



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda March 12th, 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 board are asked to fill out a form stating the subject and the members address. The speaker will be given 3 minutes to speak. The board would request that all members of the public maintain a measure of decorum and respect the noted time limit.

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. Trailer Park Meter

Next Regular Board Meeting: April 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/86478300675?pwd=M1dINTIiWHVIUnhTczQ3YjcwY0ZlZz09>

Meeting ID: 864 7830 0675

Passcode: 076583

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



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

February 13, 2024

The Regular Public Board Meeting was **called to order** at 1800 hours on February 13th, with 5 directors present: Eric Fisher, Jim Wilhem, Kevin Byrne, Velda Aldous and Debbi Wilhelm. Also present was District Manager Dan Bruce. No members of the public were present. There were no members of the public on Zoom.

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

Minutes: Minutes for the January public board meeting were reviewed by the board. (see minutes). Kevin noted that the wording concerning probationary employees needs to be corrected. The statement that "Probationary employees may not be eligible to receive an end of year bonus" should be changed to " Probationary employees may be eligible to receive an end of year bonus only at the Board's discretion ". Jim made a motion that the board accept the minutes with the noted change, seconded by Velda.

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

Treasurer's Report: The current financial report was reviewed by the board, (see report). Kevin reported \$30,023 in income, \$23,546 of expenses and \$6,476 of net income for the month of January. Current accounts showed onhand funds of \$896,595. Dan noted that the income numbers noted do not reflect the correct total as the credits on customers' December bills were not accounted for. This error will be correct when our bookkeeper returns from vacation. Jim made a motion that the board accept the financial report, less the error noted, and the checks as presented, seconded by Velda.

VOTES: Eric-yea, Jim-yea, Debbi-yea, Kevin-yea, Velda-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)

Dan will be attending the OAWU conference in March to renew his certifications

Jennifer is working on her cross-connection class this week and when complete will be receiving another move on the pay scale.

Business Discussed: ODOT HWY 97 Project: Dan informed the board that he has received word that the 97 project is now postponed indefinitely. The reason for the postponement is not clear because but we believe it is due to new state law concerning diversity on government

projects. It was agreed that the district will need to continue to hold the funds set aside for this project for the foreseeable future in case the project resumes. The board agrees we should look into possibly getting the funds we have spent on this project returned if possible.

Trailer Park: Dan noted that he had not received any legitimate response to the second letter he had sent to the trailer park. Dan said he was sending another letter next week then would follow up with our lawyer if necessary. Jim presented a list of the facts surrounding the meter dispute with the trailer park (see list). The board unanimously agreed that the meter needs to be upgraded and the fees paid by the trailer park. The district will direct all communications to our lawyer if Dan is contacted by the trailer parks counsel.

SDAO Conference 2024: Jim reviewed a list of updates that he noted while attending this year's conference (see conference notes). The Board will be implementing several updates on our operations and procedures.

Other Business Discussed: Backflow Bids: Dan noted that he will be putting out bid requests for our backflow checking program.

Next Regular Board Meeting: March 9th, 2023 @ 1800 hours @ TDWD district office.

Meeting Adjourned: 18:57 pm

Submitted By: Jim Wilhelm

Secretary TDWD

Recorded Action Points

Management Report

Terrebonne Domestic Water District
For the period ended February 29, 2024

Prepared on

March 12, 2024

For management use only

Table of Contents

Profit and Loss	3
Balance Sheet.....	5

Profit and Loss

February 2024

	Total
INCOME	
40500 Investments	
45050 Interest Income	3,468.40
Total 40500 Investments	3,468.40
40550 OR-LB-20 Water Income	
41100 Water	25,323.10
41200 Service Fees	906.00
Total 40550 OR-LB-20 Water Income	26,229.10
Total Income	29,697.50
GROSS PROFIT	
	29,697.50
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	11,475.01
61030 Payroll Taxes	984.57
61040 Employee Health ins	585.85
61070 Employee Retirement	1,095.84
61080 Workers Comp	252.90
Total 61000 OR-LB- 30 Personnel Services	14,394.17
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	2,024.59
62012 Utilities - Other	20.77
Total 62010 Utilities	2,045.36
62020 Operating Supplies	97.92
62024 Repair and Maintenance	1,940.46
Total 62020 Operating Supplies	2,038.38
62030 Testing expense	168.00
62060 Legal	675.00
62070 Insurance	
62071 Insurance - Liability, D and O	415.00
62072 Property Insurance	714.25
Total 62070 Insurance	1,129.25
62080 Bookkeeping	771.00
62100 Vehicle Maintenance & Repair	378.80
62110 Education	
62114 Travel	1,531.38
62212 Conference, Convention, Meeting	330.00
Total 62110 Education	1,861.38
62160 Bank Charges	

	Total
62161 Bank Service Fees	163.20
62162 Merchant Services Proc Fee	488.67
Total 62160 Bank Charges	651.87
62170 Billing support	97.20
62180 Computer Software	119.17
62190 Dues & Subscriptions	382.32
62200 Fuel	73.60
62220 Telephone, Telecommunications	567.80
Total 62000 OR-LB-31 Operations	10,959.13
Total Expenses	25,353.30
NET OPERATING INCOME	4,344.20
NET INCOME	\$4,344.20

Balance Sheet

As of February 29, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	8,069.49
10200 First Interstate -3877- General	27,356.27
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	102,601.93
10520 LGIP Investment Fund #5534	656,973.16
10530 LGIP - SDC Fund #6271	71,581.89
15340 LGIP Deposit Fund #6272	14,109.44
Total 10500 LGIP Investments	845,266.42
Total Bank Accounts	880,692.18
Other Current Assets	
11500 Water Bills Receivable	-9,583.64
14000 Inventory	6,451.05
14200 Prepaid Expenses	14,200.75
Total Other Current Assets	11,068.16
Total Current Assets	891,760.34
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	\$3,473,252.86
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	2,360.72
Total Accounts Payable	2,360.72
Other Current Liabilities	
24000 Payroll Liabilities	0.00
OR Employment Taxes	287.93

	Total
OR Paid Family and Medical Leave	70.10
OR Statewide Transit Taxes	23.35
Total 24000 Payroll Liabilities	381.38
24300 Payroll payable	1,918.62
25000 Customer deposits payable	37,788.67
Total Other Current Liabilities	40,088.67
Total Current Liabilities	42,449.39
Total Liabilities	42,449.39
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	102,592.69
Total Equity	3,430,803.47
TOTAL LIABILITIES AND EQUITY	\$3,473,252.86

Terrebonne Domestic Water District

Profit and Loss

July 2023 - February 2024

	TOTAL	
	JUL 2023 - FEB 2024	JUL 2022 - FEB 2023 (PY)
Income		
40500 Investments		
45050 Interest Income	24,963.67	11,598.78
Total 40500 Investments	24,963.67	11,598.78
40550 OR-LB-20 Water Income		
41100 Water	291,192.51	335,057.94
41200 Service Fees	6,039.20	7,520.36
41300 Backflow Fees	6,097.50	5,737.50
41500 Debt Reduction Charge		0.00
Total 40550 OR-LB-20 Water Income	303,329.21	348,315.80
41600 System Development Fees	235.00	7,700.00
Total Income	\$328,527.88	\$367,614.58
GROSS PROFIT	\$328,527.88	\$367,614.58
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	92,104.68	81,635.07
61030 Payroll Taxes	7,496.29	6,720.65
61040 Employee Health ins	4,686.80	
61070 Employee Retirement	8,683.36	5,086.64
61080 Workers Comp	2,789.73	1,564.84
Total 61000 OR-LB- 30 Personnel Services	115,760.86	95,007.20
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	24,693.86	21,811.23
62012 Utilities - Other	1,670.76	774.68
Total 62010 Utilities	26,364.62	22,585.91
62020 Operating Supplies		
62024 Repair and Maintenance	1,266.34	3,329.54
Total 62020 Operating Supplies	3,206.80	7,842.04
62030 Testing expense	702.00	4,093.94
62040 Office Supplies	788.98	3,123.76
62050 Postage, Mailing Service	2,764.38	2,003.49
62060 Legal	3,451.25	6,699.00
62070 Insurance		
62071 Insurance - Liability, D and O	5,567.51	2,113.16
62072 Property Insurance	2,249.01	4,854.98
Total 62070 Insurance	7,816.52	6,968.14
62080 Bookkeeping	6,127.78	5,938.97
62100 Vehicle Maintenance & Repair	446.76	

Terrebonne Domestic Water District

Profit and Loss

July 2023 - February 2024

	TOTAL	
	JUL 2023 - FEB 2024	JUL 2022 - FEB 2023 (PY)
62110 Education		
62114 Travel	1,583.13	396.46
62212 Conference, Convention, Meeting	790.00	640.00
Total 62110 Education	2,373.13	1,036.46
62150 Backflow Expense	6,365.00	
62160 Bank Charges		77.99
62161 Bank Service Fees	1,779.39	699.17
62162 Merchant Services Proc Fee	5,222.44	5,718.30
Total 62160 Bank Charges	7,001.83	6,495.46
62170 Billing support	1,041.21	1,725.16
62180 Computer Software	2,147.41	1,448.65
62190 Dues & Subscriptions	2,473.63	1,638.96
62200 Fuel	1,118.57	1,698.98
62210 Printing and Copying	115.00	
62220 Telephone, Telecommunications	4,091.07	4,399.43
62230 Refund	1,244.51	1,005.95
62240 HR Services		74.00
Total 62000 OR-LB-31 Operations	79,640.45	78,778.30
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	\$225,935.19	\$178,629.29
NET OPERATING INCOME	\$102,592.69	\$188,985.29
Other Income		
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	\$102,592.69	\$282,155.29

Terrebonne Domestic Water District

Profit and Loss

February 2024

	TOTAL	
	FEB 2024	FEB 2023 (PY)
Income		
40500 Investments		
45050 Interest Income	3,468.40	2,352.98
Total 40500 Investments	3,468.40	2,352.98
40550 OR-LB-20 Water Income		
41100 Water	25,323.10	26,417.95
41200 Service Fees	906.00	1,009.50
41300 Backflow Fees	0.00	0.00
Total 40550 OR-LB-20 Water Income	26,229.10	27,427.45
41600 System Development Fees	0.00	0.00
Total Income	\$29,697.50	\$29,780.43
GROSS PROFIT	\$29,697.50	\$29,780.43
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	11,475.01	10,958.33
61030 Payroll Taxes	984.57	940.75
61040 Employee Health ins	585.85	
61070 Employee Retirement	1,095.84	635.83
61080 Workers Comp	252.90	191.21
Total 61000 OR-LB- 30 Personnel Services	14,394.17	12,726.12
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	2,024.59	1,777.33
62012 Utilities - Other	20.77	18.46
Total 62010 Utilities	2,045.36	1,795.79
62020 Operating Supplies	97.92	558.11
62024 Repair and Maintenance	1,940.46	
Total 62020 Operating Supplies	2,038.38	558.11
62030 Testing expense	168.00	80.00
62040 Office Supplies		285.24
62060 Legal	675.00	1,560.00
62070 Insurance		
62071 Insurance - Liability, D and O	415.00	789.58
62072 Property Insurance	714.25	136.75
Total 62070 Insurance	1,129.25	926.33
62080 Bookkeeping	771.00	744.00
62100 Vehicle Maintenance & Repair	378.80	

Terrebonne Domestic Water District

Profit and Loss

February 2024

	TOTAL	
	FEB 2024	FEB 2023 (PY)
62110 Education		
62114 Travel	1,531.38	
62212 Conference, Convention, Meeting	330.00	315.00
Total 62110 Education	1,861.38	315.00
62160 Bank Charges		
62161 Bank Service Fees	163.20	137.64
62162 Merchant Services Proc Fee	488.67	420.39
Total 62160 Bank Charges	651.87	558.03
62170 Billing support	97.20	59.95
62180 Computer Software	119.17	333.33
62190 Dues & Subscriptions	382.32	
62200 Fuel	73.60	236.49
62220 Telephone, Telecommunications	567.80	908.89
Total 62000 OR-LB-31 Operations	10,959.13	8,361.16
Total Expenses	\$25,353.30	\$21,087.28
NET OPERATING INCOME	\$4,344.20	\$8,693.15
NET INCOME	\$4,344.20	\$8,693.15

Terrebonne Domestic Water District

Check Detail

February 14 - March 12, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
02/27/2024	Expense		WEBPAYMENT GATEWAY SERVICES		R	-74.17
				GATEWAY SERVICES WEBPAYMENT		74.17
03/01/2024	Expense		MRC HNT PMNT PROC		C	-58.25
				MRC HNT PMNT PROC SETTLEMENT XXXXXXXX1135 693		58.25
03/06/2024	Expense		WEBPAYMENT GATEWAY SERVICES		C	-52.56
				GATEWAY SERVICES WEBPAYMENT		52.56
10200 First Interstate -3877- General						
02/14/2024	Expense		FIRST INTERSTATE BANK		R	-84.13
				SERVICE CHARGES JANUARY 2024		84.13
02/22/2024	Expense		FIRST INTERSTATE BANK		R	-40.50
				ACH SETTLEMENT ELEC DEBIT 1080788		40.50
02/27/2024	Bill Payment (Check)	4026	ED STAUB & SONS PETROLEUM		C	-32.28
						-32.28
02/27/2024	Bill Payment (Check)	4027	JIM WILHELM		C	-307.80
						-307.80
02/27/2024	Bill Payment (Check)	4028	EDGE ANALYTICAL INC		C	-168.00
						-168.00
02/27/2024	Bill Payment (Check)	4029	AMERICAN BUSINESS SOFTWARE INC			-
						1,369.95
						-
						1,369.95
02/27/2024	Bill Payment (Check)	4030	US POSTAL SERVICE			-320.00
						-320.00
02/27/2024	Bill Payment (Check)	4031	PACIFIC POWER GROUP LLC			-
						1,800.00
						-
						1,800.00
02/28/2024	Expense		PACIFIC POWER		R	-
				ROCKYMTN/PACIFIC POWER BILL XXXXX1530ACH PAY		2,024.59
						2,024.59
03/05/2024	Check	3998	US POSTAL SERVICE		C	-241.98
				CHECK 3998		241.98
03/06/2024	Payroll Check		Daniel J. Bruce	Pay Period: 03/01/2024-03/31/2024		-
						5,629.05
				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

Terrebonne Domestic Water District

Check Detail

February 14 - March 12, 2024

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			OR Statewide Transit Taxes		7.47
			OR Employment Taxes		72.61
			OR Income Tax		503.32
			Federal Taxes (941/943/944)		1,870.32
03/06/2024	Payroll Check	Jennifer A. Komiskey	Pay Period: 03/01/2024-03/31/2024		-
			Gross Pay - This is not a legal pay stub		2,976.04
			Employer Taxes		4,000.00
			Employer Retirement Contribution		343.73
			Employer Health Ins. Contribution		400.00
			Edward Jones SEP		585.85
			Health Insurance		120.00
			Dental Insurance		0.00
			Edward Jones SEP - Company Contribution		0.00
			Health Insurance - Company Contribution		400.00
			Dental Insurance - Company Contribution		531.00
			OR Paid Family and Medical Leave		54.85
			OR Statewide Transit Taxes		24.00
			OR Employment Taxes		3.88
			OR Income Tax		39.46
			Federal Taxes (941/943/944)		268.08
					912.27
03/11/2024	Check	EDWARD JONES	FBO: Daniel Bruce \$716.67 - Employer Contribution, \$213.13 Employee Contribution		-929.80
			Employer portion		-716.67
			Employee portion		-213.13
03/11/2024	Check	EDWARD JONES	FBO: Jennifer Komiskey \$400- Employer Contribution, \$120 Employee Contribution		-520.00
			Employer portion		-400.00
			Employee portion		-120.00
03/11/2024	Bill Payment (Check)	MASTERCARD (FIB) #2575			-
					1,681.32
					-
					1,681.32
03/11/2024	Bill Payment (Check)	LOCAL GOVERNMENT LAW GROUP PC			-675.00
					-675.00
03/11/2024	Bill Payment (Check)	ED STAUB & SONS PETROLEUM			-41.32
					-41.32
03/11/2024	Bill Payment (Check)	REVEAL ACCOUNTING SOLUTIONS			-771.00
					-771.00
03/11/2024	Bill Payment (Check)	MASTERCARD (FIB) #1292			-306.92
					-306.92
03/11/2024	Bill Payment (Check)	FIRST NATIONAL BANK OMAHA			-221.99
					-221.99
03/11/2024	Bill Payment	REPUBLIC SERVICES #675			-20.77

Terrebonne Domestic Water District

Check Detail

February 14 - March 12, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-20.77
03/11/2024	Bill Payment (Check)		TDS			-334.60
						-334.60
03/11/2024	Bill Payment (Check)		CENTRATTEL TELEPHONE ANSWERING SERVICE			-233.20
						-233.20
03/11/2024	Bill Payment (Check)		SPECIAL DISTRICTS INSURANCE SERVICES			-585.85
						-585.85

These are three updates to the Terrebonne Domestic Water District Employee HandBook and a new statement added to the Districts Agenda

Paid Holidays (Added MLK Day and Presidents Day)

Terrebonne Domestic Water District observes the following holidays each year and our offices are officially closed on these days:

New Year's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	Martin Luther King Day
Veterans Day	Presidents Day

Yearly Bonus (Note that Probationary employees "MAY"be eligible for bonus)

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. Probationary employees may be eligible to receive an end of year bonus only at the board's discretion.

Sick Leave (Note that employees may be eligible for Paid Oregon Leave)

Paid Leave Oregon's requirements are similar, but not identical, to the requirements of the OFLA and the FMLA, which respectively provide protected but unpaid state leave and federal leave. For example, leave related to domestic violence survivors is covered under Paid Leave Oregon, but not under the OFLA or the FMLA.

Employees can receive 100% of their wages up to 65% of the state's average weekly wage. The state's average weekly wage is recalculated annually.

Employees can take up to 12 weeks paid leave in a 52-week period (starting the Sunday before the date their leave begins) for family, medical, or safe leave. If pregnant, in some situations, an employee may be able to take up to 2 more weeks for a total of 14 weeks.

Wording added to district's Agenda (As per notes from Feb. meeting)

The board would request that all members of the public maintain a measure of decorum and respect the noted time limit.



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

March 12th, 2023

- I just got back from the OAWU conference in Sunriver. There are some new regulations that may pertain to us in the future that I will be trying to stay ahead. It was also good to talk and hear from others on their struggles and victories.

District Account Holdings

First Interstate Bank

\$43,561.20

LGIP 4845, Debt Service

\$102,601.93

LGIP 5534, Savings Fund

\$656,973.16

LGIP 6271, SDC Fund

\$71,581.89

LGIP 6272, Deposit Fund

\$14,109.44

Total All Accounts

\$888,827.62