

Terrebonne Domestic Water District

Agenda for Public Board Meeting

April 12th, 2022

Regular public board meetings of the Terrebonne Domestic Water District are held at 6:30 PM at the Terrebonne Fire Station 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 council are asked to fill out a form stating the subject and the members address. The speaker will be given 3 minutes to speak. Speakers will be asked to state their name and address at the beginning of their 3 minutes.

Minutes of Last Board Meeting: Secretary Jim Wilhelm will read minutes from last meeting.

Treasurer's Report: Treasurer will read treasurer's report.

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

Water Manager's Report:

Business to be Discussed:

- 1- Empty board member seat.
- 2- LID Project
- 3- District Property for Sale

Next Regular Board Meeting:

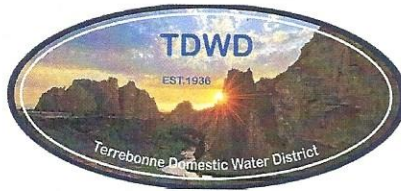
In accordance with Oregon Open Meeting laws, all meetings of the Terrebonne Domestic Water District, exempting some executive meetings, are open to the public. In addition to this all records of meetings and financial dealings are available for inspection. See Resolution 2014-01 for details.

<https://us02web.zoom.us/j/81168475628?pwd=NXJkTGpxLzJKNkM5aW41RGJLeGg5QT09>

Meeting ID: 811 6847 5628 Passcode: 010631

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Terrebonne Domestic Water District

Public Board Meeting

March 10th, 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 3:00 pm on March 10th, with 3 directors present- Eric Fisher, Jim Wilhem and Bob Nupert Also present was District Manager Dan Bruce. Art Tassie entered the meeting late.

Note: This meeting was originally scheduled for March 8th, 2022 but was delayed until March 10 due to the lack of a quarm.

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

Minutes: Minutes for the February 15th public board meeting, February 24th special public board meeting and the February 24 executive 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 made a motion that the board accept the financial report and the checks as presented, seconded by Bob. All in favor, motion passed. Jim noted that the way our P&L was looking for the year to date, we are doing well with staying within our budgeted numbers. Eric noted that we may have to review our compensation packages again next year as the cost of labor is up again this year.

Chairman's Report: Eric noted that he had heard from Art and that he was going to tender his resignation. Jim noted that he had spoken to Art this morning and that he had changed his mind and would serve out his term. At this point Art was able to join the meeting. Eric suggested that we consider changing some of our board members positions due to Art's being unable to complete the financial officers duties. Art told the board that he was ok with stepping down from his position at this point. Jim made a motion to install Bob as the treasure of the district. Second by Art. All in favor. Motion passed.

Eric updated the board on our efforts to establish procedures for hiring new employees. Eric has talked to other board members and has reviewed some local public entities to get some suggested procedures. Eric will be contacting SDOA to see if they have more info for us. Eric's goal is to have our procedures available soon and to keep this info to about 2 pages.

District Manager's Report: Dan presented his report to the board. (see report). Dan presented the Open Action Points to the board. (see action points)

Hwy 97 Project: Dan has been in contact with the state and the project is moving forward. We will not be able to tag our engineering in with the state because it is just not done. The project will be moving forward in 2023. Dan is working on the bid process now.

Master Plan: Because of all the other projects we are in the middle of this item has been put on the back burner. Jim asked if we are required to have a master plan. Dan said that yes we are but it is not a big problem and he will start working on finishing it up soon. Dan noted that he would like to set up a relationship with a civil engineer to handle our engineering projects. We have worked with Hickman Williams in the past and Dan would like to use them. Dan would set up an RFP (request for proposal) with an engineer.

Trailer Park Memo: This will be going out soon.

Meeting Place: Dan has been unable to get a response on this item. Eric noted there have been some changes in this department and the situation has changed.

Meeting on Website: We are unable to do this. Eric noted we may be able to put them on YouTube but we are under no obligation to do that at this time.

Audit Companies: Dan has been unable to move forward on this item but he does have a contact that may be able to help us in this area.

Sewer System: Dan noted that he is getting some mixed messages from the county concerning the proposed sewer system. Dan noted that since the district office is in the phase 1 area it could cost the district money to hook into the system. It was noted that the district does not have an official opinion on this project at this time.

Business Discussed: Empty board Seat: Several board members noted that they will continue our effort to fill the board seat. We have not had any members of the public step forward for this position at this time.

Employee Recruitment: The board reviewed the wage rate proposal for the district's second employee. Eric suggested that we change the words "Total Compensation" to "Total Take Home" to make this more clear. The board and Dan both agreed that the 10 steps would be a good tool with our employees. Jim made a motion that the district accept the proposed wage rates with the change in the words total compensation to total take home, second by Bob. all in favor, motion passed.

LID Project: Dan is in the process of making some changes to the contract that are to be sent to the well owners. Our lawyer sent a contract over to Dan but we are needing to make a few changes before they go out. As soon as this is done Dan will mail out the contracts to those that need them. Dan noted that May 6th will be the return date for the contracts.

District Property for Sale: Dan noted that the contract for the sale of district's property has expired. A new contract has been forwarded to our agent and the board has assigned Bob to be the person of contract. Dan noted that our lawyer is still looking into the procedures we need to

follow to get the lot approved for building. It looks like our cost may not be as high as we expected. It was also pointed out that with new state legislation the lot may now be allowed to have a manufactured home placed on the lot. Eric suggested that we get this approved by the county before we note this for prospective buyers.

Drilling Wells in the District: Bob questioned why land owners are allowed to drill wells within our district and how do we stop it. It was explained that we as a district are having to deal with 2 different entities, the state and the county. The Water Resources Board (state) is in control of all wells drilled in the state, the county controls, or regulates how building permits are issued and how that relates to where water is coming from. This is an ongoing problem and we just need to be aware of any wells being drilled in our district.

Board Members Elections: Jim brought up a concern about Eric and Bob needing to be in the May election. Eric said he would contact the county to find out what our standing is. Dan noted that the deadline to get on the ballot was today and that the election is May 17th.

Next Regular Board Meeting: April 12th, 2022 @ 6:30pm @ District office or via Zoom as required.

Meeting Adjourned: 4:06 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points

Management Report

Terrebonne Domestic Water District
For the period ended March 31, 2022

Prepared on

April 12, 2022

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Profit and Loss

March 2022

	Total
INCOME	
40500 Investments	
45050 Interest Income	243.82
Total 40500 Investments	243.82
40550 OR-LB-20 Water Income	
41100 Water	25,308.68
41200 Service Fees	1,404.15
41500 Debt Reduction Charge	2,841.59
Total 40550 OR-LB-20 Water Income	29,554.42
41600 System Development Fees	7,700.00
Total Income	37,498.24
GROSS PROFIT	
	37,498.24
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	10,696.00
61030 Payroll Taxes	946.69
61040 Employee Health ins	1,246.21
61070 Employee Retirement	1,011.70
61080 Workers Comp	206.11
Total 61000 OR-LB- 30 Personnel Services	14,106.71
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,562.91
62012 Utilities - Other	340.97
Total 62010 Utilities	1,903.88
62020 Operating Supplies	309.29
62030 Testing expense	222.00
62070 Insurance	
62071 Insurance - Liability, D and O	89.00
62072 Property Insurance	763.58
Total 62070 Insurance	852.58
62080 Bookkeeping	703.50
62100 Vehicle Maintenance & Repair	154.98
62110 Education	
62114 Travel	59.44
Total 62110 Education	59.44
62160 Bank Charges	
62161 Bank Service Fees	104.02
62162 Merchant Services Proc Fee	417.88
Total 62160 Bank Charges	521.90
62170 Billing support	46.95
62180 Computer Software	14.99

	Total
62220 Telephone, Telecommunications	456.34
62230 Refund	139.50
Total 62000 OR-LB-31 Operations	5,385.35
Total Expenses	19,492.06
NET OPERATING INCOME	18,006.18
NET INCOME	\$18,006.18

Balance Sheet

As of March 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	28,100.95
10200 First Interstate -3877- General	35,680.13
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	51,921.64
10520 LGIP Investment Fund #5534	440,161.54
10530 LGIP - SDC Fund #6271	67,221.87
15340 LGIP Deposit Fund #6272	13,250.04
Total 10500 LGIP Investments	572,555.09
Total Bank Accounts	636,336.17
Other Current Assets	
11500 Water Bills Receivable	16,431.32
14000 Inventory	6,451.05
14200 Prepaid Expenses	8,291.62
Total Other Current Assets	31,173.99
Total Current Assets	667,510.16
Fixed Assets	
15000 Equipment	85,813.68
15100 Water System	3,551,904.10
15200 Water Rights Asset	77,553.00
15300 Land	35,512.00
15400 Easements & Permits	2,800.00
15900 Accumulated Depreciation	-1,225,589.75
Total Fixed Assets	2,527,993.03
TOTAL ASSETS	\$3,195,503.19
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,900.43
Total Accounts Payable	1,900.43
Other Current Liabilities	
24000 Payroll Liabilities	0.00
OR Employment Taxes	410.59
OR Statewide Transit Taxes	31.56
SDIC	83.86
Total 24000 Payroll Liabilities	526.01
24300 Payroll payable	1,918.62
25000 Customer deposits payable	34,588.65

	Total
Total Other Current Liabilities	37,033.28
Total Current Liabilities	38,933.71
Long-Term Liabilities	
27000 N/P - USDA/RD	122,561.22
Total Long-Term Liabilities	122,561.22
Total Liabilities	161,494.93
Equity	
32000 Retained Earnings S	977,391.31
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Income	156,465.80
Total Equity	3,034,008.26
TOTAL LIABILITIES AND EQUITY	\$3,195,503.19

Terrebonne Domestic Water District

Profit and Loss YTD Comparison

March 2022

	TOTAL	
	MAR 2022	JUL 2021 - MAR 2022 (YTD)
Income		
40500 Investments		
45050 Interest Income	243.82	1,997.04
Total 40500 Investments	243.82	1,997.04
40550 OR-LB-20 Water Income		
41100 Water	25,308.68	341,298.08
41200 Service Fees	1,404.15	15,950.82
41500 Debt Reduction Charge	2,841.59	25,646.64
Total 40550 OR-LB-20 Water Income	29,554.42	382,895.54
41600 System Development Fees	7,700.00	15,400.00
Total Income	\$37,498.24	\$400,292.58
GROSS PROFIT	\$37,498.24	\$400,292.58
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	10,696.00	97,549.10
61030 Payroll Taxes	946.69	8,356.20
61040 Employee Health ins	1,246.21	10,922.38
61070 Employee Retirement	1,011.70	9,105.30
61080 Workers Comp	206.11	1,854.99
Total 61000 OR-LB- 30 Personnel Services	14,106.71	127,787.97
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,562.91	23,137.14
62012 Utilities - Other	340.97	2,520.53
Total 62010 Utilities	1,903.88	25,657.67
62015 Rent, Parking		100.00
62020 Operating Supplies	309.29	2,692.56
62024 Repair and Maintenance		30.30
Total 62020 Operating Supplies	309.29	2,722.86
62030 Testing expense	222.00	1,834.00
62040 Office Supplies		1,797.04
62050 Postage, Mailing Service		1,785.19
62060 Legal		9,677.50
62070 Insurance		
62071 Insurance - Liability, D and O	89.00	747.48
62072 Property Insurance	763.58	6,394.26
Total 62070 Insurance	852.58	7,141.74
62080 Bookkeeping	703.50	6,360.51
62090 Directors Fees		960.00

Terrebonne Domestic Water District

Profit and Loss YTD Comparison

March 2022

	TOTAL	
	MAR 2022	JUL 2021 - MAR 2022 (YTD)
62100 Vehicle Maintenance & Repair	154.98	397.30
62110 Education		465.00
62114 Travel	59.44	782.79
Total 62110 Education	59.44	1,247.79
62150 Backflow Expense		5,355.00
62160 Bank Charges		
62161 Bank Service Fees	104.02	734.61
62162 Merchant Services Proc Fee	417.88	4,268.89
Total 62160 Bank Charges	521.90	5,003.50
62170 Billing support	46.95	780.64
62180 Computer Software	14.99	1,309.64
62190 Dues & Subscriptions		1,162.53
62200 Fuel		305.69
62210 Printing and Copying		1,381.44
62220 Telephone, Telecommunications	456.34	4,045.61
62230 Refund	139.50	1,203.19
Total 62000 OR-LB-31 Operations	5,385.35	80,228.84
70000 Capital Outlay		
70100 System Improvements		34,137.22
Total 70000 Capital Outlay		34,137.22
80000 Interest Expense		1,672.75
Total Expenses	\$19,492.06	\$243,826.78
NET OPERATING INCOME	\$18,006.18	\$156,465.80
NET INCOME	\$18,006.18	\$156,465.80

Terrebonne Domestic Water District

Profit and Loss Comparison

July 1, 2021 - April 12, 2022

	TOTAL	
	JUL 1, 2021 - APR 12, 2022	JUL 1, 2020 - APR 12, 2021 (PY)
Income		
40500 Investments		
45050 Interest Income	1,997.04	3,274.60
Total 40500 Investments	1,997.04	3,274.60
40550 OR-LB-20 Water Income		
41100 Water	358,367.02	343,603.36
41200 Service Fees	15,950.82	11,290.77
41300 Backflow Fees		4,950.00
41500 Debt Reduction Charge	25,646.64	25,290.77
Total 40550 OR-LB-20 Water Income	399,964.48	385,134.90
41600 System Development Fees	15,400.00	30,800.00
Total Income	\$417,361.52	\$419,209.50
GROSS PROFIT	\$417,361.52	\$419,209.50
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	108,245.10	87,329.63
61030 Payroll Taxes	9,302.90	7,428.89
61040 Employee Health ins	12,168.59	11,019.63
61070 Employee Retirement	10,117.00	5,000.00
61080 Workers Comp	1,854.99	1,978.38
Total 61000 OR-LB- 30 Personnel Services	141,688.58	112,756.53
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	23,137.14	23,513.24
62012 Utilities - Other	2,520.53	1,417.17
Total 62010 Utilities	25,657.67	24,930.41
62015 Rent, Parking	100.00	
62020 Operating Supplies	2,692.56	5,225.88
62024 Repair and Maintenance	30.30	
Total 62020 Operating Supplies	2,722.86	5,225.88
62030 Testing expense	1,834.00	1,862.00
62040 Office Supplies	1,797.04	914.73
62050 Postage, Mailing Service	1,981.21	2,067.67
62060 Legal	9,677.50	6,411.00
62070 Insurance		
62071 Insurance - Liability, D and O	747.48	673.74
62072 Property Insurance	6,394.26	5,783.76
Total 62070 Insurance	7,141.74	6,457.50
62080 Bookkeeping	6,360.51	6,342.70

Terrebonne Domestic Water District

Profit and Loss Comparison

July 1, 2021 - April 12, 2022

	TOTAL	
	JUL 1, 2021 - APR 12, 2022	JUL 1, 2020 - APR 12, 2021 (PY)
62090 Directors Fees	960.00	1,280.00
62100 Vehicle Maintenance & Repair	397.30	1,948.76
62110 Education	465.00	315.00
62114 Travel	782.79	
Total 62110 Education	1,247.79	315.00
62140 Auditing		1,500.00
62150 Backflow Expense	5,355.00	5,152.50
62160 Bank Charges		
62161 Bank Service Fees	734.61	829.51
62162 Merchant Services Proc Fee	4,429.39	4,713.13
Total 62160 Bank Charges	5,164.00	5,542.64
62170 Billing support	840.59	2,264.67
62180 Computer Software	1,309.64	372.30
62190 Dues & Subscriptions	1,162.53	2,177.47
62200 Fuel	305.69	1,019.34
62210 Printing and Copying	1,381.44	675.00
62220 Telephone, Telecommunications	4,257.31	4,398.59
62230 Refund	1,203.19	1,537.23
Total 62000 OR-LB-31 Operations	80,857.01	82,395.39
70000 Capital Outlay		
70100 System Improvements	34,137.22	22,415.30
Total 70000 Capital Outlay	34,137.22	22,415.30
80000 Interest Expense	1,672.75	22,289.64
Total Expenses	\$258,355.56	\$239,856.86
NET OPERATING INCOME	\$159,005.96	\$179,352.64
NET INCOME	\$159,005.96	\$179,352.64

Terrebonne Domestic Water District

Check Detail

March 9 - April 12, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
04/01/2022	Expense		MRCHNT PMNT PROC		C	-83.20
				MRCHNT PMNT PROC SETTLEMENT 5611 MRCHNT PMNT PROC SETTLEMENT 5611		83.20
04/05/2022	Expense		WEBPAYMENT GATEWAY SERVICES		C	-77.30
				GATEWAY SERVICES WEBPAYMENT GATEWAY SERVICES WEBPAYMENT		77.30
10200 First Interstate -3877- General						
03/11/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 03/05/2022-03/08/2022 OR Income Tax	R	-727.91
						-727.91
03/11/2022	Tax Payment		IRS	Tax Payment for Period: 03/05/2022-03/08/2022	R	-
				Federal Taxes (941/944)		2,478.61
						-
						2,478.61
03/15/2022	Expense		FIRST INTERSTATE BANK		R	-104.02
				SERVICE CHARGES FEBRUARY 2022 SERVICE CHARGES FEBRUARY 2022		104.02
03/31/2022	Bill Payment (Check)	3417	Daniel James Dubisar			-64.25
						-64.25
03/31/2022	Bill Payment (Check)	3418	Dawn Hammack			-75.25
						-75.25
03/31/2022	Bill Payment (Check)	3419	ED STAUB & SONS PETROLEUM			-95.08
						-95.08
03/31/2022	Bill Payment (Check)	3420	PACIFIC POWER			-
						1,562.91
						-
						1,562.91
03/31/2022	Bill Payment (Check)	3421	Terrebonne PUD, LLC			-65.00
						-65.00
03/31/2022	Bill Payment (Check)	3422	US CELLULAR			-74.44
						-74.44
04/01/2022	Check	3423	RAYMOND JAMES	FBO: Daniel Bruce Acc# 809F4693		-583.30
						583.30
04/01/2022	Check	3424	EDWARD JONES	FBO - David Griffin		-428.40
						428.40
04/06/2022	Check	3416	US POSTAL SERVICE		C	-196.02
				CHECK 3416 CHECK		196.02
04/07/2022	Payroll Check	3439	David B. Griffin	Pay Period: 04/01/2022-04/30/2022		-
						3,240.54

Terrebonne Domestic Water District

Check Detail

March 9 - April 12, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Gross Pay - This is not a legal pay stub		4,284.00
				Employer Taxes		377.32
				SDIC		41.93
				Edward Jones 401K		128.64
				OR Statewide Transit Taxes		4.11
				OR Employment Taxes		54.72
				OR Income Tax		299.00
				Federal Unemployment (940)		0.00
				Federal Taxes (941/944)		892.38
04/07/2022	Payroll Check	3438	Daniel J. Bruce	Pay Period: 04/01/2022-04/30/2022		-
				Gross Pay - This is not a legal pay stub		4,704.06
				Employer Taxes		6,412.00
				Raymond James 401K		569.38
				OR Statewide Transit Taxes		174.99
				OR Employment Taxes		6.41
				OR Income Tax		80.76
				Federal Unemployment (940)		428.91
				Federal Taxes (941/944)		0.00
						1,586.25
04/12/2022	Bill Payment (Check)	3425	AMERICAN BUSINESS SOFTWARE INC			-59.95
						-59.95
04/12/2022	Bill Payment (Check)	3426	BEND BROADBAND			-164.20
						-164.20
04/12/2022	Bill Payment (Check)	3427	CENTRTEL TELEPHONE ANSWERING SERVICE			-211.70
						-211.70
04/12/2022	Bill Payment (Check)	3428	ED STAUB & SONS PETROLEUM			-257.51
						-257.51
04/12/2022	Bill Payment (Check)	3429	EDGE ANALYTICAL INC			-222.00
						-222.00
04/12/2022	Bill Payment (Check)	3430	LES SCHWAB TIRE CENTER			-154.98
						-154.98
04/12/2022	Bill Payment (Check)	3431	MASTERCARD (FIB) #2575			-365.84
						-365.84
04/12/2022	Bill Payment (Check)	3432	MASTERCARD (FIB) #2583			-17.88
						-17.88
04/12/2022	Bill Payment (Check)	3433	REPUBLIC SERVICES #675			-18.46
						-18.46
04/12/2022	Bill Payment (Check)	3434	REVEAL ACCOUNTING SOLUTIONS			-703.50

Terrebonne Domestic Water District

Check Detail

March 9 - April 12, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-703.50
04/12/2022	Bill Payment (Check)	3435	SPECIAL DISTRICTS INSURANCE SERVICES			-
						1,246.21
						-
						1,246.21
04/12/2022	Check	3436	RAYMOND JAMES	Account # 809F4693		-174.99
						-174.99
04/12/2022	Check	3437	EDWARD JONES	ER contribution		-128.64
						-128.64

Terrebonne Domestic Water District

4-12-2022

- The RFP for an engineer is almost complete. Our attorney went over what we were wanting and has put together an RFP for us. She was very helpful in doing so and took the risk out of me doing all by myself. I have a draft I will share for you all to look at.
- With all this LID work happening I have not been able to get the job posting out yet but have plans to get it out by the end of the week. I have spoken to everyone I will be posting it through and once I finalize the job description I will post it ASAP.

First Interstate Bank

\$83,347.55

LGIP

4845 - TERREBONNE WATER DISTRICT/DEBT SERVICE

Subtotal \$51,921.64

5534 - TERREBONNE WATER DISTRICT

Subtotal \$440,161.54

6271 - SDC Fund

Subtotal \$67,221.87

6272 - Deposit Fund

Subtotal \$13,250.04

Grand total \$572,555.09