



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda February 14th, 2023

Regular public board meetings of the Terrebonne Domestic Water District are held at 6:00 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 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. ODOT HWY 97 Project
2. 11th street water line

Next Regular Board Meeting: March 14th, 2023 @ 6:00pm

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/84829785382?pwd=MGxROGV2cDB6SWNnY1J5NGYrb3FTdz09>

Meeting ID: 848 2978 5382

Passcode: 035873

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Management Report

Terrebonne Domestic Water District
For the period ended January 31, 2023

Prepared on
February 14, 2023

For management use only

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Profit and Loss

January 2023

	Total
INCOME	
40500 Investments	
45050 Interest Income	2,321.79
Total 40500 Investments	2,321.79
40550 OR-LB-20 Water Income	
41100 Water	25,362.12
41200 Service Fees	1,400.00
Total 40550 OR-LB-20 Water Income	26,762.12
Total Income	29,083.91
GROSS PROFIT	
	29,083.91
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	12,255.96
61030 Payroll Taxes	967.65
61070 Employee Retirement	635.83
61080 Workers Comp	191.21
Total 61000 OR-LB- 30 Personnel Services	14,050.65
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,961.42
62012 Utilities - Other	18.46
Total 62010 Utilities	1,979.88
62020 Operating Supplies	78.94
62050 Postage, Mailing Service	216.72
62060 Legal	1,414.00
62070 Insurance	
62071 Insurance - Liability, D and O	789.58
62072 Property Insurance	136.75
Total 62070 Insurance	926.33
62080 Bookkeeping	754.97
62160 Bank Charges	77.99
62161 Bank Service Fees	50.00
62162 Merchant Services Proc Fee	691.27
Total 62160 Bank Charges	819.26
62170 Billing support	97.20
62180 Computer Software	455.89
62190 Dues & Subscriptions	120.00
62220 Telephone, Telecommunications	389.51
Total 62000 OR-LB-31 Operations	7,252.70
Total Expenses	21,303.35
NET OPERATING INCOME	
	7,780.56

NET INCOME

Total
\$7,780.56

Balance Sheet

As of January 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	5,444.09
10200 First Interstate -3877- General	18,367.69
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	97,833.23
10520 LGIP Investment Fund #5534	638,417.71
10530 LGIP - SDC Fund #6271	68,254.90
15340 LGIP Deposit Fund #6272	13,453.65
Total 10500 LGIP Investments	817,959.49
Total Bank Accounts	841,771.27
Other Current Assets	
11500 Water Bills Receivable	3,247.67
14000 Inventory	6,451.05
14200 Prepaid Expenses	12,445.85
Total Other Current Assets	22,144.57
Total Current Assets	863,915.84
Fixed Assets	
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
Total Fixed Assets	2,527,993.03
TOTAL ASSETS	\$3,391,908.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	12,942.70
Total Accounts Payable	12,942.70
Credit Cards	
21000 Credit Card-First National	106.97
Total Credit Cards	106.97
Other Current Liabilities	
24000 Payroll Liabilities	0.00
Federal Unemployment (940)	-84.00
OR Employment Taxes	117.95
OR Paid Family and Medical Leave	73.54
OR Statewide Transit Taxes	13.11

	Total
Total 24000 Payroll Liabilities	120.60
24300 Payroll payable	1,918.62
25000 Customer deposits payable	37,388.65
Total Other Current Liabilities	39,427.87
Total Current Liabilities	52,477.54
Total Liabilities	52,477.54
Equity	
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	274,464.68
Total Equity	3,339,431.33
TOTAL LIABILITIES AND EQUITY	\$3,391,908.87

Terrebonne Domestic Water District

Profit and Loss Comparison July 1, 2022 - February 14, 2023

	TOTAL	
	JUL 1, 2022 - FEB 14, 2023	JUL 1, 2021 - FEB 14, 2022 (PY)
Income		
40500 Investments		
45050 Interest Income	9,245.80	1,555.72
Total 40500 Investments	9,245.80	1,555.72
40550 OR-LB-20 Water Income		
41100 Water	318,278.46	308,044.59
41200 Service Fees	6,510.86	14,546.67
41300 Backflow Fees	5,737.50	
41500 Debt Reduction Charge	0.00	19,971.97
Total 40550 OR-LB-20 Water Income	330,526.82	342,563.23
41600 System Development Fees	7,700.00	7,700.00
Total Income	\$347,472.62	\$351,818.95
GROSS PROFIT	\$347,472.62	\$351,818.95
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	81,635.07	86,853.10
61030 Payroll Taxes	6,721.30	7,409.51
61040 Employee Health ins		9,676.17
61070 Employee Retirement	5,086.64	8,093.60
61080 Workers Comp	1,373.63	1,442.77
Total 61000 OR-LB- 30 Personnel Services	94,816.64	113,475.15
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	20,033.90	20,027.84
62012 Utilities - Other	2,148.01	2,001.02
Total 62010 Utilities	22,181.91	22,028.86
62015 Rent, Parking		100.00
62020 Operating Supplies	2,771.43	2,284.30
62024 Repair and Maintenance	4,512.50	30.30
Total 62020 Operating Supplies	7,283.93	2,314.60
62030 Testing expense	3,933.94	1,612.00
62040 Office Supplies	2,208.22	1,697.99
62050 Postage, Mailing Service	2,003.49	1,718.31
62060 Legal	4,307.00	5,659.50
62070 Insurance		
62071 Insurance - Liability, D and O	1,323.58	569.48
62072 Property Insurance	4,718.23	4,867.10
Total 62070 Insurance	6,041.81	5,436.58
62080 Bookkeeping	5,194.97	4,953.51

Terrebonne Domestic Water District

Profit and Loss Comparison July 1, 2022 - February 14, 2023

	TOTAL	
	JUL 1, 2022 - FEB 14, 2023	JUL 1, 2021 - FEB 14, 2022 (PY)
62090 Directors Fees		960.00
62100 Vehicle Maintenance & Repair		242.32
62110 Education		465.00
62114 Travel	396.46	723.35
62212 Conference, Convention, Meeting	325.00	
Total 62110 Education	721.46	1,188.35
62150 Backflow Expense		5,355.00
62160 Bank Charges	77.99	
62161 Bank Service Fees	561.53	630.59
62162 Merchant Services Proc Fee	5,465.36	3,632.98
Total 62160 Bank Charges	6,104.88	4,263.57
62170 Billing support	1,665.21	1,933.69
62180 Computer Software	1,222.29	1,294.65
62190 Dues & Subscriptions	1,638.96	1,162.53
62200 Fuel		305.69
62210 Printing and Copying	630.30	1,381.44
62220 Telephone, Telecommunications	3,589.43	3,421.00
62230 Refund	1,005.95	881.08
62240 HR Services	74.00	
Total 62000 OR-LB-31 Operations	69,807.75	67,910.67
70000 Capital Outlay		
70100 System Improvements	309.44	34,137.22
Total 70000 Capital Outlay	309.44	34,137.22
80000 Interest Expense	4,534.35	1,672.75
Total Expenses	\$169,468.18	\$217,195.79
NET OPERATING INCOME	\$178,004.44	\$134,623.16
Other Income		
90300 Gain (Loss) on Sale	93,170.00	
Total Other Income	\$93,170.00	\$0.00
NET OTHER INCOME	\$93,170.00	\$0.00
NET INCOME	\$271,174.44	\$134,623.16

Terrebonne Domestic Water District

Profit and Loss Comparison

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
Income		
40500 Investments		
45050 Interest Income	2,321.79	218.52
Total 40500 Investments	2,321.79	218.52
40550 OR-LB-20 Water Income		
41100 Water	25,362.12	24,531.63
41200 Service Fees	1,400.00	7,107.50
41300 Backflow Fees	0.00	
41500 Debt Reduction Charge		2,849.03
Total 40550 OR-LB-20 Water Income	26,762.12	34,488.16
41600 System Development Fees	0.00	0.00
Total Income	\$29,083.91	\$34,706.68
GROSS PROFIT	\$29,083.91	\$34,706.68
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	12,255.96	10,696.00
61030 Payroll Taxes	967.65	1,010.55
61040 Employee Health ins		1,204.28
61070 Employee Retirement	635.83	1,011.70
61080 Workers Comp	191.21	206.11
Total 61000 OR-LB- 30 Personnel Services	14,050.65	14,128.64
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,961.42	1,829.38
62012 Utilities - Other	18.46	247.14
Total 62010 Utilities	1,979.88	2,076.52
62020 Operating Supplies	78.94	26.56
62024 Repair and Maintenance		30.30
Total 62020 Operating Supplies	78.94	56.86
62030 Testing expense		148.00
62040 Office Supplies		420.73
62050 Postage, Mailing Service	216.72	435.60
62060 Legal	1,414.00	367.50
62070 Insurance		
62071 Insurance - Liability, D and O	789.58	89.00
62072 Property Insurance	136.75	763.58
Total 62070 Insurance	926.33	852.58
62080 Bookkeeping	754.97	732.51
62100 Vehicle Maintenance & Repair		57.60

Terrebonne Domestic Water District

Profit and Loss Comparison

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
62110 Education		465.00
62114 Travel		723.35
Total 62110 Education		1,188.35
62160 Bank Charges	77.99	
62161 Bank Service Fees	50.00	218.65
62162 Merchant Services Proc Fee	691.27	783.53
Total 62160 Bank Charges	819.26	1,002.18
62170 Billing support	97.20	137.43
62180 Computer Software	455.89	14.99
62190 Dues & Subscriptions	120.00	
62220 Telephone, Telecommunications	389.51	533.11
Total 62000 OR-LB-31 Operations	7,252.70	8,023.96
Total Expenses	\$21,303.35	\$22,152.60
NET OPERATING INCOME	\$7,780.56	\$12,554.08
NET INCOME	\$7,780.56	\$12,554.08

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2023	Feb 2023			Mar 2023			Apr 2023			May 2023			Jun 2023			Total					
	over Budget	Actual	% of Budget	over Budget	Actual	% of Budget	over Budget	Actual	% of Budget	over Budget	Actual	% of Budget	over Budget	Actual	% of Budget	over Budget	Actual	% of Budget			
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%	0.00	0.00%		
2,164.52	130.93%	166.67	7.69%	166.67	166.67	7.69%	166.67	166.67	7.69%	166.67	166.67	7.69%	166.67	166.67	7.69%	166.67	166.67	7.69%	166.67	7.69%	
\$ 2,164.52	130.93%	\$ 0.00	0.00%	\$ 166.67	\$ 166.67	7.69%	\$ 0.00	\$ 0.00	0.00%	\$ 166.67	\$ 166.67	7.69%	\$ 166.63	\$ 166.63	7.68%	\$ 0.00	\$ 0.00	0.00%	\$ 2,000.00	92.29%	
2,112.12	109.83%	8,638.47	23,250.00	13,815.17	41.46%	23,250.00	59,735.00	27,760.00	82.79%	37,200.00	92,220.00	87.00%	16,500.00	45.00%	316,278.46	485,000.00	141,721.04	69.19%	485,000.00	101.04%	
298.63	126.93%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%	1,104.17	3.63%
-47.39	95.91%	459.33	1.43%	459.33	1.43%	459.33	1.43%	459.33	1.43%	459.33	1.43%	459.33	1.43%	459.33	1.43%	459.33	1.43%	459.33	1.43%	459.33	1.43%
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%	0.00	0.00%	0.00	0.00%
\$ 1,940.82	107.86%	\$ 6,638.47	\$ 24,812.50	\$ 15,174.00	38.54%	\$ 0.00	\$ 24,812.50	\$ 24,812.50	0.00%	\$ 0.00	\$ 38,012.50	38.01%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 478,740.00	68.64%	
\$ 4,164.74	116.43%	\$ 6,638.47	\$ 24,812.50	\$ 15,174.00	38.54%	\$ 0.00	\$ 24,812.50	\$ 24,812.50	0.00%	\$ 0.00	\$ 38,012.50	38.01%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 480,740.00	72.28%	
\$ 4,164.74	116.43%	\$ 6,638.47	\$ 24,812.50	\$ 15,174.00	38.54%	\$ 0.00	\$ 24,812.50	\$ 24,812.50	0.00%	\$ 0.00	\$ 38,012.50	38.01%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 480,740.00	72.28%	
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%	0.00	0.00%	0.00	0.00%
1,076.79	109.03%	10,558.33	11,178.17	-220.84	88.02%	0.00	0.00	0.00	0.00%	11,178.17	11,178.17	100.00%	11,178.17	11,178.17	100.00%	11,178.17	11,178.17	100.00%	81,628.07	60.85%	
-11.52	88.62%	840.79	978.17	-38.42	96.93%	0.00	0.00	0.00	0.00%	978.17	978.17	100.00%	978.17	978.17	100.00%	978.17	978.17	100.00%	6,721.30	57.20%	
-1,220.00	0.00%	1,220.00	1,220.00	-1,220.00	0.00%	1,220.00	1,220.00	-1,220.00	0.00%	1,220.00	1,220.00	100.00%	1,220.00	1,220.00	100.00%	1,220.00	1,220.00	100.00%	14,700.00	0.00%	
659.83	61.93%	1,033.33	307.60	61.93%	1,033.33	61.93%	1,033.33	307.60	61.93%	1,033.33	1,033.33	100.00%	1,033.33	1,033.33	100.00%	1,033.33	1,033.33	100.00%	8,088.64	41.02%	
-47.39	95.91%	459.33	1,333.33	-1,333.33	0.00%	1,333.33	1,333.33	-1,333.33	0.00%	1,333.33	1,333.33	100.00%	1,333.33	1,333.33	100.00%	1,333.33	1,333.33	100.00%	2,400.00	57.28%	
\$ 688.02	98.15%	\$ 12,534.91	\$ 14,616.67	\$ 2,081.76	85.09%	\$ 0.00	\$ 14,616.67	\$ 14,616.67	0.00%	\$ 0.00	\$ 14,616.67	100.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 148,316.15	54.08%	
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%	0.00	0.00%	0.00	0.00%
70.58	7.63%	2,762.00	2,762.00	-2,762.00	0.00%	2,762.00	2,762.00	-2,762.00	0.00%	2,762.00	2,762.00	100.00%	2,762.00	2,762.00	100.00%	2,762.00	2,762.00	100.00%	20,033.90	60.71%	
-201.54	7.82%	250.00	250.00	-250.00	0.00%	250.00	250.00	-250.00	0.00%	250.00	250.00	100.00%	250.00	250.00	100.00%	250.00	250.00	100.00%	2,148.01	3.00%	
\$ 1,033.33	64.80%	\$ 0.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 0.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 0.00	\$ 3,000.00	100.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 30,000.00	61.62%	
-307.33	18.80%	0.00	416.67	-416.67	0.00%	416.67	416.67	-416.67	0.00%	416.67	416.67	100.00%	416.63	416.63	100.00%	416.63	416.63	100.00%	2,771.43	55.43%	
307.33	18.80%	0.00	416.67	-416.67	0.00%	416.67	416.67	-416.67	0.00%	416.67	416.67	100.00%	416.63	416.63	100.00%	416.63	416.63	100.00%	2,771.43	55.43%	
-200.00	0.00%	200.00	200.00	-200.00	0.00%	200.00	200.00	-200.00	0.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	1,323.63	2.60%	
-91.91	70.29%	308.33	308.33	-308.33	0.00%	308.33	308.33	-308.33	0.00%	308.33	308.33	100.00%	308.37	308.37	100.00%	308.37	308.37	100.00%	2,400.00	55.43%	
80.67	108.03%	1,333.33	1,333.33	-1,333.33	0.00%	1,333.33	1,333.33	-1,333.33	0.00%	1,333.33	1,333.33	100.00%	1,333.37	1,333.37	100.00%	1,333.37	1,333.37	100.00%	16,000.00	29.42%	
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%	0.00	0.00%	0.00	0.00%
688.58	78.58%	789.58%	100.00	-100.00	0.00%	100.00	100.00	-100.00	0.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	1,333.56	13.00%	
-51.25	18.23%	750.00	750.00	-750.00	0.00%	750.00	750.00	-750.00	0.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	4,718.23	52.42%	
\$ 70.33	108.80%	\$ 0.00	\$ 850.00	\$ 850.00	0.00%	\$ 0.00	\$ 850.00	\$ 850.00	0.00%	\$ 0.00	\$ 850.00	100.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 8,500.00	58.25%	
4.87	109.86%	750.00	750.00	-750.00	0.00%	750.00	750.00	-750.00	0.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	6,641.61	54.18%	
-100.00	0.00%	100.00	100.00	-100.00	0.00%	100.00	100.00	-100.00	0.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	1,200.00	0.00%	
-83.33	0.00%	83.33	83.33	-83.33	0.00%	83.33	83.33	-83.33	0.00%	83.33	83.33	100.00%	83.37	83.37	100.00%	83.37	83.37	100.00%	1,000.00	0.00%	
-106.67	0.00%	106.67	106.67	-106.67	0.00%	106.67	106.67	-106.67	0.00%	106.67	106.67	100.00%	106.63	106.63	100.00%	106.63	106.63	100.00%	1,000.00	0.00%	
\$ 303.33	6.00%	\$ 0.00	\$ 303.33	\$ 303.33	0.00%	\$ 0.00	\$ 303.33	\$ 303.33	0.00%	\$ 0.00	\$ 303.33	100.00%	\$ 303.37	\$ 303.37	100.00%	\$ 303.37	\$ 303.37	100.00%	\$ 3,000.00	20.31%	
-600.00	0.00%	600.00	600.00	-600.00	0.00%	600.00	600.00	-600.00	0.00%	600.00	600.00	100.00%	600.00	600.00	100.00%	600.00	600.00	100.00%	4,000.00	15.88%	
-3,833.33	0.00%	3,833.33	3,833.33	-3,833.33	0.00%	3,833.33	3,833.33	-3,833.33	0.00%	3,833.33	3,833.33	100.00%	3,833.37	3,833.37	100.00%	3,833.37	3,833.37	100.00%	43,000.00	0.00%	
-459.33	0.00%	459.33	459.33	-459.33	0.00%	459.33	459.33	-459.33	0.00%	459.33	459.33	100.00%	459.37	459.37	100.00%	459.37	459.37	100.00%	6,500.00	0.00%	
60.67	11.79%	606.67	606.67	-606.67	0.00%	606.67	606.67	-606.67	0.00%	606.67	606.67	100.00%	606.63	606.63	100.00%	606.63	606.63	100.00%	77.69	8.000%	
167.65	187.46%	167.65	167.65	-167.65	0.00%	167.65	167.65	-167.65	0.00%	167.65	167.65	100.00%	167.63	167.63	100.00%	167.63	167.63	100.00%	561.53	0.00	
\$ 100.59	122.80%	\$ 107.45	\$ 668.67	\$ 668.67	0.00%	\$ 0.00	\$ 668.67	\$ 668.67	0.00%	\$ 0.00	\$ 668.67	100.00%	\$ 668.63	\$ 668.63	100.00%	\$ 668.63	\$ 668.63	100.00%	\$ 6,600.00	78.31%	
-432.65	38.88%	200.00	200.00	-200.00	0.00%	200.00	200.00	-200.00	0.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	1,665.21	55.81%	
414.23	104.31%	414.66	414.66	-414.66	0.00%	414.66	414.66	-414.66	0.00%	414.66	414.66	100.00%	414.74	414.74	100.00%	414.74	414.74	100.00%	1,222.29	34.48%	
-46.33	97.60%	208.33	208.33	-208.33	0.00%	208.33	208.33	-208.33	0.00%	208.33	208.33	100.00%	208.37	208.37	100.00%	208.37	208.37	100.00%	1,638.96	68.96%	
-208.33	0.00%	208.33	208.33	-208.33	0.00%	208.33	208.33	-208.33	0.00%	208.33	208.33	100.00%	208.37	208.37	100.00%	208.37	208.37	100.00%	2,600.00	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	0.00	0.00%	0.00	0.00%	0.00	0.00%
-110.49	77.92%	226.25	226.25	-226.25	0.00%	226.25	226.25	-226.25	0.00%	226.25	226.25	100.00%	226.23	226.23	100.00%	226.23	226.23	100.00%	3,888.43	69.82%	

Terrebonne Domestic Water District

Check Detail

January 11 - February 14, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
02/01/2023	Expense		MRC HNT PMNT PROC			-88.20
				MRC HNT PMNT PROC SETTLEMENT 561101001135 693		88.20
02/07/2023	Expense		WEBPAYMENT GATEWAY SERVICES			-79.25
				GATEWAY SERVICES WEBPAYMENT		79.25
10200 First Interstate -3877- General						
01/13/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 01/07/2023-01/10/2023 OR Income Tax	R	-742.25 -742.25
01/13/2023	Tax Payment		IRS	Tax Payment for Period: 01/07/2023-01/10/2023 Federal Taxes (941/943/944)	R	-2,627.25 -2,627.25
01/17/2023	Expense		FIRST INTERSTATE BANK		R	-77.99 77.99
				SERVICE CHARGES DECEMBER 2022		
01/19/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 10/01/2022-12/31/2022 OR Employment Taxes OR Employment Taxes OR Employment Taxes	R	-130.69 -130.69 -0.06 -0.06
01/19/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 10/01/2022-12/31/2022 OR Statewide Transit Taxes	R	-32.66 -32.66
01/24/2023	Check	3717	JIM WILHELM			-800.00
				Paid Bonus out of pocket - reimbursement		800.00
01/24/2023	Bill Payment (Check)	3718	LOCAL GOVERNMENT LAW GROUP PC			-1,414.00
						-1,414.00
01/24/2023	Bill Payment (Check)	3719	PACIFIC POWER			-1,961.42
						-1,961.42
01/24/2023	Payroll Check	2022	David B. Griffin	Pay Period: 01/24/2023-01/24/2023 Gross Pay - This is not a legal pay stub Employer Taxes OR Paid Family and Medical Leave OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Taxes (941/943/944)	R	-200.00 324.40 27.73 1.95 0.32 2.92 25.95 120.99
01/24/2023	Payroll Check	2022	Daniel J. Bruce	Pay Period: 01/24/2023-01/24/2023 Gross Pay - This is not a legal pay stub Employer Taxes Edward Jones SEP Edward Jones SEP - Company Contribution OR Paid Family and Medical Leave OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Taxes (941/943/944)	R	-600.00 973.23 83.21 0.00 0.00 5.84 0.97 8.76 77.86 363.01
01/26/2023	Check	3716	US POSTAL SERVICE	Hubdoc - 372835029 - INV3716		-216.72

Terrebonne Domestic Water District

Check Detail

January 11 - February 14, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				3716		216.72
01/27/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 01/21/2023-01/24/2023 OR Income Tax	R	-103.81 -103.81
01/27/2023	Tax Payment		IRS	Tax Payment for Period: 01/21/2023-01/24/2023 Federal Taxes (941/943/944)	R	-484.00 -484.00
02/01/2023	Check	3722	EDWARD JONES	FBO: Daniel Bruce \$635.83 - Employer Contribution, \$190.75 Employee Contribution		-826.58 -635.83 -190.75
02/07/2023	Payroll Check	3721	Jennifer A. Komiskey	Pay Period: 02/01/2023-02/28/2023 Gross Pay - This is not a legal pay stub Employer Taxes OR Paid Family and Medical Leave OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Taxes (941/943/944)		-3,052.91 3,987.50 342.84 23.92 3.99 39.71 278.06 931.75
02/07/2023	Payroll Check	3720	Daniel J. Bruce	Pay Period: 02/01/2023-02/28/2023 Gross Pay - This is not a legal pay stub Employer Taxes Employer Retirement Contribution Edward Jones SEP Edward Jones SEP - Company Contribution OR Paid Family and Medical Leave OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Taxes (941/943/944)		-5,114.62 6,970.83 597.91 635.83 190.75 635.83 41.83 6.78 66.55 452.73 1,695.48
02/10/2023	Tax Payment		IRS	Tax Payment for Period: 02/04/2023-02/07/2023 Federal Taxes (941/943/944)		-2,627.23 -2,627.23
02/10/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 02/04/2023-02/07/2023 OR Income Tax		-730.79 -730.79
02/13/2023	Bill Payment (Check)	3723	AMERICAN BUSINESS SOFTWARE INC			-37.25 -37.25
02/13/2023	Bill Payment (Check)	3724	AMERICAN WATER WORKS			-255.00 -255.00
02/13/2023	Bill Payment (Check)	3725	CENTRATTEL TELEPHONE ANSWERING SERVICE			-226.35 -226.35
02/13/2023	Bill Payment (Check)	3726	COASTAL			-20.57 -20.57
02/13/2023	Bill Payment (Check)	3727	FIRST NATIONAL BANK OMAHA			-199.99 -199.99

Terrebonne Domestic Water District

Check Detail

January 11 - February 14, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
02/13/2023	Bill Payment (Check)	3728	MASTERCARD (FIB) #2575			-377.30
						-377.30
02/13/2023	Bill Payment (Check)	3729	REPUBLIC SERVICES #675			-18.46
						-18.46
02/13/2023	Bill Payment (Check)	3730	REVEAL ACCOUNTING SOLUTIONS			-754.97
						-754.97
02/13/2023	Bill Payment (Check)	3731	SPECIAL DISTRICTS INSURANCE SERVICES			-
						11,116.00
						-
						11,116.00
02/13/2023	Bill Payment (Check)	3732	TDS			-163.16
						-163.16



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

December 13th, 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 6:00 pm on December 13th, with 4 directors present: Eric Fisher, Art Tassie, Jim Wilhem and Debbi Wilhelm. Also present was Jennifer representing Dan Bruce. One member of the public, Kevin Byrne, was also present. No members of the public were present on Zoom.

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

New Board Member: Jim noted that Kevin Byrne had submitted a letter of interest concerning the open board seat. It was also noted this was the third meeting Kevin has attended as a member of the public, showing positive interest in the district's operations.

Art made a motion that the board appoint Kevin Byrne to position #4 on the Terrebonne Domestic Water District board of directors, second by Jim. All in favor, motion passed.

Jim made a motion that the board elect Kevin to be the board's treasurer, second by Art. All in favor, motion passed

Minutes: Minutes for the November 8th public board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Kevin. 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 Debbi. All in favor, motion passed.

Chairman's Report: Eric thanked and congratulated Kevin on joining the board.

Eric also informed the board that he will be attempting to arrange a meeting between the district and the county commissioners representative for the Terrebonne area. He noted at this point we need to have someone that can help in our efforts to deal with ODOT. At this point we are getting some pushback for ODOT concerning the 97 project and our part in that project.

District Manager's Report: Jennifer presented his report to the board. (see report)

Interest Rate on Districts Funds: Dan noted that the interest rate the district is receiving has been reising about .25% per month. We are now receiving a 4% return and our interest income is considerably more than expected.

Hwy. 97 Project: Jennifer informed the board that the office had received a letter from ODOT with updated plans saying the district needed to present a proposed plan to them within 14 days. As this request can not be completed in the required time and the fact that ODOT is being unreasonable in their request' they will have a reply from our lawyer explaining our position. At this point ODOT continues to want the district to move and pay for work they assured us we would not have to do.

Business Discussed: New Board Member: It was suggested that Dan again reach out to the community through email for new board members. It was also noted that all current board positions will be up for election in 2023. The county will notify Dan with all the required information by March.

Hwy 97 Project: Jim noted that he has been in contact with Parametrix concerning the sewer project. He wanted to make sure that the board and Parametrix understood that he was acting as a member of the community and note a TDWD board member. Jim did inform Parametrix that the TDWD board is and will remain neutral on the sewer district at this time. Parametrix did note that they may be at this meeting.

Meter Replacement: Jim noted that he and Dan had discussed the need to purchase more meters for our upgrade project. After so discussion it decided that the district should purchase enough meters to finish replacement in all areas except Angus Acres, and Terrebonne Estates (40).

11th Street Project: Debbi made a motion that the district purchase meters as needed to complete replacements except AA and TE areas, second by Jim. All in favor, motion passed.

11th St. Project: The board asked that Dan gather preliminary numbers for the 11th street project by the next meeting (41)

Next Regular Board Meeting: January 10th, 2023 @ 6:00pm @ TDWD district office.

Meeting Adjourned: 6:52 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

January 10th, 2023

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 6:00 pm on January 10th, with 5 directors present: Eric Fisher, Art Tassie, Jim Wilhem, Kevin Byrne and Debbi Wilhelm. 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 December public board meeting were reviewed by the board. (see minutes). Eric noted that he was under the impression that the board had approved buying new meters for the entire district at the December meeting. The meeting minutes reflect that the meters for Terrebonne Estates and Angus Acres were not approved in the motion. The decision was made to have Jim review the original motion and the board will revisit the December minutes at the next meeting.

Chairman's Report: Eric noted that he will be getting with Dan to prepare a list of our concerns concerning the Hwy 97 project. Eric's goal is to be able to enlist the help of County Commissioner DaBone with our dealings with ODOT.

Treasurer's Report: The current financial report was reviewed by the board, (see report). It was noted that the district is in a good financial position at this time. Also noted were several items that we will be spending funds on this year, 1. About \$400,000 for the 97th project and 2. about \$73,000 for new meters. Testing last month was high (\$2,500) due to extra testing we had to do for a special report. Debbi made a motion that the board accept the financial report and the checks as presented, seconded by Jim. All in favor, motion passed.

District Manager's Report: Dan presented his report to the board. (see report). Dan noted that we will be moving our phone service to the AT & T "First Responders" system. This will make our costs a little less and we will not lose service in case of an emergency. Art questioned if we have a plan in case of an emergency and he or Jenn are not available. Dan noted that he has

contacts with other servers in the area in case we need them. Eric asked that Dan contact Redmond emergency services to assure we can get help if we need it.

Dan informed the board that for the month of December any meter not on remote read was estimated for the month due to the snow.

Dan informed the board that the interest rate we are receiving on our cash accounts is now over 3%. This change is showing on the interest income line of our monthly statement and is running well above projection.

Business Discussed: New Meters: The board reviewed the December decision to purchase all the new meters needed with the exception of Angus Acres and Terrebonne Estates. Dan informed the board that there is a new directive coming from the EPA that requires the district to check every customer service line for lead pipe. Dan states that since we will be doing this survey anyway we could combine this process with the meter changes. The survey needs to be completed about October 2024 and Dan feels this is plenty of time for us to change the meters and do the survey. Dan noted that the price of meters has increased and may be going up again in the future. Debbi made a motion that the district purchase all the meters needed to complete the meter change, seconded by Art. All in favor, motion passed.

SDAO Conference: The board discussed sending one of our board members to the SDAO conference in SunRiver. Jim made a motion that the board made arrangements to send Kevin to the conference with Eric being a backup if needed., second by Debbi. All in favor, motion passed.

11th Street Project: Dan gathered some projections for our cost of doing the 11th street project. The board is still concerned that we may have to spend extra dollars to dig up and repair the road when ODOT will be coming right behind us and digging up the road again. Dan will be meeting next week with ODOT to discuss the project. Our projection for 11th street is about \$400,000.

Highway 97 Project: Dan informed the board that after talking to Carrie (our lawyer) he had decided to not proceed with our proposed letter to ODOT. Dan has been in contact with Tyler Swanson, the ODOT area representative, and he feels we are making some progress on getting some help on what ODOT needs us to do. A meeting is set for next Tuesday with ODOT to further address our issues and any board member that would like, may attend.

Meeting Adjourned: 7:40pm Eric adjourned the meeting for 5 minutes.

Meeting Resumed: 7:45pm

Holiday Bonus: (Dan exited the meeting for this portion of the meeting). Eric reminded the board that in years past we have awarded a bonus to the district's employees. Since we missed doing that at the holiday time he would like us to consider it at this time. Art injected that he is concerned that any bonus could be considered unlawful. It was agreed that we would contact our lawyer to get clearance on this issue. Debbi brought up the fact that Dave had worked for the district for 6 months and several additional weeks and that she thought he deserved something. (Dan returned to the meeting at this point) Jim made a motion to pay a \$400 bonus to Dan and \$200 to Dave and Jenn will not receive a bonus due to the fact she is still on probation second by Debbi. After more discussion it was decided this motion would be rejected. Jim made a motion to pay a \$600 bonus to Dan and \$200 to Dave and Jenn will not receive a

bonus due to the fact she is still on probation. It was suggested that we add something to the employee handbook concerning bonuses to establish some guidelines. (42)

Auto Bill Pay: Dan noted that the district now has the ability to take Auto Pay for our customers. Dan noted that this is something customers had been asking for and does not feel it is a big problem to manage.

Next Regular Board Meeting: February 14th, 2023 @ 6:00pm @ TDWD district office.

Meeting Adjourned: 7:53 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Open Action Points

1. What: TDWD will be contacting Carrie to coordinate with ODOT planning.
Who: Dan Bruce
When: Ongoing (will be updating board monthly)
2. What: Prepare a plan for our needs and wants on the 97 project.
Who: Dan Bruce
When: Ongoing (will be updating board monthly)
3. What: TDWD will need to submit our revised Master Plan
Who: Dan Bruce
When: Working with Jim Newton (will be updating board monthly)
35. What: Seek out other possible audit companies.
Who: Dan
When: 4/14/22 OPEN
37. What: Prepare standard hiring program.
Who: Eric
When: 03/8/22 OPEN
38. What: Update Resolution 2010-01 on fees and charges for information requests
Who: Board
When: 7/1/22 38.
39. What: Gather information on the cost of renovating the old district office.
Who: Dan
When: 8/1/22 OPEN
41. What: Purchase new meter for all areas.
Who: Dan
When: ASAP
42. What: Write policy for employee handbook concerning year end bonuses.
Who: Board
When: 6/1/23

Updated 2/5/2023



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

February 14th, 2023

- With ODOT agreeing to add the 11th street water line to their construction project the district still must find an engineer to do the design work. I had to find a firm that uses the same design programming to mate with the ODOT plans. I was able to find two that were interested and could do the work. I have brought both quotes from them. We just need to decide what firm to use.

District Account Holdings

First Interstate Bank

\$31,899.24

LGIP 4845, Debt Service

\$97,833.18

LGIP 5534, Savings Fund

\$638,417.71

LGIP 6271, SDC Fund

\$68,254.90

LGIP 6272, Deposit Fund

\$13,453.65

Total All Accounts

\$849,858.68