

Tooley Water District Board Meeting Agenda

Version 2.0 (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

| | |
|---|----|
| 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 – OHA Fee..... | 9 |
| Item 6 – Action – Proposed Hiland Contract..... | 9 |
| Item 7 – Discussion – Hiland Meter Replacement..... | 12 |
| Item 8 – Action – Insurance Audit / Analysis..... | 12 |
| Item 9 – Discussion – Sexton Estate..... | 12 |
| Item 10 – Discussion – Next Meeting | 12 |

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
April 17, 2019 Board Meeting
Harding House

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

Carol opened the meeting at 7:01 pm and asked for any additions to the agenda. None were brought forward. Debby made a motion to approve the agenda as presented. Richard seconded. Motion approved unanimously.

Carol asked for approval of the March board meeting minutes. John made a brought up that the agent of record is Breanna for the representative as opposed to Mike Courtney. John made a motion to approve the minutes with the identified changes. Debby seconded. Motion unanimously.

John shared the financial report:

| | |
|------------------|-------------|
| Checking account | \$11,193.10 |
| Savings account | \$38,606.63 |

John updated the board on checks that had been written over the past month. He also shared the Profit and loss statement which indicated that the budget was on target and that revenue was up 103% compared to same time last year. Slightly less revenue received this month. Balance sheet was in line for budget projections. There were no maintenance charges in March. Carol asked a question regarding our reserves. John shared that he balanced the budget based on our reserves.

The water loss report indicated that the water loss was up slightly to 30.44%.

John shared that Hiland had contacted him in writing with a monthly increase in the monthly fee of \$1,755 to \$1,800, an increase of \$45 a month and an annual increase of \$540. Hourly rates for maintenance and repair work also increased. Debby made a motion for John to move forward in accepting and developing next years contract with Hiland based on the price sheet that was provided. Richard seconded. Motion approved.

Hiland is scheduled to replace the two meters that were requested to be replaced on April 18.

No update on the insurance audit/analysis.

Correspondence was shared from Hiland regarding the Sexton Estate. The executor, Harry McNall does not feel that he should be charged the base water rate any longer due to the house being inhabitable and no water is being used at this time. McNall asked if there was a fee for taking out the meter. Board members read through the district bylaws regarding the issue. Board members discussed the difference between temporary shut off water as opposed to a lot being vacated. Members discussed what "termination" in the district means. John shared some potential resolutions to be considered regarding the issue. Resolution drafts included a meter abandonment resolution and a resolution regarding "Hook Up Fee" on "Abandoned" meters.

Richard left the meeting at 8:30 pm

Board continued meter abandonment issue.

Debby made the motion to approve Resolution ID: 2019-01 – Meter Abandonment

Whereas it is the responsibility of Tooley Water District's board to define policy;

Whereas in the event a Tooley water district member fails to pay their water bill causing the water to be turned off for a period of one year; then

Therefore, be it resolved that Tooley Water District will determine that member has “abandoned” their water access to Tooley Water District. Tooley Water District will cease any additional monthly billing and will pay to remove the meter serving that member's property.

John seconded. Motion approved unanimously.

John made a motion to approve Resolution 2019-02 – Hook Up Fee regarding abandoned meters

Whereas it is the responsibility of Tooley Water District's board to define policy;

Whereas Tooley Water District has a policy or resolution that defines “abandonment”;

Whereas Tooley Water District has set a cost value for a “Hook-up fee” in their by-laws; then

Therefore, be it resolved that any Tooley Water District member whose meter has been determined to have been “abandoned” such that their meter had to be removed will be required to pay the current “Hook-up fee” rate as defined by Tooley Water District's by-laws.

Dave seconded. Motion approved unanimously.

John updated the board on the grant. One submission has been received at this time and it was entered in as a quote as opposed to a proposal. John communicated with the submitter that there needed to be a proposal. John shared questions from the submitter that included not just the water loss but also the actual location of the district's water lines.

John updated the board on the budget committee. Two positions had termed out. Both individuals were contacted and expressed interest in continuing as members of the budget committee. John made a motion to appoint Larry Russ to position 3 and Kay Pratt to position 4. Debby seconded. Motion approved. Dave abstained.

Board set Thursday, May 16 at 5 pm for the budget committee meeting and the budget hearing to be held on Thursday, June 20 at 5 pm.

Board briefly discussed potential of raising rates.

The board received a Freedom of Information request. The request was employment records. John responded back that the district did not have any employees.

Carol announced that the next board meeting will be held on Thursday, May 16 at a to be determined location. Meeting adjourned at 9:15 pm.

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

6:27 PM
05/12/19
Accrual Basis

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

| | May 12, 19 | May 12, 18 | \$ Change | % Change |
|---------------------------------------|-------------------|-------------------|-----------------|-------------|
| 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 | 48,188.38 | 39,204.82 | 8,983.56 | 22.9% |
| Total Current Assets | 48,188.38 | 39,204.82 | 8,983.56 | 22.9% |
| 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 | 297,488.38 | 288,504.82 | 8,983.56 | 3.1% |
| 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 | 7,851.93 | 5,880.44 | 1,971.49 | 33.5% |
| Total Equity | 297,488.38 | 288,504.82 | 8,983.56 | 3.1% |
| TOTAL LIABILITIES & EQUITY | 297,488.38 | 288,504.82 | 8,983.56 | 3.1% |

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



Phone: 503-554-8333
1-855-554-8333 (TF)
Mail: P.O. Box 699
Newberg, OR 97132
Email: info@hilandwater.com
Internet: www.hilandwater.com

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