



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

## **Regular Public Board Meeting Agenda January 9th, 2024**

**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. Press Policy
3. Bonus Policy
4. Hiring Procedures
5. Interest Rate Change
6. Trailer Park Meter
7. Sanitation District Update.

**Next Regular Board Meeting:** February 13th, 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/85662316739?pwd=d2dVVGtEQUdsczI2SFZaVWYyVWlpdz09>

**Meeting ID: 856 6231 6739**

**Passcode: 615814**

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



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

# Regular Public Board Meeting

**December 12th, 2023**

The Regular Public Board Meeting was **called to order** at 1800 hours on December 12th, with 4 directors present: Eric Fisher, Jim Wilhem, Kevin Byrne and Debbi Wilhelm. Also present was District Manager Dan Bruce and the following members of the public: Velda Aldous, Matt Banton, Rich Rogers and Steve Frandsen. There were no members of the public on Zoom.

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

**Minutes:** Minutes for the November public board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Kevin. **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 \$36,980 in income, \$22,474 of expenses and \$14,233 of net income for the month of November. Current accounts showed onhand funds of \$897,066. It was noted that income was high for the month of November and Dan believes that is due to our billing error last billing period. Dan noted that we may see a correction next month. Kevin made a motion that the board accept the financial report and the checks as presented, seconded by Debbi. **VOTES:** Eric-yea, Jim-yea, Debbi-yea, Kevin-yea. Motion passed unanimously.

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

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

**SDAO Conference:** Dan reminded the board that the SDAO board member training in Seaside will be opening for registration next month. The board agreed to reserve 2 spots so that our board members may attend.

**District Audit:** Dan has been in contact with John at Reveal concerning our outstanding audits. John will be putting us in contact with someone that can help us recruit a new auditor. The district, the State and the County all understand the problem a lot of small districts are having in this area. We will continue to keep the State and the Country informed of our progress.

**Business Discussed: ODOT Hwy 97 and 11th Street:** Dan informed the board that we are still in limbo with the ODOT contract for these projects. The latest contract sent to us by ODOT is still not acceptable to the district. Jim noted that he had reviewed the contract and did not see the items we had asked for. At this point Dan has arranged a meeting between our lawyer and



the ODOT lawyer so they can hopefully come to an understanding. The board is still in agreement that we will not accept a contract that leaves the district open to unlimited cost overruns.

**Board Member Recruitment:** A letter of interest from Matt Bandon was read into the record. (see letter of interest). All other members of the public showing interest had already attended at least one meeting and had their letter read into the record.

Eric thanked everyone that was in attendance for coming to the meeting and taking interest in being on the board. It was noted that the board would be selecting one new member tonight and that another position would be open in the near future. It was also noted that the vote for a new board member would be an open vote and that the vote must be unanimous.

Votes: Eric-Velda Aldous, Jim-Velda Aldous, Debbi-Velda Aldous, Kevin-Velda Aldous. Velda Aldous was elected to the board unanimously.

Eric swore in Velda and paperwork was completed and signed. (see paperwork)

**December Billing:** Jim made a presentation to the board in favor of forgiving residential customers' water bills for the month of December. After some discussion Jim made a motion that all customers would receive a credit of our average monthly base rate of \$40.50 on their December billing second by Kevin. **Votes:** Eric-yea, Jim-yea, Debbi-yea, Kevin-yea, Velda-yea. Motion passed unanimously. Jim presented a proposed letter, addressed to the public, explaining this decision. (see letter) It was agreed that after making some proposed changes we would include this letter with the December billing.

**Other Business Discussed: Interest Rates:** Jim reminded the board that the current interest the district charges for paying SDC fees over time is set at 1%. It was suggested that the board review this interest rate in light of the current interest rates others are charging. It was agreed that **Dan would look at the procedures necessary to adjust the rate.(46)**

**Holiday Bonus for Staff:** Jim noted that in the past we have awarded the district's staff a holiday bonus at this time of year. After some discussion Debbi made a motion that the board award Dan and Jennifer a \$500 bonus for the work they have done this year, second by Velda.

**Votes:** Eric-yea, Jim-yea, Debbi-yea, Kevin-yea, Velda-yea. Motion passed unanimously.

Eric then presented the cards and bonuses to Dan and thanked him for his work. Eric noted that there is a difference between a "job and service" and he believes Dan serves the district and its customers well.

**Next Regular Board Meeting:** January 8th, 2024 @ 1800 hours @ TDWD district office.

**Meeting Adjourned:**1802 hours

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

**Recorded Action Points**

# Management Report

Terrebonne Domestic Water District

For the period ended December 31, 2023

Prepared on

January 9, 2024

For management use only

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# Profit and Loss

December 2023

	Total
<b>INCOME</b>	
40500 Investments	
45050 Interest Income	3,544.58
<b>Total 40500 Investments</b>	<b>3,544.58</b>
40550 OR-LB-20 Water Income	
41100 Water	1,966.95
41200 Service Fees	250.00
<b>Total 40550 OR-LB-20 Water Income</b>	<b>2,216.95</b>
<b>Total Income</b>	<b>5,761.53</b>
<b>GROSS PROFIT</b>	
	<b>5,761.53</b>
<b>EXPENSES</b>	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	12,612.97
61030 Payroll Taxes	999.20
61040 Employee Health ins	585.85
61070 Employee Retirement	1,095.84
61080 Workers Comp	252.90
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>15,546.76</b>
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,805.56
62012 Utilities - Other	70.77
<b>Total 62010 Utilities</b>	<b>1,876.33</b>
62020 Operating Supplies	138.66
62030 Testing expense	134.00
62040 Office Supplies	103.40
62050 Postage, Mailing Service	396.00
62070 Insurance	
62071 Insurance - Liability, D and O	789.61
62072 Property Insurance	136.76
<b>Total 62070 Insurance</b>	<b>926.37</b>
62080 Bookkeeping	771.00
62160 Bank Charges	
62161 Bank Service Fees	266.10
62162 Merchant Services Proc Fee	505.07
<b>Total 62160 Bank Charges</b>	<b>771.17</b>
62170 Billing support	59.95
62180 Computer Software	108.35
62200 Fuel	37.70
62220 Telephone, Telecommunications	368.62



	Total
62230 Refund	140.00
Total 62000 OR-LB-31 Operations	5,831.55
Total Expenses	21,378.31
NET OPERATING INCOME	-15,616.78
NET INCOME	\$ -15,616.78

# Balance Sheet

As of December 31, 2023

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Bank-4506	5,581.94
10200 First Interstate -3877- General	56,212.33
<b>10500 LGIP Investments</b>	
10510 LGIP - Debit Service #4845	101,750.07
10520 LGIP Investment Fund #5534	651,518.60
10530 LGIP - SDC Fund #6271	70,987.58
15340 LGIP Deposit Fund #6272	13,992.29
<b>Total 10500 LGIP Investments</b>	<b>838,248.54</b>
<b>Total Bank Accounts</b>	<b>900,042.81</b>
<b>Other Current Assets</b>	
11500 Water Bills Receivable	-29,452.27
14000 Inventory	6,451.05
14200 Prepaid Expenses	3,641.57
<b>Total Other Current Assets</b>	<b>-19,359.65</b>
<b>Total Current Assets</b>	<b>880,683.16</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>\$3,462,175.68</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

20000 Accounts Payable 1,716.40

**Total Accounts Payable 1,716.40**

##### Other Current Liabilities

24000 Payroll Liabilities 0.00

Federal Taxes (941/944) 174.14



	Total
OR Employment Taxes	172.57
OR Income Tax	42.93
OR Paid Family and Medical Leave	144.53
OR Statewide Transit Taxes	35.43
<b>Total 24000 Payroll Liabilities</b>	<b>569.60</b>
24300 Payroll payable	1,918.62
25000 Customer deposits payable	37,988.67
<b>Total Other Current Liabilities</b>	<b>40,476.89</b>
<b>Total Current Liabilities</b>	<b>42,193.29</b>
<b>Total Liabilities</b>	<b>42,193.29</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	91,771.61
<b>Total Equity</b>	<b>3,419,982.39</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,462,175.68</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July - December, 2023

	TOTAL	
	JUL - DEC, 2023	JUL - DEC, 2022 (PY)
<b>Income</b>		
40500 Investments		
45050 Interest Income	17,945.79	6,924.01
<b>Total 40500 Investments</b>	<b>17,945.79</b>	<b>6,924.01</b>
40550 OR-LB-20 Water Income		
41100 Water	240,190.92	283,277.87
41200 Service Fees	4,338.20	5,110.86
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>250,626.62</b>	<b>294,126.23</b>
41600 System Development Fees	235.00	7,700.00
<b>Total Income</b>	<b>\$268,807.41</b>	<b>\$308,750.24</b>
<b>GROSS PROFIT</b>	<b>\$268,807.41</b>	<b>\$308,750.24</b>
<b>Expenses</b>		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	69,154.66	58,420.78
61030 Payroll Taxes	5,527.20	4,812.90
61040 Employee Health ins	3,515.10	
61070 Employee Retirement	6,491.68	3,814.98
61080 Workers Comp	2,283.93	1,182.42
<b>Total 61000 OR-LB- 30 Personnel Services</b>	<b>86,972.57</b>	<b>68,231.08</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	20,685.04	18,072.48
62012 Utilities - Other	1,089.22	737.76
<b>Total 62010 Utilities</b>	<b>21,774.26</b>	<b>18,810.24</b>
62020 Operating Supplies	1,048.57	2,692.49
62024 Repair and Maintenance		4,512.50
<b>Total 62020 Operating Supplies</b>	<b>1,048.57</b>	<b>7,204.99</b>
62030 Testing expense	534.00	3,933.94
62040 Office Supplies	673.98	2,838.52
62050 Postage, Mailing Service	2,513.44	1,786.77
62060 Legal	1,887.50	2,893.00
62070 Insurance		
62071 Insurance - Liability, D and O	4,737.51	534.00
62072 Property Insurance	820.51	4,581.48
<b>Total 62070 Insurance</b>	<b>5,558.02</b>	<b>5,115.48</b>
62080 Bookkeeping	4,572.00	4,440.00
62100 Vehicle Maintenance & Repair	67.96	

# Terrebonne Domestic Water District

## Profit and Loss Comparison

July - December, 2023

	TOTAL	
	JUL - DEC, 2023	JUL - DEC, 2022 (PY)
62110 Education		
62114 Travel	51.75	396.46
62212 Conference, Convention, Meeting		325.00
<b>Total 62110 Education</b>	<b>51.75</b>	<b>721.46</b>
62150 Backflow Expense	6,365.00	
62160 Bank Charges		
62161 Bank Service Fees	1,341.43	511.53
62162 Merchant Services Proc Fee	4,368.56	4,606.64
<b>Total 62160 Bank Charges</b>	<b>5,709.99</b>	<b>5,118.17</b>
62170 Billing support	746.98	1,568.01
62180 Computer Software	1,130.00	766.40
62190 Dues & Subcriptions	1,783.31	1,518.96
62200 Fuel	866.36	1,391.79
62220 Telephone, Telecommunications	3,163.83	2,973.57
62230 Refund	1,082.40	1,005.95
62240 HR Services		74.00
<b>Total 62000 OR-LB-31 Operations</b>	<b>59,529.35</b>	<b>62,161.25</b>
70000 Capital Outlay		
70100 System Improvements	30,533.88	309.44
<b>Total 70000 Capital Outlay</b>	<b>30,533.88</b>	<b>309.44</b>
80000 Interest Expense		4,534.35
<b>Total Expenses</b>	<b>\$177,035.80</b>	<b>\$135,236.12</b>
<b>NET OPERATING INCOME</b>	<b>\$91,771.61</b>	<b>\$173,514.12</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>\$91,771.61</b>	<b>\$266,684.12</b>



# Terrebonne Domestic Water District

## Profit and Loss Comparison

December 2023

	TOTAL	
	DEC 2023	DEC 2022 (PY)
<b>Income</b>		
40500 Investments		
45050 Interest Income	3,544.58	1,986.92
<b>Total 40500 Investments</b>	<b>3,544.58</b>	<b>1,986.92</b>
40550 OR-LB-20 Water Income		
41100 Water	1,966.95	26,510.71
41200 Service Fees	250.00	1,180.00
41300 Backflow Fees	0.00	0.00
<b>Total 40550 OR-LB-20 Water Income</b>	<b>2,216.95</b>	<b>27,690.71</b>
41600 System Development Fees	0.00	0.00
<b>Total Income</b>	<b>\$5,761.53</b>	<b>\$29,677.63</b>
<b>GROSS PROFIT</b>	<b>\$5,761.53</b>	<b>\$29,677.63</b>
<b>Expenses</b>		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	12,612.97	10,958.33
61030 Payroll Taxes	999.20	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>15,546.76</b>	<b>12,663.39</b>
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,805.56	1,786.21
62012 Utilities - Other	70.77	18.46
<b>Total 62010 Utilities</b>	<b>1,876.33</b>	<b>1,804.67</b>
62020 Operating Supplies	138.66	437.43
62030 Testing expense	134.00	2,478.18
62040 Office Supplies	103.40	92.51
62050 Postage, Mailing Service	396.00	217.44
62070 Insurance		
62071 Insurance - Liability, D and O	789.61	89.00
62072 Property Insurance	136.76	763.58
<b>Total 62070 Insurance</b>	<b>926.37</b>	<b>852.58</b>
62080 Bookkeeping	771.00	744.00
62110 Education		
62114 Travel		396.46
<b>Total 62110 Education</b>		<b>396.46</b>

# Terrebonne Domestic Water District

## Profit and Loss Comparison

December 2023

	TOTAL	
	DEC 2023	DEC 2022 (PY)
62160 Bank Charges		
62161 Bank Service Fees	266.10	216.20
62162 Merchant Services Proc Fee	505.07	529.11
<b>Total 62160 Bank Charges</b>	<b>771.17</b>	<b>745.31</b>
62170 Billing support	59.95	171.19
62180 Computer Software	108.35	206.45
62190 Dues & Subscriptions		255.00
62200 Fuel	37.70	343.91
62220 Telephone, Telecommunications	368.62	610.32
62230 Refund	140.00	171.59
<b>Total 62000 OR-LB-31 Operations</b>	<b>5,831.55</b>	<b>9,527.04</b>
70000 Capital Outlay		
70100 System Improvements		178.24
<b>Total 70000 Capital Outlay</b>		<b>178.24</b>
<b>Total Expenses</b>	<b>\$21,378.31</b>	<b>\$22,368.67</b>
<b>NET OPERATING INCOME</b>	<b>\$ -15,616.78</b>	<b>\$7,308.96</b>
<b>NET INCOME</b>	<b>\$ -15,616.78</b>	<b>\$7,308.96</b>







# Terrebonne Domestic Water District

## Check Detail

December 13, 2023 - January 9, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
12/27/2023	Expense		WEBPAYMENT GATEWAY SERVICES		R	-50.17
				GATEWAY SERVICES WEBPAYMENT		50.17
01/03/2024	Expense		MCHNT PMNT PROC		C	-128.20
				MCHNT PMNT PROC SETTLEMENT XXXXXXXX1135 693		128.20
10200 First Interstate -3877- General						
12/13/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 12/06/2023-12/08/2023 OR Income Tax	R	-765.50 -765.50
12/13/2023	Tax Payment		IRS	Tax Payment for Period: 12/06/2023-12/08/2023 Federal Taxes (941/943/944)	R	- 2,751.94 - 2,751.94
12/14/2023	Expense		FIRST INTERSTATE BANK	SERVICE CHARGES NOVEMBER 2023	R	-118.40 118.40
12/22/2023	Expense		FIRST INTERSTATE BANK	ACH SETTLEMENT ELEC DEBIT 1080788	R	-66.70 66.70
12/23/2023	Expense		PACIFIC POWER	Hubdoc - <a href="https://app.hubdoc.com/document/495375040">https://app.hubdoc.com/document/495375040</a> Pacific Power - 495375040	R	- 1,805.56 1,805.56
12/27/2023	Bill Payment (Check)	3981	ED STAUB & SONS PETROLEUM			-37.70 -37.70
12/27/2023	Bill Payment (Check)	3982	EDGE ANALYTICAL INC			-134.00 -134.00
12/27/2023	Bill Payment (Check)	3984	MASTER METER, INC.			- 1,430.00 - 1,430.00
12/27/2023	Payroll Check		Jennifer A. Komiskey	Pay Period: 12/27/2023-12/27/2023 Gross Pay - This is not a legal pay stub Employer Taxes Edward Jones SEP Health Insurance Dental Insurance Edward Jones SEP - Company Contribution Health Insurance - Company Contribution Dental Insurance - Company Contribution OR Paid Family and Medical Leave OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Taxes (941/943/944)		-500.00 563.68 47.07 0.00 0.00 0.00 0.00 0.00 0.00 3.38 0.56 3.94 16.61 86.26
12/27/2023	Payroll Check	122523	Daniel J. Bruce	Pay Period: 12/27/2023-12/27/2023 Gross Pay - This is not a legal pay stub Employer Taxes Edward Jones SEP Edward Jones SEP - Company Contribution		-500.00 574.28 43.94 0.00 0.00

# Terrebonne Domestic Water District

## Check Detail

December 13, 2023 - January 9, 2024

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			OR Paid Family and Medical Leave		3.45
			OR Statewide Transit Taxes		0.57
			OR Employment Taxes		0.00
			OR Income Tax		26.32
			Federal Taxes (941/943/944)		87.88
12/27/2023	Bill Payment (Check)	3983 JIM WILHELM			-
					1,000.00
					-
					1,000.00
12/29/2023	Expense	FIRST INTERSTATE BANK		R	-81.00
			ACH SETTLEMENT ELEC DEBIT 1080788		81.00
01/04/2024	Tax Payment	OR Department of Revenue		C	-42.93
			Tax Payment for Period: 12/27/2023-12/29/2023		-42.93
			OR Income Tax		-42.93
01/04/2024	Tax Payment	IRS			-174.14
			Tax Payment for Period: 12/27/2023-12/29/2023		-174.14
			Federal Taxes (941/943/944)		-174.14
01/05/2024	Check	3986 EDWARD JONES			-492.92
			FBO: Jennifer Komiskey \$358.33 - Employer Contribution, \$107.5		-492.92
			Employee Contribution		-379.17
			Employer portion		-113.75
			Employee portion		-113.75
01/05/2024	Check	3985 EDWARD JONES			-929.80
			FBO: Daniel Bruce \$716.67 - Employer Contribution, \$213.13 Employee		-929.80
			Contribution		-716.67
			Employer portion		-716.67
			Employee portion		-213.13
01/06/2024	Payroll Check	3997 Daniel J. Bruce			-
			Pay Period: 01/01/2024-01/31/2024		-
					5,621.09
			Gross Pay - This is not a legal pay stub		7,683.34
			Employer Taxes		658.66
			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		72.61
			OR Income Tax		511.28
			Federal Taxes (941/943/944)		1,870.32
01/06/2024	Payroll Check	3996 Jennifer A. Komiskey			-
			Pay Period: 01/01/2024-01/31/2024		-
					2,828.72
			Gross Pay - This is not a legal pay stub		3,791.67
			Employer Taxes		325.92
			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		37.59
			OR Income Tax		254.96
			Federal Taxes (941/943/944)		856.14



# Terrebonne Domestic Water District

## Check Detail

December 13, 2023 - January 9, 2024

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/09/2024	Bill Payment (Check)	3993 Pamela & Jeffery Leeper			-100.00
					-100.00
01/09/2024	Bill Payment (Check)	3994 REPUBLIC SERVICES #675			-20.77
					-20.77
01/09/2024	Bill Payment (Check)	3995 REVEAL ACCOUNTING SOLUTIONS			-771.00
					-771.00
01/09/2024	Bill Payment (Check)	3990 MASTERCARD (FIB) #1292			-366.02
					-366.02
01/09/2024	Bill Payment (Check)	3991 MASTERCARD (FIB) #2575			-322.04
					-322.04
01/09/2024	Bill Payment (Check)	3988 AT&T MOBILITY			-126.22
					-126.22
01/09/2024	Bill Payment (Check)	3989 CENTRATTEL TELEPHONE ANSWERING SERVICE			-233.20
					-233.20
01/09/2024	Bill Payment (Check)	3992 ONE CALL CONCEPTS INC			-12.60
					-12.60
01/09/2024	Bill Payment (Check)	3987 AMERICAN BUSINESS SOFTWARE INC			-59.95
					-59.95

**The term “representatives of the media” is not defined by the ORS or by any judicial opinion to date. However, the Oregon Attorney General’s office has issued an advisory opinion wherein it concluded that under Oregon law “news-gathering representatives of institutional media” are permitted to attend executive sessions and the term is “broad and flexible enough to encompass changing technologies for delivering the news.”<sup>51</sup> The conclusion reached by the attorney general seems to imply that bloggers and other social media news entities are authorized to attend executive sessions. In reaching this conclusion, the attorney general relied heavily on what it believes are the stated reasons the Legislative Assembly allowed the media to attend executive sessions when the law was originally adopted. A copy of the attorney general opinion is provided in Appendix L.**

**Terrebonne Domestic Water District  
Executive Session News Media Attendance Policy**

**WHEREAS, Oregon public meetings law provides that representatives of the news media shall be allowed to attend certain executive sessions of public bodies, but may be requested to not disclose specified information (ORS 192.660(4)); and**

**WHEREAS, because at the time state law relating to media attendance at executive session was adopted, “news media” consisted of entities that were institutionalized and structured to support compliance with the requirements of ORS 192.660(4), the law includes no express mechanism for enforcing those requirements; and**

**WHEREAS, technological advances since the time the public meetings law was initially adopted have resulted in development of communication mechanisms allowing virtually any individual or entity to disseminate information widely; and**

**WHEREAS, the Board finds that in that absence of a statutory definition of “news media” as that term is used in ORS 192.660(4) it is necessary to adopt a policy that implements the intent of the public meetings law relating to executive session attendance without precluding attendance by internet-based or other “non-traditional” information disseminators that are institutionalized and committed to compliance with ORS 192.660(4); and**

**WHEREAS, the Board recognizes that this policy is solely for determining eligibility to attend executive sessions, which requests non-disclosure of specified information from executive sessions, and is not intended to otherwise define “news media” or to determine eligibility to report on the city’s activities or to limit access to other Board meetings by any person; The Board hereby adopts the following policy:**

**1. Recognized News Media Organizations. The following entities are recognized as news media organizations eligible to attend executive sessions:**

**(A) Daily newspapers, non-daily, and small-market newspapers/publications, as well as those publications that are released as digital and multiplatform products; or**

**(B) A newspaper or publication that the city uses for publication of public notices and that meets the requirements of ORS 193.020; or**

**(C) An entity that is organized and operated to regularly and continuously publish, broadcast, transmit via television, radio or the internet or otherwise disseminate news to the public, and that regularly reports on activities of public concern.**

**2. Attendance at Executive Sessions. Representatives of news media organizations recognized pursuant to Section 1 of this policy shall be allowed to attend executive sessions, except as described below in paragraphs (C) and (D) of this section, pursuant to the following process:**

**(A) The representative must provide substantial evidence persuading the board that he or she is a news reporter for the recognized news media organization. In making its determination**



whether to recognize the person as a representative of the news media organization, the city may require:

(a) A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or

(b) A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or

(c) A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.

(d) Any other credentials or evidence sufficient to demonstrate that the individual is a representative of the news media.

The Board requires that requests to be recognized as a representative of a news media organization be made in writing on a form provided by the board. The form shall require disclosure of the person's name, and the entity for which he or she is a representative and shall require submission of evidence described in subsections 2(A) of this policy. The form shall also include a certification that the person is a representative of a recognized news media organization, that the information given is true, and that the person agrees to comply with ORS 192.660(4). The form will be made available on the board's webpage and upon request by any individual.

(B) The Board is prohibited from making final decisions on any matter in executive session. Therefore, representatives are requested to provide the above evidence to persuade the Board that they are a representative of the recognized new media organization in advance of the scheduled executive session. In the event that a person claiming to be a representative of the news media fails to provide advance evidence of their credentials, the representative should either be allowed to attend the executive session, or the executive session shall be postponed until a later time.

(C) Representatives of the news media are not permitted to attend executive sessions involving deliberations with persons designated to carry on labor negotiations. ORS 192.660(4).

# News Media Representative Application

Pursuant to the Terrebonne Domestic Water District's Media Policy, those claiming to be representatives of the news media are requested to complete this form. Please provide the requested information below, complete and sign the certification section, and submit the completed form to the Districts Manager in advance by: (1) personal delivery to the District Manager; (2) sending the completed form via e-mail to [tdwd@bendbroadband.com](mailto:tdwd@bendbroadband.com); or (3) delivering a completed copy to district office located at 8300 5th Terrebonne OR 97760.

\_\_\_\_\_  
YOUR NAME

\_\_\_\_\_  
NAME OF THE NEWS MEDIA ORGANIZATION REPRESENTED CERTIFICATION OF REPRESENTATION:

I, \_\_\_\_\_ certify the following to be true and accurate:  
I represent the following:

A daily newspaper, non-daily, or small-market newspaper/publication, or publication that is released as a digital or multi platform product.

A newspaper or publication that the District uses for publication of public notices and meets the requirements of ORS 193.020.

A news media organization that is organized and operated to regularly and continuously publish, broadcast, transmit via the internet or otherwise disseminate news to the public, and that regularly reports on activities of the District or matters of the nature under consideration by the District's Board.

The news media organization that I represent is committed to complying with the requirement that confidential executive session information be undisclosed.

I have provided the following credentials sufficient to allow the Board to determine that I am a representative of the above identified news media organization (select all that apply):

A press badge or identification issued by the news media organization, plus proof of my identity;  
A copy of a recently published news article showing my name as a member of the news gathering staff of the news media organization, plus proof of my identity;

A letter on letterhead from an editor of the news media organization that states that I am covering the meeting for the news media organization, plus proof of my identity; or

The following evidence sufficient to show that I am a representative of the above identified news media organization:

\_\_\_\_\_  
\_\_\_\_\_

As a representative of the news media, I agree to comply with ORS 192.660(4)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**NOTE: If the District is unable to verify this information prior to the start of an executive session, your attendance at the executive session may be denied or the executive session may be canceled.**

## **PAID YEAR END BONUS**

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**Terrebonne Domestic Water District** and its elected Board of Directors may, at their discretion, pay out an end of year bonus to all eligible employees. Terrebonne Domestic Water District is under no obligation to pay a year end bonus and any past payment has no bearing if a payment will be made in the future.

### **Determining Level of Year End Bonus**

Terrebonne Domestic Water District and its elected Board of Directors may, at their discretion determine what, if any, bonus will be paid. In determining a payment level the Board may use but are not limited to considering, District's financial position, past bonus amount, staff performance, staff discipline (if any), and current pay structure.

### ***Eligibility***

Employees regularly scheduled to work **40** hours or more per week will be paid the above bonus. Part-time employees between **20** and **40** hours will receive a prorated amount of paid bonus based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four (5) hours of holiday pay because 50% of a full-time schedule is worked. Employees must have completed their probationary period in order to receive an end of year bonus.





**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

## **Hiring Policy and Procedures**

**These guidelines shall be used by the District's  
Manager when hiring new district personnel**

### **Policy Brief**

Our candidate hiring and recruitment policy describes the process for properly assessing and selecting external candidates. It is the organization's policy to find candidates who meet the qualifications of the open position. Our company has dedicated itself to equal opportunity policy hiring processes. All involved hiring parties must provide a well-executed and discrimination-free hiring initiative and procedure.

### **Scope**

This hiring and recruitment policy applies to all employees involved in the company's hiring process, including the District Manager and the Board of Directors. It refers to anyone who is a prospective job candidate.

### **Personnel Requisition**

Personnel requisitions must describe the position title, hours and shifts, exemption statutes, purpose for opening the position, qualifications and essential job functions. Complete personnel requisitions prior to filling the organization's positions. District Manager is responsible for initiating personnel requisitions and the Board of Directors is responsible for approving them prior to posting the requisition. The Board of Directors and the District Manager are responsible for making the final selection.

### **Open Position Posting**

It is the responsibility of the District Manager to prepare job postings that succinctly detail the position and properly illustrate the organization's brand

and culture. The District Manager is to post all position openings to internal and external web sources that are appropriate for filling the role. Position postings are to remain open until they're filled. The District Manager is responsible for keeping track of all applicants and preserving applications and resumes as necessary.

### **Interview Procedures and Processes**

It is the responsibility of the District Manager to screen applicants and resumes before scheduling an interview with a candidate. The District Manager and a board Member, (if requested), must conduct an initial interview that tests an applicant based on behavioral questions and a structured process.

### **Guidelines for Reference Verification**

Each candidate needs to provide a minimum of two professional references to qualify. It is the responsibility of the District Manager to conduct a professional reference check and verify a candidate's employment status based on the references, once the interview is completed. The District Manager may at his discretion determine the necessity of professional references for the open position.

### **Guidelines for Job Offerings**

After selecting the candidate to hire, provide an offer after the successful completion of background checks. A background check may involve credit history, criminal history, driving record and drug tests. The background check may also include additional information that is relevant to the position. After the District Manager receives the background checks and verifies them for satisfactory results, he can provide the candidates with a job offer. If a candidate does not accept and sign the job offer within seven workdays, then the company can redact the offer. All candidates must complete the E Verify application process before being hired by the District.



**TERREBONNE  
DOMESTIC  
WATER  
DISTRICT**

# District Managers Update

January 9th, 2024

- ODOT has reached out asking to use our gravel lot on C street. They are looking to park a mobile office on the lot during the HWY 97 project. There is talk of compensation, but they wanted to find out if the board is open to this before getting into the particulars. What are everyone's thoughts?

## District Account Holdings

First Interstate Bank

\$67,004.37

LGIP 4845, Debt Service

\$101,750.07

LGIP 5534, Savings Fund

\$651,518.60

LGIP 6271, SDC Fund

\$70,987.58

LGIP 6272, Deposit Fund

\$13,992.29

Total All Accounts

**\$905,252.91**