



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

## **Regular Public Board Meeting Agenda December 12th, 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. 11<sup>th</sup> Street water line.
3. Board member recruitment.
4. December billing.

**Next Regular Board Meeting:** January 9th, 2024 @ 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/89011926365?pwd=VDJCdVB6YUg1SXpBZXA0UWEzSDRnQT09>

**Meeting ID: 890 1192 6365**

**Passcode: 380130**

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



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

# Regular Public Board Meeting

November 14th, 2023

The Regular Public Board Meeting was **called to order** at 1800 hours on November 14th, with 4 directors present: Eric Fisher, Jim Wilhem, Kevin Byrne and Debbi Wilhelm. Also present was District Manager Dan Bruce. One member of the public was present, Velda Aldous. No members of the public were present on Zoom.

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

**Minutes:** Minutes for the October public board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Debbi. **VOTES:** Eric-yea, Jim-yea, Debbi-yea, Kevin-yea. Motion passed unanimously.

**Treasurer's Report:** The current financial report was reviewed by the board, (see report). Kevin reported \$36,932 in income, \$44,986 of expenses (including \$21,000 for new meters) and **-\$8,054** of net income for the month of October. Current accounts showed onhand funds of \$890,491. Jim asked Dan to look into the amount on the current P&L that shows the district is paying \$111.65 for Jennifer's insurance. This line item should be \$585.85 according to records. Kevin made a motion that the board accept the financial report and the checks as presented, seconded by Jim. **VOTES:** Eric-yea, Jim-yea, Debbi-yea, Kevin-yea. Motion passed unanimously.

**Chairman's Report:** Eric had nothing to report at this time.

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

**Meters:** Dan informed the board that he has now purchased all the meters required to complete all the homes needing upgraded meters. We are still in need of a few larger meters and those will be ordered when the others are all installed. The larger meters are more costly but the district still picks up this cost for customers.

**Audits:** Dan informed the board that he is now working with John, our bookkeeper, to prepare a new bid for a new auditor. The new bid will provide updated financial statements that may make the bid more attractive to bidders. There will be a cost to these statements and John will be getting the info for us. Because of our ongoing concerns about not being in compliance with the state on our financial reports, we will be forwarding these statements to the state.

**Business Discussed: Hwy 97 and 11th Street Project:** Dan informed the board that our attempt to have guaranteed cost numbers of the 11th Street project has been rejected by the federal DOJ. Dan felt that ODOT tried to push our concerns through but because the Feds must approve all contracts using federal funds they turned it down. At this point Dan has presented a new offer to ODOT in order to keep the project going. Dan asked ODOT to pay for 420 feet of pipe to move our northern crossing, thereby reducing our cost by about \$65,000. We also want to have an escape clause to use if we are unhappy with the accepted bid and we do not want to pay any money until we are happy with the bid numbers. The board is still deeply concerned about how we have been treated during this whole process. Jim questions if we may be better off completing our needed project rather than doing 11th Street at this time. Dan reminded the board that if we back out of this doing the 11th Street project now the cost will be much greater at a later date. The board agreed to move forward with ODOT and hold off on a final decision until the bid numbers are received in February.

**Board Meeting Recruitment:** After some discussion it was agreed that the board would delay making a decision on a new board member until the December meeting. Dan will send out reminders to all those that have shown interest and invite them to attend the December meeting.

**Other Business Discussed:** Jim informed the board that Jennifer, the district's second employee, had recently passed her first test for water operator level I. As we had talked during employee evaluations, Jennifer will be moved up one level on the employee pay scale after having passed this test. It is Dan's opinion that Jennifer has progressed well over the last year and it is his hope she will continue to grow in the future. Jennifer's next test will be taken in February of next year. Jim noted that "where more given, more is expected" so Dan will need to continue to challenge Jennifer to grow in her job.

**Next Regular Board Meeting:** December 12th, 2023 @ 1800 hours @ TDWD district office.

**Meeting Adjourned:** 1851 Hours

**Submitted By:** Jim Wilhelm  
**Secretary TDWD**

**Recorded Action Points**



# Management Report

Terrebonne Domestic Water District  
For the period ended November 30, 2023

Prepared on  
**December 12, 2023**



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# Profit and Loss

November 2023

	Total
<b>INCOME</b>	
40500 Investments	
45050 Interest Income	
<b>Total 40500 Investments</b>	3,232.09
40550 OR-LB-20 Water Income	<b>3,232.09</b>
41100 Water	
41200 Service Fees	26,852.39
41300 Backflow Fees	563.36
<b>Total 40550 OR-LB-20 Water Income</b>	6,097.50
41600 System Development Fees	<b>33,513.25</b>
<b>Total Income</b>	235.00
	<b>36,980.34</b>
<b>GROSS PROFIT</b>	
	<b>36,980.34</b>
<b>EXPENSES</b>	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	
61030 Payroll Taxes	11,475.01
61040 Employee Health ins	908.19
61070 Employee Retirement	585.85
61080 Workers Comp	1,095.84
<b>Total 61000 OR-LB- 30 Personnel Services</b>	252.90
62000 OR-LB-31 Operations	<b>14,317.79</b>
62010 Utilities	
62011 Utilities - Electric	
62012 Utilities - Other	2,006.06
<b>Total 62010 Utilities</b>	416.14
62020 Operating Supplies	<b>2,422.20</b>
62030 Testing expense	118.80
62050 Postage, Mailing Service	80.00
62070 Insurance	628.92
62071 Insurance - Liability, D and O	
62072 Property Insurance	789.58
<b>Total 62070 Insurance</b>	136.75
62080 Bookkeeping	<b>926.33</b>
62150 Backflow Expense	771.00
62160 Bank Charges	560.00
62161 Bank Service Fees	
62162 Merchant Services Proc Fee	275.64
<b>Total 62160 Bank Charges</b>	595.78
62170 Billing support	<b>871.42</b>
62180 Computer Software	507.18
	108.33

	<b>Total</b>
62190 Dues & Subscriptions	642.41
62200 Fuel	221.20
62220 Telephone, Telecommunications	360.22
62230 Refund	171.16
<b>Total 62000 OR-LB-31 Operations</b>	<b>8,389.17</b>
70000 Capital Outlay	
70100 System Improvements	40.00
<b>Total 70000 Capital Outlay</b>	<b>40.00</b>
<b>Total Expenses</b>	<b>22,746.96</b>
<b>NET OPERATING INCOME</b>	<b>14,233.38</b>
<b>NET INCOME</b>	<b>\$14,233.38</b>



# Balance Sheet

As of November 30, 2023

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Bank-4506	6,604.27
10200 First Interstate -3877- General	48,378.43
<b>10500 LGIP Investments</b>	
10510 LGIP - Debit Service #4845	101,319.81
10520 LGIP Investment Fund #5534	648,763.63
10530 LGIP - SDC Fund #6271	70,687.40
15340 LGIP Deposit Fund #6272	13,933.12
<b>Total 10500 LGIP Investments</b>	<b>834,703.96</b>
<b>Total Bank Accounts</b>	<b>889,686.66</b>
<b>Other Current Assets</b>	
11500 Water Bills Receivable	-2,401.07
14000 Inventory	6,451.05
14200 Prepaid Expenses	3,499.19
<b>Total Other Current Assets</b>	<b>7,549.17</b>
<b>Total Current Assets</b>	<b>897,235.83</b>
<b>Fixed Assets</b>	
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
<b>15600 Vehicles</b>	
15610 Chevy Silverado HD2500 2011	39,993.00
<b>Total 15600 Vehicles</b>	<b>39,993.00</b>
15900 Accumulated Depreciation	-1,225,589.75
<b>Total Fixed Assets</b>	<b>2,581,492.52</b>
<b>TOTAL ASSETS</b>	<b>\$3,478,728.35</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	3,095.44
<b>Total Accounts Payable</b>	<b>3,095.44</b>
<b>Other Current Liabilities</b>	
24000 Payroll Liabilities	0.00
OR Employment Taxes	134.45

	<b>Total</b>
OR Paid Family and Medical Leave	68.85
OR Statewide Transit Taxes	23.15
<b>Total 24000 Payroll Liabilities</b>	<b>226.45</b>
24300 Payroll payable	1,918.62
25000 Customer deposits payable	37,888.67
<b>Total Other Current Liabilities</b>	<b>40,033.74</b>
<b>Total Current Liabilities</b>	<b>43,129.18</b>
<b>Total Liabilities</b>	<b>43,129.18</b>
<b>Equity</b>	
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	107,388.39
<b>Total Equity</b>	<b>3,435,599.17</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,478,728.35</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July - November, 2023

	TOTAL	
	JUL - NOV, 2023	JUL - NOV, 2022 (PY)
<b>Income</b>		
40500 Investments		
45050 Interest Income		
<b>Total 40500 Investments</b>	<b>14,401.21</b>	<b>4,937.09</b>
40550 OR-LB-20 Water Income		
41100 Water	238,223.97	256,767.16
41200 Service Fees	4,088.20	3,930.86
41300 Backflow Fees	6,097.50	5,737.50
41500 Debt Reduction Charge		0.00
<b>Total 40550 OR-LB-20 Water Income</b>	<b>248,409.67</b>	<b>266,435.52</b>
41600 System Development Fees	235.00	7,700.00
<b>Total Income</b>	<b>\$263,045.88</b>	<b>\$279,072.61</b>
<b>GROSS PROFIT</b>	<b>\$263,045.88</b>	<b>\$279,072.61</b>
<b>Expenses</b>		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	56,541.69	47,462.45
61030 Payroll Taxes	4,528.00	3,934.88
61040 Employee Health ins	2,929.25	
61070 Employee Retirement	5,395.84	3,179.15
61080 Workers Comp	2,031.03	991.21
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>71,425.81</b>	<b>55,567.69</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	18,879.48	16,286.27
62012 Utilities - Other	1,018.45	719.30
<b>Total 62010 Utilities</b>	<b>19,897.93</b>	<b>17,005.57</b>
62020 Operating Supplies	909.91	2,255.06
62024 Repair and Maintenance		4,512.50
<b>Total 62020 Operating Supplies</b>	<b>909.91</b>	<b>6,767.56</b>
62030 Testing expense	400.00	1,455.76
62040 Office Supplies	570.58	2,746.01
62050 Postage, Mailing Service	2,117.44	1,569.33
62060 Legal	1,887.50	2,893.00
62070 Insurance		
62071 Insurance - Liability, D and O	3,947.90	445.00
62072 Property Insurance	683.75	3,817.90
<b>Total 62070 Insurance</b>	<b>4,631.65</b>	<b>4,262.90</b>
62080 Bookkeeping	3,801.00	3,696.00
62100 Vehicle Maintenance & Repair	67.96	



# Terrebonne Domestic Water District

## Profit and Loss Comparison

July - November, 2023

	TOTAL	
	JUL - NOV, 2023	JUL - NOV, 2022 (PY)
62110 Education		
62114 Travel	51.75	
62212 Conference, Convention, Meeting		325.00
<b>Total 62110 Education</b>	<b>51.75</b>	<b>325.00</b>
62150 Backflow Expense	6,365.00	
62160 Bank Charges		
62161 Bank Service Fees	1,075.33	295.33
62162 Merchant Services Proc Fee	3,863.49	4,077.53
<b>Total 62160 Bank Charges</b>	<b>4,938.82</b>	<b>4,372.86</b>
62170 Billing support	687.03	1,396.82
62180 Computer Software	1,021.65	559.95
62190 Dues & Subscriptions	1,783.31	1,263.96
62200 Fuel	828.66	1,047.88
62220 Telephone, Telecommunications	2,795.21	2,363.25
62230 Refund	942.40	834.36
62240 HR Services		74.00
<b>Total 62000 OR-LB-31 Operations</b>	<b>53,697.80</b>	<b>52,634.21</b>
70000 Capital Outlay		
70100 System Improvements	30,533.88	131.20
<b>Total 70000 Capital Outlay</b>	<b>30,533.88</b>	<b>131.20</b>
80000 Interest Expense		4,534.35
<b>Total Expenses</b>	<b>\$155,657.49</b>	<b>\$112,867.45</b>
<b>NET OPERATING INCOME</b>	<b>\$107,388.39</b>	<b>\$166,205.16</b>
Other Income		
90300 Gain (Loss) on Sale		93,170.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$93,170.00</b>
<b>NET OTHER INCOME</b>	<b>\$0.00</b>	<b>\$93,170.00</b>
<b>NET INCOME</b>	<b>\$107,388.39</b>	<b>\$259,375.16</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

November 2023

	TOTAL	
	NOV 2023	NOV 2022 (PY)
<b>Income</b>		
40500 Investments		
45050 Interest Income		
<b>Total 40500 Investments</b>	<b>3,232.09</b>	<b>1,624.76</b>
40550 OR-LB-20 Water Income		
41100 Water	26,852.39	26,576.66
41200 Service Fees	563.36	1,185.00
41300 Backflow Fees	6,097.50	0.00
<b>Total 40550 OR-LB-20 Water Income</b>	<b>33,513.25</b>	<b>27,761.66</b>
41600 System Development Fees	235.00	0.00
<b>Total Income</b>	<b>\$36,980.34</b>	<b>\$29,386.42</b>
<b>GROSS PROFIT</b>	<b>\$36,980.34</b>	<b>\$29,386.42</b>
<b>Expenses</b>		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	11,475.01	10,958.33
61030 Payroll Taxes	908.19	878.02
61040 Employee Health ins	585.85	
61070 Employee Retirement	1,095.84	635.83
61080 Workers Comp	252.90	191.21
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>14,317.79</b>	<b>12,663.39</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	2,006.06	2,038.35
62012 Utilities - Other	416.14	558.46
<b>Total 62010 Utilities</b>	<b>2,422.20</b>	<b>2,596.81</b>
62020 Operating Supplies	118.80	72.80
62030 Testing expense	80.00	
62040 Office Supplies		907.81
62050 Postage, Mailing Service	628.92	219.24
62060 Legal		1,794.00
62070 Insurance		
62071 Insurance - Liability, D and O	789.58	89.00
62072 Property Insurance	136.75	763.58
<b>Total 62070 Insurance</b>	<b>926.33</b>	<b>852.58</b>
62080 Bookkeeping	771.00	744.00
62110 Education		
62212 Conference, Convention, Meeting		325.00
<b>Total 62110 Education</b>		<b>325.00</b>
62150 Backflow Expense	560.00	

# Terrebonne Domestic Water District

## Profit and Loss Comparison

November 2023

	TOTAL	
	NOV 2023	NOV 2022 (PY)
62160 Bank Charges		
62161 Bank Service Fees	275.64	
62162 Merchant Services Proc Fee	595.78	792.68
<b>Total 62160 Bank Charges</b>	<b>871.42</b>	<b>792.68</b>
62170 Billing support	507.18	287.41
62180 Computer Software	108.33	14.99
62190 Dues & Subscriptions	642.41	410.00
62200 Fuel	221.20	583.94
62220 Telephone, Telecommunications	360.22	463.27
62230 Refund	171.16	247.76
<b>Total 62000 OR-LB-31 Operations</b>	<b>8,389.17</b>	<b>10,312.29</b>
70000 Capital Outlay		
70100 System Improvements	40.00	
<b>Total 70000 Capital Outlay</b>	<b>40.00</b>	
<b>Total Expenses</b>	<b>\$22,746.96</b>	<b>\$22,975.68</b>
NET OPERATING INCOME	<b>\$14,233.38</b>	<b>\$6,410.74</b>
NET INCOME	<b>\$14,233.38</b>	<b>\$6,410.74</b>





	Feb 2024		Mar 2024		Apr 2024		May 2024		Jun 2024		Total				
	% of Budget	Budget	% of Budget	Budget	% of Budget	Budget	% of Budget	Budget	% of Budget	Budget	Actual	% of Budget			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	-1.0033	0.00%	1,003.33	-1,003.33	0.00%	1,003.33	-1,003.33	0.00%	1,003.33	-1,003.33	14,401.21	13,000.00	1,401.21	110.78%	
	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%		
	-23,250.00	0.00%	23,250.00	-23,250.00	0.00%	23,250.00	-23,250.00	0.00%	23,250.00	-23,250.00	480,000.00	480,000.00	-218,750.00	52.55%	
	-1,104.17	0.00%	1,104.17	-1,104.17	0.00%	1,104.17	-1,104.17	0.00%	1,104.17	-1,104.17	3,315.10	7,100.00	-3,784.90	30.85%	
	-493.33	0.00%	493.33	-493.33	0.00%	493.33	-493.33	0.00%	493.33	-493.33	5,000.00	5,000.00	507.67	110.80%	
	24,812.50	0.00%	24,812.50	-24,812.50	0.00%	24,812.50	-24,812.50	0.00%	24,812.50	-24,812.50	56,762.50	478,762.50	-228,855.50	52.82%	
	25,895.83	0.00%	25,895.83	-25,895.83	0.00%	25,895.83	-25,895.83	0.00%	25,895.83	-25,895.83	235,000.00	401,750.00	-225,199.38	54.20%	
	25,895.83	0.00%	25,895.83	-25,895.83	0.00%	25,895.83	-25,895.83	0.00%	25,895.83	-25,895.83	235,199.38	401,750.00	-225,199.38	54.20%	
	-11,748.00	0.00%	11,748.00	-11,748.00	0.00%	11,748.00	-11,748.00	0.00%	11,748.00	-11,748.00	0.00	0.00	0.00	0.00%	
	-1,039.50	0.00%	1,039.50	-1,039.50	0.00%	1,039.50	-1,039.50	0.00%	1,039.50	-1,039.50	6,800.00	149,970.00	-72,990.30	48.26%	
	-591.67	0.00%	591.67	-591.67	0.00%	591.67	-591.67	0.00%	591.67	-591.67	1,000.00	12,470.00	-7,007.81	43.68%	
	-1,195.83	0.00%	1,195.83	-1,195.83	0.00%	1,195.83	-1,195.83	0.00%	1,195.83	-1,195.83	3,315.10	7,100.00	-3,784.90	49.51%	
	-283.33	0.00%	283.33	-283.33	0.00%	283.33	-283.33	0.00%	283.33	-283.33	6,491.68	14,900.00	-7,858.32	46.24%	
	14,833.33	0.00%	14,833.33	-14,833.33	0.00%	14,833.33	-14,833.33	0.00%	14,833.33	-14,833.33	3,100.00	178,000.00	-1,068.97	65.52%	
	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%		
	-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	18,709.48	33,000.00	-14,709.52	57.21%	
	-168.67	0.00%	168.67	-168.67	0.00%	168.67	-168.67	0.00%	168.67	-168.67	1,078.45	2,000.00	-921.55	50.92%	
	2,918.67	0.00%	2,918.67	-2,918.67	0.00%	2,918.67	-2,918.67	0.00%	2,918.67	-2,918.67	19,877.83	35,000.00	-15,122.17	54.85%	
	-291.67	0.00%	291.67	-291.67	0.00%	291.67	-291.67	0.00%	291.67	-291.67	909.91	5,000.00	-4,090.09	18.20%	
	-291.67	0.00%	291.67	-291.67	0.00%	291.67	-291.67	0.00%	291.67	-291.67	400.00	3,500.00	-3,100.00	11.43%	
	-333.33	0.00%	333.33	-333.33	0.00%	333.33	-333.33	0.00%	333.33	-333.33	570.58	3,500.00	-2,929.42	16.99%	
	1,250.00	0.00%	1,250.00	-1,250.00	0.00%	1,250.00	-1,250.00	0.00%	1,250.00	-1,250.00	2,177.44	4,000.00	-1,822.56	52.84%	
	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	1,687.50	15,000.00	-13,172.50	12.58%	
	-108.33	0.00%	108.33	-108.33	0.00%	108.33	-108.33	0.00%	108.33	-108.33	3,947.50	1,300.00	2,647.50	303.68%	
	-916.67	0.00%	916.67	-916.67	0.00%	916.67	-916.67	0.00%	916.67	-916.67	683.75	11,000.00	-10,316.25	6.22%	
	1,025.00	0.00%	1,025.00	-1,025.00	0.00%	1,025.00	-1,025.00	0.00%	1,025.00	-1,025.00	4,031.85	12,300.00	-8,268.15	37.89%	
	-833.33	0.00%	833.33	-833.33	0.00%	833.33	-833.33	0.00%	833.33	-833.33	3,601.00	10,000.00	-6,399.00	36.01%	
	-292.50	0.00%	292.50	-292.50	0.00%	292.50	-292.50	0.00%	292.50	-292.50	0.00	2,430.00	-2,430.00	0.00%	
	-125.00	0.00%	125.00	-125.00	0.00%	125.00	-125.00	0.00%	125.00	-125.00	67.50	1,500.00	-1,432.50	4.53%	
	-83.33	0.00%	83.33	-83.33	0.00%	83.33	-83.33	0.00%	83.33	-83.33	0.00	1,000.00	-1,000.00	0.00%	
	-333.33	0.00%	333.33	-333.33	0.00%	333.33	-333.33	0.00%	333.33	-333.33	51.76	1,000.00	-948.24	5.18%	
	-133.33	0.00%	133.33	-133.33	0.00%	133.33	-133.33	0.00%	133.33	-133.33	0.00	1,600.00	-1,600.00	0.00%	
	299.99	0.00%	299.99	-299.99	0.00%	299.99	-299.99	0.00%	299.99	-299.99	51.76	3,600.00	-3,548.24	1.44%	
	-416.67	0.00%	416.67	-416.67	0.00%	416.67	-416.67	0.00%	416.67	-416.67	0.00	5,000.00	-5,000.00	0.00%	
	-416.67	0.00%	416.67	-416.67	0.00%	416.67	-416.67	0.00%	416.67	-416.67	4,166.63	0.00	50,000.00	-45,833.37	0.00%
	-483.33	0.00%	483.33	-483.33	0.00%	483.33	-483.33	0.00%	483.33	-483.33	0.00	5,800.00	-5,800.00	0.00%	
	-833.33	0.00%	833.33	-833.33	0.00%	833.33	-833.33	0.00%	833.33	-833.33	0.00	10,000.00	-10,000.00	0.00%	
	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	1,675.33	0.00	1,675.33	0.00%	
	833.33	0.00%	833.33	-833.33	0.00%	833.33	-833.33	0.00%	833.33	-833.33	5,979.38	16,800.00	-10,820.62	30.70%	
	-291.67	0.00%	291.67	-291.67	0.00%	291.67	-291.67	0.00%	291.67	-291.67	1,449.89	3,500.00	-2,050.11	21.34%	
	-83.33	0.00%	83.33	-83.33	0.00%	83.33	-83.33	0.00%	83.33	-83.33	1,021.65	1,000.00	21.65	102.17%	
	-208.33	0.00%	208.33	-208.33	0.00%	208.33	-208.33	0.00%	208.33	-208.33	2,500.00	2,500.00	-716.99	71.33%	
	-568.67	0.00%	568.67	-568.67	0.00%	568.67	-568.67	0.00%	568.67	-568.67	3,025.01	6,000.00	-2,974.99	44.49%	
	-198.67	0.00%	198.67	-198.67	0.00%	198.67	-198.67	0.00%	198.67	-198.67	892.40	2,000.00	-1,107.60	49.12%	
	-2,083.33	0.00%	2,083.33	-2,083.33	0.00%	2,083.33	-2,083.33	0.00%	2,083.33	-2,083.33	0.00	29,800.00	-29,800.00	0.00%	
	17,484.18	0.00%	17,484.18	-17,484.18	0.00%	17,484.18	-17,484.18	0.00%	17,484.18	-17,484.18	54,165.00	299,800.00	-185,744.81	26.86%	
	-73,655.83	0.00%	73,655.83	-73,655.83	0.00%	73,655.83	-73,655.83	0.00%	73,655.83	-73,655.83	30,533.88	883,970.00	-853,336.12	9.45%	
	73,655.83	0.00%	73,655.83	-73,655.83	0.00%	73,655.83	-73,655.83	0.00%	73,655.83	-73,655.83	0.00	0.00	0.00	0.00%	
	105,883.32	0.00%	105,883.32	-105,883.32	0.00%	105,883.32	-105,883.32	0.00%	105,883.32	-105,883.32	179,189.87	1,271,800.00	-1,092,610.13	13.36%	
	80,887.49	0.00%	80,887.49	-80,887.49	0.00%	80,887.49	-80,887.49	0.00%	80,887.49	-80,887.49	90,300.85	780,000.00	-689,699.15	-12.33%	
	-1,666.67	0.00%	1,666.67	-1,666.67	0.00%	1,666.67	-1,666.67	0.00%	1,666.67	-1,666.67	0.00	20,000.00	-20,000.00	0.00%	
	1,666.67	0.00%	1,666.67	-1,666.67	0.00%	1,666.67	-1,666.67	0.00%	1,666.67	-1,666.67	0.00	20,000.00	-20,000.00	0.00%	
	1,754.18	0.00%	1,754.18	-1,754.18	0.00%	1,754.18	-1,754.18	0.00%	1,754.18	-1,754.18	95,266.95	800,000.00	-704,733.05	-12.04%	



# Terrebonne Domestic Water District

## Check Detail

November 15 - December 12, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
11/21/2023	Expense		WEBPAYMENT GATEWAY SERVICES		R	-95.44
				GATEWAY SERVICES WEBPAYMENT		95.44
12/01/2023	Expense		MRC HNT PMNT PROC		C	-58.25
				MRC HNT PMNT PROC SETTLEMENT XXXXXXXX1135 693		58.25
12/06/2023	Expense		WEBPAYMENT GATEWAY SERVICES		C	-79.29
				GATEWAY SERVICES WEBPAYMENT		79.29
10200 First Interstate -3877- General						
11/15/2023	Expense		FIRST INTERSTATE BANK		R	-40.50
				ACH SETTLEMENT ELEC DEBIT 1080788		40.50
11/16/2023	Expense		OREGON STATE TREASURY LGIP		R	-
				LGIP ACH OREGON ST TREAS LGIP ACH		90,000.00
						90,000.00
11/17/2023	Tax Payment		IRS	Tax Payment for Period: 11/11/2023-11/14/2023 Federal Taxes (941/943/944)	R	-864.62
						-864.62
11/17/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 11/11/2023-11/14/2023 OR Income Tax	R	-254.22
						-254.22
11/17/2023	Expense		FIRST INTERSTATE BANK		R	-43.84
				ACH SETTLEMENT ELEC DEBIT 1080788		43.84
11/28/2023	Bill Payment (Check)	3958	AMERICAN BUSINESS SOFTWARE INC			-328.03
						-328.03
11/28/2023	Bill Payment (Check)	3959	ED STAUB & SONS PETROLEUM			-115.33
						-115.33
11/28/2023	Bill Payment (Check)	3960	OREGON HEALTH AUTHORITY			-75.00
						-75.00
11/29/2023	Check	3956	US POSTAL SERVICE	Hubdoc - <a href="https://app.hubdoc.com/document/489890031">https://app.hubdoc.com/document/489890031</a> - INV3956 United States Post Office - 3956	C	-216.36
						216.36
11/29/2023	Check	4859	FIRST INTERSTATE BANK		R	-154.86
				RETURNED DEPOSIT ITEM		-154.86
11/29/2023	Expense		PACIFIC POWER		R	-2,006.06
						2,006.06
11/29/2023	Bill Payment (Check)		PACIFIC POWER		R	-2,942.95
						-2,942.95
12/06/2023	Payroll Check	3978	Daniel J. Bruce	Pay Period: 12/01/2023-12/31/2023 Gross Pay - This is not a legal pay stub Employer Taxes Employer Retirement Contribution Edward Jones SEP Edward Jones SEP - Company Contribution		-5,603.92
						7,683.34
						589.68
						716.67
						213.13
						716.67



# Terrebonne Domestic Water District

## Check Detail

November 15 - December 12, 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			OR Paid Family and Medical Leave		46.10
			OR Statewide Transit Taxes		7.47
			OR Employment Taxes		3.82
			OR Income Tax		511.28
			Federal Taxes (941/943/944)		1,887.30
12/06/2023	Payroll Check	3979 Jennifer A. Komiskey	Pay Period: 12/01/2023-12/31/2023		-2,820.78
			Gross Pay - This is not a legal pay stub		3,791.67
			Employer Taxes		318.51
			Employer Retirement Contribution		379.17
			Employer Health Ins. Contribution		585.85
			Edward Jones SEP		113.75
			Health Insurance		0.00
			Dental Insurance		0.00
			Edward Jones SEP - Company Contribution		379.17
			Health Insurance - Company Contribution		531.00
			Dental Insurance - Company Contribution		54.85
			OR Paid Family and Medical Leave		22.75
			OR Statewide Transit Taxes		3.68
			OR Employment Taxes		30.36
			OR Income Tax		254.22
			Federal Taxes (941/943/944)		864.64
12/11/2023	Bill Payment (Check)	3974 REPUBLIC SERVICES #675			-76.54
					-76.54
12/11/2023	Bill Payment (Check)	3966 ED STAUB & SONS PETROLEUM			-105.87
					-105.87
12/11/2023	Bill Payment (Check)	3962 Andrea Sheppard			-174.50
					-174.50
12/11/2023	Bill Payment (Check)	3975 REVEAL ACCOUNTING SOLUTIONS			-771.00
					-771.00
12/11/2023	Bill Payment (Check)	3970 MASTERCARD (FIB) #1292			-48.81
					-48.81
12/11/2023	Bill Payment (Check)	3973 Oregon Government Ethics Commission			-567.41
					-567.41
12/11/2023	Bill Payment (Check)	3963 AT&T MOBILITY			-126.22
					-126.22
12/11/2023	Bill Payment (Check)	3964 CENTRTEL TELEPHONE ANSWERING SERVICE			-229.80
					-229.80
12/11/2023	Bill Payment (Check)	3961 AMERICAN BUSINESS SOFTWARE INC			-179.15
					-179.15
12/11/2023	Bill Payment	3965 Deschutes County Community			-40.00

# Terrebonne Domestic Water District

## Check Detail

November 15 - December 12, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Development			-40.00
12/11/2023	Bill Payment (Check)	3967	EDGE ANALYTICAL INC			-80.00
						-80.00
12/11/2023	Bill Payment (Check)	3972	ONE CALL CONCEPTS INC			-4.20
						-4.20
12/11/2023	Bill Payment (Check)	3976	SPECIAL DISTRICTS INSURANCE SERVICES			-585.85
						-585.85
12/11/2023	Check	3969	EDWARD JONES	FBO: Daniel Bruce \$716.67 - Employer Contribution, \$213.13 Employee Contribution		-929.80
				Employer portion		-716.67
				Employee portion		-213.13
12/11/2023	Check	3968	EDWARD JONES	FBO: Jennifer Komiskey \$358.33 - Employer Contribution, \$107.5 Employee Contribution		-492.92
				Employer portion		-379.17
				Employee portion		-113.75
12/11/2023	Bill Payment (Check)	3971	MASTERCARD (FIB) #2575			-983.94
						-983.94
12/12/2023	Bill Payment (Check)	3977	Kevin White			-40.00
						-40.00



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

## **District Managers Update**

**December 12th, 2023**

- The SDAO conference is in Seaside this coming February. Just checking if any of the board members are interested in attending. It usually fills up quickly.
- John at Reveal is having his colleague reach out to us to carry out the financial documents for the state and for us to use in our next RFP.

### **District Account Holdings**

**First Interstate Bank**

**\$62,362.38**

**LGIP 4845, Debt Service**

**\$101,319.81**

**LGIP 5534, Savings Fund**

**\$648,763.58**

**LGIP 6271, SDC Fund**

**\$70,687.40**

**LGIP 6272, Deposit Fund**

**\$13,933.12**

**Total All Accounts**

**\$897,066.29**