

# Tooley Water District Board Meeting Agenda

Version 1.2 (updated 9/18/18)

Meeting Date: Thursday, September 20, 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.....	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
Balance Sheet Previous Year Comparison.....	7
Maintenance and Repairs - Details.....	8
Item 4 – Discussion – Water Report.....	8
Item 5 – Action – Grant Award.....	10
Summary of Business Oregon SIPP Grant.....	10
Motion.....	10
Exhibits C and D of contract.....	10
Order Number 2018-09-20-001.....	11
Item 6 – Discussion – Authority to Hiland for maintenance work.....	13
Item 7 – Discussion – Filing Liens for unpaid/shutoff water services.....	13
Item 8 – Action – Resolution 2018-09-20-002.....	14
Item 9 – Review – Board Member Reimbursements.....	15
Item 10 – Discussion – Next Meeting .....	15

## Item 1 - Approval of Agenda

## Item 2 – Approval of Minutes

Tooley Water District – August 16, 2018  
Board Meeting

Present:

Richard Pontow, John Amery. Dave Pratt and Debby Jones participated by phone.

In the absence of Board Chairperson Carol Mauser, John was requested to run the meeting. John opened the meeting at 7:07 pm

Richard asked to add an item to the agenda regarding upkeep surrounding the pump houses (weeds). Debby made a motion to approve the amended agenda, Dave seconded. Motion passed unanimously.

John read the July meeting minutes out loud since he and Richard were the only ones physically in the meeting location. Debby made a motion to approve the July minutes, Richard approved. Motion passed unanimously.

John shared the financial reports. This information included the following:

Savings: \$38,579

Checking: \$7,709

John indicated that he had made a \$6,465 transfer from the checking to the savings account. John also shared that Hiland received the June check and that it was ripped in half and asked John to reissue a new check. Hiland's payment was larger this month due to additional work that was done. This issue was to be discussed in further detail in a later agenda item. John also updated the board on current financials and checks authorized.

John shared the maintenance and repairs detail. There were several repairs that were anticipated to be on the previous fiscal year but were completed and charged out in early July. Richard shared that there is still a hole/pipe that is uncovered that is located on the property near the mail boxes. John has been in touch with Hiland regarding the issue. Hiland has repaired two meters and one leak. As of July 31, the district has expended \$839.48 of the \$5,000 allotted maintenance/repair budget.

Board members discussed the maintenance of the district property. Debby shared that she had heard that the fire marshal had advised no mowing or weed eating of dry grass areas. Debby said she would weed-eat the pump house for the upper reservoir and will check in with Carl Carson on how the lower well was handled. Debby will handle the lower well. John will keep up the lower pump house that is near his property. The board will deal with this issue on an annual basis.

John updated the board on the water report. Hiland shared that there had been a prior miscalculation which indicated an incorrect water loss reading. July's water loss had shot up to over 36.75%. John has been speaking with Hiland about the issue. Debby asked if we could do a comparison from years past. John provided a new water report that shows amount of water used in one page as opposed to identifying individual customers. Board members may request the old report, but it would no longer be a part of the monthly board packet that was available for download on the district's website. John shared

that he wanted to be sure and protect user's privacy.

John shared that the Tooley Water District had received the grant that had been applied for last year. The grant is from the Safe Drinking Water Revolving Loan Fund and will be used for the Tooley Water District Asset Planning and Leak Detection Study. The grant is for a total of \$20,000. John will investigate all the fine details of the grant before signing and accepting the funds. Debby asked if there were any specific time line associated. John shared that he believed that we had a year to complete the project.

Item 6 on the agenda addressed the authority to Hiland for maintenance work. John identified several questions to consider.

- How should Hiland handle system maintenance on a routine basis?
- How should Hiland handle system maintenance on an emergency basis?
- Does a board member (or two) need to authorize all system maintenance?
- What happens if Hiland can not reach a board member?
- What does Hiland's maintenance schedule look like?
- Liabilities from system failures

Board will continue to have this issue as an agenda item until it is resolved.

John updated members on the leaks and repairs that had been made which correlated with the before mentioned increase in the maintenance/repair expenditures. These included the Nelson property leak. Pontow and Childs meter replacement and the repair of a broken gate valve.

John updated the board regarding the Consumer Confidence Report for 2017. There were no violations and the report is available for download/viewing on the water district's website.

The next board meeting will be held on Thursday, September 20.

Meeting adjourned at 7:54 pm

## Item 3 - Financial Reports – John Amery

### Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 9/17/18

Business Money Market		
<b>\$38,578.20</b>		<a href="#">Quick Transfer</a>
Last 2 Transaction(s) <a href="#">View more</a>		
Aug 01	Internet Transfer from 597601384 CK	\$6,465.00
Jul 01	Credit Interest	\$8.01

Stellar Business Int Chk		
<b>\$8,342.79</b>		<a href="#">Quick Transfer</a>
Last 5 Transaction(s) <a href="#">View more</a>		
Sep 12	HILAND WATER COR 503-554-8333 - 50355483...	\$3,724.45
Aug 24	Check	(\$50.00)
Aug 23	Check	(\$3,041.02)
Aug 21	Credit Interest	\$0.27
Aug 14	HILAND WATER COR 503-554-8333 - 50355483...	\$2,728.60

### Recent Savings Transactions

There were no savings transactions since the last meeting.

## Recent Checking Transactions

Tooley Water District

9/17/2018 5:07 PM

Register: Checking at Washington Federal

From 08/15/2018 through 09/17/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/15/2018	2128	Hiland Water Corp	Accounts Payable	Invoice 1788 S...	3,041.02	X		4,318.07
08/21/2018		Washington Federal	Interest Income			X	0.27	4,318.34
08/21/2018	2129	Government Ethics C...	Accounts Payable	AIE08222 Go...	38.01			4,280.33
08/21/2018	2130	Liberty Mutual Insur...	Accounts Payable	LSF050652-29...	13.00			4,267.33
08/21/2018	2131	S.D.I.S	Accounts Payable	33W54214-486...	564.90			3,702.43
08/31/2018	2132	Carol Mauser	Personal Services:Boar...	August Board ...	50.00			3,652.43
08/31/2018	2133	David Pratt	Personal Services:Boar...	August Board ...	50.00			3,602.43
08/31/2018	2134	Debby Jones	Personal Services:Boar...	August Board ...	50.00			3,552.43
08/31/2018	2135	John Amery	Personal Services:Boar...	August Board ...	50.00			3,502.43
08/31/2018	2136	Richard Pontow	Personal Services:Boar...	August Board ...	50.00			3,452.43
08/31/2018	2137	Hiland Water Corp	Accounts Payable	INV 1809. Ser...	1,900.50			1,551.93
09/12/2018		Hiland Water Corp	Water Revenue:Base ...	HILAND WAT...		X	3,724.45	5,276.38
09/17/2018	2138	John Amery	-split-	reimbursement ...	10.08			5,266.30
			Copies	reimbursement ...	-5.60			
			Copies	reimbursement ...	-4.48			

## Profit and Loss Budget vs. Actual

5:51 PM

09/17/18

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance September 2018

	Sep 18	Budget	% of Bu...	Jul - Se...	YTD Bu...	% of Bu...	Annual ...
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Customer CC Passthrough	21.00	0.00	100.0%	35.00	0.00	100.0%	0.00
Water Revenue - Other	3,703.45	3,521.93	105.2%	9,638.76	8,751.18	110.1%	36,081.00
<b>Total Water Revenue</b>	3,724.45	3,521.93	105.8%	9,673.76	8,751.18	110.5%	36,081.00
<b>Total Income</b>	3,724.45	3,521.93	105.8%	9,673.76	8,751.18	110.5%	36,081.00
<b>Expense</b>							
<b>Capital Improvements</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
<b>Materials and Services</b>							
<b>Computer and Internet Expenses</b>							
Copies	0.00	0.00	0.0%	0.00	125.00	0.0%	125.00
Copies	10.08	12.00	84.0%	10.08	36.00	28.0%	200.00
Dues and Fees	0.00	58.33	0.0%	38.01	175.03	21.7%	700.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
<b>Maintenance and Repairs</b>	0.00	416.66	0.0%	1,376.52	1,249.98	110.1%	5,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
Office Supplies	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	0.00	0.00	0.0%	35.00	0.00	100.0%	0.00
Disconnect Fee	0.00			60.00			
Hiland Base Maintenance Fee	0.00	1,755.00	0.0%	3,470.00	5,265.00	65.9%	21,060.00
<b>Total Operating Expenses</b>	0.00	1,755.00	0.0%	3,565.00	5,265.00	67.7%	21,060.00
Postage and Delivery	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
<b>Total Materials and Services</b>	10.08	2,258.65	0.4%	4,989.61	6,900.99	72.3%	29,585.00
<b>Personal Services</b>							
Boardmember Incentives	0.00	250.00	0.0%	500.00	750.00	66.7%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	62.49	0.0%	250.00
Crime Bond	0.00	100.00	0.0%	120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	0.00	0.00	0.0%	564.90	624.24	90.5%	624.24
<b>Total Personal Services</b>	0.00	370.83	0.0%	1,184.90	1,536.73	77.1%	3,974.24
<b>Total Expense</b>	10.08	2,629.48	0.4%	6,174.51	8,437.72	73.2%	38,559.24
<b>Net Ordinary Income</b>	3,714.37	892.45	416.2%	3,499.25	313.46	1,116.3%	-2,478.24
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	0.00	8.34	0.0%	8.80	17.19	51.2%	39.00
<b>Total Other Income</b>	0.00	8.34	0.0%	8.80	17.19	51.2%	39.00
<b>Net Other Income</b>	0.00	8.34	0.0%	8.80	17.19	51.2%	39.00
<b>Net Income</b>	3,714.37	900.79	412.3%	3,508.05	330.65	1,061.0%	-2,439.24

## Balance Sheet Previous Year Comparison

5:13 PM  
09/17/18  
Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of September 17, 2018

	Sep 17, 18	Sep 17, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	5,266.30	12,679.38	-7,413.08	-58.5%
Savings at Washington Federal	38,578.20	26,357.41	12,220.79	46.4%
<b>Total Checking/Savings</b>	<b>43,844.50</b>	<b>39,036.79</b>	<b>4,807.71</b>	<b>12.3%</b>
<b>Total Current Assets</b>	<b>43,844.50</b>	<b>39,036.79</b>	<b>4,807.71</b>	<b>12.3%</b>
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	<b>249,300.00</b>	<b>249,300.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>293,144.50</b>	<b>288,336.79</b>	<b>4,807.71</b>	<b>1.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,732.50	-1,732.50	-100.0%
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>1,732.50</b>	<b>-1,732.50</b>	<b>-100.0%</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>1,732.50</b>	<b>-1,732.50</b>	<b>-100.0%</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>1,732.50</b>	<b>-1,732.50</b>	<b>-100.0%</b>
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	20,781.01	13,768.94	7,012.07	50.9%
Net Income	3,508.05	3,979.91	-471.86	-11.9%
<b>Total Equity</b>	<b>293,144.50</b>	<b>286,604.29</b>	<b>6,540.21</b>	<b>2.3%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>293,144.50</b>	<b>288,336.79</b>	<b>4,807.71</b>	<b>1.7%</b>

## Maintenance and Repairs - Details

5:15 PM

09/17/18

Accrual Basis

### Tooley Water District Maintenance and Repairs details

July 2018 through June 2019

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
07/31/2018	1788	20180703 repairs	Silas Olson - Emergency response for dropped 2nd gate...	37.50	37.50
07/31/2018	1788	20180703 repairs	Brad Doran - Replaced broken brass 2" gate valve with ...	107.50	145.00
07/31/2018	1788	20180703 repairs	Robert Trotter - Replaced 2" gate valve, changed meter ...	247.25	392.25
07/31/2018	1788	20180703 repairs	Service Truck	37.50	429.75
07/31/2018	1788	20180719 repairs	Robert Trotter - Rebuilt service at 4736 Simonelli, replac...	139.75	569.50
07/31/2018	1788	20180703 repairs	2" Brass Threaded Street 90	31.87	601.37
07/31/2018	1788	20180703 repairs	2" MIP X PJ PVC	82.56	683.93
07/31/2018	1788	20180719 repairs	3/4" FIPXMTR Angle Stop	38.23	722.16
07/31/2018	1788	20180719 repairs	3/4" 110 CTS X MIP 90	16.36	738.52
07/31/2018	1788	20180719 repairs	3/4" Wirsbo Pex	1.15	739.67
07/31/2018	1788	20180719 repairs	3/4" CTS (.657) Stainless Stifner (qty 2)	3.79	743.46
07/31/2018	1788	20180719 repairs	3/4" 110 CTX X MIP Adapter	12.64	756.10
07/31/2018	1788	20180719 repairs	3/4" Brass Coupling	2.42	758.52
07/31/2018	1788	20180719 repairs	3/4" PVC Male Harco Adapter (B)	17.89	776.41
07/31/2018	1788	20180703 repairs	10% markup of materials	53.82	830.23
07/31/2018	1788	20180719 repairs	10% markup of materials	9.25	839.48
08/31/2018	INV# ...	20180801 Repairs	Robert Trotter - Put in meter box on Adeline Way	21.50	860.98
08/31/2018	INV# ...	20180829 repairs	Robert Trotter - Backfilled hole for mainline repair and re...	43.00	903.98
Total Maintenance and Repairs				903.98	903.98
Total Materials and Services				903.98	903.98
<b>TOTAL</b>				<b>903.98</b>	<b>903.98</b>

## Item 4 – Discussion – Water Report

<b>May 2018</b>	<b>June 2018</b>	<b>July 2018</b>	<b>August 2018</b>
Gallons pumped: 467,380	Gallons pumped: 644,200	Gallons pumped: 838,160	Gallons pumped: 1,010,800
Gallons sold: 322,990	Gallons sold: 479,810	Gallons sold: 530,170	Gallons sold: 696,350
Gallons lost: 144,390	Gallons lost: 164,390	Gallons lost: 307,990	Gallons lost: 314,450
Water Loss: 30.89%	<b>Water Loss: 25.52%</b>	<b>Water Loss: 36.75%</b>	Water Loss: 31.11%

9/7/2018

2:51:45PM

Reprinted for: 8/31/2018

# Route 15 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>1,010,800 Gallons</b>
<b>Water Sold This Month</b>	<b>696,350 Gallons</b>
<b>Water Loss</b>	<b>314,450 Gallons</b>
<b>Water Loss (%)</b>	<b>31.11 %</b>

	Amount (\$)	# Of Accounts
Total Water	3,830.81	41
Total Late Charge	9.98	4
Total Disconnect/Reconn	60.00	1
Total Adjustments	-1.66	1
Total Road Surcharge	300.00	30
Total Credit Card Charge	21.00	6
<b>Total Current Charges</b>	<b>4,220.13</b>	<b>41</b>

Amount Past Due 1-30 Days	286.64	4
Amount Past Due 31-60 Days	82.51	1
Amount Past Due Over 60 Days	289.26	2
Amount Of Overpayments/Prepayments	-1,059.59	14
<b>Total Receivables</b>	<b>3,818.95</b>	<b>39</b>

Total Receipts On Account	4,024.45	38
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	16,580	42
Average Water Charge For Active Meters	93.43	41

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		3	192,170		27.60	16.56
40,001-50,000		2	82,260		11.81	7.53
30,001-40,000		1	36,290		5.21	3.44
20,001-30,000		5	117,760		16.91	13.41
10,001-20,000		17	230,120		33.05	37.15
8,001-10,000		1	8,860		1.27	1.96
6,001-8,000		2	13,950		2.00	3.75
4,001-6,000		1	4,950		0.71	1.78
2,001-4,000		2	6,100		0.88	3.38
1-2,000		5	3,890		0.56	7.93
Zero Usage		3	0		0.00	3.10
<b>Total Meters</b>		<b>42</b>	<b>696,350</b>		<b>100.00</b>	<b>100.00</b>

## Item 5 – Action – Grant Award

### Summary of Business Oregon SIPP Grant

- Defined as a “Forgivable Loan” not to exceed \$20k
- If project is completed as described as per contract, at the end it becomes a grant.
- Contractor sends invoices to Tooley. Tooley pays the contractor and then submits to Business Oregon for reimbursement. Tooley should receive reimbursement within 30 days.
- If there are cost overruns Tooley is responsible for completing the project.
- In the event Tooley does not complete the project, Tooley may be liable for repayment of the “forgivable loan”.

### Motion

To accept Order number 2018-09-20-001 and to also authorize Chairperson Carol Mauser to sign on behalf of Tooley Water District the “SAFE DRINKING WATER REVOLVING LOAN FUND FINANCING CONTRACT” as associated with project number “R19002” with the State of Oregon.

### Exhibits C and D of contract

#### EXHIBIT C - PROJECT DESCRIPTION

Recipient will hire a consultant to conduct a leak study and asset plan of its water system. This will address the immediate issue of ongoing system leaks and help determine a path forward to address those issues. Secondly, the plan must identify and explain the current system components/assets and maintenance, and describe options for how to finance future system repair and redevelopment.

#### EXHIBIT D - PROJECT BUDGET

	OBDD Funds	Other / Matching Funds
Activity	Approved Budget	Approved Budget
Asset Mapping	\$12,500	\$0
Leak Detection	\$7,500	0
Total	\$20,000	\$0

## Order Number 2018-09-20-001

[ORDER NUMBER 2018-09-20-001]

**[ORDER] OF THE TOOLEY WATER DISTRICT  
AUTHORIZING A FORGIVABLE LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND  
BY ENTERING INTO A FINANCING CONTRACT  
WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

The Board of the Tooley Water District (the "Recipient") finds:

A. The Recipient is a community water system as defined in Oregon Administrative Rule 123-049-0010.

B. The Safe Drinking Water Act Amendments of 1996, Pub.L. 104-182, as amended (the "Act"), authorize any community or nonprofit non-community water system to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department ("OBDD") to obtain financial assistance from the Safe Drinking Water Revolving Loan Fund.

C. The Recipient has filed an application with the OBDD to obtain financial assistance for a "safe drinking water project" within the meaning of the Act, and the OBDD has approved the Recipient's application for financial assistance from the Safe Drinking Water Revolving Loan Fund.

D. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, substantially in the form attached hereto as Exhibit A.

E. Notice relating to the Recipient's consideration of the adoption of this [Ordinance/Resolution/Order] was published in full accordance with the Recipient's charter and laws for public notification.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Recipient as follows:

1. Financing Loan Authorized. The Governing Body authorizes the Chairperson to execute the Financing Contract (the "Financing Documents") and such other documents as may be required to obtain financial assistance including a loan from the OBDD on the condition that the principal amount of the loan from the OBDD to the Recipient is not more than \$20,000 and the interest rate is not more than 1%, which is eligible for complete principal forgiveness if contract conditions are met. The proceeds of the loan from the OBDD shall be applied solely to the "Costs of the Project" as such term is defined in the Financing Contract.

2. Security. Amounts payable by the Recipient shall be payable from the sources described in Section 4 of the Financing Contract and the Oregon Revised Statutes Section 285A.213(5) which include:

- (a) Amounts withheld under subsection 285A.213(6);
- (b) The general fund of the Recipient;
- (c) Any other source.

3. Additional Documents. The Chairperson is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the OBDD for the Project pursuant to the Financing Documents.

4. Effective Date. This [Order] shall be in force and effect from and after passage by the Governing Body.

DATED this 20th day of September, 2018.

[Tooley Water District]

\_\_\_\_\_  
[Chairperson of the board]

ATTEST:

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board member

\_\_\_\_\_  
Board Member

## Item 6 – Discussion – Authority to Hiland for maintenance work

The board might want to consider whether current authority levels allow for proper response to system maintenance.

Questions to consider:

- How should Hiland handle system maintenance on a routine basis?
- How should Hiland handle system maintenance on an emergency basis?
- Does a board member (or two) need to authorize all system maintenance?
- What happens if Hiland can not reach a board member?
- What does Hiland's maintenance schedule look like?
- Liabilities from system failures

## Item 7 – Discussion – Filing Liens for unpaid/shutoff water services

Discussion whether it makes sense to file a lien against properties of unpaid water bills.

- Costs of filing a lien
  - Wasco County Clerk's Office
    - \$76 for first page
    - \$5 for each subsequent page
  - Attorney to develop lien papers?

If we don't file a lien and the property is sold, Tooley does not have authority to force the new purchaser of the property to pay back fees.

Even if we file a lien, there are situations where we may not get paid (for example, if back taxes are greater than the value of the property)

Currently Hiland initiates the shut off process about 60 days after non-payment. It takes about a month to shut off a service and we are 1 month behind with billing versus usage. Thus Tooley's current liability is approximately 4 months of water services along with the shutoff fees and late fees due to Hiland.

**Item 8 – Action – Resolution 2018-09-20-002**

**Tooley Water District**

4730 Hwy 30, The Dalles, OR 97058

Carol Mauser – Chairman of the Board of Directors  
John Amery – Treasurer of the Board of Directors  
Debby Jones – Secretary of the Board of Directors  
Richard D. Pontow – Member of the Board of Directors  
Dave Pratt – Member of the Board of Directors

Resolution ID: 2018-09-20-002

**Tooley Water District Registered Agent**

**WHEREAS**, the Board of Directors registers Tooley Water District's office at the addresses of 4730 Hwy 30, The Dalles, OR; then

**THEREFORE, BE IT RESOLVED** that the Board of Directors hereby lists John Amery (current board member and treasurer) as it's registered agent in Oregon.

\_\_\_\_\_  
Member of Board of Directors

September 20, 2018  
Date

\_\_\_\_\_  
Member of Board of Directors

## Item 9 – Review – Board Member Reimbursements

- John Amery – \$5.60 – Staples – July Board Meeting Agenda copies
- John Amery - \$4.48 – Staples – August Board Meeting Agenda copies

  
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262626 00 026 09745  
 Receipt #: 09745      07/19/2018 14:22

Qty	Description	Amount
50	X BW SS MBL LTR - 233550	5.50
5	X SS STAPLE - 233592	0.10
	SubTotal	5.60
	Taxes	0.00
	Total	USD \$5.60

  
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262626 00 026 10061  
 Receipt #: 10061      08/16/2018 13:02

Qty	Description	Amount
40	X BW SS MBL LTR - 233550	4.40
4	X SS STAPLE - 233592	0.08
	SubTotal	4.48
	Taxes	0.00
	Total	USD \$4.48

## Item 10 – Discussion – Next Meeting

Next board meeting will take place October 18

Location: NWCPUD board room

**Meeting Adjourned**