

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 11/13/18)

Meeting Date: Thursday, November 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

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
Thursday, October 18, 2018

Present: John Amery, Debby Jones, Richard Pontow, Carol Mauser, Dave Pratt

Carol opened the meeting at 7:03 pm. Carol asked for any additions to the agenda. John asked to add information on filing a lien as well as update on grant acceptance. These items were determined to be added on at the end of the financial report. John made a motion to approve agenda as amended. Debby seconded. Motion approved unanimously.

Carol asked for a motion on the September minutes. Debby made a motion to approve the minutes. Dave seconded. Motion approved unanimously.

John updated the board on the financial report.

Checking account:	\$38,587.38
Savings:	\$8,394.28

John updated board members on the checks. John shared a check written to him that covered the charges for the website. There were no charges that were outside of the normal monthly expenses. Hiland did not have any maintenance charges during the period. Financials are on track. John shared that our insurance agency will do an evaluation on our assets which we can compare to the report Hiland shared previously.

John shared that the city does use a lien process. Chenowith Irrigation does not. Seal Rock shared that their process includes a shutoff after 3 months. After a year they physically remove the meter and it is declared an abandoned service. This opens the opportunity for new revenue. John questioned if Tooley Water District utilized system development funds. Debby shared that she thought when she moved in that there was a flat-water hookup rate. John looked up the bylaws. Bylaws indicated a \$5,000 hook up charge. John will follow-up to determine if system development charges are different than the hook up fee. Board members discussed the possible situation of a property owner that has moved or died, and water has been shut off, does the base fee continue? Issue will be discussed at another meeting.

John made a motion that the board authorize all board members to sign in order to meet the SIPP grant acceptance. Debby seconded. Motion passed unanimously.

John shared that there was a 54.79% water loss reported this last month. Richard made the possible suggestion that there could possibly be a crack in the reservoir.

Board discussed the option of having a business credit card. Debby made a motion to authorize John Amery to fill out a credit application with U.S. Bank in the name of Tooley Water District. John seconded. Amery, Jones and Mauser voted yes. Pontow and Pratt voted no. Motion approved 3-2.

Brief discussion was held on authorizing Hiland for maintenance work. Item tabled for a future meeting.

John updated board on reimbursements. Dave made a motion to reimburse John. Debby seconded. Motion approved unanimously.

Next meeting is scheduled for November 15. Meeting adjourned at 8:11 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 11/13/18

Washington Federal.
invested here.

 [mobile](#) | [activity](#) | [settings](#)

Accounts Transfers Pay Bills ▶ Pay People ▶ MoneySync ▶ eStatements


Welcome, John Amery. Your last login was 11/13/2018 5:04 PM Eastern Standard Time.

Accounts



Checking, Savings, CDs

Account

	Available Balance	Current Balance
Business Money Market	\$38,587.38	\$38,587.38
Stellar Business Int. Checking	\$9,627.01	\$9,627.01
Total 	\$48,214.39	\$48,214.39

Recent Savings Transactions

No Savings Transactions occurred since last board meeting

Recent Checking Transactions

Tooley Water District

11/12/2018 10:43 AM

Register: Checking at Washington Federal

From 10/15/2018 through 11/12/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2018	2140	SDAO	Materials and Services:...	SDAO Member...	135.00	X		5,757.44
10/15/2018	2141	John Amery	Materials and Services:...	reimbursement ...	114.05	X		5,643.39
10/15/2018	2142	John Amery	Materials and Services:...	reimbursement ...	8.35	X		5,635.04
10/20/2018		Washington Federal	Interest Income			X	0.12	5,635.16
10/31/2018	2150	David Pratt	Personal Services:Boar...	October Board ...	50.00			5,585.16
10/31/2018	2151	Carol Mauser	Personal Services:Boar...	October Board ...	50.00			5,535.16
10/31/2018	2152	Debby Jones	Personal Services:Boar...	October Board ...	50.00			5,485.16
10/31/2018	2153	John Amery	Personal Services:Boar...	October Board ...	50.00			5,435.16
10/31/2018	2154	Richard Pontow	Personal Services:Boar...	October Board ...	50.00			5,385.16
11/10/2018	2155	Hiland Water Corp	Accounts Payable	Invoice 1869 - ...	1,772.50			3,612.66

Profit and Loss Budget vs. Actual

12:01 PM
11/12/18
Accrual Basis

Tooley Water District Profit & Loss Budget Performance

Changed reporting
cycle to include all
transactions during
month

October 2018

	Oct 18	Budget	% of Bu...	Jul - Oct...	YTD Bu...	% of Bu...	Annual ...
Ordinary Income/Expense							
Income							
Water Revenue							
Customer CC Passthrough	0.00	0.00	0.0%	35.00	0.00	100.0%	0.00
Water Revenue - Other	2,930.38	3,362.12	87.2%	12,569.14	12,113.30	103.8%	36,081.00
Total Water Revenue	<u>2,930.38</u>	<u>3,362.12</u>	<u>87.2%</u>	<u>12,604.14</u>	<u>12,113.30</u>	<u>104.1%</u>	<u>36,081.00</u>
Total Income	2,930.38	3,362.12	87.2%	12,604.14	12,113.30	104.1%	36,081.00
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Materials and Services							
Computer and Internet Expenses	114.05	0.00	100.0%	114.05	125.00	91.2%	125.00
Copies	8.35	12.00	69.6%	18.43	48.00	38.4%	200.00
Dues and Fees	135.00	58.33	231.4%	193.01	233.36	82.7%	700.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Maintenance and Repairs	0.00	416.66	0.0%	1,376.52	1,666.64	82.6%	5,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	329.34	0.00	100.0%	300.00
Office Supplies	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
Operating Expenses							
Customer CC pass through	0.00	0.00	0.0%	52.50	0.00	100.0%	0.00
Disconnect Fee	0.00	0.00	0.0%	60.00	0.00	0.0%	0.00
Hiland Base Maintenance Fee	1,755.00	1,755.00	100.0%	6,980.00	7,020.00	99.4%	21,060.00
Total Operating Expenses	<u>1,755.00</u>	<u>1,755.00</u>	<u>100.0%</u>	<u>7,092.50</u>	<u>7,020.00</u>	<u>101.0%</u>	<u>21,060.00</u>
Postage and Delivery	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
Total Materials and Services	2,012.40	2,258.65	89.1%	9,123.85	9,159.64	99.6%	29,585.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	950.00	1,000.00	95.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	83.32	0.0%	250.00
Crime Bond	0.00	0.00	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
Total Personal Services	<u>250.00</u>	<u>270.83</u>	<u>92.3%</u>	<u>1,634.90</u>	<u>1,807.56</u>	<u>90.4%</u>	<u>3,974.24</u>
Total Expense	<u>2,262.40</u>	<u>2,529.48</u>	<u>89.4%</u>	<u>10,758.75</u>	<u>10,967.20</u>	<u>98.1%</u>	<u>38,559.24</u>
Net Ordinary Income	667.98	832.64	80.2%	1,845.39	1,146.10	161.0%	-2,478.24
Other Income/Expense							
Other Income							
Interest Income	0.12	0.28	42.9%	18.20	17.47	104.2%	39.00
Total Other Income	<u>0.12</u>	<u>0.28</u>	<u>42.9%</u>	<u>18.20</u>	<u>17.47</u>	<u>104.2%</u>	<u>39.00</u>
Net Other Income	0.12	0.28	42.9%	18.20	17.47	104.2%	39.00
Net Income	<u><u>668.10</u></u>	<u><u>832.92</u></u>	<u><u>80.2%</u></u>	<u><u>1,863.59</u></u>	<u><u>1,163.57</u></u>	<u><u>160.2%</u></u>	<u><u>-2,439.24</u></u>

Balance Sheet Previous Year Comparison

10:47 AM
11/12/18
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of November 12, 2018

	Nov 12, 18	Nov 12, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	3,612.66	4,900.95	-1,288.29	-26.3%
Savings at Washington Federal	38,587.38	32,089.18	6,498.20	20.3%
Total Checking/Savings	<u>42,200.04</u>	<u>36,990.13</u>	<u>5,209.91</u>	<u>14.1%</u>
Total Current Assets	<u>42,200.04</u>	<u>36,990.13</u>	<u>5,209.91</u>	<u>14.1%</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>291,500.04</u>	<u>286,290.13</u>	<u>5,209.91</u>	<u>1.8%</u>
LIABILITIES & EQUITY				
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	1,863.59	3,665.75	-1,802.16	-49.2%
Total Equity	<u>291,500.04</u>	<u>286,290.13</u>	<u>5,209.91</u>	<u>1.8%</u>
TOTAL LIABILITIES & EQUITY	<u>291,500.04</u>	<u>286,290.13</u>	<u>5,209.91</u>	<u>1.8%</u>

Maintenance and Repairs - Details

11:05 AM

11/12/18

Accrual Basis

Tooley Water District Maintenance and Repairs details

July 2018 through June 2019

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
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	20180719 repairs	Service Truck	48.75	618.25
07/31/2018	1788	20180703 repairs	Consolidated Supply - 2" x close SS Nipple (2), 2" brass ...	65.76	684.01
07/31/2018	1788	20180703 repairs	2" DI gate valve	252.00	936.01
07/31/2018	1788	20180703 repairs	910 Valve box with lid - 18"	48.42	984.43
07/31/2018	1788	20180703 repairs	2" Harco UTC (G) (2.32 - 2.4)	57.61	1,042.04
07/31/2018	1788	20180703 repairs	2" Brass Threaded Street 90	31.87	1,073.91
07/31/2018	1788	20180703 repairs	2" MIP X PJ PVC	82.56	1,156.47
07/31/2018	1788	20180719 repairs	3/4" FIPXMTR Angle Stop	38.23	1,194.70
07/31/2018	1788	20180719 repairs	3/4" 110 CTS X MIP 90	16.36	1,211.06
07/31/2018	1788	20180719 repairs	3/4" Wirsbo Pex	1.15	1,212.21
07/31/2018	1788	20180719 repairs	3/4" CTS (.657) Stainless Stifner (qty 2)	3.79	1,216.00
07/31/2018	1788	20180719 repairs	3/4" 110 CTS X MIP Adapter	12.64	1,228.64
07/31/2018	1788	20180719 repairs	3/4" Brass Coupling	2.42	1,231.06
07/31/2018	1788	20180719 repairs	3/4" PVC Male Harco Adapter (B)	17.89	1,248.95
07/31/2018	1788	20180703 repairs	10% markup of materials	53.82	1,302.77
07/31/2018	1788	20180719 repairs	10% markup of materials	9.25	1,312.02
08/31/2018	INV# ...	20180801 Repairs	Robert Trotter - Put in meter box on Adeline Way	21.50	1,333.52
08/31/2018	INV# ...	20180829 repairs	Robert Trotter - Backfilled hole for mainline repair and re...	43.00	1,376.52
Total Maintenance and Repairs				1,376.52	1,376.52
Total Materials and Services				1,376.52	1,376.52
TOTAL				1,376.52	1,376.52

Item 4 – Discussion – Water Report

July 2018	August 2018	September 2018	October 2018
Gallons pumped: 838,160	Gallons pumped: 1,010,800	Gallons pumped: 963,430	Gallons pumped: 1,626,050
Gallons sold: 530,170	Gallons sold: 696,350	Gallons sold: 435,530	Gallons sold: 347,190
Gallons lost: 307,990	Gallons lost: 314,450	Gallons lost: 527,900	Gallons lost: 1,278,860
Water Loss: 36.75%	Water Loss: 31.11%	Water Loss: 54.79%	Water Loss: 78.65%

It should be noted that Hiland Water located (and fixed) the source of a major leak this month. A valve had ruptured and was releasing a consider volume of water.

Item 5 – Discussion – Grant acceptance completed

It took a while... however Tooley Water District has completed filing the forms for our acceptance of the SIPP Grant from Business Oregon.

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 – Insurance audit / analysis

Tooley Water District's Insurance underwriter has performed a walkthrough of Tooley Water District facilities. We expect to see an analysis of their valuation of Tooley facilities soon.

Item 8 – Discussion – Next Meeting

Next board meeting will take place November 15

Location: NWCPUD board room

Meeting Adjourned