



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda April 11th, 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: May 9th, 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/89521688569?pwd=R21nRHRXYkVKT0g2bGV5R1dNWTJUdz09>

Meeting ID: 895 2168 8569

Passcode: 228562

Dial by your location

+1 253 215 8782 US (Tacoma)



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

March 14th, 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 March 14th, 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 February 14, 2023 public board meeting 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 report). Kevin reported \$29,083 in income, \$21,303 of expenses and \$7,780 of income for the month of February. Current accounts showed onhand funds of \$849,859. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Kevin. All in favor, motion passed.

Chairman's Report: Eric informed the board that he had been unable to get an answer from the county on who might be our contact person with the County Commissioners. Eric noted that will continue to reach out to the county. With the understanding that the district will be having elections for board members in May, Eric wanted to remind the board that it is possible that he may be leaving the board in early 2024.

District Manager's Report: Dan presented his report to the board. (see report)
Dan reported to the board that after much discussion and many meetings with ODOT they have finally agreed to all crossing on the 97 project being reimbursable. Jim noted that with this final concession from ODOT we have now gotten everything, and more, than we were promised at the beginning of this project. Jim wanted the board to recognize the extra effort Dan had made to get us to this point. Dan, through his efforts, has saved the district untold dollars on the Hwy 97 project. All board members agreed and were in agreement.

11th Street Water Line: Dan informed the board that he has chosen to make an adjustment to the original plan for the 11th Street water line. He is planning to move part of the pipe off private property and into 11th Street right of way. This action will solve possible problems later and allow us to loop the line at some point. Dan is expecting some estimate on the cost of the Hwy 97 in April or May, contracts should be awarded sometime in November and the project should start in January.

Business Discussed: ODOT Hwy 97 Project: Discussed in Managers report.

11th Street Water Line: Discussed in Managers report.

Future Projects: Dan presented them with a list of future projects (see list). Dan informed the board that once we have a better understanding of our cost of the Hwy 97 project we will be able to move forward in this list of projects. Dan will be looking into the possibility of doing all engineering work at one time or grouping the projects by area. Kevin noted that we may want to contact our representative in Congress, Lori Chavez-DeRemer, for any funding we may be eligible for. Dan believes we will be able to make more solid plans on future projects sometime in April to June.

Letter From Customer: Dan presented to the board a letter he had received from a customer of the district Todd Schauviller, 8259 6th Street, (see letter). Todd was asking for relief from a large bill, \$757, that resulted from a leak that occurred while we were absent. Todd has a remaining balance of \$437.09 on his bill. After much discussion Kevin made a motion that the board forgive Todd's remaining balance of \$437.09, second by Debbi. All in favor, motion passed.

Policy for Leak Forgiveness: It was suggested that the district put in place a "leak forgiveness" policy that would spell our requirements for any debt forgiveness. The board will gather information and ideas for a further meeting.(43)

Policy for Allowing Press in Executive Sessions: Kevin suggested that the board adopt a written policy of who is to be considered "Press" in an executive session. Eric noted at this time anyone can be considered "Press" by having any media accounts. It was agreed the board would look into this issue using SDAO and our lawyer as sources.(44)

New Board Members: Art again reminded the board that they will need to continue to look for new members over the next several months as we will have open seats.

Next Regular Board Meeting: April 11th, 2023 @ 6:00pm @ TDWD district office.

Meeting Adjourned: 6:56 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points

Management Report

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

Prepared on
April 11, 2023

For management use only

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Profit and Loss

March 2023

	Total
INCOME	
40500 Investments	
45050 Interest Income	2,612.64
Total 40500 Investments	2,612.64
40550 OR-LB-20 Water Income	
41100 Water	25,082.24
41200 Service Fees	1,210.00
Total 40550 OR-LB-20 Water Income	26,292.24
Total Income	28,904.88
GROSS PROFIT	
28,904.88	
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	10,958.33
61030 Payroll Taxes	957.06
61070 Employee Retirement	635.83
61080 Workers Comp	191.21
Total 61000 OR-LB- 30 Personnel Services	12,742.43
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,758.34
62012 Utilities - Other	540.00
Total 62010 Utilities	2,298.34
62020 Operating Supplies	252.45
62030 Testing expense	280.00
62040 Office Supplies	99.94
62050 Postage, Mailing Service	434.88
62070 Insurance	
62071 Insurance - Liability, D and O	789.58
62072 Property Insurance	136.75
Total 62070 Insurance	926.33
62080 Bookkeeping	744.00
62100 Vehicle Maintenance & Repair	82.99
62160 Bank Charges	
62161 Bank Service Fees	143.47
62162 Merchant Services Proc Fee	417.52
Total 62160 Bank Charges	560.99
62170 Billing support	1,369.95
62220 Telephone, Telecommunications	457.57
62230 Refund	61.50
Total 62000 OR-LB-31 Operations	7,568.94
70000 Capital Outlay	
70100 System Improvements	36.75

	Total
Total 70000 Capital Outlay	36.75
80000 Interest Expense	32.20
90100 Uncategorized Expense	92.99
Total Expenses	20,473.31
NET OPERATING INCOME	8,431.57
NET INCOME	\$8,431.57

Balance Sheet

As of March 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	10,194.70
10200 First Interstate -3877- General	17,405.67
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	98,427.11
10520 LGIP Investment Fund #5534	642,293.42
10530 LGIP - SDC Fund #6271	68,669.26
15340 LGIP Deposit Fund #6272	13,535.32
Total 10500 LGIP Investments	822,925.11
Total Bank Accounts	850,525.48
Other Current Assets	
11500 Water Bills Receivable	2,030.14
14000 Inventory	6,451.05
14200 Prepaid Expenses	10,210.77
Total Other Current Assets	18,691.96
Total Current Assets	869,217.44
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	\$3,397,210.47

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable 1,734.54

Total Accounts Payable 1,734.54

Other Current Liabilities

24000 Payroll Liabilities 0.00

 OR Employment Taxes 262.13

 OR Paid Family and Medical Leave 205.04

 OR Statewide Transit Taxes 34.65

Total 24000 Payroll Liabilities 501.82

24300 Payroll payable 1,918.62

25000 Customer deposits payable 37,388.65

	Total
Total Other Current Liabilities	39,809.09
Total Current Liabilities	41,543.63
Total Liabilities	41,543.63
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	290,700.19
Total Equity	3,355,666.84
TOTAL LIABILITIES AND EQUITY	\$3,397,210.47

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2022 - March 2023

	TOTAL	
	JUL 2022 - MAR 2023	JUL 2021 - MAR 2022 (PY)
Income		
40500 Investments		
45050 Interest Income	14,211.42	1,997.04
Total 40500 Investments	14,211.42	1,997.04
40550 OR-LB-20 Water Income		
41100 Water	360,140.18	341,298.08
41200 Service Fees	8,730.36	15,950.82
41300 Backflow Fees	5,737.50	
41500 Debt Reduction Charge	0.00	25,646.64
Total 40550 OR-LB-20 Water Income	374,608.04	382,895.54
41600 System Development Fees	7,700.00	15,400.00
Total Income	\$396,519.46	\$400,292.58
GROSS PROFIT	\$396,519.46	\$400,292.58
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	92,593.40	97,549.10
61030 Payroll Taxes	7,677.71	8,260.32
61040 Employee Health ins		10,838.52
61070 Employee Retirement	5,722.47	9,105.30
61080 Workers Comp	1,756.05	1,854.99
Total 61000 OR-LB- 30 Personnel Services	107,749.63	127,608.23
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	23,569.57	23,137.14
62012 Utilities - Other	3,013.66	2,520.53
Total 62010 Utilities	26,583.23	25,657.67
62015 Rent, Parking		100.00
62020 Operating Supplies	3,581.99	2,692.56
62024 Repair and Maintenance	4,512.50	30.30
Total 62020 Operating Supplies	8,094.49	2,722.86
62030 Testing expense	4,373.94	1,834.00
62040 Office Supplies	2,593.40	1,797.04
62050 Postage, Mailing Service	2,438.37	1,785.19
62060 Legal	6,699.00	12,308.50
62070 Insurance		
62071 Insurance - Liability, D and O	2,902.74	747.48
62072 Property Insurance	4,991.73	6,394.26
Total 62070 Insurance	7,894.47	7,141.74
62080 Bookkeeping	6,682.97	6,360.51

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2022 - March 2023

	TOTAL	
	JUL 2022 - MAR 2023	JUL 2021 - MAR 2022 (PY)
62090 Directors Fees		960.00
62100 Vehicle Maintenance & Repair	82.99	397.30
62110 Education		465.00
62114 Travel	396.46	782.79
62212 Conference, Convention, Meeting	640.00	
Total 62110 Education	1,036.46	1,247.79
62150 Backflow Expense		5,355.00
62160 Bank Charges	77.99	
62161 Bank Service Fees	842.64	734.61
62162 Merchant Services Proc Fee	6,135.82	4,268.89
Total 62160 Bank Charges	7,056.45	5,003.50
62170 Billing support	3,095.11	1,980.64
62180 Computer Software	1,340.32	1,309.64
62190 Dues & Subscriptions	1,638.96	1,491.93
62200 Fuel		305.69
62210 Printing and Copying	630.30	1,381.44
62220 Telephone, Telecommunications	4,852.00	4,045.61
62230 Refund	1,067.45	1,203.19
62240 HR Services	74.00	
Total 62000 OR-LB-31 Operations	86,233.91	84,389.24
70000 Capital Outlay		
70100 System Improvements	346.19	34,137.22
Total 70000 Capital Outlay	346.19	34,137.22
80000 Interest Expense	4,566.55	1,672.75
90100 Uncategorized Expense	92.99	
Total Expenses	\$198,989.27	\$247,807.44
NET OPERATING INCOME	\$197,530.19	\$152,485.14
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	\$290,700.19	\$152,485.14

Terrebonne Domestic Water District

Profit and Loss Comparison

March 2023

	TOTAL	
	MAR 2023	MAR 2022 (PY)
Income		
40500 Investments		
45050 Interest Income	2,612.64	243.82
Total 40500 Investments	2,612.64	243.82
40550 OR-LB-20 Water Income		
41100 Water	25,082.24	25,308.68
41200 Service Fees	1,210.00	1,404.15
41300 Backflow Fees	0.00	
41500 Debt Reduction Charge		2,841.59
Total 40550 OR-LB-20 Water Income	26,292.24	29,554.42
41600 System Development Fees	0.00	7,700.00
Total Income	\$28,904.88	\$37,498.24
GROSS PROFIT	\$28,904.88	\$37,498.24
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	10,958.33	10,696.00
61030 Payroll Taxes	957.06	850.81
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	12,742.43	13,968.90
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,758.34	1,562.91
62012 Utilities - Other	540.00	340.97
Total 62010 Utilities	2,298.34	1,903.88
62020 Operating Supplies	252.45	309.29
62030 Testing expense	280.00	222.00
62040 Office Supplies	99.94	
62050 Postage, Mailing Service	434.88	
62060 Legal		2,631.00
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	744.00	703.50
62100 Vehicle Maintenance & Repair	82.99	154.98

Terrebonne Domestic Water District

Profit and Loss Comparison

March 2023

	TOTAL	
	MAR 2023	MAR 2022 (PY)
62110 Education		
62114 Travel		59.44
Total 62110 Education		59.44
62160 Bank Charges		
62161 Bank Service Fees	143.47	104.02
62162 Merchant Services Proc Fee	417.52	417.88
Total 62160 Bank Charges	560.99	521.90
62170 Billing support	1,369.95	46.95
62180 Computer Software		14.99
62190 Dues & Subscriptions		329.40
62220 Telephone, Telecommunications	457.57	456.34
62230 Refund	61.50	139.50
Total 62000 OR-LB-31 Operations	7,568.94	8,345.75
70000 Capital Outlay		
70100 System Improvements	36.75	
Total 70000 Capital Outlay	36.75	
80000 Interest Expense	32.20	
90100 Uncategorized Expense	92.99	
Total Expenses	\$20,473.31	\$22,314.65
NET OPERATING INCOME	\$8,431.57	\$15,183.59
NET INCOME	\$8,431.57	\$15,183.59

Terrebonne Domestic Water District

Check Detail

March 15 - April 11, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
04/03/2023	Expense		MRCHNT PMNT PROC		C	-88.20
				MRCHNT PMNT PROC SETTLEM / MRCHNT PMNT PROC SETTLEMENT 561101001135693		88.20
04/05/2023	Expense		WEBPAYMENT GATEWAY SERVICES		C	-90.95
				GATEWAY SERVICES WEBPAYMENT		90.95
10200 First Interstate -3877- General						
03/28/2023	Bill Payment (Check)	3761	PACIFIC POWER			-
						1,758.34
						-
						1,758.34
03/28/2023	Bill Payment (Check)	3763	TDS			-162.28
						-162.28
03/28/2023	Check	3757	US POSTAL SERVICE	Hubdoc - https://app.hubdoc.com/document/389043474 - INV3757 3757	C	-218.16
						218.16
03/28/2023	Check	3760	EDWARD JONES	FBO: Daniel Bruce \$150.00 - Employer Contribution,		-150.00
						-150.00
03/28/2023	Bill Payment (Check)	3759	EDGE ANALYTICAL INC			-80.00
						-80.00
03/28/2023	Bill Payment (Check)	3762	Stuart Keyte			-61.50
						-61.50
04/01/2023	Check	3777	EDWARD JONES	FBO: Daniel Bruce \$635.83 - Employer Contribution, \$190.75 Employee Contribution		-826.58
						-635.83
						-190.75
04/06/2023	Payroll Check	3775	Daniel J. Bruce	Pay Period: 04/01/2023-04/30/2023		-
				Gross Pay - This is not a legal pay stub		5,114.61
				Employer Taxes		6,970.83
				Employer Retirement Contribution		583.99
				Edward Jones SEP		635.83
				Edward Jones SEP - Company Contribution		190.75
				OR Paid Family and Medical Leave		635.83
				OR Statewide Transit Taxes		41.83
				OR Employment Taxes		6.78
				OR Income Tax		52.62
				Federal Taxes (941/943/944)		452.73
						1,695.50
04/06/2023	Payroll Check	3776	Jennifer A. Komiskey	Pay Period: 04/01/2023-04/30/2023		-
				Gross Pay - This is not a legal pay stub		3,052.91
				Employer Taxes		3,987.50
				OR Paid Family and Medical Leave		334.86
				OR Statewide Transit Taxes		23.92
				OR Employment Taxes		3.99
						31.73

Terrebonne Domestic Water District

Check Detail

March 15 - April 11, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				OR Income Tax		278.06
				Federal Taxes (941/943/944)		931.75
04/07/2023	Bill Payment (Check)	3764	AMERICAN BUSINESS SOFTWARE INC			-59.95
						-59.95
04/07/2023	Bill Payment (Check)	3765	MASTERCARD (FIB) #1292			-275.92
						-275.92
04/07/2023	Bill Payment (Check)	3766	MASTERCARD (FIB) #2575			-284.65
						-284.65
04/07/2023	Bill Payment (Check)	3767	REVEAL ACCOUNTING SOLUTIONS			-744.00
						-744.00
04/07/2023	Bill Payment (Check)	3768	TDS			-168.48
						-168.48
04/07/2023	Bill Payment (Check)	3769	TERESA MIRELES			-200.00
						-200.00
04/10/2023	Bill Payment (Check)	3770	AT&T MOBILITY			-68.74
						-68.74
04/10/2023	Bill Payment (Check)	3771	CENTRATEL TELEPHONE ANSWERING SERVICE			-226.35
						-226.35
04/11/2023	Bill Payment (Check)	3772	ED STAUB & SONS PETROLEUM			-105.09
						-105.09
04/11/2023	Bill Payment (Check)	3773	LOCAL GOVERNMENT LAW GROUP PC			-52.00
						-52.00
04/11/2023	Bill Payment (Check)	3774	REPUBLIC SERVICES #675			-18.46
						-18.46



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

April 11th, 2023

- The additional engineering for 11th street is finishing up. Currently, we still do not know the construction costs. My guess is we should see that as the project finalizes before it goes out to bid.
- I have all but the meters included in the HWY 97 project ordered. I will not order the rest until we know who will be responsible for the replacement.

District Account Holdings

First Interstate Bank

\$36,173.71

LGIP 4845, Debt Service

\$98,427.11

LGIP 5534, Savings Fund

\$642,293.42

LGIP 6271, SDC Fund

\$68,669.26

LGIP 6272, Deposit Fund

\$13,535.32

Total All Accounts

\$859,098.82