



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

# Regular Public Board Meeting

September 14th, 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 September 14th, with 4 directors present: Eric Fisher, Art Tassie, Jim Wilhem and Bob Nupert Also present was District Manager Dan Bruce. Debbi Wilhelm was present as a member of the public..

**Agenda:** Eric 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 Bob. All in favor, motion passed.

**Treasurer's Report:** The current financial report was reviewed by the board, (see report). Jim noted that he would be working with Dan to realign our LGIP accounts. Since the Debt Service Fund is no longer needed and the SDC fund was used for our debt reduction both these accounts should be moved to 0 dollars. We will be proposing a new name for the Debt Service Fund. 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 report)

**New Employee:** Dan noted that the District's new employee, Jennifer Komiskey, has started work this week. Dan informed the board that he will be out on vacation next week so Dave will be working for the district during his absence. Dave will be using the time to train Jennifer on meter reading and new meter install. Moving forward Dan will be training Jennifer to take over all district operations in his absence. Jennifer will be attending our meeting in October so all board members can meet her.

**ODOT Relation:** Dan informed the board that he is still having problems working with ODOT and other entities working on the Highway 97 project. At this point the work that ODOT wants

the district to perform by August of next year is unrealistic. At this point the consulting firm tells the district they need to do and pay for the work then apply for reimbursement from ODOT. This is contrary to what we have been told in the past. Dan will be meeting with ODOT in the near future to see what can be done.

**Employee Retirement Plan:** Dan informed the board that the new SEP retirement program the board had approved for the employees does not allow any match requirement. As it stands now the board has authorized a 7% employer contribution followed by a 3% match plan. Eric noted that he understood we were attempting to have the employees have “skin in the game” by offering the match but he sees no reason to deny that extra 3% at this point. Jim noted that the matching 3% that the board was offering was already budgeted for and would not require any changes to the budget. Jim made a motion that the district change the retirement contribution for each employee from 7% to 10% to accommodate the SEP program, second by Bob. All in favor, motion passed.

**Business Discussed: By-Law Changes:** Jim reviewed the proposed changes that the board had reviewed from the August meeting (see By-Law changes). Eric suggested that we should add our per diem policy to Article I section 8 as we have nothing on per diem. Jim made a motion that the board accept the proposed changes to the districts by-laws with the addition of a per diem explanation, second by Bob. All in favor, motion passed.

**Trailer Park Letter:** Dan presented a revised letter to be sent to the trailer park concerning their meter. (see letter). The board agreed that this letter was an improvement over the first letter. Art was concerned that our lawyer had not reviewed the letter but Dan assured him the changes he made were not substantial and we would not need to send it to the lawyer again. Eric requested that the board vote on and approve the letter. Jim made a motion that the board approve the letter as written and forward it to the owners of the trailer park, second by Art. All in favor, motion passed.

**Bob Nupert Resignation:** Bob presented the board president with his letter of resignation effective, 9/15/2022 from the Terrebonne Domestic Water District’s board of commissioners. The other members of the board thanked Bob for his service and wished him well moving forward.

**New Board Member:** Jim introduced Debbi Wilhem as a proposed new member of the Terrebonne Domestic Water District. Debbi has reluctantly agreed to serve as a member of the board until such time as other new members can be located. Bob made a motion that the board install Debbi Wilhelm as a member of the Terrebonne Domestic Water District’s Position #5, second by Art. All in favor motion passed.

**Next Regular Board Meeting:** October 10th, 2022 @ 6:30pm @ TDWD district office.

**Meeting Adjourned:** 7:19 pm

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

**Recorded Action Points**