



TERREBONNE DOMESTIC WATER DISTRICT

Terrebonne Domestic Water District

Public Board Meeting

March 10th, 2022

Note: As of January 1st, 2022 all TDWD public meetings will now be available on Zoom. Information on attending can be found on the TDWD web site.

The Regular Public Board Meeting was **called to order** at 3:00 pm on March 10th, with 3 directors present- Eric Fisher, Jim Wilhem and Bob Nupert Also present was District Manager Dan Bruce. Art Tassie entered the meeting late.

Note: This meeting was originally scheduled for March 8th, 2022 but was delayed until March 10 due to the lack of a quarm.

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

Minutes: Minutes for the February 15th public board meeting, February 24th special public board meeting and the February 24 executive board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Bob. All in favor, motion passed.

Treasurer's Report: The current financial report was reviewed by the board, (see report). Jim made a motion that the board accept the financial report and the checks as presented, seconded by Bob. All in favor, motion passed. Jim noted that the way our P&L was looking for the year to date, we are doing well with staying within our budgeted numbers. Eric noted that we may have to review our compensation packages again next year as the cost of labor is up again this year.

Chairman's Report: Eric noted that he had heard from Art and that he was going to tender his resignation. Jim noted that he had spoken to Art this morning and that he had changed his mind and would serve out his term. At this point Art was able to join the meeting. Eric suggested that we consider changing some of our board members positions due to Art's being unable to complete the financial officers duties. Art told the board that he was ok with stepping down from his position at this point. Jim made a motion to install Bob as the treasure of the district. Second by Art. All in favor. Motion passed.

Eric updated the board on our efforts to establish procedures for hiring new employees. Eric has talked to other board members and has reviewed some local public entities to get some suggested procedures. Eric will be contacting SDOA to see if they have more info for us. Eric's goal is to have our procedures available soon and to keep this info to about 2 pages.

District Manager's Report: Dan presented his report to the board. (see report). Dan presented the Open Action Points to the board. (see action points)

Hwy 97 Project: Dan has been in contact with the state and the project is moving forward. We will not be able to tag our engineering in with the state because it is just not done. The project will be moving forward in 2023. Dan is working on the bid process now.

Master Plan: Because of all the other projects we are in the middle of this item has been put on the back burner. Jim asked if we are required to have a master plan. Dan said that yes we are but it is not a big problem and he will start working on finishing it up soon. Dan noted that he would like to set up a relationship with a civil engineer to handle our engineering projects. We have worked with Hickman Williams in the past and Dan would like to use them. Dan would set up an RFP (request for proposal) with an engineer.

Trailer Park Memo: This will be going out soon.

Meeting Place: Dan has been unable to get a response on this item. Eric noted there have been some changes in this department and the situation has changed.

Meeting on Website: We are unable to do this. Eric noted we may be able to put them on YouTube but we are under no obligation to do that at this time.

Audit Companies: Dan has been unable to move forward on this item but he does have a contact that may be able to help us in this area.

Sewer System: Dan noted that he is getting some mixed messages from the county concerning the proposed sewer system. Dan noted that since the district office is in the phase 1 area it could cost the district money to hook into the system. It was noted that the district does not have an official opinion on this project at this time.

Business Discussed: Empty board Seat: Several board members noted that they will continue our effort to fill the board seat. We have not had any members of the public step forward for this position at this time.

Employee Recruitment: The board reviewed the wage rate proposal for the district's second employee. Eric suggested that we change the words "Total Compensation" to "Total Take Home" to make this more clear. The board and Dan both agreed that the 10 steps would be a good tool with our employees. Jim made a motion that the district accept the proposed wage rates with the change in the words total compensation to total take home, second by Bob. all in favor, motion passed.

LID Project: Dan is in the process of making some changes to the contract that are to be sent to the well owners. Our lawyer sent a contract over to Dan but we are needing to make a few changes before they go out. As soon as this is done Dan will mail out the contracts to those that need them. Dan noted that May 6th will be the return date for the contracts.

District Property for Sale: Dan noted that the contract for the sale of district's property has expired. A new contract has been forwarded to our agent and the board has assigned Bob to be the person of contract. Dan noted that our lawyer is still looking into the procedures we need to

follow to get the lot approved for building. It looks like our cost may not be as high as we expected. It was also pointed out that with new state legislation the lot may now be allowed to have a manufactured home placed on the lot. Eric suggested that we get this approved by the county before we note this for prospective buyers.

Drilling Wells in the District: Bob questioned why land owners are allowed to drill wells within our district and how do we stop it. It was explained that we as a district are having to deal with 2 different entities, the state and the county. The Water Resources Board (state) is in control of all wells drilled in the state, the county controls, or regulates how building permits are issued and how that relates to where water is coming from. This is an ongoing problem and we just need to be aware of any wells being drilled in our district.

Board Members Elections: Jim brought up a concern about Eric and Bob needing to be in the May election. Eric said he would contact the county to find out what our standing is. Dan noted that the deadline to get on the ballot was today and that the election is May 17th.

Next Regular Board Meeting: April 12th, 2022 @ 6:30pm @ District office or via Zoom as required.

Meeting Adjourned: 4:06 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points