

# Tooley Water District Board Meeting Agenda

Version 2.0 (updated 7/17/19)

Meeting Date: Thursday, July 18, 2019 7:00pm

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  
June 20, 2019

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

Carol opened the meeting at 8:00 pm

Carol asked for additions or changes to the agenda. John asked if we could add an issue with billing from our vendor.

Debby made a motion to approve agenda. Richard seconded. Motion approved unanimously.

Debby made motion to approve the May 16, 2019 minutes. John seconded. Motion approved unanimously.

John shared that there had been a billing issue where one of our members was not billed correctly. John updated Hiland who has corrected the error and double checked all accounts to ensure that the issue would not occur again.

John provided the financial report:

Checking:     \$ 8,081.80  
Savings:       \$42,831.05

John shared recent transactions which included a bill from Hire Electric from a past issue regarding radio system fail with the pump which caused the reservoir to drain. John updated board members on reimbursements to him regarding copies and other small expenses dating back from October 2018 to May's budget meeting.

John indicated that we should end the year on track with a \$5,000 surplus due to not spending down the capital improvement fund.

The maintenance report was shared which included a Furrow Pump repair. This was a repair on the chlorinators which was considered routine maintenance.

The water report continues to improve. Water loss was 12.21% for May which was down from 13.46% in April and 30.44% in March.

John provided an itemized report of the reimbursements.

Next board meeting is scheduled for Thursday, July 18.

Meeting adjourned at 8:37 pm.

## 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 7/17/2019 2:05 PM Eastern Daylight Time.

### Accounts



#### Checking, Savings, CDs

Account	Available Balance	Current Balance
<a href="#">Business Money Market</a> 	\$42,841.39	\$42,841.39
<a href="#">Stellar Business Int. Checking</a> 	\$8,034.84	\$8,034.84
Total ⓘ	\$50,876.23	\$50,876.23

### Recent Savings Transactions

Tooley Water District

7/16/2019 5:09 PM

Register: Savings at Washington Federal

From 06/17/2019 through 07/16/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/30/2019		Washington Federal	Interest Income		X		10.34	42,841.39

## Recent Checking Transactions

Tooley Water District

7/16/2019 5:08 PM

Register: Checking at Washington Federal

From 06/17/2019 through 07/16/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/17/2019	2185	David Pratt	Personal Services:Boar...	replacement ch...	50.00	X		4,798.81
06/17/2019	5R	David Pratt	Personal Services:Boar...	Reverse of GJE...		X	50.00	4,848.81
06/21/2019		Washington Federal	Interest Income			X	0.12	4,848.93
06/30/2019	2195	Carol Mauser	Personal Services:Boar...	June Board Me...	50.00			4,798.93
06/30/2019	2196	David Pratt	Personal Services:Boar...	June Board Me...	50.00			4,748.93
06/30/2019	2197	Debby Jones	Personal Services:Boar...	June Board Me...	50.00			4,698.93
06/30/2019	2198	John Amery	Personal Services:Boar...	June Board Me...	50.00			4,648.93
06/30/2019	2199	Richard Pontow	Personal Services:Boar...	June Board Me...	50.00			4,598.93
06/30/2019	2200	Hiland Water Corp	Accounts Payable		1,786.50			2,812.43
07/11/2019		Hiland Water Corp	Water Revenue	External Depos...		X	3,185.91	5,998.34

## Profit and Loss Budget vs. Actual

5:18 PM

**Fiscal Year**

07/16/19

**2018-2019**

Accrual Basis

**Final Numbers**

### Tooley Water District Profit & Loss Budget Performance July 2018 through June 2019

	Jul '18 - J...	Budget	% of Bud...	Jul '18 - Jun 19	YTD Budget	% of Budget	Annual B...
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	213.50	0.00	100.0%	213.50	0.00	100.0%	0.00
Disconnect Fee	60.00			60.00			
Hiland Base Maintenance Fee	21,020.00	21,060.00	99.8%	21,020.00	21,060.00	99.8%	21,060.00
Total Operating Expenses	21,293.50	21,060.00	101.1%	21,293.50	21,060.00	101.1%	21,060.00
Postage and Delivery	33.00	100.00	33.0%	33.00	100.00	33.0%	100.00
Total Materials and Services	27,108.96	29,585.00	91.6%	27,108.96	29,585.00	91.6%	29,585.00
Personal Services							
Boardmember Incentives	2,450.00	3,000.00	81.7%	2,450.00	3,000.00	81.7%	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	3,174.85	3,974.24	79.9%	3,174.85	3,974.24	79.9%	3,974.24
Total Expense	30,323.61	46,059.24	65.8%	30,323.61	46,059.24	65.8%	46,059.24
Net Ordinary Income	5,267.54	-9,978.24	-52.8%	5,267.54	-9,978.24	-52.8%	-9,978.24
Other Income/Expense							
Other Income							
Interest Income	49.83	39.00	127.8%	49.83	39.00	127.8%	39.00
Total Other Income	49.83	39.00	127.8%	49.83	39.00	127.8%	39.00
Net Other Income	49.83	39.00	127.8%	49.83	39.00	127.8%	39.00
Net Income	5,317.37	-9,939.24	-53.5%	5,317.37	-9,939.24	-53.5%	-9,939.24

## Balance Sheet Previous Year Comparison

5:33 PM  
07/16/19  
Accrual Basis

**End of Fiscal  
Year 2018-2019  
Balance Sheet**

### Tooley Water District Balance Sheet Prev Year Comparison As of June 30, 2019

June 2018 check  
to Hiland for \$1,729  
was re-ssued in July  
2018 due to damage  
to original check.  
This inflated the  
June 30 checking  
Balance sheet for  
2018.

	Jun 30, 19	Jun 30, 18	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	2,812.43	9,960.26	-7,147.83	-71.8%
Savings at Washington Federal	42,841.39	32,105.19	10,736.20	33.4%
Total Checking/Savings	45,653.82	42,065.45	3,588.37	8.5%
Total Current Assets	45,653.82	42,065.45	3,588.37	8.5%
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%
<b>TOTAL ASSETS</b>	<b>294,953.82</b>	<b>291,365.45</b>	<b>3,588.37</b>	<b>1.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,729.00	-1,729.00	-100.0%
Total Accounts Payable	0.00	1,729.00	-1,729.00	-100.0%
Total Current Liabilities	0.00	1,729.00	-1,729.00	-100.0%
Total Liabilities	0.00	1,729.00	-1,729.00	-100.0%
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	5,317.37	7,012.07	-1,694.70	-24.2%
Total Equity	294,953.82	289,636.45	5,317.37	1.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>294,953.82</b>	<b>291,365.45</b>	<b>3,588.37</b>	<b>1.2%</b>

## 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
<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	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 P J 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
<b>TOTAL</b>				<b>2,908.99</b>	<b>2,908.99</b>

## Item 4 – Discussion – Water Report

<b>March 2019</b> Gallons pumped: 209,450 Gallons sold: 145,690 Gallons lost: 63,760 <b>Water Loss: 30.44%</b>	<b>April 2019</b> Gallons pumped: 138,060 Gallons sold: 119,480 Gallons lost: 18,580 <b>Water Loss: 13.46%</b>	<b>May 2019</b> Gallons pumped: 254,240 Gallons sold: 223,190 Gallons lost: 30,050 <b>Water Loss: 12.21%</b>	<b>June 2019</b> Gallons pumped: 118,120 Gallons sold: 313,090 Gallons lost: -194,970 <b>Water Loss: -165.06%</b> <b>*reflects errors in master pump meter</b>
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## **Item 5 – Action – Repair Master Pump Meter**

As show in the above water loss statistics the meter on one of Tooley's master pumps failed to properly measure water flow for the month of June. Estimates from Hiland for repair/replacement of the meter are \$800-\$1000.

Item of interest is that the meter appears to have started working again.

## **Item 6 – Discussion/Action – Water Loss Grant**

Business Oregon has reviewed Hiland Water's RFP and has deemed it acceptable. Business Oregon did suggest if Tooley Water District wanted to attempt to locate additional responders, OAWU (Oregon Association of Water Utilities) might be able to help us.

One item of note is that the Hiland Water response to Tooley's RFP provided a lot of focus on the GIS/mapping aspect of the Request for Proposals. At the time that made a lot of sense as it appeared that Tooley Water District was getting a firm handle on our leak issues. However, with the recent knowledge that one of our master pump meters is not properly registering there is question regarding our current actual water loss.

Silas and John discussed it might make sense to repair the meter and then perform some quick water loss analysis to confirm we understand the actual loss levels before moving forward on the Leak Detection project. Additionally, Silas pointed out that we are moving into the third quarter. We should not wait too long to start this project as this is not a winter project.

## **Item 7 – Discussion/Action – Tooley Wireless Antenna On NWCPUD Utility Pole**

Hiland has contacted Tooley Water District informing us that an antenna utilized for water pump operations is located on a NWCPUD utility pole. It is currently unknown if Tooley Water District went through the proper process with NWCPUD before placing our antenna on their utility pole.

## **Item 8 – Discussion – Upper Reservoir Weeds**

Hiland has informed Tooley Water District

“The area inside the fence providing access to the booster pumps at the reservoir is overgrown with weeds and part of the retaining wall next to the door is failing to prevent mud/sand from falling into the path and piling up next to the door. The techs have been working to shovel it out as they can. Should a more permanent solution be considered? Would you authorize us to perform brush cutting to keep the area clear?”



Mr. Amery authorized Hiland that in the event there were concerns regarding system operations that their techs could perform some minimal weeding.

Tooley Water District might want to consider long term solutions.

## **Item 9 – Discussion – Faulty Customer Meter**

There was a stuck customer meter at the residents of 4585 Basalt St. West. Hiland replaced the faulty meter earlier this month.

## **Item 10 – Discussion – Next Meeting**

Next board meeting will take place the **FOURTH** Thursday on August 22

Location: Harding House board room located at 200 E 4th St, The Dalles, OR

**Meeting Adjourned**