

Tooley Water District Board Meeting Agenda

Version 2.0 (updated 6/16/19)

Meeting Date: Thursday, June 29, 2019 7:00pm

directly after budget hearing

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

Tooley Water District Minutes
Board Meeting – 5/16/19

Meeting called to order at 6:27pm by Carol Mauser

Present were David Childs, Richard Pontow, Carol Mauser, John Amery and Kay Pratt. By phone Debby Jones and David Pratt

Mr. Pratt made a motion to accept the agenda as presented, Mr. Amery 2nd. Motion approved unanimously.

Mr. Amery made a motion to accept the minutes as presented. Mr. Pratt 2nd. Motion approved unanimously.

Mr. Amery presented current financial reports.

Mr. Amery presented that water loss was down to 13.46%. Mr. Amery suggested that he was unable to explain why water loss was so low. Perhaps a mistake was made in the readings from Hiland.

Mrs. Jones asked about the meters Hiland used to replace the faulty ones. Mr. Amery responded that Hiland replaced them with new meters. There was discussion whether Tooley Water District should simply get rid of the old meters we have in stock if they can't be trusted.

Mr. Amery reviewed the \$500 unexpected charge from OHA regarding Tooley's Report

Mr. Amery reviewed Hiland Water's new contract changes.

Mr. Amery made a motion to authorize Carol to sign on behalf of Tooley Water District the Hiland Water new contract for fiscal year 2019/2020 as presented. Mr. Pratt 2nded the motion. Motion passed unanimously.

Mr. Amery represented that Hiland completed the meter replacement on 4/18

Mr. Pratt made a motion to increase Tooley Water District's insurance to the new plan which guarantees coverage as associated with the Stratton Insurance appraisal. Mr. Pontow 2nd. Motion passed unanimously.

Mr. Amery updated the board that the sexton estate had made a \$307 payment.

Carol adjourned the meeting at 6:47pm


Next meeting date to be June 20th.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 6/17/19

Washington Federal.
invested here.

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

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


Welcome, John Amery. Your last login was 6/17/2019 1:21 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	\$8,081.80	\$8,081.80
Total 	\$50,912.85	\$50,912.85

Recent Savings Transactions

There were no recent savings transactions

Recent Checking Transactions

Tooley Water District

6/17/2019 1:22 PM

Register: Checking at Washington Federal

From 05/12/2019 through 06/17/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/21/2019		Washington Federal	Interest Income			X	0.14	5,357.47
05/31/2019	2186	Carol Mauser	Personal Services:Boar...	May Board Me...	50.00			5,307.47
05/31/2019	2187	David Pratt	Personal Services:Boar...	May Board Me...	50.00			5,257.47
05/31/2019	2188	Debby Jones	Personal Services:Boar...	May Board Me...	50.00			5,207.47
05/31/2019	2189	John Amery	Personal Services:Boar...	May Board Me...	50.00			5,157.47
05/31/2019	2190	Richard Pontow	Personal Services:Boar...	May Board Me...	50.00			5,107.47
06/10/2019	2184	United States Postal ...	Materials and Services:...	60 stamps	33.00	X		5,074.47
06/11/2019		Hiland Water Corp	Water Revenue	External Depos...		X	2,707.33	7,781.80
06/11/2019	2191	Hiland Water Corp	Accounts Payable		2,504.90			5,276.90
06/11/2019	2192	Hire Electric	Accounts Payable		312.50			4,964.40
06/11/2019	2193	Wasco County	Accounts Payable	County Clerk - ...	28.82			4,935.58
06/16/2019	2194	John Amery	-split-	Reimbursement...	86.77			4,848.81
			Copies	October board ...	-4.48			
			Copies	November boar...	-2.70			
			Copies	February board...	-3.92			
			Copies	March board m...	-4.90			
			Copies	April board me...	-6.70			
			Copies	May board and ...	-24.12			
			Boardmember training/...	Pizza for May ...	-39.95			
06/17/2019	2185	David Pratt	Personal Services:Boar...	replacement ch...	50.00			4,798.81
06/17/2019	5R	David Pratt	Personal Services:Boar...	Reverse of GJE...		X	50.00	4,848.81

Profit and Loss Budget vs. Actual

1:53 PM

06/17/19

Budgets reflect end of June
however date of report run
before end of month

Tooley Water District Profit & Loss Budget Performance

July 2018 through June 2019

Accrual Basis

	Jul '18 - Jun 19	Budget	% of Budget	Jul '18 - Jun 19	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Customer CC Passthrough	52.50	0.00	100.0%	52.50	0.00	100.0%	0.00
Water Revenue - Other	35,538.65	36,081.00	98.5%	35,538.65	36,081.00	98.5%	36,081.00
Total Water Revenue	35,591.15	36,081.00	98.6%	35,591.15	36,081.00	98.6%	36,081.00
Total Income	35,591.15	36,081.00	98.6%	35,591.15	36,081.00	98.6%	36,081.00
Expense							
Capital Improvements	39.80	5,000.00	0.8%	39.80	5,000.00	0.8%	5,000.00
Contingency	0.00	7,500.00	0.0%	0.00	7,500.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	114.05	125.00	91.2%	114.05	125.00	91.2%	125.00
Copies	65.25	200.00	32.6%	65.25	200.00	32.6%	200.00
Dues and Fees	746.83	700.00	106.7%	746.83	700.00	106.7%	700.00
Liability Insurance	1,618.00	2,000.00	80.9%	1,618.00	2,000.00	80.9%	2,000.00
Maintenance and Repairs	2,908.99	5,000.00	58.2%	2,908.99	5,000.00	58.2%	5,000.00
Network Monitoring Maintenance	329.34	300.00	109.8%	329.34	300.00	109.8%	300.00
Office Supplies	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
Operating Expenses							
Customer CC pass through	182.00	0.00	100.0%	182.00	0.00	100.0%	0.00
Disconnect Fee	60.00	60.00	100.0%	60.00	60.00	100.0%	60.00
Hiland Base Maintenance Fee	19,265.00	21,060.00	91.5%	19,265.00	21,060.00	91.5%	21,060.00
Total Operating Expenses	19,507.00	21,060.00	92.6%	19,507.00	21,060.00	92.6%	21,060.00
Postage and Delivery	33.00	100.00	33.0%	33.00	100.00	33.0%	100.00
Total Materials and Services	25,322.46	29,585.00	85.6%	25,322.46	29,585.00	85.6%	29,585.00
Personal Services							
Boardmember Incentives	2,200.00	3,000.00	73.3%	2,200.00	3,000.00	73.3%	3,000.00
Boardmember training/meetings	39.95	250.00	16.0%	39.95	250.00	16.0%	250.00
Crime Bond	120.00	100.00	120.0%	120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	564.90	624.24	90.5%	564.90	624.24	90.5%	624.24
Total Personal Services	2,924.85	3,974.24	73.6%	2,924.85	3,974.24	73.6%	3,974.24
Total Expense	28,287.11	46,059.24	61.4%	28,287.11	46,059.24	61.4%	46,059.24
Net Ordinary Income	7,304.04	-9,978.24	-73.2%	7,304.04	-9,978.24	-73.2%	-9,978.24
Other Income/Expense							
Other Income							
Interest Income	39.37	39.00	100.9%	39.37	39.00	100.9%	39.00
Total Other Income	39.37	39.00	100.9%	39.37	39.00	100.9%	39.00
Net Other Income	39.37	39.00	100.9%	39.37	39.00	100.9%	39.00
Net Income	7,343.41	-9,939.24	-73.9%	7,343.41	-9,939.24	-73.9%	-9,939.24

Balance Sheet Previous Year Comparison

1:45 PM
06/17/19
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of June 17, 2019

	Jun 17, 19	Jun 17, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	4,848.81	10,223.73	-5,374.92	-52.6%
Savings at Washington Federal	42,831.05	32,105.19	10,725.86	33.4%
Total Checking/Savings	47,679.86	42,328.92	5,350.94	12.6%
Total Current Assets	47,679.86	42,328.92	5,350.94	12.6%
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	296,979.86	291,628.92	5,350.94	1.8%
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	7,343.41	9,004.54	-1,661.13	-18.5%
Total Equity	296,979.86	291,628.92	5,350.94	1.8%
TOTAL LIABILITIES & EQUITY	296,979.86	291,628.92	5,350.94	1.8%

Maintenance and Repairs - Details

1:44 PM

06/17/19

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
05/15/2019	608783	20190514 Repairs	Call from Gena regarding upper pump not working. Trou...	312.50	2,173.09
05/31/2019	2102	20190426 Repairs	Furrow Pump - Repair LMI pumps	669.00	2,842.09
05/31/2019	2102	20190426 Repairs	10% markup	66.90	2,908.99
Total Maintenance and Repairs				2,908.99	2,908.99
Total Materials and Services				2,908.99	2,908.99
TOTAL				2,908.99	2,908.99

Item 4 – Discussion – Water Report

February 2019	March 2019	April 2019	May 2019
Gallons pumped: 243,000	Gallons pumped: 209,450	Gallons pumped: 138,060	Gallons pumped: 254,240
Gallons sold: 185,640	Gallons sold: 145,690	Gallons sold: 119,480	Gallons sold: 223,190
Gallons lost: 57,360	Gallons lost: 63,760	Gallons lost: 18,580	Gallons lost: 30,050
Water Loss: 23.61 %	Water Loss: 30.44%	Water Loss: 13.46%	Water Loss: 12.21%

Item 5 – Review – Reimbursements

It has been a while since reimbursements have been submitted for copies. The following should get us caught up (excluding June meetings).

Name	Amount	Purpose
John Amery	\$4.48	October board meeting copies
John Amery	\$2.70	November board meeting copies
John Amery	\$3.92	February board meeting copies
John Amery	\$4.90	March board meeting copies
John Amery	\$6.70	April board meeting copies
John Amery	\$39.95	Pizza for May 16 budget meeting
John Amery	\$24.12	Copies for may 16 budget and board meetings

STAPLES
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 10784
Receipt #: 10784 10/18/2018 15:31

STAPLES
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 11082
Receipt #: 11082 11/15/2018 16:18

STAPLES
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 12143
Receipt #: 12143 02/21/2019 13:19

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

Qty	Description	Amount
24	X BW SS MBL LTR - 233550	2.64
3	X SS STAPLE - 233592	0.06
	SubTotal	2.70
	Taxes	0.00
	Total	USD \$2.70

Qty	Description	Amount
32	X BW SS MBL LTR - 233550	3.52
4	X SS STAPLE - 233592	0.08
32	STANDARD 28LB - 24345900	0.32
	SubTotal	3.92
	Taxes	0.00
	Total	USD \$3.92



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 Store No: 1048
 460 Mount Hood Street
 The Dalles, OR 97058
 541-298-2222

262626 00 026 12545
 Receipt #: 12545 03/19/2019 16:02

Qty	Description	Amount
40	X BW SS MBL LTR - 233550	4.40
5	X SS STAPLE - 233592	0.10
40	STANDARD 28LB - 24345900	0.40
SubTotal		4.90
Taxes		0.00
Total		USD \$4.90



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 Store No: 1048
 460 Mount Hood Street
 The Dalles, OR 97058
 541-298-2222

262626 00 026 13024
 Receipt #: 13024 04/17/2019 13:44

Qty	Description	Amount
55	BW Print - 233550	6.05
5	Staple - 233592	0.10
55	28lb Paper - 24345900	0.55
SubTotal		6.70
Taxes		0.00
Total		USD \$6.70



Low prices. Every item. Every day.
 Store No: 1048
 460 Mount Hood Street
 The Dalles, OR 97058
 541-298-2222

262626 00 026 13430
 Receipt #: 13430 05/16/2019 10:50

Qty	Description	Amount
216	BW Print - 233550	23.76
18	Staple - 233592	0.36
SubTotal		24.12
Taxes		0.00
Total		USD \$24.12



John Amery <jamery00@gmail.com>

Your Domino's Order

Domino's Pizza <dominos@confirmation.dominos.com> Thu, May 16, 2019 at 3:14 PM
 Reply-To: Domino's Pizza <no-reply@your.offers.dominos.com>
 To: jamery00@gmail.com



[ORDER](#) [MENU](#) [COUPONS](#) [LOCATIONS](#)

Thank you for placing your order at Dominos.com! If you have any questions about your order, please call the store directly at 541-296-7000.

In case the store needs to reach you, we'll call the phone number below. If you do not answer we will be unable to deliver your order.

DOMINO'S TRACKER CLICK HERE TO TRACK
THE PROGRESS OF YOUR ORDER IN REAL TIME

ORDER PLACED PREP BAKE FROZ DELIVERY
 1 2 3 4 5

Customer Information
 Name on Order: John Amery
 Callback Phone #: 541-340-0032
 Your Domino's Store (7214): 804 E 2nd Street The Dalles OR 97058 | 541-296-7000
 Carryout Time: 5/16/2019 4:45PM

DON'T FORGET TO CLAIM YOUR REWARDS POINTS TOWARD FREE PIZZA! CLAIM POINTS

Order Details
 Order #: 486907
 Date: 05/16/2019 3:14PM

The following order is being prepared at your store for Carryout:

Quantity	Description	Amount
1	Medium (12") Hand Tossed MeatZZa Whole: Robust Inspired Tomato Sauce, Extra Cheese, Pepperoni, Ham, Beef, Italian Sausage	\$7.99
1	Medium (12") Hand Tossed ExtravaganZZa Whole: Robust Inspired Tomato Sauce, Extra Cheese,	\$7.99

Gmail - Your Domino's Order

Pepperoni, Ham, Beef, Italian Sausage, Black Olives, Mushrooms, Green Peppers, Onions

Medium (12") Hand Tossed Pacific Veggie

1 **Whole:** Robust Inspired Tomato Sauce, Cheese, Black Olives, Mushrooms, Onions, Diced Tomatoes, Roasted Red Peppers, Spinach, Feta Cheese, Shredded Provolone Cheese **\$7.99**

Medium (12") Hand Tossed Spinach & Feta

1 **Whole:** Cheese, Onions, Spinach, Feta Cheese, Shredded Parmesan, Shredded Provolone Cheese, Alfredo Sauce **\$7.99**

Medium (12") Hand Tossed Honolulu Hawaiian

1 **Whole:** Robust Inspired Tomato Sauce, Cheese, Ham, Bacon, Pineapple, Roasted Red Peppers, Shredded Provolone Cheese **\$7.99**

Food & Bev Total: \$39.95
Tax: \$0.00
Bottle Deposit: \$0.00

Total: \$39.95

Payment Details

Payment Method: Pay at store \$39,95

*Drivers carry less than \$20 in change and checks are NOT accepted for online orders.

Item 6 – Discussion – Next Meeting

Next board meeting will take place July 18

Location: NWCPUD board room

Meeting Adjourned