



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda October 11, 2022

Regular public board meetings of the Terrebonne Domestic Water District are held at 6:30 PM at the TDWD office 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 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. Rustic Ranch**
- 2. ODOT project**
- 3. Bylaw changes**

Next Regular Board Meeting: November 8th, 2022 @ 6:30pm @ TDWD office.

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.

Meeting link

<https://us02web.zoom.us/j/85728444107?pwd=akdZejN6T0cvZ0dCQs1V3hmaE5Ddz09>

Meeting ID: 857 2844 4107

Passcode: 034338

Dial by your location

+1 669 900 6833 US



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

September 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 Regular Public Board Meeting was **called to order** at 6:30 pm on September 14th, with 4 directors present: Eric Fisher, Art Tassie, Jim Wilhem and Bob Nupert. Also present was District Manager Dan Bruce. Debbi Wilhelm was present as a member of the public..

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

Minutes: Minutes for the August 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 noted that he would be working with Dan to realign our LGIP accounts. Since the Debt Service Fund is no longer needed and the SDC fund was used for our debt reduction both these accounts should be moved to 0 dollars. We will be proposing a new name for the Debt Service Fund. 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: Chairman has nothing to report at this time.

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

New Employee: Dan noted that the District's new employee, Jennifer Komiskey, has started work this week. Dan informed the board that he will be out on vacation next week so Dave will be working for the district during his absence. Dave will be using the time to train Jennifer on meter reading and new meter install. Moving forward Dan will be training Jennifer to take over all district operations in his absence. Jennifer will be attending our meeting in October so all board members can meet her.

ODOT Relation: Dan informed the board that he is still having problems working with ODOT and other entities working on the Highway 97 project. At this point the work that ODOT wants

the district to perform by August of next year is unrealistic. At this point the consulting firm tells the district they need to do and pay for the work then apply for reimbursement from ODOT. This is contrary to what we have been told in the past. Dan will be meeting with ODOT in the near future to see what can be done.

Employee Retirement Plan: Dan informed the board that the new SEP retirement program the board had approved for the employees does not allow any match requirement. As it stands now the board has authorized a 7% employer contribution followed by a 3% match plan. Eric noted that he understood we were attempting to have the employees have “skin in the game” by offering the match but he sees no reason to deny that extra 3% at this point. Jim noted that the matching 3% that the board was offering was already budgeted for and would not require any changes to the budget. Jim made a motion that the district change the retirement contribution for each employee from 7% to 10% to accommodate the SEP program, second by Bob. All in favor, motion passed.

Business Discussed: By-Law Changes: Jim reviewed the proposed changes that the board had reviewed from the August meeting (see By-Law changes). Eric suggested that we should add our per diem policy to Article I section 8 as we have nothing on per diem. Jim made a motion that the board accept the proposed changes to the districts by-laws with the addition of a per diem explanation, second by Bob. All in favor, motion passed.

Trailer Park Letter: Dan presented a revised letter to be sent to the trailer park concerning their meter. (see letter). The board agreed that this letter was an improvement over the first letter. Art was concerned that our lawyer had not reviewed the letter but Dan assured him the changes he made were not substantial and we would not need to send it to the lawyer again. Eric requested that the board vote on and approve the letter. Jim made a motion that the board approve the letter as written and forward it to the owners of the trailer park, second by Art. All in favor, motion passed.

Bob Nupert Resignation: Bob presented the board president with his letter of resignation effective, 9/15/2022 from the Terrebonne Domestic Water District’s board of commissioners. The other members of the board thanked Bob for his service and wished him well moving forward.

New Board Member: Jim introduced Debbi Wilhem as a proposed new member of the Terrebonne Domestic Water District. Debbi has reluctantly agreed to serve as a member of the board until such time as other new members can be located. Bob made a motion that the board install Debbi Wilhelm as a member of the Terrebonne Domestic Water District’s Position #5, second by Art. All in favor motion passed.

Next Regular Board Meeting: October 10th, 2022 @ 6:30pm @ TDWD district office.

Meeting Adjourned: 7:19 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points

Management Report

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

Prepared on
October 11, 2022

For management use only

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Profit and Loss

September 2022

	Total
INCOME	
40500 Investments	
45050 Interest Income	914.21
Total 40500 Investments	914.21
40550 OR-LB-20 Water Income	
41100 Water	62,047.90
41200 Service Fees	81.64
Total 40550 OR-LB-20 Water Income	62,129.54
Total Income	63,043.75
GROSS PROFIT	
	63,043.75
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	10,471.23
61030 Payroll Taxes	836.22
61070 Employee Retirement	635.83
61080 Workers Comp	200.00
Total 61000 OR-LB- 30 Personnel Services	12,143.28
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	3,975.42
62012 Utilities - Other	22.00
Total 62010 Utilities	3,997.42
62020 Operating Supplies	281.91
62030 Testing expense	152.44
62040 Office Supplies	539.50
62050 Postage, Mailing Service	219.24
62060 Legal	104.00
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	104.45
62162 Merchant Services Proc Fee	1,068.03
Total 62160 Bank Charges	1,172.48
62170 Billing support	208.44
62180 Computer Software	14.99
62190 Dues & Subscriptions	329.29
62220 Telephone, Telecommunications	479.91
62230 Refund	39.79
Total 62000 OR-LB-31 Operations	9,127.99

	Total
Total Expenses	21,271.27
NET OPERATING INCOME	41,772.48
OTHER INCOME	
90300 Gain (Loss) on Sale	93,170.00
Total Other Income	93,170.00
NET OTHER INCOME	93,170.00
NET INCOME	\$134,942.48

Balance Sheet

As of September 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	13,043.31
10200 First Interstate -3877- General	74,349.12
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	52,225.08
10520 LGIP Investment Fund #5534	532,669.58
10530 LGIP - SDC Fund #6271	67,614.71
15340 LGIP Deposit Fund #6272	13,327.47
Total 10500 LGIP Investments	665,836.84
Total Bank Accounts	753,229.27
Other Current Assets	
11500 Water Bills Receivable	45,386.21
14000 Inventory	6,451.05
14200 Prepaid Expenses	2,291.56
Total Other Current Assets	54,128.82
Total Current Assets	807,358.09
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	\$3,335,351.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	6,310.16
Total Accounts Payable	6,310.16
Credit Cards	
21100 FIB CC #2575	-1,390.88
Total Credit Cards	-1,390.88
Other Current Liabilities	
24000 Payroll Liabilities	0.00
Edward Jones Retirement	1,653.16
Federal Taxes (941/944)	491.31
OR Employment Taxes	140.88
OR Income Tax	153.13

	Total
OR Statewide Transit Taxes	26.05
Total 24000 Payroll Liabilities	2,464.53
24300 Payroll payable	1,918.62
25000 Customer deposits payable	36,288.65
Total Other Current Liabilities	40,671.80
Total Current Liabilities	45,591.08
Total Liabilities	45,591.08
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	224,793.39
Total Equity	3,289,760.04
TOTAL LIABILITIES AND EQUITY	\$3,335,351.12

Terrebonne Domestic Water District

Profit and Loss Comparison

July - September, 2022

	TOTAL	
	JUL - SEP, 2022	JUL - SEP, 2021 (PY)
Income		
40500 Investments		
45050 Interest Income	2,123.10	738.08
Total 40500 Investments	2,123.10	738.08
40550 OR-LB-20 Water Income		
41100 Water	188,337.84	182,950.36
41200 Service Fees	1,250.86	3,530.02
41500 Debt Reduction Charge	0.00	8,522.48
Total 40550 OR-LB-20 Water Income	189,588.70	195,002.86
41600 System Development Fees	7,700.00	0.00
Total Income	\$199,411.80	\$195,740.94
GROSS PROFIT	\$199,411.80	\$195,740.94
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	25,576.49	32,088.00
61030 Payroll Taxes	2,181.25	2,759.76
61040 Employee Health ins		3,612.84
61070 Employee Retirement	1,907.49	3,035.10
61080 Workers Comp	600.00	618.33
Total 61000 OR-LB- 30 Personnel Services	30,265.23	42,114.03
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	11,499.05	11,611.07
62012 Utilities - Other	363.67	787.78
Total 62010 Utilities	11,862.72	12,398.85
62020 Operating Supplies	1,292.65	1,186.22
62024 Repair and Maintenance	4,512.50	
Total 62020 Operating Supplies	5,805.15	1,186.22
62030 Testing expense	1,303.32	64.00
62040 Office Supplies	1,237.57	332.96
62050 Postage, Mailing Service	935.70	440.83
62060 Legal	1,099.00	5,145.00
62070 Insurance		
62071 Insurance - Liability, D and O	267.00	240.24
62072 Property Insurance	2,290.74	2,051.76
Total 62070 Insurance	2,557.74	2,292.00
62080 Bookkeeping	2,208.00	2,110.50
62090 Directors Fees		960.00

Terrebonne Domestic Water District

Profit and Loss Comparison

July - September, 2022

	TOTAL	
	JUL - SEP, 2022	JUL - SEP, 2021 (PY)
62160 Bank Charges		
62161 Bank Service Fees	295.33	200.12
62162 Merchant Services Proc Fee	2,428.67	1,512.35
Total 62160 Bank Charges	2,724.00	1,712.47
62170 Billing support	938.22	232.79
62180 Computer Software	44.97	327.33
62190 Dues & Subscriptions	329.29	510.24
62200 Fuel		149.71
62210 Printing and Copying	384.20	255.16
62220 Telephone, Telecommunications	1,426.44	1,327.21
62230 Refund	132.51	572.06
Total 62000 OR-LB-31 Operations	32,988.83	30,017.33
70000 Capital Outlay		
70100 System Improvements		33,308.22
Total 70000 Capital Outlay		33,308.22
80000 Interest Expense	4,534.35	1,672.75
Total Expenses	\$67,788.41	\$107,112.33
NET OPERATING INCOME	\$131,623.39	\$88,628.61
Other Income		
90300 Gain (Loss) on Sale	93,170.00	
Total Other Income	\$93,170.00	\$0.00
NET OTHER INCOME	\$93,170.00	\$0.00
NET INCOME	\$224,793.39	\$88,628.61

Terrebonne Domestic Water District

Profit and Loss Comparison

September 2022

	TOTAL	
	SEP 2022	SEP 2021 (PY)
Income		
40500 Investments		
45050 Interest Income	914.21	226.51
Total 40500 Investments	914.21	226.51
40550 OR-LB-20 Water Income		
41100 Water	62,047.90	53,599.19
41200 Service Fees	81.64	1,005.00
41500 Debt Reduction Charge		2,851.13
Total 40550 OR-LB-20 Water Income	62,129.54	57,455.32
41600 System Development Fees	0.00	0.00
Total Income	\$63,043.75	\$57,681.83
GROSS PROFIT	\$63,043.75	\$57,681.83
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	10,471.23	10,696.00
61030 Payroll Taxes	836.22	869.76
61040 Employee Health ins		1,204.28
61070 Employee Retirement	635.83	1,011.70
61080 Workers Comp	200.00	206.11
Total 61000 OR-LB- 30 Personnel Services	12,143.28	13,987.85
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	3,975.42	3,838.60
62012 Utilities - Other	22.00	135.66
Total 62010 Utilities	3,997.42	3,974.26
62020 Operating Supplies	281.91	25.71
62030 Testing expense	152.44	
62040 Office Supplies	539.50	1.12
62050 Postage, Mailing Service	219.24	219.24
62060 Legal	104.00	3,699.50
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
62160 Bank Charges		
62161 Bank Service Fees	104.45	63.00
62162 Merchant Services Proc Fee	1,068.03	837.27
Total 62160 Bank Charges	1,172.48	900.27

Terrebonne Domestic Water District

Profit and Loss Comparison

September 2022

	TOTAL	
	SEP 2022	SEP 2021 (PY)
62170 Billing support	208.44	232.79
62180 Computer Software	14.99	109.11
62190 Dues & Subscriptions	329.29	510.24
62200 Fuel		23.21
62220 Telephone, Telecommunications	479.91	442.96
62230 Refund	39.79	97.14
Total 62000 OR-LB-31 Operations	9,127.99	11,703.05
70000 Capital Outlay		
70100 System Improvements		22,598.24
Total 70000 Capital Outlay		22,598.24
80000 Interest Expense		1,672.75
Total Expenses	\$21,271.27	\$49,961.89
NET OPERATING INCOME	\$41,772.48	\$7,719.94
Other Income		
90300 Gain (Loss) on Sale	93,170.00	
Total Other Income	\$93,170.00	\$0.00
NET OTHER INCOME	\$93,170.00	\$0.00
NET INCOME	\$134,942.48	\$7,719.94

Terrebonne Domestic Water District

Check Detail

September 14 - October 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
10/03/2022	Expense		MRCNT PMNT PROC			-83.20
				MRCNT PMNT PROC SETTLEMENT 561101001135 693		83.20
10/06/2022	Expense		WEBPAYMENT GATEWAY SERVICES			-119.49
				GATEWAY SERVICES WEBPAYMENT		119.49
10200 First Interstate -3877- General						
09/14/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 09/07/2022-09/09/2022 OR Income Tax	R	-62.18
						-62.18
09/14/2022	Tax Payment		IRS	Tax Payment for Period: 09/07/2022-09/09/2022 Federal Taxes (941/943/944)	R	-178.04
						-178.04
09/15/2022	Expense		FIRST INTERSTATE BANK		R	-104.45
				SERVICE CHARGES AUGUST 2022		104.45
09/28/2022	Bill Payment (Check)	3605	Charles & Debra Forward			-39.79
						-39.79
09/28/2022	Bill Payment (Check)	3606	EDGE ANALYTICAL INC			-300.44
						-300.44
09/28/2022	Bill Payment (Check)	3607	LOCAL GOVERNMENT LAW GROUP PC			-104.00
						-104.00
09/28/2022	Payroll Check	3592	Jennifer A. Komiskey	Pay Period: 09/01/2022-09/30/2022 Partial month		-
				Gross Pay - This is not a legal pay stub		1,867.46
				Employer Taxes		2,336.80
				OR Statewide Transit Taxes		201.11
				OR Employment Taxes		2.34
				OR Income Tax		23.67
				Federal Taxes (941/943/944)		153.13
						491.31
09/28/2022	Check	3593	VOIDED CHECK			0.00
						0.00
09/28/2022	Check	3597	VOIDED CHECK			0.00
						0.00
09/28/2022	Check	3601	VOIDED CHECK			0.00
						0.00
09/28/2022	Check	3600	VOIDED CHECK			0.00
						0.00
09/28/2022	Check	3598	VOIDED CHECK			0.00
						0.00
09/28/2022	Check	3599	VOIDED CHECK			0.00
						0.00
09/29/2022	Expense		FIRST INTERSTATE BANK		R	-131.33

Terrebonne Domestic Water District

Check Detail
September 14 - October 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ACH SETTLEMENT ELEC DEBIT 1080788		131.33
09/30/2022	Expense		FIRST INTERSTATE BANK		R	-50.00
				ACH SETTLEMENT ELEC DEBIT 1080788		50.00
09/30/2022	Check	3595	VOIDED CHECK			0.00
						0.00
09/30/2022	Check	3594	VOIDED CHECK			0.00
						0.00
09/30/2022	Check		MASTERCARD (FIB) #2575		R	-
				CHECK 3561		1,390.88
						-
						1,390.88
10/01/2022	Check		EDWARD JONES	FBO: Daniel Bruce \$635.83 - Employer Contribution, \$190.75 Employee Contribution		-826.58
				Sept		-635.83
				Sept		-190.75
10/04/2022	Check	3591	US POSTAL SERVICE			-219.24
				CHECK 3591		219.24
10/05/2022	Tax Payment		IRS	Tax Payment for Period: 09/28/2022-09/30/2022 Federal Taxes (941/943/944)		-491.31
						-491.31
10/05/2022	Tax Payment		OR Department of Revenue	Tax Payment for Period: 09/28/2022-09/30/2022 OR Income Tax		-153.13
						-153.13
10/07/2022	Payroll Check	3624	Jennifer A. Komiskey	Pay Period: 10/01/2022-10/31/2022		-
						2,620.07
				Gross Pay - This is not a legal pay stub		3,375.00
				Employer Taxes		290.48
				OR Statewide Transit Taxes		3.38
				OR Employment Taxes		34.20
				OR Income Tax		233.07
				Federal Taxes (941/943/944)		774.76
10/07/2022	Payroll Check	3623	Daniel J. Bruce	Pay Period: 10/01/2022-10/31/2022		-
						5,127.65
				Gross Pay - This is not a legal pay stub		6,970.83
				Employer Taxes		535.17
				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		3.82
				OR Income Tax		461.12
				Federal Unemployment (940)		0.00
				Federal Taxes (941/943/944)		1,715.88
10/10/2022	Bill Payment (Check)		AMERICAN BUSINESS SOFTWARE INC			-59.95
						-59.95
10/10/2022	Bill Payment (Check)		BEND BROADBAND			-163.25

Terrebonne Domestic Water District

Check Detail

September 14 - October 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-163.25
10/10/2022	Bill Payment (Check)		CENTRATTEL TELEPHONE ANSWERING SERVICE			-221.30
						-221.30
10/10/2022	Bill Payment (Check)		EDGE ANALYTICAL INC			-152.44
						-152.44
10/10/2022	Bill Payment (Check)		MASTERCARD (FIB) #2575			-827.41
						-827.41
10/10/2022	Bill Payment (Check)		ONE CALL CONCEPTS INC			-15.60
						-15.60
10/10/2022	Bill Payment (Check)		Oregon Government Ethics Commission			-329.29
						-329.29
10/10/2022	Bill Payment (Check)		PACIFIC POWER			-
						3,975.42
						-
						3,975.42
10/10/2022	Bill Payment (Check)		REVEAL ACCOUNTING SOLUTIONS			-736.00
						-736.00
10/10/2022	Bill Payment (Check)		TERREBONNE HARDWARE			-8.99
						-8.99
10/10/2022	Bill Payment (Check)		Terrebonne PUD, LLC			-22.00
						-22.00
10/10/2022	Bill Payment (Check)		US CELLULAR			-79.76
						-79.76
10/10/2022	Check		EDWARD JONES	FBO: Daniel Bruce \$635.83 - Employer Contribution, \$190.75 Employee Contribution		-826.58
				August		-635.83
				August		-190.75
10/10/2022	Check		EDWARD JONES	FBO: Daniel Bruce \$635.83 - Employer Contribution, \$190.75 Employee Contribution		-826.58
				Oct		-635.83
				Oct		-190.75



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

September 13th, 2022

- I have spoken to the county about what we need to do to start the remodel at our old office. We are working to setup a onsite meeting to get the permitting to do the work. I have also spoken to a couple of contractors about coming to give us some bids on the work. As of now I need to get some preliminary drawing to the county and schedule our meeting.

District Account Holdings

First Interstate Bank

\$97,261.20

LGIP 4845, Debt Service

\$52,225.08

LGIP 5534, Savings Fund

\$532,669.53

LGIP 6271, SDC Fund

\$67,614.71

LGIP 6272, Deposit Fund

\$13,327.47

Total All Accounts

\$763,097.99