior to the establishment of a System Development Charge by Ordinance or resolution, the Board shall adopt a plan that:
 - a. Lists the Capital Improvements that may be funded, in whole or in part, with Improvement Fee revenues;
 - b. Includes the estimated cost and time of construction of each improvement, and the estimated percentage of that cost eligible to be funded with Improvement Fee revenue; and
 - c. Describes the process for modifying the plan.

1. The plan may incorporate by reference all or a portion of any Capital Improvement plan, public facilities plan, master plan, or other comparable plan that contains the information required by this Section.

3. The Board may modify the plan and list at any time. If a System Development Charge will be increased by a proposed modification of the list to include a capacity increasing Capital Improvement, the District shall provide at least thirty (30) days notice of the proposed plan modification to persons who have previously requested written notice under Section 15(2) of this Ordinance. A public hearing on such proposed plan modifications will be held if the District receives a written request for such a hearing within seven (7) days of the date the proposed modification is scheduled for adoption. If no such request is received within this time period, a hearing is not required, but may be held in the District's sole discretion.

SECTION 9 COLLECTION OF CHARGE

1. The System Development Charge is payable upon: annexation; issuance of a building permit or a development permit for development not requiring the issuance of a building permit; or approval to connect to the water system.
2. If no building, development, or connection permit is required, the System Development Charge is payable at the time usage of the Capital Improvement is increased.
3. The applicant for a connection permit shall be required to state in writing the intended use of the building in sufficient detail to enable the District to determine the appropriate category of use. If the use of a building changes or if the stated use is incorrect, the occupant shall report the change of use to the District within 30 days and promptly pay any additional System Development Charge. If the applicant fails to report a correct statement of use or a change of use within 30 days or fails to pay the additional System Development Charge within 10 days after invoice, the occupant shall pay a penalty of **10%** of the balance due plus interest on the unpaid balance at the rate of **1.5%** per month.
4. The District shall not issue such permit or allow such connection until the charge has been paid in full, provision for installment payments have been made pursuant to Section 11 of this Ordinance, or an exemption is granted pursuant to Section 12 of this Ordinance.

5. If Development is commenced or connection is made to the water system without an appropriate permit, the System Development charge is immediately payable upon the earliest date that a permit was required and it will be unlawful for anyone to continue with the construction or associated use until the System Development Charge has been paid.

SECTION 10 DELINQUENT CHARGES; HEARING

1. When, for any reason, the System Development Charge has not been paid, the District Manager shall report to the Board the amount of the uncollected charge, the description of the real property to which the charge is attributable, the date upon which the charge was due, and the name of the Owner.
2. The Board shall schedule a public hearing on the matter and direct that notice of the hearing be given to each Owner with a copy of the District Manager's report concerning the unpaid charge. Notice of the hearing shall be given either personally or by certified mail, return receipt requested, or by both personal and mailed notice, and by posting notice on the parcel at least 10 days before the date set for the hearing.
3. At the hearing, the Board may accept, reject, or modify the determination of the District Manager as set forth in the report. If the Board finds that a System Development Charge is unpaid and uncollected, it shall docket the unpaid and uncollected System Development Charge in the lien docket. Upon completion of the docketing, the District shall have a lien against the described land for the full amount of the unpaid charge, together with interest at the legal rate of **10 %** and with the District's actual cost of serving notice of the hearing on the Owners. The lien shall be enforceable in the manner provided in ORS chapter 223.

SECTION 11 INSTALLMENT PAYMENTS

1. The Owner of a Parcel of Land subject to a System Development charge of over **\$7,500** may apply for payment in installments, to include interest at the legal rate of **1%** on the unpaid balance, in accordance with ORS 223.208. Payment may be over a period of less than ten (10) years, if so elected by the property Owner. Otherwise, System Development Charges are payable over a period of no less than 10, nor more than 30 years, in accordance with such terms as set by the District.

2. The District Manager shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.
3. An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the parcel and that applicant's property interest is adequate to secure payment of the lien.
4. The District Manager shall docket the lien, reporting the amount of the System Development Charge, the dates on which payments are due, the name of the Owner, and the description of the parcel. From that time, the District shall have a lien upon the described parcel for the amount of the System Development Charge, together with interest on the unpaid balance. The lien shall be enforceable in the manner provided in ORS Chapter 223.
5. The District Manager is authorized to cancel assessments of System Development Charges, without further Board action, where the new Development approved by the building permit is not constructed and the building permit is cancelled. Any System Development Charges paid to the District pursuant to the cancelled permit shall be refunded upon request of the applicant. Such refund will be in the amount paid at the time of the payment to the District, unadjusted for inflation.
6. For property that has been subject to a cancellation of assessed System Development Charges, any future installment payment contract shall be subject to the code provisions applicable to System Development Charges and installment payment contracts on file on the date the new contract is received by the District.

SECTION 12 EXEMPTIONS

1. Structures and uses established and legally existing on or before the effective date of this Ordinance that are connected to the District's system are exempt from System Development Charges imposed hereunder, until the parcel is further developed and increases the parcel's or structure's use of one or more public improvement facilities.
2. An alteration, addition, replacement or change in use that does not increase a parcel's or structure's use of the District's system are exempt from all portions of the System Development Charge.

3. Terrebonne Domestic Water District projects are exempt from all System Development Charges.
4. The increased use of a transportation facility as a result of the production of marijuana on a property located in an exclusive farm use zone is exempt from System Development Charges imposed hereunder, until the parcel is further developed or the use changes.
5. The applicant bears the burden of requesting an exemption and demonstrating that a particular improvement qualifies for an exemption under this Section. An exemption request shall be filed in writing with the District Manager on or before the date a System Development Charge is otherwise due under Section 9 of this Ordinance, or is waived.

SECTION 13 CREDITS

1. A System Development Charge shall be imposed when a change of use of a parcel or structure occurs, but credit shall be given for the computed System Development Charge to the extent that prior structures existed and services were established on or before the effective date of the Ordinance. The credit so computed shall not exceed the calculated System Development Charge. No refund shall be made on account of such credit.
2. A credit shall also be given for construction of a Qualified Public Improvement. The credit shall be only for the Improvement Fee charged for the type of improvement being constructed, and may be granted only for the cost of that portion of such improvement that exceeds the District's minimum standard facility size or capacity needed to serve that particular Development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this Section and the amount of the credit.
3. The request for credit shall:
 - a. Be filed in writing no later than 60 days after acceptance of the improvement by the District and prior to issuance of the first building permit for the Development in question;

- b. Identify the improvement for which the credit is sought
 - c. Explain how the improvement is a Qualified Public Improvement; and
 - d. Document, with credible evidence, the value of the improvement for which credit is sought.
4. The District may deny a credit if the application is not for a Qualified Public Improvement, as defined in this Ordinance.
 5. When the construction of a Qualified Public Improvement gives rise to a credit amount greater than the Improvement Fee that would otherwise be levied against the project receiving Development approval, the excess credit may be applied against Improvement Fees that accrue in subsection shall not prohibit the District from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a Capital Improvement not identified in the plan adopted pursuant to Section 8, or from providing a share of the cost of such improvement by other means, if the District so chooses such improvement by other means, if the District so chooses.
 6. Credit shall be used within ten (10) years from the date the credit is given or become void and of no value.

SECTION 14 SEGREGATION AND USE OF REVENUE; AND ANNUAL ACCOUNTING

1. All funds derived from the System Development Charge are to be segregated by accounting practices from all other funds of the District. The System Development Charge calculated and collected shall be used for no purpose other than those set forth in Section 6 of this for no purpose other than those set forth in Section 6 of this Ordinance.
2. The District shall complete an annual accounting by January 1st of each year for System Development Charges showing the total amount of System Development Charge revenues collected and the projects that were funded in the previous fiscal year. The annual accounting shall include a list of the amounts spent on each project funded, in whole or in part, with System Development Charge revenues, and the amount of revenue collected by the District from

3. System Development Charges and attributed to the cost of complying Developing System Development Charge methodologies and providing with the provisions of this Ordinance, including the costs of annual accountings.

SECTION 15 REVIEW PROCEDURES

1. Expenditure Review.

- a. Any citizen or other interested person may challenge an expenditure of Systems Development Charge revenues by filing a written appeal with the District describing with particularity the decision of the District, the expenditure which the person challenges, and the reasons the expenditure was allegedly incorrect. Such challenges must be filed within two (2) years of the expenditure.
- b. A hearing shall be held by the Board within sixty (60) days of the filing of the complaint. After providing notice to the challenger, the Board shall determine whether the expenditure was in accordance with this Ordinance and the applicable Oregon Revised Statutes, and may affirm, modify or overrule the decision. If the Board determines that there has been an improper expenditure of Systems Development Charge revenues, the Board shall direct that a sum equal to the misspent amount be deposited within one year to the credit of the account or fund from which it was spent.

2. Methodology Review.

- a. The District shall maintain a list of persons who have made written requests for notification prior to adoption or amendment of a methodology for any Systems Development Charge. Written notice shall be mailed to persons on the list at least ninety (90) days prior to the first hearing to establish or modify a Systems Development Charge,

and the

methodology supporting the System

Development Charge

shall be available at least sixty (60) days prior to the first

hearing. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the District.

- b. The District may periodically delete names from the list, but, at least thirty (30) days prior to removing a name from the list, must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.
- c. Legal action intended to contest the methodology used for calculating a Systems Development Charge may not be filed after sixty (60) days following adoption or modification of the Systems Development Charge Ordinance or resolution by the District.

(3) Other Review.

- a. Challenges of any other decisions required or permitted to be made by the District under this Ordinance or associated resolutions including, but not limited to, objections to the calculation of a System Development Charge must be filed in writing with the District office within twenty (20) days of the date of the decision. The appeal must describe with particularity the challenged District decision, and state:
 - 1. The name and address of the appellant;
 - 2. The nature of the calculation being appealed;
 - 3. The reason the calculation is incorrect; and
 - 4. What the correct determination of the appeal should be or how the correct calculation should be derived

A person who fails to file such a written challenge within the time permitted waives all objections, and any filed objections shall be dismissed.

- b. A hearing shall be held by the Board within sixty (60) days

An Ordinance Authorizing the Establishment of System Development Charges for the Terrebonne Domestic Water District Repealing Resolution No. 2007-03

of the filing of the complaint. After providing notice to the complainant, the Board shall determine whether the decision challenged is in accordance with this Ordinance and the applicable Oregon Revised Statutes, and may affirm, modify, or overrule the decision.

c. The Board must advise a person making written objection to a System Development Charge calculation of the review procedures provided by this Section.

3. Any legal action contesting a District decision issued after review under this Section or a decision to increase a System Development Charge by modifying the plan adopted pursuant to Section 8 of this Ordinance may be judicially reviewed only as provided in ORS 34.010 to 34.100.

SECTION 16 SEVERABILITY

The sections and subsections of this Ordinance are severable. The invalidity of any one section or subsection shall not affect the validity of the remaining sections or subsections.

SECTION 17 PROHIBITED CONNECTION

No person may increase usage of a Capital Improvement or connect to the water system of the District unless the appropriate System Development Charge has been paid, or an installment payment plan has been applied for and approved.

SECTION 18 REPEAL

Resolution No. **2007-03** is hereby repealed in its entirety. Any and all resolutions adopted pursuant to Ordinance No. **20-01** shall remain in full force and effect pursuant to the authority granted the District in Ordinance No. **13-01** and this Ordinance, until specifically repealed or amended by resolution.

SECTION 19 PENALTY

Violation of this Ordinance is punishable by a fine not to exceed **\$250.00** Each day that the violation continues shall constitute a separate and distinct violation.

An Ordinance Authorizing the Establishment of System Development Charges for the Terrebonne Domestic Water District Repealing Resolution No. 2007-03

ADOPTED this [redacted] day of June , 2021 by action of the Board of Commissioners. Terrebonne Domestic Water District

APPROVED BY:

President, Board of Commissioners

ATTEST

Secretary

Terrebonne Domestic Water District

7-13-2021

- I ordered some new radio read meters for new installs last week and prices have gone up 14%. Last year we budgeted \$15,000 for new meters. I would like to order \$20,000 this year. I asked about future pricing and was told to expect it to increase more over time. We are seeing substantial increases in all the parts we order along with long lead times to get the products.
- The budgeted USDA extra loan payment will be made this week. so with the \$100,00.00 from general fund and the \$33,949.54 from the debt service fees the total payment will be \$133,949.54.
- I will be out on vacation next week and Dave will be holding thing down while I am gone.

First Interstate Bank:

\$82,106.06

LGIP

4845 Debt Service Fund: \$51,727.59

5534 General Fund: \$468,659.31

6271 SDC Fund: \$66,970.63

6272 Debt Service Fee Fund: \$13,200.52

Total: \$600,558.05