

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=d2dVVGtEQUdsczI2SFZaVWYvWlpidz09

Meeting ID: 856 6231 6739

Passcode: 615814 Dial by your location +1 253 215 8782 US (Tacoma)



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

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Profit and Loss

December 2023

INCOME	Tota
INCOME	
40500 Investments	
45050 Interest Income	3,544.58
Total 40500 Investments	3,544.58
40550 OR-LB-20 Water Income	
41100 Water	1,966.95
41200 Service Fees	250.00
Total 40550 OR-LB-20 Water Income	2,216.95
Total Income	5,761.53
GROSS PROFIT	5,761.53
EXPENSES	
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
Total 61000 OR-LB- 30 Personnel Services	15,546.76
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,805.56
62012 Utilities - Other	70.77
Total 62010 Utilities	1,876.33
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
Total 62070 Insurance	926.37
62080 Bookkeeping	771.00
62160 Bank Charges	
62161 Bank Service Fees	266.10
62162 Merchant Services Proc Fee	505.07
Total 62160 Bank Charges	771.17
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

ASSETS	Tota
Current Assets	
Bank Accounts	
10100 Bank-4506	5 504 04
10200 First Interstate -3877- General	5,581.94
10500 LGIP Investments	56,212.33
10510 LGIP - Debit Service #4845	101 750 0
10520 LGIP Investment Fund #5534	101,750.07
10530 LGIP - SDC Fund #6271	651,518.60 70,987.58
15340 LGIP Deposit Fund #6272	13,992.29
Total 10500 LGIP Investments	838,248.54
Total Bank Accounts	900,042.81
Other Current Assets	
11500 Water Bills Receivable	-29,452.27
14000 Inventory	6,451.05
14200 Prepaid Expenses	3,641.57
Total Other Current Assets	-19,359.65
Total Current Assets	880,683.16
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	\$3,462,175.68
IABILITIES 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
The second secon	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
Total 24000 Payroll Liabilities	569.60
24300 Payroll payable	1,918.62
25000 Customer deposits payable	37,988.67
Total Other Current Liabilities	40,476.89
Total Current Liabilities	42,193.29
Total Liabilities	42,193.29
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	91,771.61
Total Equity	3,419,982.39
TOTAL LIABILITIES AND EQUITY	\$3,462,175.68

Profit and Loss Comparison

July - December, 2023

	TOTAL	Ĺ
	JUL - DEC, 2023	JUL - DEC, 2022 (PY)
ncome		
40500 Investments		
45050 Interest Income	17,945.79	6,924.01
Total 40500 Investments	17,945.79	6,924.01
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
Total 40550 OR-LB-20 Water Income	250,626.62	294,126.23
41600 System Development Fees	235.00	7,700.00
Total Income	\$268,807.41	\$308,750.24
GROSS PROFIT	\$268,807.41	\$308,750.24
Expenses	,	4000,00012
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	1,012.00
61070 Employee Retirement	6,491.68	3,814.98
61080 Workers Comp	2,283.93	1,182.42
Total 61000 OR-LB- 30 Personnel Services	86,972.57	68,231.08
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	20,685.04	18,072.48
62012 Utilities - Other	1,089.22	737.76
Total 62010 Utilities	21,774.26	18,810.24
62020 Operating Supplies	1,048.57	2,692.49
62024 Repair and Maintenance	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4,512.50
Total 62020 Operating Supplies	1,048.57	7,204.99
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	1,007.100	2,000.00
62071 Insurance - Liability, D and O	4,737.51	534.00
62072 Property Insurance	820.51	4,581.48
Total 62070 Insurance	5,558.02	5,115.48
62080 Bookkeeping	4,572.00	
· · · · · · · · · · · · · · · ·	4,072.00	4,440.00

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
Total 62110 Education	51.75	721.46
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
Total 62160 Bank Charges	5,709.99	5,118.17
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
Total 62000 OR-LB-31 Operations	59,529.35	62,161.25
70000 Capital Outlay		
70100 System Improvements	30,533.88	309.44
Total 70000 Capital Outlay	30,533.88	309.44
80000 Interest Expense		4,534.35
Total Expenses	\$177,035.80	\$135,236.12
NET OPERATING INCOME	\$91,771.61	\$173,514.12
Other Income		• 50000 100000000
90300 Gain (Loss) on Sale		93,170.00
Total Other Income	\$0.00	\$93,170.00
NET OTHER INCOME	\$0.00	\$93,170.00
NET INCOME	\$91,771.61	\$266,684.12

Profit and Loss Comparison

December 2023

	TOTA	L
	DEC 2023	DEC 2022 (PY
Income		
40500 Investments		
45050 Interest Income	3,544.58	1,986.92
Total 40500 Investments	3,544.58	1,986.92
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
Total 40550 OR-LB-20 Water Income	2,216.95	27,690.71
41600 System Development Fees	0.00	0.00
Total Income	\$5,761.53	\$29,677.63
GROSS PROFIT	\$5,761.53	\$29,677.63
Expenses	¥4,751.55	Ψ=0,077.00
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	070.02
61070 Employee Retirement	1,095.84	635.83
61080 Workers Comp	252.90	191.21
Total 61000 OR-LB- 30 Personnel Services	15,546.76	12,663.39
62000 OR-LB-31 Operations		5000 F 500 F
62010 Utilities		
62011 Utilities - Electric	1,805.56	1,786.21
62012 Utilities - Other	70.77	18.46
Total 62010 Utilities	1,876.33	1,804.67
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
Total 62070 Insurance	926.37	852.58
62080 Bookkeeping	771.00	744.00
62110 Education		
62114 Travel		396.46
Total 62110 Education		396.46

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
Total 62160 Bank Charges	771.17	745.31
62170 Billing support	59.95	171.19
62180 Computer Software	108.35	206.45
62190 Dues & Subcriptions		255.00
62200 Fuel	37.70	343.91
62220 Telephone, Telecommunications	368.62	610.32
62230 Refund	140.00	171.59
Total 62000 OR-LB-31 Operations	5,831.55	9,527.04
70000 Capital Outlay		
70100 System Improvements		178.24
Total 70000 Capital Outlay		178.24
Total Expenses	\$21,378.31	\$22,368.67
NET OPERATING INCOME	\$ -15,616.78	\$7,308.96
NET INCOME	\$ -15,616.78	\$7,308.96

		111 2023				A.1.4. 20.22				0000													July 2023 - June 2024	June 2024	
	Actual	8udget over Budget Budget Actual	er Budget	%of Budget	1	Sudget over Budget Budget	r Budget E	L .	Actual Bud	Sudget over	over Budget Bu	% of Budget Act	Actual Budget	202	3 % over Budget Bu	% of Budget Actual	- le	Nov 2023	% of Work	f Actual	1	202	%of		1.
Income											1				1						andana	det over budget		et Actual	9
40500 Investments	00 00000	40 000 4	0000	2000 0000	00 000 0	00 0000	0.00																00.00		
Total 40500 Investments	\$ 2,546.53 \$		1,463.20	235.07% \$	235,07% \$ 2,748,68 \$		- 1	2 4	2.799.31 \$	1,063.33 \$	1,715.98	258.40% 3	3,074.60	1,083.33	1,991.27 28				2,148.76 298					%6	1
40550 OR-LB-20 Water Income			0.00										,			**************************************	•	1,005.55 \$ 6.100,1		288.30% \$ 3,5	3,544,58 5 1,	1,083.33 \$	2,461.25 327.19%	\$ %6	0.00
41100 Water	58,300.18	64,988.00	-6,687.82	89.71%	62,311.83	64,400.00		96.76% 56,	56,901.41 50	53,525.00	3,376.41	106.31% 33	33,858.16 38,	38,475.00	4,616.84 8	88.00% 26,8	26,852.39 24,3	24,337.00 2,5		110.34% 1,9	1,966.95 23,	23,250.00 -2		8,46% 1.	1.068.75
41200 Service Fees	970.00	1,104.17	-134.17	87.85%	820.00	1,104.17				1,104.17						120,00% 8									
41300 Backflow Fees	0.00	458.33		0.00%	000	458.33	- 1			458.33		-			- 1				-						
41600 System Dovelopment Fees	\$ 00.00 0.00	00,000,00	0.00	88.00%	88.00% \$ 63,131.83 \$	45,962.50	2,830.67	95.71% \$ 57,	\$ 57,311.25 \$ 56	55,087.50 \$	2,223.75	104.04% \$ 35	35,183.16 \$ 40,	40,037.50 -\$	4,854.34 8	87.88% \$ 33,513.25	s	25,899.50 \$ 7,6	7,613.75 128	129.40% \$ 2,2	2,216.95 \$ 24,	24,812.50 -5 23	22,595.55 8.6	8.93% \$ 1,	1,068.75
Total Income	\$ 81,818.71 \$	67,633.83 -\$	5,817.12	91.40% \$	91.40% \$ 65,880.51 \$	67,045.83 -\$	1,165.32	98.26% \$ 60,		56,170.83 \$		107.01% \$ 38,257.78 \$	0	41,120.83 -\$	1	1.04% \$ 36.9		26.982.83 \$ 9.9				4			2000 76
Gross Profit	\$ 81,816.71 \$	67,633.83	5,817.12	91.40% \$	91.40% \$ 65,880.51 \$	67,045.83	1,165.32	98.26% \$ 60,	\$ 60,110.56 \$ 56	w	1000	107.01% \$ 38,257.76 \$			2,863.07 9:	93.04% \$ 36,980.34			9,997.51 137	137.05% \$ 5.7	5,781.53 \$ 25.	25.895.83 -\$ 20	1	22 25% \$ 1,	1,000.75
Expensos																				i i		0		9	
61000 OR-LB- 30 Personnel Services			0.00				00:00				00.0				00.00				0.00				0.00		
61020 Payroll Expenses	11,266.67	11,748.00	-481.33	%06'56	11,266.67	11,748.00			11,266.67 11	11,748.00	-481.33			,748.00	481.33 91	95.90% 11,4		-2		97.68% 12,6	12,612.97	11,748.00	864.97 107.36%		11,475.01
61030 Payroll Taxes	944.52	1,039.50	-94.98	898.06	893.73	1,039.50		85.98%		03.950,1		85.70%		1,039.50			908.19 1,0		-131.31 87			1,039.50			984.52
61040 Employee Health ins	585.85	591.07	+5.82	99.02%	585.85	591.67		89.02%		591.67				591.67								591.67			585.85
81070 Employee Retirement	1,075.00	1,195.83	-120.83	89 90%	1,075.00	1,195.83	-120.83	1,0	1,075.00	1,195.83	-120.83		1,075.00	1,195.83		-				-	-	1,195.83			1.095.84
81080 Workers Comp	252.90	258.33	-5.43	97.90%	252.90	258.33	-5.43	97.90% 1,0		258.33		394.62%		258.33								258.33			
Total 61060 OR-LB- 30 Personnel Services	\$ 14,124.94 \$	14,833.33 -5	-	95.22% \$	\$ 14,074.15 \$	14,833.33 -\$		84.88% \$ 14,8	s	14,833.33 \$	2.5	s	14,071.17 \$ 14,	14,833.33 -\$	L	5	\$ 14	s.		\$ 16	s	14,833.33 \$	12	5	14,141.22
62000 OR-LB-31 Operations			00'0				00:00				00.0				00'0				0.00						
62010 Utilities			0.00								0.00				0000				00.0				0.00		
62011 Utilities - Electric	4,327,14	2,750.00	1,577.14	157.35%	5,261.65	2,750.00	2,511.65	191.33% 4,0		2,750.00	1,591.68	2, 2, 2, 2,	2,942.95 2,	2,750.00	192.95 107	107.02% 2,0	2,006.06 2,7	7. 2,750.00	-743.94 72	72.95% 1,88	1,805.56 2,1	2,750.00	944.44 65.66%	36	
62012 Utilities - Other	20.77	166.67	-145,90	12.46%	20.77	166.67				166.67		323.09%	20.77	166.67					**					3%	
Total 62010 Utilities	\$ 4,347.91 \$	2,916.67 \$	1,431.24		\$ 5,282.42 \$	2,916.67 \$		S	4,881.68 \$ 2	2,916.67 \$		\$	s	2,916.67 \$	47.05 101	*	2,422.20 \$ 2,9	÷		s	us	ŝ		\$ %8	0.00
62020 Operating Supplies	256.57	416.67	-160.10	61.58%	304.08	416.67		- 0	108.61	416.67		26.07%		416.67						28.51% 10		416.67	-278.01 33.28%	×2.	
62030 Testing expense	80.00	291.67	-211.67	27.43%	80.00	291.67			80.00					291.67	-211.67 27	27.43%	80.00	291.67 -2					-157.67 45.94%	%	
62040 Office Supplies	-459.94	291.67	-751.61	-157.69%	44.68	291.67		. 0	576.14					291.67									-188.27 35.45%	%5	
62050 Postage, Mailing Service	216.00	333.33	-117.33	64.80%	442.00	333.33		. 0		333.33	281.55 1		215.64	333,33			628.92						62.67 118.80%	%	
esoco Legal	230.00	00.062,1	00.21%	27.04%	00.000	1,250.00		54.88%			-1,250.00	0.00%		1,250.00		%80.69	1,2	1,250.00 -1,21		%00.0	1,5	1,250.001	1,250.00 0.00%	%1	
A2074 Insurance Lishility David O	280 68	108 33	00.0	750 076	780.69	400 93		700 075	00 00																
62072 Property Insurance	136.75	916.67	-779.92	14.92%	136.75	916.67	-779 92		136.76	046.67		14.00%	109.58	106.33	770.00	128.87% 7	789,58	108.33 64						200	
Total 62070 Insurance	\$ 928.33 \$	1,025.00 -\$		90.37% \$	\$ 026.33 \$	1,025.00 -\$.,	.025.00 -\$	98.67	u		1025.00 -\$					00 87 00	14.92% 1		916.67	-779.91 14.92%	28 3	
62080 Bookkeeping	744.00	833,33	-89.33	89,28%	744.00	833.33			771.00	833.33				833.33		•		,		•	771.00	6- 00.000	62.23 02.53876	* **	0.00
62090 Directors Fees		202.50	-202.50	%00.0		202.50				202.50		%000		202.50				,						e 2	
62100 Vehicle Maintenance & Repair	67.96	125.00	-57.04	54.37%		125.00	-125.00	%000		125.00	-125.00	0.00%		125.00		0.00%	. 4			%00.0			-125.00 0.00%	8 %	
02110 Education		83.33	-83,33	0.00%		83.33		%00'0		83.33	-83.33	%00'0		63.33		%0000				%00'0				8	
62114 Travel		83.33	-83.33	%00.0	51.76	83.33		62.10%		83.33	-83.33	0.00%		83.33		%00.0	_			%00.0				25	
62212 Conference, Convention, Meeting		133.33	-133,33	%00.0	Die Woods	133.33		%00.0				0.00%				%0000	¥		-	%00	-			25	
Total 62110 Education	\$ 00.00 \$	299.99 -\$		0.00%	\$ 51.75 \$	\$- 00.00		17.25% \$	\$ 00'0	299.99 -\$	299.99	\$ %00.0	0.00 \$	299.99 -\$	299.99 0	\$ %,0000	0.00 \$ 26	÷		\$ %00.0	0.00 \$ 2	ş		\$ %	0.00
62120 Contract Labor		416.67	-416.67	800.0		416.67	-416.67	0.00%				%00'0				%0000	4			%00'0	4			26	
62140 Auditing		4,166.67	-4,166,67	8,000		4,166.67	-4,166.67			4,166.67		%000	4,	1						%000	4,1			36	
62480 Bank Charges		833.33	-833 33	2000		400.33	403.33	0.00%	9,809,00			201.04%		483,33			560.00	483.33		115.85%	4			×2	
62161 Bank Service Fees	373.95		373.95		173.22		173.22		111.95	00000			140.57		140.57	0.00.0	275.64		533.33 U.S	0.00%	988 40	833,33	-833.33 0.00%	38	
62162 Merchant Services Proc Fee	734.06		734.06		974.12		974.12	J.	865.62		865.62		693.91		693.91	35	595,78	38	595.78	9 99	505.07		505.07		28.20
Total 62160 Bank Charges	\$ 1,108.01 \$	833.33 \$	274.68	132.96% \$	+	833,33 \$		us	\$ 75.776	833.33 \$		117.31% \$	s	833.33 \$	1.15 100	100.14% \$ 87	so	833.33 \$ 3		104.57% \$ 77	w	833.33 -\$			128.20
62170 Billing support	59.95	291.67	-231.72	20.65%	59:95	291.67				291.67									215.51 173.8				-231.72 20.55%		56.65
62100 Computer Software	538.90	208.33	330.67	25,000,02.26	108.53	208.33	20.62	130.00%	108.33	83.33	200.02			83.33						130.00% 10	108.35		-	38	
62200 Fuel	131.12	208.33	-77.21	62.94%	264.20	208.33	0.5		60.07	208.33		28.83%		208.33	583.07 288	Z2 00% 23		208.33 43						3º ;	
62220 Telephone, Telecommunications	767.90	566.67	201.23	135.51%	540.07	566.67							697.02				360.22 56				36.70	588 67	-170.63 18.10%		and the
62230 Refund	274.13	166.67	107.46	164.47%		166.67						259,00%		166.67	-101.24 39	39.26% 12			875						233.20
62500 Water Rights/credits		2,083.33	-2,083.33	%00'0		2,083.33	-2,083.33		2	683.33	2,083.33	%00.0	2	- 17			2	-2.0			2	ç		R 26	
Total 62000 OR-LB-31 Operations	\$ 9,985.17 \$	17,494.18 -\$	7,508.99	\$ %80'29	\$ 10,681.15 \$	17,494.16 -\$		61.06% \$ 15,7	15,771.29 \$ 17,	17,494.16 -5 1	1,722.87	90.15% \$ 8,8	8,871.02 \$ 17,4	17,494.16 -5 8,		50.71% \$ 8,38	8,389.17 \$ 17,49	17,494.16 -\$ 9,10		S	5,831.55 \$ 17,4	ş	1"	us	421.35
70000 Capital Outlay			00'0												00'0				00.00						
70100 System Improvements	5,596.27	73,655.83	-68,059.56	7.60%	3,384.61			4.60%	73			0.00% 21,1	21,513.00 73,6			29.21% 4	40.00 73,655.83	-73,6		0.05%	73,6	73,655.83 -73,	73,655.83 0.00%	28	
/ozon Equipment		00:0	00.00	1		000	1		1				- 1		- 1	- 1	- 1	00'0			- 1	- 1			
Total Expenses	\$ 5,586.27 \$	13,655.83 -\$		7.60% \$	7.60% \$ 3,384.61 \$	73,655.83 -\$		9	0	φ,		0.00% \$ 21,		73,855.83 -\$ 62,		29.21% \$ 4	- 1	73,655.83 -\$ 73,615.83		S	5	4		% \$ 0.00	0.00
Not Connecting Income	\$ 22,740.38 \$	38 340 40 5	70,276,94	28.03% \$	25,130,01 \$,			28.88% \$ 44,4	\$ 44,455.19 \$ 105,9	1		41.05% \$ 22,748.86 \$	1	3.32 -\$ 83,23		0	5	ş	84,005.01 20.17%	% \$ 14,50	52.57
Other Expenses	6 55,110,55			950199	\$1,740.50 ·\$	-05/15/16 \$ 51/140.00 -\$ 50/35/.49 \$	- A0'879'97	-95.93% 3 ZB,5	5 Z8,501.51 -5 48,	49,812.49 \$ /8	79,314.00 -E	-59.23% -\$ 6,1	-\$ 6,197,43 -\$ 64,8	64,862.49 \$ 58,	58,665.08	9.55% \$ 14,233.38	uş.	79,000.49 \$ 93,233.87		-18.02% -\$ 15,616.78	÷	80,087.49 \$ 64,-	64,470.71 19.50	% -\$ 13,46	3.82
80100 Contingency		- 1	-1,666.67	%00'0		1,666.67	-1,666.67	%00'0	1	à		0.00%				0.00%	1,66	1,666.67 -1,666.67		%00.0	1,60	1,668.67 -1,1	-1,666.67 0.00%	36	
Total Other Expenses	\$ 00.0 \$	1,666.67 -\$ 1,666.67	- 1	\$ %0000	0.00 \$	- 1	1,666.67		us	÷	1,666.67	\$ %00'0		1,686.67 -\$ 1,	1,666.67 0.	s	0.00 \$ 1,66				0.00 \$ 1,66	÷		s,	0.00
Net Other Income	\$ 0.00 -\$	0.00 -\$ 1,866.67 \$		\$ %0000	0.00 -\$	0.00 -\$ 1,666.67 \$	- 1	0000 \$ 0000	4	S		S	4			s	è	ш	П	\$ %00'0	0.00 -\$ 1,66			\$ %00.0	00'0
Not Income	\$ 32,110.33 -\$	\$ 32,110.33 -\$ 40,016.16 \$ 72,126.49		-80.24% \$	37,740.60 -5	-80.24% \$ 37,740.60 -5 40,604.10 \$ 78,344.76		-92.95% \$ 29,5	4	51,479.16 \$ 80		ş				32% \$ 14,23	S				1000			19.10% -\$ 13,493.82	3.82

% of Budget		138.04%		52.45%	32.74%	1		54.88%			57.19%		87.76%	52.87%	73.68%	50.8176		62.68%	54.46%	20.07%	16.26%	19.26%	62.84%	12.58%	364.42%	7.46%	45.19%	45.72%	4.53%	0.00%	5.18%	1.44%	0.00%	109.74%	%00'0		58.38%	23.06%	113.00%	71.33%	49.96%	54.12%	0.00%	20.00%	3.45%		3.45%	-10.03%	0.00%	2000
over Budget	0.00	4,945.79	000	-218,740.33	-8,911.80	227		221,873.84	221,873.84	00.0	-60.346.33	-5,962.28	-2,999.05	-6,762.48	-816.07	0.00	000	-12,314.96	-910.78	-3 951 43	-2,966.00	-2,826.02	-1,486.56	-13,112.50	3,437.51	-10,179.49	6,741.98	-5,428.00	-1,432.04	-1,000.00	-948.25	3,548.25	-5,000,00	565.00	-10,000,00	1,341,43	4,161.81	-2,693.07	130.00	-716.69	-3,402,97	-917.60	-25,000.00	000	-853,336.12	0.00	1.080.201.63	858,327.79	-20,000.00	20.000.00
Budgot	0.00	13,000.00	000	460,000.00	13,250.00	478,750.00 -\$		491,750.00 -\$	491,750.00 -\$	000	140,976.00	12,474.00	7,100.00	14,350.00	3,100.00	00.00	000	33,000.00	2,000.00	5,000,000	3,500.00	3,500.00	4,000.00	15,000.00	1,300.00	11,000.00	12,300.00 -\$	10,000.00	1,500.00	1,000.00	1,000.00	3,600.00	6,000.00	5,800.00	10,000.00	00'0	10,000.00	3,500.00	1,000.00	2,500.00	6,800.00	2,000.00	25,000.00	0.00	883,870.00	- 1	1.271.800.00 -5	1	20,000.00	20.000.00
Actual	0.00	17,945.79		241,259.67	4,338.20	\$ 251,895.37 \$	238.00	\$ 269,876.16 \$	269,876.16 \$	0.00	80,629.67	6,511.72	4,100.95	7,587.52	2,283.93	0.00	00:00	20,685.04	1,089.22	1.048.57	534.00	673.98	2,513,44	1,887.50	4,737,51	820.51	5,558,02 \$	4,572.00	67.96	00.00	51.75	51.75 \$	0.00	6,365.00	0.00	1,341.43	5,838.19 \$	806.93	1,130.00	1,783,31	3,397.03	1,082.40	00:00	0.00	30,533,88	- 1	\$ 191,598.37 \$ 1	47		0.00
% of Budget		0.00%		0.00%	%00.0			\$ %00.0	S		%00.0	9,000	0.00%	%00.0	0.00%	*		%00:0	0.00%	0.00%	0.00%	%00'0	%00.0	0.00%	9,000	%00'0	\$ %0000	0.00%	0.00%	%00'0	%0000	\$ %00.0	%00.0	0.00%	%00.0		\$ %00.0	%00.0	0.00%	0.00%	0.00%	0.00%	%0000	•	%00.0		0.00% \$ 1	S	0.00%	\$ %00.0
over Budget	00'0	1,083.37	00'0	-55,200.00	-1,104.13	58,762.50	00.00	57,845.87	57,845.87	0.00	-11,748.00	-1,039.50	-591.63	-1,195.87	-258.37	0.00	00'0	-2,750.00	-166.63	-416.63	-291.63	-291.63	-333.37	-1,250.00	-108.37	-916.63	1,025.00	-833.37	-125.00	-83.37	-83.37	300.11	416.63	-483.37	-833.37	00:00	833.37	-291.63	-83.37	-208.37	-566.63	-166.63	-2,083.37	00:0	-73,655.87	0.00	105,983.48	48,137,61	-1,666.63	1,686,63
Budget ov		1,083.37 -\$		55,200.00	1,104.13	56,762.50 -\$	80		57,845.87 -\$		11,748.00	1,039.50	691.63	1,195.87	14 833 37 -5	2000		2,750.00	166.63	416.63	291.63	291.63	333.37	1,250.00	108.37	916.63	1,025.00 -\$	833,37	125.00	83.37	83.37	300.11 -\$	416.63	483.37	833.37		833.37 -\$	291.63	83,37	208.37	556.63	166.63	2,083.37		73,655.87		105,983.48 -\$		1,666.63	1,066.63 -\$
Actual		0.00				\$ 00.0		0.00							0.00				000								0.00					\$ 00.0					\$ 00.0						3 000				0.00	4		0.00
Budget A		\$ %00.0		%000	%00.0	\$ %00.0		\$ %00.0	\$ %00.0		%0000	%00.0	0.00%	%0000	%0000			%00.0	%00.0	0.00%	0.00%	%00'0	%00.0	%00.0	%00.0	%00.0	0.00%	%00.0	0.00%	%00.0	%000	\$ %0000	%000	%00.0	%00.0		\$ %00.0	%00'0	%00.0	0.00%	0.00%	%00.0	%0000		%00'0		0.00%		%00.0	\$ %00.0
over Budget	00:00	1,083.33	0.00	-37,300.00	-458.33	38,862.50	00.0	39,945.83	39,945.83	0.00	-11,748.00	-1,039.50	-591.67	-1,195.83	14.833.33	00'0	00'0	-2,750.00	2 048 87	-416.67	-291.67	-291.67	-333.33	0.00	-108.33	-916.67	1,025.00	-833.33	-125.00	-83.33	-83.33	299.99	-416.67	-483.33	-833.33	0000	833.33	-291.67	-63.33	-208.33	-566.67	-166.67	-2,083.33	00:00	-73,655.83	0.00	105,983.32	66,037.49	-1,666.67	1,666.67
Budget ov	000	1,083.33 -\$		37,300.00	458.33	38,862.50 -\$			39,945,83 -\$		11,748.00	1,039.50	591.67	1,195.83	14.833.33 -\$			2,750.00	166.67 2 016.87 .E	416.67	291.67	291.67	333.33	1,250.00	108.33	916.67	1,025.00 -\$	202.50	125.00	63.33	83.33	200.00 -\$	4 166 67	483.33	833.33		833.33 -\$	291.67	83.33	208.33	29999	166.67	2,083.33		73,655.83	73 655 83 .\$	105,983.32 -\$		1,666.67	1,666.67 -\$
Actual B		\$ 00.0				\$ 00.0		\$ 00.0	\$ 00.0						0.00				\$ 000								\$ 00.0					\$ 00.0					\$ 00.0						\$ 000		-			ŵ		\$ 00.0
Budget A	2000	0.00%		%00.0	0.00% %00.0	\$ %00.0		\$ %0000	\$ %00.0		%00:0	0.00%	%00.0	%00.0	0.00%			%00.0	0.00%	0.00%	0.00%	%00.0	0.00%	6,000%	%00'0	0.00%	\$ %0000	0.00%	%00.0	%00'0	%00'0	\$ %00.0	%00.0	%00.0	%00.0		0.00% \$	%0000	%00.0	0.00%	%00.0	%00.0	%0000		%00.0	\$ %000	\$ %00.0	\$ %00.0	%0000	0.00% \$
over Budget	00'0	1,083.33	0.00	-28,775.00	-1,104.17	30,337.50	00:00	31,420.83	31,420.83	0.00	-11,748.00	-1,039.50	-591.07	-1,195.83	14,833,33	00'0	0.00	-2,750.00	-166.67	416.67	-291.67	-291.67	-333.33	0.00	-108.33	-916.67	1,025.00	-202.50	-125.00	-83.33	-83.33	289.89	-41667	-483,33	-833,33	0.00	833.33	-291.67	-83.33	-208.33	-566.67	-166.67	-2,083.33	0.00	-73,655.83	73.655.83	105,983.32	74,582,49	-1,666.67	1,666.67
Budget over	4 500 40	1,083.33 -\$		28,775.00	458.33	30,337.50 -\$		31,420.83 -\$	31,420.83 -\$		11,748.00	1,039.50	591.67	1,195.83	14,833.33 -5			2,750.00	166.67	416.67	291.67	291.67	333.33	1,250.00	108.33	916.67	1,025.00 -\$	202.50	125.00	83.33	83.33	299.99 -\$	416.67	483.33	833.33		833.33 -\$	291.67	83.33	208.33	566.67	166.67	2,083.33		73,655.83	73.655.83 -5	105,983.32 -\$		1,666.67	1,666.67 -\$
Actual Bu		\$ 00.0				0.00			\$ 00.0						\$ 00.0				0.00								\$ 00.0					\$ 00.0					\$ 00.0						0.00 \$ 1		7	0.00 \$ 72	s	'n	-81	0.00 \$
Budget A	70000	0.00% \$		%00.0	0.00%	\$ %00.0		\$ %00.0	\$ %00.0		%00.0	%00.0	0.00%	0.00%	0.00%			0.00%	0.00% \$ %00.0	0.00%	%00.0	%00.0	%0000	2000	%00.0	0.00%	\$ %0000	0.00%	%00.0	0.00%	0.00%	\$ %00.0	0.00%	0.00%	%00'0		\$ %0000	9,000	%00.0	%0000	%00.0	%00.0	0.00% S		0.00%	0.00% \$	\$ %00.0	\$ %,00.0	9,0000	\$ %0000
over Budget	0.00	1,083.33	0000	-23,250.00	-458.33	24,812.50	00.00	25,895.83	25,895.83	00.00	-11,748.00	-1,039.50	-591.67	-1,195.83	14,833.33	00:00	0.00	-2,750.00	-166.67	-416.67	-201.67	-291.67	-333.33	000	-108.33	-916.67	1,025.00	-202.50	-125.00	-83.33	-83.33	299.99	-4.166.67	-483.33	-833.33	000	833,33	-291.67	-83.33	-208.33	-566.67	-166.67	-2,063,33	00'00	-73,665.83	73,655,83	105,983.32	80,087.49	-1,663.67	1,666.67
Budget ove	1,000 20	1,083.33 -\$		23,250.00	458.33	24,812.50 -\$		25,895.83 -\$	25,895.83 -\$		11,748.00	1,039.50	591.67	1,195.83	14,833.33 -\$			2,750,00	106.67	416.67	291.67	291,67	333.33	200,000	108.33	916.67	1,025.00 -\$	202.50	125.00	83.33	133.33	299.99 -\$	4,166,67	483.33	833.33		833,33 -\$	291.67	208.33	208.33	566.67	166.67	17,494,16 -\$		73,655.83	0000	÷	80,087.49 \$	1,066.67	\$- 29.999
		\$ 00.0				0.00 \$		- 1	0.00 \$		-				0.00				\$ 00.0								\$ 00.0					\$ 00.0					\$ 00.0						0.00 \$ 17		7.3	0.00% \$ 0.00 \$ 73,655,83	0.00 \$ 105	0.00 \$- 80		0.00% \$ 0.00 \$ 1,666.67
Budget Actual	20000	\$ %00.0		0.00%	%000	\$ %00.0		\$ %00.0	0.00% \$		%00.0	%00.0	%00.0	%000	\$ %000			%00.0	0.00%	%00.0	%000	%00.0	%00.0	0.00	%000		\$ %00.0	%00.0	%00.0	%00.0	%000	s	%00.0	%00.0	%0000		S	%00.0	%000	%00.0	%00.0	%00.0	0.00%		%00.0	\$ %000	\$ %00'0	\$ %00.0	%00.0	\$ %00.0
over Budget B	0.00	1,083.33	0.00	23,250.00	-458.33	24,812.50	0000	25,895.83	25,895.83	0.00	-11,748.00	-1,039.50	-601.67	-1,195.83	14,833.33	00'0	0.00	-2,750.00	2,916.67	-416.67	-291.67	-291.67	-333.33	0000	-108.33	-916.67	1,025.00	-202.50	-125.00	-83.33	-83.33				-833.33	0.00		-291.67					17,494.16		73,655.83			80,087.49		1,666.67
Budget over	1 083 33	1,083.33 -\$		1 104 17		24,812.50 -\$			25,895.83 -5			1,039.50		1,195.83	14,833.33 -\$			2,750.00	2,916.67 -\$	416.67	291.67	291.67	333.33	00000	108.33	- 1	1,025.00 -5	202.50	125.00	83.33	133.33	299.99 -\$	4,166.67		833.33		833.33 -\$	291.67	208.33	208.33	566.67		17,494.16 -\$ 1		73,655,83	- 1	12.5	80,087.49 \$ 8	- 1	0.00 \$ 1,666.67 -\$
		\$ 00.0				0.00 \$ 2			0.00 \$ 2						0.00				0.00 \$								* 00.0					\$ 00.0					\$ 00.0					1	0.00 \$ 17		ĸ	0.00 \$ 73	0.00 \$ 105	0.00 -\$ 80	5	0.00 \$ 1
3udget Actual	2000	0.00% \$		4.00%	%00'0	4.31% \$		- 1	4.13% \$		97.68%	94.71%	85.02%	91.64%	95.33% \$			0.00%	0.00% \$		%00'0	%00.0	0.00%	2000	%00.0		0.00%	0.00%	%00.0	0.00%	0.00%	5	0.00%	0.00%	%00.0		w	20,55%	0.00%	%00:0	41.15%	%00.0	2.41% \$		%0000	\$ %0000	w	16.85% \$	0.00%	0.00% \$
over Budget Budget	0.00	1,083.33	0.00	-42,101.20	-458.33	23,743.75	00'00	24,827.08	24,827.08	00'0				-99.99	692.11	0.00	0.00	-2,750.00	2,916.67	-416.67	-291.67	-291.67	-333.33	00.0	-108.33	-916.67	1,025.00	-202.50	-125.00	-83.33	-433.33	289.88	-4,166.67	-483.33	-833.33	128.20		-231.72					17,072.81		-73,655.83			66,593.67	- 1	1,666.67
Budget over	1,083,333	47		1.104.17	458.33	\$ 24,812.50 -\$			25,895.83 -\$		11,748.00	1,039.50	591.67	1,195.83	\$ 14,833.33 -5			2,750.00	\$ 2,916.67 -\$		291.67	291.67	333.33		108.33		1,025.00 -\$	202 50	125.00	85.33	130.33	290.00 -\$	416.57		83333		83333 -\$	291.67	20833	208.33	566.67		17,494.18 -\$ 1		73,65583 -7	\$ 73,65583 -\$ 73,655.83	\$ 105,083.32 -\$ 0	80,087.49 \$	- 1	\$ 1,666.07 -5

Check Detail

December 13, 2023 - January 9, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0100 Bank-4			MES DE LEVER LES MES DE LES PROPRIES DE LES PROPRIES DE LE PROPRIE			
12/27/2023	Expense		WEBPAYMENT GATEWAY SERVICES		R	-50.17
				GATEWAY SERVICES WEBPAYMENT		50.17
01/03/2024	Expense		MRCHNT PMNT PROC		С	-128.20
				MRCHNT PMNT PROC SETTLEMENT XXXXXXXX1135 693	J	128.20
0200 First In	terstate -3877- Ge	eneral				
12/13/2023	Tax Payment		OR Department of Revenue	Tax Payment for Period: 12/06/2023-12/08/2023	R	-765.50
				OR Income Tax		-765.50
12/13/2023	Tax Payment		IRS	Tax Payment for Period: 12/06/2023-12/08/2023	R	-
				Federal Taxes (941/943/944)		2,751.94
				1 333 (3 17) 3 13 13 13 13 13 13 13 13 13 13 13 13 1		2,751.94
12/14/2023	Expense		FIRST INTERSTATE BANK		-	
			THE INTERESTATE BANK	SERVICE CHARGES NOVEMBER 2023	R	-118.40 118.40
10/00/0000			FIRST WITERSTATE PANE			110.10
12/22/2023	Expense		FIRST INTERSTATE BANK	ACH SETTLEMENT ELEC DEBIT 1080788	R	-66.70
			F	ACTION TO THE MICHIEL SEED BEBIT 1000/00		66.70
12/23/2023	Expense		PACIFIC POWER	Hubdoc - https://app.hubdoc.com/document/495375040	R	1,805.56
				Pacific Power - 495375040		1,805.56
	Bill Payment	3981	ED STAUB & SONS PETROLEUM			-37.70
	(Check)					-37.70
	Bill Payment	3982	EDGE ANALYTICAL INC			-134.00
	(Check)					-134.00
2/27/2023	Bill Payment	2094	MASTED METED INC			
	(Check)	3904	MASTER METER, INC.			1,430.00
						-
						1,430.00
2/27/2023	Payroll Check		Jennifer A. Komiskey	Pay Period: 12/27/2023-12/27/2023		-500.00
				Gross Pay - This is not a legal pay stub		563.68
				Employer Taxes		47.07
				Edward Jones SEP		0.00
				Health Insurance Dental Insurance		0.00
				Edward Jones SEP - Company Contribution		0.00
				Health Insurance - Company Contribution		0.00
				Dental Insurance - Company Contribution		0.00
				OR Paid Family and Medical Leave		3.38
				OR Statewide Transit Taxes		0.56
				OR Employment Taxes		3.94
				OR Income Tax		16.61
				Federal Taxes (941/943/944)		86.26
2/27/2023	Payroll Check	122523	Daniel J. Bruce	Pay Period: 12/27/2023-12/27/2023		-500.00
				Gross Pay - This is not a legal pay stub		574.28
				Employer Taxes		43.94
				Edward Jones SEP		0.00
				Edward Jones SEP - Company Contribution		0.00

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	Tax Payment for Period: 12/27/2023-12/29/2023	С	-42.93
				OR Income Tax		-42.93
01/04/2024	Tax Payment		IRS	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	FBO: Jennifer Komiskey \$358.33 - Employer Contribution, \$107.5 Employee Contribution		-492.92
				Employer portion		-379.17
				Employee portion		-113.75
01/05/2024	Check	3985	EDWARD JONES	FBO: Daniel Bruce \$716.67 - Employer Contribution, \$213.13 Employee Contribution		-929.80
				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 Federal Taxes (941/943/944)		511.28 1,870.32
01/06/0004	David Observe	0000				1,070.52
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
				OD Income To		05400
				OR Income Tax Federal Taxes (941/943/944)		254.96

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
	Bill Payment (Check)	3991	MASTERCARD (FIB) #2575		-322.04
					-322.04
	Bill Payment (Check)	3988	AT&T MOBILITY		-126.22
					-126.22
	Bill Payment (Check)	3989	CENTRATEL TELEPHONE ANSWERING SERVICE		-233.20
					-233.20
	Bill Payment (Check)	3992	ONE CALL CONCEPTS INC		-12.60
					-12.60
	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."51 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 theBoard 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; 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 by be canceled.

PAID YEAR END BONUS

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.



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.



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