



TERREBONNE DOMESTIC WATER DISTRICT

Terrebonne Domestic Water District

Public Board Meeting

April 12th, 2022

Note: As of January 1st, 2022 all TDWD public meetings will now be available on Zoom. Information on attending can be found on the TDWD web site.

The Regular Public Board Meeting was called to order at 6:31 pm on April 12th, with 3 directors present- Eric Fisher, Jim Wilhem and Bob Nupert Also present was District Manager Dan Bruce.

Public Comments: No members of the public present or on Zoom.

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

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

Treasurer's Report: The current financial report was reviewed by the board, (see report). Jim questioned why our backflow billing had not been posted to the Actual to Budget report. Dan believes it was posted to the Service Fee line and will need to be corrected. Also there were no dollars billed to the service line in february and Dan informed the board because he was at a meeting and ill during the billing period and those charges had not been posted. The board was concerned that this reflected a loss in income to the district and Dan assured the board it would make every effort to not let this happen again. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Bob. All in favor, motion passed. Eric requested an update on the districts standing as to Legal Services to date. It was reported that the district has presently spent about \$10,000 on a \$16,000 yearly projection.

Chairman's Report: Chairman reported that he is pleased that the district is moving forward in a good manner. Eric noted that he would like the board to consider expanding or realigning the interior space of the district office. Eric believes it would be an improvement to at least have a meeting space at the office.

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

RFP for Engineer: Dan noted that he is preparing a Request for Proposal (RFP) bid concerning an engineer. He noted that our lawyer is reviewing this process as we go forward to assure we are covering all bases. Dan noted that this will be a bid process and we will be able to pick the group that is the best fit for us. Once we have chosen an engineering service we do not have to put every project out to bid as they are considered professional services for our district.

New Employee: Dan noted that he has not been able to get the posting out for our new employee as of yet. Jim brought up the possibility that we may be able to hire a part time employee as compared to a full time employee. It was agreed that Dan and the district will be open to this but that will not be our focus as we look to fill this position. The district will also be open to a flexible schedule with a new employee if needed.

Business Discussed: Empty Board Seat: It was noted that the person we had scheduled to join our meeting this month, as a possible new board member, has chosen to not seek a board seat. The board will continue to seek a replacement for the empty board seat.

LID Project: The contracts for the LID project have gone out to affected properties and are due back on May 6th. Dan informed the board that he had received a public information request from a lawyer concerning the LID. Dan has been in contact with our lawyer and is moving forward with the request as directed by our lawyer. Dan noted that we will need to update our policy on fees for information requests (Resolution 2010-1) as our policy is currently outdated.(38). After some discussion it was agreed that the district would be making contact with any property owner that has not responded to the contract before the cut off date.

District Property for Sale: Dan presented the board with several options concerning the sale of the district's property for sale. The county has informed us, *in an unofficial format*, (see note from county) that if someone applies for a building permit on the property they most likely will issue one. On the other hand this problem could be corrected with a \$1,600 fee (maybe) or a fee of \$7,000 (for sure). We could also just discount the property to cover any fees the buyer may incur. It was agreed that the district would lower the asking price of the property to \$114,999 and we would agree to pay half of any costs incurred in procuring a building permit.

Non-Remonstrance Agreement: Jim made a motion to approve the Non-Remonstrance Agreement between the District and Doug and Paula Nash, as presented, and authorize Dan Bruce to sign and have it notarized on the District's behalf, second by Bob. All in favor, motion passed.(see agreement)

Legal Representation: Eric suggested that the District seek out litigation council in case any of our current projects will require litigation. It was agreed that Dan would talk to our lawyer to seek guidance in this matter.

Hiring Procedures: Eric informed the district that he is still working on the district's new hiring procedures he has been working on. We are still looking for some input from the SDAO to help us with this project.

Large Customer Bill: Dan informed the board that he has been in contact with a customer that had a very large water bill. This customer had a leak in their line that resulted in 40,000 cubic foot usage reading and a \$1,400 bill. At this point the customer has not contacted the board for consideration of their bill.

Next Regular Board Meeting: May 10th, 2022 @ 6:30pm @ District office or via Zoom as required.

Meeting Adjourned: 7:48 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points