

# Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 10/11/20)

Meeting Date: Thursday, October 15, 2020 7:00pm

Location: Online via WEBEX.

**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 September 17, 2020 Virtual Meeting**

**In attendance: Dave Pratt, John Amery, Larry Russ, Carol Mauser, and Debby Jones**

Chairperson Carol Mauser opened the meeting at 7:02 pm

Carol asked for approval of the September meeting agenda. Debby asked to look at Pontow water usage. Carol asked for a short tutorial of website in order to view current bylaws. John made a motion to approve with additions. Larry seconded. All approved.

Carol asked for a motion for approval of the August meeting minutes. John made a motion to approve the August minutes. Larry seconded. All approved.

John provided the financial report:

Checking       \$ 7,404.49  
Money Market\$47,161.79

John provided detail on checking transactions and profit/loss detail.

Water report for August showed a water loss of 10.55%.

John updated members on a potential emergency calling system that the county is using. John discussed with Joe Davitt, Wasco Counties 911 Director. Potential is there to tie into their system. All board members were in favor of moving forward with the opportunity. John shared that the board would need to determine how the service would be used. Importance of making sure water district members were signed up. Need clarification on exactly what types of issues it could be used for such as water shutoff. John will follow up. Larry will contact Hiland to look into the possibility of obtaining members phone numbers.

Larry updated board members on his discussion with Hiland regarding delinquent accounts. Hiland has provided delinquent notices and placed on residents' doors. Hiland also indicated that they were not shutting off water during COVID. John did research on what other utilities were doing in regard to COVID. According to SDAO, John was encouraged to follow current board policies. This information was shared with Larry. Larry followed up with Hiland who indicated that they intend to make direct contact with the account owner. According to Tooley bylaws, if there is no response Hiland does have authority to shut water off. Larry made a request to see the language on the shutoff notices.

Members discussed another account that had an outstanding charge but has been abandoned. John will contact Hiland to have the meter pulled. During the discussion, John shared how to find bylaws from the website. Carol asked for clarification on property owners vs renters. John referenced current Oregon Resolutions and will do further research.

Members discussed the large water usage from the Pontow residence. Larry will check in with Pontow's to see if there are any issues to be addressed.

Hiland will follow through with the new remote power control system during this next month.

John shared with board members some of the recent trainings he had taken.

Next Board meeting scheduled for Thursday, October 15.

Carol closed the meeting at 8:31.

## Item 3 - Financial Reports – John Amery

### *Copy of current account totals from Washington Federal Website*

*Screenshot from Washington Federal website on 10/11/20*

❖ Account Snapshot			⚙ ×
Checking ↓	Current Balance	Available Balance	☰
Checking (*1384)	\$8,885.25	\$8,885.25	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market (*9156)	\$47,172.23	\$47,172.23	>

### *Recent Savings Transactions*

Tooley Water District							10/11/2020 7:12 PM
Register: Savings at Washington Federal							
From 09/14/2020 through 10/11/2020							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/30/2020		Washington Federal	Interest Income	Credit Interest	X	10.44	47,172.23

## Recent Checking Transactions

Tooley Water District								10/11/2020 7:11 PM
Register: Checking at Washington Federal								
From 09/14/2020 through 10/11/2020								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.09	5,067.08
09/30/2020	2289	Carol Mauser	Personal Services:Boar...	September Boa...	50.00			5,017.08
09/30/2020	2290	David Pratt	Personal Services:Boar...	September Boa...	50.00			4,967.08
09/30/2020	2291	Debby Jones	Personal Services:Boar...	September Boa...	50.00			4,917.08
09/30/2020	2292	John Amery	Personal Services:Boar...	September Boa...	50.00			4,867.08
09/30/2020	2293	Larry Russ	Personal Services:Boar...	September Boa...	50.00			4,817.08
09/30/2020	2294	Government Ethics C...	Accounts Payable	FY2020-20212...	43.91			4,773.17
09/30/2020	2295	Hiland Water Corp	Accounts Payable		1,860.50			2,912.67
10/08/2020		Hiland Water Corp	Water Revenue	20282004\$154...		X	3,518.17	6,430.84
10/11/2020	2296	John Amery	Materials and Services:...	Reimbursement...	116.05			6,314.79

## Profit and Loss Budget vs. Actual

7:05 PM

10/11/20

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance September 2020

	Sep 20	Budget	% of Budget	Jul - Sep 20	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
Income							
Water Revenue							
Water Sales	0.00	3,186.47	0.0%	7,522.30	10,142.77	74.2%	38,356.00
Water Revenue - Other	3,392.63			3,392.63			
<b>Total Water Revenue</b>	<b>3,392.63</b>	<b>3,186.47</b>	<b>106.5%</b>	<b>10,914.93</b>	<b>10,142.77</b>	<b>107.6%</b>	<b>38,356.00</b>
<b>Total Income</b>	<b>3,392.63</b>	<b>3,186.47</b>	<b>106.5%</b>	<b>10,914.93</b>	<b>10,142.77</b>	<b>107.6%</b>	<b>38,356.00</b>
<b>Expense</b>							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
<b>Materials and Services</b>							
Bank Service Charges	0.00			15.00			
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	130.00	0.0%	130.00
Copies	0.00	10.00	0.0%	0.00	30.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	0.00	174.99	0.0%	700.00
Legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
<b>Maintenance and Repairs</b>	<b>0.00</b>	<b>474.50</b>	<b>0.0%</b>	<b>0.00</b>	<b>1,423.50</b>	<b>0.0%</b>	<b>5,694.00</b>
Network Monitoring Maintenance	0.00			0.00			330.00
Office Supplies	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	10.50	18.75	56.0%	45.50	56.25	80.9%	225.00
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,850.00	1,850.00	100.0%	5,550.00	5,550.00	100.0%	22,200.00
<b>Total Operating Expenses</b>	<b>1,860.50</b>	<b>1,868.75</b>	<b>99.6%</b>	<b>5,595.50</b>	<b>5,606.25</b>	<b>99.8%</b>	<b>22,485.00</b>
Postage and Delivery	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
<b>Total Materials and Services</b>	<b>1,860.50</b>	<b>2,428.24</b>	<b>76.6%</b>	<b>5,610.50</b>	<b>7,414.72</b>	<b>75.7%</b>	<b>36,739.00</b>
<b>Personal Services</b>							
Boardmember Incentives	250.00	250.00	100.0%	750.00	750.00	100.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	62.49	0.0%	250.00
Crime Bond	120.00	0.00	100.0%	120.00	125.00	96.0%	125.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	630.00
<b>Total Personal Services</b>	<b>370.00</b>	<b>270.83</b>	<b>136.6%</b>	<b>870.00</b>	<b>937.49</b>	<b>92.8%</b>	<b>4,005.00</b>
<b>Total Expense</b>	<b>2,230.50</b>	<b>2,699.07</b>	<b>82.6%</b>	<b>6,480.50</b>	<b>8,352.21</b>	<b>77.6%</b>	<b>58,244.00</b>
<b>Net Ordinary Income</b>	<b>1,162.13</b>	<b>487.40</b>	<b>238.4%</b>	<b>4,434.43</b>	<b>1,790.56</b>	<b>247.7%</b>	<b>-19,888.00</b>
<b>Other Income/Expense</b>							
Other Income							
Interest Income	10.53	3.25	324.0%	10.74	9.75	110.2%	39.00
<b>Total Other Income</b>	<b>10.53</b>	<b>3.25</b>	<b>324.0%</b>	<b>10.74</b>	<b>9.75</b>	<b>110.2%</b>	<b>39.00</b>
<b>Net Other Income</b>	<b>10.53</b>	<b>3.25</b>	<b>324.0%</b>	<b>10.74</b>	<b>9.75</b>	<b>110.2%</b>	<b>39.00</b>
<b>Net Income</b>	<b>1,172.66</b>	<b>490.65</b>	<b>239.0%</b>	<b>4,445.17</b>	<b>1,800.31</b>	<b>246.9%</b>	<b>-19,849.00</b>

## Balance Sheet Previous Year Comparison

### Tooley Water District Balance Sheet Prev Year Comparison As of October 11, 2020

	Oct 11, 20	Oct 11, 19	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	6,314.79	4,869.97	1,444.82	29.7%
Savings at Washington Federal	47,172.23	47,129.85	42.38	0.1%
Total Checking/Savings	53,487.02	51,999.82	1,487.20	2.9%
Total Current Assets	53,487.02	51,999.82	1,487.20	2.9%
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	180,300.00	180,300.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>233,787.02</b>	<b>232,299.82</b>	<b>1,487.20</b>	<b>0.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	20.00	-20.00	-100.0%
Total Accounts Payable	0.00	20.00	-20.00	-100.0%
Total Current Liabilities	0.00	20.00	-20.00	-100.0%
Total Liabilities	0.00	20.00	-20.00	-100.0%
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	26,128.20	26,098.38	29.82	0.1%
Net Income	7,803.38	6,326.00	1,477.38	23.4%
Total Equity	233,787.02	232,279.82	1,507.20	0.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>233,787.02</b>	<b>232,299.82</b>	<b>1,487.20</b>	<b>0.6%</b>

## Maintenance and Repairs – Details

No maintenance or repair charges so far this fiscal year.

## Item 4 – Discussion – Water Report

<b>June 2020</b> Gallons pumped: 444,150 Gallons sold: 381,910 Gallons lost: 62,240 <b>Water Loss: 14.01%</b>	<b>July 2020</b> Gallons pumped: 461,350 Gallons sold: 406,770 Gallons lost: 54,580 <b>Water Loss: 11.83%</b>	<b>August 2020</b> Gallons pumped: 567,110 Gallons sold: 507,260 Gallons lost: 59,850 <b>Water Loss: 10.55%</b>	<b>September 2020</b> Gallons pumped: 457,450 Gallons sold: 412,840 Gallons lost: 44,610 <b>Water Loss: 9.75%</b>
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## **Item 5 – Discussion / Action– Emergency Preparedness – Larry Russ / John Amery**

## **Item 6 – Discussion / Action – Delinquent Account – Larry Russ / John Amery**

## **Item 7 – Discussion – Remote Power Control**

Budgetary Estimate:

- \$175 product
- \$100 additional materials
- \$ 200 installation
- \$100 contingency

Total budgetary estimate = \$575

This would allow Hiland to remotely reset the radios by recycling power to them. It might also be possible to program sentinel (our scada system) to automatically reboot in the event our reservoir level reaches alarm levels.

## **Item 8 – Discussion – Next Meeting**

Next board meeting will take place the third Thursday on November 19

Location: Virtual Meeting ONLY – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) for access.

**Meeting Adjourned**