



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda August 9th, 2022

Regular public board meetings of the Terrebonne Domestic Water District are held at 6:00 PM at the Terrebonne Grange Hall 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.

Minutes of Last Board Meeting: Secretary Jim Wilhelm will review the minutes from the last meeting

Treasurer's Report: Treasurer Bob Neupert will review the financial report and checks as signed for the previous month.

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

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

Business to be Discussed:

- 1. Board Positions**
- 2. By Law Changes**
- 3. Action Point Review**
- 4. Board Meeting Location**
- 5. Approve Application for Service Forms**
- 6. New Website Update**
- 7. New Rate Study**

Next Regular Board Meeting: September 13th, 2022 @ 6:00pm @ Terrebonne Grange Hall.

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.



**TERREBONNE
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Regular Public Board Meeting

July 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 6:30 pm on July 12th, with 4 directors present: Eric Fisher, Art Tassie, Jim Wilhem and Bob Nupert. Also present was District Manager Dan Bruce and Dustin Hewitt. There were several customers attending on Zoom.

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

Minutes: Minutes for the June public board meeting and minutes from the district's first and second budget meetings 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 did a quick review of the district's final results from the fiscal year 2021/22. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Bob. All in favor, motion passed.

Chairman's Report: Eric thanked the board and Dan Bruce for their work on the 2022/23 budget and their efforts in getting our outstanding loans eliminated.

District Manager's Report: Dan presented his report to the board. (see report). Dan reported that as of this meeting the Terrebonne Domestic Water District is now debt free. Dan pointed out that few districts like our own can say they are debt free with a solid plan to stay that way. Dan continues to seek a replacement to fill our empty second person slot. Dan reports he has only had one response to our employment ads and that response did not pan out.

Public Comment: Two customers from the district commented on the fact that the leak located on 18th street court is in need of repair. Dan noted that this project had been pushed back several times due to unforeseen circumstances. Dan noted since he is short on staff that he will have to contract the work on this project. He has several calls out and is waiting for a response

as to when the work can be done. Dan was advised to keep in contact with the customer and keep them updated.

Business Discussed: Sale of lot on F Street: Dustin Hewitt (our Realtor of record) informed the board that the prospective buyer of the lot is asking that he be allowed to purchase the lot via his LLC. This would allow the buyer to move the tax base to his LLC. Dustin explained that this is a common procedure and should not affect the sale in any way. Dustin assured the board that the district should show added income by carrying the second half of the loan with little if no chance of having to take back the property. Bob made a motion that the board tentatively accept the offer on the property pending a final public meeting to present the sale, second by Jim. All in favor, motion passed.

Board Compensation: Eric noted that he felt that the original intent of previous boards was that board members receive free water for their service. He noted that that probability is a little out of the question now but that changing the compensation to the current base rate rather than the current \$20 per month would be acceptable. Jim noted that he agrees we do need a change but added caveats. Jim asked that the board members be compensated at the end of the year rather than the beginning and that the members only get paid for the meeting they attend. It was suggested that board members be allowed to miss 2 meetings before the compensation is reduced. The board agreed to visit this at the next public board meeting.

Snow Bird Rate: Jim suggested that the board institute a \$20 to \$25 monthly charge to any customer requesting the shut off for extended time. Dan noted that there is not a written regulation concerning snowbird rates only the shut off and turn of fees of \$10. Dan noted that he has not been consistent in changing the fees but will be moving forward. It was agreed to address this issue at the next board meeting.

Resolution 2010-01: It was noted that the board had been advised to update this resolution concerning fees and charges for information requests. Dan will be getting with our lawyer to see what changes we need to make to the resolution to get it up to date.

Trailer Park Meter: Dan noted that the district is now ready to move forward with the required meter upgrade at the trailer park. Eric asked that the board allow time to review the letter before it is sent out. Dan will be sending out the letter to each board member.

Debt Service Fee: Art questioned the board concerning the debt service fee that has been in place since 2019. Dan noted that as of July billing the district will no longer be changing this fee because all district loans have been paid off. Jim requested that Dan advise our web person that we would like to see a note on the web site explaining this accomplishment.

Next Regular Board Meeting: August 9th, 2022 @ 6:30pm @ Terrebonne Grange

Meeting Adjourned: 7:37 pm

Submitted By: Jim Wilhelm
Secretary TDWD



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Land Sale Public Board Meeting

August 2nd, 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 Land Sale Public Board Meeting was **called to order** at 6:00 pm on August 2th, with 3 directors present: Eric Fisher, Jim Wilhem and Bob Nupert, Also present was Dustin Hewitt (representing the district in the land sale), Amanda Kirkegaasd (representing John Peters who has submitted an offer on the property and who was attending by Zoom and phone), Tim and Calum Gile (members of the public who has submitted an offer on the property) and Katie Gernert (agent working with Dustin Hewitt)

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

Business Discussed: Offers Received on the sale of district's property located at 1355 F Street, Terrebonne OR 97760: Dustin reviewed each purchase offer the district had received concerning the district's property.(see sales offers)

The offer from John Peters was for a \$100,000 all cash offer to be executed ASAP.

The offer from Tim Giles was for \$145,000, no cash down, no collateral offer with a payment of \$333 a month (interest only) for no more than 5 years by which time the loan would be paid in full. Tim noted to the board that he currently owns two properties adjacent to the sale property and both properties have equity in them.

Tim noted that he had no need to be represented by an agent in this sale. The board asked Tim if he would be interested in working with one of the agents present in order to be able to present a more standard offer form for the property. Tim agreed to revise his offer to the standard purchase agreement format. The board agreed to take a pause to allow Tim to work with Katie on a revised offer

Meeting Paused: 6:40 pm

Meeting Resumed: 7:05 pm

Everyone returned to the meeting including John who had up until this point been unable to hear or speak on the Zoom app. Eric reread Tims offer (revised) and included the fact that seller would pay all closing costs and the seller's fees for a total of about \$9100.

At this point Eric asked if either Tim or John would like to change their offer or make a statement. John noted that his offer will stand and that he wants to be part of the Terrebonne community and looks forward to purchasing the property. He did not think that his offer was quick and easy with no payments required.

Tim noted that his offer stands and he understands if the board goes with either offer.

Before the board went into executive session Eric noted that he has no interest in this property and is not influenced by any relationship to the buyers, Jim and Bob both agreed to the same.

Executive Session: Eric read the Executive Session Opening Statement (see statement). All members of the public exited the room with only Dustin Hewitt remaining as the district's representative. 7:06 pm.

Return to Land Sale Public Board Meeting: 7:25 pm

Eric informed Tim that the board was interested in his offer but that the board was concerned that his offer did not have any down payment or any interest put forward by him. The board then suggested that the meeting be suspended until 6:00pm Wednesday at the same location to allow Tim to consider if he could come up with any type of down payment or offer some security to his offer. The board was concerned that for some reason he wanted to exit the agreement before the final due date the district would be out about \$10,000 it had put forward on the transaction. Tim agreed to retire on Wednesday and we will review any and all offers.

Meeting Suspended: 7:36 pm, August 2nd 2022

Meeting Resumed: August 3rd, 2022 @ 6:04pm @ District Office. **Note:** Due to technical problems the board was unable to get the Zoom meeting started and the meeting proceeded without Zoom running.

The Land Sale Public Board Meeting was **resumed** at 6:04 pm on August 3th, with 3 directors present: Eric Fisher, Jim Wilhem and Bob Nupert, Also present was Dustin Hewitt (representing the district in the land sale), Amanda Kirkegaas (representing John Peters who has submitted an offer on the property and who was attending by phone), Tim Gile (member of the public who has submitted an offer on the property).

Business Discussed: Offers Received on the sale of district's property located at 1355 F Street, Terrebonne OR 97760: Dustin reviewed each purchase offer the district had received concerning the district's property.(see sales offers). It was noted that there was no change to the offer presented by John Peters. John also presented proof of funds to the board (see proof of funds) The offer from Tim Giles noted a change to an offer that put down earnest monies of \$1000 to be followed by a further down payment of \$9,000 at close of escrow in 30 days.

Executive Session: Eric read the Executive Session Opening Statement (see statement). All members of the public exited the room with only Dustin Hewitt remaining as the district's representative. 6:07 pm.

Return to Land Sale Public Board Meeting: 6:35 pm

Eric noted that after further deliberations the board was now ready to vote on which of the two offers the district would accept for the property located on 1355 F Street, Terrebonne OR 97760. Eric asked each member of the board that was present to signify which of the offers they would like to support. Offer #1 from John Peters or Offer #2 from Tim Giles.

Bob voted #1, Jim voted #1 and Eric voted #1 Eric noted that the board had voted unanimously to accept the offer from John Peters.

Eric asked each member of the board (if they wish) to express their reasons for making their vote to accept John's offer.

Bob noted that he felt it was best to take John's offer because it was fast and assured.

Jim abstained from comment.

Eric stated that the district is not in the business of financing loans and that a cash offer was in the district's best interest.

Next Regular Board Meeting: August 9th, 2022 @ 6:30pm @ TBD

Submitted By: Jim Wilhelm

Secretary TDWD

Recorded Action Points

Management Report

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

Prepared on
August 9, 2022

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Profit and Loss

July 2022

	Total
INCOME	
40500 Investments	
45050 Interest Income	533.39
Total 40500 Investments	533.39
40550 OR-LB-20 Water Income	
41100 Water	62,723.83
Total 40550 OR-LB-20 Water Income	62,723.83
Total Income	63,257.22
GROSS PROFIT	
	63,257.22
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	7,552.63
61030 Payroll Taxes	739.59
61070 Employee Retirement	635.83
61080 Workers Comp	200.00
Total 61000 OR-LB- 30 Personnel Services	9,128.05
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	2,984.41
62012 Utilities - Other	172.52
Total 62010 Utilities	3,156.93
62030 Testing expense	702.44
62050 Postage, Mailing Service	0.66
62060 Legal	995.00
62070 Insurance	
62071 Insurance - Liability, D and O	89.00
62072 Property Insurance	763.58
Total 62070 Insurance	852.58
62080 Bookkeeping	736.00
62160 Bank Charges	
62161 Bank Service Fees	103.43
62162 Merchant Services Proc Fee	507.73
Total 62160 Bank Charges	611.16
62170 Billing support	171.19
62210 Printing and Copying	241.45
62220 Telephone, Telecommunications	473.92
62230 Refund	92.72
Total 62000 OR-LB-31 Operations	8,034.05
80000 Interest Expense	4,534.35
Total Expenses	21,696.45
NET OPERATING INCOME	41,560.77

NET INCOME

Total
\$41,560.77

Balance Sheet

As of July 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	23,111.38
10200 First Interstate -3877- General	23,808.24
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	52,076.38
10520 LGIP Investment Fund #5534	371,459.03
10530 LGIP - SDC Fund #6271	67,422.19
15340 LGIP Deposit Fund #6272	13,289.53
Total 10500 LGIP Investments	504,247.13
Total Bank Accounts	551,166.75
Other Current Assets	
11500 Water Bills Receivable	55,705.61
14000 Inventory	6,451.05
14200 Prepaid Expenses	4,619.20
Total Other Current Assets	66,775.86
Total Current Assets	617,942.61
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	\$3,145,935.64
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,720.30
Total Accounts Payable	1,720.30
Other Current Liabilities	
24000 Payroll Liabilities	0.00
OR Employment Taxes	72.24
OR Statewide Transit Taxes	8.41
Total 24000 Payroll Liabilities	80.65
24300 Payroll payable	1,918.62
25000 Customer deposits payable	35,688.65
Total Other Current Liabilities	37,687.92

	Total
Total Current Liabilities	39,408.22
Total Liabilities	39,408.22
Equity	
32000 Retained Earnings S	1,164,815.50
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Income	41,560.77
Total Equity	3,106,527.42
TOTAL LIABILITIES AND EQUITY	\$3,145,935.64

Terrebonne Domestic Water District

Profit and Loss Comparison

July 1 - August 9, 2022

	TOTAL	
	JUL 1 - AUG 9, 2022	JUL 1 - AUG 9, 2021 (PY)
Income		
40500 Investments		
45050 Interest Income	533.39	277.68
Total 40500 Investments	533.39	277.68
40550 OR-LB-20 Water Income		
41100 Water	82,061.54	76,097.35
41200 Service Fees	0.00	1,373.52
41500 Debt Reduction Charge	0.00	2,837.02
Total 40550 OR-LB-20 Water Income	82,061.54	80,307.89
41600 System Development Fees	0.00	0.00
Total Income	\$82,594.93	\$80,585.57
GROSS PROFIT	\$82,594.93	\$80,585.57
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	14,523.46	21,392.00
61030 Payroll Taxes	1,295.08	1,890.00
61040 Employee Health ins		2,450.49
61070 Employee Retirement	1,271.66	2,023.40
61080 Workers Comp	200.00	206.11
Total 61000 OR-LB- 30 Personnel Services	17,290.20	27,962.00
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	2,984.41	3,730.27
62012 Utilities - Other	172.52	578.86
Total 62010 Utilities	3,156.93	4,309.13
62020 Operating Supplies		1,025.51
62030 Testing expense	702.44	64.00
62040 Office Supplies		331.84
62050 Postage, Mailing Service	0.66	221.59
62060 Legal	995.00	1,445.50
62070 Insurance		
62071 Insurance - Liability, D and O	89.00	80.08
62072 Property Insurance	763.58	683.92
Total 62070 Insurance	852.58	764.00
62080 Bookkeeping	736.00	703.50
62090 Directors Fees		1,200.00

Terrebonne Domestic Water District

Profit and Loss Comparison

July 1 - August 9, 2022

	TOTAL	
	JUL 1 - AUG 9, 2022	JUL 1 - AUG 9, 2021 (PY)
62160 Bank Charges		
62161 Bank Service Fees	103.43	63.34
62162 Merchant Services Proc Fee	735.88	458.65
Total 62160 Bank Charges	839.31	521.99
62170 Billing support	231.14	
62180 Computer Software		124.10
62200 Fuel		31.55
62210 Printing and Copying	339.20	255.16
62220 Telephone, Telecommunications	695.22	645.04
62230 Refund	92.72	317.05
Total 62000 OR-LB-31 Operations	8,641.20	11,959.96
70000 Capital Outlay		
70100 System Improvements		10,709.98
Total 70000 Capital Outlay		10,709.98
80000 Interest Expense	4,534.35	
Total Expenses	\$30,465.75	\$50,631.94
NET OPERATING INCOME	\$52,129.18	\$29,953.63
NET INCOME	\$52,129.18	\$29,953.63

Terrebonne Domesi
Budget vs. Actuals - FY 2
July 2022 - J

Income	Jul 2022			Aug 2022			Sep 2022			Oct 2022			Nov 2022			Dec 2022			
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
4600 Investments	533.39	168.67	320.03%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	
4600 Interest Income	533.39	168.67	320.03%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	
Total 4600 Investments	533.39	168.67	320.03%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	0.00	168.67	0.00%	
4050 Water	62,723.83	64,888.00	96.52%	19,337.71	64,400.00	30.03%	53,525.00	63,525.00	0.00%	31,475.00	63,525.00	0.00%	24,537.00	63,525.00	0.00%	23,250.00	63,525.00	0.00%	
4050 CHL-B-20 Water Income	62,723.83	64,888.00	96.52%	19,337.71	64,400.00	30.03%	53,525.00	63,525.00	0.00%	31,475.00	63,525.00	0.00%	24,537.00	63,525.00	0.00%	23,250.00	63,525.00	0.00%	
4100 Water	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	
4100 Service Fees	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	
4100 Distribution Fees	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	
4100 Debt Reduction Charge	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
Total 4050 CHL-B-20 Water Income	\$62,723.83	\$66,550.50	94.33%	\$19,337.71	\$63,925.50	30.29%	\$53,525.00	\$63,525.00	0.00%	\$31,475.00	\$63,525.00	0.00%	\$24,537.00	\$63,525.00	0.00%	\$23,250.00	\$63,525.00	0.00%	
4100 System Development Fees	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
Total Income	\$63,257.22	\$66,717.17	94.81%	\$19,337.71	\$64,195.17	29.12%	\$53,525.00	\$63,525.00	0.00%	\$31,475.00	\$63,525.00	0.00%	\$24,537.00	\$63,525.00	0.00%	\$23,250.00	\$63,525.00	0.00%	
Expenses	6200 OR-LB-30 Personnel Services	7,582.83	11,179.17	-62.54%	6,970.83	11,179.17	-62.46%	11,179.17	11,179.17	0.00%	11,179.17	11,179.17	0.00%	11,179.17	11,179.17	0.00%	11,179.17	11,179.17	0.00%
6200 Payroll	7,582.83	11,179.17	-62.54%	6,970.83	11,179.17	-62.46%	11,179.17	11,179.17	0.00%	11,179.17	11,179.17	0.00%	11,179.17	11,179.17	0.00%	11,179.17	11,179.17	0.00%	
6200 Payroll Taxes	739.59	979.17	-25.58%	555.49	979.17	-43.84%	979.17	979.17	0.00%	979.17	979.17	0.00%	979.17	979.17	0.00%	979.17	979.17	0.00%	
6200 Employee Health Ins	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	1,225.00	1,225.00	100.00%	
6200 Employee Retirement	635.83	1,033.33	-38.59%	635.83	1,033.33	-38.59%	1,033.33	1,033.33	0.00%	1,033.33	1,033.33	0.00%	1,033.33	1,033.33	0.00%	1,033.33	1,033.33	0.00%	
6200 Workers Comp	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	200.00	200.00	100.00%	
Total 6200 OR-LB-30 Personnel Services	\$9,188.05	\$14,616.67	-62.85%	\$6,421.15	\$14,616.67	-57.62%	\$14,616.67	\$14,616.67	0.00%	\$14,616.67	\$14,616.67	0.00%	\$14,616.67	\$14,616.67	0.00%	\$14,616.67	\$14,616.67	0.00%	
6200 Utilities	2,984.41	2,750.00	108.52%	2,341.11	2,750.00	85.13%	2,750.00	2,750.00	0.00%	2,750.00	2,750.00	0.00%	2,750.00	2,750.00	0.00%	2,750.00	2,750.00	0.00%	
6200 Utilities - Electric	2,984.41	2,750.00	108.52%	2,341.11	2,750.00	85.13%	2,750.00	2,750.00	0.00%	2,750.00	2,750.00	0.00%	2,750.00	2,750.00	0.00%	2,750.00	2,750.00	0.00%	
6200 Utilities - Other	172.52	250.00	69.01%	77.46	250.00	30.98%	250.00	250.00	0.00%	250.00	250.00	0.00%	250.00	250.00	0.00%	250.00	250.00	0.00%	
Total 6200 Utilities	\$3,156.93	\$3,000.00	105.23%	\$1,933.33	\$3,000.00	64.44%	\$3,000.00	\$3,000.00	0.00%	\$3,000.00	\$3,000.00	0.00%	\$3,000.00	\$3,000.00	0.00%	\$3,000.00	\$3,000.00	0.00%	
6200 Operating Supplies	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67	100.00%	
6200 Printing	702.44	233.33	300.91%	409.11	233.33	171.06%	233.33	233.33	0.00%	233.33	233.33	0.00%	233.33	233.33	0.00%	233.33	233.33	0.00%	
6200 Office Supplies	250.00	250.00	100.00%	250.00	250.00	100.00%	250.00	250.00	100.00%	250.00	250.00	100.00%	250.00	250.00	100.00%	250.00	250.00	100.00%	
6200 Postage, Mailing Service	0.66	308.33	-90.76%	0.21%	308.33	-99.93%	308.33	308.33	0.00%	308.33	308.33	0.00%	308.33	308.33	0.00%	308.33	308.33	0.00%	
6200 Legal	995.00	1,333.33	-74.63%	328.33	1,333.33	-24.61%	1,333.33	1,333.33	0.00%	1,333.33	1,333.33	0.00%	1,333.33	1,333.33	0.00%	1,333.33	1,333.33	0.00%	
6200 Insurance	89.00	100.00	89.00%	0.00	100.00	0.00%	100.00	100.00	0.00%	100.00	100.00	0.00%	100.00	100.00	0.00%	100.00	100.00	0.00%	
6200 Insurance - Liability, D and O	763.58	750.00	101.81%	13.58	750.00	-1.81%	750.00	750.00	0.00%	750.00	750.00	0.00%	750.00	750.00	0.00%	750.00	750.00	0.00%	
6200 Property Insurance	89.00	100.00	89.00%	0.00	100.00	0.00%	100.00	100.00	0.00%	100.00	100.00	0.00%	100.00	100.00	0.00%	100.00	100.00	0.00%	
Total 6200 Insurance	\$638.28	\$800.00	79.78%	\$2.58	\$800.00	-0.32%	\$800.00	\$800.00	0.00%	\$800.00	\$800.00	0.00%	\$800.00	\$800.00	0.00%	\$800.00	\$800.00	0.00%	
6200 Bookkeeping	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	750.00	750.00	100.00%	
6200 Directors Fees	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	100.00	100.00	100.00%	
6210 Vehicle Maintenance & Repair	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	
6210 Fuel	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	
6210 Tires	166.67	166.67	100.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	166.67	166.67	100.00%	
6220 Conference, Convention, Meeting	133.33	133.33	100.00%	133.33	133.33	100.00%	133.33	133.33	100.00%	133.33	133.33	100.00%	133.33	133.33	100.00%	133.33	133.33	100.00%	
6220 Contract Labor	500.00	500.00	100.00%	500.00	500.00	100.00%	500.00	500.00	100.00%	500.00	500.00	100.00%	500.00	500.00	100.00%	500.00	500.00	100.00%	
6220 Auditing	3,883.33	3,883.33	100.00%	3,883.33	3,883.33	100.00%	3,883.33	3,883.33	100.00%	3,883.33	3,883.33	100.00%	3,883.33	3,883.33	100.00%	3,883.33	3,883.33	100.00%	
6230 Bank/Check Expenses	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	459.33	459.33	100.00%	
6230 Bank Charges	666.67	666.67	100.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	666.67	666.67	100.00%	
6230 Merchant Services Fee	103.43	103.43	100.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	103.43	103.43	100.00%	
Total 6210 Bank Charges	\$1,816.16	\$666.67	268.00%	\$55.51	\$666.67	-8.32%	\$666.67	\$666.67	0.00%	\$666.67	\$666.67	0.00%	\$666.67	\$666.67	0.00%	\$666.67	\$666.67	0.00%	
6210 Billing Support	171.19	250.00	68.48%	78.81	250.00	31.52%	250.00	250.00	0.00%	250.00	250.00	0.00%	250.00	250.00	0.00%	250.00	250.00	0.00%	
6210 Computer Software	41.66	41.66	100.00%	41.66	41.66	100.00%	41.66	41.66	100.00%	41.66	41.66	100.00%	41.66	41.66	100.00%	41.66	41.66	100.00%	
6210 Data & Subscription	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	
6230 Fuel	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	208.33	208.33	100.00%	
6230 Printing and Copying	241.45	208.33	115.90%	241.45	208.33	115.90%	208.33	208.33	0.00%	208.33	208.33	0.00%	208.33	208.33	0.00%	208.33	208.33	0.00%	
6220 Telephone, Telecommunications	473.92	500.00	94.78%	278.70	500.00	55.74%	500.00	500.00	0.00%	500.00	500.00	0.00%	500.00	500.00	0.00%	500.00	500.00	0.00%	
6220 Net/Mod	92.72	166.67	55.69%	79.95	166.67	47.96%	166.67	166.67	0.00%	166.67	166.67	0.00%	166.67	166.67	0.00%				

Terrebonne Domestic Water District

Check Detail

July 13 - August 9, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
08/02/2022	Expense		MCHNT PMNT PROC		C	-228.15
				MCHNT PMNT PROC SETTLEMENT 561101001135 693		228.15
10200 First Interstate -3877- General						
07/15/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 07/09/2022-07/12/2022 OR Income Tax	R	-461.12 -461.12
07/15/2022	Tax Payment		IRS	Tax Payment for Period: 07/09/2022-07/12/2022 Federal Taxes (941/943/944)	R	- 1,715.92 -
						1,715.92
07/15/2022	Expense		FIRST INTERSTATE BANK	SERVICE CHARGES JUNE 2022	R	-103.43 103.43
07/19/2022	Expense		Water Income	DEPOSIT CORRECTIONS	R	-145.51 -145.51
07/20/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/01/2022-06/30/2022 OR Employment Taxes OR Employment Taxes OR Employment Taxes	R	-310.52 -310.52 -0.06 -0.06
07/20/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/01/2022-06/30/2022 OR Statewide Transit Taxes	R	-30.51 -30.51
07/22/2022	Bill Payment (Check)	3536	LOCAL GOVERNMENT LAW GROUP PC			-735.00 -735.00
07/22/2022	Bill Payment (Check)	3537	PACIFIC POWER			- 2,984.41 -
						2,984.41
07/22/2022	Payroll Check	3535	David B. Griffin	Pay Period: 07/01/2022-07/31/2022 Gross Pay - This is not a legal pay stub Employer Taxes SDIC Edward Jones 401K OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Unemployment (940) Federal Taxes (941/943/944)	R	-517.09 581.80 49.97 0.00 0.00 0.58 5.68 19.40 0.00 89.02
07/27/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 07/20/2022-07/22/2022 OR Income Tax	R	-19.40 -19.40
07/27/2022	Tax Payment		IRS	Tax Payment for Period: 07/20/2022-07/22/2022 Federal Taxes (941/943/944)	R	-89.02 -89.02
08/01/2022	Check		RAYMOND JAMES	FBO: Daniel Bruce Acc# 809F4693 \$635.83 - Employer Contribution, \$190.75 Employee Contribution		-826.58 -635.83

Terrebonne Domestic Water District

Check Detail

July 13 - August 9, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-190.75
08/08/2022	Payroll Check		Daniel J. Bruce	Pay Period: 08/01/2022-08/31/2022		-
				Gross Pay - This is not a legal pay stub		5,127.64
				Employer Taxes		6,970.83
				Employer Retirement Contribution		555.49
				Raymond James IRA		635.83
				Raymond James IRA - Company Contribution		190.75
				OR Statewide Transit Taxes		635.83
				OR Employment Taxes		6.78
				OR Income Tax		24.13
				Federal Unemployment (940)		461.12
				Federal Taxes (941/943/944)		0.00
						1,715.90
08/09/2022	Bill Payment (Check)		AMERICAN BUSINESS SOFTWARE INC			-59.95
						-59.95
08/09/2022	Bill Payment (Check)		BEND BROADBAND			-163.20
						-163.20
08/09/2022	Bill Payment (Check)		CENTRATTEL TELEPHONE ANSWERING SERVICE			-221.30
						-221.30
08/09/2022	Bill Payment (Check)		ED STAUB & SONS PETROLEUM			-89.06
						-89.06
08/09/2022	Bill Payment (Check)		EDGE ANALYTICAL INC			-152.44
						-152.44
08/09/2022	Bill Payment (Check)		EO Media Group			-97.75
						-97.75
08/09/2022	Bill Payment (Check)		Gary & Denice Miller			-61.78
						-61.78
08/09/2022	Bill Payment (Check)		LOCAL GOVERNMENT LAW GROUP PC			-260.00
						-260.00
08/09/2022	Bill Payment (Check)		ONE CALL CONCEPTS INC			-9.60
						-9.60
08/09/2022	Bill Payment (Check)		PACIFIC OFFICE AUTOMATION			-54.00
						-54.00
08/09/2022	Bill Payment (Check)		REPUBLIC SERVICES #675			-18.46
						-18.46

Terrebonne Domestic Water District

Check Detail

July 13 - August 9, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/09/2022	Bill Payment (Check)			REVEAL ACCOUNTING SOLUTIONS		-736.00
						-736.00
08/09/2022	Bill Payment (Check)			Terrebonne PUD, LLC		-65.00
						-65.00
08/09/2022	Bill Payment (Check)			US CELLULAR		-79.82
						-79.82
08/09/2022	Bill Payment (Check)			William Cambell		-30.94
						-30.94



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Open Action Points

1. What: TDWD will be contacting Carrie to coordinate with ODOT planning.
Who: Dan Bruce
When: Ongoing (will be updating board monthly)
2. What: Prepare a plan for our needs and wants on the 97 project.
Who: Dan Bruce
When: Ongoing (will be updating board monthly)
3. What: TDWD will need to submit our revised Master Plan
Who: Dan Bruce
When: Working with Jim Newton (will be updating board monthly)
13. What: Adjust letter to trailer park to reflect current OR law, present to lawyer.
Who: Dan Bruce
When: 8/1/2022
32. What: Review how much and how board compensation is delivered.
Who: Board
When: 8/1/2022
35. What: Seek out other possible audit companies.
Who: Dan
When: 4/14/22 OPEN
37. What: Prepare standard hiring program.
Who: Eric
When: 03/8/22 OPEN
38. What: Update Resolution 2010-01 on fees and charges for information requests
Who: Board
When: 7/1/22 38.
39. What: Gather information on the cost of renovating the old district office.
Who: Dan
When: 8/1/22

Updated 07/12/2022

Terrebonne Domestic Water District
8300 5th Street, PO Box 31
Terrebonne OR 97760
Office Phone: 541-548-2727 Fax 541-548-0635



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

"PROPERTY OWNER" APPLICATION FOR WATER SERVICE

SERVICE ADDRESS

METER READING

DATE READ

Date to Start Service

(Start Service Date Must Be On A Future Monday-Friday)

Owners Name

Billing Address

Home/Cell Phone #

Work Phone #

SSN #

Drivers License #

(Or Government Issued ID)

DEPOSIT IS REQUIRED IN THE SUM OF \$100.00 (Deposit is refundable after move out if no balance is owed,)

AS THE OWNER OF PROPERTY: ACCEPTANCE OF RESPONSIBILITY: By signing this application I accept responsibility for payment on time of this account, including reasonable attorney fees and costs necessary for collection and for compliance with the rules and regulations of the Water District.

OWNERS SIGNATURE:

Date:

Note: Both this form and the required deposit MUST be delivered to the district office BEFORE service will be started.

(Revised and Board Adopted:)

Terrebonne Domestic Water District
8300 5th Street, PO Box 31
Terrebonne OR 97760
Office Phone: 541-548-2727 Fax 541-548-0635



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

RENTAL - LEASE- APPLICATION FOR WATER SERVICE

SERVICE ADDRESS

METER READING

DATE READ

TENANT INFORMATION

Tenants Name: (Please Print)

Tenants Billing Address:

Tenants Home/Cell Phone #:

Work Phone #:

SSN:

Drivers License #

Tenant's Signature

Date to Start Service

(Start Service Date Must Be On A Future Monday-Friday)

PROPERTY OWNERS INFORMATION AND SIGNATURE MUST ALSO BE PROVIDED PROPERTY OWNERS INFORMATION

Property Owners Name:

Owners Phone #

Property Owners SSN#:

Drivers License #

Property Owners Mailing Address:

I, _____ owner and/or designee of the above property would like you to bill my tenant(s) tenant(s) listed above, for water service as of the following date:

(Start Service Date Must Be On A Future Monday-Friday)

AS THE OWNER OF PROPERTY: ACCEPT OF RESPONSIBILITY: By signing this application, I accept responsibility for payment of this account. If the tenant is being billed, and is delinquent of full payment on move out date OWNER will be billed for full payment of this account including reasonable attorney fees and cost necessary for collection and for compliance with the rules and regulations of the Water District.

OWNERS SIGNATURE:

DATE:

DEPOSIT FEE OF \$100.00 IS DUE BEFORE SERVICE DATE: Deposit is refundable after move out date if no balance is due. IF the property owner (who WAS the tenant of this property) wants the water account to stay in his/her names but have the renter billed, there is NO RENTAL DEPOSIT OF \$100.00. If property owner wants the account to be in RENTERS NAME there is a RENTAL DEPOSIT OF \$100.000

Note: Both this form and the required deposit must be delivered to the district office before service will be started.

(Revised & Board Adopted:)

Water Rate Survey August 2022

In our district the use of 3545 cubic feet of water would result in a charge of \$100.02
This chart shows what those same 3545 cubic feet would cost in other districts

District	Basic Chg	Per 100 cf	CF used	Total Bill	
TDWD	\$39.50	Tiered	3545	\$100.02	
City of Prineville	\$20.12	\$2.25	3545	\$125.03	
Bend (in Limits)	\$25.04	\$2.08	3545	\$98.78	
Bend (out of Limits)	\$37.57	\$3.12	3545	\$150.79	
City of Madras	\$40.90	\$1.98 over 500 cf	3045	\$101.19	
City of Redmond	\$25.20	\$1.35	3545	\$73.06	
La Pine	\$31.58	Tiered	3545	\$106.69	
City of Sisters	\$25.05	\$1.00	3545	\$60.50	Low
City of Portland	\$52.11	\$6.49	3545	\$282.29	High
DVWD	\$20.00	\$1.30 over 700 cf	2845	\$56.99	
City of Salem	\$12.07	\$2.70	3545	\$107.79	
City of Albany	\$18.72	Tiered	3545	\$138.86	
Average Bill				\$116.83	
Average Bill (remove high and low)				\$105.92	

ORDINANCE NO 99-02*



**ADOPTING BYLAWS OF THE
TERREBONNE DOMESTIC WATER DISTRICT**

ARTICLE I

BOARD OF COMMISSIONERS

1. The Board of Commissioners of the Terrebonne Domestic Water District (hereafter referred to as "the board of Commissioners") shall consist of five (5) Commissioners: each elected by the majority of the qualified electors of the Terrebonne Domestic Water District. Proposed: (Commissioners must have a residence and live within the boundaries of the district to be eligible to serve on the board of commissioners)
2. The Commissioners shall hold meetings at such times and places within Terrebonne Domestic Water District, as they may deem appropriate.
3. Upon the first meeting in July, the Board of Commissioners shall choose from their number a President, Vice President, Secretary and Treasurer. These Officers shall hold their office until the first regular meeting in July of the following year, or until their successors are elected and qualified. These Officers shall have, respectively, the power to and shall perform the duties assigned in such cases, and shall be known as Chair, Vice Chair, Secretary and Treasurer of the Terrebonne Domestic Water District.
4. The majority of the Board of Commissioners at any regular meeting shall constitute a quorum to conduct business, and in the absence of the President, the Vice President shall preside at any meeting. Proposed (If both the President and the Vice President are absent the Secretary shall preside at any meeting.)
5. The President is a non-voting member of the Board of Commissioners except in the case a tie vote. Proposed (Remove and allow President to vote)
6. The Commissioners at any regular meeting of the Board of Commissioners may, by resolution, call a special election of the electors of the District to vote upon any proposal.
7. Each Commissioner shall receive compensation in the amount of \$20.00 per month for his or her services. Proposed (Change \$20.00 to "the Districts Base Rate". Compensation will be paid at the end of the fiscal year with a reduction of one months compensation for any unattended meeting beyond two meetings unattended.)

8. Any person who is required to travel for the purpose solely beneficial to the District shall be reimbursed at a rate of thirty cents (30 cents) per mile to cover any expenses necessarily incurred for such travel. Reasonable expenses for meals and lodging will be reimbursed upon presentation of receipts in connection with this travel. Proposed (Replace 30 cents with "the IRS standard mileage rate")

ARTICLE II

OPERATION

1. All monies of the District shall be deposited with the Local Government Investment Pool or with any bank insured by the Federal Deposit Insurance Corporation. The majority of the Board of Commissioners may hereafter designate the bank, and funds shall be withdrawn or paid out only when approved by the Board of Commissioners. Checks shall be signed by two members of the Board of Commissioners.
2. A receipt or voucher clearly showing the nature and items covered by each check drawn shall be kept on file by the Treasure.
3. All required reports shall be made and filed according to applicable Oregon Revised Status.
4. All proceedings of the Board of Commissioners shall be entered into a record book. All books, maps, plans, documents, correspondence, vouchers, reports and other papers and records pertaining to the business of Terrebonne Domestic Water District shall be carefully preserved and shall be open to inspection as public records.
5. Annual budgets shall be prepared in accordance with Oregon Budget Law and all other applicable Oregon Revised Statutes.

6. The Board of Commissioners shall be the final determiners of all business transactions between the Terrebonne Domestic Water District and other communities, water districts, individuals or corporations, private or municipal.
7. No tools, equipment, pipes or other items belonging to the Terrebonne Domestic Water District shall be loaned, rented, given or otherwise transferred to any other community, water district, individual or corporation, private or municipal, except upon written resolution of a majority of the members of the Board of Commissioners.

8. Said Bylaws may be altered ,changed, modified or amended by the majority vote of the Board of Commissioners of the Terrebonne Domestic Water District.
9. The Board of Commissioners shall comply with all applicable Oregon Revised Statutes.

ADOPTED this 13th day of October, 1999 by the Board of Commissioners of the Terrebonne Domestic Water District.

BOARD OF COMMISSIONERS OF THE TERREBONNE DOMESTIC WATER DISTRICT:

Bill Tittle, Chair

W. T. Clark Commissioner

Buzz Foley, Commissioner

Kimberly J. Tittle, Commissioner

Sharon Struck, Commissioner

*It should be noted that the original number of this Ordinance was changed from 99-01 to 99-02 to adjust for a incorrect numbering of Cross Connection Ordinance No. 99-01



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

August 9th, 2022

- The leak on 18th Court is now fixed. I was able to get a contractor soon after our last meeting. The service lines had holes in the bottom from improper bedding when originally installed. This is the second time we have fixed the same service line, next time it will be dug up all the way to the main and replaced.
- I am still on the search for someone to replace Dave. I will have to keep expanding out search criteria. Please everyone spread the word for a new employee and Board member.

District Account Holdings

First Interstate Bank

\$72,675.56

LGIP 4845, Debt Service

\$52,076.38

LGIP 5534, Savings Fund

\$371,458.98

LGIP 6271, SDC Fund

\$67,422.19

LGIP 6272, Deposit Fund

\$13,289.53

Total All Accounts

\$576,922.64