



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda October 14th, 2025

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.

President's Report: President Eric Fisher to report or comment as needed.

Water Manager's Report: Dan Bruce will present his report to the board.

Business to be Discussed:

1. ODOT HWY 97 Project.
2. Deschutes county "Terrebonne planning meeting"
3. Letter to Jim Newton
4. Water Rights.

Next Regular Board Meeting: November 11th, 2025 @ 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/83227082971?pwd=bMHbv7G65CQJb3wO9FIEvPrdl5G72b.1>

Meeting ID: 832 2708 2971

Passcode: 918464

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



**TERREBONNE DOMESTIC
WATER DISTRICT**

Terrebonne Domestic Water District

8300 5th Terrebonne OR 97760
Phone: 54-548-2727
Email : tdwd@bendbroadband.com
Website: <https://tdwd.org/>

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

Regular Public Budget Meeting September 9th 2025

The Regular Public Board Meeting was **called to order** at 18:00 hours on September 9th, 2025, with 5 directors present: Eric Fisher, Matt Banton, Jim Wilhelm, Kevin Byrne and Velda Aldous. Also present was District Manager Dan Bruce. There were no members of the public attending or on Zoom.

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

Minutes: Minutes for the July 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. The motion passed unanimously.

Treasurer's Report: The current financial report was reviewed by the board, (see report). Kevin reported \$74,890 in income, \$38,616 of expenses and **\$36,274** of net income for the month of August. Current accounts showed on hand funds of **\$887,048**. 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, and Velda-yea. The 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).

Jim Newton Meeting: Dan informed the board that he had been in meetings with Jim Newton concerning the district's master plan that will address future water needs, an SDC study and future capital improvements. It is Dan's opinion that we cannot complete the master plan until we have the proposed meeting with the county. Dan will try to have Jim Newton attend our meeting in October to review water rights.

Audit 2020-21: After some extra effort and with some help from the county, we have at last received the necessary information from Chris Mahr to complete our audit. With the receipt of this information our new auditor has informed us that we should have our first audit from them by the 15th of this month.

Engineering: Dan informed the board that he is now getting quotes for surveying. Dan's plan is to have an engineering plan that will cover the district for the next 5 years.

Business Discussed: Items noted on agenda:

ODOT HWY 97 Project: The new company, Knife River, is still trying to get up to speed on the HWY 97 project. Because they are taking over in the middle of the project and have to take over someone else's project they are struggling a bit. We are having to redo some of the work we have already done on this project. The new completion date for the project is 2027.

Deschutes County "Terrebonne Planning Meeting": This meeting was postponed due to the fire in Sisters. The county is trying to reschedule the meeting for October, but Dan has informed them that he will be out of town on vacation for 3 of the weeks in October. It was agreed to by the board that we would not be able to attend this meeting unless Dan is available. At this point it is up to the county to reschedule as needed.

Year End Fiscal Review: Jim presented a short financial review of the fiscal 2024-25 results to the board. (see review). Jim noted that sales were up over projection, despite the district having forgiven December's base rate. Personnel costs were right on the money and operation costs were less than the projection. Overall, an accurate projection and great results.

Good of the Order: Dan requested that the board move the November board meeting from Tuesday the 11th to Wednesday the 12th due to Veteran's days falling on Tuesday. The board agreed to move the meeting.

Next Regular Board Meeting: August 9th, 2025 @ 18:00 hours @ TDWD district office.

Meeting Adjourned: 18:26 hours

Submitted By: Jim Wilhelm

Secretary TDWD

Recorded Action Points

Management Report

Terrebonne Domestic Water District

For the period ended September 30, 2025

Prepared on

October 14, 2025

For management use only

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Statement of Activity

September 2025

	Total
REVENUE	
40500 Investments	
45050 Interest Income	3,165.51
Total 40500 Investments	3,165.51
40550 OR-LB-20 Water Income	
41100 Water	55,138.34
41300 Backflow Fees	1,035.00
Total 40550 OR-LB-20 Water Income	56,173.34
Total Revenue	59,338.85
GROSS PROFIT	
	59,338.85
EXPENDITURES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	13,587.33
61030 Payroll Taxes	1,082.13
61040 Employee Health ins	699.00
61070 Employee Retirement	1,300.81
Total 61000 OR-LB- 30 Personnel Services	16,669.27
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	5,901.95
62012 Utilities - Other	682.40
Total 62010 Utilities	6,584.35
62020 Operating Supplies	238.93
62030 Testing expense	294.00
62050 Postage, Mailing Service	739.32
62060 Legal	300.00
62070 Insurance	
62071 Insurance - Liability, D and O	311.67
62072 Property Insurance	786.50
Total 62070 Insurance	1,098.17
62080 Bookkeeping	864.80
62110 Education	
62114 Travel	23.00
Total 62110 Education	23.00
62150 Backflow Expense	4,602.50
62160 Bank Charges	
62161 Bank Service Fees	62.64
62162 Merchant Services Proc Fee	1,201.84
Total 62160 Bank Charges	1,264.48

	Total
62180 Computer Software	134.17
62200 Fuel	223.17
62210 Printing and Copying	120.00
62220 Telephone, Telecommunications	939.60
62230 Refund	294.75
Total 62000 OR-LB-31 Operations	17,721.24
70000 Capital Outlay	
70100 System Improvements	372.09
Total 70000 Capital Outlay	372.09
Total Expenditures	34,762.60
NET OPERATING REVENUE	24,576.25
NET REVENUE	\$24,576.25

Statement of Financial Position

As of September 30, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	2,820.04
10200 First Interstate -3877- General	36,450.65
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	20,984.19
10520 LGIP Investment Fund #5534	881,209.28
10530 LGIP - SDC Fund #6271	8,107.93
15340 LGIP Deposit Fund #6272	175,555.08
Total 10500 LGIP Investments	885,856.48
Total Bank Accounts	925,127.17
Other Current Assets	
11500 Water Bills Receivable	18,795.56
14000 Inventory	6,451.05
14200 Prepaid Expenses	7,341.59
Total Other Current Assets	32,588.20
Total Current Assets	957,715.37
Fixed Assets	
15000 Equipment	85,813.68
15100 Water System	3,607,121.81
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	-1,585,100.16
Total Fixed Assets	2,263,693.33
TOTAL ASSETS	\$3,221,408.70

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable 2,306.22

Total Accounts Payable 2,306.22

Other Current Liabilities

24000 Payroll Liabilities 0.00

Health Insurance -34.00

	Total
Total 24000 Payroll Liabilities	-34.00
24300 Payroll payable	1,918.62
25000 Customer deposits payable	39,588.67
26000 Interest Payable	15,672.40
Total Other Current Liabilities	57,145.69
Total Current Liabilities	59,451.91
Total Liabilities	59,451.91
Equity	
32000 Retained Earnings S	864,804.72
32500 Debt Service fund bal	70,334.82
32600 SDC Revenues	89,831.00
33000 Retained Earnings M	2,043,906.41
Net Revenue	93,079.84
Total Equity	3,161,956.79
TOTAL LIABILITIES AND EQUITY	\$3,221,408.70

Terrebonne Domestic Water District

Profit and Loss YTD Comparison

July - September, 2025

	TOTAL	
	JUL - SEP, 2025	JUL - SEP, 2024 (PY)
Revenue		
40500 Investments		
45050 Interest Income	9,362.09	9,130.14
Total 40500 Investments	9,362.09	9,130.14
40550 OR-LB-20 Water Income		
41100 Water	185,637.35	185,231.71
41200 Service Fees	0.00	2,566.37
41300 Backflow Fees	3,881.08	0.00
Total 40550 OR-LB-20 Water Income	189,518.43	187,798.08
41600 System Development Fees	0.00	0.00
Total Revenue	\$198,880.52	\$196,928.22
GROSS PROFIT	\$198,880.52	\$196,928.22
Expenditures		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	40,761.99	38,463.75
61030 Payroll Taxes	3,278.17	3,130.90
61040 Employee Health ins	1,961.00	1,893.00
61070 Employee Retirement	3,902.43	3,672.63
61080 Workers Comp	0.00	1,429.38
Total 61000 OR-LB- 30 Personnel Services	49,903.59	48,589.66
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	17,599.69	16,825.65
62012 Utilities - Other	1,018.59	824.61
Total 62010 Utilities	18,618.28	17,650.26
62020 Operating Supplies	1,778.93	1,133.17
62030 Testing expense	1,038.00	168.00
62040 Office Supplies	35.98	
62050 Postage, Mailing Service	1,126.74	1,025.92
62060 Legal	964.50	5,754.00
62070 Insurance		
62071 Insurance - Liability, D and O	935.01	1,245.00
62072 Property Insurance	2,359.50	2,142.75
Total 62070 Insurance	3,294.51	3,387.75
62080 Bookkeeping	2,594.40	2,551.80
62090 Directors Fees	2,490.00	
62100 Vehicle Maintenance & Repair	105.95	9.49

Terrebonne Domestic Water District

Profit and Loss YTD Comparison

July - September, 2025

	TOTAL	
	JUL - SEP, 2025	JUL - SEP, 2024 (PY)
62110 Education		
62114 Travel	1,091.74	155.56
62212 Conference, Convention, Meeting	620.00	375.00
Total 62110 Education	1,711.74	530.56
62140 Auditing	7,500.00	597.50
62150 Backflow Expense	4,602.50	
62160 Bank Charges		
62161 Bank Service Fees	394.84	419.31
62162 Merchant Services Proc Fee	3,045.13	3,171.96
Total 62160 Bank Charges	3,439.97	3,591.27
62170 Billing support	248.45	863.95
62180 Computer Software	1,594.51	1,087.51
62190 Dues & Subscriptions	594.54	567.41
62200 Fuel	642.58	729.80
62210 Printing and Copying	277.50	148.75
62220 Telephone, Telecommunications	2,362.05	1,439.14
62230 Refund	503.87	481.89
Total 62000 OR-LB-31 Operations	55,525.00	41,718.17
70000 Capital Outlay		
70100 System Improvements	372.09	5,556.80
Total 70000 Capital Outlay	372.09	5,556.80
Total Expenditures	\$105,800.68	\$95,864.63
NET OPERATING REVENUE	\$93,079.84	\$101,063.59
NET REVENUE	\$93,079.84	\$101,063.59

Terrebonne Domestic Water District

Check Detail

September 10 - October 14, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
09/30/2025	Expenditure		WEBPAYMENT GATEWAY SERVICES		R	-50.82
				GATEWAY SERVICES WEBPAYMENT		50.82
10/02/2025	Expenditure		MCHNT PMNT PROC		C	-178.25
				MCHNT PMNT PROC SETTLEMENT XXXXXXXX1135 693		178.25
10/07/2025	Expenditure		WEBPAYMENT GATEWAY SERVICES		C	-55.05
				GATEWAY SERVICES WEBPAYM / GATEWAY SERVICES WEBPAYMENT		55.05
10200 First Interstate -3877- General						
09/15/2025	Expenditure		FIRST INTERSTATE BANK		R	-138.34
				SERVICE CHARGES AUGUST 2025		138.34
09/17/2025	Expenditure		OREGON STATE TREASURY LGIP		R	-
				LGIP ACH OREGON ST TREAS LGIP ACH		85,000.00
						85,000.00
09/23/2025	Bill Payment (Check)	4483	Eurofins (Formerly Edge Analytical)			-294.00
						-294.00
09/23/2025	Bill Payment (Check)	4484	H.D. FOWLER COMPANY		C	-372.09
						-372.09
09/23/2025	Bill Payment (Check)	4485	LOCAL GOVERNMENT LAW GROUP PC		C	-240.00
						-240.00
09/23/2025	Bill Payment (Check)	4486	ALL AMERICAN EXTINGUISHERS LLC		C	-110.00
						-110.00
09/25/2025	Expenditure		PACIFIC POWER		R	-5,901.95
				ROCKYMTN/PACIFIC POWER BILL XXXXX0311ACH PAY		5,901.95
09/30/2025	Bill Payment (Check)	4487	Olson, LLC			-4,602.50
						-4,602.50
09/30/2025	Bill Payment (Check)	4488	MUCK SEPTIC SERVICE			-540.00
						-540.00
09/30/2025	Bill Payment (Check)	4489	Aaron Haston			-76.43
						-76.43
09/30/2025	Bill Payment (Check)	4490	Kristy Prosser		C	-66.30
						-66.30
09/30/2025	Bill Payment (Check)	4491	Jennifer Wulffenstein			-68.47
						-68.47
09/30/2025	Bill Payment	4492	Monte D Gibson			-83.55

Terrebonne Domestic Water District

Check Detail

September 10 - October 14, 2025

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)				-83.55
09/30/2025	Bill Payment (Check)	4493 MASTERCARD (FIB) #2575		C	-242.96
					-242.96
09/30/2025	Bill Payment (Check)	4494 MASTERCARD (FIB) #1292		C	-37.97
					-37.97
10/06/2025	Payroll Check	DD Jennifer A. Komiskey	Pay Period: 10/01/2025-10/31/2025 Direct Deposit	C	-3,253.14
					-3,253.14
10/06/2025	Payroll Check	DD Daniel J. Bruce	Pay Period: 10/01/2025-10/31/2025 Direct Deposit	C	-6,700.90
					-6,700.90
10/06/2025	Tax Payment	QuickBooks Payroll	Tax Payment Federal Taxes (941/943/944) OR Income Tax OR Employment Taxes OR Statewide Transit Taxes OR Paid Family and Medical Leave	C	-4,325.17
					-3,281.89
					-902.40
					-46.16
					-13.20
					-81.52
10/06/2025	Bill Payment (Check)	US POSTAL SERVICE		C	-369.05
					-369.05
10/09/2025	Bill Payment (Check)	ONE CALL CONCEPTS INC			-35.42
					-35.42
10/09/2025	Bill Payment (Check)	REVEAL ACCOUNTING SOLUTIONS			-864.80
					-864.80
10/09/2025	Bill Payment (Check)	AMERICAN BUSINESS SOFTWARE INC			-70.40
					-70.40
10/14/2025	Bill Payment (Check)	TDS			-167.98
					-167.98
10/14/2025	Bill Payment (Check)	ED STAUB & SONS PETROLEUM			-223.17
					-223.17
10/14/2025	Bill Payment (Check)	PACIFIC OFFICE AUTOMATION			-120.00
					-120.00
10/14/2025	Bill Payment (Check)	REPUBLIC SERVICES #675			-22.40
					-22.40
10/14/2025	Bill Payment (Check)	CENTRATTEL TELEPHONE ANSWERING SERVICE			-305.80
					-305.80

Terrebonne Domestic Water District

Check Detail

September 10 - October 14, 2025

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/14/2025	Bill Payment (Check)		TERREBONNE HARDWARE		-13.00
					-13.00
10/14/2025	Bill Payment (Check)		AT&T MOBILITY		-430.40
					-430.40
10/14/2025	Bill Payment (Check)		LOCAL GOVERNMENT LAW GROUP PC		-60.00
					-60.00



**TERREBONNE DOMESTIC
WATER DISTRICT**

The Board of Directors Terrebonne Domestic Water District

Date: October 14, 2025

Jim Newton Geoengineering, LLC

Redmond, Oregon,

Subject: Deep Appreciation for Your Efforts and Support

Dear Jim,

On behalf of the entire Board of Directors and the community we serve, we wish to extend our deepest gratitude and appreciation for your dedicated efforts and unwavering support of the Terrebonne Domestic Water District.

Your commitment to ensuring the ongoing success, stability, and quality of our district has been invaluable. Whether through your thoughtful counsel or generous support of our critical projects, your impact has been significant and enduring. The success of a vital utility like ours depends heavily on the involvement and dedication of vendors like you

The Board recognizes the time, energy, and resources you have consistently devoted to our mission of providing safe, reliable, and affordable water service to the residents of Terrebonne. Your insights have helped us navigate challenges and plan effectively for the future, securing the district's infrastructure and operational health for years to come.

Thank you, Jim, for your exemplary commitment to public service and your steadfast belief in the Terrebonne Domestic Water District. We look forward to your continued involvement in the community.

Sincerely,

The Board of Directors Terrebonne Domestic Water District:

President: Eric Fisher _____ Secretary: Jim Wilhelm _____

Treasurer: Kevin Byrne _____ Member: Velda Aldous _____

Member: Matt Banton _____ Manager: Dan Bruce: _____



**TERREBONNE DOMESTIC
WATER DISTRICT**

The Board of Directors Terrebonne Domestic Water District

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Redmond, Oregon,

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Sincerely,

The Board of Directors Terrebonne Domestic Water District:

President: Eric Fisher _____ Secretary: Jim Wilhelm _____

Treasurer: Kevin Byrne _____ Member: Velda Aldous _____

Member: Matt Banton _____ Manager: Dan Bruce: _____



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

October 14th, 2025

- Our 2021 audit is complete and submitted to the state. I had a site visit from the owners of the audit company. Their plans are to have the next audit done by the end of December and the next two done by the end of June. That would get us caught up and in the normal audit rotation.

District Account Holdings

First Interstate Bank

\$41,514.51

LGIP 4845, Debt Service

\$20,984.19

LGIP 5534, Savings Fund

\$681,209.23

LGIP 6271, SDC Fund

\$8,107.93

LGIP 6272, Deposit Fund

\$175,555.08

Total All Accounts

\$927,370.94