

Terrebonne Domestic Water District

Agenda for Public Board Meeting

July 12th, 2022

Regular public board meetings of the Terrebonne Domestic Water District are held at 6:30 PM on the second Tuesday of each month at the Terrebonne Grange Hall 8286 11th street, Terrebonne, OR and via Zoom Meeting. 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- Board compensation
- 3- Snowbird rate
- 4- Resolution 2010-01 (Fees and Charges for Information requests)
- 5- Trailer Park Meter
- 6- Hiring Procedures

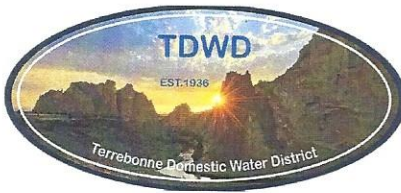
Next Regular Board Meeting:

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/87679070069?pwd=bDd5RVByUkpjYVhtclVpVUNwcUU0Zz09>

Meeting ID: 876 7907 0069 Passcode: 614846



Terrebonne Domestic Water District

First Public Budget Meeting 2022/23

June 7th, 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 Second Public Budget Meeting for fiscal year 2022/23 was called to order at 6:06pm on June 7th, with 3 directors present, Eric Fisher (via phone), Jim Wilhem and Bob Nupert. Also present was District Manager Dan Bruce.

Agenda: Jim agreed to run this meeting because Eric was unable to attend in person. Jim noted that this budget meeting would only be about the district's budget for 2022/23, and that any comments or suggestions from the board or the public should confine itself to the budget.

Budget 2022/23: The board was presented with the proposed budget for fiscal year 2022/23. Jim reviewed the budget with the board and explained every number that may be in question. Bob wanted to know if the district could pay off the outstanding loan dollars early. It was agreed that this item would be presented at our regular public board meeting for consideration. Bob questioned if the fees the district charges are too high. It was explained to Bob that the district has done an analysis of water rates for Central and Eastern Oregon and had found that they are about average for the area.

There were no other questions or comments on the budget.

It was noted that there would be a second budget meeting to allow more discussion and to set payroll rates for the new budget year.

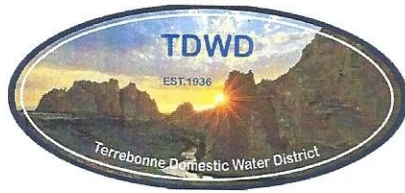
Second Budget Meeting 2022/23: June 14th, 2022 @ 6:00pm @ Terrebonne Grange Hall

Next Regular Board Meeting: June 14th, 2022 @ 6:30pm @ Terrebonne Grange Hall

Executive Session: June 14th, 2022 (when required) @ Terrebonne Grange Hall

Meeting Adjourned: 6:29 pm

Submitted By: Jim Wilhelm
Secretary TDWD



Terrebonne Domestic Water District

Second Public Budget Meeting 2022/23

June 14th, 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 Second Public Budget Meeting for fiscal year 2022/23 was **called to order** at 6:00 pm on June 14th, with 3 directors present, Eric Fisher, Jim Wilhem and Bob Nupert Also present was District Manager Dan Bruce and multiple members of the public.

Agenda: Eric noted that this budget meeting would only be about the district's budget for 2022/23, and that any comments or suggestions from the board or the public should confine itself to the budget.

Budget 2022/23: Jim noted that he would like to make a change to the water income line of the budget. He noted that the district's sales from the previous month have been soft and the current month is not looking any better. The income number was changed from to \$680,000. A question was raised by the public concerning the increase in the Legal line of the budget. It was explained that the district has had increasing contact with counsel concerning contracts and the LID.

A question was raised by the public questioning the Backflow line as an expense line. It was noted that this is the district cost to have backflow valves checked in the district. It was also noted that there was a corresponding income line that reflected the district's income from property owners paying for this service.

It was questioned why if the cost is \$22.50 to check backflow valves and the district has 600 customers the backflow line only shows \$5,500. Dan explained that not all customers had or needed a backflow valve and that some customers contracted out their backflow tests. About 250 customers are now having the district test a backflow valve.

A question was raised by the public to explain why the budget shows a change for \$45,000 for audits when the preceding years were very low. It was explained that our district, and many others in the state of Oregon, are having trouble getting audits done in a timely manner. Our district is currently short 3 audits. This is a result of very few auditors doing municipal audits and those few auditors being short handed. The board is aware of this problem and is working to

correct it. The large number on the budget reflects a total of 4 audits to be done by the end of the 2022/23 budget year.

A member of the public wanted the \$25,000 water rights explained. Dan explained that maintaining water rights for the district is an ongoing project as it is for all water districts. Water rights must be updated, maintained and sometimes moved from one well to another. The district is constantly monitoring its water usage and its water rights to assure adequate water for the district. This number in the budget is a "best guess" number. The amount we spend varies widely from year to year but we do not want to be short if needed.

There were no further questions or changes for the budget.

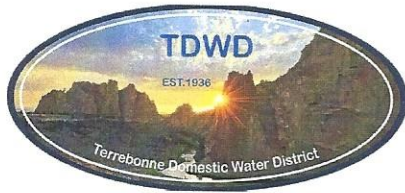
The proposed budget would move to the district regular board meeting for further review and for final vote by the board.

Next Regular Board Meeting: July 12th, 2022 @ 6:30pm @ Terrebonne Grange Hall

Meeting Adjourned: 6:29 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points



Terrebonne Domestic Water District

Public Board Meeting

June 14th, 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 Special Public Board Meeting was **called to order** at 6:30 pm on June 14th, with 3 directors present- Eric Fisher, Jim Wilhem and Bob Nupert Also present was District Manager Dan Bruce Several members of the public were present.

Public Comment: Tim Histon: Tim noted that he did not like what the district was doing (LID). He would like there to be better communication. He noted that the wells had been here a long time and he blamed Dan for pushing the LID project. He felt there was a better way to do this. Scott Maxwell: Has owned the house for some time and no one ever told him he was in the district and feels that should stand for something. Was concerned that this was not exposed on title search. Dan noted that the district is not part of the title search beyond outstanding monies owed to the district.

Nick Kroler: Feels the district is not serving customers well and that the district is spending 1.6 million dollars of the district's money. Feels the right thing to do is release the homes from the district. Eric noted to Nick that the homes in the LID area could petition the county commissioners to allow the LID area to succeed from the district. Eric also noted that if the commissioners receive any concern from the district members the succession would have to go to a vote of the district. The district board can not do this process; it must come from the members of the public and the board will voice no opinion at this point.

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

Minutes of Last Board Meeting: Minutes for the May 10th public board meeting were reviewed by the board. (see minutes). Jim noted that he had not had time to prepare the minutes from the May 31st LID meeting but if anyone was interested a audio recording was available. 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 and checks as signed were reviewed by the board, (see report). Income reported for the month was \$8,814 and the district had about \$670,000 in the bank. Jim made a motion that the board accept the current financial report and check as signed, seconded by Bob. All in favor, motion passed.

Chairman's Report: The Chairman did not have a report.

Water Manager's Report: Dan informed the board that at this point he has not received any applications concerning the open position in the district. He will continue to work on the open position.

Dan reported on a visit by the USDA to inspect our district facilities. It was pointed out that the sink in the restroom would need to be replaced and Dan will be looking into this repair.

Business: Open Board Seat: There is still an open board seat. The board is still open to anyone that may want to apply for the job.

LID Meeting: Jim noted to the board that the LID meeting that was held on May 31st is still open. The meeting will remain open until the district can investigate other options concerning the LID project.

Loan Payoff: After some discussion Bob made a motion that the district pay off the outstanding loan amount in July rather than wait until September, second by Jim. All in favor, motion passed. Jim noted that he would make the necessary changes to the budget to accommodate this change of income.

Auditor: Jim requested that the board authorize him to accompany Dan on a visit to discuss our outstanding audit with the auditor. The board had no objection.

Executive Session: Eric read the Executive Session Opening Statement and the board entered executive session at 7:14pm (see statement).

Executive Session: The board exited executive session at 7:32pm and returned to the regular monthly board meeting.

Budget: After some discussion and no objections noted Jim made a motion that the board budget base salary for Dan Bruce for the 2022/23 fiscal year of \$76,300, second by Bob. All in favor, motion passed.

After some discussion and no objections Jim made motion the the board accept the proposed budget with four adjustments: Cash on hand number moved to \$680,000, payroll to \$134,150, payroll taxes changed so as to accommodate new payroll number and retirement to reflect new payroll number, second by Bob. All in favor, motion passed. Eric thanked Dan, Jim and Bob for their work on the budget.

Next Regular Board Meeting: July 12th, 2022 @ 6:30pm @ Terrebonne Grange Hall.

Meeting Adjourned: 7:41 pm

Submitted By: Jim Wilhelm **Secretary TDWD**

Management Report

Terrebonne Domestic Water District
For the period ended June 30, 2022

Prepared on
July 12, 2022

For management use only

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Profit and Loss

June 2022

	Total
INCOME	
40500 Investments	
45050 Interest Income	478.06
Total 40500 Investments	478.06
40550 OR-LB-20 Water Income	
41100 Water	37,748.72
41200 Service Fees	1,135.00
41500 Debt Reduction Charge	2,864.84
Total 40550 OR-LB-20 Water Income	41,748.56
Total Income	42,226.62
GROSS PROFIT	
	42,226.62
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	10,696.00
61030 Payroll Taxes	914.73
61040 Employee Health ins	-41.93
61070 Employee Retirement	1,011.70
61080 Workers Comp	206.11
Total 61000 OR-LB- 30 Personnel Services	12,786.61
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	2,826.08
62012 Utilities - Other	426.86
Total 62010 Utilities	3,252.94
62020 Operating Supplies	7.98
62050 Postage, Mailing Service	394.57
62070 Insurance	
62071 Insurance - Liability, D and O	89.00
62072 Property Insurance	763.58
Total 62070 Insurance	852.58
62080 Bookkeeping	703.50
62150 Backflow Expense	5,557.50
62160 Bank Charges	
62161 Bank Service Fees	105.23
62162 Merchant Services Proc Fee	476.15
Total 62160 Bank Charges	581.38
62170 Billing support	171.19
62180 Computer Software	884.99
62210 Printing and Copying	1,389.93
62220 Telephone, Telecommunications	476.56
62230 Refund	131.66
Total 62000 OR-LB-31 Operations	14,404.78

Total Expenses	Total
	27,191.39
NET OPERATING INCOME	15,035.23
NET INCOME	\$15,035.23

Balance Sheet

As of June 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	13,341.20
10200 First Interstate -3877- General	32,775.49
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	52,021.29
10520 LGIP Investment Fund #5534	491,066.11
10530 LGIP - SDC Fund #6271	67,350.87
15340 LGIP Deposit Fund #6272	13,275.47
Total 10500 LGIP Investments	623,713.74
Total Bank Accounts	669,830.43
Other Current Assets	
11500 Water Bills Receivable	17,760.86
14000 Inventory	6,451.05
14200 Prepaid Expenses	5,783.02
Total Other Current Assets	29,994.93
Total Current Assets	699,825.36
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	\$3,227,818.39
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	2,932.86
Total Accounts Payable	2,932.86
Other Current Liabilities	
24000 Payroll Liabilities	0.00
OR Employment Taxes	218.83
OR Statewide Transit Taxes	31.56
Total 24000 Payroll Liabilities	250.39
24300 Payroll payable	1,918.62
25000 Customer deposits payable	35,188.65
Total Other Current Liabilities	37,357.66

	Total
Total Current Liabilities	40,290.52
Long-Term Liabilities	
27000 N/P - USDA/RD	122,561.22
Total Long-Term Liabilities	122,561.22
Total Liabilities	162,851.74
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	187,424.19
Total Equity	3,064,966.65
TOTAL LIABILITIES AND EQUITY	\$3,227,818.39

Terrebonne Domestic Water District

Profit and Loss Comparison

June 2022

	TOTAL
Income	
40500 Investments	
45050 Interest Income	478.06
Total 40500 Investments	478.06
40550 OR-LB-20 Water Income	
41100 Water	37,748.72
41200 Service Fees	1,135.00
41500 Debt Reduction Charge	2,864.84
Total 40550 OR-LB-20 Water Income	41,748.56
41600 System Development Fees	0.00
Total Income	\$42,226.62
GROSS PROFIT	\$42,226.62
Expenses	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	10,696.00
61030 Payroll Taxes	914.73
61040 Employee Health ins	-41.93
61070 Employee Retirement	1,011.70
61080 Workers Comp	206.11
Total 61000 OR-LB- 30 Personnel Services	12,786.61
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	2,826.08
62012 Utilities - Other	426.86
Total 62010 Utilities	3,252.94
62020 Operating Supplies	7.98
62050 Postage, Mailing Service	394.57
62070 Insurance	
62071 Insurance - Liability, D and O	89.00
62072 Property Insurance	763.58
Total 62070 Insurance	852.58
62080 Bookkeeping	703.50
62150 Backflow Expense	5,557.50
62160 Bank Charges	
62161 Bank Service Fees	105.23
62162 Merchant Services Proc Fee	476.15
Total 62160 Bank Charges	581.38
62170 Billing support	171.19
62180 Computer Software	884.99
62210 Printing and Copying	1,389.93
62220 Telephone, Telecommunications	476.56
62230 Refund	131.66
Total 62000 OR-LB-31 Operations	14,404.78
Total Expenses	\$27,191.39
NET OPERATING INCOME	\$15,035.23
NET INCOME	\$15,035.23

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2021 - June 2022

	TOTAL
Income	
40500 Investments	
45050 Interest Income	3,155.69
Total 40500 Investments	3,155.69
40550 OR-LB-20 Water Income	
41100 Water	438,327.01
41200 Service Fees	19,220.82
41500 Debt Reduction Charge	34,203.49
Total 40550 OR-LB-20 Water Income	491,751.32
41600 System Development Fees	15,400.00
Total Income	\$510,307.01
GROSS PROFIT	\$510,307.01
Expenses	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	129,637.10
61030 Payroll Taxes	11,004.49
61040 Employee Health ins	13,205.15
61070 Employee Retirement	12,140.40
61080 Workers Comp	2,473.32
Total 61000 OR-LB- 30 Personnel Services	168,460.46
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	29,306.66
62012 Utilities - Other	3,896.68
Total 62010 Utilities	33,203.34
62015 Rent, Parking	100.00
62020 Operating Supplies	2,892.03
62024 Repair and Maintenance	610.30
Total 62020 Operating Supplies	3,502.33
62030 Testing expense	2,182.00
62040 Office Supplies	1,974.96
62050 Postage, Mailing Service	3,327.49
62060 Legal	18,029.00
62070 Insurance	
62071 Insurance - Liability, D and O	1,014.48
62072 Property Insurance	8,685.00
Total 62070 Insurance	9,699.48
62080 Bookkeeping	8,471.01
62090 Directors Fees	960.00
62100 Vehicle Maintenance & Repair	413.79

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2021 - June 2022

	TOTAL
62110 Education	465.00
62114 Travel	782.79
Total 62110 Education	1,247.79
62150 Backflow Expense	10,912.50
62160 Bank Charges	
62161 Bank Service Fees	1,091.43
62162 Merchant Services Proc Fee	5,536.96
Total 62160 Bank Charges	6,628.39
62170 Billing support	2,868.00
62180 Computer Software	2,224.61
62190 Dues & Subscriptions	2,735.93
62200 Fuel	305.69
62210 Printing and Copying	2,771.37
62220 Telephone, Telecommunications	5,502.81
62230 Refund	1,551.90
Total 62000 OR-LB-31 Operations	118,612.39
70000 Capital Outlay	
70100 System Improvements	34,137.22
Total 70000 Capital Outlay	34,137.22
80000 Interest Expense	1,672.75
Total Expenses	\$322,882.82
NET OPERATING INCOME	\$187,424.19
NET INCOME	\$187,424.19

Terrebonne Domestic Water District

Check Detail
June 15 - July 12, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
07/01/2022	Expense		MRCHNT PMNT PROC		C	-83.20
				MRCHNT PMNT PROC SETTLEM / MRCHNT PMNT PROC SETTLEMENT 561101001135693		83.20
07/06/2022	Expense		WEBPAYMENT GATEWAY SERVICES		C	-79.25
				GATEWAY SERVICES WEBPAYMENT		79.25
10200 First Interstate -3877- General						
06/28/2022	Bill Payment (Check)	3511	PACIFIC POWER		C	-2,826.08
						-2,826.08
06/28/2022	Bill Payment (Check)	3512	FIRST INTERSTATE BANK		C	-147.98
						-147.98
06/28/2022	Bill Payment (Check)	3513	MASTERCARD (FIB) #2575		C	-14.99
						-14.99
07/01/2022	Check	3515	USDA Rural Development, Oregon State Office			-
						127,095.57
						-
				USDA Loan Interest		122,561.22
						4,534.35
07/01/2022	Check	3516	RAYMOND JAMES			-
				FBO: Daniel Bruce Acc# 809F4693 \$635.83 - Employer Contribution, \$190.75 Employee Contribution		-826.58
						-635.83
						-190.75
07/11/2022	Payroll Check	3533	Daniel J. Bruce			-
				Pay Period: 07/01/2022-07/31/2022		-5,127.63
				Gross Pay - This is not a legal pay stub		6,970.83
				Employer Taxes		597.93
				Employer Retirement Contribution		635.83
				Raymond James IRA		190.75
				Raymond James IRA - Company Contribution		635.83
				OR Statewide Transit Taxes		6.78
				OR Employment Taxes		66.56
				OR Income Tax		461.12
				Federal Unemployment (940)		0.00
				Federal Taxes (941/943/944)		1,715.92
07/11/2022	Bill Payment (Check)	3517	AMERICAN BUSINESS SOFTWARE INC			-59.95
						-59.95
07/11/2022	Bill Payment (Check)	3518	BEND BROADBAND			-168.68
						-168.68
07/11/2022	Bill Payment (Check)	3519	CENTRATEL TELEPHONE ANSWERING SERVICE			-221.30
						-221.30
07/11/2022	Bill Payment (Check)	3520	ED STAUB & SONS PETROLEUM			-408.40
						-408.40

Terrebonne Domestic Water District

Check Detail
June 15 - July 12, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/11/2022	Bill Payment (Check)	3521	EDGE ANALYTICAL INC			-550.00
						-550.00
07/11/2022	Bill Payment (Check)	3522	EO Media Group			-187.45
						-187.45
07/11/2022	Bill Payment (Check)	3523	MILES WILHELM			-870.00
						-870.00
07/11/2022	Bill Payment (Check)	3524	ONE CALL CONCEPTS INC			-16.80
						-16.80
07/11/2022	Bill Payment (Check)	3525	PACIFIC OFFICE AUTOMATION			-330.00
						-330.00
07/11/2022	Bill Payment (Check)	3526	REPUBLIC SERVICES #675			-18.46
						-18.46
07/11/2022	Bill Payment (Check)	3527	REVEAL ACCOUNTING SOLUTIONS			-703.50
						-703.50
07/11/2022	Bill Payment (Check)	3528	TERREBONNE HARDWARE			-7.98
						-7.98
07/11/2022	Bill Payment (Check)	3529	Timothy & Michelle Gilligan			-78.89
						-78.89
07/11/2022	Bill Payment (Check)	3530	US CELLULAR			-79.38
						-79.38
07/11/2022	Bill Payment (Check)	3531	US POSTAL SERVICE			-198.00
						-198.00
07/11/2022	Bill Payment (Check)	3532	Vincent/Bonanno Daniels			-52.77
						-52.77

Terrebonne Domestic Water District

7-12-2022

- The final payment was made to USDA for the District's loan payoff. As of now the District is debt free. This is a great accomplishment that very few municipalities can say have done and have a plan to stay debt free as well.
- I am still on the hunt for a new employee to replace Dave. I had one applicant but they did not call me back about an interview. I have been speaking with the Oregon employment center on things we can do to draw more applicants. If anyone know of someone that might want the position please have them contact me.

First Interstate Bank

\$170,633.85

LGIP

DEBT SERVICE

4845

\$52,021.29

Savings Fund

5534

\$371,066.11

SDC Fund

6271

\$67,350.87

Deposit Fund

6272

\$13,275.47

Total- \$503,713.74