



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda August 8th, 2023

Regular public board meetings of the Terrebonne Domestic Water District are held at 6:00 PM at the TDWD district 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 Kevin Byrne 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. ODOT HWY 97 Project.
2. 11th street water line.
3. Board member recruitment letter.
4. Leak policy.

Next Regular Board Meeting: September 12th, 2023 @ 6:00pm

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/88952456814?pwd=a1J6NII0bzJ6cVZZMGVzQXFoZlBGZz09>

Meeting ID: 889 5245 6814

Passcode: 411103

Dial by your location +1 253 215 8782 US (Tacoma)



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

May 9th, 2023

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 6:08 pm on May 9th, with 5 directors present: Art Tassie, Jim Wilhem, Kevin Byrne and Debbi Wilhelm. Also present was District Manager Dan Bruce. No members of the public were present. Eric Fisher was delayed and arrived during the Districts Manager's report.

Agenda: The agenda was presented to the board (see agenda).

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

Treasurer's Report: The current financial report was reviewed by the board, (see report). Kevin reported \$29,585 in income, \$42,488 of expenses and -\$12,903 of income for the month of April. Current accounts showed onhand funds of \$870,002. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Kevin. All in favor, motion passed.

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

Backflow Letter: Letters have been sent out to customers. This will be the last year on the Bob's Jobs contract and we will be looking to go out to bid on the contract.

Auditors: Dan is continuing our search for a new auditor for the district. So far we have been unable to find anyone to do the job for us. We continue to have little to no contract with our auditor..

New Truck: We have been able to locate a truck for the district. Dan will be flying down to Nevada to pick up the truck. We were able to come in on budget for the used tuck spending about \$39,000.

Chairman's Report: Chairman has nothing to report at this time.

Business Discussed: ODOT HWY 97 Project. The plan review is being done now by ODOT at no cost to the district. It looks like our cost for engineering will be about \$29,000. The plan review is expected to be done in June.

Vehicle Purchase: See District Managers Report.

Budget Meetings: Our budget meetings will be on June 6th and 13th at 6:00pm. Board members were requested to bring a TDWD consumer to participate in the budget process.

Large Bill Guidelines: Jim presented the board with "Proposed Policy of Large Bills" (see proposed policy) After some discussion the board agreed to the following changes to the proposal. 1. Add title to be "Leak Debt Forgiveness Policy" 2. Have policy reflect that it is for bills over 4x times average monthly change. 3. Remove any reference to "large bills" 4. Move #3 to #1 as the first statement. 5. Remove reference to forgiving half of the bill. 6. Change reference to paying over 6 months to "extended period of time. Jim will make the noted changes and return the policy for final review.

First 2023/2024 Budget Meeting: June 6th, 2023 @ 6:00pm @ TDWD district office.

Second 2023/2024 Budget Meeting: June 13th, 2023 @ 6:00pm @ TDWD district office.

Next Regular Board Meeting: June 13th, 2023 @ 6:30pm @ TDWD district office.

Meeting Adjourned: 6:54 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points



**TERREBONNE
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2nd Public Budget Meeting 2023-24

June 13th, 2023

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 1st Public Budget Meeting for 2023-24 budget was **called to order** at 6:53 pm on June 13th, with 4 directors present: Jim Wilhem, Kevin Byrne, Eric Fisher and Debbi Wilhelm. Also present was District Manager Dan Bruce and Herb Alperstein, a member of the public, volunteering to be on the committee.

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

Business Discussed: Proposed Budget: Jim, the Budget Officer, presented the proposed budget to the budget committee for review. (See proposed budget). Each item on the budget was reviewed by the budget committee. There was much discussion as to what should be added to the payroll line concerning Jerrifers wages. (see second emp;oyee wage scale) It was agreed that the sum of \$58,756 should be allotted for her wages, It should be noted that Jim did not agree with this process as he is obsessed with numbers and does not like guessing about any number on the budget.

Executive Session: The board went into executive session at 7:21 PM, pursuant to OR 192.660(2)(i) and 0192660(8), to discuss employee performance . Opening statement was read by Eric. (see opening statement).

Return to 2st Public budget Meeting: The board returned to budget meeting at 7:54PM

Business Discussed: The board addressed Dan and his proposed wages for the 2023/24 fiscal year. The Board had agreed to move Dan to the sixth level on the 10 step wage scale (see managers wage scale). It was also agreed that the wage scale itself would be raised 10%giving Dan a new bae salary of \$85,250. It was also agreed that Dan payout for not taking insurance should remain at the current \$6,925.

Meeting Adjourned: 8:12 pm

Submitted By: Jim Wilhelm **Secretary TDWD**



**TERREBONNE
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WATER
DISTRICT**

Regular Public Board Meeting

June 13th, 2023

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 6:00 pm on June 13th, with 3 directors present: Jim Wilhem, Kevin Byrne and Debbi Wilhelm and. Also present was District Manager Dan Bruce. No members of the public were present. Eric Fisher arrived at 6:14pm.

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

Minutes: Minutes for the May public board meeting were reviewed by the board. (see minutes). Jim noted that there may be an error in the notes and he requested that the board wait until the July meeting to approve the meeting notes from May so he can review the records. The board approved waiting to approve the notes.

Treasurer's Report: The current financial report was reviewed by the board, (see report). Kevin reported \$34,497 in income, \$80,275 of expenses and -\$45,778 of income for the month of May. Current accounts showed onhand funds of \$849,859. Jim noted that he would need the "final" cash on hand number before the budget can be sent to the state. Kevin made a motion that the board accept the financial report and the checks as presented, seconded by Debbi. All in favor, motion passed.

District Manager's Report: Dan presented his report to the board. (see report). **Trucks:** Dan noted that the new truck has arrived and that he now has logos on all our vehicles.

Engineer: Dan continues to search for an engineer we can use for the district moving forward. Jim asked when this job would go out to bid and Dan noted that after he had finished his search and had talked to several more people.

Auditor: Dan has moved to put out a bid for a new auditor. Trying to find an auditor one call at a time is not working. Our lawyer is writing up a bid and we will be sending out to all auditors that are allowed to work in Oregon. Our last completed audit was for 2017/18 so we are now behind 5 audits. We have not heard from the county so at this point we are OK.

Business Discussed: Hwy 97 Project: Dan has reviewed a contract from ODOT concerning the work to be done on our system during the construction. Dan had several concerns about our ability to have oversight on our part of the work. Dan has requested Cari (our lawyer) to review the contract and possibly make a few changes. The board agreed to have two board members review the contract before it is submitted and also agree to allow those board members to sign the contract as needed. Jim made a motion that he and Kevin be assigned to review and sign the pending contract with ODOT, second by Debbi. All in favor, motion passed.

11th Street Project: See Hwy 97 Project.

Surplus Vehicle: The board discussed how to dispose of the district's old truck. It was decided that we will attempt to donate the truck to Redmond High School and barring that we will attempt to sell the truck for whatever we can get for it.

District Meeting Building: Eric inquired about the states of our proposed meeting building. Dan said he is working on getting set-backs approved before we move forward with build out of the building.

The Regular Board Meeting was suspended at 6:53 pm to open the 2nd budget meeting for the 2023/24 fiscal year.

The Regular Board Meeting was resumed at 8:12 pm.

Business Discussed: 2023/2024 Fiscal Budget:The board prepared a Resolution Making Appropriation (see resolution), reflecting the numbers derived from the 2nd budget meeting. Kevin made a motion that the board accept the resolution for the 2023/2024 fiscal year as presented, second by Debbi. All in favor, motion passed.

Art Tassie: Eric noted for the board that this would be Art's last meeting as a board member of the Terrebonne Domestic Water District. Both Eric and Jim thanked Art for his help over the last 8 years of his service on the board. It was noted that Art was instrumental in guiding the district during some of its most difficult times and is leaving the district in outstanding financial shape and with strong dedicated leadership. Thank you Art.

Next Regular Board Meeting: July 11th, 2023 @ 6:00pm @ TDWD district office.

Meeting Adjourned: 8:20 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points



**TERREBONNE
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DISTRICT**

Regular Public Board Meeting

July 11th, 2023

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 6:00 pm on July 11th, with 4 directors present: Eric Fisher, Jim Wilhem, Kevin Byrne and Debbi Wilhelm. Also present was District Manager Dan Bruce. No members of the public were present.

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

Minutes: Minutes for the June public board meeting were not available. The proposed minutes for that meeting will be posted on line as soon as possible and will be approved at the next regular board meeting.

Treasurer's Report: The current financial report was reviewed by the board, (see report). Kevin reported \$55,828 in income, \$21,374 of expenses and \$34,454 of income for the month of June. Current accounts showed onhand funds of \$771,828. It was noted that the 2022-23 fiscal year had ended on a positive note. The district has record water sales and record regular income for the year. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Debbi. All in favor, motion passed.

Chairman's Report: Eric noted the newly elected board members had been sworn into their positions on the board. Jim Wilhelm was elected to position #2 to a 4 year term, Kevin Byrne was elected to position #5 to a 4 year term and Debbi Wilhelm was elected to position #5 to finish out a 2 year term. Eric congratulated all the new board members and thanked them for serving.

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

New Meters: Dan noted that the district's project to change all the inground meters to the new radio read is nearing completion. Jennifer has been doing a great job getting this project done and the time to read meters has been reduced.

New Auditor: Carrie, the district's lawyer is in the process of writing up the bid packet and it should be available soon.

Dan's Vacation: Dan informed the board that he will be on vacation next week and that Jennifer will be running the office. Dan noted that he will be monitoring emails and voicemail in case there are any emergencies that need to be addressed.

Business Discussed: HWY 97 Project: Dan informed the board that after almost a month he has heard back from ODOT on our proposed changes to the highway contract. ODOT is punching back on our desire to be able to hold the contractor responsible for work on our infrastructure. Eric voiced some concern that we would not be heard or responded to if we feel the work is not being done as required. Dan informed the board that he will work with Carrie and ODOT to see if this issue can be worked out. The board was looking for some assurance that the work will be done correctly.

11th Street Water Line: Dan informed the board that in discussions with ODOT it was agreed that the water line linking the northernmost homes on 11th street would be run up to 13th Street to loop in that line. This change requires said homes to move some fences that are in the unused road right of way. It will be our responsibility to inform the property owners when the plan is complete.

2023-24 Board Positions: Eric opened the floor for nominations to the position of President of the Terrebonne Domestic Water Board for the year 2023-24. Jim nominated Eric Fisher to the board president position, seconded by Debbi. There were no further nominations to the position of board president. All in favor, Eric was elected.

Eric opened the floor for nominations to the position of Vice Chair of the Terrebonne Domestic Water Board for the year 2023-24. Jim nominated Debbi Wilhelm to the board Vice President position, seconded by Kevin. There were no further nominations to the position of board Vice President. All in favor, Debbi was elected.

Eric opened the floor for nominations to the position of Secretary of the Terrebonne Domestic Water Board for the year 2023-24. Kevin nominated Jim Wilhelm to the board Secretary position, seconded by Debbi. There were no further nominations to the position of board president. All in favor, Jim was elected. Eric opened the floor for nominations to the position of Treasurer of the Terrebonne Domestic Water Board for the year 2023-24. Jim nominated Kevin Byrne to the board Treasurer position, seconded by Debbi. There were no further nominations to the position of board president. All in favor, Kevin was elected.

Empty Board Seat: Jim asked that all board members continue to search for a new board member to fill the vacant seat. It was suggested that the district send out a note or letter to the community to seek to fill the seat. It was agreed that the board would draft a letter at the next board meeting to send out to all homes in the district.(45)

Next Regular Board Meeting: August 8th, 2023 @ 6:00pm @ TDWD district office.

Meeting Adjourned: 6:28 pm

Submitted By: Jim Wilhelm
Secretary TDWD

Recorded Action Points

Management Report

Terrebonne Domestic Water District
For the period ended July 31, 2023

Prepared on

August 8, 2023

For management use only

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Profit and Loss

July 2023

	Total
INCOME	
40500 Investments	
45050 Interest Income	2,546.53
Total 40500 Investments	2,546.53
40550 OR-LB-20 Water Income	
41100 Water	58,300.18
41200 Service Fees	970.00
Total 40550 OR-LB-20 Water Income	59,270.18
Total Income	61,816.71
GROSS PROFIT	
	61,816.71
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	11,266.67
61030 Payroll Taxes	944.52
61040 Employee Health ins	585.85
61070 Employee Retirement	1,075.00
61080 Workers Comp	252.90
Total 61000 OR-LB- 30 Personnel Services	14,124.94
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	4,327.14
62012 Utilities - Other	20.77
Total 62010 Utilities	4,347.91
62020 Operating Supplies	256.57
62030 Testing expense	80.00
62040 Office Supplies	-459.94
62050 Postage, Mailing Service	216.00
62060 Legal	338.00
62070 Insurance	
62071 Insurance - Liability, D and O	789.58
62072 Property Insurance	136.75
Total 62070 Insurance	926.33
62080 Bookkeeping	744.00
62100 Vehicle Maintenance & Repair	67.96
62160 Bank Charges	
62161 Bank Service Fees	373.95
62162 Merchant Services Proc Fee	734.06
Total 62160 Bank Charges	1,108.01
62170 Billing support	59.95
62180 Computer Software	588.33

	Total
62190 Dues & Subscriptions	538.90
62200 Fuel	131.12
62220 Telephone, Telecommunications	767.90
62230 Refund	274.13
Total 62000 OR-LB-31 Operations	9,985.17
70000 Capital Outlay	
70100 System Improvements	5,596.27
Total 70000 Capital Outlay	5,596.27
Total Expenses	29,706.38
NET OPERATING INCOME	32,110.33
NET INCOME	\$32,110.33

Balance Sheet

As of July 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	7,793.16
10200 First Interstate -3877- General	27,862.06
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	99,731.70
10520 LGIP Investment Fund #5534	549,823.43
10530 LGIP - SDC Fund #6271	69,579.43
15340 LGIP Deposit Fund #6272	13,714.72
Total 10500 LGIP Investments	732,849.28
Total Bank Accounts	768,504.50
Other Current Assets	
11500 Water Bills Receivable	36,126.29
14000 Inventory	6,451.05
14200 Prepaid Expenses	8,063.58
Total Other Current Assets	50,640.92
Total Current Assets	819,145.42
Fixed Assets	
15000 Equipment	85,813.68
15100 Water System	3,565,410.59
15200 Water Rights Asset	77,553.00
15300 Land	35,512.00
15400 Easements & Permits	2,800.00
15600 Vehicles	
15610 Chevy Silverado HD2500 2011	39,993.00
Total 15600 Vehicles	39,993.00
15900 Accumulated Depreciation	-1,225,589.75
Total Fixed Assets	2,581,492.52
TOTAL ASSETS	\$3,400,637.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	943.44
Total Accounts Payable	943.44
Other Current Liabilities	
24000 Payroll Liabilities	0.00
OR Employment Taxes	86.50

	Total
OR Paid Family and Medical Leave	67.60
OR Statewide Transit Taxes	12.00
Total 24000 Payroll Liabilities	166.10
24300 Payroll payable	1,918.62
25000 Customer deposits payable	37,288.67
Total Other Current Liabilities	39,373.39
Total Current Liabilities	40,316.83
Total Liabilities	40,316.83
Equity	
32000 Retained Earnings S	1,428,059.63
32500 Debt Service fund bal	105,905.63
32600 SDC Revenues	59,031.00
33000 Retained Earnings M	1,735,214.52
Net Income	32,110.33
Total Equity	3,360,321.11
TOTAL LIABILITIES AND EQUITY	\$3,400,637.94

Terrebonne Domestic Water District

Profit and Loss YTD Comparison

July 2023

	TOTAL	
	JUL 2023	JUL 2022 (PY)
Income		
40500 Investments		
45050 Interest Income	2,546.53	533.39
Total 40500 Investments	2,546.53	533.39
40550 OR-LB-20 Water Income		
41100 Water	58,300.18	62,723.83
41200 Service Fees	970.00	0.00
41300 Backflow Fees	0.00	
41500 Debt Reduction Charge		0.00
Total 40550 OR-LB-20 Water Income	59,270.18	62,723.83
41600 System Development Fees	0.00	0.00
Total Income	\$61,816.71	\$63,257.22
GROSS PROFIT	\$61,816.71	\$63,257.22
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	11,266.67	7,552.63
61030 Payroll Taxes	944.52	739.59
61040 Employee Health ins	585.85	
61070 Employee Retirement	1,075.00	635.83
61080 Workers Comp	252.90	200.00
Total 61000 OR-LB- 30 Personnel Services	14,124.94	9,128.05
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	4,327.14	2,984.41
62012 Utilities - Other	20.77	83.46
Total 62010 Utilities	4,347.91	3,067.87
62020 Operating Supplies	256.57	345.23
62030 Testing expense	80.00	702.44
62040 Office Supplies	-459.94	1,049.11
62050 Postage, Mailing Service	216.00	25.66
62060 Legal	338.00	995.00
62070 Insurance		
62071 Insurance - Liability, D and O	789.58	89.00
62072 Property Insurance	136.75	763.58
Total 62070 Insurance	926.33	852.58
62080 Bookkeeping	744.00	736.00
62100 Vehicle Maintenance & Repair	67.96	

Terrebonne Domestic Water District

Profit and Loss YTD Comparison

July 2023

	TOTAL	
	JUL 2023	JUL 2022 (PY)
62160 Bank Charges		
62161 Bank Service Fees	373.95	103.43
62162 Merchant Services Proc Fee	734.06	507.73
Total 62160 Bank Charges	1,108.01	611.16
62170 Billing support	59.95	171.19
62180 Computer Software	588.33	14.99
62190 Dues & Subscriptions	538.90	
62200 Fuel	131.12	89.06
62220 Telephone, Telecommunications	767.90	473.92
62230 Refund	274.13	92.72
Total 62000 OR-LB-31 Operations	9,985.17	9,226.93
70000 Capital Outlay		
70100 System Improvements	5,596.27	
Total 70000 Capital Outlay	5,596.27	
80000 Interest Expense		4,534.35
Total Expenses	\$29,706.38	\$22,889.33
NET OPERATING INCOME	\$32,110.33	\$40,367.89
NET INCOME	\$32,110.33	\$40,367.89

Terrebonne Domes
Budget vs. Actuals: FY
July 2023 -

Account	Jul 2023			Aug 2023			Sep 2023			Oct 2023			Nov 2023			Dec 2023				
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget		
	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget	over Budget		
4000 Investments	2,548.53	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	
4000 Interest Income	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	0.00	
Total 4000 Investments	\$ 2,548.53	\$ 1,083.33	100.00%	\$ 1,083.33	\$ 1,083.33	100.00%	\$ 1,083.33	\$ 1,083.33	100.00%	\$ 1,083.33	\$ 1,083.33	100.00%	\$ 1,083.33	\$ 1,083.33	100.00%	\$ 1,083.33	\$ 1,083.33	100.00%	\$ 1,083.33	
4100 Water	58,300.18	64,068.00	89.43%	4,224.89	64,000.00	6.60%	53,025.00	64,000.00	82.85%	38,475.00	64,000.00	60.12%	24,337.00	64,000.00	38.03%	24,250.00	64,000.00	37.89%	24,250.00	64,000.00
4100 Services Fees	1,104.17	1,104.17	100.00%	0.00	1,104.17	0.00%	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
4100 Backflow Fees	0.00	488.33	0.00%	488.33	488.33	100.00%	488.33	488.33	100.00%	488.33	488.33	100.00%	488.33	488.33	100.00%	488.33	488.33	100.00%	488.33	488.33
Total 4050 ORL-B-20 Water Income	\$ 58,276.18	\$ 64,556.50	90.29%	\$ 4,224.89	\$ 65,088.50	6.48%	\$ 53,067.50	\$ 65,088.50	81.53%	\$ 38,475.00	\$ 65,088.50	59.12%	\$ 24,337.00	\$ 65,088.50	37.43%	\$ 24,250.00	\$ 65,088.50	37.26%	\$ 24,250.00	\$ 65,088.50
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%	0.00	
Total Income	\$ 61,816.71	\$ 67,833.83	91.14%	\$ 4,224.89	\$ 67,043.83	6.30%	\$ 53,067.50	\$ 67,043.83	79.16%	\$ 38,475.00	\$ 67,043.83	57.39%	\$ 24,337.00	\$ 67,043.83	36.31%	\$ 24,250.00	\$ 67,043.83	36.02%	\$ 24,250.00	\$ 67,043.83
Gross Profit	\$ 61,816.71	\$ 67,833.83	91.14%	\$ 4,224.89	\$ 67,043.83	6.30%	\$ 53,067.50	\$ 67,043.83	79.16%	\$ 38,475.00	\$ 67,043.83	57.39%	\$ 24,337.00	\$ 67,043.83	36.31%	\$ 24,250.00	\$ 67,043.83	36.02%	\$ 24,250.00	\$ 67,043.83
Expense																				
6100 ORL-B-30 Personnel Services	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%	0.00	
6001 Utilities - Electric	11,266.67	11,748.00	95.96%	11,748.00	11,748.00	100.00%	11,748.00	11,748.00	100.00%	11,748.00	11,748.00	100.00%	11,748.00	11,748.00	100.00%	11,748.00	11,748.00	100.00%	11,748.00	11,748.00
6100 Payroll Expenses	944.52	1,038.50	90.96%	893.73	1,038.50	85.98%	1,039.50	1,038.50	100.00%	1,039.50	1,038.50	100.00%	1,039.50	1,038.50	100.00%	1,039.50	1,038.50	100.00%	1,039.50	1,038.50
6100 Property Taxes	595.85	591.07	100.81%	1,117.10	591.07	188.03%	591.07	591.07	100.00%	591.07	591.07	100.00%	591.07	591.07	100.00%	591.07	591.07	100.00%	591.07	591.07
6100 Employees Health Ins	1,075.00	1,106.83	97.16%	1,106.83	1,106.83	100.00%	1,106.83	1,106.83	100.00%	1,106.83	1,106.83	100.00%	1,106.83	1,106.83	100.00%	1,106.83	1,106.83	100.00%	1,106.83	1,106.83
6100 Employees Retirement	252.00	258.33	97.56%	258.33	258.33	100.00%	258.33	258.33	100.00%	258.33	258.33	100.00%	258.33	258.33	100.00%	258.33	258.33	100.00%	258.33	258.33
6100 Workers Comp	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%	0.00	
Total 6100 ORL-B-30 Personnel Services	\$ 14,124.84	\$ 14,833.33	95.22%	\$ 14,467.10	\$ 14,833.33	97.53%	\$ 14,833.33	\$ 14,833.33	100.00%	\$ 14,833.33	\$ 14,833.33	100.00%	\$ 14,833.33	\$ 14,833.33	100.00%	\$ 14,833.33	\$ 14,833.33	100.00%	\$ 14,833.33	\$ 14,833.33
6200 ORL-B-31 Operations	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%	0.00	
6200 Utilities	4,327.14	2,750.00	157.14%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00	100.00%	2,750.00	2,750.00
6201 Utilities - Electric	2,037.14	1,067.00	190.92%	1,067.00	1,067.00	100.00%	1,067.00	1,067.00	100.00%	1,067.00	1,067.00	100.00%	1,067.00	1,067.00	100.00%	1,067.00	1,067.00	100.00%	1,067.00	1,067.00
6201 Utilities - Other	2,290.00	1,683.00	136.13%	1,683.00	1,683.00	100.00%	1,683.00	1,683.00	100.00%	1,683.00	1,683.00	100.00%	1,683.00	1,683.00	100.00%	1,683.00	1,683.00	100.00%	1,683.00	1,683.00
Total 6200 Utilities	\$ 4,327.14	\$ 2,750.00	157.14%	\$ 2,750.00	\$ 2,750.00	100.00%	\$ 2,750.00	\$ 2,750.00	100.00%	\$ 2,750.00	\$ 2,750.00	100.00%	\$ 2,750.00	\$ 2,750.00	100.00%	\$ 2,750.00	\$ 2,750.00	100.00%	\$ 2,750.00	\$ 2,750.00
6200 Operating Supplies	290.57	416.67	69.73%	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
6200 Tending Expense	80.00	291.67	27.43%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67
6200 Office Supplies	459.84	291.67	157.69%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67	100.00%	291.67	291.67
6200 Postage, Mailing Service	216.00	333.33	64.80%	333.33	333.33	100.00%	333.33	333.33	100.00%	333.33	333.33	100.00%	333.33	333.33	100.00%	333.33	333.33	100.00%	333.33	333.33
6200 Legal	338.00	1,290.00	26.21%	1,290.00	1,290.00	100.00%	1,290.00	1,290.00	100.00%	1,290.00	1,290.00	100.00%	1,290.00	1,290.00	100.00%	1,290.00	1,290.00	100.00%	1,290.00	1,290.00
6200 Insurance	789.58	108.33	728.87%	108.33	108.33	100.00%	108.33	108.33	100.00%	108.33	108.33	100.00%	108.33	108.33	100.00%	108.33	108.33	100.00%	108.33	108.33
6200 Property Insurance	828.75	916.67	90.30%	916.67	916.67	100.00%	916.67	916.67	100.00%	916.67	916.67	100.00%	916.67	916.67	100.00%	916.67	916.67	100.00%	916.67	916.67
Total 6200 Insurance	\$ 828.75	\$ 916.67	90.30%	\$ 916.67	\$ 916.67	100.00%	\$ 916.67	\$ 916.67	100.00%	\$ 916.67	\$ 916.67	100.00%	\$ 916.67	\$ 916.67	100.00%	\$ 916.67	\$ 916.67	100.00%	\$ 916.67	\$ 916.67
6200 Bookkeeping	744.00	833.33	89.28%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33
6200 Directors Fees	0.00	202.50	0.00%	202.50	202.50	100.00%	202.50	202.50	100.00%	202.50	202.50	100.00%	202.50	202.50	100.00%	202.50	202.50	100.00%	202.50	202.50
6210 Vehicle Maintenance & Repair	0.00	125.00	0.00%	125.00	125.00	100.00%	125.00	125.00	100.00%	125.00	125.00	100.00%	125.00	125.00	100.00%	125.00	125.00	100.00%	125.00	125.00
6210 Education	0.00	83.33	0.00%	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%	83.33	83.33
6210 Travel	0.00	83.33	0.00%	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%	83.33	83.33
6212 Conferences, Convention, Meeting	0.00	133.33	0.00%	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%	133.33	133.33
Total 6210 Education	\$ 0.00	\$ 266.66	0.00%	\$ 266.66	\$ 266.66	100.00%	\$ 266.66	\$ 266.66	100.00%	\$ 266.66	\$ 266.66	100.00%	\$ 266.66	\$ 266.66	100.00%	\$ 266.66	\$ 266.66	100.00%	\$ 266.66	\$ 266.66
6220 Contract Labor	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%	416.67	416.67
6240 Auditing	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%	416.67	416.67
6250 Backflow Expense	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33
6250 Bank Charges	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33	100.00%	833.33	833.33
6260 Bank Service Fees	373.85	373.85	100.00%	373.85	373.85	100.00%	373.85	373.85	100.00%	373.85	373.85	100.00%	373.85	373.85	100.00%	373.85	373.85	100.00%	373.85	373.85
6262 Merchant Services Proc Fee	734.95	734.95	100.00%	734.95	734.95	100.00%	734.95	734.95	100.00%	734.95	734.95	100.00%	734.95	734.95	100.00%	734.95	734.95	100.00%	734.95	734.95
Total 6260 Bank Charges	\$ 1,088.91	\$ 833.33	130.56%	\$ 83																

Terrebonne Domestic Water District

Check Detail

July 12 - August 8, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
07/20/2023	Expense		WEBPAYMENT GATEWAY SERVICES		R	-60.27
				GATEWAY SERVICES WEBPAYMENT		60.27
08/01/2023	Expense		MRC HNT PMNT PROC		C	-283.20
				MRC HNT PMNT PROC SETTLEMENT 561101001135 693		283.20
10200 First Interstate -3877- General						
07/12/2023	Expense		FIRST INTERSTATE BANK		R	-200.00
				ACH SETTLEMENT ELEC DEBIT 1080788		200.00
07/14/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 07/08/2023-07/11/2023	R	-749.94
				OR Income Tax		-749.94
07/14/2023	Tax Payment		IRS	Tax Payment for Period: 07/08/2023-07/11/2023	R	-
				Federal Taxes (941/943/944)		2,695.85
						-
						2,695.85
07/17/2023	Expense		FIRST INTERSTATE BANK		R	-121.52
				SERVICE CHARGES JUNE 2023		121.52
07/18/2023	Expense		FIRST INTERSTATE BANK		R	-52.43
				ACH SETTLEMENT ELEC DEBIT 1080788		52.43
07/19/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/01/2023-06/30/2023	R	-252.98
				OR Employment Taxes		-252.98
				OR Employment Taxes		-0.07
				OR Employment Taxes		-0.07
07/19/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/01/2023-06/30/2023	R	-32.31
				OR Statewide Transit Taxes		-32.31
07/19/2023	Tax Payment		Department of Family and Medical Leave	Tax Payment for Period: 04/01/2023-06/30/2023	R	-197.25
				OR Paid Family and Medical Leave		-197.25
07/27/2023	Check	3858	US POSTAL SERVICE	Hubdoc - https://app.hubdoc.com/document/435396535 - INV3858	C	-216.00
				United States Post Office - 3858		216.00
07/31/2023	Bill Payment (Check)	3860	AMERICAN BUSINESS SOFTWARE INC			-59.95
						-59.95
07/31/2023	Bill Payment (Check)	3861	CENTRATTEL TELEPHONE ANSWERING SERVICE			-229.80
						-229.80
07/31/2023	Bill Payment (Check)	3862	Deschutes County Clerk			-538.90
						-538.90
07/31/2023	Bill Payment (Check)	3863	Devon Smith			-86.83
						-86.83
07/31/2023	Bill Payment (Check)	3864	ED STAUB & SONS PETROLEUM			-131.12
						-131.12

Terrebonne Domestic Water District

Check Detail

July 12 - August 8, 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR AMOUNT
07/31/2023	Bill Payment (Check)	3865 EDGE ANALYTICAL INC		-80.00
				-80.00
07/31/2023	Bill Payment (Check)	3866 James Eitzen		-60.50
				-60.50
07/31/2023	Bill Payment (Check)	3867 Kris Attlesperge & Elijah Polich		-30.75
				-30.75
07/31/2023	Bill Payment (Check)	3868 LES SCHWAB TIRE CENTER		-67.96
				-67.96
07/31/2023	Bill Payment (Check)	3869 Linley & Joshua Laughlin		-96.05
				-96.05
07/31/2023	Bill Payment (Check)	3870 LOCAL GOVERNMENT LAW GROUP PC		-338.00
				-338.00
07/31/2023	Bill Payment (Check)	3871 PACIFIC POWER		-
				4,327.14
				-
				4,327.14
07/31/2023	Bill Payment (Check)	3872 Parametrix		-
				5,575.27
				-
				5,575.27
08/07/2023	Payroll Check	3883 Daniel J. Bruce	Pay Period: 08/01/2023-08/31/2023	-
				5,603.92
			Gross Pay - This is not a legal pay stub	7,683.34
			Employer Taxes	592.61
			Employer Retirement Contribution	716.67
			Edward Jones SEP	213.13
			Edward Jones SEP - Company Contribution	716.67
			OR Paid Family and Medical Leave	46.10
			OR Statewide Transit Taxes	7.47
			OR Employment Taxes	6.75
			OR Income Tax	511.28
			Federal Taxes (941/943/944)	1,887.30
08/07/2023	Payroll Check	3884 Jennifer A. Komiskey	Pay Period: 08/01/2023-08/31/2023	-
				2,675.89
			Gross Pay - This is not a legal pay stub	3,583.33
			Employer Taxes	301.12
			Employer Retirement Contribution	358.33
			Employer Health Ins. Contribution	585.85
			Edward Jones SEP	107.50
			Health Insurance	0.00
			Dental Insurance	0.00
			Edward Jones SEP - Company Contribution	358.33
			Health Insurance - Company Contribution	531.00

Terrebonne Domestic Water District

Check Detail

July 12 - August 8, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Dental Insurance - Company Contribution		54.85
				OR Paid Family and Medical Leave		21.50
				OR Statewide Transit Taxes		3.48
				OR Employment Taxes		28.91
				OR Income Tax		238.66
				Federal Taxes (941/943/944)		808.51
08/08/2023	Check	3875	EDWARD JONES	FBO: Jennifer Komiskey \$358.33 - Employer Contribution, \$107.5 Employee Contribution		-465.83
				Employer portion		-358.33
				Employee portion		-107.50
08/08/2023	Check	3876	EDWARD JONES	FBO: Daniel Bruce \$716.67 - Employer Contribution, \$213.13 Employee Contribution		-929.80
				Employer portion		-716.67
				Employee portion		-213.13
08/08/2023	Bill Payment (Check)	3873	AT&T MOBILITY			-376.00
						-376.00
08/08/2023	Bill Payment (Check)	3874	CENTRATTEL TELEPHONE ANSWERING SERVICE			-249.80
						-249.80
08/08/2023	Bill Payment (Check)	3877	MASTERCARD (FIB) #1292			-32.05
						-32.05
08/08/2023	Bill Payment (Check)	3878	MASTERCARD (FIB) #2575			-254.58
						-254.58
08/08/2023	Bill Payment (Check)	3879	REPUBLIC SERVICES #675			-20.77
						-20.77
08/08/2023	Bill Payment (Check)	3880	REVEAL ACCOUNTING SOLUTIONS			-744.00
						-744.00
08/08/2023	Bill Payment (Check)	3881	TDS			-162.10
						-162.10
08/08/2023	Bill Payment (Check)	3882	TERREBONNE HARDWARE			-1.99
						-1.99



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

The Terrebonne Domestic Water District is a special district serving the residents of the Terrebonne area. The district supplies clean water to over 600 homes and businesses within the district's one mile square boundaries.

The district is overseen by the district manager, Dan Bruce and governed by a five member elected board. It is this governing board that we are writing to you about today ...we are in need of prospective board members. At this time we have one empty seat and may have another seat available in the near future.

The time board members spend each month at meetings is minimule but the job they do is vital to the operation of the district. The board meets once a month for about an hour to discuss district business and to help the district manager with direction and opinions. We need your voice to join us in this endeavor.

At this time the district is accepting letters of interest for the open position and letters of interest for any future positions. Prospective board members will meet with the board for consideration and would be appointed as needed. All appointed board members would need to be elected to their seat in the next open election.

If you have any questions please contact Dan Bruce at the district office and for an idea of what the board does visit the district web site.

Dan Bruce - District Manager
Terrebonne Domestic Water District
541-548-2727, tdwd@bendbroadband.com , tdwd.org

Proposed Changes to Leak Policy

- 1. Add title to be “Leak Debt Forgiveness Policy”**
- 2. Have policy reflect that it is for bills over 4x times average monthly change.**
- 3. Remove any reference to “large bills”**
- 4. Move #3 to #1 as the first statement.**
- 5. Remove reference to forgiving half of the bill.**
- 6. Change reference to paying over 6 months to “extended period of time.**



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Leak Debt Forgiveness Policy

These guidelines shall be used by the district's board of directors when addressing a customer's bill that exceeds four (4) times the usual monthly bill.

- 1. It shall be noted that the customer is legally responsible for all water delivered AFTER the district water meter.**
- 2. Any decision to remediate, in any way, a water bill will be the sole preview of Terrebonne Domestic Water District Board of Directors.**
- 3. All decisions to reduce a customer's water bill will be made on a case by case basis after a review by the Board.**
- 4. The board will not consider reducing a water bill if the bill is due to common overuse issues: Over indoor use of water, over watering, running toilet or sink or other issues within the control of the customer.**
- 5. As a general rule the Board will only reduce a water bill if the bill is a result of an undetected leak due to damage to the customers plumbing.**
- 6. The Board will require a written explanation as to the circumstances of the leak as well as confirmation that the leak has been repaired.**
- 7. The district may at its discretion, allow a customer to pay a water bill over an extended period of time.**
- 8. Any customer participation in this process, that results in a water bill reduction, shall be a time event for said customer.**



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

August 8th, 2023

- I have nothing to report outside of this month's agenda items.

District Account Holdings

First Interstate Bank

\$68,569.90

LGIP 4845, Debt Service

\$99,731.70

LGIP 5534, Savings Fund

\$549,823.43

LGIP 6271, SDC Fund

\$69,579.43

LGIP 6272, Deposit Fund

\$13,714.72

Total All Accounts

\$801,419.18