

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 2/8/18)

Meeting Date: Thursday, February 15, 2018 7:00pm

Location: Northern Wasco County Public Utility District Board Room

Type of meeting

Board Meeting

Chairperson

Carol Mauser

Minute keeper

Debby Jones

Topics

Item 1 - Approval of Agenda.....	2
Item 2 – Approval of Minutes – January 18, 2018.....	2
Item 3 - Financial Reports – John Amery.....	4
Copy of current account totals from Washington Federal Website.....	4
Recent Savings Transactions.....	4
Recent Checking Transactions.....	5
Profit and Loss Budget vs. Actual.....	6
Income and Expense by Month.....	7
Balance Sheet Previous Year Comparison.....	8
Maintenance and Repairs - Details.....	9
Item 4 – Discussion – Water Report.....	9
Item 5 – Discussion – Transferring funds within budget.....	10
Item 6 – Discussion – Potential Funding Sources.....	11
Item 7 – Action – Capital Projects.....	12
Item 8 – Action – Request for bill adjustment.....	12
Item 9 – Discussion – customer DMARC.....	12
Item 10 – Action – Vote for budget committee positions.....	13
Item 11 – Review – Board Member Reimbursements.....	13
Item 12 – Discussion – Next meeting	14

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes – January 18, 2018

January 2018 Tooley Water District Board Meeting

Present:

John Amery, Richard Pontow, Debby Jones, Dave Pratt

Guest: Carol Mauser

John opened the meeting at 7:05 and shared with the board that an updated agenda had been included.

Debby made motion to approve, Richard seconded. Motion approved unanimously.

John read the minutes of the November 2017 board meeting.

Debby made motion to approve November minutes. Richard seconded. Motion approved unanimously.

John indicated that a \$50 check had been inaccurately charged as \$1,500. John contacted the banks to correct the issue. The actual payout was \$50.

Savings account balance is \$32,097.27

Checking account balance is \$8,024.10

John went over the profit/loss statement and felt as the treasurer that we were on track with the budget and projections. According to our balance sheet we have more revenue at this time compared to last year. John shared a new report entitled Maintenance and Repairs details. This report will allow the board to better keep track of maintenance and repairs. Richard asked if Hiland had charged the district for a meter for the repair/replace of Anita Carothers meter. John shared that yet Hiland had not added that charge. Richard stated that he did not feel that the district should be charged and that the district had extra meters.

Debby made a motion to appoint Carol Mauser as a new member of the board, filling the vacancy created by the departure of Carl Carson. Richard seconded the motion. Motion passed unanimously.

John updated the board on water loss. Gallons lost in November was 51,600 and amount lost in December was 55,310. John shared that it was his understanding that our percentage of water lost varies according to the amount of water being pumped. John compared actual amounts and they have been consistent.

Debby made a motion for John to be the treasurer. Richard seconded the motion. Motion passed unanimously. John made the motion for Carol as the chairperson. Debby seconded the motion. Motion passed unanimously. John made the motion for Debby to be secretary. Richard seconded. Motion passed unanimously.

Board discussed capital projects. John updated the board on costs and additional information he had learned while exploring the potential projects with Hiland staff. Richard shared that the last time the steel pipe that make up the districts water system had been checked they showed very little corrosion.

- Automatic chlorination system estimated at \$5,000

- Manual hand pump estimated at \$1,500
- Slow start pump system estimated at \$6K per site
- Pipe/Asset Location project estimated at \$2,500
- Flush out valves estimated at \$4,000 (\$2K per side)

Carol asked if there were any grants for emergency preparedness. John indicated that he thought that SDAO did have some that we may be able to consider.

John and Richard discussed identifying where our pipes are located and the “Call before you dig” ticket. This issue tied into the pipe/asset locator as one of the possible capital project items. This item could also assist in possibly identifying leaks and corrosion.

Richard reminded the board that we should consider an effective way to divert water when the flush out process occurs.

Board discussed having back-up plans to ensure that the chlorination system is tested. Right now, Kay Pratt is volunteering to do every 3-day test. Other board members offered to assist as back up. Board members felt that the automatic chlorination system could be pushed down on the priority list. John further discussed the pipe locating system. Discussion continued with the possibility of this system helping us to learn more about our water loss.

Board determined the next step was to find out more information on what a combination of Hiland and GPMR could do together with the pipe locating system as well as a more defined estimate on slow start. John will attempt to obtain more information.

John offered to consider grant options with SDAO. Debby shared information on the WARN (Water/Wastewater Agency Response Network) system and Carol asked to find out information from Oregon Health Authority on emergency preparedness.

A higher level of nitrogen had been found in the lower well. Board discussed the possibility of the organic farm operating near the lower well being a contributor. Board discussed discovering the easement of the lower well. John will check on the deed on the property closest to the well. Board decided to monitor the level over the next year to see if it was a possible increase due to heavy rain and snow pack from the previous winter.

John updated the board on the situation with Anita Carothers and the water meter and shut off valve for her property. John will review the bylaws to see if they address customers being able to shut off water at their meter and if there is a cost associated with a board member having to temporarily shut water off.

Carol adjourned the meeting at 9:00 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 2/8/18

Accounts

Business Money Market ***			
\$32,097.27	Quick Transfer		
Last 1 Transaction(s)	View more >		
Dec 31	Credit Interest	\$8.09	
Stellar Business Int Chk ****			
\$8,086.22	Quick Transfer		
Last 5 Transaction(s)	View more >		
Feb 06	Check	(\$50.00)	
Jan 25	Check	(\$38.01)	
Jan 24	Check	(\$2,147.50)	
Jan 22	Over Counter Check	(\$50.00)	
Jan 20	Credit Interest	\$0.13	

Recent Savings Transactions

No New Transactions.

Recent Checking Transactions

Tooley Water District

2/8/2018 11:11 AM

Register: Checking at Washington Federal

From 01/12/2018 through 02/08/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/12/2018		Hiland Water Corp	-split-	HILAND WAT...		X	2,727.37	6,574.10
			Water Revenue				2,713.37	
			Customer CC Passthro...				14.00	
01/16/2018			Bank Error	Bank refunded ...		X	1,450.00	8,024.10
01/16/2018	2071	Government Ethics C...	Materials and Services:...	Invoice # AIE0...	38.01	X		7,986.09
01/20/2018		Washington Federal	Interest Income			X	0.13	7,986.22
01/28/2018	To Print	David Pratt	Personal Services:Boar...	January Board ...	50.00			7,936.22
01/28/2018	To Print	Debby Jones	Personal Services:Boar...	January Board ...	50.00			7,886.22
01/28/2018	To Print	John Amery	Personal Services:Boar...	January Board ...	50.00			7,836.22
01/28/2018	To Print	Richard Pontow	Personal Services:Boar...	January Board ...	50.00			7,786.22
01/28/2018	To Print	Carol Mauser	Personal Services:Boar...	January Board ...	50.00			7,736.22
02/07/2018	To Print	Hiland Water Corp	Accounts Payable	January Mainte...	1,829.24			5,906.98
02/07/2018	To Print	Wasco County	Accounts Payable	INV 17-00260 ...	7.00			5,899.98
02/07/2018	To Print	John Amery	-split-	Reimbursement...	23.68			5,876.30
			Copies	8/17/17 board ...	-5.05			
			Copies	9/21/17 board ...	-5.05			
			Copies	10/19/17 board...	-4.92			
			Copies	11/16/17 board...	-2.51			
			Copies	1/18/18 board ...	-6.15			

Profit and Loss Budget vs. Actual

11:35 AM

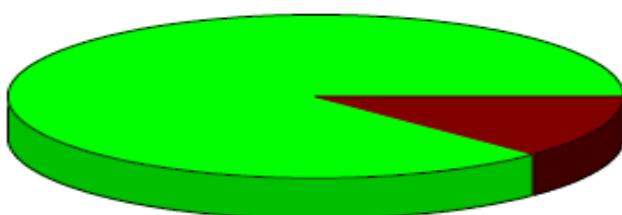
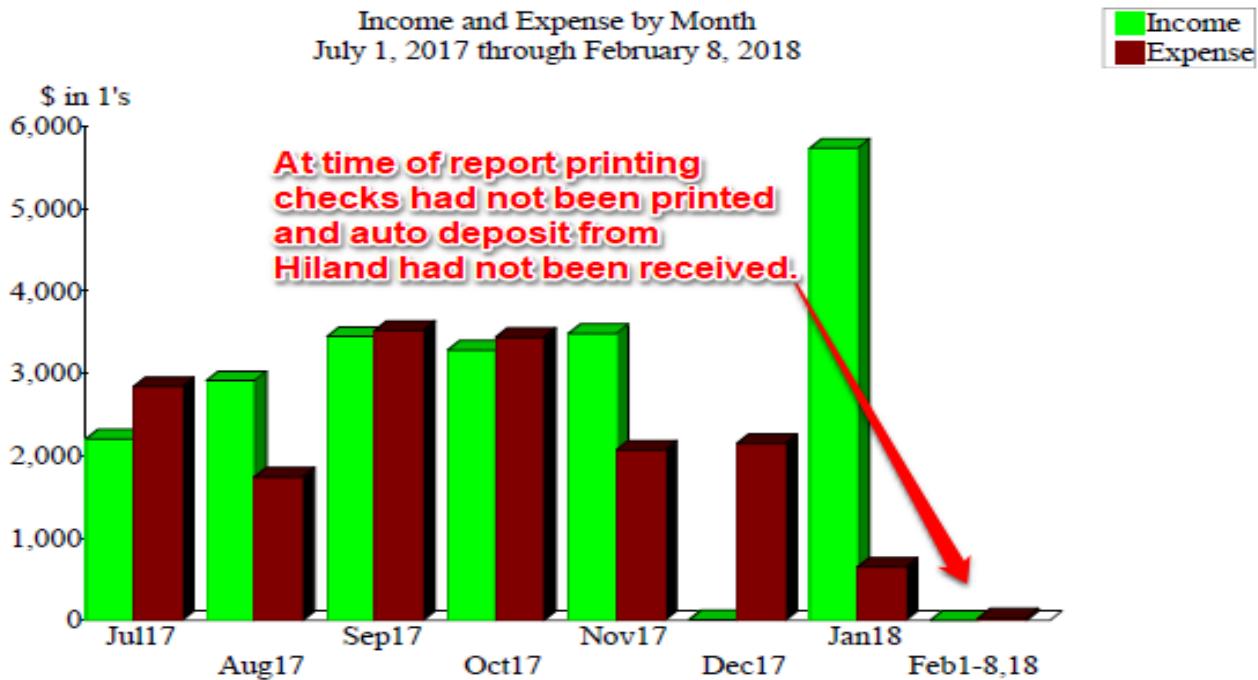
02/08/18

Accrual Basis

Tooley Water District Profit & Loss Budget Performance February 2018

	Feb 18	Budget	% of ...	Jul '17 - F...	YTD Bud...	% of Bu...	Annual B...
Ordinary Income/Expense							
Income							
Water Revenue							
Customer CC Passthrough	0.00	0.00	0.0%	84.00	0.00	100.0%	0.00
Water Revenue - Other	0.00	2,883.37	0.0%	20,976.60	25,351.54	82.7%	36,120.00
Total Water Revenue	0.00	2,883.37	0.0%	21,060.60	25,351.54	83.1%	36,120.00
Total Income	0.00	2,883.37	0.0%	21,060.60	25,351.54	83.1%	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	7.00			121.05	110.00	110.0%	110.00
Copies	23.68	30.00	78.9%	31.48	240.00	13.1%	360.00
Dues and Fees	0.00	58.33	0.0%	218.01	466.68	46.7%	700.00
Liability Insurance	0.00	0.00	0.0%	0.00	1,575.00	0.0%	1,575.00
Maintenance and Repairs	0.00	416.00	0.0%	1,810.42	3,328.00	54.4%	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							
Activation Fees Passthrough	0.00			60.00			
Customer CC pass through	0.00	0.00	0.0%	91.00	0.00	100.0%	20.00
Hiland Base Maintenance Fee	0.00	1,715.00	0.0%	12,005.00	13,720.00	87.5%	20,580.00
Total Operating Expenses	0.00	1,715.00	0.0%	12,156.00	13,720.00	88.6%	20,600.00
Postage and Delivery	0.00	3.33	0.0%	9.80	26.64	36.8%	40.00
Total Materials and Services	30.68	2,222.66	1.4%	14,386.75	19,526.32	73.7%	28,785.00
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	1,400.00	2,000.00	70.0%	3,000.00
Boardmember training/meetings							
Meeting Copies	0.00	0.00	0.0%	-14.20	0.00	100.0%	0.00
Boardmember training/meetings - ...	0.00	20.83	0.0%	0.00	166.68	0.0%	250.00
Total Boardmember training/meetings	0.00	20.83	0.0%	-14.20	166.68	-8.5%	250.00
Crime Bond	0.00			100.00	100.00	100.0%	100.00
Workmans Compensation Insurance	0.00	0.00	0.0%	561.75	600.00	93.6%	612.00
Total Personal Services	0.00	270.83	0.0%	2,047.55	2,866.68	71.4%	3,982.00
Total Expense	30.68	2,493.49	1.2%	16,434.30	22,393.00	73.4%	45,247.00
Net Ordinary Income	-30.68	389.88	-7.9%	4,626.30	2,958.54	156.4%	-9,127.00
Other Income/Expense							
Other Income							
Interest Income	0.00	1.75	0.0%	22.89	14.00	163.5%	21.00
Total Other Income	0.00	1.75	0.0%	22.89	14.00	163.5%	21.00
Net Other Income	0.00	1.75	0.0%	22.89	14.00	163.5%	21.00
Net Income	-30.68	391.63	-7.8%	4,649.19	2,972.54	156.4%	-9,106.00

Income and Expense by Month



Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of February 8, 2018

	Feb 8, 18	Feb 8, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	5,876.30	12,148.39	-6,272.09	-51.6%
Savings at Washington Federal	32,097.27	25,404.66	6,692.61	26.3%
Total Checking/Savings	<u>37,973.57</u>	<u>37,553.05</u>	<u>420.52</u>	<u>1.1%</u>
Total Current Assets	<u>37,973.57</u>	<u>37,553.05</u>	<u>420.52</u>	<u>1.1%</u>
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
Total Fixed Assets	<u>249,300.00</u>	<u>249,300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>287,273.57</u>	<u>286,853.05</u>	<u>420.52</u>	<u>0.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,725.50	-1,725.50	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>1,725.50</u>	<u>-1,725.50</u>	<u>-100.0%</u>
Total Current Liabilities	<u>0.00</u>	<u>1,725.50</u>	<u>-1,725.50</u>	<u>-100.0%</u>
Total Liabilities	<u>0.00</u>	<u>1,725.50</u>	<u>-1,725.50</u>	<u>-100.0%</u>
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	13,768.94	12,921.01	847.93	6.6%
Net Income	4,649.19	3,351.10	1,298.09	38.7%
Total Equity	<u>287,273.57</u>	<u>285,127.55</u>	<u>2,146.02</u>	<u>0.8%</u>
TOTAL LIABILITIES & EQUITY	<u>287,273.57</u>	<u>286,853.05</u>	<u>420.52</u>	<u>0.2%</u>

Maintenance and Repairs - Details

11:42 AM

02/08/18

Accrual Basis

Tooley Water District
Maintenance and Repairs details
 July 2017 through June 2018

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
09/30/2017	1420	Lower Well Repair from pipe burst	Joel Ellis - Work with Gravel	160.00	160.00
09/30/2017	1420	Replace LMI Pump - 2017	Furrow Pump - LMI pump parts - Chlorinator	158.10	318.10
09/30/2017	1420	Lower Well Repair from pipe burst	J&J Trucking Gravel for Lower Pumphouse repair	882.97	1,201.07
09/30/2017	1420	Lower Well Repair from pipe burst	10% Markup on direct expenses	104.11	1,305.18
10/20/2017	2001	Lower Well Repair from pipe burst	INV# 2001 Excavation	50.00	1,355.18
12/28/2017	1496	Repair meter in reservoir - 2017	Paul Howard - Place door hangers	62.50	1,417.68
12/28/2017	1496	Repair meter in reservoir - 2017	Robert Trotter - Place door hangers	50.00	1,467.68
12/28/2017	1496	Repair meter in reservoir - 2017	Paul Howard - Change Meter	37.50	1,505.18
12/28/2017	1496	Repair meter in reservoir - 2017	Robert Trotter - Change Meter	30.00	1,535.18
12/28/2017	1496	Repair meter in reservoir - 2017	Robert Trotter - Change LMI pump lower pump house, g...	40.00	1,575.18
12/28/2017	1496	Repair meter in reservoir - 2017	OHA Cashier	30.00	1,605.18
12/28/2017	1496	Repair meter in reservoir - 2017	3/4 x 3/4 mil comp	37.56	1,642.74
12/28/2017	1496	Repair meter in reservoir - 2017	3/4" CTS Stainless Stiffner	1.86	1,644.60
12/28/2017	1496	Repair meter in reservoir - 2017	3/4" Pex Clamp	0.54	1,645.14
12/28/2017	1496	Repair meter in reservoir - 2017	3/4" Straight Meter Stop	39.74	1,684.88
12/28/2017	1496	Reservoir Heater - 2017	Heater for Reservoir	37.99	1,722.87
12/28/2017	1496	Reservoir Heater - 2017	Light bulbs	5.49	1,728.36
12/28/2017	1496	10% Markup on items purchased	10% markup	15.32	1,743.68
01/31/2018	1520	Reservoir Heater - 2017	Emst Irrigation - parts for heater in booster station	66.74	1,810.42
Total Maintenance and Repairs				1,810.42	1,810.42
Total Materials and Services				1,810.42	1,810.42
TOTAL				1,810.42	1,810.42

Item 4 – Discussion – Water Report

January 2018

- Gallons pumped: 192,500
- Gallons sold: 130,370
- Gallons lost: 62,130
- Water Loss: **32.28%**

Item 5 – Discussion – Transferring funds within budget

On June 15th, 2017 Tooley Water District passed a Budget Resolution of \$45,247. This total sum of \$45,247 budget was also passed by the Budget Committee prior to the board passing the resolution.

This Budget Resolution did not list line items for sub budget categories, thus we can transfer between categories without going through a supplemental budget process.

Supporting details of this budget were provided via the LB1, LB-20, and LB-30 forms

This budget was developed utilizing an estimate of \$36,120 in water revenues. The difference (\$45,247 - \$36,120 = \$9,127) would come from Tooley Water District reserves (Tooley has approximately \$40k in reserves).

Tooley Water District board has the ability to transfer funds between any budget categories via method of a **Resolution Transfer**.

Additionally, a **Resolution Transfer** will require a **Budget Hearing** which requires first publishing a revised “*Notice of Budget Hearing and Financial Summary*” public notification at least 5 days before a budget hearing if either of the two situations exist:

1. Fund is increased by \$5k or more
2. Fund is increased by 10% or more

Currently Tooley has the following fund values listed in our LB-1:

- Personnel Services: \$3,962
- Materials and Services: \$28,785
- Capital: \$5,000
- Contingencies: \$7,500

Summation:

A capital project of \$6k is possible to accomplish this year by transferring funds from contingency to capital. However, this will require a budget hearing before a resolution transfer can take place as the capital fund would be increased by more than 10%.

It should be noted that a budget hearing does not require the budget committee to reconvene. Rather, it requires a properly noticed meeting in which the public has the opportunity to provide comment.

Item 6 – Discussion – Potential Funding Sources

Mr. Amery reached out to MCEDD and SDAO regarding potential funding sources for Capital Projects.

MCEDD pointed out Oregon State's **Sustainable Infrastructure Planning Projects Grants:**

<http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/SRF/Pages/sipp.aspx>

Planning activities that promote sustainable water infrastructure may receive funding up to a maximum of \$20,000 per project. Priority is given to systems that serve fewer than 300 service connections.

Eligible Projects

- Feasibility Studies - studies to evaluate infrastructure project feasibility
- Asset Management Plan - plan for managing water system infrastructure assets
- System Partnership Studies - studies to evaluate potential for system consolidation / regionalization
- Resilience Plan - plan for water system resiliency and identify a potential improvement project
- Water Rate Analysis - analysis of water system rate charges, structure, and adequacy
- Leak Detection Studies - studies to detect water system leakage and identify possible solutions
- Water System Master Plan for water systems with < 300 connections - Long-range plan to evaluate the needs of the water system and make recommendations for future improvements

Ineligible projects include activities related to construction and/or engineering/design, and activities related to ineligible project types listed under the infrastructure loan program.

MCEDD offered to help if we would like however also pointed out that smaller projects could tend to require more work than the grant dollars provide in value.

Additionally MCEDD has a Survey they would like the Tooley Board to fill out and suggested that we review the following guide http://www.rcac.org/wp-content/uploads/2014/12/ORWWguide-April-2014_FINAL.pdf

Mrs. Mauser to provide update on potential NWCPUD grants:

<https://www.nwascopud.org/wp-content/uploads/2018-Economic-Development-Grant-Application.pdf>

Item 7 – Action – Capital Projects

Aaron Olsen from Hiland Water will be providing input on Tooley Water District's potential Capital Projects.

Currently the board has narrowed options down to three potential projects for the fiscal year 2017/2018:

- Slow Start Pump System - Estimate \$6k / site (2 sites)
- Pipe / Asset location project - Estimate \$2,500
- Flush out valves on Adeline Way - Estimate \$4,000

Item 8 – Action – Request for bill adjustment

A request for bill adjustment has been made by Tooley Water District customer due to a leak. Details to follow.

Item 9 – Discussion – customer DMARC

Tooley Water District repaired the leaking valve/meter at the reservoir. Currently we now have two meters leading to a customer's location.

In terms of future maintenance and responsibility Tooley Water District should determine the final point of Demarcation.

Additional details identified since last meeting:

1. Tooley Water District By-Laws (vaguely) reference a \$25 turn-on fee, and a \$25 turn-off fee (see item 12 in by-laws).
2. (Item 8 in by-laws) Meter will be installed well inside the property line and located in such a way that it will be protected from being run over by vehicles even if covered by snow. Meters will be kept free of trees and/or shrubbery including access to meter by District authorized personnel/representative.

Item 10 – Action – Vote for budget committee positions

Three new positions are required for the budget committee this year:

- Position 1 – previously Susan Russ – Expired 7/1/17
- Position 2 – previously Kay Pratt – Expired 7/1/17
- Position 5 – previously Carol Mauser – Expires 7/1/19

Both Larry Russ and Janice Crompton will expire 7/1/18.

Potential candidates include:

- David Childs
- Sam Springer
- Kay Pratt
- Susan Russ

Item 11 – Review – Board Member Reimbursements

John Amery

Transactions:

1. \$5.05 – Agenda Copies for 8/17/17 board meeting
2. \$5.05 – Agenda Copies for 9/21/17 board meeting
3. \$4.92 – Agenda copies for 10/19/17 board meeting
4. \$2.51 – Agenda copies for 11/16/17 board meeting
5. \$6.15 – Agenda copies for 1/18/18 board meeting

Total reimbursements - \$23.68



Make More Happen®

Low prices. Every item. Every day.

Store No: 1048

460 Mount Hood Street

The Dalles, OR 97058

541-298-2222

262626 00 026 05596

Receipt #: 05596 08/16/2017 13:53



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Low prices. Every item. Every day.

Store No: 1048

460 Mount Hood Street

The Dalles, OR 97058

541-298-2222

JILL FILLA AMERY, your Discover
card purchase or cash advance
exceeds the amount you have set

262626 00 026 06462

Receipt #: 06462 10/18/2017 18:50

Rewards Number 1997762537

Qty	Description	Amount
45	X BW SS MBL LTR - 233550	4.95
5	X SS STAPLE - 233592	0.10
	SubTotal	5.05
	Taxes	0.00
	Total	USD \$5.05

Rewards Number 1997762537

Merchant:	STAPLES 1048	Qty	Description	Amount
Amount:	\$5.05			
Date:	September 21, 2017	44	X BW SS MBL LTR - 233550	4.84
		4	X SS STAPLE - 233592	0.08
	Wasn't you? Call us immediately at 1-800-DISCOVER (1-800-347-2683)		SubTotal	4.92
			Taxes	0.00
			Total	USD \$4.92



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JILL FILLA AMERY, your Discover
card purchase or cash advance
exceeds the amount you have set

Low prices. Every item. Every day.

Store No: 1048

460 Mount Hood Street

The Dalles, OR 97058

541-298-2222

262626 00 026 07548
Receipt #: 07548 01/18/2018 14:56

Merchant:	STAPLES 1048	
Amount:	\$2.51	
Date:	November 16, 2017	
Qty	Description	
	Amount	
55	X BW SS MBL LTR - 233550	6.05
5	X SS STAPLE - 233592	0.10
	SubTotal	6.15
	Taxes	0.00
	Total	USD \$6.15

Wasn't you? Call us immediately at 1-800-DISCOVER (1-800-347-2683)

Item 12 – Discussion – Next meeting

Next board meeting will take place February 15th?

Location: NWCPUD board room

Meeting Adjourned