



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

Regular Public Board Meeting Agenda April 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 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: 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/81624860775?pwd=NXUwcExCeTU5UnVUM1dMdTFtcWwvZz09>

Meeting ID: 816 2486 0775

Passcode: 573190

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



**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**

Management Report

Terrebonne Domestic Water District
For the period ended March 31, 2024

Prepared on
April 9, 2024

For management use only

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Profit and Loss

March 2024

	Total
INCOME	
40500 Investments	
45050 Interest Income	3,722.86
Total 40500 Investments	3,722.86
40550 OR-LB-20 Water Income	
41100 Water	25,325.78
41200 Service Fees	837.89
Total 40550 OR-LB-20 Water Income	26,163.67
Total Income	29,886.53
GROSS PROFIT	
	29,886.53
EXPENSES	
61000 OR-LB- 30 Personnel Services	
61020 Payroll Expenses	11,683.34
61030 Payroll Taxes	1,002.39
61040 Employee Health ins	585.85
61070 Employee Retirement	1,116.67
61080 Workers Comp	252.90
Total 61000 OR-LB- 30 Personnel Services	14,641.15
62000 OR-LB-31 Operations	
62010 Utilities	
62011 Utilities - Electric	1,927.57
62012 Utilities - Other	20.77
Total 62010 Utilities	1,948.34
62020 Operating Supplies	856.09
62030 Testing expense	284.00
62040 Office Supplies	59.33
62050 Postage, Mailing Service	567.06
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	435.00
62110 Education	
62114 Travel	14.45
Total 62110 Education	14.45
62160 Bank Charges	
62161 Bank Service Fees	190.98
62162 Merchant Services Proc Fee	425.52

	Total
Total 62160 Bank Charges	616.50
62170 Billing support	169.12
62180 Computer Software	144.16
62190 Dues & Subscriptions	97.50
62200 Fuel	555.88
62220 Telephone, Telecommunications	359.44
62230 Refund	224.59
Total 62000 OR-LB-31 Operations	8,231.71
Total Expenses	22,872.86
NET OPERATING INCOME	7,013.67
NET INCOME	\$7,013.67

Balance Sheet

As of March 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Bank-4506	15,266.26
10200 First Interstate -3877- General	21,280.66
10500 LGIP Investments	
10510 LGIP - Debit Service #4845	103,053.83
10520 LGIP Investment Fund #5534	659,866.71
10530 LGIP - SDC Fund #6271	71,897.16
15340 LGIP Deposit Fund #6272	14,171.58
Total 10500 LGIP Investments	848,989.28
Total Bank Accounts	885,536.20
Other Current Assets	
11500 Water Bills Receivable	-7,119.09
14000 Inventory	6,451.05
14200 Prepaid Expenses	13,900.26
Total Other Current Assets	13,232.22
Total Current Assets	898,768.42
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	\$3,480,260.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,797.60
Total Accounts Payable	1,797.60
Other Current Liabilities	
24000 Payroll Liabilities	0.00
OR Employment Taxes	400.00

	Total
OR Paid Family and Medical Leave	140.20
OR Statewide Transit Taxes	34.70
Total 24000 Payroll Liabilities	574.90
24300 Payroll payable	1,918.62
25000 Customer deposits payable	38,188.67
Total Other Current Liabilities	40,682.19
Total Current Liabilities	42,479.79
Total Liabilities	42,479.79
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	109,570.37
Total Equity	3,437,781.15
TOTAL LIABILITIES AND EQUITY	\$3,480,260.94

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2023 - March 2024

	TOTAL	
	JUL 2023 - MAR 2024	JUL 2022 - MAR 2023 (PY)
Income		
40500 Investments		
45050 Interest Income	28,686.53	14,211.42
Total 40500 Investments	28,686.53	14,211.42
40550 OR-LB-20 Water Income		
41100 Water	316,518.29	360,140.18
41200 Service Fees	6,877.09	8,730.36
41300 Backflow Fees	6,097.50	5,737.50
41500 Debt Reduction Charge		0.00
Total 40550 OR-LB-20 Water Income	329,492.88	374,608.04
41600 System Development Fees	235.00	7,700.00
Total Income	\$358,414.41	\$396,519.46
GROSS PROFIT	\$358,414.41	\$396,519.46
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	103,788.02	92,593.40
61030 Payroll Taxes	8,498.68	7,677.71
61040 Employee Health ins	5,272.65	
61070 Employee Retirement	9,800.03	5,722.47
61080 Workers Comp	3,042.63	1,756.05
Total 61000 OR-LB- 30 Personnel Services	130,402.01	107,749.63
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	26,621.43	23,569.57
62012 Utilities - Other	1,691.53	1,333.14
Total 62010 Utilities	28,312.96	24,902.71
62020 Operating Supplies	2,122.43	3,581.99
62024 Repair and Maintenance	1,940.46	4,512.50
Total 62020 Operating Supplies	4,062.89	8,094.49
62030 Testing expense	986.00	4,373.94
62040 Office Supplies	848.31	3,223.70
62050 Postage, Mailing Service	3,331.44	2,438.37
62060 Legal	3,451.25	6,751.00
62070 Insurance		
62071 Insurance - Liability, D and O	5,982.51	2,902.74
62072 Property Insurance	2,963.26	4,991.73
Total 62070 Insurance	8,945.77	7,894.47
62080 Bookkeeping	6,898.78	6,682.97
62100 Vehicle Maintenance & Repair	881.76	175.98

Terrebonne Domestic Water District

Profit and Loss Comparison

July 2023 - March 2024

	TOTAL	
	JUL 2023 - MAR 2024	JUL 2022 - MAR 2023 (PY)
62110 Education		
62114 Travel	1,597.58	396.46
62212 Conference, Convention, Meeting	790.00	640.00
Total 62110 Education	2,387.58	1,036.46
62150 Backflow Expense	6,365.00	
62160 Bank Charges		77.99
62161 Bank Service Fees	1,970.37	842.64
62162 Merchant Services Proc Fee	5,647.96	6,135.82
Total 62160 Bank Charges	7,618.33	7,056.45
62170 Billing support	1,210.33	3,095.11
62180 Computer Software	2,291.57	1,556.98
62190 Dues & Subscriptions	2,571.13	1,638.96
62200 Fuel	1,674.45	1,804.07
62210 Printing and Copying	115.00	
62220 Telephone, Telecommunications	4,450.51	4,857.00
62230 Refund	1,505.09	1,067.45
62240 HR Services		74.00
Total 62000 OR-LB-31 Operations	87,908.15	86,724.11
70000 Capital Outlay		
70100 System Improvements	30,533.88	346.19
Total 70000 Capital Outlay	30,533.88	346.19
80000 Interest Expense		4,566.55
Total Expenses	\$248,844.04	\$199,386.48
NET OPERATING INCOME	\$109,570.37	\$197,132.98
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	\$109,570.37	\$290,302.98

Terrebonne Domestic Water District

Profit and Loss Comparison

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
Income		
40500 Investments		
45050 Interest Income	3,722.86	2,612.64
Total 40500 Investments	3,722.86	2,612.64
40550 OR-LB-20 Water Income		
41100 Water	25,325.78	25,082.24
41200 Service Fees	837.89	1,210.00
41300 Backflow Fees	0.00	0.00
Total 40550 OR-LB-20 Water Income	26,163.67	26,292.24
41600 System Development Fees	0.00	0.00
Total Income	\$29,886.53	\$28,904.88
GROSS PROFIT	\$29,886.53	\$28,904.88
Expenses		
61000 OR-LB- 30 Personnel Services		
61020 Payroll Expenses	11,683.34	10,958.33
61030 Payroll Taxes	1,002.39	957.06
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	14,641.15	12,742.43
62000 OR-LB-31 Operations		
62010 Utilities		
62011 Utilities - Electric	1,927.57	1,758.34
62012 Utilities - Other	20.77	558.46
Total 62010 Utilities	1,948.34	2,316.80
62020 Operating Supplies	856.09	252.45
62030 Testing expense	284.00	280.00
62040 Office Supplies	59.33	99.94
62050 Postage, Mailing Service	567.06	434.88
62060 Legal		52.00
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	435.00	175.98
62110 Education		
62114 Travel	14.45	
Total 62110 Education	14.45	

Terrebonne Domestic Water District

Profit and Loss Comparison

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
62160 Bank Charges		
62161 Bank Service Fees	190.98	143.47
62162 Merchant Services Proc Fee	425.52	417.52
Total 62160 Bank Charges	616.50	560.99
62170 Billing support	169.12	1,369.95
62180 Computer Software	144.16	108.33
62190 Dues & Subscriptions	97.50	
62200 Fuel	555.88	105.09
62220 Telephone, Telecommunications	359.44	457.57
62230 Refund	224.59	61.50
Total 62000 OR-LB-31 Operations	8,231.71	7,945.81
70000 Capital Outlay		
70100 System Improvements		36.75
Total 70000 Capital Outlay		36.75
80000 Interest Expense		32.20
Total Expenses	\$22,872.86	\$20,757.19
NET OPERATING INCOME	\$7,013.67	\$8,147.69
NET INCOME	\$7,013.67	\$8,147.69

Terrebonne Domestic Water District
Budget vs. Actuals: FY 2022-2023 - FY23
 July 2023 - June 2024

Income	Jul 2023		Aug 2023		Sep 2023		Oct 2023		Nov 2023		Dec 2023		Jan:	
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget
6000 Investments	2,648.63	1,000.00	2,786.68	1,000.00	2,799.31	1,000.00	3,074.60	1,000.00	3,202.09	1,000.00	3,544.68	1,000.00	3,549.46	1,000.00
4859 Investments	\$ 2,648.63	\$ 1,000.00	\$ 2,786.68	\$ 1,000.00	\$ 2,799.31	\$ 1,000.00	\$ 3,074.60	\$ 1,000.00	\$ 3,202.09	\$ 1,000.00	\$ 3,544.68	\$ 1,000.00	\$ 3,549.46	\$ 1,000.00
4859 ORL-20 Water Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4100 Water	58,300.18	64,898.00	89.71%	62,311.83	64,000.00	97.35%	63,616.14	65,470.00	78.84%	63,458.29	65,470.00	96.77%	63,458.29	65,470.00
4100 Water Fees	370.00	1,104.17	31.73%	820.00	1,104.17	74.25%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17	100.00%	1,104.17	1,104.17
4100 Backflow Fees	0.00	498.33	0.00%	0.00	498.33	0.00%	0.00	498.33	0.00%	0.00	498.33	0.00%	0.00	498.33
Total 4050 ORL-20 Water Income	\$ 58,300.18	\$ 65,500.00	89.00%	\$ 63,118.83	\$ 66,000.00	95.63%	\$ 63,616.14	\$ 67,162.33	94.74%	\$ 63,458.29	\$ 67,162.33	94.49%	\$ 63,458.29	\$ 67,162.33
4100 System Development Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	\$ 61,948.81	67,838.33	91.32%	\$ 66,800.61	\$ 71,466.67	93.47%	\$ 72,122.28	\$ 77,166.67	93.47%	\$ 77,166.67	\$ 82,166.67	93.92%	\$ 82,166.67	\$ 87,166.67
Gross Profit	\$ 61,948.81	\$ 71,466.67	86.57%	\$ 66,800.61	\$ 76,466.67	87.37%	\$ 72,122.28	\$ 77,166.67	93.47%	\$ 77,166.67	\$ 82,166.67	100.00%	\$ 82,166.67	\$ 87,166.67
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100 ORL-30 Personnel Services	11,250.67	11,748.00	95.80%	11,208.67	11,748.00	95.41%	11,266.67	11,748.00	95.86%	11,420.00	11,748.00	97.23%	11,420.00	11,748.00
6100 Payroll Taxes	944.42	1,000.00	94.44%	944.42	1,000.00	94.44%	944.42	1,000.00	94.44%	944.42	1,000.00	94.44%	944.42	1,000.00
6100 Employee Health Ins	588.65	591.67	99.49%	588.65	591.67	99.49%	588.65	591.67	99.49%	588.65	591.67	99.49%	588.65	591.67
6100 Employee Retirement	1,075.00	1,196.93	89.83%	1,075.00	1,196.93	89.83%	1,075.00	1,196.93	89.83%	1,075.00	1,196.93	89.83%	1,075.00	1,196.93
6100 Workers Comp	259.50	298.33	87.00%	259.50	298.33	87.00%	259.50	298.33	87.00%	259.50	298.33	87.00%	259.50	298.33
Total 6100 ORL-30 Personnel Services	\$ 14,124.54	\$ 14,833.33	95.22%	\$ 14,074.16	\$ 14,833.33	95.00%	\$ 14,122.28	\$ 14,833.33	95.22%	\$ 14,317.76	\$ 14,833.33	96.53%	\$ 14,317.76	\$ 14,833.33
6200 ORL-31 Operations	4,327.14	2,750.00	1,573.35%	5,281.66	2,750.00	1,919.13%	4,311.68	2,750.00	1,567.89%	2,942.99	2,750.00	1,071.96%	2,942.99	2,750.00
6201 Utilities - Electric	20.77	166.67	12.46%	20.77	166.67	12.46%	20.77	166.67	12.46%	410.14	166.67	246.13%	410.14	166.67
6201 Utilities - Other	256.57	416.67	61.59%	304.08	416.67	72.95%	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67
Total 6201 Utilities	\$ 14,124.54	\$ 14,833.33	95.22%	\$ 14,074.16	\$ 14,833.33	95.00%	\$ 14,122.28	\$ 14,833.33	95.22%	\$ 14,317.76	\$ 14,833.33	96.53%	\$ 14,317.76	\$ 14,833.33
6202 Operating Supplies	258.67	416.67	62.08%	304.08	416.67	72.95%	416.67	416.67	100.00%	416.67	416.67	100.00%	416.67	416.67
6202 Repair and Maintenance	160.10	61.58%	260.10%	160.10	61.58%	260.10%	160.10	61.58%	260.10%	160.10	61.58%	260.10%	160.10	61.58%
Total 6202 Operating Supplies	\$ 258.67	\$ 416.67	\$ 62.08%	\$ 304.08	\$ 416.67	\$ 72.95%	\$ 416.67	\$ 416.67	\$ 100.00%	\$ 416.67	\$ 416.67	\$ 100.00%	\$ 416.67	\$ 416.67
6203 Testing Expenses	60.00	291.67	20.57%	60.00	291.67	20.57%	60.00	291.67	20.57%	60.00	291.67	20.57%	60.00	291.67
6204 Office Supplies	489.84	291.67	168.26%	489.84	291.67	168.26%	489.84	291.67	168.26%	489.84	291.67	168.26%	489.84	291.67
6204 Postage, Mailing Service	216.00	333.33	64.80%	420.00	333.33	126.00%	414.88	333.33	124.50%	420.00	333.33	126.00%	420.00	333.33
6204 Legal	338.00	1,250.00	27.04%	690.00	1,250.00	55.20%	1,250.00	1,250.00	100.00%	1,250.00	1,250.00	100.00%	1,250.00	1,250.00
6205 Insurance	789.58	100.00	789.58%	789.58	100.00	789.58	789.58	100.00	789.58	100.00	789.58	100.00	789.58	100.00
6207 Insurance - Liability, D and O	1,919.13	916.67	209.37%	1,919.13	916.67	209.37%	1,919.13	916.67	209.37%	1,919.13	916.67	209.37%	1,919.13	916.67
6207 Property Insurance	898.33	1,000.00	89.83%	898.33	1,000.00	89.83%	898.33	1,000.00	89.83%	898.33	1,000.00	89.83%	898.33	1,000.00
Total 6207 Insurance	\$ 898.33	\$ 1,000.00	\$ 89.83%	\$ 898.33	\$ 1,000.00	\$ 89.83%	\$ 898.33	\$ 1,000.00	\$ 89.83%	\$ 898.33	\$ 1,000.00	\$ 89.83%	\$ 898.33	\$ 1,000.00
6208 Bookskeeping	744.00	833.33	89.29%	744.00	833.33	89.29%	744.00	833.33	89.29%	744.00	833.33	89.29%	744.00	833.33
6208 Directors Fees	202.50	202.50	100.00%	202.50	202.50	100.00%	202.50	202.50	100.00%	202.50	202.50	100.00%	202.50	202.50
6210 Vehicle Maintenance & Repair	97.58	126.00	77.44%	97.58	126.00	77.44%	97.58	126.00	77.44%	97.58	126.00	77.44%	97.58	126.00
6211 Education	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33	100.00%	83.33	83.33
6211 Travel	133.33	133.33	100.00%	133.33	133.33	100.00%	133.33	133.33	100.00%	133.33	133.33	100.00%	133.33	133.33
6212 Conference, Convention, Meeting	0.00	260.66	0.00%	0.00	260.66	0.00%	0.00	260.66	0.00%	0.00	260.66	0.00%	0.00	260.66
Total 6212 Conference, Convention, Meeting	\$ 0.00	\$ 260.66	\$ 0.00%	\$ 0.00	\$ 260.66	\$ 0.00%	\$ 0.00	\$ 260.66	\$ 0.00%	\$ 0.00	\$ 260.66	\$ 0.00%	\$ 0.00	\$ 260.66
6220 Contract Labor	448.67	448.67	100.00%	448.67	448.67	100.00%	448.67	448.67	100.00%	448.67	448.67	100.00%	448.67	448.67
6240 Auditing	4,166.67	4,166.67	100.00%	4,166.67	4,166.67	100.00%	4,166.67	4,166.67	100.00%	4,166.67	4,166.67	100.00%	4,166.67	4,166.67
6240 Backflow Expenses	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33	100.00%	483.33	483.33
6240 Bank Service Fees	328.95	328.95	100.00%	328.95	328.95	100.00%	328.95	328.95	100.00%	328.95	328.95	100.00%	328.95	328.95
6242 Merchant Services Proc Fee	724.06	724.06	100.00%	724.06	724.06	100.00%	724.06	724.06	100.00%	724.06	724.06	100.00%	724.06	724.06
Total 6240 Bank Charges	\$ 1,468.01	\$ 3,833.33	\$ 38.31%	\$ 1,468.01	\$ 3,833.33	\$ 38.31%	\$ 1,468.01	\$ 3,833.33	\$ 38.31%	\$ 1,468.01	\$ 3,833.33	\$ 38.31%	\$ 1,468.01	\$ 3,833.33
6240 Billing Support	19.89	291.67	6.82%	19.89	291.67	6.82%	19.89	291.67	6.82%	19.89	291.67	6.82%	19.89	291.67
6240 Computer Software	688.33	833.33	82.60%	688.33	833.33	82.60%	688.33	833.33	82.60%	688.33	833.33	82.60%	688.33	833.33
6240 Donations	639.85	639.85	100.00%	639.85	639.85	100.00%	639.85	639.85	100.00%	639.85	639.85	100.00%	639.85	639.85
6240 Dues & Subscriptions	131.12	200.33	65.45%	131.12	200.33	65.45%	131.12	200.33	65.45%	131.12	200.33	65.45%	131.12	200.33
6240 Printing and Copying	367.90	367.90	100.00%	367.90	367.90	100.00%	367.90	367.90	100.00%	367.90	367.90	100.00%	367.90	367.90
6220 Telephone, Telecommunications	274.13	168.67	162.52%	274.13	168.67	162.52%	274.13	168.67	162.52%	274.13	168.67	162.52%	274.13	168.67
6220 Water Right/Leases	2,083.33	2,083.33	100.00%	2,083.33	2,083.33	100.00%	2,083.33	2,083.33	100.00%	2,083.33	2,083.33	100.00%	2,083.33	2,083.33
Total 6200 ORL-31 Operations	\$ 9,885.17	\$ 17,484.16	\$ 56.60%	\$ 9,885.17	\$ 17,484.16	\$ 56.60%	\$ 9,885.17	\$ 17,484.16	\$ 56.60%	\$ 9,885.17	\$ 17,484.16	\$ 56.60%	\$ 9,885.17	\$ 17,484.16
7000 Capital Outlay	5,096.27	73,655.83	6.92%	3,384.61	46,099.58	7.34%	3,384.61	46,099.58	7.34%	3,384.61	46,099.58	7.34%	3,384.61	46,099.58
7000 System Improvements	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
7000 Equipment	5,096.27	73,655.83	6.92%	3,384.61	46,099.58	7.34%	3,384.61	46,099.58	7.34%	3,384.61	46,099.58	7.34%	3,384.61	46,099.58
Total 7000 Capital Outlay	\$ 5,096.27	\$ 73,655.83	\$ 6.92%	\$ 3,384.61	\$ 46,099.58	\$ 7.34%	\$ 3,384.61	\$ 46,099.58	\$ 7.34%	\$ 3,384.61	\$ 46,099.58	\$ 7.34%	\$ 3,384.61	\$ 46,099.58
Total Expenses	\$ 29,909.33	\$ 58,833.33	50.85%	\$ 29,909.33	\$ 58,833.33	50.85%	\$ 29,909.33	\$ 58,833.33	50.85%	\$ 29,909.33	\$ 58,833.33	50.85%	\$ 29,909.33	\$ 58,833.33
Net Operating Income	\$ 32,110.33	\$ 13,544.99	26.62%	\$ 32,726.45	\$ 13,667.34	26.45%	\$ 32,726.45	\$ 13,667.34	26.45%	\$ 32,726.45	\$ 13,667.34	26.45%	\$ 32,726.45	\$ 13,667.34
Other Expenses	1,666.67	1,666.67	100.00%	1,666.67	1,666.67	100.00%	1,666.67	1,666.67	100.00%	1,666.67	1,666.67	100.00%	1,666.67	1,666.67
Total Other Expenses	\$ 1,666.67	\$ 1,666.67	\$ 100.00%	\$ 1,666.67	\$ 1,666.67	\$ 100.00%	\$ 1,666.67	\$ 1,666.67	\$ 100.00%	\$ 1,666.67	\$ 1,666.67	\$ 100.00%	\$ 1,666.67	\$ 1,666.67
Net Income	\$ 32,110.33	\$ 13,544.99	26.62%	\$ 32,726.45										

Terrebonne Domestic Water District

Check Detail March 13 - April 9, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 Bank-4506						
03/21/2024	Expense		WEBPAYMENT GATEWAY SERVICES		R	-63.00
				GATEWAY SERVICES WEBPAYM / GATEWAY SERVICES WEBPAYMENT		63.00
04/02/2024	Expense		MCHNT PMNT PROC		C	-58.25
				MCHNT PMNT PROC SETTLEMENT XXXXXXXX1135 693		58.25
10200 First Interstate -3877- General						
03/13/2024	Tax Payment		OR Department of Revenue	Tax Payment for Period: 03/06/2024-03/08/2024 OR Income Tax	R	-771.40 -771.40
03/13/2024	Tax Payment		IRS	Tax Payment for Period: 03/06/2024-03/08/2024 Federal Taxes (941/943/944)	R	- 2,782.59 -
						2,782.59
03/14/2024	Expense		FIRST INTERSTATE BANK		R	-109.98
				SERVICE CHARGES FEBRUARY 2024		109.98
03/15/2024	Expense		FIRST INTERSTATE BANK		R	-40.50
				ACH SETTLEMENT ELEC DEBIT 1080788		40.50
03/22/2024	Expense		FIRST INTERSTATE BANK		R	-40.50
				ACH SETTLEMENT ELEC DEBIT 1080788		40.50
03/26/2024	Bill Payment (Check)		AT&T MOBILITY			-252.48
						-252.48
03/26/2024	Bill Payment (Check)		RJM EQUIPMENT SALES			-763.00
						-763.00
03/26/2024	Bill Payment (Check)		Hiram & Keri Francek			-86.04
						-86.04
03/26/2024	Bill Payment (Check)		Jamie Bouchard			-63.69
						-63.69
03/26/2024	Bill Payment (Check)		Kaitlyn Piantoni			-74.86
						-74.86
03/27/2024	Expense		PACIFIC POWER		R	-
				ROCKYMTN/PACIFIC POWER BILL XXXXX4782ACH PAY		1,927.57 1,927.57
04/02/2024	Check	4046	US POSTAL SERVICE		C	-244.41
				CHECK 4046		244.41
04/06/2024	Payroll Check		Daniel J. Bruce	Pay Period: 04/01/2024-04/30/2024		-
				Gross Pay - This is not a legal pay stub		5,629.06
				Employer Taxes		7,683.34
				Employer Retirement Contribution		658.65 716.67

Terrebonne Domestic Water District

Check Detail

March 13 - April 9, 2024

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			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		503.32
			Federal Taxes (941/943/944)		1,870.30
04/06/2024	Payroll Check	Jennifer A. Komiskey	Pay Period: 04/01/2024-04/30/2024		-
			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
04/08/2024	Bill Payment (Check)	AMERICAN BUSINESS SOFTWARE INC			-59.95
					-59.95
04/08/2024	Bill Payment (Check)	CENTRATEL TELEPHONE ANSWERING SERVICE			-233.20
					-233.20
04/08/2024	Bill Payment (Check)	ED STAUB & SONS PETROLEUM			-196.42
					-196.42
04/08/2024	Bill Payment (Check)	EDGE ANALYTICAL INC			-84.00
					-84.00
04/08/2024	Bill Payment (Check)	James Kussman			-46.01
					-46.01
04/08/2024	Bill Payment (Check)	MASTERCARD (FIB) #1292			-209.90
					-209.90
04/08/2024	Bill Payment (Check)	MASTERCARD (FIB) #2575			-78.55
					-78.55
04/08/2024	Bill Payment (Check)	REPUBLIC SERVICES #675			-20.77
					-20.77
04/08/2024	Bill Payment	REVEAL ACCOUNTING SOLUTIONS			-771.00

Terrebonne Domestic Water District

Check Detail March 13 - April 9, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-771.00
04/08/2024	Bill Payment (Check)		SPECIAL DISTRICTS INSURANCE SERVICES			-585.85
						-585.85
04/08/2024	Bill Payment (Check)		TERESA MIRELES			-200.00
						-200.00
04/08/2024	Bill Payment (Check)		TERREBONNE HARDWARE			-5.99
						-5.99
04/08/2024	Check		EDWARD JONES	FBO: Jennifer Komiskey \$400- Employer Contribution, \$120 Employee Contribution		-520.00
				Employer portion		-400.00
				Employee portion		-120.00
04/08/2024	Check		EDWARD JONES	FBO: Daniel Bruce \$716.67 - Employer Contribution, \$213.13 Employee Contribution		-929.80
				Employer portion		-716.67
				Employee portion		-213.13
04/09/2024	Bill Payment (Check)		ED STAUB & SONS PETROLEUM			-359.46
						-359.46



BID FORM

CUSTOMER INFORMATION

Name Terrebonne Domestic Water District
 Address 8300 5th St
 City, State ZIP Terrebonne, OR 97760
 Phone 541-548-2727
 Email danbruce@tdwd.org

Project name Backflow Preventer Assembly Testing

COMPANY INFORMATION

Company O&M Water Solutions LLC.
 Name Brice Blackwelder
 Address 61141 S. HWY 97 #523
 City, State ZIP Bend, OR 97702
 Phone (541) 480-8787
 Email business@oandmwatersolutions.com
 Completion date 7/31/2024

SCOPE OF WORK

Backflow preventer assembly testing throughout Terrebonne Domestic Water District. This quote is for all backflow assembly tests per the water purveyor's request . All annual testing will be substantially completed by July 31st each year (assuming test list is provided by June 1st each year). Any additional testing will be completed within 30 days of request. Test results will be provided within the District's spreadsheet giving TDWD the ability to request individual test reports to customers when needed.

NOT INCLUDED

Repairs and re-tests are excluded from base price.

COMPANY PROPOSAL

O&M Water Solutions/Bob's Jobs propose the above scope of work to be completed each year from 1/1/2024 to 12/31/2028 for the amount of \$22.50 per test.

 Nick Kendle (C.E.O)

 Date

 Brice Blackwelder (Vice President)

 Date

OWNER ACCEPTANCE

I, (see name below), do accept the above scope of work, proposed to be completed upon 7/31/2024

 Submitted by (Authorized Representative)

 Signature (Authorized Representative)

 Date

Olson LLC
PO Box 907
Newberg OR 97132

Backflow Assembly Testing
Terrebonne Domestic Water District
8300 5th St.
Terrebonne, OR 97760

April 5, 2024

Olson LLC is a small family owned company that is dedicated to providing quality service to the water industry. We pride ourselves on our commitment to bringing the best work ethic and character to each job that we approach.

Each of the Olson LLC staff is a valuable part of the company. Micah, Christine, Jon, Ethan, and Trevor have all been involved in backflow testing contracts in Central Oregon over the past years.

Micah Olson has the most experience and qualifications of the staff for Olson LLC. He has worked in the water industry for more than 25 years. He became certified in Water Distribution immediately after high school, while working with his father in the water system operations. A few years later, he became certified in Cross Connection, both as a specialist and a tester. Micah currently holds a Water Dist. Level 3, Water Treatment Level 1, Cross Connection Specialist and Tester Certification. Micah has five years experience working with the City of Columbia City as the Public Works Superintendent, and is very familiar with the workings of municipalities and water systems. He also volunteers as a board member for the Oregon Association of Water Utilities.

Jon Parks has become an important part of the team. He has been testing for over ten years in Central Oregon, and has become very familiar with the intricacies of the testing procedures. He also has obtained his Landscape Contractor's license to be able to repair irrigation backflow assemblies.

Firm Capabilities-

Olson LLC is more than able to cover all phases of this project. We have the expertise to plan our workload, and make specific steps toward completing the goal. We usually give ourselves more time than needed to complete a project. The extra time allows us to make sure that projects are finished with quality and completeness. Our experience working with different water purveyors has shown us how important it is to stay in continual communication regarding the progression of a project, and to have a clear means in which to show that a project is completely finished.

Olson LLC has all of the equipment necessary to perform the required services listed in the scope of work. We have a small fleet of pickups that are used for backflow testing service calls and contract testing. All testers use their own test gauges, and we have an extra gauge as a backup should one fail. All licenses, certifications and gauge calibrations are kept current, as well as our CCB and LCB registrations.

Olson LLC is completely familiar with all the regulations and laws concerning backflow testing and repair. Micah Olson and Jon Parks obtained their Landscape Contractor license with Irrigation endorsement in order to be able to repair irrigation assemblies. When they are able, other testers for the company are planning to receive their LCB endorsements as well. Each tester completely understands the rules as to what the limitations of a backflow tester are.

Project Understanding and Approach

Project Understanding

Olson LLC understands that the Terrebonne Domestic Water District is looking for a contractor to complete all backflow assembly testing of approximately 300 assemblies for a reasonable price during the irrigation season. We believe that we have shown through our proposal that we understand this completely. Jon Parks will be the main contact and lead person for this project. Jon has the experience working on many of these backflow contracts, and understands much of what the District wants, and knows how to address many situations as they arise.

The main objective, of course, is to complete all of the backflow tests for the Terrebonne Domestic Water District in a timely and efficient manner while creating the least amount of work for the District. Working together, Olson LLC and the District will determine the best way to perform this contract while finding the path that will give the District the least amount of work and inconvenience. Another objective is to complete the testing while improving the image of the District in the eye of the customer by presenting ourselves professionally, both in appearance and in mannerisms. The contractor knows that, while it does not represent the District, it is (while testing the assemblies) the face that the customer sees. All care will be taken to uphold and better the view of the District from the customer.

Approach

A uniform will be worn at all times by each tester. We propose a uniform similar to what we wear for the City of Bend. A shirt clearly labeled "CONTRACT BACKFLOW TESTER" in large letters on the back easily identifies the tester should someone look out their window to see what is going on. All vehicles used will also clearly marked as "Olson LLC" vehicles.

Each tester is trained to observe other aspects of the installation and operation of the backflow assembly besides the actual test performed. As an example, one tester has previously found that an assembly was improperly installed with one branch of sprinklers installed on the upstream side of the double check assembly. This was a potential hazard that was unprotected. The homeowner, once made aware of the problem, was more than happy to correct the problem. The

problem was also documented on the worksheet as a record for the water district. As other problems are discovered, they will be documented on the worksheet and brought to the attention of the District. Olson LLC and the District will then work together to determine what the solution is to the problem.

During the course of the testing contract, assemblies are found that have not been added to the list provided by the District. These assemblies will be documented to be sure that they meet the criteria of the testing contract, then tested and the information recorded to be sent to the District for adding to their database.

Each tester will also ensure that each assembly is properly protected and covered when finished with the test. If there is insulation in the box, the insulation will be replaced in the same condition or better than it was found. If the assembly is missing plugs or caps on the test ports, the tester will install new cap or plugs as required. Dirt that has collected around the assembly will be removed to the best of our ability. Our goal is to keep each assembly from damage caused by freezing, being buried, or any other causes. Continued maintenance will prolong the life of the assembly and make it easier to test in the future.

Communication and Availability

Olson LLC will be accessible to the District staff by cell phone and email. We respond quickly to messages if we are out of range or unavailable. Emails are usually answered on a daily basis. Any problem or situation that arises will be dealt with immediately, or at the soonest possible time for all involved. Problems are best addressed before they grow into something that is so large that it takes a major disruption in the work process to solve. Most problems, if worked through at first discovery, can be less of a problem than first thought.

Olson LLC has worked with the City of Bend for the past 20 years in organizing lists, maintaining records, and reviewing procedures in contract testing. We have encountered many problems that were documented, brainstormed, and solved. Many hurdles have been overcome through teamwork by both the City of Bend and Olson LLC.

There will be no problem in submitting the test reports in any format that the District requires. We have been able to adapt our database and recording process as needed to accommodate whatever is needed.

If the District desires to change the format or process for turning in reports, Olson LLC is more than willing to work with the District in accommodating the changes as needed. We understand that as situations and circumstances change, the contractor must be willing to change and adapt as well in order to continue to maintain a good working relationship with the District.

Cost of Service

Olson LLC proposes the following cost schedule for the testing and repair of the backflow assemblies as specified in the Request for Proposals for the Terrebonne Domestic Water District:

Assembly tests will be performed at a cost of \$ 15.50

Assembly repairs will be performed at a cost of \$ 32.50

Assembly retest will be performed at a cost of \$ 12.00

Thank you for your consideration,

Micah and Christine Olson
Olson LLC



**TERREBONNE
DOMESTIC
WATER
DISTRICT**

District Managers Update

April 9th, 2024

- After the dust settles with the ODOT project we will be ready for our next projects on our list. I have been in communication with several different engineers to try and find the best fit for the district. I am meeting with one next week that has been recommended quite highly by another small district.
- With future projects in sight, I'm wanting to have everything lined up to be ready. Mapping is something I have been researching lately as it is something we need on the operational side of day to day but also it will help engineers in design work for us. I learned about several options that seem to fit our needs. After we settle on an engineer, I will use the mapping that best integrates with their design work.

District Account Holdings

First Interstate Bank

\$43,475.27

LGIP 4845, Debt Service

\$103,053.83

LGIP 5534, Savings Fund

\$659,866.71

LGIP 6271, SDC Fund

\$71,897.16

LGIP 6272, Deposit Fund

\$14,171.58

Total All Accounts

\$892,464.55