

# 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)



## 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. <u>Paid Holidays:</u> Updated to reflect original employees contract adding MLK and Presidents day. 2. <u>Yearly Bonus:</u> Updated language as per board's direction that probationary employees "may" be eligible for a bonus. 3. <u>Sick Leave:</u> 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

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

## **Table of Contents**

Profit and Loss	.3
Balance Sheet	.5

## **Profit and Loss**

March 2024

	Tota
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 & Subcriptions	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

ASSETS	Tota
Current Assets	
Bank Accounts	
10100 Bank-4506	15 000 00
10200 First Interstate -3877- General	15,266.20 21,280.60
10500 LGIP Investments	21,200.00
10510 LGIP - Debit Service #4845	100.050.00
10520 LGIP Investment Fund #5534	103,053.8
10530 LGIP - SDC Fund #6271	659,866.7 <sup>-</sup> 71,897.10
15340 LGIP Deposit Fund #6272	14,171.5
Total 10500 LGIP Investments	848,989.20
Total Bank Accounts	885,536.20
Other Current Assets	333,333.2
11500 Water Bills Receivable	-7,119.09
14000 Inventory	6,451.08
14200 Prepaid Expenses	13,900.26
Total Other Current Assets	13,232.22
Total Current Assets	898,768.42
Fixed Assets	8 000009-000 <b>2</b> 0000000000 800
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
IABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,797.60
Total Accounts Payable	1,797.60
Other Current Liabilities	.,, 07.00
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	300 AP 200000 AND
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

#### Profit and Loss Comparison

July 2023 - March 2024

	TOTA	L.
	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	2,222
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	5,151.25	3,731.33
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

## Profit and Loss Comparison

July 2023 - March 2024

	TOTA	L
	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 & Subcriptions	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

## 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	307.00
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		ži.
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		32.00
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	.55.55	175.56
62114 Travel	14.45	
Total 62110 Education	14.45	

## Profit and Loss Comparison

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY
62160 Bank Charges		
62161 Bank Service Fees	190.98	143.4
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 & Subcriptions	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

1	Actual	Budget Bi	% of udget A	1	8	±		d d	r Budget	1: 1		t 202		1	Nov	023 over Budget	% of	1	3 202		,00	1
The control of the	Actual Actual Actual Actual Actual Actual Actual Actual Actual B-00 Water Income B-000 19 10 10 10 10 10 10 10 10 10 10 10 10 10	Budget Br	adget A			ŧ.									Budget	over Budget	Rudnet					
The control of the	Development												-	1	Bane	OAC PARISO	Rang				dget Actual	Budget
The content	1,083.00					0.00			0.00				00.0			000				000		
This is not a contact the co	1,000 Februaries			2,748.68		36		1,083,33	1,715.98	258.40%						2.148.76	293.35%	3 544 68	1 083 33		20 40 48	4 000 00
The content with the	### 1200 Witter Inceme		35.07% \$	2,748.68 \$	s	38	S	\$ 1,083.33 \$	1,715.98		5	5		-		5 214876	202.36%	3 544 58 6	1 083 33 €			
This can be considered with the control of the co	1,000								0.00							0.00			• 2010001		9	•
The control of the co	1,0417   1					13		53,525.00	3,376.41							2 515 39	110.34%	1 966 95	23 250 00	21 283 06	8 46% 25 678 AD	A0 020 000
THE	Although Fees 100 469.33  1004.8-20 Wholen Income 59.270,18 \$ 66,560.50 \$ 4			820.00	1,104.17	42		1,104,17	-694.33							-540 81	51 02%	250.00	1 104 17		2	
The control of the co	OP & B		%00.0	0.00	458.33	33		458.33	-458.33							7 6 690 47	27TO 17TE	000	000			
The content of the	0.00   0.00		89.06% \$ 6.	3,131.83 \$	è	67		\$ 65,087,50 \$	2,223.75	u		4		1	36	764376	AND AND			8		400.00
Maintained by Company   Main	# 64,810.71 # 67,833.83 - 5 67,810.71 # 67,833.83 - 5 67,810.71 # 67,810.83 &	0.00		00'0		90			000							326.00	400.00	6.616.95			\$ 26,41	•
The control of the	\$ 61,816,71 \$ 67,633,63 -5 61,820,816,71 \$ 67,633,63 -5 61,820,816 \$ 61,820,810 \$ 61,820,816 \$ 61,820,816 \$ 61,820,816 \$ 61,820,816 \$ 61,820,810,810 \$ 61,820,810		91.40% \$ 65	5 880 51 \$	67 045 R3 .E	52		£ 66 470 03 €	2 000 2	1	1		-	- 1	1	200,000		0.00		0.00		000
The column   The	B. 30 Personnal Services 11,786.67 11,748.00	1	400 400	2 2000		:   :		00,110,00	2,000.13	•		•				\$ 9,997.51	137.05%		25,895.83	20,134.30		.97 \$ 25,895.83
The control of the	11,266.67 11,748.00		20 404.16	6 16.000,01		35		\$ 56,170.83 \$	3,939.73	•		'n				\$ 9,997.51		5,761.53	25,895.83	20,134.30	2.25% \$ 30,022.97	97 \$ 24
1   1   1   1   1   1   1   1   1   1	11,266.67 11,748.00																					
The control of the	11,266.67 11,748.00					00			0.00				0.00			0.00				0.00		
The control of the co						33		11,748.00	-481.33	95.90%						00 070	97.68%	1261207	11 748 00			
The control of the co	944.52					22		1 039 50	.142 RD	85 70%						20.00	2000	16,012,01	0000			11,748.00
Thirty   T	58.505			595.85		60		20000	00.00	00.103						-131,31	87.37%	999.20	1,039.50			984.52
The control of the co	4 025 00			00000		v :		0	70.0-	98.02%						-5.82	89.02%	585.85	591.67			85
	200081			1,079.00		63		1,195.63	-120.83	89.80%		100				66.66	91.64%	1,095.84	1,195,83		1.64% 1,095.84	84 1,195.83
This continue was a	252.90 258.33		97.90%			43	- 1	258.33	761.10					200		+5.43	97.90%	252.90	258.33			262.90
The continue contin	5 14,124,94 \$ 14,633,33		95.22% \$ 1			8	S	\$ 14,833.33 \$	4.43			s,		s	\$ 14,833.33	\$ 515.54	96.52% \$	15,546.76 \$	14,833.33 \$	1000	4.81% \$ 14,394.12	12 \$ 14,833.33
Column   C	B-31 Operations	0.00				0.00			00'0				0.00			0.00						
Hatting the care of the care o		0.00				0.00			00.00				0.00			0.00				000		
This control   This	4,327.14 2,750.00					92		2,750.00	1,591.68							-743 DA	VS 0.63V	90 900 +	0 750 00			
1.   1.   1.   1.   1.   1.   1.   1.	20.77 166.67		12.46%	20.77		90		166.67	373.33			2.5				240.47	240 6046	1,000,00	2,130,00		5,500% 1,884,23	23 2,750.00
The control of the co	\$ 4,347.91 \$ 2,916.67 \$		49.07% \$	S		120	4	2 2916.67 \$	1 965.01					1			\$100.00	10:11		-		1
	256 57 418 A7		24 4892							•	•	,		•	•		83.05%	1,6/6.33 \$			2	00 \$ 2,916.67
This continue to the continu	99000					1 5		0.01	200000							-297.87	28.51%	138.66	416.67		3.28% 119.85	
This continue with the conti	\$ 256.57 \$ 418.67	1		304.08					000				- 1			00'0				- 1		
This control of the	8000		•	90.00	?		^	416.67	302.06	26.07% \$	s	÷		5		\$ 297.87	28.51% \$	138.66 \$	416.67 -5			119.85 \$
This control   This	70.162 50.00		27.4578	90.00				291.67	-211.67	27.43%						-211.67	27.43%	134.00	291.67		5.94%	
1   1   1   1   1   1   1   1   1   1	-400,94		07.00%	44.68		2		291.67	284.47	197.53%				%.	291.67	-291.67	%00'0	103.40	291.67		5.45% 115.00	00
1	215.00 333.33		54.80%	442.00		27		333.33	281.65	184.47%						295.59	188.68%	396.00	333.33	0.00		50
This continue   This continu	338.00 1,250.00		27.04%	686.00		0	524	1,250.00	-1,250.00	0.00%	+	1000			10	-1.250.00	25000		1 250 00		700% 889 75	75 4 350 00
- 1	rance	0.00				0.00			0.00							000						õ
1   1   1   1   1   1   1   1   1   1	789.58 108.33			789.58				108.33		728.87%						681.25	272 A 27%	789.61	108.33		31007	5
1   1000   1   1000   1   1000   1   1	anca 136.75 916.67		14.92%	136,75		000		916.67		14.92%						-779.92	14.92%	136 76	918 67			25 016 67
This continue A part	\$ 926.33 \$ 1,025.00			926.33 \$				1,025.00 -5	98.67	90.37% \$	50	4		5		\$ 98.67	\$0.37% \$	\$ 77.908	1 025 00 .5			
This continue with the part   This column	744.00			744.00	833.33	33		833.33	-62.33	92.52%						-62.33	20 FOW	77100	833 33		5 6200 Ta4 70	•
Column   C	202.60		%0000			9	S-56.00	202.50	-202.50	0.00%		38				-202 50	0.00%		200 50			
This continue backed	67.96		54.37%			0.		125.00	-125 00	2,000					125.00	-125.00	0.00%		135.00		900%	
Control of the cont			0.00%			2		83.33	-83.33	2,000				. 2	82.93	00.02	0000		00.00		600	
This continue between the co	83.33		0.00%	51.75	83.33	95		83.33	-83 23	0.0034				2 2	95.55	95.55	6.00.5		63.33		%,00%	
1   10   10   10   10   10   10   10	133.33		0.00%					133 33	-423.23	0.000				R :	843.33	97.79	0.00%		83,33			
Part	\$ 0.00 \$ 299.99 -5		\$ %00.0	51.75 \$	4			9 00 000	200.00	4 2000	. 000				199.99	193.30	0.00%		133,33			0
	416.67		0.00%				•	41.6 62	200.99	0.00%	0.00	ņ		•	\$ 299,99	299.99	0.00%	0.00	299.99 -\$		100% \$ 460.00	
### 1411   1911	7 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9		0.00.0					410.07	-416.6/	%00.0				%	416.67	-416.67	0.00%		415.67		%007	416.67
Partial Control   Partial Control Co	C 2001		6.00.0					4,100.67		%00.0	ď				4,166.67	-4,166.67	%00'0		4,166.67		%007	4,166.67
Secondary Company   Seco	77 755		2000			2 1		483.33		301.04%					483.33	76.67	115.86%		483.33		%00%	
Secondary Company   Seco	8008.33					72		833.33	-833.33	5500.0						-833.33	0.00%		833.33		%00%	833.33
String   S	373.95	373.95		173.22		173.22	111.95		111.95		140.57	*	10.67	275,64		275.64		266.10		266.10	274.76	9
Third by Single   S	124.00		1			- 1			1				- 1			595.78		505.07		505.07	365.21	Σ.
State   Stat	\$ 1,108.01 \$ 833.33 \$				s	_		833.33 \$		17.31% \$	s	s		•	\$ 833.33	38.09	104.57% \$	\$ 71.177	833.33 -\$	00	.54% \$ 639.97	7 \$ 833,33
This control   This could be	0.182			68.60		N		291.67		%0000					291.67	215.61	173.89%	59.85	291.67		.55% 197.03	3 291.67
Comparison   Com	PP 999 99 999 999 999 999 999 999 999 9			108.33				83.33		30.00%					63.33	25.00	130.00%	108.35	83.33			
13   13   13   13   13   13   13   13	538.90 208.33							208.33	-208.33	%00.0					208.33	434.08	308.36%		208.33			0 208.33
Complision   Com	131.12 208.33			264.20	208.33	7		208.33		28.83%					208.33	12.87	108.18%	37 70	208.33			
Tokeomeniumications	ling and Copying	0.00				0.00			0.00				0.00			0.00						
This content is a content in the c	767.90 568.67			540.07				555.67		75,88%					566.67	-205 45	83.57%	CA 80E	566.67		250.24	0 00
State   Stat	274.13 166.67		4.47%			7		166.67	100	59 00%					166.67	9	200 000	440.00	10000			
\$ 9,485.77 \$ 77,484.16 \$ 3,700.84 \$ 7,000.85 \$ 10,000.	2,083.33		0.00%					2.083.33		0.00%	0	9			20000	C 000 C	102.0978	140.00	100.07		00% 162.11	
Control   Cont	\$ 9,985.17 \$ 17,494.16 -\$		7.08% \$ 10.	s	ó		0	17.494.18				4			2000000	2,000.00	0.00.00		2,083.33		1	1
			American Income	S							•	?		•	11,424,15	48'401'6 4	47.30%	6,631,55	17,494.16 -5		33% \$ 9,151.97	7 \$ 17,494.16
Column   C	overnants 5 596 27 73 655 63					2		75 626 62	2000							0.00						
\$ \$5,000.27 \$ 7,000.02 \$ \$6,000.02 \$ 7,000.0								0000	000			*			73,655.83	-73,010.83	0.05%		73,655.83		%00	73,655,83
\$20,700.35 \$10,500.35 \$7,700.05 \$7,7			7.60% \$ 3	284.61 \$ 7	3 666.83 .6 70	П	9000	72 055 03		2000	1	00.00			0.00							
\$22,716.33 - \$3,0,06.04 \$ 70,006.02 \$3,177.6 \$1,006.07 \$			803% 828	119 91 6 10	2 60 83 32	1	20 000 00	200 000	1000000			20,03 -3 22,19	1	6 \$ 40.00	13,855.83		0.05% \$	n	۰	- 1		w
\$ 0.00 \$ 1,006.67 \$ 0.000\$ \$ 0.000\$ \$ 1,006.07 \$ 1,000.07 \$ 1,000.07 \$ 0.000\$ \$ 1,006.07 \$ 0.000\$ \$ 1,006.07 \$ 0.000\$ \$ 1,006.07 \$ 0.000\$ \$ 1,006.07 \$ 0.000\$ \$ 1,006.07 \$ 0.000\$ \$ 0.0		1	373% \$37	740.80 .5 35	2 027 40 S 78		£ 30 504 54	40 040 40	70,314,20				1	6 \$ 22,746.96	\$ 105,983.32			21,378.31 \$	÷		00	5
\$ 0.00 \$ 1,086.67 \$ 0.000\$ \$ 0.000 \$ 1,086.67 \$ 1,086.07 \$ 0.000\$ \$ 0.000 \$ 1,086.07 \$ 1,086.07 \$ 0.000 \$ 1,086.07 \$ 1,086.07 \$ 0.000 \$ 1,086.07 \$												•			79,000.49			15,616,78 .5	5		50% \$ 6,476.88	8 -\$ 80,087.49
\$ 0.00 \$ 1,006.67 \$ 1,006.67 \$ 0.00\$ \$ 1,006.67 \$ 1,006	1,666.67		3.00%			-		1 666 67	-1 868 87	A 0000												
1,000 5 1,666.67 S 1,6			0.000		1,000.01			1,000.07	- 1					1	1,666.67	- 1	0.00%	- 1	-	- 1	- 1	
19990'1 \$ 10'0 \$ 10'0 \$ 10'000'1 \$ 10'000'1 \$ 00'0 \$ 10'000'1 \$ 10'00'1 \$ 10'		Ш	* 0,000	0.00	1,656.67		00:00	1,666.67			s	s,	- 1	s	\$ 1,666.67		0.00% \$	s	÷		S	79'99'1' \$ 0
5 CLU 5 1,000.67 5 1,000.67 5 0.00 5 1,000.67 5 1,000.6		- 1	0.00%	0.00	1,666.67 \$ 1,		\$ 0.00	1,666.67	1,666.67		ķ	s		s	-S 1,656.67			'n	s		S	s.
UNDY, \$ 0.00 -3 1,666.67 \$ 1,666.67 \$ 1,666.67 \$ 1,666.67 \$ 1,666.67 \$ 1,666.67 \$ 1,666.67 \$ 1,666.67 \$ 0.00 \$ 1,666.67 \$ 0.00 \$ 0.00 \$ 1,666.67 \$ 0.00 \$ 0.			0.00m s	6: 00.0 740.60 .5 40	1,660.67 5 1,		5 00.00	1,666.67	1,666.67	\$ %000	o,	s .		S	1,656.67	- 1		\$- 0000	1,666.67 \$	1,666.67 0	00% \$ 0:00	0

% of Budget		220.67%	220.67%	69.26%	51.90%	110.86%	09.20%	73.31%	73.31%		81.91%	78 17%	82.51%	76.07%	98.15%			30.67%	84.58%	42.45%		81.26%	28.17%	89.40%	23.01%		460,19%	72.73%	68.99%	%00.0	58.78%	159.76%	49.38%	66.32%	%0000	109.74%	0.00%		76.77%	36.29%	229.16%	66.98%		70.73%	77.56%	42.24%		3.45%	3.45%	20.76%	-12.37%	0.00%	0.00%	0.00%
over Budget	00'0	15,686.53	15,686.53	-141,396.43	-6,372,91	697.50	235.00	131,250.31	131,250.31	000	-25.604.64	-2.972.92	-1,241.50	-3,433.30	33.209.73	0.00	0.00	-6,378.57	-308.47	-2.877.57	1,940.46	937.11	2,514.00	-424.15	-11,548.75		4,682.51	3,354.23			-618.24				-50,000.00		-10,000.00	1,970.37	95		7,291.57 2				-448.90		0.00	-853,336.12		1,007,799.64	000	-20,000,00	20,000.00	20,000.00 0.00% 896,549.33 -12,06%
Total Budget ove	0.00	13,000.00	13,000.00 \$	460,000.00	13,250.00	5,500.00	0.00	491,750.00 -\$		0.00	140,976.00	12,474.00	7,100.00	14,350.00	178,000.00	0.00	00'0	33,000.00	35,000,000	5,000.00	00:00	\$' 00'000'S	3,500,00	4,000.00	15,000.00	0.00	1,300.00	12,300.00 -\$	10,000.00	2,430.00	1,500.00	1,000.00	1,600.00	3,600.00 -\$	9,000,00	6,800.00	10,000.00	0.00	10,000.00 -\$	3,500.00	7,000,00	2,500.08	0.00	6,800.00	2,000.00	209,930.00 -\$	0.00	863,870,00	0.00	4	5	20,000.00	20,000.00 .\$	20,000.00 \$
Actual	0.00	28,686.53	28,686.53 \$	318,603,57	6,877.09	6.097.50	235.00	\$ 360,499.69 \$	\$ 360,499.69 \$	0.00	115,471.36	9,501.08	5,859.50	10,916.70	144,790,27 \$	00:00	0.00	26,521.43	28 312.96 \$	2,122.43	1,940,45	4,062.89 \$	848.31	3,575.85	3,451.25	0.00	5,982.61	8,945.77 \$	6,898,78	0.00	0.00	1,597.58	790.00	2,387,58 \$	0.00	6,365.00	0.00	1,970.37	7,676.58 \$	1,270.28	2,571,13	1,674.45	115.00	4,809.95	1,551.10	88,676.21 \$	0.00	30,533.88	\$ 30,533.88 \$	\$ 264,000.36 \$	96,499.33 -\$	0.00	0.00	96,499.33 -5
% of Budget		%00.0	\$ %00.0	0.00%	%00.0	0.00%		0.00%			0.00%	9500.0	9,000	%00.0	0.00%			0.00%	0.00%	%,00.0		\$ %00.0	0.000	0.00%	0.00%		95000	\$ %00.0	9,000.0	960000	0.00%	0.00%	9500.0	\$ %00.0	0.00%	9500.0	0.00%		\$ %,0000	%00.0	0.00%	0.00%		0.00%	0.00% 0.00%	\$ %00.0		9500.0	0.00% \$		60	2500.0		\$ %000
ar Budget	0.00	-1,083.37	1,083.37	-55,200.00	-1,104.13	-458.37 58.762.50	0.00	57,845.87	57,845.87	0 0	-11,748.00	-1,039.50	-591.63	-1,195.87	14,833.37	0.00	00'0	-2,750.00	2.916.63	-416.63	000	416.63	201.63	-333.37	-1,250.00	0.00	-108.37	1,025.00	-633.37	-202.50	-125.00	-83.37	-133.37	300.11	-4,168.63	-483.37	-833.37	0.00	833.37	-291.63	-53.37	-208.37	0.00	-566.63	-166.63	17,494.24	00'0	-73,655.87	73,655.87	105,983.48	48,137.61	-1,666.63	1,666.63	49,804.24
Jun 2024 Budget ove		1,083.37	1,083.37 -\$	5,200.00	1,104.13	458.37		57,845.87 -\$	67,845.87 -\$		11,748.00	1,039.50	591,63	1,195.87	14,833.37 -\$			2,750.00	2.916.63 -5	416.63		416.63 -\$	281.03	333.37	,250.00		108.37	.025.00 -5	833.37	202.50	128.00	83.37	133.37	300.11 -\$	4,166.63	483.37	833.37		833.37 -\$	291.63	208.37	208.37		555.63	166.63	17,494.24 -\$		73,655.87	49	s.	48,137.61 \$	.666.63	1,666.63 -\$	49,804.24 \$
Actual Buc			\$ 000	30		\$ 000		0.00 \$ 57	so		-				0.00 \$ 14			EN.	0.00 \$ 2			\$ 00.0			-			0.00						\$ 00.0	4				\$ 00'0						0	0.00 \$ 17,		73.	0		'n	.,	· ·	0.00 -\$ 49,0
% of Budget Aci		%00.0	8 %00.0	9500.0	%00.0	%,000		\$ %0000	\$ %00.0		%00.0	%0000	%000	%00.0	8 %00°0			0.00%	0	%00.0		\$ %000	0.00%	9,000	9,000	į	%00.0	8 %00'0	0.00%	0.00%	0.00%	0.00%	%0000	\$ %000	0.00%	%00.0	9,000		\$ %000	0.00%	0.00%	9,000		%00.0	0.00%	5	8	%00.0	0.00% \$ 0	8	0.00% \$	0.00%	0.00% \$ 0	'n
024 over Budget B	0.00	-1,083.33	1,083.33	-37,300.00	-1,104,17	38.862.50	00.0	39,945.83	39,945,83	0.00	-11,748.00	-1,039.50	-591.67	-1,195,83	14,633.33	00.0	0.00	-2,750.00	2,916,67	-416.67	00:00	416.67	.291.67	-333.33	-1,250.00	0.00	-108.33	1,025.00	-833.33	-202.50	-83.33	-83.33	-133.33	299.99			-833.33	0.00	833.33						-166.67			73,655.63	73,655.83		66,037.49		1,656.67	
ay 2			1,083.33 -\$	37,300.00	1,104.17	38.862.50 -5		39,945.83 -\$	945,83 .5				591.67	7,195,83	14,833.33 -\$			2,750.00	2,916.67 -5			416.67 -5	291.67	333.33	1,250.00	000	108.33	1,025.00 -\$	833.33	202.50	83.33	83.33	133.33	299.99 -\$	166.67	483.33	833.33		833.33 -\$	291.67	208.33	208.33		566.67	766.67	÷		73,655.83 -7	4	'n	66,037.49 \$ 6		1,666.67 -\$	
nal Budget			0.00 \$ 1,	37.	Ť	0.00 \$ 38			60:00 \$ 39		1,				0.00 \$ 14,			oi .	0.00 \$ 2,			S 00'0			7			0,00 \$ 1,0						\$ 00.	4,	4	40		8 \$ 00'0	2		64		Θ.	2.0	3.00 \$ 17,4		73,6	0.00 \$ 73,655.83	0.00 \$ 105,983.32	0.00 -\$ 66,0:	1,6	0.00 \$ 1,61	7,73 8- 00
% of Budget Actual		9,000	\$ %00.0	7.25%	0.00%		2	6.64% \$	w		9.45%	96.43%	9.02%	93.38%	87.00% S			0.00%	us	9500.0		0.00% S	0.00%	73.32%	9,000	200	0.00%	5	%00.0	0.00%	0.00%	0.00%	0.00%	0 \$ %000	0.00%	0.00%	%00			20 55%	0.00%	0.00%		63.43%	0.00%	50		%00.0	0.00% \$ 0.	s	17.53% \$ 0.	- 1	0.00% \$ 0.00	0 0
over Budget Bu	0.00	- 1	1,083.33	-26,689.72	-1,104.17	28.252.22			29,335.55	00'0				-78.10 9		0.00		-2,750.00				416.87				0.00				-202.50				200.00			-833.33	58.25	775.08	200					-120.00 24	1		73,655,83 0			61,491.45 17			63,158.12 17.
Apr 2024 Budget over		- 1	1,083.33 -\$		1,104.17	÷	2	ç	31,420.83 -\$ ;		748.00	1,039.50	591.67	1,195,63	14,833.33 -\$			2,750.00	'n			416.67 -\$	291.67	333.33	.250.00	400 90	916.67	1,025.00 -\$	833.33	202.50	63.33	83.33	133.33	209.99 -\$		483,33	833.33		÷	291.67	208.33	208.33		566.67	"	·		73,655,63 -73	47	÷	74,562.49 \$ 61		1,666,67 \$ 1	
			0.00	2,085.26 28	E	2,085.21 \$ 30	01	50	2,085.28 \$ 31					1,116.67	14,388.26 \$ 14,			Si.	0.00 \$ 2,		8	\$ 000		244.41				0.00 \$ 1,						\$ 00.0	4			58.25	58.25 \$ 8					359.44 5	2	768.06 \$ 17,4	1	73.6	0.00 \$ 73,6	3.32 \$ 105,9	13,071.04 -\$ 74,5		0.00 \$ 1,6	
f et Actual		15%	\$ %9		5.88%	us		4				<u> </u>			5			% n	s %c	%6		w 25 25	1 1/2		%0	a	8 28	s %.	£.	£ %	* %	×.	38	* *	. %	%	*	40	5		* %	*						e.	s	0	÷		5 5	. 47
% of idget Budget		2,639,53 343,659	2,639.53 343.65%		-266.28 75.88%	F			3,990.70 115.41%	0.00			-5.82 99.02%	-6.43 97.90%		0.00		-622.43 70.09% -145.00 12.46%		882	- 1	.7 47 07 174			1,250.00 0.00%	0.00 306 67 283 008		104.25 110.17%		310.00 348.00%				285.54 4.82% -416.67 0.00%			833.33 0.00%	426.62	216.83 73.98%			- 14		5207.23 63.43%				0.00	5.83 0.00%	177	1.16 -8.76%		8.67 0.00%	
Mar 2024 et over Budget			1,083.33 \$ 2,		1,104.17	60			25,895.83 \$ 3,		9.00	9.50	591.67	258.33				166.67	.,			20167			.250.00 -1,2	108.33		8						÷.	á		002	4	s,					*	çi	e,		00 0.00	83 -\$ 73,655.83	÷	80,687.49 \$ 87,101.16		1,666,67 \$ 1,666,67	-\$ 81,754.16 \$ 88,767.83
Ma Budget			86 \$ 1,08			\$ 24		5	s		11,748.00		,		5 \$ 14,833.33				~	9 410		n			1,250			\$ 8	0 833	128	83	5 83	133	5 \$ 299.99	4,166.67	483	833.33		\$ 833,33		208.33	208.33		555.67	2,033.33	\$ 17,494.16	20.00	0.00	\$ 73,655.83		-\$ 80,687.	1,666.67	\$ 1,666.	-\$ 81,754.
Actual			320,16% \$ 3,722.	25,325	837	\$ 26,1	0.0	114.68% \$ 29,886.53	114.68% \$ 29,886.53				585.85		% \$ 14,641.1			1,921.51	2	856.0		5 5 656.09 6 284.00			9	00 919		\$ 1,129.2	6 771.0	4350		14.4		14.4			190 98	425.52	s	144 16				359.44		\$ 8,231.71			0.00% \$ 0.00	23.96% \$ 22,872.86	-5.38% \$ 7,013.67		0.00% \$ 0.00	-5.27% \$ 7,013.67
% of st Budget					17 82.05%					8			2 99.02%		6 97.04%	0		12.46%			1	7 57 60%			54.00%	7 383 09%		88	92.52%	6				620.48%			8,00%	21		143.01%		35.33%		21 60%		62.85%	70000							1
Feb 2024 if over Budget		- 1	2,385.07	2,0	-198.17	1.	- 1		\$ 3,891.67	0.00	-272.99	-54.93	-5.82	-5.43	-\$ 439.16	0.00	0.00	-145.90	-\$ 871.31	-318.76	1,940.46	123.67	-291.67	-333.33	.575.00	306.67	-202.42	\$ 104.25	-62.33	253.80	-83.33	1,448.05	196.67	416.67	-4,166,67	-483.33	163.20	433.67	-5 181.46	35.84	173.99	-134.73	0.00	1.13	-2,083.33	-\$ 6,499.04	0.00	00'0	\$ 73,655.83	\$ 80,594.03	8 84,395.70	-1,666.67	\$ 1,666.67	\$ 86,062.37
Feb		1,083.33	327.65% 5 3,468.40 \$ 1,083.33 \$	23,250.00	1,104.17	106.69% \$ 26,229.10 \$ 24,812.50 \$	8	115.94% \$ 29,697.50 \$ 25,895.63 \$	115.94% \$ 29,697.50 \$ 25,895.83 \$		11,748.00	1,039,50	591.67	258.33	\$ 14,833,33		00 032 0	168.67	2,916.67	416.67	20 000	291.67	291.67	333.33	1,250.00	108 33	916.67	1,025.00	833.33	125.00	83.33	83.33	133.33	416.67	4,166.67	483.33	825.33		833.33	83.33	208.33	208.33		166.67	2,083.33	17,494.16	72 655 83	0.00	0.00 \$ 73,655.83 -\$ 73,655.83	22.22% \$ 26,389.29 \$ 105,983.32 -\$ 80,594.03	-8.09% \$ 4,308.21 .\$ 80,087.49 \$ 84,395.70	1,666.67	0.00% \$ 0.00 \$ 1,666.67 -\$ 1,666.67 0.00% \$ 0.00 -\$ 1,666.67 \$ 1,666.67	-7.92% \$ 4,308.21 -\$ 81,754.16 \$ 86,062.37
Actual		3,468.40	3,468.40	25,323.10	00 908	\$ 26,229.10	00'0	\$ 29,697.50	29,697.50		11,475,01	984.57	585.85	262.90	97.04% \$ 14,394.17		2004 60	20.77	\$ 2,045.38 \$	97.92	1,940.46	168.00			675.00	415.00	714.25	\$ 1,129.25 \$	771.00	378.80		1,531.38	330.00	\$ 1,861.38			163.20	488.67	651.87 \$	119.17	382.32	73.60	201.00	35.99		\$ 10,995.12 \$			\$ 00.0	26,389.29 \$	4,308.21 -5		0.00	4,308.21 -5
% of Budget		327.65%	327.65%	110.45%	72.00%	106.69%		115.94%	115.94%		97.68%	94.71%	99.02%	97.90%	97.04%		73 4607	338.46%		28.76%	2004.00	0.00%	39.43%	75.28%	71.10%	383 09%	77.92%		94.17%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00.0		76.80% \$	1077.93%	147.84%	85.73%	200	97.26%	0.00%	52.31% \$	2000	8000	\$ %00.0	22.22% \$	.8.09%	0.00%	0.00% \$	-7.92% \$
- Budget	00.0		2,406.15	2,428.49	-458.33	1	0.00		4,127.14	0.00	-272.99	-54.98	-5.82	5.43	4	0.00	2000	394.10		-296.82	0000		-176.67	-82.39	-361.25	306.67	-202 42	104.25	-48.55	-126.00	-83.33	-83.33	326.67	-416.67	-4,166.67	-483.33	274.76	365.21	193.36			-29.72	115.00	-4.56	-2,083.33	8,342.19	23,865,83	00.0	-\$ 73,655.83	82,437.23	\$ 66,564.37	-1,666.67	-\$ 1,666.67 \$ 1,666.67	\$ 88,231,04
2024 over		-	•			5	1	5	n						*				ŵ		•	,						50						•					٠							'n	8		· ·	s.	^		* 0	50

#### Check Detail

March 13 - April 9, 2024

DATE	TYPE	M NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0100 Bank-4				Sile sile sy	
03/21/2024	Expense	WEBPAYMENT GATEWAY SERVICES	GATEWAY SERVICES WEBPAYM / GATEWAY SERVICES WEBPAYMENT	R	-63.00 63.00
04/02/2024	Expense	MRCHNT PMNT PROC	MRCHNT PMNT PROC SETTLEMENT XXXXXXXX1135 693	С	-58.25 58.25
0200 First In	terstate -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	R	2,782.59
			Federal Taxes (941/943/944)		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	ACH SETTLEMENT ELEC DEBIT 1080788	R	-40.50 40.50
03/22/2024	Expense	FIRST INTERSTATE BANK	ACH SETTLEMENT ELEC DEBIT 1080788	R	-40.50 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
03/36/3034	Bill Payment	Warran & Kook Essentia			-763.00
	(Check)	Hiram & Keri Francek			-86.04
03/26/2024	Bill Payment	Jamie Bouchard			-86.04
	(Check)				-63.69 -63.69
03/26/2024	Bill Payment	Kaitlyn Piantoni			-74.86
	(Check)				-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	CHECK 4046	С	-244.41 244.41
04/06/2024	Payroll Check	Daniel J. Bruce	Pay Period: 04/01/2024-04/30/2024		=
			Gross Pay - This is not a logal pay stub		5,629.06
			Gross Pay - This is not a legal pay stub Employer Taxes		7,683.34 658.65
			Employer Retirement Contribution		716.67

#### 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 OR Income Tax	72.61
				Federal Taxes (941/943/944)	503.32
04/00/0004	D     0				1,870.30
04/06/2024	Payroll Check		Jennifer A. Komiskey	Pay Period: 04/01/2024-04/30/2024	2,976.04
				Gross Pay - This is not a legal pay stub	4,000.00
				Employer Taxes	343.73
				Employer Retirement Contribution	400.00
				Employer Health Ins. Contribution	585.85
				Edward Jones SEP	120.00
				Health Insurance	0.00
				Dental Insurance	0.00
				Edward Jones SEP - Company Contribution	400.00
				Health Insurance - Company Contribution	531.00
				Dental Insurance - Company Contribution	54.85
				OR Paid Family and Medical Leave	24.00
				OR Statewide Transit Taxes	3.88
				OR Employment Taxes	39.46
				OR Income Tax	268.08
				Federal Taxes (941/943/944)	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
	(Chook)				-209.90
04/08/2024	Bill Payment (Check)		MASTERCARD (FIB) #2575		-78.55
					-78.55
	Bill Payment (Check)		REPUBLIC SERVICES #675		-20.77
	ALL PROCESSION OF				-20.77
04/08/2024	Bill Payment		REVEAL ACCOUNTING SOLUTIONS		-771.00

#### 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



Submitted by (Authorized Representative)

Signature (Authorized Representative)

### **BID FORM**

#### **CUSTOMER INFORMATION COMPANY INFORMATION** Name Terrebonne Domestic Water District Company O&M Water Solutions LLC. Address 8300 5th St Name Brice Blackwelder City, State ZIP Terrebonne, OR 97760 Address 61141 S. HWY 97 #523 Phone 541-548-2727 City, State ZIP Bend, OR 97702 Email danbruce@tdwd.org Phone (541) 480-8787 Email business@oandmwatersolutions.com Project name Backflow Preventer Assembly Testing 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 speadsheet 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

Date

Olson LLC PO Box 907 Newberg OR 97132

Backflow Assembly Testing Terrebonne Domestic Water District 8300 5<sup>th</sup> 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 and 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



## **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