



**TERREBONNE DOMESTIC  
WATER DISTRICT**

**Terrebonne Domestic Water District**

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Position #1 Velda Aldous  
Position #2 Jim Wilhelm  
Position #3 Kevin Byrne  
Position #4 Eric Fisher  
Position #5 Matt Banton

## **Regular Public Board Meeting**

### **May 13th, 2025**

The Regular Public Board Meeting was **called to order** at 18:04 hours on May 13th, 2025 with 5 directors present: Eric Fisher, Jim Wilhelm and Velda Aldous. Board members Matt Banton and Kevin Byrne (joined in person later) attended on Zoom. 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 April public board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Velda.

**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). Velda (sitting in for Kevin), reported \$32,089 in income, \$23,861 of expenses and **\$8,228** of net income for the month of February. Current accounts showed onhand funds of \$817,568. Eric made a motion that the board accept the financial report and the checks as presented, seconded by Velda.

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

**President's Report:** Eric had no report at this time

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

**Wireless Account Payment:** Dan recommended that the board authorize him to pay the district's wireless bill online. This will save \$10 per month and not require him to write a check. Jim made a motion that the board move to pay the district's bill as an auto pay, seconded by Velda.

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

**Backflow Letter:** Dan noted that the district had sent out the annual letter concerning backflow testing. Eric asked if we were still using the same contractor to do this job. Dan informed the board that we are still using Olsons and are on a 5 year contract with them.

**Shop Conversion:** After contacting the county Dan found out that the old “office” was never classified as an office within the county. Dan believes it would be easier to add a bathroom to a “shop” now and remodel for an office later. Dan also would like to rearrange the current meeting room to make it more meeting friendly. The board approved of the new direction.

**Water Rights:** Dan informed the board that the water rights from the old lot the district sold have been submitted for review and we should hear back in about 90 days. The district is also close to submitting our WMCP (Water Management Conservation Plan) after which we will be submitting our “updated” Master Plan. The updated Master Plan should save us money on engineering expenses in the future.

**Business Discussed:** Items noted on agenda:

**ODOT HWY 97 Project:** Project continues to move forward. Dan is planning to hold off on putting out a bid for the work until more work is completed by ODOT.

**Cyber Security Grant:** Dan informs the board that there are some possible grants available to the district to upgrade our security. Dan will be drafting a letter containing our requests for any upgrades and changes we may need through this program. Eric requested that Dan have the letter available at the next meeting for review and approval by the board. It was suggested that the entire board sign and acknowledge the letter.

**Other Business Discussed:** Items added by board members for discussion.

**Income and Expenses:** Jim noted for the board that it looks like the district’s sales for the current year are on target regardless of the rate forgiveness in December. Expenses for the year are also down at about 45% of projection. Eric thanks Dan for his efforts on expenses.

**Rates Study and Last Rate Increase:** Jim Presented the board with a rate study comparing our rates to other districts (see study). The study showed that our rates were below the average rate. Eric noted that because of our small size and some other districts being subsidized, our rates compare very well. It was also noted that this year (2025) will be the last planned \$1 increase in our base rate. The board agreed we do not need to seek any further increase in our rates at this time.

**ADA and Our Website:** Jim updated the board on our efforts to improve our rating. We now stand at 95% compliance. The plan will be to archive all our past information and move forward with being compliant on all new information.

**Meter Replacement:** Eric requested information of current standing of meter replacements. Dan notes that we still have some large meters to replace but have plans to complete the change.

**Budget Message:** Jim presented the board with a copy of the proposed required budget message. He asked that any comments or suggested changes be presented back to him so we can post the message by June 1st.

**Budget Meetings:** Jim noted that Kevin and Dan would be preparing the suggested budget for the budget meetings. The board set June 1st for the first meeting and June 10th for the second meeting.

**Good of the Order:** Kevin asked about the status of the Adopt a Highway project. Jim said he would have the info at the next meeting.

**First Budget Meeting:** June, 3th, 2025: @ 18:00 hours @ TDWD district office.

**First Budget Meeting:** June, 10th, 2025: @ 18:00 hours @ TDWD district office

**Next Regular Board Meeting:** June, 10th, 20: @ 18:30 hours @ TDWD district office.

**Meeting Adjourned:** 18:47 hours

**Submitted By:** Jim Wilhelm

**Secretary TDWD**

**Recorded Action Points**