

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 5/13/19)

Meeting Date: Wednesday, May 16, 2019 7:00pm

or directly after budget meeting

Location: NWCPUD (Northern Wasco County PUD) 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

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 5/13/19

Washington Federal.
invested here.

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

- Accounts
- Transfers
- Pay Bills ▶
- Send Money with Zelle® ▶
- MoneySync ▶
- eStatements

Welcome, John Amery. Your last login was 5/12/2019 9:05 PM Eastern Daylight Time.

Accounts



Checking, Savings, CDs

Account	Available Balance	Current Balance
Business Money Market	\$42,831.05	\$42,831.05
Stellar Business Int Checking	\$8,218.39	\$8,218.39
Total ⓘ	\$51,049.44	\$51,049.44

Recent Savings Transactions

Tooley Water District

5/12/2019 6:26 PM

Register: Savings at Washington Federal

From 04/15/2019 through 05/12/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/30/2019			Checking at Washingto...	Funds Transfer ...	X		4,224.42	42,831.05

Recent Checking Transactions

Tooley Water District

5/12/2019 6:25 PM

Register: Checking at Washington Federal

From 04/15/2019 through 05/12/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/20/2019		Washington Federal	Interest Income			X	0.32	9,024.42
04/30/2019	2178	Carol Mauser	Personal Services:Boar...	April Board M...	50.00	M		8,974.42
04/30/2019	2179	David Pratt	Personal Services:Boar...	April Board M...	50.00			8,924.42
04/30/2019	2180	Debby Jones	Personal Services:Boar...	April Board M...	50.00			8,874.42
04/30/2019	2181	John Amery	Personal Services:Boar...	April Board M...	50.00			8,824.42
04/30/2019	2182	Richard Pontow	Personal Services:Boar...	April Board M...	50.00			8,774.42
04/30/2019			Savings at Washington ...	Funds Transfer ...	4,224.42	X		4,550.00
05/09/2019		Hiland Water Corp	Water Revenue	External Depos...		X	3,268.39	7,818.39
05/09/2019	2183	Hiland Water Corp	Accounts Payable	INV# 2036	2,461.06			5,357.33

Profit and Loss Budget vs. Actual

6:31 PM

05/12/19

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

April 2019

	Apr 19	Budget	% of Budget	Jul '18 - Apr 19	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Customer CC Passthrough	0.00	0.00	0.0%	52.50	0.00	100.0%	0.00
Water Revenue - Other	2,256.48	4,418.06	51.1%	29,562.93	31,018.04	95.3%	36,081.00
Total Water Revenue	2,256.48	4,418.06	51.1%	29,615.43	31,018.04	95.5%	36,081.00
Total Income	2,256.48	4,418.06	51.1%	29,615.43	31,018.04	95.5%	36,081.00
Expense							
Capital Improvements	0.00	0.00	0.0%	39.80	0.00	100.0%	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	125.00	91.2%	125.00
Copies	0.00	12.00	0.0%	18.43	120.00	15.4%	200.00
Dues and Fees	495.00	58.33	848.6%	718.01	583.34	123.1%	700.00
Liability Insurance	0.00	0.00	0.0%	1,618.00	2,000.00	80.9%	2,000.00
Maintenance and Repairs	183.06	416.66	43.9%	1,860.59	4,166.60	44.7%	5,000.00
Network Monitoring Maintenance	0.00	300.00	0.0%	329.34	300.00	109.8%	300.00
Office Supplies	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
Operating Expenses							
Customer CC pass through	28.00	0.00	100.0%	168.00	0.00	100.0%	0.00
Disconnect Fee	0.00			60.00			
Hiland Base Maintenance Fee	1,755.00	1,755.00	100.0%	17,510.00	17,550.00	99.8%	21,060.00
Total Operating Expenses	1,783.00	1,755.00	101.6%	17,738.00	17,550.00	101.1%	21,060.00
Postage and Delivery	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
Total Materials and Services	2,461.06	2,558.65	96.2%	22,396.42	25,011.54	89.5%	29,585.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,950.00	2,500.00	78.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	208.30	0.0%	250.00
Crime Bond	0.00			120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	0.00			564.90	624.24	90.5%	624.24
Total Personal Services	250.00	270.83	92.3%	2,634.90	3,432.54	76.8%	3,974.24
Total Expense	2,711.06	2,829.48	95.8%	25,071.12	28,444.08	88.1%	46,059.24
Net Ordinary Income	-454.58	1,588.58	-28.6%	4,544.31	2,573.96	176.5%	-9,978.24
Other Income/Expense							
Other Income							
Interest Income	0.32	9.86	3.2%	39.23	38.09	103.0%	39.00
Total Other Income	0.32	9.86	3.2%	39.23	38.09	103.0%	39.00
Net Other Income	0.32	9.86	3.2%	39.23	38.09	103.0%	39.00
Net Income	-454.26	1,598.44	-28.4%	4,583.54	2,612.05	175.5%	-9,939.24

Balance Sheet Previous Year Comparison

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05/12/19

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of May 12, 2019

	<u>May 12, 19</u>	<u>May 12, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	5,357.33	7,099.63	-1,742.30	-24.5%
Savings at Washington Federal	42,831.05	32,105.19	10,725.86	33.4%
Total Checking/Savings	<u>48,188.38</u>	<u>39,204.82</u>	<u>8,983.56</u>	<u>22.9%</u>
Total Current Assets	<u>48,188.38</u>	<u>39,204.82</u>	<u>8,983.56</u>	<u>22.9%</u>
Fixed Assets				
Tooley Fixed Assets	<u>249,300.00</u>	<u>249,300.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>249,300.00</u>	<u>249,300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>297,488.38</u>	<u>288,504.82</u>	<u>8,983.56</u>	<u>3.1%</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	<u>7,851.93</u>	<u>5,880.44</u>	<u>1,971.49</u>	<u>33.5%</u>
Total Equity	<u>297,488.38</u>	<u>288,504.82</u>	<u>8,983.56</u>	<u>3.1%</u>
TOTAL LIABILITIES & EQUITY	<u>297,488.38</u>	<u>288,504.82</u>	<u>8,983.56</u>	<u>3.1%</u>

Maintenance and Repairs - Details

6:28 PM

05/12/19

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 CTX 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
11/30/2018	1894	20181106 Repairs	Aaron Olson - Locate and repair leak on service line.	260.00	1,636.52
11/30/2018	1894	20181106 Repairs	Home Depot - Coupling and Ball Valve	34.55	1,671.07
11/30/2018	1894	20181106 Repairs	10% markup on items purchased	6.46	1,677.53
04/30/2019	INV 2...	20190418 Repairs	Robert Trotter - Changed meter at 4728 Simonelle	32.25	1,709.78
04/30/2019	INV 2...	20190418 Repairs	Service Truck	11.25	1,721.03
04/30/2019	INV 2...	20190418 Repairs	Consolidated Supply - (2) 5/8" gallon meters	126.87	1,847.90
04/30/2019	INV 2...	20190418 Repairs	10% markup of meters	12.69	1,860.59
Total Maintenance and Repairs				1,860.59	1,860.59
Total Materials and Services				1,860.59	1,860.59
TOTAL				1,860.59	1,860.59

Item 4 – Discussion – Water Report

January 2019	February 2019	March 2019	April 2019
Gallons pumped: 140,970	Gallons pumped: 243,000	Gallons pumped: 209,450	Gallons pumped: 138,060
Gallons sold: 105,340	Gallons sold: 185,640	Gallons sold: 145,690	Gallons sold: 119,480
Gallons lost: 36,630	Gallons lost: 57,360	Gallons lost: 63,760	Gallons lost: 18,580
Water Loss: 25.28%	Water Loss: 23.61 %	Water Loss: 30.44%	Water Loss: 13.46%

Item 5 – OHA Fee

Tooley Water district was assigned a fee of \$450 from Oregon Health Authority. This fee was assigned to Hiland Water which was then passed on to Tooley Water District at a 10% markup.

This fee was for OHA to provide an analysis of the Tooley Water District system. If you remember, Tooley Water District received a rating of “Outstanding Performance”. Because Tooley Water district received this high rating we are not required to perform an additional analysis for another 5 years.

Hiland Water District did not charge Tooley Water District for their time in working with OHA. However they did mark up the bill from OHA by 10% and pass it on to Tooley.

Item 6 – Action – Proposed Hiland Contract

Motion to authorize Carol to sign the proposed Hiland contract for fiscal year 2019/20



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May 13, 2019

This letter will acknowledge an agreement between Tooley Water District (to be referred as Tooley) and Hiland Water Corporation (to be referred as Hiland). Hiland agrees to continue the operation of Tooley for the period of July 2019 through June 2020. A Hiland staff person will visit the water system at least once every two weeks and operation of the water system will consist of the following tasks:

1. Each visit - Check / maintain proper chlorination levels
2. Each visit - Log changes made to system
3. Each visit - Check and replenish chlorine supplies
4. Each visit - Visually and audibly inspect mechanics and equipment in pumphouses. Escalate any immediate problems.
5. Monthly - Log system water usage / loss
6. Monthly - Read meters
7. Monthly - Bill Tooley Water District customers
8. Monthly - Report to Board with
 - o System water usage / loss
 - o Customer payment
 - o New issues / concerns
9. Quarterly - Walk / Drive system looking for signs of problems
10. Per state schedule - water testing (labor to take samples and deliver to lab)
11. Twice annually – Open/flush the two existing dead-end line valves
12. Annually - Consumer confidence report
13. Annually - Updates / new recommendations for capital improvement due to changes that have occurred over the past year

Hiland will be responsible to maintain water delivery to customers, operate and maintain equipment and distribution lines, fulfill water testing requirements as mandated by Oregon Drinking Water Program, meter reading, billing customers of Tooley, payment collection, generation of the annual water quality reports as mandated by Oregon DWP at the appropriate time of year, paying electricity bills, laboratory fees, maintenance bills and provision of liquid chlorine. Other costs incurred by Hiland will be subject to reimbursement and applicable markup as shown in the T&M schedule below, including but not limited to Sensaphone subscription fees and OHA fees (sanitary survey fees and annual cross connection fees).

Monies collected by Hiland from Tooley customers will be paid to Tooley. The agreed upon monthly Operating Expense in the amount of \$1,800.00 will then be paid back to Hiland with any additional collection costs (i.e.: credit cards payment fees, meter valve shut off and/or meter valve turn on fees, activation fees) by Tooley. Should not enough money be collected to pay the entire agreed upon monthly operating expense, the balance will be carried forward to be paid when enough money becomes available to pay the accrued balance to Hiland. Tooley agrees to pay off any balance

of the yearly Operating Expense bill at the end of the fiscal year (June 30, 2020) or at an earlier date if this agreement should be terminated. The bylaws of Tooley contain language that sets forth water shut off and billing policies. Tooley has adopted the policies of Hiland which are stated in Tooley by-laws amended October 24, 2008. Hiland agrees to not make any improvements or upgrades in the Tooley system without prior approval by the Tooley Board of Directors.

Disinfection of Tooley water supply is currently accomplished by means of the use of liquid Sodium Hypochlorite 12.5%. Hiland agrees to obtain and furnish the necessary quantities of liquid Sodium Hypochlorite 12.5%. Tooley Board of Directors will continue to assist with reading of chlorine residuals in the water supply.

Unless otherwise quoted, work performed for emergency repairs and other services not specified as part of the base monthly fee will be charged according to the following Time and Materials schedule:

Category/Personnel	2019-2020 Rates
Micah Olson	\$91.00
Silas Olson	\$81.00
Melvin Olson	\$70.00
Aaron Olson	\$70.00
Matt Olson	\$62.00
Paul Howard	\$56.00
Tina Stringfield	\$56.00
JJ Olson	\$56.00
Devin Geiger	\$56.00
Joel Ellis	\$48.00
Robert Trotter	\$48.00
Curtis Olson	\$48.00
Matt Thompson	\$48.00
Daniel Fornier	\$39.00
Jasmine Field	\$39.00
Eve Elias	\$39.00
Utility Worker III	\$56.00
Utility Worker II	\$48.00
Utility Worker I	\$39.00
Vacuum Excavation Trailer on site	\$50.00
Service Truck on site	\$20.00
2-yard Dump Truck on site	\$20.00
Parts, materials, equipment rental, & other non-labor	Cost + 10%

*Drive time will not be billed for T&M services

This agreement may be terminated by either party with written 60 day termination notification.

Signed by Representative of Hiland Water Corporation, Newberg, Oregon

_____ Date _____

Signed by Representatives of Tooley Water District, The Dalles, Oregon

_____ Date _____

_____ Date _____

Item 7 – Discussion – Hiland Meter Replacement

Completed on 4/18.

Item 8 – Action – Insurance Audit / Analysis

Increase of insurance rates by \$110 / year guarantees we have proper coverage for a rebuild or equal facilities.

Item 9 – Discussion – Sexton Estate

A \$307 payment was made on the sexton account. It would appear the estate is intending to pay off this balance such that their meter is not abandoned.

Item 10 – Discussion – Next Meeting

Next board meeting will take place June 20

Location: NWCPUD board room

Meeting Adjourned