

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 2/19/20)

Meeting Date: Thursday, February 20, 2020 7:00pm

Location: 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

January 16, 2020 Tooley Water District Board Meeting

In attendance: John Amery, Debby Jones

Attending remotely: Larry Russ, Dave Pratt and Carol Mauser

Public Attendance: David Childs

Carol opened the meeting at 7:07 pm and asked for approval of the agenda. John moved to approve the agenda as presented. Larry seconded. Motion passed.

Carol asked for approval of the November 2019 minutes. John made a motion to approve the minutes as presented. Larry seconded. Motion passed.

John provided the financial report which included the following:

Checking	\$ 8,137.82
Savings	\$ 47,141.73

This report included two months of financials due to there not being a board meeting during December. John shared the checks that were written as well as the Profit & Loss Budget Performance report. John shared that the water revenue was down slightly for December as well as the overall revenues. John stated that he is projecting that our water revenue will be slightly lower this year due to at least two deaths which currently means that there is not water being purchased through these two accounts. John shared that we had not addressed any of the potential capital improvement and one-time charge items that are a part of the 2019-2020 budget. John anticipated that we would most likely be spending more during the second half of the year.

Water loss for November was 14.94% and 22.09% for December.

John updated members on the opportunity to continue to save \$104 a year if the district commits to a two-year membership with SDAO as opposed to an annual membership fee. John made a motion to authorize Chairperson Mauser to sign SDAO's "Longevity Credit and Rate Lock Agreement". Larry seconded. Motion passed.

John updated the board on the work that Hiland has been doing regarding the Water grant which included system mapping and leak detection. Matt from Hiland reported that he has located 225 gps points. Board members agreed to allow Chairperson Mauser the authority to sign off on the 15 points. John offered to also review the 15 points once Hiland presents them.

The board discussed the retainer fee and agreement for legal counsel. Carol requested more information regarding how the \$2,000 would be spent. John shared that the \$2,000 is currently for a review of the district's bylaws.

John updated the board on the pump station at the upper well. As stated in the November board meeting, Hiland has replaced the shutoff valve. We now can isolate shutoff at the upper well. Hiland believes the issue has resolved itself and it is Hiland's recommendation to continue to observe the issue and if occurs again to perform more extensive testing.

Board briefly discussed on-going water system training and John's recommended waiting for the conclusion of the grant where more extensive information known as well as the opportunity to further connect with board member Larry Russ when he returns in the spring to determine what specific trainings board members may benefit from.

Board discussed the preliminary potential capital improvement projects as presented by John. Carol asked if there were any budgetary figures attached to the projects. John stated that he did not have exact numbers and that he suggested most of the items were discussed previously. The one item that was new was the redundancy network between wells and the reservoir. David Childs shared that he was interested in an emergency hand pump. Mr. Child's expressed concerns of power outages. Board members briefly discussed the concept of an upper reservoir. Larry asked where an automatic chlorine tester would be located. Larry shared that in his opinion the user who is at the furthest point may possibly be the best test. John felt that locations vary throughout the district. Carol asked for more information on the networking system. Carol asked how the board wanted to proceed. Larry expressed interest in the emergency hand pump. John said he would follow-up with Hiland to confirm the cost.







Carol closed the meeting at 8:08 pm.

Next board meeting is scheduled for Thursday, February 20, 2020.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 2/19/20

Account Snapshot  			
DDA ↓	Current Balance	Available Balance	
Checking (*1384)	\$9,189.90	\$9,189.90	
MM ↓	Current Balance	Available Balance	
Money Market (*9156)	\$47,141.73	\$47,141.73	

Recent Savings Transactions

There were no savings transactions for the last month.

Recent Checking Transactions

Tooley Water District

2/18/2020 4:35 PM

Register: Checking at Washington Federal

From 01/14/2020 through 02/18/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/14/2020			Water Revenue:Water ...	200140008198...		X	3,080.89	5,766.82
01/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.10	5,766.92
01/31/2020	2233	Carol Mauser	Personal Services:Boar...	January Board ...	50.00			5,716.92
01/31/2020	2234	David Pratt	Personal Services:Boar...	January Board ...	50.00			5,666.92
01/31/2020	2235	Debby Jones	Personal Services:Boar...	January Board ...	50.00			5,616.92
01/31/2020	2236	John Amery	Personal Services:Boar...	January Board ...	50.00			5,566.92
01/31/2020	2237	Larry Russ	Personal Services:Boar...	January Board ...	50.00			5,516.92
01/31/2020	2238	Hiland Water Corp	Accounts Payable		1,824.50			3,692.42
02/10/2020			Water Revenue	200410043130...		X	3,022.98	6,715.40

Profit and Loss Budget vs. Actual

4:41 PM

02/18/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance January 2020

	Jan 20	Budget	% of Bud...	Jul '19 - Jan 20	YTD Budget	% of Bud...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,080.89	2,682.99	114.8%	22,162.16	23,330.00	95.0%	37,528.68
Total Water Revenue	3,080.89	2,682.99	114.8%	22,162.16	23,330.00	95.0%	37,528.68
Total Income	3,080.89	2,682.99	114.8%	22,162.16	23,330.00	95.0%	37,528.68
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	2,000.00	0.0%	15,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
Materials and Services							
Activation Fees	0.00			30.00			
Computer and Internet Expenses	0.00			116.05	125.00	92.8%	125.00
Copies	0.00	15.00	0.0%	30.95	105.00	29.5%	200.00
Dues and Fees	0.00	0.00	0.0%	170.00	240.00	70.8%	700.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Legal Services	0.00	0.00	0.0%	0.00	2,000.00	0.0%	5,000.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Maintenance and Repairs	0.00	456.67	0.0%	1,945.49	3,196.65	60.9%	5,480.00
Network Monitoring Maintenance	0.00			0.00	330.00	0.0%	330.00
Office Supplies	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Operating Expenses							
Customer CC pass through	24.50	16.67	147.0%	129.50	116.65	111.0%	200.00
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,800.00	1,800.00	100.0%	12,600.00	12,600.00	100.0%	21,600.00
Leak Adjustment	0.00			18.24			
Total Operating Expenses	1,824.50	1,816.67	100.4%	12,747.74	12,716.65	100.2%	21,860.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	1,824.50	2,288.34	79.7%	15,040.23	18,713.30	80.4%	55,895.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,250.00	1,750.00	71.4%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00			120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	0.00			595.35	624.00	95.4%	624.00
Total Personal Services	250.00	250.00	100.0%	1,965.35	2,474.00	79.4%	3,974.00
Total Expense	2,074.50	2,538.34	81.7%	17,005.58	23,187.30	73.3%	82,369.00
Net Ordinary Income	1,006.39	144.65	695.7%	5,156.58	142.70	3,613.6%	-44,840.32
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Interest Income	0.10	3.25	3.1%	23.75	22.75	104.4%	39.00
Total Other Income	0.10	3.25	3.1%	23.75	22.75	104.4%	20,039.00
Net Other Income	0.10	3.25	3.1%	23.75	22.75	104.4%	20,039.00
Net Income	1,006.49	147.90	680.5%	5,180.33	165.45	3,131.1%	-24,801.32

Maintenance and Repairs - Details

4:37 PM

02/18/20

Accrual Basis

Tooley Water District Maintenance and Repairs details July 2019 through June 2020

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
07/31/2019	2165	20190711 Repairs	Robert Trotter - Replaced stuck meter at 4585 Basalt	36.00	36.00
07/31/2019	2165	20190711 Repairs	Consolidated Supply - 5/8" meter	63.27	99.27
07/31/2019	2165	20190711 Repairs	10% Markup of meter	6.33	105.60
08/31/2019	2197	20190809 Repairs	Mel Olson - labor to disassemble, clean, and re-assembl...	70.00	175.60
08/31/2019	2197	20190809 Repairs	Curtis Olson - labor to disassemble, clean, and re-asse...	48.00	223.60
09/30/2019	2222	20190905 repairs	Matt Olson - Marked Locate	31.00	254.60
10/31/2019	2263	20191004 Repairs	Matt Olson - Performed data analysis, evaluation, and dr...	124.00	378.60
11/30/2019	2299	20191114UpperPumphouse	Matt Olson - Valve installation project at upper pump hou...	186.00	564.60
11/30/2019	2299	20191114UpperPumphouse	Matt Thompson - Valve installation project at upper pum...	120.00	684.60
11/30/2019	2299	20191114UpperPumphouse	Dillon Frederiks - Valve installation project at upper pum...	97.50	782.10
11/30/2019	2299	20191114UpperPumphouse	Service Truck	50.00	832.10
11/30/2019	2299	20191114UpperPumphouse	2" Ductile Iron gate valves (qty2)	495.20	1,327.30
11/30/2019	2299	20191114UpperPumphouse	2" Brass Tee	18.75	1,346.05
11/30/2019	2299	20191114UpperPumphouse	2" x 6" Brass Nipples (qty3)	51.57	1,397.62
11/30/2019	2299	20191114UpperPumphouse	2" MIP x PJ PVC Adapter	103.17	1,500.79
11/30/2019	2299	20191114UpperPumphouse	2" PJ x PJ PVC Adapter	155.54	1,656.33
11/30/2019	2299	20191114UpperPumphouse	910 Valve Box and Lids (qty3)	145.26	1,801.59
11/30/2019	2299	20191114UpperPumphouse	2" x 6" Sch 80 nipple	7.73	1,809.32
11/30/2019	2299	20191114UpperPumphouse	2" S x T Sch 80 coupling	11.08	1,820.40
11/30/2019	2299	20191114UpperPumphouse	2" x 3/4" S x T Sch 80 bushing	12.70	1,833.10
11/30/2019	2299	20191114UpperPumphouse	3/4" Sch 80 street elbow	6.53	1,839.63
11/30/2019	2299	20191114UpperPumphouse	3/4" x 12" Sch 80 nipple	2.70	1,842.33
11/30/2019	2299	20191114UpperPumphouse	3/4" T x T Sch 80 coupling	1.94	1,844.27
11/30/2019	2299	20191114UpperPumphouse	10% markup	101.22	1,945.49
Total Maintenance and Repairs				1,945.49	1,945.49
Total Materials and Services				1,945.49	1,945.49
TOTAL				1,945.49	1,945.49

Item 4 – Discussion – Water Report

October 2019	November 2019	December 2019	January 2019
Gallons pumped: 206,140	Gallons pumped: 166,350	Gallons pumped: 103,150	Gallons pumped: 168,960
Gallons sold: 168,120	Gallons sold: 141,490	Gallons sold: 80,360	Gallons sold: 108,820
Gallons lost: 38,020	Gallons lost: 24,860	Gallons Loss 22,790	Gallons lost: 60,140
Water Loss: 18.44%	Water Loss: 14.94%	Water Loss: 22.09%	Water Loss: 35.59%

Item 5 – Discussion – Update from Matt

Hi John

Some points on the survey so far

Over 300 GPS points have been plotted. These include meters, valves, eyes-on-pipe, located waterlines (using a locator), and observations.

Several valves have been found (3 that I can think of off the top of my head)

Asbestos Cement pipe has been found. on the lower side of the highway and going up to the reservoir.

Some markers have been placed, more will be placed.

The leak study has some major inconsistencies. I will be retested at least two sites that are on the extream side today on my visit.

Hope this helps, I will have a more formal writeup when we wrap it up.

Thanks for all you do for the system and community.

Matt Olson

Hiland Water Corp

503-438-0471

Item 6 – Discussion – Hand Pumps

Matt and John discussed the concept of Hand Pumps for an emergency situation. Matt will need to do more research regarding what potential steps might be required during an emergency to actually install a hand pump. Matt reminded John that we are talking about moving / replacing big heavy items during emergency times. He also noted that in an emergency roads would likely be impassable, thus any replacement would likely be required to be performed by local Tooley Board Members.

Item 7 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 8 – Discussion/Action – Budget Committee

Tooley Water District has one expired budget committee member and one budget committee member who is now a board member. Additionally we have one budget committee member that has missed the previous two years meetings.

Current members are:

Position 1 - Sam Sprenger

3 Year Term Expires 7/1/20

Position 2 - David Child

3 Year Term Expires 7/1/20

Position 3 - Larry Russ

3 Year Term Expires 7/1/21

Position 4 - Kay Pratt

3 Year Term Expires 7/1/21

Position 5 - Susan Russ 3 Year Term

Expires 7/1/19

Item 9 – Discussion – Capital Improvement Projects

Discussion of potential capital improvement projects for this fiscal year.

The following is a list of potential projects the Board may want to consider.

- Automatic Chlorine tester
- Manual hand pump for well access in case of disaster
- Upgrade / Redundancy of network between Wells and Reservoir
- Preliminary Analysis / feasibility study of new upper reservoir project.

Item 10 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on March 19.

Location: **NWCPUD Board room.**

Meeting Adjourned