

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/16/17)

Meeting Date: Thursday, August 17, 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 July 20, 2017 Minutes - Carl Carson

July, 20 2017 Board Meeting Minutes

Present:

Richard Pontow, Carl Carson, John Amory, Dave Pratt and Debby Jones

Carl opened the meeting at 7:00 pm

Carl presented the agenda to board members and read the minutes from the June 14, 2017 budget meeting as well as the June 27, 2017 board meeting. Dave made a motion to approve the minutes. Richard seconded. Motion passed unanimously.

John provided the board with the monthly financial reports. John indicated that we have not received payment from Hiland and is unsure why.

Savings account:	\$26,357.41
Checking account:	\$10,236.45

John shared with the board that he had stopped the automatic transfers since we are one fund now it is no longer a requirement. John will manage future transfers as determined by the board. John provided and explained all recent checking transactions.

As the treasurer, John was very pleased with the final outcome of the budget especially with the challenging winter that the district experienced. John updated the board on the yearly profit / loss statement.

Carl officially swore in the recently elected board members which included:
John Amory, Richard Pontow and Debby Jones

John made a motion for Carl Carson to serve as the Tooley Water District Board Chairman. Debby seconded. Motion approved unanimously.

Debby made a motion for John Amory to serve as the Tooley Water District Board Treasurer. Carl seconded. Motion approved unanimously.

John made a motion for Debby Jones to serve as the Tooley Water District Board Secretary. Dave seconded. Motion approved unanimously.

John updated the board on the Freedom of Information Act (FOIA) request and stated that the requester was pleased with the report that had been submitted.

Carl shared that he had not had the opportunity to obtain specifics on the potential water leak issue. He had talked with Aaron and Silas from Hiland and they were not overly concerned. Carl will confirm with Hiland on the reported loss of 98,000 gallons of water which equals out to 13%.

Carl updated the board on the issue of board compensation. Carl spoke with a SDAO representative and was informed that board members are not eligible to receive benefits that other Tooley Water

District members do not receive. Board members may be compensated for up to \$50 per day for meetings attended. Meetings can include board meetings as well as SDAO training sessions. Dave made a motion for Tooley Water District Board Members to receive \$50 a month for board meetings attended. Carl seconded the motion. Motion passed unanimously.

John shared the contract renewal that was received from Hiland. John shared that he would like to have a line included in the contract that identified continuous monitoring of the SCADA system. Carl will confirm this with Silas. John made a motion granting Carl official authorization to sign the contract with the addition of the SCADA system monitoring. Dave seconded the motion. Motion passed unanimously.

Carl updated the board on water use reimbursements that were provided to Hazel David, Rick Francis and Carl Carson due to water leaks. John made a motion for Carl to address the above three billing adjustments. Carl seconded. Motion passed unanimously.

Board members received a report indicating reimbursement to John Amory and Carl Carson which included the cost of the annual domain name and hosting service for the district website as well as supplies.

Debby asked if water customers had received notification of the across the board 15% increase in water rates. Carl and John will update customers for the July billing.

Dave made a motion to close the meeting, John seconded. Motion passed unanimously. Meeting was adjourned at 8:20 pm.

Next meeting will be Thursday, August 17, 2017.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Accounts

Business Money Market *****		
\$26,357.41 Quick Transfer		
Last 2 Transaction(s) View more ×		
Jul 01	Credit Interest	\$6.50
Jun 15	Internet Transfer from 597601384 CK	\$235.00

Stellar Business Int Chk *****		
\$11,486.43 Quick Transfer		
Last 5 Transaction(s) View more ×		
Aug 07	Deposit	\$2,913.60
Aug 02	Check	(\$39.99)
Aug 01	Check	(\$561.75)
Jul 28	Check	(\$3,234.58)
Jul 28	Check	(\$25.00)

Recent Savings Transactions

There were no savings transactions or the month of August

Recent Checking Transactions

Tooley Water District

8/16/2017 9:14 AM

Register: Checking at Washington Federal

From 07/20/2017 through 08/15/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/20/2...	2020	John Amery	Materials and Servi...	reimburseme...	114.05			6,873.62
07/20/2...	2021	Wasco County Cl...	Materials and Servi...	Inv# 15-00018	25.00	X		6,848.62
07/20/2...	2022	ISU - Stratton Ag...	-split-	Insurance Pr...	100.00			6,748.62
			Crime Bond	Insurance Pr...	-100.00			
07/20/2...	2023	S.D.I.S	-split-	Policy numb...	561.75	X		6,186.87
			Workmans Compen...	Policy # 32...	-561.75			
07/21/2...		Washington Federal	Interest Income			X	0.46	6,187.33
07/24/2...		Hiland Water Corp	Water Revenue			X	2,197.24	8,384.57
07/24/2...	2025	United States Post...	Materials and Servi...	Stamps	9.80			8,374.77
07/24/2...	2026	Staples	Materials and Servi...	Item: 394062...	39.99	X		8,334.78
07/28/2...	2027	John Amery	Personal Services:B...	July Board ...	50.00			8,284.78
07/28/2...	2028	Debby Jones	Personal Services:B...	July Board ...	50.00			8,234.78
07/28/2...	2029	Carl Carson	Personal Services:B...	July Board ...	50.00			8,184.78
07/28/2...	2030	David Pratt	Personal Services:B...	July Board ...	50.00			8,134.78
07/28/2...	2031	Richard Pontow	Personal Services:B...	July Board ...	50.00			8,084.78
07/28/2...	2032	Hiland Water Corp	Accounts Payable	July Services...	1,725.50			6,359.28
08/07/2...		Hiland Water Corp	Water Revenue			X	2,913.60	9,272.88
08/15/2...	2033	John Amery	Materials and Servi...	July board m...	7.80			9,265.08

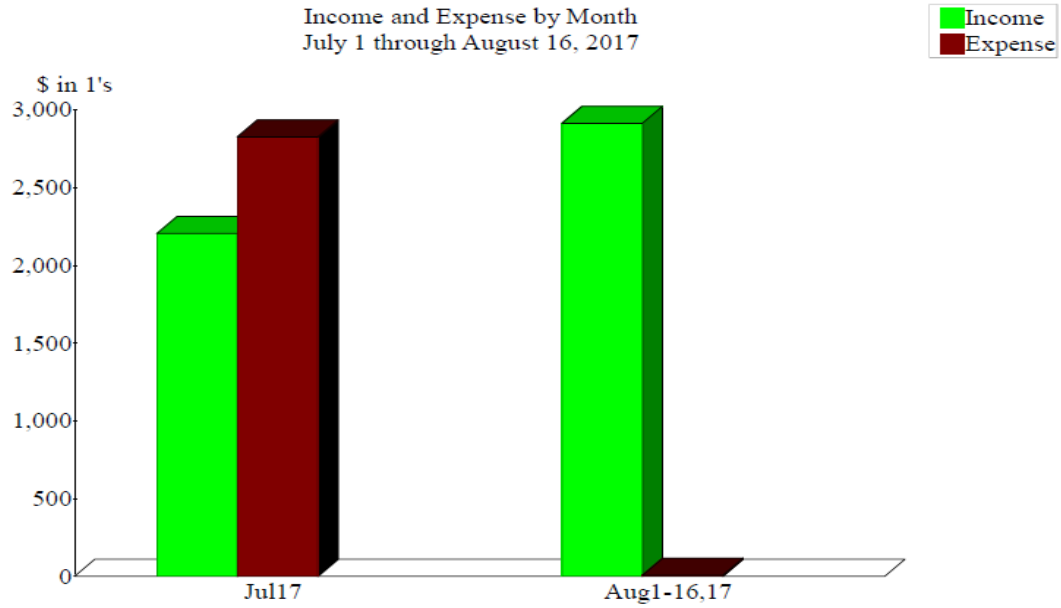
Tooley Water District
Profit & Loss Budget Performance

Accrual Basis

August 2017

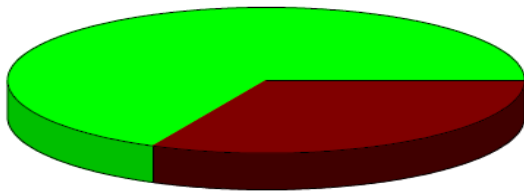
	Aug 17	Budget	% of Budget	Jul - Aug 17	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue	2,913.80	3,956.73	73.7%	5,110.84	7,884.57	66.5%	36,120.00
Total Income	2,913.80	3,956.73	73.7%	5,110.84	7,884.57	66.5%	36,120.00
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	114.05	110.00	103.7%	110.00
Copies	7.80	30.00	26.0%	7.80	60.00	13.0%	360.00
Dues and Fees	0.00	58.33	0.0%	25.00	116.70	21.4%	700.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	1,575.00
Maintenance and Repairs	0.00	416.00	0.0%	0.00	832.00	0.0%	5,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
Office Supplies	0.00	0.00	0.0%	39.99	60.00	66.7%	100.00
Operating Expenses							
Customer Cc pass through	0.00			10.50			20.00
Hiland Base Maintenance Fee	0.00	1,715.00	0.0%	1,715.00	3,430.00	50.0%	20,580.00
Total Operating Expenses	0.00	1,715.00	0.0%	1,725.50	3,430.00	50.3%	20,600.00
Postage and Delivery	0.00	3.33	0.0%	9.80	6.66	147.1%	40.00
Total Materials and Services	7.80	2,222.66	0.4%	1,922.14	4,615.36	41.6%	28,785.00
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	250.00	500.00	50.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	41.70	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	100.00	0.00	100.0%	100.00
Workmans Compensation Insurance	0.00	0.00	0.0%	561.75	600.00	93.6%	6,120.00
Total Personal Services	0.00	270.83	0.0%	911.75	1,141.70	79.9%	3,962.00
Total Expense	7.80	2,493.49	0.3%	2,833.89	5,757.06	49.2%	45,247.00
Net Ordinary Income	2,905.80	1,462.24	198.7%	2,276.95	1,927.51	118.1%	-9,127.00
Other Income/Expense							
Other Income	0.00	1.75	0.0%	6.98	3.50	198.9%	21.00
Interest Income	0.00	1.75	0.0%	6.98	3.50	198.9%	21.00
Total Other Income	0.00	1.75	0.0%	6.98	3.50	198.9%	21.00
Net Other Income	0.00	1.75	0.0%	6.98	3.50	198.9%	21.00
Net Income	2,905.80	1,463.99	198.5%	2,283.91	1,931.01	118.3%	-9,106.00

Income and Expense by Month



Expense Summary
July 1 through August 16, 2017

Materials and Services	67.83%
Personal Services	32.17
Total	\$2,833.89



Balance Sheet Previous Year Comparison

9:39 AM
08/16/17
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of August 16, 2017

	Aug 16, 17	Aug 16, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	9,265.08	13,363.52	-4,098.44	-30.7%
Savings at Washington Federal	26,357.41	23,512.53	2,844.88	12.1%
Total Checking/Savings	35,622.49	36,876.05	-1,253.56	-3.4%
Total Current Assets	35,622.49	36,876.05	-1,253.56	-3.4%
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	284,922.49	286,176.05	-1,253.56	-0.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,729.00	-1,729.00	-100.0%
Total Accounts Payable	0.00	1,729.00	-1,729.00	-100.0%
Total Current Liabilities	0.00	1,729.00	-1,729.00	-100.0%
Total Liabilities	0.00	1,729.00	-1,729.00	-100.0%
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	13,783.14	12,921.01	862.13	6.7%
Net Income	2,283.91	2,670.60	-386.69	-14.5%
Total Equity	284,922.49	284,447.05	475.44	0.2%
TOTAL LIABILITIES & EQUITY	284,922.49	286,176.05	-1,253.56	-0.4%

Item 4 – Discussion – Report on water loss

Carl to provide the board an update on Tooley Water District water loss

Item 5 – Discussion – Customer leak adjustments

Carl to provide an update to the board on customer leak adjustments

Item 6 – Action – Gravel for lower well

Mr. Amery discussed the lower well break issue with the property owner. The owner represented he was happy with the fix Tooley was providing. One area of concern presented by the property owner was the integrity of the upper road (where the break occurred). The property owner suggested Tooley Water District might add some gravel at this location to stabilize and prevent future erosion.

Also, in driving the lower section of the road (where soil was removed) Mr. Amery noticed that the road is soft. Mr. Amery is recommending the board place gravel on this road as well.

Mr. Amery is requesting authorization to spend up to \$1,500 in gravel and repairs of the roads affected by the water main line break that occurred this January.

Item 7 – Review – Board member reimbursements

The following items were paid for personally by Mr. Amery and are have been submitted for reimbursement.

Board Meeting copies of agenda for July Board Meeting:

8/16/2017

Discover Card: Statements

DISCOVER

[REDACTED]
(000)000-0000

Transaction Details

Trans. Date	Description	Amount	Category
07/20/17	STAPLES 00110486105 THE DALLES OR STAPLES 1048 460 MOUNT HOOD ST, OR 97058	\$ 7.80	Merchandise
Post Date	Thursday, July 20, 2017		
Transaction Date	Thursday, July 20, 2017		
Merchant Category	STATIONARY/OFFICE/SCHOOL SUPPLY STORES		
Purchase Method	MANUALLY KEYED		

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Item 8 – Discussion – Next meeting – 9/21/17

Next board meeting will take place September 21st, 2017 at 7:00pm.

Location: NWCPUD board room

Meeting Adjourned