



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda August 13th, 2024

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 board are asked to fill out a form stating the subject and the members address. The speaker will be given 3 minutes to speak. The board would request that all members of the public maintain a measure of decorum and respect the noted time limit.

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

Treasurer's Report: Treasurer Kevin Byrne 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. District Insurance.

Next Regular Board Meeting: September 10th, 2024 @ 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/88263723285?pwd=GJ44XNld6CUGJ4eFPvArN8bkOpVYc7.1>

Meeting ID: 882 6372 3285

Passcode: 593635

Dial by your location +1 253 215 8782 US (Tacoma)



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

July 10th, 2024

The Regular Public Board Meeting was **called to order** at 1802 hours on June 10th, with 5 directors present: Eric Fisher, Jim Wilhem, Kevin Byrne, Velda Aldous and Matt Branton. Also present was District Manager Dan Bruce. No members of the public were present. There were no members of the public on Zoom.

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

Minutes: Minutes for the June public board meeting and the June 10th Executive meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Kevin.

VOTES: Eric-yea, Jim-yea, Matt-yea, Kevin-yea, Velda-yea. Motion passed unanimously.

Treasurer's Report: The current financial report was reviewed by the board, (see report). Kevin reported \$56,178 in income, \$249,465 of expenses, this included the \$208,806 to ODOT for the Hwy 97 project, and **-\$192,287** of net income for the month of June. Current accounts showed onhand funds of \$690,766. Matt made a motion that the board accept the financial report and the checks as presented, seconded by Kevin.

VOTES: Eric-yea, Jim-yea, Matt-yea, Kevin-yea, Velda-yea. Motion passed unanimously,

Chairman's Report: Chairman has nothing to report at this time.

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

Parking Lot Pavement: Dan reported that he and Jen had completed the resurfacing of the district's parking lot at a cost of about \$1,300. Dan stated that they will be putting this project on a 5 year rotation to assure the lots stays in good repair.

New Property Service: Dan informed the board that a property owner located at 7887 NW 19th Street, just outside the district boundaries, is requesting service from the district. Dan informed the board that there will be no cost to the district to add this customer but the board must approve the connection since it is outside the district. After some discussion Jim made a motion that the board approve the new connection at 7887 NW 19th Street, seconded by Kevin.

VOTES: Eric-yea, Jim-yea, Matt-yea, Kevin-yea, Velda-yea. Motion passed unanimously.

Returned Bills from Post Office: Dan informed the board that the Post Office had returned about 200 of our billing post cards as unable to deliver due to incorrect address location on the bill. There has been no change in our billing process so Dan will be speaking to the Post Master

on this matter. This problem required us to hand deliver the 200 bills and Dan will not be charging any late charges this month.

Business Discussed: ODOT HWY 97 Project: Dan informed the board that the payment has been sent to ODOT for our part of the project. The project was projected to start July 1st and some relocation has started. Dan also informed the board that he will be contacting the contractor doing our line to request they put in another line East off 11th to 13th. This addition will allow us to have the 11th street line looped.

Sewer Line Waiver from OHA: Dan updated the board on the OHA waiver granted to the Terrebonne Sanitary District. Dan contacted OHA this week and they informed him that the Oregon DOJ should be getting back to him next week. Dan also attended a meeting of the TSD to inform them of our concerns about the waiver. The reaction on the TSD board was that they would not consider moving the line until they hear from OHA. Dan told the board that he will be meeting with our state representative Vikki Iverson this week to enlist her support against the waiver. Eric asked about the meeting with OHA that was supposed to have and Dan said that this meeting was canceled since our lawyer sent them our letter in opposition to the waiver.

Other Business Discussed: Renovation of Old District Office: Eric questioned Dan on the status of our renovations of the old district office. Dan replied that the ODOT and OWA matters had consumed a lot of his time as of late. Dan assured the board that he can now move forward on the project and will begin making calls. When Dan said that we will need to move lot lines or consolidate the two lots, Matt mentioned that his company could help with this project. Eric noted that the district will be putting this project out to bid and there would be no problem having Matt bid on the project. If Matt bids on the project he would not be allowed to vote during the bid process.

Next Regular Board Meeting: August 13th, 2024 @ 1800 hours @ TDWD district office.

Meeting Adjourned: 1835 hours

Submitted By: Jim Wilhelm

Secretary TDWD Recorded Action Points

Management Report

Terrebonne Domestic Water District
For the period ended July 31, 2024

Prepared on
August 13, 2024

For management use only

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Profit and Loss

July 2024

	Total
REVENUE	
40500 Investments	
45050 Interest Income	3,037.91
Total 40500 Investments	3,037.91
40550 OR-LB-20 Water Income	
41100 Water	65,970.69
41200 Service Fees	184.35
Total 40550 OR-LB-20 Water Income	66,155.04
Total Revenue	69,192.95
GROSS PROFIT	
	69,192.95
EXPENDITURES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	12,821.25
61030 Payroll Taxes	1,083.85
61040 Employee Health ins	631.00
61070 Employee Retirement	1,224.21
61080 Workers Comp	671.70
Total 61000 OR-LB- 30 Personnel Services	16,432.01
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	5,704.19
62012 Utilities - Other	21.39
Total 62010 Utilities	5,725.58
62020 Operating Supplies	469.77
62030 Testing expense	84.00
62050 Postage, Mailing Service	338.24
62060 Legal	4,500.00
62070 Insurance	
62071 Insurance - Liability, D and O	415.00
62072 Property Insurance	714.25
Total 62070 Insurance	1,129.25
62080 Bookkeeping	843.50
62140 Auditing	597.50
62160 Bank Charges	
62161 Bank Service Fees	135.67
62162 Merchant Services Proc Fee	936.42
Total 62160 Bank Charges	1,072.09
62170 Billing support	235.12
62180 Computer Software	849.17
62200 Fuel	375.94

	Total
62210 Printing and Copying	148.75
62220 Telephone, Telecommunications	391.18
62230 Refund	190.65
Total 62000 OR-LB-31 Operations	16,950.74
70000 Capital Outlay	
70100 System Improvements	101.60
Total 70000 Capital Outlay	101.60
Total Expenditures	33,484.35
NET OPERATING REVENUE	35,708.60
NET REVENUE	\$35,708.60

Balance Sheet

As of July 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	2,897.56
10200 First Interstate -3877- General	32,673.56
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	104,858.17
10520 LGIP Investment Fund #5534	485,374.61
10530 LGIP - SDC Fund #6271	73,155.99
15340 LGIP Deposit Fund #6272	14,419.70
Total 10500 LGIP Investments	677,808.47
Total Bank Accounts	713,379.59
Other Current Assets	
11500 Water Bills Receivable	40,014.98
14000 Inventory	6,451.05
14200 Prepaid Expenses	8,387.38
Total Other Current Assets	54,853.41
Total Current Assets	768,233.00
Fixed Assets	
15000 Equipment	85,813.68
15100 Water System	3,565,410.59
15200 Water Rights Asset	77,553.00
15300 Land	35,512.00
15400 Easements & Permits	2,800.00
15600 Vehicles	
15610 Chevy Silverado HD2500 2011	39,993.00
Total 15600 Vehicles	39,993.00
15900 Accumulated Depreciation	-1,297,430.66
Total Fixed Assets	2,509,651.61
TOTAL ASSETS	\$3,277,884.61

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable

2,775.90

Total Accounts Payable

2,775.90

Other Current Liabilities

24000 Payroll Liabilities

0.00

OR Employment Taxes

174.00

	Total
OR Paid Family and Medical Leave	9.33
OR Statewide Transit Taxes	13.50
Total 24000 Payroll Liabilities	196.83
24300 Payroll payable	1,918.62
25000 Customer deposits payable	38,288.67
Total Other Current Liabilities	40,404.12
Total Current Liabilities	43,180.02
Total Liabilities	43,180.02
Equity	
32000 Retained Earnings S	1,298,844.84
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Revenue	35,708.60
Total Equity	3,234,704.59
TOTAL LIABILITIES AND EQUITY	\$3,277,884.61

Terrebonne Domestic Water District

Statement of Activity Comparison

July 2024

	TOTAL	
	JUL 2024	JUL 2023 (PY)
Revenue		
40500 Investments		
45050 Interest Income	3,037.91	2,546.53
Total 40500 Investments	3,037.91	2,546.53
40550 OR-LB-20 Water Income		
41100 Water	65,970.69	58,300.18
41200 Service Fees	184.35	970.00
41300 Backflow Fees	0.00	0.00
Total 40550 OR-LB-20 Water Income	66,155.04	59,270.18
41600 System Development Fees	0.00	0.00
Total Revenue	\$69,192.95	\$61,816.71
GROSS PROFIT	\$69,192.95	\$61,816.71
Expenditures		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	12,821.25	11,266.67
61030 Payroll Taxes	1,083.85	944.52
61040 Employee Health ins	631.00	585.85
61070 Employee Retirement	1,224.21	1,075.00
61080 Workers Comp	671.70	252.90
Total 61000 OR-LB- 30 Personnel Services	16,432.01	14,124.94
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	5,704.19	4,327.14
62012 Utilities - Other	21.39	20.77
Total 62010 Utilities	5,725.58	4,347.91
62020 Operating Supplies	469.77	256.57
62030 Testing expense	84.00	80.00
62040 Office Supplies		-459.94
62050 Postage, Mailing Service	338.24	216.00
62060 Legal	4,500.00	338.00
62070 Insurance		
62071 Insurance - Liability, D and O	415.00	789.58
62072 Property Insurance	714.25	136.75
Total 62070 Insurance	1,129.25	926.33
62080 Bookkeeping	843.50	744.00
62100 Vehicle Maintenance & Repair		67.96
62140 Auditing	597.50	

Terrebonne Domestic Water District

Statement of Activity Comparison

July 2024

	TOTAL	
	JUL 2024	JUL 2023 (PY)
62160 Bank Charges		
62161 Bank Service Fees	135.67	373.95
62162 Merchant Services Proc Fee	936.42	734.06
Total 62160 Bank Charges	1,072.09	1,108.01
62170 Billing support	235.12	59.95
62180 Computer Software	849.17	588.33
62190 Dues & Subscriptions		538.90
62200 Fuel	375.94	131.12
62210 Printing and Copying	148.75	
62220 Telephone, Telecommunications	391.18	767.90
62230 Refund	190.65	274.13
Total 62000 OR-LB-31 Operations	16,950.74	9,985.17
70000 Capital Outlay		
70100 System Improvements	101.60	5,596.27
Total 70000 Capital Outlay	101.60	5,596.27
Total Expenditures	\$33,484.35	\$29,706.38
NET OPERATING REVENUE	\$35,708.60	\$32,110.33
NET REVENUE	\$35,708.60	\$32,110.33

Terrebonne Domestic Water District

Check Detail

July 10 - August 13, 2024

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506					
07/18/2024	Expenditure	WEBPAYMENT GATEWAY SERVICES		R	-63.64
			GATEWAY SERVICES WEBPAYM / GATEWAY SERVICES WEBPAYMENT		63.64
08/01/2024	Expenditure	MRCHTN PMNT PROC		C	-238.20
			MRCHTN PMNT PROC SETTLEMENT XXXXXXXX1135 693		238.20
08/06/2024	Expenditure	WEBPAYMENT GATEWAY SERVICES		C	-73.08
			GATEWAY SERVICES WEBPAYMENT		73.08
10200 First Interstate -3877- General					
07/10/2024	Expenditure	PACIFIC POWER	Hubdoc - https://app.hubdoc.com/document/589060512 Pacific Power - 589060512	R	-5,704.19
					5,704.19
07/10/2024	Expenditure	OREGON STATE TREASURY LGIP		R	-
			LGIP ACH OREGON ST TREAS LGIP ACH		15,000.00
					15,000.00
07/11/2024	Expenditure	FIRST INTERSTATE BANK		R	-217.19
			ACH SETTLEMENT ELEC DEBIT 1080788		217.19
07/12/2024	Tax Payment	OR Department of Revenue	Tax Payment for Period: 07/06/2024-07/09/2024 OR Income Tax	R	-843.56
					-843.56
07/12/2024	Tax Payment	IRS	Tax Payment for Period: 07/06/2024-07/09/2024 Federal Taxes (941/943/944)	R	-3,089.14
					-3,089.14
07/15/2024	Expenditure	FIRST INTERSTATE BANK		R	-135.67
			SERVICE CHARGES JUNE 2024		135.67
07/19/2024	Tax Payment	OR Department of Revenue	Tax Payment for Period: 04/01/2024-06/30/2024 OR Employment Taxes	R	-336.23
			OR Employment Taxes		-336.23
			OR Employment Taxes		0.02
			OR Employment Taxes		0.02
07/19/2024	Tax Payment	Department of Family and Medical Leave	Tax Payment for Period: 04/01/2024-06/30/2024 OR Paid Family and Medical Leave	R	-210.30
					-210.30
07/19/2024	Tax Payment	OR Department of Revenue	Tax Payment for Period: 04/01/2024-06/30/2024 OR Statewide Transit Taxes	R	-34.05
					-34.05
07/30/2024	Bill Payment (Check)	To H.D. FOWLER COMPANY print			-101.60
					-101.60
07/30/2024	Bill Payment (Check)	To ED STAUB & SONS PETROLEUM print			-332.41
					-332.41
07/30/2024	Bill Payment (Check)	LOCAL GOVERNMENT LAW GROUP PC			-4,215.00
					-4,215.00
07/30/2024	Bill Payment (Check)	AMERICAN BUSINESS SOFTWARE INC			-59.95
					-59.95
07/30/2024	Bill Payment	EDGE ANALYTICAL INC			-84.00

Terrebonne Domestic Water District

Check Detail

July 10 - August 13, 2024

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)				-84.00
07/30/2024	Bill Payment (Check)	Jeremiah & Lindsay Shine			-77.68
					-77.68
07/30/2024	Bill Payment (Check)	Melissa Fancher			-88.34
					-88.34
07/30/2024	Bill Payment (Check)	Danielle Hembree			-24.63
					-24.63
07/30/2024	Bill Payment (Check)	MASTERCARD (FIB) #2575			-507.87
					-507.87
07/31/2024	Check	4152 US POSTAL SERVICE	Hubdoc - https://app.hubdoc.com/document/592741233 - INV4152 Terrebonne Domestic Water District - 4094	C	-338.24 338.24
08/06/2024	Payroll Check	Daniel J. Bruce	Pay Period: 08/01/2024-08/31/2024 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)		-6,162.24 8,461.42 649.03 788.23 236.47 788.23 50.77 8.22 3.46 569.36 2,079.93
08/06/2024	Payroll Check	Jennifer A. Komiskey	Pay Period: 08/01/2024-08/31/2024 Gross Pay - This is not a legal pay stub Employer Taxes Employer Retirement Contribution Employer Health Ins. Contribution Edward Jones SEP Health Insurance Dental Insurance Edward Jones SEP - Company Contribution Health Insurance - Company Contribution Dental Insurance - Company Contribution OR Paid Family and Medical Leave OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Taxes (941/943/944)		-3,247.04 4,359.83 374.49 435.98 631.00 130.80 0.00 0.00 435.98 574.00 57.00 26.16 4.23 42.70 274.20 1,009.19
08/06/2024	Bill Payment (Check)	REPUBLIC SERVICES #675			-21.39
					-21.39
08/06/2024	Bill Payment (Check)	MASTERCARD (FIB) #1292			-101.70
					-101.70
08/06/2024	Bill Payment (Check)	CENTRATEL TELEPHONE ANSWERING SERVICE			-236.65

Terrebonne Domestic Water District

Check Detail

July 10 - August 13, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-236.65
08/06/2024	Bill Payment (Check)		SPECIAL DISTRICTS INSURANCE SERVICES			-631.00
						-631.00
08/06/2024	Bill Payment (Check)		ONE CALL CONCEPTS INC			-28.31
						-28.31
08/06/2024	Bill Payment (Check)		AMERICAN BUSINESS SOFTWARE INC			-70.40
						-70.40
08/08/2024	Bill Payment (Check)		AT&T MOBILITY			-126.22
						-126.22
08/08/2024	Bill Payment (Check)		AMERICAN BUSINESS SOFTWARE INC			-269.69
						-269.69
08/09/2024	Tax Payment		IRS	Tax Payment for Period: 08/03/2024-08/06/2024 Federal Taxes (941/943/944)		-3,089.12
						-3,089.12
08/09/2024	Tax Payment		OR Department of Revenue	Tax Payment for Period: 08/03/2024-08/06/2024 OR Income Tax	C	-843.56
						-843.56
08/09/2024	Check		EDWARD JONES	FBO: Daniel Bruce \$788.23 - Employer Contribution, \$236.47 Employee Contribution		-1,024.70
				Employer portion		-788.23
				Employee portion		-236.47
08/09/2024	Check		EDWARD JONES	FBO: Jennifer Komiskey \$435.98- Employer Contribution, \$130.80 Employee Contribution		-566.78
				Employer portion		-435.98
				Employee portion		-130.80
08/09/2024	Bill Payment (Check)		MASTERCARD (FIB) #2575			-100.00
						-100.00
08/09/2024	Bill Payment (Check)		ED STAUB & SONS PETROLEUM			-43.53
						-43.53
08/09/2024	Bill Payment (Check)		REVEAL ACCOUNTING SOLUTIONS			-1,441.00
						-1,441.00
08/13/2024	Bill Payment (Check)		MUCK SEPTIC SERVICE			-540.00
						-540.00
08/13/2024	Bill Payment (Check)		LOCAL GOVERNMENT LAW GROUP PC			-285.00
						-285.00



**TERREBONNE
DOMESTIC
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District Managers Update

August 13th, 2024

- The owners of the home on 5th street that has a well contacted me about getting hooked up asap. I have a meeting with the homeowner and a contractor to do the excavation and plumbing. I will be getting quotes on the well abandonment also. So, this one will be taken care of soon.
- The customer that sent in the letter about their water leak has been in conversation with me. I have found out that the leak was not fixed by the plumber. I sent a copy of the policy explaining the requirements to be eligible for consideration of bill reduction to them and have not heard back from them.
- I sent Jennifer to a hands-on locator training today in Wilsonville. She let me know after the class this afternoon that she learned more today than in all the time she worked with me and did locating here for the district. This was an area she did well in but did not have much confidence in so I'm hoping this is what she needed.

District Account Holdings

First Interstate Bank

\$51,197.02

LGIP 4845, Debt Service

\$104,858.17

LGIP 5534, Savings Fund

\$485,374.51

LGIP 6271, SDC Fund

\$73,155.99

LGIP 6272, Deposit Fund

\$14,419.70

Total All Accounts

\$729,005.39