Tooley Water District Board Meeting Agenda

Version 1.0 (updated 4/17/17)

Meeting Date: Thursday, April 20, 2017 7:00pm

Location: Northern Wasco County Public Utility District Board Room

Type of meeting
Board Meeting

Chairperson
Carl Carson

Minute keeper
Debby Jones

Topics

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Item 1 - Approval of Agenda - Carl Carson

Item 2 – Approval of March 16, 2017 Minutes - Carl Carson

Tooley Water District
March 16, 2017 Board Meeting Minutes

Present: John Amery, Carl Carson, David Pratt (remote), Richard Pontow, Debby Jones (arrived late)

Mr. Carson opened the meeting at 7:12PM

Mr. Carson read the March 16 meeting minutes.
Motion was made by ? and approved by ? to approve the minutes as read. Motion passed unanimously.

Motion was seconded by Mr. Pontow and passed unanimously.

Mr. Amery went over the financial reports.

Mr. Amery noted that in an effort of budget forcasting he included fee's authorized to Hiland as an expense for this month's report.

Mr. Amery noted that it appeared one of Tooley's customers had pre-paid for what appears to be approximately1 year's services. This revenue will be booked today however will reduce revenue to be received next year.

Mr. Amery noted that the balance sheet now properly portrays fixed assets as estimated by Tooley insurance.

Mr. Amery developed a monthly revenue estimate based upon history of previous year's revenues. Mr. Amery noted that on average, Tooley gains a higher percentage of revenue in the months June – October while November through May are historically lower than average revenue months. This impacts revenue forcasts throughout the year as the tail end of the fiscal year tends to show lower than average revenues.

Discussion regarding accessibility of reserve fund vs contingency reserves took place. Mr Amery informed the board he was meeting with the County Finance director in efforts to gain additional training.

A motion was made by Mr. Amery and seconded by ? to move $600 from contingency to Operating Expenses. - Motion passed unanimously.

A motion was made by Mr. Amery and seconded by ? to move $2,200 from contingency to Maintenance and Repair in anticipation of potential repair charges this year. - Motion

passed unanimously.

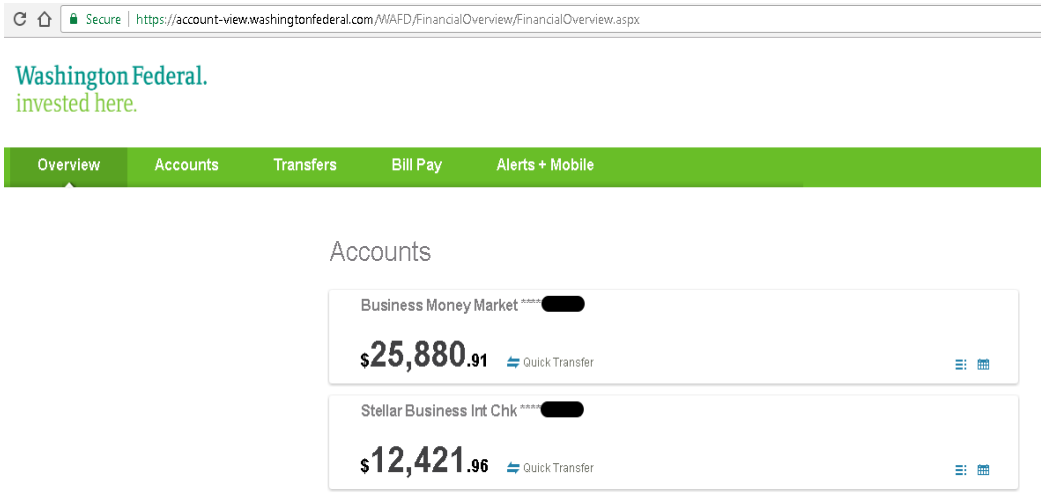
Aaron Olsen from Hiland Water presented options for monitoring solutions Tooley Water District many want to consider.

Mr. Amery made a motion that Hiland Water work with Mr. Amery on a final solution and that the board authorize Mr. Amery to spend up to $2,500 (the amount in the capital projects budget line) with Hiland Water for a monitoring solution. Motion seconded by Mr. Pratt. Motion passed unanimously.

Carl adjourned the meeting at 9:11 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website



Recent Savings Transactions

Tooley Water District

4/17/2017 4:32 PM

Register: Savings at Washington Federal
From 03/14/2017 through 04/17/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2...		Washington Federal	Interest Income			X	6.25	25,645.91
04/07/2...			Checking at Washin...	Funds Transf...		X	235.00	25,880.91

Recent Checking Transactions

Tooley Water District

4/17/2017 4:34 PM

Register: Checking at Washington Federal
From 03/14/2017 through 04/17/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/21/2...		Washington Federal	Interest Income			X	0.52	14,968.46
03/27/2...	2009	Hiland Water Corp	Accounts Payable	February Ser...	1,736.50	X		13,231.96
03/27/2...	2010	Hire Electric	Accounts Payable	Work perfor...	475.00	X		12,756.96
03/27/2...	2012	Courtney Insuranc...	Accounts Payable	INV# 3509 / ...	100.00	X		12,656.96
04/07/2...			Savings at Washing...	Funds Transf...	235.00	X		12,421.96

Profit and Loss Budget vs. Actual

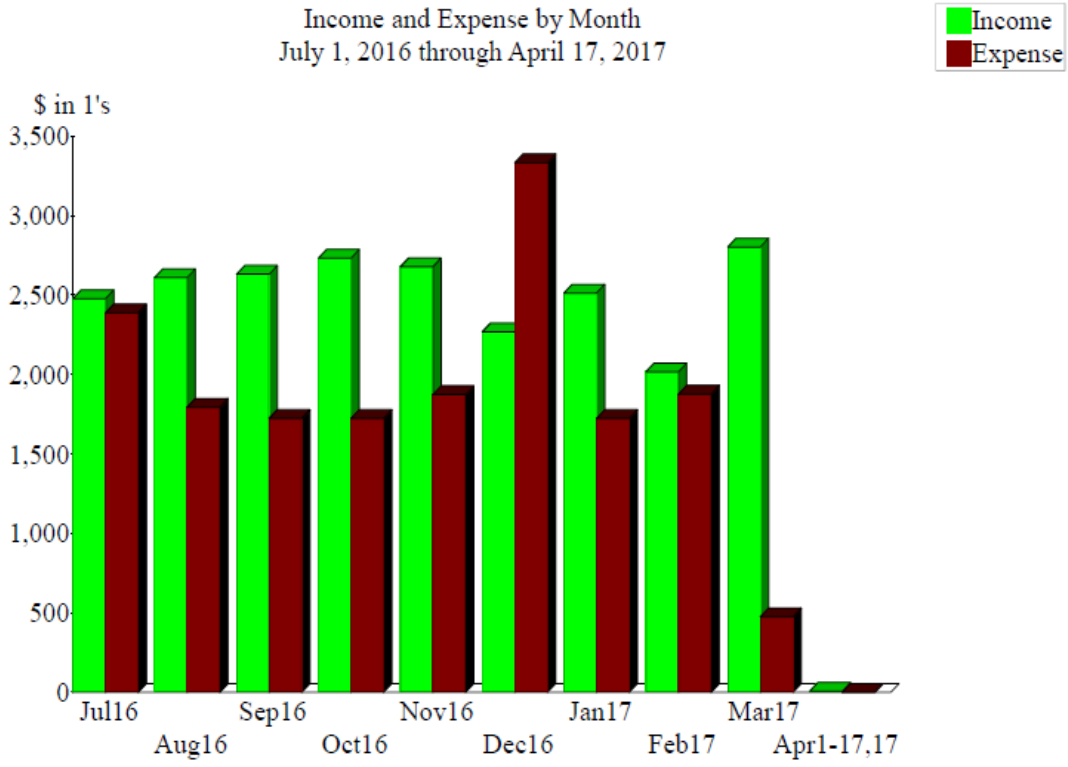
5:07 PM
04/17/17
Accrual Basis

Tooley Water District
Profit & Loss Budget vs. Actual
July 1, 2016 through April 17, 2017

Note - Missing March data scews this report

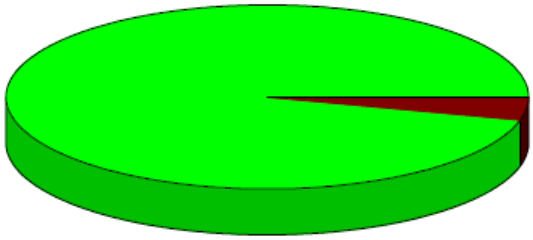
	Jul 1, '16 - Apr 17, 17	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Base Water Sales	0.00	18,282.71	-18,282.71	0.0%
Unclassified Water Income	22,720.25	0.00	22,720.25	100.0%
Variable Rate Water Sales	0.00	5,778.27	-5,778.27	0.0%
Total Income	22,720.25	24,060.98	-1,340.73	94.4%
Expense				
Capital Improvements	0.00	1,993.06	-1,993.06	0.0%
Contingency	0.00	2,248.17	-2,248.17	0.0%
Materials and Services				
Dues and Fees	196.69	558.06	-361.37	35.2%
Laboratory Fees	0.00	0.00	0.00	0.0%
Liability Insurance				
Insurance Refund	-100.00	0.00	-100.00	100.0%
Liability Insurance - Other	1,482.00	1,500.00	-18.00	98.8%
Total Liability Insurance	1,382.00	1,500.00	-118.00	92.1%
Maintenance and Repairs	617.50	717.50	-100.00	86.1%
Operating Expenses				
Bank Service Charges	0.00	0.00	0.00	0.0%
Computer and Internet Expenses	101.05	0.00	101.05	100.0%
Interest Expense	0.00	0.00	0.00	0.0%
Office Supplies	106.96	0.00	106.96	100.0%
Operating Expenses - Other	13,838.97	16,422.79	-2,583.82	84.3%
Total Operating Expenses	14,046.98	16,422.79	-2,375.81	85.5%
Postage and Delivery	0.00	103.65	-103.65	0.0%
Materials and Services - Other	0.00	0.00	0.00	0.0%
Total Materials and Services	16,243.17	19,302.00	-3,058.83	84.2%
Payroll Expenses	0.00	0.00	0.00	0.0%
Personal Services				
Boardmember training/meetings				
Meeting Copies	20.56	0.00	20.56	100.0%
Boardmember training/meetings - Other	0.00	199.31	-199.31	0.0%
Total Boardmember training/meetings	20.56	199.31	-178.75	10.3%
Crime Bond	100.00	100.00	0.00	100.0%
Workmans Compensation Insurance	558.60	600.00	-41.40	93.1%
Personal Services - Other	0.00	0.00	0.00	0.0%
Total Personal Services	679.16	899.31	-220.15	75.5%
Total Expense	16,922.33	24,442.54	-7,520.21	69.2%
Net Ordinary Income	5,797.92	-381.56	6,179.48	-1,519.5%
Other Income/Expense				
Other Income				
Interest Income	28.50	16.74	11.76	170.3%
Total Other Income	28.50	16.74	11.76	170.3%
Net Other Income	28.50	16.74	11.76	170.3%
Net Income	**5,826.42**	**-364.82**	**6,191.24**	**-1,597.1%**

Income and Expense by Month



Expense Summary
July 1, 2016 through April 17, 2017

Materials and Services	95.99%
Personal Services	4.01
Total	$16,922.33



Balance Sheet Previous Year Comparison

Tooley Water District
Balance Sheet Prev Year Comparison
As of April 17, 2017

	Apr 17, 17	Apr 17, 16	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	12,421.96	16,503.32	-4,081.36	-24.7%
Savings at Washington Federal	25,880.91	15,507.14	10,373.77	66.9%
Total Checking/Savings	38,302.87	32,010.46	6,292.41	19.7%
Total Current Assets	38,302.87	32,010.46	6,292.41	19.7%
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
Total Fixed Assets	249,300.00	249,300.00	0.00	0.0%
TOTAL ASSETS	**287,602.87**	**281,310.46**	**6,292.41**	**2.2%**
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	12,921.01	7,353.38	5,567.63	75.7%
Net Income	5,826.42	5,101.64	724.78	14.2%
Total Equity	287,602.87	281,310.46	6,292.41	2.2%
TOTAL LIABILITIES & EQUITY	**287,602.87**	**281,310.46**	**6,292.41**	**2.2%**

Item 4 – Discussion – Road repair issue – John Amery

It appears likely Tooley Water District will not have enough available budget / contingency to complete repairs on the road erosion issue this fiscal year. Considering we are close to next fiscal year it makes sense to move this repair project over to next fiscal year.

Item 5 – Discussion - Next fiscal budget

After acquiring additional outside expertise I feel it best that Tooley Water District change their budget strategy for next fiscal year.

1. Move to a single Fund Account (General Fund). We would still keep a savings account as it makes smart financial sense.
2. Increase our Contingency line item. The current Contingency line item of $2,820 did not suffice for this year. Perhaps a value of $10,000 would be a better number.
3. Increase our Capital Improvements expense line item back up to $5,000. This line item was lowered last year in an attempt to keep the rate increase minimized with the new Hiland contract.
4. Increase existing line items as required to meet likely future expense based upon this year's expenditures.
5. Increase rates across the board by 15%

Item 6 – Discussion – Next Meeting Date – 5/18/17

Next board meeting will take place May 18th, 2017 at 7:00pm.

Location: NWCPUD board room

Meeting Adjourned