



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

March 12th, 2024

The Regular Public Board Meeting was **called to order** at 1800 hours on March 12th, with 4 directors present: Jim Wilhem, Kevin Byrne, Velda Aldous and Debbi Wilhelm. Also present was District Manager Dan Bruce. Matt Banton attended as a member of the public. There were no members of the public on Zoom.

Agenda: Eric was unable to attend the meeting so Kevin ran the board meeting and presented the agenda to the board (see agenda).

Minutes: Minutes for the February public board meeting were reviewed by the board. (see minutes). Jim made a motion that the board accept the minutes as presented, seconded by Debbi. **VOTES:** 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 \$29,697 in income, \$25,353 of expenses and \$4,344 of net income for the month of February. Current accounts showed onhand funds of \$888,828. Jim made a motion that the board accept the financial report and the checks as presented, seconded by Velda.

VOTES 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)

OAWU Conference: Dan attended training at OAWU conference last week. Although we did not win the "Best Water" competition Dan was able to contact and discuss issues with other water operators at the conference. There was discussion concerning required water testing for chemical contamination in well water. Dan feels it may be best for us to get ahead of this testing even though we are not required to do it at this time.

Jennifer's Training: Jennifer has passed her next training session and also got recertified as a flagger. The board noted that they were all pleased with her job progress.

Business Discussed:

ODOT Project: We are still in a holding pattern with the Hwy. 97 project. At this point we have heard nothing beyond the fact that the bid process is on hold. Dan will be looking into some compensation for our district if there is no change in the near future.

Trailer Park Meter: The third and final letter has been sent to the Rustic Ranch Trailer Park concerning their meter upgrade. Dan noted that if we do not get a response in the next couple of weeks we will be contacting our lawyer to send a letter.

Other Business Discussed:

Updates to Employee Handbook: Jim presented three updates to the District's employee handbook (see updates). 1. Paid Holidays: Updated to reflect original employees contract adding MLK and Presidents day. 2. Yearly Bonus: Updated language as per board's direction that probationary employees "may" be eligible for a bonus. 3. Sick Leave: Noted that District's employees may be eligible for Paid Leave Oregon. Jim noted that although the District does not pay into these funds because of its size, the employees do pay in and are eligible.

Jim also pointed out to the board that a statement was added to the District's agenda requesting the public "maintain a measure of decorum" and "respect the time limits".

Elect Budget Officer: Kevin made a motion nominating Jim to be the District's Budget office for the 2024/25 years budget, second by Debbi. **VOTES** Jim-yea, Debbi-yea, Kevin-yea, Velda-yea. Motion passed unanimously.

Sanitary District Budget Committee: Jim asked that the board authorize him to be a member of the Terrebonne Sanitary District's budget committee. Although Jim is not an elector in the Sanitary District he should be able to be a member by representing the Water District that is in the Sanitary District. The board all agreed to authorize Jim to be on the Sanitary committee. Velda made a motion that the board accept the financial report and the checks as presented, seconded by Debbi. **VOTES** Jim-yea, Debbi-yea, Kevin-yea, Velda-yea. Motion passed unanimously.

District's Facebook Postings: In an attempt to increase public awareness of the district and what we do, Jim presented a calendar to the board asking each board and staff member to post on the District's Facebook page. (see calendar). The board agreed to implement the calendar.

District's Audits: Jim informed the board that he had recently contracted the Oregon State Department concerning our outstanding audits. Although Jim was unable to reach a conclusion on this matter the person contacted, Amy, was very understanding and noted we are working on the situation. Amy did say that she had talked to our auditor and that he relayed to her he was almost none with several of our audits only needing only 2 items. Dan has sent a note to our auditor noting our conversation with the State and requesting information on the 2 items he needs. We have not heard back from the auditor.

In Lue of Audit Forms: In order to better protect the District from problems concerning our lack of current audits, "In Lue of Audit Forms" is now on file at the office. These forms present a snapshot of the District's finances for the years we do not have audits. These forms do not replace an audit but do show goodwill on our part.

Emergency Action Plan: Jim noted that he and Dan are working to update the District's Emergency Action Plan. Along with this update we will be adding some preparatory press releases to be added to the plan. The press releases will be adaptable and changeable to any situation. Jim will be forwarding these releases for review and comment.

Next Regular Board Meeting: April 9th, 2024 @ 1800 hours @ TDWD district office.

Meeting Adjourned: 18:58 Hours

Submitted By: Jim Wilhelm **Secretary TDWD** **Recorded Action Points**