



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

## **Regular Public Board Meeting Agenda September 13th, 2022**

**Regular public board meetings of the Terrebonne Domestic Water District are held at 6:30 PM at the TDWD district office 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 3 minutes to speak.

**Minutes of Last Board Meeting:** Secretary Jim Wilhelm will review the minutes from the last meeting

**Treasurer's Report:** Treasurer Bob Neupert will review the financial report and checks as signed for the previous month.

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

**Water Manager's Report:** Dan Bruce will presented his report to the board.

**Business to be Discussed:**

- 1. By Law Changes**
- 2. Trailer Park meter letter**
- 3. New employee**

**Next Regular Board Meeting:** September 13th, 2022 @ 6:00pm @ Terrebonne Grange Hall.

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.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88457071701?pwd=aG4zNDJIUDg2OXZRaFdQZEYVYcGRBUT09>

**Meeting ID: 884 5707 1701**

**Passcode: 757576**

**Dial by your location**

**+1 253 215 8782 US (Tacoma)**



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

# Regular Public Board Meeting

August 9th, 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 6:30 pm on August 9th, with 4 directors present: Eric Fisher, Art Tassie, Jim Wilhem and Bob Nupert. Also present was District Manager Dan Bruce. No members of the public were present.

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

**Minutes:** Minutes for the July Public Board Meeting, August Land Sale Meeting and 2 August Executive Session Meetings were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Art. All in favor, motion passed.

**Treasurer's Report:** The current financial report was reviewed by the board, (see treasurer's report). Eric noted that the district was in the process of completing the sale of the district's lot on F Street. Eric thanked the board for their work on getting this sale completed. Jim noted a recent change in the interest we are getting for our LGIP accounts. The rate increased from 1.40% to 1.65%. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Bob. 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 Manager's report) Dan noted that the leak on 18 Street had been repaired and the street surface had been cleaned up. Dan continues to seek a new employee but has no prospects at this time.

**Business Discussed: Board Positions:** Jim made a motion that all positions from the 2021/22 fiscal year continue to serve in the same positions for fiscal year 2022/23, second by Bob. All in favor, motion passed. Board President: Eric Fisher, Board Vice President: Art Tassie, Secretary: Jim Wilhelm. Treasurer: Bob Nupert.

**Bylaw Changes:** All board members were supplied with a copy of the district's current bylaws, Ordinance No 99-02 and suggested changes to those bylaws. (see ordinance) Article I #1

change was adjusted to "Commissioners must reside in their primary residence within the district boundaries". Article I #4 required no changes to recommended addition. Article I #The 5 boards agreed to remove this section of the bylaws. Article I #7, Change to read: Each Commissioner shall receive compensation in the amount of the current district base rate, not to exceed state maximum allowed, per month for his or her service. Compensation will be paid at the end of the fiscal year with a reduction of one months compensation for any unattended meeting beyond two meetings missed. Article I #8 Change accepted by board. Art expressed an opinion that he did not want to see the board positions become a "paid job". Bob was concerned that we can not get any new board members no matter the pay. Eric felt that the younger generation are not as enthused about public service and the extra allowance may help. Eric noted that our attorney may want to review Article II #4 to see if it is currently acceptable. Dan will be having the district attorney review all suggested changes before any further action is taken on changing the bylaws. Jim made a motion that the board temperrailly follow the proposed changes to board compensation until the bylaws can be changed, second by Bob. All in favor, motion passed.

**LGIP Accounts:** Art expressed a concern that the district is not receiving a good rate of return on the LGIP accounts. Dan informed Art that by state law the district is not allowed to invest its funds (beyond checking accounts) anywhere but the LGIP account. Jim suggested that we adjust our accounts to reflect the current use of funds to pay off the district's debts. Dan noted that he will be making those changes. Jim also suggested after the district receives the proceeds from the property sale the district renames and redirects funds to the accounts.

**Action Point Review:** The board received a copy of the board's current open action items (see action items). Dan updated the board on every item and every item will have its status updated.

**Board Meeting Location:** Jim suggested that the Board discontinue meeting at the Grange Hall due to the fact that we are back to not having any members of the public at the meetings and the cost of using the hall was now \$100. It was agreed the meetings in the future would be at the district office unless a large gathering required the Grange.

**Approve Applications for Service Forms:** Members of the board were presented with updated copies of New Service Application Forms. Jim made a motion that the board approve and accept the new forms, second by Art. All in favor, motion passed. Eric suggested that we design a Request for Service Form that can be used by district customers. Jim and Dan agreed to create this new form. (40)

**New Website:** Dan informed the board that the district's new web site is now up and running. He advised all board members to visit the site and note the updates we are making.

**New Rate Study:** Members of the board were given an updated rate study. (see rate study) Jim informed the board that this is an update to a study that was done in 2018. As with the last study it appears that the district's current rates are on average with other rates in the state.

**Truck Purchase:** Eric voiced concern that the district was still in need of a work truck and would like to move forward with a purchase. Dan noted that retails on new trucks were still very high to a point he does not want to move forward. Dan will continue to monitor this situation and keep the board updated on the subject.

**Meeting Room Construction:** Eric questioned Dan concerning any movement forward on creating a new meeting room in the old office building. Dan agreed to have estimates and bids on completing the upgrades to the old office by the September meeting.

**Hats and Shirts for Staff:** Dan was advised by the board to proceed with the purchase of hats and shirts for the staff now that we had a new logo. Dan will be seeking bids on this purchase.

**Next Regular Board Meeting:** September 13th, 2022 @ 6:30pm @ TDWD district office.

**Meeting Adjourned:** 7:43 pm

**Submitted By:** Jim Wilhelm  
**Secretary TDWD**

**Recorded Action Points**

# Management Report

Terrebonne Domestic Water District  
For the period ended August 31, 2022

Prepared on

**September 13, 2022**

# Table of Contents

---

Profit and Loss .....3

Balance Sheet.....5

# Profit and Loss

August 2022

	Total
<b>INCOME</b>	
40500 Investments	
45050 Interest Income	675.50
<b>Total 40500 Investments</b>	<b>675.50</b>
40550 OR-LB-20 Water Income	
41100 Water	63,566.11
41200 Service Fees	1,169.22
<b>Total 40550 OR-LB-20 Water Income</b>	<b>64,735.33</b>
41600 System Development Fees	7,700.00
<b>Total Income</b>	<b>73,110.83</b>
<b>GROSS PROFIT</b>	
	<b>73,110.83</b>
<b>EXPENSES</b>	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	7,552.63
61030 Payroll Taxes	605.44
61070 Employee Retirement	635.83
61080 Workers Comp	200.00
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>8,993.90</b>
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	4,539.22
62012 Utilities - Other	169.15
<b>Total 62010 Utilities</b>	<b>4,708.37</b>
62020 Operating Supplies	665.51
62024 Repair and Maintenance	4,512.50
<b>Total 62020 Operating Supplies</b>	<b>5,178.01</b>
62030 Testing expense	148.00
62040 Office Supplies	-109.59
62050 Postage, Mailing Service	492.80
62070 Insurance	
62071 Insurance - Liability, D and O	89.00
62072 Property Insurance	763.58
<b>Total 62070 Insurance</b>	<b>852.58</b>
62080 Bookkeeping	736.00
62160 Bank Charges	
62161 Bank Service Fees	87.45
62162 Merchant Services Proc Fee	852.91
<b>Total 62160 Bank Charges</b>	<b>940.36</b>
62170 Billing support	558.59
62180 Computer Software	14.99
62210 Printing and Copying	142.75
62220 Telephone, Telecommunications	472.61

	Total
Total 62000 OR-LB-31 Operations	14,135.47
Total Expenses	23,129.37
NET OPERATING INCOME	49,981.46
NET INCOME	\$49,981.46

# Balance Sheet

As of August 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Bank-4506	40,462.00
10200 First Interstate -3877- General	56,083.43
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	52,146.15
10520 LGIP Investment Fund #5534	371,956.63
10530 LGIP - SDC Fund #6271	67,512.52
15340 LGIP Deposit Fund #6272	13,307.33
<b>Total 10500 LGIP Investments</b>	<b>504,922.63</b>
<b>Total Bank Accounts</b>	<b>601,468.06</b>
<b>Other Current Assets</b>	
11500 Water Bills Receivable	61,986.29
14000 Inventory	6,451.05
14200 Prepaid Expenses	3,455.38
<b>Total Other Current Assets</b>	<b>71,892.72</b>
<b>Total Current Assets</b>	<b>673,360.78</b>
<b>Fixed Assets</b>	
15000 Equipment	85,813.68
15100 Water System	3,551,904.10
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
<b>Total Fixed Assets</b>	<b>2,527,993.03</b>
<b>TOTAL ASSETS</b>	<b>\$3,201,353.81</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	8,010.73
<b>Total Accounts Payable</b>	<b>8,010.73</b>
<b>Other Current Liabilities</b>	
24000 Payroll Liabilities	0.00
OR Employment Taxes	102.04
OR Statewide Transit Taxes	15.77
<b>Total 24000 Payroll Liabilities</b>	<b>117.81</b>
24300 Payroll payable	1,918.62
25000 Customer deposits payable	36,188.65
<b>Total Other Current Liabilities</b>	<b>38,225.08</b>

	Total
<b>Total Current Liabilities</b>	<b>46,235.81</b>
<b>Total Liabilities</b>	<b>46,235.81</b>
<b>Equity</b>	
32000 Retained Earnings S	1,164,815.50
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Income	90,151.35
<b>Total Equity</b>	<b>3,155,118.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,201,353.81</b>

# Terrebonne Domestic Water District

## Profit and Loss YTD Comparison

August 2022

	TOTAL		
	AUG 2022	JUL - AUG, 2022 (YTD)	AUG 2021 (PY)
<b>Income</b>			
40500 Investments			
45050 Interest Income	675.50	1,208.89	233.89
<b>Total 40500 Investments</b>	<b>675.50</b>	<b>1,208.89</b>	<b>233.89</b>
40550 OR-LB-20 Water Income			
41100 Water	63,566.11	126,289.94	59,425.84
41200 Service Fees	1,169.22	1,169.22	1,151.50
41500 Debt Reduction Charge		0.00	2,834.33
<b>Total 40550 OR-LB-20 Water Income</b>	<b>64,735.33</b>	<b>127,459.16</b>	<b>63,411.67</b>
41600 System Development Fees	7,700.00	7,700.00	0.00
<b>Total Income</b>	<b>\$73,110.83</b>	<b>\$136,368.05</b>	<b>\$63,645.56</b>
<b>GROSS PROFIT</b>	<b>\$73,110.83</b>	<b>\$136,368.05</b>	<b>\$63,645.56</b>
<b>Expenses</b>			
61000 OR-LB- 30 Personnel Services			
61020 Payroll Expenses	7,552.63	15,105.26	10,696.00
61030 Payroll Taxes	605.44	1,345.03	943.36
61040 Employee Health ins			1,204.28
61070 Employee Retirement	635.83	1,271.66	1,011.70
61080 Workers Comp	200.00	400.00	206.11
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>8,993.90</b>	<b>18,121.95</b>	<b>14,061.45</b>
62000 OR-LB-31 Operations			
62010 Utilities			
62011 Utilities - Electric	4,539.22	7,523.63	4,042.20
62012 Utilities - Other	169.15	341.67	73.26
<b>Total 62010 Utilities</b>	<b>4,708.37</b>	<b>7,865.30</b>	<b>4,115.46</b>
62020 Operating Supplies	665.51	1,010.74	135.00
62024 Repair and Maintenance	4,512.50	4,512.50	
<b>Total 62020 Operating Supplies</b>	<b>5,178.01</b>	<b>5,523.24</b>	<b>135.00</b>
62030 Testing expense	148.00	850.44	
62040 Office Supplies	-109.59	698.07	
62050 Postage, Mailing Service	492.80	716.46	217.44
62060 Legal		995.00	
62070 Insurance			
62071 Insurance - Liability, D and O	89.00	178.00	80.08
62072 Property Insurance	763.58	1,527.16	683.92
<b>Total 62070 Insurance</b>	<b>852.58</b>	<b>1,705.16</b>	<b>764.00</b>
62080 Bookkeeping	736.00	1,472.00	703.50
62090 Directors Fees			-240.00

# Terrebonne Domestic Water District

## Profit and Loss YTD Comparison

August 2022

	TOTAL		
	AUG 2022	JUL - AUG, 2022 (YTD)	AUG 2021 (PY)
62160 Bank Charges			
62161 Bank Service Fees	87.45	190.88	73.78
62162 Merchant Services Proc Fee	852.91	1,360.64	298.02
<b>Total 62160 Bank Charges</b>	<b>940.36</b>	<b>1,551.52</b>	<b>371.80</b>
62170 Billing support	558.59	729.78	
62180 Computer Software	14.99	29.98	109.11
62200 Fuel			94.95
62210 Printing and Copying	142.75	384.20	
62220 Telephone, Telecommunications	472.61	946.53	443.01
62230 Refund		92.72	157.87
<b>Total 62000 OR-LB-31 Operations</b>	<b>14,135.47</b>	<b>23,560.40</b>	<b>6,872.14</b>
70000 Capital Outlay			
70100 System Improvements			10,709.98
<b>Total 70000 Capital Outlay</b>			<b>10,709.98</b>
80000 Interest Expense		4,534.35	
<b>Total Expenses</b>	<b>\$23,129.37</b>	<b>\$46,216.70</b>	<b>\$31,643.57</b>
<b>NET OPERATING INCOME</b>	<b>\$49,981.46</b>	<b>\$90,151.35</b>	<b>\$32,001.99</b>
<b>NET INCOME</b>	<b>\$49,981.46</b>	<b>\$90,151.35</b>	<b>\$32,001.99</b>

# Terrebonne Domestic Water District

## Profit and Loss YTD Comparison

July - August, 2022

	TOTAL	
	JUL - AUG, 2022	JUL - AUG, 2021 (PY)
<b>Income</b>		
40500 Investments		
45050 Interest Income	1,208.89	511.57
<b>Total 40500 Investments</b>	<b>1,208.89</b>	<b>511.57</b>
40550 OR-LB-20 Water Income		
41100 Water	126,289.94	129,351.17
41200 Service Fees	1,169.22	2,525.02
41500 Debt Reduction Charge	0.00	5,671.35
<b>Total 40550 OR-LB-20 Water Income</b>	<b>127,459.16</b>	<b>137,547.54</b>
41600 System Development Fees	7,700.00	0.00
<b>Total Income</b>	<b>\$136,368.05</b>	<b>\$138,059.11</b>
<b>GROSS PROFIT</b>	<b>\$136,368.05</b>	<b>\$138,059.11</b>
<b>Expenses</b>		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	15,105.26	21,392.00
61030 Payroll Taxes	1,345.03	1,890.00
61040 Employee Health ins		2,408.56
61070 Employee Retirement	1,271.66	2,023.40
61080 Workers Comp	400.00	412.22
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>18,121.95</b>	<b>28,126.18</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	7,523.63	7,772.47
62012 Utilities - Other	341.67	652.12
<b>Total 62010 Utilities</b>	<b>7,865.30</b>	<b>8,424.59</b>
62020 Operating Supplies	1,010.74	1,160.51
62024 Repair and Maintenance	4,512.50	
<b>Total 62020 Operating Supplies</b>	<b>5,523.24</b>	<b>1,160.51</b>
62030 Testing expense	850.44	64.00
62040 Office Supplies	698.07	331.84
62050 Postage, Mailing Service	716.46	221.59
62060 Legal	995.00	1,445.50
62070 Insurance		
62071 Insurance - Liability, D and O	178.00	160.16
62072 Property Insurance	1,527.16	1,367.84
<b>Total 62070 Insurance</b>	<b>1,705.16</b>	<b>1,528.00</b>
62080 Bookkeeping	1,472.00	1,407.00
62090 Directors Fees		960.00

# Terrebonne Domestic Water District

## Profit and Loss YTD Comparison

July - August, 2022

	TOTAL	
	JUL - AUG, 2022	JUL - AUG, 2021 (PY)
62160 Bank Charges		
62161 Bank Service Fees	190.88	137.12
62162 Merchant Services Proc Fee	1,360.64	675.08
<b>Total 62160 Bank Charges</b>	<b>1,551.52</b>	<b>812.20</b>
62170 Billing support	729.78	
62180 Computer Software	29.98	218.22
62200 Fuel		126.50
62210 Printing and Copying	384.20	255.16
62220 Telephone, Telecommunications	946.53	884.25
62230 Refund	92.72	474.92
<b>Total 62000 OR-LB-31 Operations</b>	<b>23,560.40</b>	<b>18,314.28</b>
70000 Capital Outlay		
70100 System Improvements		10,709.98
<b>Total 70000 Capital Outlay</b>		<b>10,709.98</b>
80000 Interest Expense	4,534.35	
<b>Total Expenses</b>	<b>\$46,216.70</b>	<b>\$57,150.44</b>
<b>NET OPERATING INCOME</b>	<b>\$90,151.35</b>	<b>\$80,908.67</b>
<b>NET INCOME</b>	<b>\$90,151.35</b>	<b>\$80,908.67</b>

**Terrebonne Domestic  
Budget vs. Actuals: FY\_20**  
July 2022 - Jun

Account	Jul 2022			Aug 2022			Sep 2022			Oct 2022			Nov 2022			Dec 2022			
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
4050 Investments	533.39	106.67	302.72	329.03%	675.50	166.67	166.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4050 Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4050 Investments	533.39	106.67	302.72	329.03%	675.50	166.67	166.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4050 ORL-B-30 Water Income	62,725.83	64,908.00	-2,262.17	96.52%	65,065.11	64,400.00	64,400.00	98,382.23	53,625.00	38,475.00	-38,475.00	88.67%	24,337.00	-24,337.00	0.00%	23,250.00	-23,250.00	0.00%	
4100 Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4100 Sewer Fees	1,104.17	1,104.17	0.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	
4100 Backflow Fees	458.33	458.33	0.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	
4100 Debt Reduction Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4050 ORL-B-30 Water Income	\$ 62,725.83	\$ 64,908.00	\$ -2,262.17	96.52%	\$ 65,065.11	\$ 64,400.00	\$ 64,400.00	\$ 98,382.23	\$ 53,625.00	\$ 38,475.00	\$ -38,475.00	88.67%	\$ 24,337.00	\$ -24,337.00	0.00%	\$ 23,250.00	\$ -23,250.00	0.00%	
4100 System Development Fees	63,257.22	66,717.17	\$ -3,459.95	94.81%	73,110.83	66,129.17	6,981.66	105.58%	56,284.17	44,138.00	12,146.17	27.42%	20,000.00	-20,000.00	0.00%	20,000.00	-20,000.00	0.00%	
Total Expenses	\$ 125,983.05	\$ 131,625.17	\$ -5,642.12	95.32%	\$ 138,175.94	\$ 130,529.17	105.86%	\$ 196,664.46	\$ 87,763.00	\$ 82,623.00	\$ -5,140.00	5.86%	\$ 24,337.00	\$ -24,337.00	0.00%	\$ 23,250.00	\$ -23,250.00	0.00%	
Gross Profit	172.52	250.00	-77.48	69.01%	109.15	250.00	42.06%	109.15	250.00	42.06%	109.15	250.00	42.06%	109.15	250.00	42.06%	109.15	250.00	42.06%
Expenses	125,810.53	131,375.17	\$ -5,564.64	95.64%	137,966.79	130,279.17	105.89%	196,555.31	87,513.85	82,513.94	\$ -499.89	0.57%	24,227.85	-24,227.85	0.00%	23,140.85	-23,140.85	0.00%	
6100 ORL-B-30 Personnel Services	7,552.63	11,730.17	-4,177.54	35.61%	7,552.63	11,730.17	64.54%	8,134.43	11,730.17	77.87%	11,170.17	11,170.17	100.00%	11,170.17	11,170.17	100.00%	11,170.17	11,170.17	100.00%
6100 Payroll Expenses	7,552.63	11,730.17	-4,177.54	35.61%	7,552.63	11,730.17	64.54%	8,134.43	11,730.17	77.87%	11,170.17	11,170.17	100.00%	11,170.17	11,170.17	100.00%	11,170.17	11,170.17	100.00%
6100 Payroll Taxes	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6100 Employee Health Ins	1,225.00	1,225.00	0.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	
6100 Employee Retirement	635.83	1,033.33	-397.50	61.53%	635.83	1,033.33	61.53%	635.83	1,033.33	61.53%	635.83	1,033.33	61.53%	635.83	1,033.33	61.53%	635.83	1,033.33	61.53%
6100 Workers Comp	200.00	200.00	0.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	
Total 6100 ORL-B-30 Personnel Services	\$ 9,128.46	\$ 14,188.50	\$ -5,060.04	64.42%	\$ 9,388.46	\$ 14,188.50	66.25%	\$ 10,205.09	\$ 14,188.50	72.00%	\$ 14,188.50	\$ 14,188.50	100.00%	\$ 14,188.50	\$ 14,188.50	100.00%	\$ 14,188.50	\$ 14,188.50	100.00%
6200 ORL-B-31 Operations	2,664.41	2,750.00	-85.59	93.27%	4,539.22	2,750.00	164.70%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00	100.00%
6201 Utilities - Electric	172.52	250.00	-77.48	69.01%	109.15	250.00	42.06%	109.15	250.00	42.06%	109.15	250.00	42.06%	109.15	250.00	42.06%	109.15	250.00	42.06%
6201 Utilities - Other	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 6201 Utilities	\$ 172.52	\$ 250.00	\$ -77.48	69.01%	\$ 109.15	\$ 250.00	42.06%	\$ 109.15	\$ 250.00	42.06%	\$ 109.15	\$ 250.00	42.06%	\$ 109.15	\$ 250.00	42.06%	\$ 109.15	\$ 250.00	42.06%
6202 Operating Supplies	345.23	416.67	-71.44	82.85%	665.91	416.67	160.05%	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67	100.00%
6202 Repair and Maintenance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 6202 Operating Supplies	\$ 345.23	\$ 416.67	\$ -71.44	82.85%	\$ 665.91	\$ 416.67	160.05%	\$ 416.67	\$ 416.67	100.00%	\$ 416.67	\$ 416.67	100.00%	\$ 416.67	\$ 416.67	100.00%	\$ 416.67	\$ 416.67	100.00%
6203 Testing Expense	702.44	233.33	469.11	201.05%	148.00	233.33	63.43%	233.33	233.33	100.00%	233.33	233.33	100.00%	233.33	233.33	100.00%	233.33	233.33	100.00%
6203 Office Supplies	937.66	200.00	737.66	368.83%	101.50	200.00	50.75%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%
6203 Office Postage, Mailing Services	223.66	308.33	-84.67	72.54%	492.89	308.33	160.00%	308.33	308.33	100.00%	308.33	308.33	100.00%	308.33	308.33	100.00%	308.33	308.33	100.00%
6203 Legal	995.00	1,333.33	-338.33	74.63%	1,333.33	1,333.33	100.00%	1,333.33	1,333.33	100.00%	1,333.33	1,333.33	100.00%	1,333.33	1,333.33	100.00%	1,333.33	1,333.33	100.00%
6203 Insurance	89.00	100.00	-11.00	89.00%	89.00	100.00	89.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%
6203 Property Insurance	703.58	750.00	-46.42	93.81%	703.58	750.00	93.81%	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%
Total 6203 Insurance	\$ 892.58	\$ 850.00	\$ 42.58	105.01%	\$ 892.58	\$ 850.00	105.01%	\$ 850.00	\$ 850.00	100.00%	\$ 850.00	\$ 850.00	100.00%	\$ 850.00	\$ 850.00	100.00%	\$ 850.00	\$ 850.00	100.00%
6204 Bookkeeping	700.00	700.00	0.00%	700.00	700.00	100.00%	700.00	700.00	100.00%	700.00	700.00	100.00%	700.00	700.00	100.00%	700.00	700.00	100.00%	
6204 Director Fees	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	
6204 Vehicle Maintenance & Repair	83.33	83.33	0.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	
6204 Education	166.67	166.67	0.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	
6204 Travel	153.33	153.33	0.00%	153.33	153.33	100.00%	153.33	153.33	100.00%	153.33	153.33	100.00%	153.33	153.33	100.00%	153.33	153.33	100.00%	
6204 Conferences, Convention, Meeting	383.33	383.33	0.00%	383.33	383.33	100.00%	383.33	383.33	100.00%	383.33	383.33	100.00%	383.33	383.33	100.00%	383.33	383.33	100.00%	
Total 6204 Education	\$ 500.00	\$ 500.00	\$ 0.00	100.00%	\$ 500.00	\$ 500.00	100.00%	\$ 500.00	\$ 500.00	100.00%	\$ 500.00	\$ 500.00	100.00%	\$ 500.00	\$ 500.00	100.00%	\$ 500.00	\$ 500.00	100.00%
6204 Contract Labor	3,583.33	3,583.33	0.00%	3,583.33	3,583.33	100.00%	3,583.33	3,583.33	100.00%	3,583.33	3,583.33	100.00%	3,583.33	3,583.33	100.00%	3,583.33	3,583.33	100.00%	
6204 Backflow Charge	458.33	458.33	0.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	458.33	458.33	100.00%	
6204 Bank Charges	666.67	666.67	0.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	
6204 Bank Service Fees	103.43	103.43	0.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	
6204 Merchant Services Proc Fee	507.73	507.73	0.00%	507.73	507.73	100.00%	507.73	507.73	100.00%	507.73	507.73	100.00%	507.73	507.73	100.00%	507.73	507.73	100.00%	
Total 6204 Bank Charges	\$ 6,111.08	\$ 6,067.07	\$ 44.01	100.56%	\$ 6,067.07	\$ 6,067.07	100.00%	\$ 6,067.07	\$ 6,067.07	100.00%	\$ 6,067.07	\$ 6,067.07	100.00%	\$ 6,067.07	\$ 6,067.07	100.00%	\$ 6,067.07	\$ 6,067.07	100.00%
6204 Billing support	171.19	250.00	-78.81	68.48%	509.59	250.00	203.83%	250.00	250.00	100.00%	250.00	250.00	100.00%	250.00	250.00	100.00%	250.00	250.00	100.00%
6204 Computer Software	14.89	41.66	-26.77	64.23%	14.89	41.66	35.74%	41.66	41.66	100.00%	41.66	41.66	100.00%	41.66	41.66	100.00%	41.66	41.66	100.00%
6204 Data & Subscriptions	200.33	200.33	0.00%	200.33	200.33	100.00%</													



# Terrebonne Domestic Water District

## Check Detail

August 10 - September 13, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
09/01/2022	Expense		MCHNT PMNT PROC			-83.20
				MCHNT PMNT PROC SETTLEMENT 561101001135 693		83.20
09/07/2022	Expense		WEBPAYMENT GATEWAY SERVICES			-65.99
				GATEWAY SERVICES WEBPAYM / GATEWAY SERVICES WEBPAYMENT		65.99
10200 First Interstate -3877- General						
08/10/2022	Check	770034981	Water Income		R	-52.38
				RETURNED DEPOSIT ITEM		-52.38
08/12/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 08/06/2022-08/09/2022 OR Income Tax	R	-461.12
						-461.12
08/12/2022	Tax Payment		IRS	Tax Payment for Period: 08/06/2022-08/09/2022	R	-
				Federal Taxes (941/943/944)		1,715.90
						-
						1,715.90
08/12/2022	Expense		FIRST INTERSTATE BANK		R	-64.37
				SERVICE CHARGES JULY 2022		64.37
08/17/2022	Payroll Check	3558	David B. Griffin	Pay Period: 08/01/2022-08/31/2022	R	-517.10
				Gross Pay - This is not a legal pay stub		581.80
				Employer Taxes		49.99
				SDIC		0.00
				Edward Jones 401K		0.00
				OR Statewide Transit Taxes		0.58
				OR Employment Taxes		5.67
				OR Income Tax		19.40
				Federal Unemployment (940)		0.00
				Federal Taxes (941/943/944)		89.00
08/17/2022	Bill Payment (Check)	3560	AMERICAN BUSINESS SOFTWARE INC		R	-223.50
						-223.50
08/17/2022	Bill Payment (Check)	3561	MASTERCARD (FIB) #2575	Voided		0.00
						0.00
08/17/2022	Bill Payment (Check)	3562	PACIFIC POWER		R	-
						4,539.22
						-
						4,539.22
08/20/2022	Check		US POSTAL SERVICE	Hubdoc - 311142007 PO Box		-275.00
						275.00
08/24/2022	Tax Payment		IRS	Tax Payment for Period: 08/17/2022-08/19/2022 Federal Taxes (941/943/944)	R	-89.00
						-89.00
08/24/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 08/17/2022-08/19/2022 OR Income Tax	R	-19.40
						-19.40
08/25/2022	Expense		Water Income		R	-59.47
				DEPOSIT CORRECTIONS		-59.47
08/29/2022	Check	140	Water Income		R	-65.13

# Terrebonne Domestic Water District

## Check Detail

August 10 - September 13, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				RETURNED DEPOSIT ITEM		-65.13
09/06/2022	Payroll Check		Daniel J. Bruce	Pay Period: 09/01/2022-09/30/2022		.
				Gross Pay - This is not a legal pay stub		5,127.64
				Employer Taxes		6,970.83
				Employer Retirement Contribution		535.18
				Raymond James IRA		635.83
				Raymond James IRA - Company Contribution		190.75
				OR Statewide Transit Taxes		635.83
				OR Employment Taxes		6.78
				OR Income Tax		3.82
				Federal Unemployment (940)		461.12
				Federal Taxes (941/943/944)		0.00
						1,715.90
09/07/2022	Check	3555	US POSTAL SERVICE	CHECK 3555	C	-219.24
						219.24
09/09/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 09/03/2022-09/06/2022	C	-461.12
				OR Income Tax		-461.12
09/09/2022	Tax Payment		IRS	Tax Payment for Period: 09/03/2022-09/06/2022		.
				Federal Taxes (941/943/944)		1,715.90
						.
						1,715.90
09/09/2022	Payroll Check		David B. Griffin	Pay Period: 09/01/2022-09/30/2022		.
				Gross Pay - This is not a legal pay stub		1,010.80
				Employer Taxes		1,163.60
				SDIC		99.93
				Edward Jones 401K		0.00
				OR Statewide Transit Taxes		0.00
				OR Employment Taxes		1.16
				OR Income Tax		11.35
				Federal Unemployment (940)		62.18
				Federal Taxes (941/943/944)		0.00
						178.04
09/12/2022	Bill Payment (Check)		MASTERCARD (FIB) #2575			.
						1,929.87
						.
						1,929.87
09/12/2022	Bill Payment (Check)		ALL AMERICAN EXTINGUISHERS LLC			-100.00
						-100.00
09/12/2022	Bill Payment (Check)		AMERICAN BUSINESS SOFTWARE INC			-163.90
						-163.90
09/12/2022	Bill Payment (Check)		Blackrock Contracting			.
						4,512.50
						.
						4,512.50
09/12/2022	Bill Payment (Check)		EDGE ANALYTICAL INC			-148.00
						-148.00
09/12/2022	Bill Payment		REVEAL ACCOUNTING SOLUTIONS			-736.00

# Terrebonne Domestic Water District

## Check Detail

August 10 - September 13, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-736.00
09/12/2022	Bill Payment (Check)		US CELLULAR			-79.76
						-79.76
09/12/2022	Bill Payment (Check)		AMERICAN BUSINESS SOFTWARE INC			-97.20
						-97.20
09/12/2022	Bill Payment (Check)		BEND BROADBAND			-165.55
						-165.55
09/12/2022	Bill Payment (Check)		CENTRATel TELEPHONE ANSWERING SERVICE			-221.30
						-221.30
09/12/2022	Bill Payment (Check)		ED STAUB & SONS PETROLEUM			-150.69
						-150.69
09/12/2022	Bill Payment (Check)		ONE CALL CONCEPTS INC			-6.00
						-6.00
09/12/2022	Bill Payment (Check)		REPUBLIC SERVICES #675			-18.46
						-18.46



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

## **District Managers Update**

**September 13th, 2022**

- I have hired a new employee and she started this week. Dave will be coming in next week to train on meter reading and cover for me while I'm out on vacation. So, I'm looking forward to the future and training someone new.
- ODOT is being a little unrealistic in their timeline for the HWY 97 project. They have not finalized any plans yet and expect us to have every conflict by next August. I have been in contact with the consulting firm hired by ODOT and let them know that we cannot meet that expectation and still need to figure out how ODOT will meet their promise to us to pay for the moving of existing infrastructure.

### **District Account Holdings**

**First Interstate Bank**

**\$40,760.91**

**LGIP 4845, Debt Service**

**\$52,146.15**

**LGIP 5534, Savings Fund**

**\$531,066.11**

**LGIP 6271, SDC Fund**

**\$67,512.52**

**LGIP 6272, Deposit Fund**

**\$13,307.33**

**Total All Accounts**

**\$705,683.54**