

**Terrebonne Domestic Water District  
May 11th, 2021**

**Public Comments:** Members of the public wishing to address the council are asked to fill out a form stating the subject and the member's address. The speaker will be given 5 minutes to speak.

**Minutes of Last Meeting:** Approval of prior meeting minutes as presented by the secretary.

**Treasurer's Report:** Financials and Checks Written as presented by the treasurer.

**Chairman's Report:** Meeting was held via Zoom due to COVID restrictions.

**Water Manager Report:** Presented by the District Manager.

**Business to Discuss:**

1. Wells in the district.
2. COVID-19 update.
3. Update on the generator.
4. Excess property in the district.
5. Website updating.
6. Budget.
7. Resolution discussion.
8. Vehicle update.

Next Regular Board Meeting:  
Meeting adjourned:



# Terrebonne Domestic Water District

## Public Board Meeting

April 13th, 2021

**Note: Due to the current state lock down this meeting was conducted via Zoom for all board members and the public.**

The Regular Public Board Meeting was **called to order** at 6:30 pm on April 13th, with 5 directors present- Herb Alperstein, Eric Fisher, Dustin Hewit, Art Tassie and Jim Wilhem, Also present was District Manager Dan Bruce

**Agenda:** Dustin presented the agenda to the board (see agenda).

**Minutes:** Minutes for the May public board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Eric. All in favor, motion passed.

**Treasurer's Report:** The current financial report was reviewed by Art and the board, (see report). It was noted that our total financial position at this time was \$638,386. Art noted that he would like to see the board direct all current collected Debt service funds toward the debt. Jim noted that we have normally done our extra payments in September when the loan payment is due. It was suggested we discuss this item in our business section. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Eric. All in favor, motion passed.

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

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

**Backup Generator:** Dan noted that we will have to have our backup generator overhauled due to a leaking head gasket. Dan has one estimate of \$11,624 to do the work and will be searching out other bids before the work is done.

**New Truck:** Dan stated that he is having trouble finding a truck to fit our needs in the price range he was given. After some discussion Dan was authorized he could increase our approved \$25,000 up to \$40,000 on prior approval of Dustin when a vehicle is located. It was recommended that if possible we wait until the new fiscal year to purchase a truck so the funds could be included in the budget.

**SDC Payment Plan:** Dan has been in contact with our lawyer concerning any SDC payment plan we will need to approve. Our lawyer states that we have a lot of leeway in how the interest

rates and payment times are structured. She will be forwarding Dan some examples of what we can do and Dan will forward them to the board when they arrive.

**LID Plan:** Dan has received verbal approval for an easement we will need for the LID plan. With this approval Dan feels we are closer to completing the plan. Dan was unable to give the board a completion date but feels it will be soon.

**Hwy 97 Project:** Dan had heard from Carrie at ODOT shortly before our meeting started. (his notes were prepared before the call and state he had not heard from them) ODOT still does not have a start date for the project but noted that they will be starting new public meetings and outreach soon. Cheri also suggested that the district join the advisory committee so that our voice will be heard. Art volunteered to take up this position. Eric was concerned that it would be construed that the district was voicing an opinion on the construction plans for the project. Art agreed that he would only represent the board on issues that affect the district's infrastructure and not give personal opinions of the project. The board agreed to have Art on the committee.

**District Logo:** Dan presented the board with several designs for a district logo that the board had requested he provide. (see logos) Dan's plan was to have a contest in our planned newsletter to have our customers choose the logo they prefer. Eric felt that the board should make the decision as the public tends to be uninvolved in the district and so few would participate. Dan shared his frustration that customers do not read our newsletter and was looking for ways to increase customers interest. After some discussion it was agreed that we would hold off on the newsletter and instead look into getting a webmaster that can improve our social media presence. \*Dustin and Jim would look into the cost of this project and get the info to the board. (20)

**Business Discussed: Wells in District:** There is no change in this project other than the movement on the LID plan.

**Covid-19:** No changes at this time. The district office remains closed to the public.

**Upcoming Budget:** Jim reported that he and Dan would be putting together a preliminary budget that would be presented at our May meeting. There will then be 2 budget meetings in June to firm up the budget numbers and approve the final budget. It was requested that board members attempt to find at least one more community member to sit on the budget committee.

**Newsletter:** The board was presented with a proposed newsletter article supplied by Herb. (see article). It was decided to hold the article until the board addresses the issue of a new web site.

**District Property Listing:** Art noted that our Realtor has been getting inquiries about our property but that most potential buyers are concerned about the shape of the lot. Our Realtor feels we still may need to lower the price of the property. Dan suggested that we get a builder to draw up plans for a house on the lot so that buyers see it can be done. The board does not want to lower the asking price on the property at this point but \*we will authorize Dan to look into a house plan (21). Art noted that he had renewed our contract with our Realtor.

**New Vehicle Purchase:** See district managers report. Art questioned if the district needed 2 trucks for the district. Dan noted that there are times when both he and Dave are out in the district and they need two trucks.

**Loan Payoff:** The board again discussed the possibility of paying off our outstanding loan (about \$300,000). It was noted that we could pay off the loan if we knew the Hwy 97 project was going to be several years out. Jim noted that he expects the district to be able to pay off the loan

no later than September of 2022 but we could move earlier if we agreed. It was agreed we would wait until September to make this decision.

**Eric's Status:** Eric informed the board that he would not be running for another term on the board in the May election. Eric revealed that his many family commitments do not allow him to give the time to the district that it deserves. The entire board noted their support for Eric and the choice he was making.

**Open Action Points:** Dan reviewed all open action points with the board (see action points). All points were updated, several points were completed and several became obsolete and were retired. Updated points will be presented at the next meeting.

**Next Regular Board Meeting:** May 11th, 2021 @ 6:30pm @ Terrebonne Fire Station or as a Zoom meeting if needed.

**Meeting Adjourned:** 7:55 pm

**Submitted By:** Jim Wilhelm

\*Denotes action item

# Management Report

Terrebonne Domestic Water District  
For the period ended April 30, 2021

Prepared on  
**May 11, 2021**

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# Profit and Loss

April 2021

	<b>Total</b>
<b>INCOME</b>	
40500 Investments	
45050 Interest Income	276.01
<b>Total 40500 Investments</b>	<b>276.01</b>
40550 OR-LB-20 Water Income	
41100 Water	27,753.23
41200 Service Fees	1,080.00
41500 Debt Reduction Charge	2,802.26
<b>Total 40550 OR-LB-20 Water Income</b>	<b>31,635.49</b>
<b>Total Income</b>	<b>31,911.50</b>
<b>GROSS PROFIT</b>	
	<b>31,911.50</b>
<b>EXPENSES</b>	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	8,636.58
61030 Payroll Taxes	764.38
61040 Employee Health ins	1,139.70
61070 Employee Retirement	500.00
61080 Workers Comp	219.82
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>11,260.48</b>
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,536.54
62012 Utilities - Other	500.46
<b>Total 62010 Utilities</b>	<b>2,037.00</b>
62020 Operating Supplies	76.97
62040 Office Supplies	14.94
62050 Postage, Mailing Service	531.11
62060 Legal	1,053.50
62070 Insurance	
62071 Insurance - Liability, D and O	80.08
62072 Property Insurance	683.92
<b>Total 62070 Insurance</b>	<b>764.00</b>
62080 Bookkeeping	703.50
62160 Bank Charges	
62161 Bank Service Fees	72.54
62162 Merchant Services Proc Fee	354.67
<b>Total 62160 Bank Charges</b>	<b>427.21</b>
62180 Computer Software	14.99
62200 Fuel	123.63
62220 Telephone, Telecommunications	435.38
62230 Refund	153.53
<b>Total 62000 OR-LB-31 Operations</b>	<b>6,335.76</b>

	Total
70000 Capital Outlay	
70100 System Improvements	185.60
<b>Total 70000 Capital Outlay</b>	<b>185.60</b>
<b>Total Expenses</b>	<b>17,781.84</b>
NET OPERATING INCOME	14,129.66
NET INCOME	\$14,129.66



# Balance Sheet

As of April 30, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Bank-4506	15,243.32
10200 First Interstate -3877- General	57,396.45
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	51,675.76
10520 LGIP Investment Fund #5534	428,195.69
10530 LGIP - SDC Fund #6271	66,903.53
15340 LGIP Deposit Fund #6272	13,187.29
<b>Total 10500 LGIP Investments</b>	<b>559,962.27</b>
<b>Total Bank Accounts</b>	<b>632,602.04</b>
<b>Other Current Assets</b>	
11500 Water Bills Receivable	9,497.25
14000 Inventory	6,451.05
14200 Prepaid Expenses	7,681.10
<b>Total Other Current Assets</b>	<b>23,629.40</b>
<b>Total Current Assets</b>	<b>656,231.44</b>
<b>Fixed Assets</b>	
15000 Equipment	86,278.18
15100 Water System	3,538,014.43
15200 Water Rights Asset	77,553.00
15300 Land	35,512.00
15400 Easements & Permits	2,800.00
15900 Accumulated Depreciation	-1,224,489.38
<b>Total Fixed Assets</b>	<b>2,515,668.23</b>
<b>TOTAL ASSETS</b>	<b>\$3,171,899.67</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	2,394.91
<b>Total Accounts Payable</b>	<b>2,394.91</b>
<b>Other Current Liabilities</b>	
24000 Payroll Liabilities	0.00
Federal Unemployment (940)	84.00
OR Employment Taxes	114.91
OR Statewide Transit Taxes	8.60
SDIC	503.16
<b>Total 24000 Payroll Liabilities</b>	<b>710.67</b>
24300 Payroll payable	1,848.76
25000 Customer deposits payable	33,088.65

	<b>Total</b>
<b>Total Other Current Liabilities</b>	<b>35,648.08</b>
<b>Total Current Liabilities</b>	<b>38,042.99</b>
<b>Long-Term Liabilities</b>	
27000 N/P - USDA/RD	293,676.89
<b>Total Long-Term Liabilities</b>	<b>293,676.89</b>
<b>Total Liabilities</b>	<b>331,719.88</b>
<b>Equity</b>	
32000 Retained Earnings S	739,869.98
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Income	200,158.66
<b>Total Equity</b>	<b>2,840,179.79</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,171,899.67</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July 2020 - April 2021

	TOTAL	
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)
Income		
40500 Investments		
45050 Interest Income	3,550.61	10,943.33
<b>Total 40500 Investments</b>	<b>3,550.61</b>	<b>10,943.33</b>
40550 OR-LB-20 Water Income		
41100 Water	364,186.39	331,578.62
41200 Service Fees	12,370.77	3,954.75
41300 Backflow Fees	4,950.00	5,310.00
41500 Debt Reduction Charge	28,093.03	27,936.29
<b>Total 40550 OR-LB-20 Water Income</b>	<b>409,600.19</b>	<b>368,779.66</b>
41600 System Development Fees	30,800.00	
<b>Total Income</b>	<b>\$443,950.80</b>	<b>\$379,722.99</b>
GROSS PROFIT	<b>\$443,950.80</b>	<b>\$379,722.99</b>
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	87,329.63	84,119.47
61030 Payroll Taxes	7,428.82	7,126.29
61040 Employee Health ins	11,397.00	9,391.06
61070 Employee Retirement	5,000.00	3,000.00
61080 Workers Comp	2,198.20	2,416.80
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>113,353.65</b>	<b>106,053.62</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	25,049.78	24,062.68
62012 Utilities - Other	1,497.63	685.50
<b>Total 62010 Utilities</b>	<b>26,547.41</b>	<b>24,748.18</b>
62020 Operating Supplies	5,296.86	1,577.74
62024 Repair and Maintenance		364.76
<b>Total 62020 Operating Supplies</b>	<b>5,296.86</b>	<b>1,942.50</b>
62030 Testing expense	1,862.00	2,759.86
62040 Office Supplies	914.73	1,558.26
62050 Postage, Mailing Service	2,381.51	2,475.95
62060 Legal	7,464.50	3,088.50
62070 Insurance		
62071 Insurance - Liability, D and O	753.82	205.50
62072 Property Insurance	6,467.68	5,948.02
<b>Total 62070 Insurance</b>	<b>7,221.50</b>	<b>6,153.52</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July 2020 - April 2021

	TOTAL	
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)
62080 Bookkeeping	7,046.20	7,137.20
62090 Directors Fees	1,280.00	1,200.00
62100 Vehicle Maintenance & Repair	1,948.76	1,340.54
62110 Education	315.00	
62114 Travel		1,882.54
62212 Conference, Convention, Meeting		1,035.00
<b>Total 62110 Education</b>	<b>315.00</b>	<b>2,917.54</b>
62120 Contract Labor		1,271.91
62130 Flexlease Svc Fee		950.00
62140 Auditing	1,500.00	630.00
62150 Backflow Expense	5,152.50	5,647.50
62160 Bank Charges		
62161 Bank Service Fees	902.05	815.02
62162 Merchant Services Proc Fee	4,769.68	3,458.53
<b>Total 62160 Bank Charges</b>	<b>5,671.73</b>	<b>4,273.55</b>
62170 Billing support	2,264.67	2,572.19
62180 Computer Software	89.94	114.98
62190 Dues & Subcriptions	2,177.47	1,879.70
62200 Fuel	1,142.97	1,338.49
62210 Printing and Copying	675.00	1,069.27
62220 Telephone, Telecommunications	4,635.82	4,697.12
62230 Refund	1,690.76	1,353.73
62240 HR Services		15.00
<b>Total 62000 OR-LB-31 Operations</b>	<b>87,279.33</b>	<b>81,135.49</b>
68001 Business Expenses Other		11.90
70000 Capital Outlay		
70100 System Improvements	22,415.30	30,238.67
<b>Total 70000 Capital Outlay</b>	<b>22,415.30</b>	<b>30,238.67</b>
80000 Interest Expense	20,743.86	17,858.04
Payroll Expenses		
Company Contributions		
Health Insurance		0.00
<b>Total Company Contributions</b>		<b>0.00</b>
<b>Total Payroll Expenses</b>		<b>0.00</b>
<b>Total Expenses</b>	<b>\$243,792.14</b>	<b>\$235,297.72</b>
<b>NET OPERATING INCOME</b>	<b>\$200,158.66</b>	<b>\$144,425.27</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July 2020 - April 2021

	TOTAL	
	JUL 2020 - APR 2021	JUL 2019 - APR 2020 (PY)
Other Income		
90300 Gain (Loss) on Sale		256,993.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$256,993.00</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$256,993.00</b>
NET INCOME	<b>\$200,158.66</b>	<b>\$401,418.27</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

April 2021

	TOTAL	
	APR 2021	APR 2020 (PY)
Income		
40500 Investments		
45050 Interest Income	276.01	869.71
<b>Total 40500 Investments</b>	<b>276.01</b>	<b>869.71</b>
40550 OR-LB-20 Water Income		
41100 Water	27,753.23	26,905.54
41200 Service Fees	1,080.00	0.00
41500 Debt Reduction Charge	2,802.26	2,852.10
<b>Total 40550 OR-LB-20 Water Income</b>	<b>31,635.49</b>	<b>29,757.64</b>
41600 System Development Fees	0.00	
<b>Total Income</b>	<b>\$31,911.50</b>	<b>\$30,627.35</b>
GROSS PROFIT	<b>\$31,911.50</b>	<b>\$30,627.35</b>
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	8,636.58	8,313.99
61030 Payroll Taxes	764.38	711.02
61040 Employee Health ins	1,139.70	930.72
61070 Employee Retirement	500.00	300.00
61080 Workers Comp	219.82	241.68
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>11,260.48</b>	<b>10,497.41</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,536.54	1,552.04
62012 Utilities - Other	500.46	44.00
<b>Total 62010 Utilities</b>	<b>2,037.00</b>	<b>1,596.04</b>
62020 Operating Supplies	76.97	21.95
62030 Testing expense		128.00
62040 Office Supplies	14.94	
62050 Postage, Mailing Service	531.11	207.20
62060 Legal	1,053.50	
62070 Insurance		
62071 Insurance - Liability, D and O	80.08	72.25
62072 Property Insurance	683.92	622.00
<b>Total 62070 Insurance</b>	<b>764.00</b>	<b>694.25</b>
62080 Bookkeeping	703.50	703.50
62140 Auditing		495.00

# Terrebonne Domestic Water District

## Profit and Loss Comparison

April 2021

	TOTAL	
	APR 2021	APR 2020 (PY)
62160 Bank Charges		
62161 Bank Service Fees	72.54	20.21
62162 Merchant Services Proc Fee	354.67	610.96
<b>Total 62160 Bank Charges</b>	<b>427.21</b>	<b>631.17</b>
62180 Computer Software	14.99	14.99
62200 Fuel	123.63	37.02
62220 Telephone, Telecommunications	435.38	441.64
62230 Refund	153.53	336.95
<b>Total 62000 OR-LB-31 Operations</b>	<b>6,335.76</b>	<b>5,307.71</b>
70000 Capital Outlay		
70100 System Improvements	185.60	7,019.68
<b>Total 70000 Capital Outlay</b>	<b>185.60</b>	<b>7,019.68</b>
<b>Total Expenses</b>	<b>\$17,781.84</b>	<b>\$22,824.80</b>
NET OPERATING INCOME	<b>\$14,129.66</b>	<b>\$7,802.55</b>
NET INCOME	<b>\$14,129.66</b>	<b>\$7,802.55</b>







% of Budget

29.69%

84.40%

206.14%

90.00%

0.00%

82.28%

85.83%

90.22%

86.23%

91.40%

89.00%

89.55%

91.87%

78.51%

96.80%

66.92%

148.70%

148.87%

177.18%

46.65%

28.14%

88.04%

148.29%

0.00%

88.87%

0.00%

5.77%

83.85%

0.25%

88.87%

78.29%

106.67%

97.44%

31.80%

0.00%

6.88%

0.00%

5.77%

83.85%

0.25%

148.29%

88.04%

28.14%

46.65%

177.18%

148.87%

66.92%

96.80%

78.51%

91.87%

89.55%

89.00%

91.40%

86.23%

90.22%

85.83%

82.28%

0.00%

90.00%

206.14%

84.40%

29.69%

11.21%

11.21%

150.04%

87.48%

244.18%

246.18%

246.18%

# Terrebonne Domestic Water District

Check Detail  
April 14 - May 11, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
04/20/2021	Expense		WEBPAYMENT GATEWAY SERVICES		R	-56.55
				GATEWAY SERVICES WEBPAYMENT GATEWAY SERVICES WEBPAYMENT		56.55
05/03/2021	Expense		MRC HNT PMNT PROC			-225.59
				MRC HNT PMNT PROC SETTLEMENT 5611 MRC HNT PMNT PROC SETTLEMENT 5611		225.59
05/05/2021	Expense		WEBPAYMENT GATEWAY SERVICES		C	-74.18
				GATEWAY SERVICES WEBPAYMENT GATEWAY SERVICES WEBPAYMENT		74.18
10200 First Interstate -3877- General						
04/15/2021	Tax Payment		OR Department of Revenue	Tax Payment for Period: 01/01/2021-03/31/2021 OR Statewide Transit Taxes	R	-26.76
						-26.76
04/15/2021	Check	2847			R	-47.78
				RETURNED DEPOSIT ITEM RETURNED DEPOSIT ITEM		-47.78
04/20/2021	Tax Payment		OR Department of Revenue	Tax Payment for Period: 01/01/2021-03/31/2021 OR Employment Taxes OR Employment Taxes OR Employment Taxes	R	-343.83
						-343.83
						-0.07
						-0.07
04/26/2021	Bill Payment (Check)	3124	LINN SEPTIC SERVICE			-420.00
						-420.00
04/26/2021	Bill Payment (Check)	3125	PACIFIC POWER			-
						1,536.54
						-
						1,536.54
04/26/2021	Bill Payment (Check)	3126	Terrebonne PUD, LLC			-62.00
						-62.00
04/30/2021	Check	3122	US POSTAL SERVICE	Hubdoc - 183628740 - INV3122 3122	C	-313.84
						313.84
04/30/2021	Expense		FIRST INTERSTATE BANK		R	-72.54
				SERVICE CHARGE SERVICE CHARGE		72.54
05/01/2021	Check	3127	RAYMOND JAMES	FBO: Daniel Bruce Acc# 299TV694		-250.00
						250.00
05/01/2021	Check	3128	EDWARD JONES	FBO - David Griffin		-250.00
						250.00
05/07/2021	Payroll Check	3139	Daniel J. Bruce	Pay Period: 05/01/2021-05/31/2021		-
				Gross Pay - This is not a legal pay stub		3,937.84
				Employer Taxes		5,128.96
				OR Statewide Transit Taxes		455.83
				OR Employment Taxes		5.13
				OR Income Tax		65.37
						331.40

# Terrebonne Domestic Water District

## Check Detail

April 14 - May 11, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Federal Unemployment (940)		0.00
				Federal Taxes (941/944)		1,245.05
05/07/2021	Payroll Check	3140	David B. Griffin	Pay Period: 05/01/2021-05/31/2021		-
				Gross Pay - This is not a legal pay stub		2,771.06
				Employer Taxes		3,507.62
				SDIC		308.62
				OR Statewide Transit Taxes		41.93
				OR Employment Taxes		3.47
				OR Income Tax		45.41
				Federal Unemployment (940)		249.41
				Federal Taxes (941/944)		0.00
						704.96
05/07/2021	Bill Payment (Check)	3129	MASTERCARD (MC)			-19.09
						-19.09
05/10/2021	Bill Payment (Check)	3130	AMERICAN BUSINESS SOFTWARE INC			-265.22
						-265.22
05/10/2021	Bill Payment (Check)	3131	COASTAL			-70.98
						-70.98
05/10/2021	Bill Payment (Check)	3132	JUSTIN BLOOM			-4.85
						-4.85
05/10/2021	Bill Payment (Check)	3133	MARION LEIGHTY			-30.21
						-30.21
05/10/2021	Bill Payment (Check)	3134	MASTERCARD			-14.99
						-14.99
05/10/2021	Bill Payment (Check)	3135	RANDY OLANO			-22.10
						-22.10
05/10/2021	Bill Payment (Check)	3136	REVEAL ACCOUNTING SOLUTIONS			-703.50
						-703.50
05/10/2021	Bill Payment (Check)	3137	SPECIAL DISTRICTS INSURANCE SERVICES			-
						1,139.70
						-
						1,139.70
05/10/2021	Bill Payment (Check)	3138	US CELLULAR			-77.32
						-77.32
05/11/2021	Bill Payment (Check)	3142	ALBERT & LAURI LIMON			-96.37
						-96.37

# Terrebonne Domestic Water District

## Check Detail

April 14 - May 11, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/11/2021	Bill Payment (Check)	3143	BEND BROADBAND			-159.91
						-159.91
05/11/2021	Bill Payment (Check)	3144	BI-MART			-18.56
						-18.56
05/11/2021	Bill Payment (Check)	3145	LOCAL GOVERNMENT LAW GROUP PC			-
						1,053.50
						-
						1,053.50
05/11/2021	Bill Payment (Check)	3146	MID COLUMBIA PRODUCERS, INC.			-123.63
						-123.63
05/11/2021	Bill Payment (Check)	3147	OREGON HEALTH AUTHORITY			-
						1,125.00
						-
						1,125.00
05/11/2021	Bill Payment (Check)	3148	REPUBLIC SERVICES #675			-18.46
						-18.46

## ORDINANCE NO. 21-01

# AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF SYSTEM DEVELOPMENT CHARGES FOR THE TERREBONNE DOMESTIC WATER DISTRICT; REPEALING RESOLUTION NO. 2007-03 FOR TERREBONNE DOMESTIC WATER DISTRICT

THE TERREBONNE DOMESTIC WATER DISTRICT DOES ORDAIN AS FOLLOWS:

### SECTION 1 PURPOSE

The purpose of the System Development Charge is to impose an equitable share of the public costs of Capital Improvements for water upon those Developments or redevelopments that create the need for or increase the demands on Terrebonne Domestic Water District ("District") Capital Improvements.

### SECTION 2 SCOPE

The System Development Charge imposed by this Ordinance is separate from, and in addition to, any applicable tax, assessment, fee in lieu of assessment, exaction, dedication, charge or fee otherwise provided by law or imposed as a condition of Development.

### SECTION 3 DEFINITIONS

For purposes of this Ordinance, the following mean:

1. Administrative Charge. The amount charged to each Development to cover the cost of developing the methodologies, providing an annual accounting or System Development Charge expenditures, implementation, and operational costs associated with the System Development Charge program.
2. Capital Improvements. Public facilities or assets used for:
  - a. Water supply, treatment and distribution;
  - b. Wastewater collection, transmission, treatment and disposal;
  - c. Drainage and flood control;
  - d. Transportation; or
  - e. Parks and recreation.

“Capital improvement” does not include costs of the operation or routine maintenance of Capital Improvement.

3. Development. The purpose of the System Development Charge is to impose an equitable share of the conversion of property to another use. Development includes, but is not limited to all improvements on a site, including buildings, other structures, parking and loading areas, landscaping, paved or graveled areas, improved open areas such as plazas and walkways, and areas devoted to exterior display, storage or activities, but does not include natural geologic forms or unimproved lands.
4. Improvement Fee. A fee for costs associated with Capital Improvements to be constructed after the date the fee is adopted pursuant to Section 4 of this Ordinance.
5. Owner. The Owner or Owners of record, title, or the purchaser or purchasers under a recorded sales agreement, and other persons having an interest of record in the described real property.
6. Parcel of Land. A lot, parcel, block, or other tract of land that is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision, or other Development ordinances.
7. Qualified Public Improvements. A Capital Improvement that is required as a condition of Development approval, identified in the plan adopted pursuant to Section 8 of this Ordinance; and either
  - a. Not located on or contiguous to property that is the subject of the Development approval; or
  - b. Located in whole or in part on or contiguous to property that is the subject of Development approval and required to be built larger or with greater capacity than is necessary for the particular Development project to which the Improvement Fee is related.

8. Reimbursement Fee. A fee for costs associated with Capital Improvements constructed or under construction on the date the fee is adopted pursuant to Section 4 of this Ordinance, for which the Board determines capacity exists.

9. System Development Charge.

a. A Reimbursement Fee, an Improvement Fee or a combination thereof assessed or collected at the time of increased usage of a Capital Improvement, at the time of issuance of a Development permit or building permit, or at the time of connection to the Capital Improvement.

b. The portion of a water system connection charge that is greater than the amount necessary to reimburse the District for its average cost of inspecting and installing connections with water facilities.

**SECTION 4 SYSTEM DEVELOPMENT CHARGE ESTABLISHED**

1. A System Development Charge shall be established and may be revised by resolution of the Board of Commissioners. The resolution shall set the amount of the charge, the type of charge, and, if the charge applies to a geographic area smaller than the entire District, the geographic area subject to the charge.
2. Unless otherwise exempted by the provisions of this Ordinance or other local or state law, a System Development Charge is hereby imposed upon all Development within the District, upon increased usage of a Capital Improvement, issuance of a Development permit or building permit, or connection to the Capital Improvement, and upon all Development outside the boundary of the District that connects to or otherwise uses District facilities.
3. An Administrative Charge associated with the cost of the District's System Development Charge program, including the periodic and on-going direct and indirect costs associated with complying with the requirement of state law and the cost of administering System Development Charges, may be established by Board resolution.



## **SECTION 5 METHODOLOGY**

1. The methodology for establishing or modifying a Reimbursement Fee shall promote the objective of future system users contributing no more than an equitable share of the cost of existing facilities.
2. The methodology used to establish or modify a Reimbursement Fee shall, where applicable, be based upon:
  - a. Rate-making principles employed to finance publicly owned Capital Improvements;
  - b. Prior contributions by existing users;
  - c. Gifts or grants from federal or state government or private persons;
  - d. The value of unused capacity available to future system users or the cost of the existing facilities; and
  - e. Other relevant factors identified by the Board.
3. The methodology used to establish or modify an Improvement Fee shall, where improvement plan adopted pursuant to Section 8 of this Ordinance that are needed to increase the capacity of the system to which the fee is related that will be required to serve the demands placed on the system by future users. The methodology shall be calculated to obtain the cost of Capital Improvements for the projected need for available system capacity for future system users.
4. The methodology used to establish or modify the Improvement Fee or the Reimbursement Fee, or both, shall be adopted by Board resolution.
5. The methodology used to establish or modify the Improvement Fee or the Reimbursement Fee shall not:
  - a. Include or incorporate a method or system under which the payment of the fee or the amount of the fee is determined by the number of employees of an employer without regard to new construction, new Development or new use of an existing structure by the employer;
  - b. Include or incorporate any method or system under which the payment of the fee or the amount of the fee is based on the number of individuals hired by the employer after a specified date; or

- c. Assume that costs are necessarily incurred for Capital Improvements when an employer hires an additional employee.
6. All methodology for establishing or modifying reimbursement or fees shall be available for public inspection.
7. A change in the amount of a Reimbursement Fee or an Improvement Fee is not a modification of the System Development Charge if the change in amount is based on a change in the cost of materials, labor or real property applied to the projects or project capacity as set forth in the plan adopted pursuant to Section 8 of this Ordinance; or the periodic application of one or more specific cost indexes or other periodic data sources.

A specific cost index or periodic data source must be:

- a. A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property, or a combination of the three;
  - b. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the System Development Charge methodology; and
  - c. Incorporated as part of the established methodology or identified and adopted in a separate District resolution or order.
8. A combination of a Reimbursement Fee and an Improvement Fee may be imposed if the methodology demonstrates that the charge is not based upon providing the same system capacity.

## **SECTION 6 AUTHORIZED EXPENDITURES**

1. Reimbursement Fees shall be spent only on Capital Improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.
2. Improvement Fees shall be spent only on capacity-increasing Capital Improvements, including expenditures relating to repayment of future debt for such improvements. An increase in system capacity occurs if a Capital Improvement increases the level of performance or service provided by existing facilities or provides new facilities.

The portion of the Capital Improvements funded by Improvement Fees must be related to the need for increased capacity to provide service for future users.

3. A Capital Improvement being funded wholly or in part from revenues derived from the Improvement Fee shall be included in the plan adopted by the District pursuant to Section 8 of this Ordinance.
4. Notwithstanding subsections (1) and (2) of this Section, System Development Charge revenues may be expended on the direct costs of complying with the provisions of this Ordinance, including the costs of developing System Development Charge methodologies and providing an annual accounting of System Development Charge expenditures.

### **SECTION 7 EXPENDITURE RESTRICTIONS**

1. System Development Charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other Capital Improvements
1. System Development Charges shall not be expended for costs of the operation or routine maintenance of Capital Improvements.

### **SECTION 8 IMPROVEMENT PLAN**

1. Prior to the establishment of a System Development Charge by Ordinance or resolution, the Board shall adopt a plan that:
  - a. Lists the Capital Improvements that may be funded, in whole or in part, with Improvement Fee revenues;
  - b. Includes the estimated cost and time of construction of each improvement, and the estimated percentage of that cost eligible to be funded with Improvement Fee revenue; and
  - c. Describes the process for modifying the plan.

1. The plan may incorporate by reference all or a portion of any Capital Improvement plan, public facilities plan, master plan, or other comparable plan that contains the information required by this Section.
  
3. The Board may modify the plan and list at any time. If a System Development Charge will be increased by a proposed modification of the list to include a capacity increasing Capital Improvement, the District shall provide at least thirty (30) days notice of the proposed plan modification to persons who have previously requested written notice under Section 15(2) of this Ordinance. A public hearing on such proposed plan modifications will be held if the District receives a written request for such a hearing within seven (7) days of the date the proposed modification is scheduled for adoption. If no such request is received within this time period, a hearing is not required, but may be held in the District's sole discretion.

### **SECTION 9 COLLECTION OF CHARGE**

1. The System Development Charge is payable upon: annexation; issuance of a building permit or a development permit for development not requiring the issuance of a building permit; or approval to connect to the water system.
2. If no building, development, or connection permit is required, the System Development Charge is payable at the time usage of the Capital Improvement is increased.
3. The applicant for a connection permit shall be required to state in writing the intended use of the building in sufficient detail to enable the District to determine the appropriate category of use. If the use of a building changes or if the stated use is incorrect, the occupant shall report the change of use to the District within 30 days and promptly pay any additional System Development Charge. If the applicant fails to report a correct statement of use or a change of use within 30 days or fails to pay the additional System Development Charge within 10 days after invoice, the occupant shall pay a penalty of **10%** of the balance due plus interest on the unpaid balance at the rate of **1.5%** per month.
4. The District shall not issue such permit or allow such connection until the charge has been paid in full, provision for installment payments have been made pursuant to Section 11 of this Ordinance, or an exemption is granted pursuant to Section 12 of this Ordinance.

5. If Development is commenced or connection is made to the water system without an appropriate permit, the System Development charge is immediately payable upon the earliest date that a permit was required and it will be unlawful for anyone to continue with the construction or associated use until the System Development Charge has been paid.

### **SECTION 10 DELINQUENT CHARGES; HEARING**

1. When, for any reason, the System Development Charge has not been paid, the District Manager shall report to the Board the amount of the uncollected charge, the description of the real property to which the charge is attributable, the date upon which the charge was due, and the name of the Owner.
2. The Board shall schedule a public hearing on the matter and direct that notice of the hearing be given to each Owner with a copy of the District Manager's report concerning the unpaid charge. Notice of the hearing shall be given either personally or by certified mail, return receipt requested, or by both personal and mailed notice, and by posting notice on the parcel at least 10 days before the date set for the hearing.
3. At the hearing, the Board may accept, reject, or modify the determination of the District Manager as set forth in the report. If the Board finds that a System Development Charge is unpaid and uncollected, it shall docket the unpaid and uncollected System Development Charge in the lien docket. Upon completion of the docketing, the District shall have a lien against the described land for the full amount of the unpaid charge, together with interest at the legal rate of **10 %** and with the District's actual cost of serving notice of the hearing on the Owners. The lien shall be enforceable in the manner provided in ORS chapter 223.

### **SECTION 11 INSTALLMENT PAYMENTS**

1. The Owner of a Parcel of Land subject to a System Development charge of over **\$19,250** may apply for payment in installments, to include interest at the legal rate of **10%** on the unpaid balance, in accordance with ORS 223.208. Payment may be over a period of less than ten (10) years, if so elected by the property Owner. Otherwise, System Development Charges are payable over a period of no less than 10, nor more than 30 years, in accordance with such terms as set by the District.

2. The District Manager shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.
3. An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the parcel and that applicant's property interest is adequate to secure payment of the lien.
4. The District Manager shall docket the lien, reporting the amount of the System Development Charge, the dates on which payments are due, the name of the Owner, and the description of the parcel. From that time, the District shall have a lien upon the described parcel for the amount of the System Development Charge, together with interest on the unpaid balance. The lien shall be enforceable in the manner provided in ORS Chapter 223.
5. The District Manager is authorized to cancel assessments of System Development Charges, without further Board action, where the new Development approved by the building permit is not constructed and the building permit is cancelled. Any System Development Charges paid to the District pursuant to the cancelled permit shall be refunded upon request of the applicant. Such refund will be in the amount paid at the time of the payment to the District, unadjusted for inflation.
6. For property that has been subject to a cancellation of assessed System Development Charges, any future installment payment contract shall be subject to the code provisions applicable to System Development Charges and installment payment contracts on file on the date the new contract is received by the District.

## **SECTION 12 EXEMPTIONS**

1. Structures and uses established and legally existing on or before the effective date of this Ordinance that are connected to the District's system are exempt from System Development Charges imposed hereunder, until the parcel is further developed and increases the parcel's or structure's use of one or more public improvement facilities.
2. An alteration, addition, replacement or change in use that does not increase a parcel's or structure's use of the District's system are exempt from all portions of the System Development Charge.

3. Terrebonne Domestic Water District projects are exempt from all System Development Charges.
4. The increased use of a transportation facility as a result of the production of marijuana on a property located in an exclusive farm use zone is exempt from System Development Charges imposed hereunder, until the parcel is further developed or the use changes.
5. The applicant bears the burden of requesting an exemption and demonstrating that a particular improvement qualifies for an exemption under this Section. An exemption request shall be filed in writing with the District Manager on or before the date a System Development Charge is otherwise due under Section 9 of this Ordinance, or is waived.

### **SECTION 13 CREDITS**

1. A System Development Charge shall be imposed when a change of use of a parcel or structure occurs, but credit shall be given for the computed System Development Charge to the extent that prior structures existed and services were established on or before the effective date of the Ordinance. The credit so computed shall not exceed the calculated System Development Charge. No refund shall be made on account of such credit.
2. A credit shall also be given for construction of a Qualified Public Improvement. The credit shall be only for the Improvement Fee charged for the type of improvement being constructed, and may be granted only for the cost of that portion of such improvement that exceeds the District's minimum standard facility size or capacity needed to serve that particular Development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this Section and the amount of the credit.
3. The request for credit shall:
  - a. Be filed in writing no later than 60 days after acceptance of the improvement by the District and prior to issuance of the first building permit for the Development in question;

- b. Identify the improvement for which the credit is sought
  - c. Explain how the improvement is a Qualified Public Improvement; and
  - d. Document, with credible evidence, the value of the improvement for which credit is sought.
4. The District may deny a credit if the application is not for a Qualified Public Improvement, as defined in this Ordinance.
  5. When the construction of a Qualified Public Improvement gives rise to a credit amount greater than the Improvement Fee that would otherwise be levied against the project receiving Development approval, the excess credit may be applied against Improvement Fees that accrue in subsection shall not prohibit the District from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a Capital Improvement not identified in the plan adopted pursuant to Section 8, or from providing a share of the cost of such improvement by other means, if the District so chooses such improvement by other means, if the District so chooses.
  6. Credit shall be used within ten (10) years from the date the credit is given or become void and of no value.

#### **SECTION 14 SEGREGATION AND USE OF REVENUE; AND ANNUAL ACCOUNTING**

1. All funds derived from the System Development Charge are to be segregated by accounting practices from all other funds of the District. The System Development Charge calculated and collected shall be used for no purpose other than those set forth in Section 6 of this for no purpose other than those set forth in Section 6 of this Ordinance.
2. The District shall complete an annual accounting by January 1st of each year for System Development Charges showing the total amount of System Development Charge revenues collected and the projects that were funded in the previous fiscal year. The annual accounting shall include a list of the amounts spent on each project funded, in whole or in part, with System Development Charge revenues, and the amount of revenue collected by the District from



3. System Development Charges and attributed to the cost of complying developing System Development Charge methodologies and providing with the provisions of this Ordinance, including the costs of annual accountings.

## **SECTION 15 REVIEW PROCEDURES**

### 1. Expenditure Review.

- a. Any citizen or other interested person may challenge an expenditure of Systems Development Charge revenues by filing a written appeal with the District describing with particularity the decision of the District, the expenditure which the person challenges, and the reasons the expenditure was allegedly incorrect. Such challenges must be filed within two (2) years of the expenditure.
- b. A hearing shall be held by the Board within sixty (60) days of the filing of the complaint. After providing notice to the challenger, the Board shall determine whether the expenditure was in accordance with this Ordinance and the applicable Oregon Revised Statutes, and may affirm, modify or overrule the decision. If the Board determines that there has been an improper expenditure of Systems Development Charge revenues, the Board shall direct that a sum equal to the misspent amount be deposited within one year to the credit of the account or fund from which it was spent.

### 2. Methodology Review.

- a. The District shall maintain a list of persons who have made written requests for notification prior to adoption or amendment of a methodology for any Systems Development Charge. Written notice shall be mailed to persons on the list at least ninety (90) days prior to the first hearing to establish or modify a Systems Development Charge, and the methodology supporting the System Development Charge shall be available at least sixty (60) days prior to the first

hearing. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the District.

- b. The District may periodically delete names from the list, but, at least thirty (30) days prior to removing a name from the list, must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.
- c. Legal action intended to contest the methodology used for calculating a Systems Development Charge may not be filed after sixty (60) days following adoption or modification of the Systems Development Charge Ordinance or resolution by the District.

(3) Other Review.

- a. Challenges of any other decisions required or permitted to be made by the District under this Ordinance or associated resolutions including, but not limited to, objections to the calculation of a System Development Charge must be filed in writing with the District office within twenty (20) days of the date of the decision. The appeal must describe with particularity the challenged District decision, and state:
  - 1. The name and address of the appellant;
  - 2. The nature of the calculation being appealed;
  - 3. The reason the calculation is incorrect; and
  - 4. What the correct determination of the appeal should be or how the correct calculation should be derived

A person who fails to file such a written challenge within the time permitted waives all objections, and any filed objections shall be dismissed.

- b. A hearing shall be held by the Board within sixty (60) days

of the filing of the complaint. After providing notice to the complainant, the Board shall determine whether the decision challenged is in accordance with this Ordinance and the applicable Oregon Revised Statutes, and may affirm, modify, or overrule the decision.

c. The Board must advise a person making written objection to a System Development Charge calculation of the review procedures provided by this Section.

3. Any legal action contesting a District decision issued after review under this Section or a decision to increase a System Development Charge by modifying the plan adopted pursuant to Section 8 of this Ordinance may be judicially reviewed only as provided in ORS 34.010 to 34.100.

### **SECTION 16 SEVERABILITY**

The sections and subsections of this Ordinance are severable. The invalidity of any one section or subsection shall not affect the validity of the remaining sections or subsections.

### **SECTION 17 PROHIBITED CONNECTION**

No person may increase usage of a Capital Improvement or connect to the water system of the District unless the appropriate System Development Charge has been paid, or an installment payment plan has been applied for and approved.

### **SECTION 17 REPEAL**

Resolution No. **2007-03** is hereby repealed in its entirety. Any and all resolutions adopted pursuant to Ordinance No. **20-01** shall remain in full force and effect pursuant to the authority granted the District in Ordinance No. **13-01** and this Ordinance, until specifically repealed or amended by resolution.

### **SECTION 17 PENALTY**

Violation of this Ordinance is punishable by a fine not to exceed **\$250.00** Each day that the violation continues shall constitute a separate and distinct violation.

**ADOPTED** this [redacted] day of June , 2021 by action of the Board of Commissioners. Terrebonne Domestic Water District

APPROVED BY:

\_\_\_\_\_  
President, Board of Commissioners

ATTEST

\_\_\_\_\_  
Secretary

# Terrebonne Domestic Water District

## Five Year Projection

This is a very "back of the envelope" look at what the next 5 years *could* give us

2021-22		
Income & Begin Balance+		\$1,162,500
Personnel Expenses	-	\$144,400
Materials and Services	-	\$120,000
Capital Expenditures	-	\$340,000
Debt Service	-	\$181,800
Remaining	=	\$376,300

2022-23		
Income & Begin Balance+		\$888,800
Personnel Expenses	-	\$150,000
Materials and Services	-	\$125,000
Capital Expenditures	-	\$250,000
Debt Service	-	\$165,000
Remaining	=	\$198,800

Final Debt Payment

2023-24		
Income & Begin Balance+		\$683,000
Personnel Expenses	-	\$155,000
Materials and Services	-	\$130,000
Capital Expenditures	-	\$250,000
Remaining	=	\$148,000

2024-25		
Income & Begin Balance+		\$640,000
Personnel Expenses	-	\$160,000
Materials and Services	-	\$135,000
Capital Expenditures	-	\$250,000
Remaining	=	\$95,000

2025-26		
Income & Begin Balance+		\$695,000
Personnel Expenses	-	\$165,000
Materials and Services	-	\$140,000
Capital Expenditures	-	\$250,000
Remaining	=	\$140,000

	Year 19-20	Year 20-21	Year 20-21	Year 21-22	
Resources	Final	Budget	Projected Final	Budget	
Beginning Balance	0	0	398397	650000	
Interest	12856	12000	4150	3000	Keeps Dropping
Water Fees	406526	435000	447000	455000	Reflects 2% Increase
Service Fees	4198	6000	17367	15000	
Backflow Fees	5310	5500	5300	5500	
Debt Service Fee	33567	34150	33665	34000	
Deposit Fees	0	2500	0	0	Removed
Sale of Assets	257000	0	0	0	
<b>Total</b>	<b>719457</b>	<b>495150</b>	<b>507482</b>	<b>512500</b>	
Personnel					
Payroll	100747	105000	104000	109000	Reflects 5%
Payroll Taxes	8459	9200	9075	9500	Reflects 5%
Employee Insurance	11503	14000	13668	15500	Reflects \$114 increase
Workmans Comp	3600	2800	2638	3000	
Employee Retirement	2900	6000	6000	7400	Raise Dan 1400 to 7%
<b>Total</b>	<b>127209</b>	<b>137000</b>	<b>135381</b>	<b>144400</b>	
Labor as % of Income	27.5%	27.7%	26.7%	28.2%	
Materials Services					
Utilities	29251	38000	31000	33000	
Operating Supplies	2220	3000	5216	5000	
Testing	2888	4000	1834	3000	
Office Supplies	1787	3500	1317	3000	
Postage	3389	3500	2930	3500	
Legal	3089	5000	9166	12000	May need More!
Insurance/Liability, D and O	7542	8400	8740	9200	No Increase
Bookkeeping	8544	9000	8536	9000	
Directors Comp	1200	1200	1200	1200	
Vehicle Maintenance/Repair	1475	2000	2000	1500	
Employee Education	2918	1000	0	500	
Contract Labor	3100	1500	0	3000	
Flexlease Fees	950	0	0	0	No longer Pay
Auditing	630	26000	26000	21000	1 audit and 1 review
Backflow Expense	5648	5500	5152	5500	
Bank Service Charges	5376	4000	7662	8000	Depends on charging payment fee
Billing Support	2694	1200	1900	2000	
Computer Software	145	500	500	500	
Dues and Subscriptions	3005	2000	2356	2500	
Fuel	1503	2000	1050	2000	
Printing and Copy	1503	0	675	0	This charge was in error
Telecommunications	1069	6000	5489	6000	
Deposit Refund	5473	2000	2100	2500	
HR Services	15	2000	0	2000	Do we need this?
Utilities Other	1000	1000	1350	2000	
Travel Expenses	0	2000	0	2000	
Board Conference Training	0	1600	0	1600	
Water Rights	781	5000	3500	25000	

<b>Total</b>	<b>97195</b>	<b>140900</b>	<b>126173</b>	<b>166500</b>	
<b>Mat&amp;Serv as % Income</b>	<b>13.5%</b>	<b>28.5%</b>	<b>24.9%</b>	<b>32.5%</b>	
<b>Income After Personnel &amp; MS</b>					
<b>Total Income</b>	<b>719457</b>	<b>495150</b>	<b>507482</b>	<b>512500</b>	
<b>Total Expenses</b>	<b>224404</b>	<b>277900</b>	<b>261554</b>	<b>310900</b>	
<b>Gross Income</b>	<b>495053</b>	<b>217250</b>	<b>245928</b>	<b>201600</b>	
<b>Capital Outlays</b>					
<b>Systems Improvements</b>	<b>48987</b>	<b>200000</b>	<b>20735</b>	<b>400000</b>	
<b>System Improve Sub</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Vehicle Purchase</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40000</b>	Truck
<b>Equipment Purchases</b>	<b>1195</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>50182</b>	<b>200000</b>	<b>20735</b>	<b>440000</b>	
<b>Debt Service</b>					
<b>Debt Service</b>	<b>97540</b>	<b>50675</b>	<b>50675</b>	<b>47800</b>	This reflects half
<b>Debt Service Extra</b>	<b>410462</b>	<b>181475</b>	<b>100000</b>	<b>134000</b>	payoff of loan
<b>Total</b>	<b>508002</b>	<b>232150</b>	<b>150675</b>	<b>181800</b>	
<b>Contingency</b>					
<b>Contingency</b>				<b>229800</b>	
<b>Total All Expenditures</b>	<b>274586</b>	<b>477900</b>	<b>282289</b>	<b>1162500</b>	Includes Contingency
<b>Net Income</b>	<b>444871</b>	<b>17250</b>	<b>225193</b>	<b>-650000</b>	
<b>Ending Net Cash Assets</b>			<b>490140</b>	<b>0</b>	
<b>SDC Fund</b>	<b>143731</b>	<b>166831</b>	<b>66831</b>	<b>0</b>	
<b>Debt Service Fund</b>	<b>15130</b>	<b>15130</b>	<b>15130</b>	<b>0</b>	
<b>Debt Service Reserve Fund</b>	<b>51489</b>	<b>51489</b>	<b>51489</b>	<b>0</b>	
<b>Total All Funds</b>	<b>210350</b>	<b>233450</b>	<b>623590</b>	<b>0</b>	

# Terrebonne Domestic Water District

## New Website Proposals

	Dan Mooney Marketing	Bend Creative Lab
<b>Cost to build website</b>	<b>\$1250</b> includes first year hosting	<b>\$500</b>
<b>Time to build website</b>	<b>Three Weeks</b>	<b>One Week</b>
<b>Hosting and Maintenance</b>	<b>\$350 Year</b>	<b>\$600 Year</b>
<b>Future changes to website</b>	<b>Free</b>	<b>Free</b>
<b>Upload to website as needed *</b>	<b>Free</b>	<b>Free</b>
<b>Yearly domain name fee **</b>	<b>Free</b>	<b>\$20</b>
<b>Yearly SSL Security Certification ***</b>	<b>Free</b>	<b>\$30</b>
<b>Semi Quarterly Reports</b>	<b>Free</b>	<b>Free as Requested</b>

\* We would be uploading information to the website monthly. This would include meeting notes, data sheets and any postings required for the month.

\*\* We would be obtaining a new domain name for our website. There is a yearly fee required.

\*\*\* A SSL certification assures you site is safe for use of credit payments. There is a yearly fee.

### Dan Mooney Marketing

<https://www.larkinvalleyranch.com/>

<https://www.retroridesbend.com/>

<https://www.406garage.com/>

<https://www.redmondindustrialpark.com/>

### Bend Creative Lab

<http://bidwell.org/>

<https://bendcreativelab.com/>

<https://demarcodesignandbuilding.com/>

<https://harrisconstruction.com/>





### Generator Service Proposal

To: DAN BRUCE  
 TERREBONNE WATER DISTRICT #112414  
 8300 5TH STREET  
 TERREBONNE, OR 97760  
 Phone: 541-548-2727  
 tdwd@bendbroadband.com

From: JOE WILSON  
 PACIFIC POWER GROUP, LLC  
 REDMOND, OR 97756  
 Cell: 360-624-0850  
 Office: 360-887-5934  
 jwilson@pacificpowergroup.com

Date: April 13, 2021

Quote #: 66442 Please reference Quote # on POs and all correspondence.

Quantity	Description	Price
1	GENERATOR REPAIR MFR: CUMMINS/ONAN MODEL: DGFB-4477738 SPEC #: L KW: 175 S/N: C000077844  QUOTE IS TO DRAIN COOLANT, REPLACE CYLINDER HEAD GASKET AND ALL OTHER GASKETS NEEDED TO REINSTALL HEAD. FLUSH SYSTEM WITH WATER, DRAIN AND REFILL WITH NEW COOLANT. REPLACE THE AIR FILTER AND TEST RUN UNIT TO CONFIRM REPAIR.  PARTS - \$1163.42 LABOR - \$3480.00 MILEAGE/TRAVEL - \$1050.00 S & E - \$341.61  NOTE: AS WE DO NOT KNOW THE CONDITION OF THE CYLINDER HEAD AT THIS TIME, THE MACHINING OF THE CYLINDER HEAD (IF NEEDED) WILL BE IN ADDITION TO THE QUOTED PRICE.	\$6,035.03

\*Unless itemized above, quoted price does not include tax.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

Contact for Service: \_\_\_\_\_ Phone: \_\_\_\_\_

This transaction is governed by and subject to the Terms and Conditions of Sale and Service (the "Terms and Conditions") of Pacific Power Group ("Seller") that are in effect as of the date of this quote. The Terms and Conditions are available online at [www.pacificpowergroup.com/terms](http://www.pacificpowergroup.com/terms), and they are incorporated in full by this reference and made a part of this transaction. Customer acknowledges that Customer has read the Terms and Conditions. By purchasing goods and/or services from Seller, Customer agrees to be bound by the Terms and Conditions that are set forth on Seller's website; Customer's payment for and acceptance of the products and/or services described in this quote will confirm Customer's acceptance of the Terms and Conditions. Upon Customer's request, Seller will provide Customer with a hard copy of the Terms and Conditions. This quote is valid for 30 days unless otherwise stated. Unless otherwise noted, services are quoted to be performed during normal business hours.



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 Lockbox 138324 POB 398324  
 San Francisco, CA 94139

PORTLAND OR BRANCH  
 4711 N BASIN AVE  
 PORTLAND, OR 97217-  
 (503)289-0900

<b>INVOICE NO</b>
<b>ESTIMATE</b>
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

TERREBONNE WATER DISTRICT  
 PO BOX 31  
 TERREBONNE, OR 97760-0080

DAN . - 503 522-6725

PAGE 1 OF 2

\*\*\* CCARD \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
15-APR-2021			6C8.3		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
5002837		14-APR-2021	45960605		DGFB
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
274122					45960605

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	LIST PRICE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	------------	--------

OSN/MSN/VIN

**COMPLAINT**

HEAD GASKET LEAKING.  
 LOCATION: TERREBONNE  
 CONTACT: DAN 503-522-6725  
 ESN: 45960605

**COVERAGE**

CUSTOMER BILLABLE

1	0	5579026	KIT,UPPER ENGINE GASKET	CECO	511.12	485.47	485.47
2	0	C891007GA ORDERED ITEM	P BL 1 S GN2 15W-40 3/1G 891007 P2-VALVOLINE	VALVOLINE	14.73	14.54	29.08

PARTS:	514.55
PARTS COVERAGE CREDIT:	0.00CR
TOTAL PARTS:	514.55
SURCHARGE TOTAL:	0.00
LABOR:	4,158.00
LABOR COVERAGE CREDIT:	0.00CR
TOTAL LABOR:	4,158.00
TRAVEL:	1,039.50
TRAVEL COVERAGE CREDIT:	0.00CR
TOTAL TRAVEL:	1,039.50
MISC.:	1,610.00
MISC. COVERAGE CREDIT:	0.00CR
TOTAL MISC.:	1,610.00
ELECTRONIC TOOLING FEE	50.00
HAZ WASTE DISPOSAL	100.00
SHOP SUPPLIES	150.00
ROAD MILEAGE	910.00
TECHNICIAN LODGING	400.00

Completion date : 15-Apr-2021 11:20AM. Estimate expires : 14-May-2021 11:20AM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 Lockbox 138324 POB 398324  
 San Francisco, CA 94139

PORTLAND OR BRANCH  
 4711 N BASIN AVE  
 PORTLAND, OR 97217-  
 (503)289-0900

<b>INVOICE NO</b>
<b>ESTIMATE</b>
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

TERREBONNE WATER DISTRICT  
 PO BOX 31  
 TERREBONNE, OR 97760-0080

DAN . - 503 522-6725

PAGE 2 OF 2

\*\*\* CCARD \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
15-APR-2021			6C8.3		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
5002837		14-APR-2021	45960605		DGFB
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
274122					45960605

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	LIST PRICE	UNIT PRICE	AMOUNT
OSN/MSN/VIN								
							STATE	0.00

You saved \$26.03 on your parts.

Completion date : 15-Apr-2021 11:20AM. Estimate expires : 14-May-2021 11:20AM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

SUB TOTAL:	7,322.05
TOTAL TAX:	0.00
<b>TOTAL AMOUNT: US \$</b>	<b>7,322.05</b>

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Dan Bruce

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**From:** Fruitts, Brandon <bfruits@wm.com>  
**Sent:** Monday, May 10, 2021 7:41 AM  
**To:** Tdwd@bendbroadband.com  
**Subject:** Generator bid

Good morning Dan.

I just wanted to shoot you over a bid for the head gasket job on on your generator. I will do the job for \$3700 that's my labor, travel,lodging etc. I'll inspect the block and head for reuse. I dont think it will be a problem. Let me know if you have any more questions?

Thanks.

Brandon Fruitts  
P.O. box 553  
Arlington OR. 97812  
541-314-1670

Sent from my Verizon, Samsung Galaxy smartphone

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**Recycling is a good thing. Please recycle any printed emails.**

# Terrebonne Domestic Water District

5-11-2021

- I have now have three bids on the generator repair. Prices range from \$7,322 to \$3,700. I also have found a backup generator locally for less than half the cost we have been quoted. We will also have to have an electrician come and wire in the temporary backup generator.
- I received a couple of calls from property owners in the area of the 1st street LID project. They had heard some rumors about what is going on and asked to know the facts. I explained what is going on and the both asked if it would be possible to have a meeting with all the land owners involved soon.

The LID is nearing completion... Jim Newton said we should see a final draft this week some time. Then I can review that and hopefully get the LID study finalized soon.

- I have spoken to our auditor and it looks like we may have the 2018 and 2019 financial reviews done by July. Then the can start on the 2020 audit. I will keep everyone posted as more info comes in.

## **First Interstate Bank**

\$39,901.79

## **LGIP**

Debt Reserve- \$51,675.76

General Savings- \$468,195.69

SDC Fund- \$66,903.53

Debt Service Fund- \$13,187.29

**Total-** \$599,962.27