



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda May 14th, 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. Trailer Park Meter.
2. ODOT HWY 97 Project.
3. 2024-25 Budget.
4. Audits.

Next Regular Board Meeting: May 14th, 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/84345936369?pwd=TmMvRiViNmZKUUU2M2JXQWNhVGNGQT09>

Meeting ID: 843 4593 6369

Passcode: 532919

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



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting

April 9th, 2024

The Regular Public Board Meeting was **called to order** at 1801 hours on April 9th, with 3 directors present: Kevin Byrne, Velda Aldous and Eric Fisher. 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 presented the agenda to the board (see agenda).

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

Treasurer's Report: The current financial report was reviewed by the board, (see report). Kevin reported \$29,886 in income, \$22,873 of expenses and \$7,014 of net income for the month of February. Current accounts showed onhand funds of \$892,465. A motion was made that the board accept the financial report and the checks as presented, the motion was seconded. **VOTES** Eric-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)

District Engineer: Dan informed the board that he will be meeting with several engineers next week in an attempt to secure an agreement to work with the district on our future needs.

District Mapping: Once Dan has chosen an engineer to work with the district he noted that he will start a project to fully "map" the district's infrastructure. A total mapping of the district will make further projects and engineering a much easier procedure.

Business Discussed:

ODOT Project: We have been informed that the bids will be going out soon for the Hwy 97 project. Bids will be open early and we should know at that time what our costs will be. At this time groundbreaking will be some time in July.

Trailer Park Meter: At this point Dan has still not heard from the owner of the trailer park. Our counsel suggests that the best way forward will be through the owner. Dan will continue to reach out to the owner and discuss the issue.

Backflow Bids: The district received two (2) bids for our backflow checking program:

O&M Water Solutions - \$20.50 per home, same as current program.

Olson - \$15.50 per home, can do retesting and repairs themselves at a cost.

It is Dan's opinion that due to our low failure rate even if the district pays the cost of retesting and repairs the cost will be about the same and less work for the district.

A motion was made that the board accept the bid from Olson, the motion was seconded.

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

A motion was made that the board have the district continue to bill customers \$20.50 for backflow tests, the motion was seconded. **VOTES:** Kevin-yea, Velda-yea, Eric -yea Motion passed unanimously.

Next Regular Board Meeting: May 14th, 2024 @ 1800 hours @ TDWD district office.

Meeting Adjourned: 18:35 Hours

Submitted By: Jim Wilhelm

Secretary TDWD

Recorded Action Points

Management Report

Terrebonne Domestic Water District
For the period ended April 30, 2024

Prepared on

May 14, 2024

For management use only

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Profit and Loss

April 2024

	Total
INCOME	
40500 Investments	
45050 Interest Income	3,618.65
Total 40500 Investments	3,618.65
40550 OR-LB-20 Water Income	
41100 Water	27,797.02
41200 Service Fees	897.50
Total 40550 OR-LB-20 Water Income	28,694.52
Total Income	32,313.17
GROSS PROFIT	
	32,313.17
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	11,683.34
61030 Payroll Taxes	1,002.40
61040 Employee Health ins	585.85
61070 Employee Retirement	1,116.67
61080 Workers Comp	252.90
Total 61000 OR-LB- 30 Personnel Services	14,641.16
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,933.53
62012 Utilities - Other	560.77
Total 62010 Utilities	2,494.30
62020 Operating Supplies	139.47
62030 Testing expense	84.00
62040 Office Supplies	76.58
62050 Postage, Mailing Service	488.01
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
62110 Education	
62114 Travel	39.50
Total 62110 Education	39.50
62160 Bank Charges	
62161 Bank Service Fees	137.56
62162 Merchant Services Proc Fee	477.70
Total 62160 Bank Charges	615.26

	Total
62170 Billing support	169.12
62180 Computer Software	119.17
62200 Fuel	281.08
62220 Telephone, Telecommunications	953.27
62230 Refund	146.01
Total 62000 OR-LB-31 Operations	7,506.02
90100 Uncategorized Expense	30.00
Total Expenses	22,177.18
NET OPERATING INCOME	10,135.99
NET INCOME	\$10,135.99

Balance Sheet

As of April 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	7,777.32
10200 First Interstate -3877- General	35,535.46
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	103,493.08
10520 LGIP Investment Fund #5534	662,679.26
10530 LGIP - SDC Fund #6271	72,203.61
15340 LGIP Deposit Fund #6272	14,231.98
Total 10500 LGIP Investments	852,607.93
Total Bank Accounts	895,920.71
Other Current Assets	
11500 Water Bills Receivable	-7,119.09
14000 Inventory	6,451.05
14200 Prepaid Expenses	12,289.77
Total Other Current Assets	11,621.73
Total Current Assets	907,542.44
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	\$3,489,034.96

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable

3,769.08

Total Accounts Payable

3,769.08

Other Current Liabilities

24000 Payroll Liabilities

0.00

Dental Insurance

54.85

	Total
Health Insurance	-54.85
OR Employment Taxes	179.61
OR Paid Family and Medical Leave	2.50
OR Statewide Transit Taxes	12.40
Total 24000 Payroll Liabilities	194.51
24300 Payroll payable	1,918.62
25000 Customer deposits payable	36,731.17
Total Other Current Liabilities	38,844.30
Total Current Liabilities	42,613.38
Total Liabilities	42,613.38
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	118,210.80
Total Equity	3,446,421.58
TOTAL LIABILITIES AND EQUITY	\$3,489,034.96

Terrebonne Domestic Water District

Profit and Loss

July 2023 - April 2024

	TOTAL	
	JUL 2023 - APR 2024	JUL 2022 - APR 2023 (PY)
Income		
40500 Investments		
45050 Interest Income	32,305.18	16,747.30
Total 40500 Investments	32,305.18	16,747.30
40550 OR-LB-20 Water Income		
41100 Water	344,315.31	386,085.58
41200 Service Fees	7,774.59	9,833.86
41300 Backflow Fees	6,097.50	5,737.50
41500 Debt Reduction Charge		0.00
Total 40550 OR-LB-20 Water Income	358,187.40	401,656.94
41600 System Development Fees	235.00	7,700.00
Total Income	\$390,727.58	\$426,104.24
GROSS PROFIT	\$390,727.58	\$426,104.24
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	115,471.36	103,551.73
61030 Payroll Taxes	9,501.08	8,596.50
61040 Employee Health ins	5,858.50	
61070 Employee Retirement	10,916.70	6,358.30
61080 Workers Comp	3,295.53	1,947.26
Total 61000 OR-LB- 30 Personnel Services	145,043.17	120,453.79
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	28,554.96	25,299.61
62012 Utilities - Other	2,252.30	1,351.60
Total 62010 Utilities	30,807.26	26,651.21
62020 Operating Supplies	3,757.46	3,774.25
62024 Repair and Maintenance	1,940.46	4,512.50
Total 62020 Operating Supplies	5,697.92	8,286.75
62030 Testing expense	1,070.00	4,453.94
62040 Office Supplies	924.89	3,223.70
62050 Postage, Mailing Service	3,819.45	2,656.17
62060 Legal	3,451.25	6,751.00
62070 Insurance		
62071 Insurance - Liability, D and O	6,397.51	3,692.32
62072 Property Insurance	3,677.51	5,128.48
Total 62070 Insurance	10,075.02	8,820.80
62080 Bookkeeping	7,669.78	7,426.97
62100 Vehicle Maintenance & Repair	881.76	175.98

Terrebonne Domestic Water District

Profit and Loss

July 2023 - April 2024

	TOTAL	
	JUL 2023 - APR 2024	JUL 2022 - APR 2023 (PY)
62110 Education		155.00
62114 Travel	1,637.08	396.46
62212 Conference, Convention, Meeting	790.00	640.00
Total 62110 Education	2,427.08	1,191.46
62150 Backflow Expense	6,365.00	
62160 Bank Charges		77.99
62161 Bank Service Fees	2,107.93	957.27
62162 Merchant Services Proc Fee	6,125.66	6,600.92
Total 62160 Bank Charges	8,233.59	7,636.18
62170 Billing support	1,379.45	3,192.31
62180 Computer Software	2,410.74	1,665.31
62190 Dues & Subscriptions	2,571.13	1,638.96
62200 Fuel	1,955.53	1,899.61
62210 Printing and Copying	115.00	
62220 Telephone, Telecommunications	5,403.78	5,372.87
62230 Refund	1,651.10	1,236.51
62240 HR Services		74.00
Total 62000 OR-LB-31 Operations	96,909.73	92,353.73
70000 Capital Outlay		
70100 System Improvements	30,533.88	24,626.98
Total 70000 Capital Outlay	30,533.88	24,626.98
80000 Interest Expense		4,566.55
90100 Uncategorized Expense	30.00	
Total Expenses	\$272,516.78	\$242,001.05
NET OPERATING INCOME	\$118,210.80	\$184,103.19
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	\$118,210.80	\$277,273.19

Terrebonne Domestic Water District

Profit and Loss

April 2024

	TOTAL	
	APR 2024	APR 2023 (PY)
Income		
40500 Investments		
45050 Interest Income	3,618.65	2,535.88
Total 40500 Investments	3,618.65	2,535.88
40550 OR-LB-20 Water Income		
41100 Water	27,797.02	25,945.40
41200 Service Fees	897.50	1,103.50
41300 Backflow Fees	0.00	0.00
Total 40550 OR-LB-20 Water Income	28,694.52	27,048.90
41600 System Development Fees	0.00	0.00
Total Income	\$32,313.17	\$29,584.78
GROSS PROFIT	\$32,313.17	\$29,584.78
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	11,683.34	10,958.33
61030 Payroll Taxes	1,002.40	918.79
61040 Employee Health ins	585.85	
61070 Employee Retirement	1,116.67	635.83
61080 Workers Comp	252.90	191.21
Total 61000 OR-LB- 30 Personnel Services	14,641.16	12,704.16
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,933.53	1,730.04
62012 Utilities - Other	560.77	18.46
Total 62010 Utilities	2,494.30	1,748.50
62020 Operating Supplies	139.47	192.26
62030 Testing expense	84.00	80.00
62040 Office Supplies	76.58	
62050 Postage, Mailing Service	488.01	217.80
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
62110 Education		155.00
62114 Travel	39.50	
Total 62110 Education	39.50	155.00

Terrebonne Domestic Water District

Profit and Loss

April 2024

	TOTAL	
	APR 2024	APR 2023 (PY)
62160 Bank Charges		
62161 Bank Service Fees	137.56	114.63
62162 Merchant Services Proc Fee	477.70	465.10
Total 62160 Bank Charges	615.26	579.73
62170 Billing support	169.12	97.20
62180 Computer Software	119.17	108.33
62200 Fuel	281.08	95.54
62220 Telephone, Telecommunications	953.27	515.87
62230 Refund	146.01	169.06
Total 62000 OR-LB-31 Operations	7,506.02	5,629.62
70000 Capital Outlay		
70100 System Improvements		24,280.79
Total 70000 Capital Outlay		24,280.79
90100 Uncategorized Expense	30.00	
Total Expenses	\$22,177.18	\$42,614.57
NET OPERATING INCOME	\$10,135.99	\$ -13,029.79
NET INCOME	\$10,135.99	\$ -13,029.79

Terrebonne Domestic Water District

Check Detail

April 10 - May 14, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
04/23/2024	Expense		WEBPAYMENT GATEWAY SERVICES		R	-56.27
				GATEWAY SERVICES WEBPAYM / GATEWAY SERVICES WEBPAYMENT		56.27
05/01/2024	Expense		MRC HNT PMNT PROC		C	-58.25
				MRC HNT PMNT PROC SETTLEMENT XXXXXXXX1135 693		58.25
05/07/2024	Expense		WEBPAYMENT GATEWAY SERVICES		C	-56.07
				GATEWAY SERVICES WEBPAYM / GATEWAY SERVICES WEBPAYMENT		56.07
10200 First Interstate -3877- General						
04/12/2024	Tax Payment		IRS	Tax Payment for Period: 04/06/2024-04/09/2024	R	-
				Federal Taxes (941/943/944)		2,782.57
						-
						2,782.57
04/12/2024	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/06/2024-04/09/2024	R	-771.40
				OR Income Tax		-771.40
04/12/2024	Expense		FIRST INTERSTATE BANK		R	-137.56
				SERVICE CHARGES MARCH 2024		137.56
04/18/2024	Tax Payment		OR Department of Revenue	Tax Payment for Period: 01/01/2024-03/31/2024	R	-332.48
				OR Employment Taxes		-332.48
				OR Employment Taxes		0.02
				OR Employment Taxes		0.02
04/18/2024	Tax Payment		OR Department of Revenue	Tax Payment for Period: 01/01/2024-03/31/2024	R	-33.65
				OR Statewide Transit Taxes		-33.65
04/18/2024	Tax Payment		Department of Family and Medical Leave	Tax Payment for Period: 01/01/2024-03/31/2024	R	-207.80
				OR Paid Family and Medical Leave		-207.80
04/26/2024	Expense		PACIFIC POWER		R	-
				ROCKYMTN/PACIFIC POWER BILL XXXXX2431ACH PAY		1,933.53
						1,933.53
04/30/2024	Bill Payment (Check)		ED STAUB & SONS PETROLEUM			-37.49
						-37.49
04/30/2024	Bill Payment (Check)		Scott Black			-100.00
						-100.00
04/30/2024	Bill Payment (Check)		EDGE ANALYTICAL INC			-84.00
						-84.00
04/30/2024	Bill Payment (Check)		MASTERCARD (FIB) #2575			-178.97
						-178.97
04/30/2024	Check	4071	US POSTAL SERVICE	Hubdoc - https://app.hubdoc.com/document/551259558 - INV4071		-243.60
				United States Post Office - 4071		243.60

Terrebonne Domestic Water District

Check Detail

April 10 - May 14, 2024

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR AMOUNT
05/06/2024	Payroll Check	Jennifer A. Komiskey	Pay Period: 05/01/2024-05/31/2024	-
			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
05/06/2024	Payroll Check	Daniel J. Bruce	Pay Period: 05/01/2024-05/31/2024	-
			Gross Pay - This is not a legal pay stub	5,629.05
			Employer Taxes	7,683.34
			Employer Retirement Contribution	658.66
			Edward Jones SEP	716.67
			Edward Jones SEP - Company Contribution	213.13
			OR Paid Family and Medical Leave	716.67
			OR Statewide Transit Taxes	46.10
			OR Employment Taxes	7.47
			OR Income Tax	72.61
			Federal Taxes (941/943/944)	503.32
				1,870.32
05/10/2024	Tax Payment	OR Department of Revenue	Tax Payment for Period: 05/04/2024-05/07/2024 OR Income Tax	-771.40 -771.40
05/10/2024	Tax Payment	IRS	Tax Payment for Period: 05/04/2024-05/07/2024 Federal Taxes (941/943/944)	- 2,782.59 -
				2,782.59
05/14/2024	Check	EDWARD JONES	FBO: Daniel Bruce \$716.67 - Employer Contribution, \$213.13 Employee Contribution Employer portion Employee portion	-929.80 -716.67 -213.13
05/14/2024	Check	EDWARD JONES	FBO: Jennifer Komiskey \$400- Employer Contribution, \$120 Employee Contribution Employer portion Employee portion	-520.00 -400.00 -120.00



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

May 14th, 2024

- All my topic to discuss are agenda items tonight and I will speak to them there.

District Account Holdings

First Interstate Bank

\$51,138.64

LGIP 4845, Debt Service

\$103,493.08

LGIP 5534, Savings Fund

\$662,679.26

LGIP 6271, SDC Fund

\$72,203.61

LGIP 6272, Deposit Fund

\$14,231.98

Total All Accounts

\$902,746.60