

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 11/15/21)

Meeting Date: Thursday, November 18, 2021 7:00pm

Location: Online via WEBEX.

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
October 21, 2021, Board Meeting
Meeting held via Cisco Webex

Present: John Amery, Carol Mauser, Larry Russ, Amanda Valentine and Debby Jones

Carol opened the meeting at 7:10 pm

Carol asked for approval of the agenda. John asked to add two additional items, swearing in of new Board Member Amanda Valentine and information on a potential small grant. Larry made a motion to approve the agenda as presented with the two items. John seconded. All approved.

Carol swore Amanda Valentine in as the new board member replacing Dave Pratt's position.

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

John provided the current financial report:

Checking	\$10,510.61
Savings	\$39,195.90

John updated board members on the financials and expressed satisfaction with the revenue and expenses. John also shared with the board members that he would be making sure that insurance coverage for this next year would be sufficient with the addition of the new \$20,000 grant.

Water Loss report: Reported a 13.34%. Hiland has a list of meters it wants to check but we have not received any updates from Hiland. Board members discussed the water usage of specific accounts. Board members pay special attention to this report due to the age of our overall system as well as aging meters water. This report often serves as a potential red flag of potential leaks in the system.

John updated board members on the nitrate level issue. He provide updated information to North Central Public Health District. This information included short- and long-term solutions, which is a part of the new grant. The last nitrate test result that John received from Hiland was null. John stressed the importance of Hiland to continue testing every two-weeks.

There were no updates regarding emergency preparedness.

No issues with delinquent accounts. Debby mentioned an issue with her statement from Hiland which initially indicated that her account was past due but now indicates that there is a credit. Amanda asked what the procedures were for delinquent accounts. John and Larry shared with Amanda the process.

John updated the board on the SIPP grant. He had sent all board members a copy of the RFP. John shared the request from Business Oregon for additional specific contract language which John added, and Business Oregon approved. Larry shared concern on the language in the RFP that neglected to indicate the corrective actions that the district took to address the high nitrate levels. John felt that given the specific audience that will be applying to the RFP the language was acceptable.

John reminded board members of the potential grants that the district may be able to apply for from a previous list. John mentioned a small grant that covered security issues. The grant requires a 25% match. Board members did not believe it was worth the time and effort at this time.

There were no updates regarding policies.

John reached out to Hiland regarding the quality control issues that were discussed last month. The individual that John reached out to has not had the opportunity to get back with John.

John updated the board with the OAWU membership.

The next board meeting is scheduled for Thursday, November 18. Carol closed the meeting at 8:38 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 11/15/21

Account Snapshot			
Checking ↓	Current Balance	Available Balance	
Checking	\$14,341.25	\$14,341.25	
Money Market ↓	Current Balance	Available Balance	
Money Market	\$39,195.90	\$39,195.90	

Recent Savings Transactions

No new savings transactions

Recent Checking Transactions

Tooley Water District								10/18/2021 7:36 PM
Register: Checking at Washington Federal								
From 09/14/2021 through 10/18/2021								
Sorted by: Date, Type, Number/Ref								
<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/17/2021	5004	Hiland Water Corp	Accounts Payable	Work performe...	1,911.00	X		8,818.70
09/17/2021	5005	John Amery	Materials and Services:...	reimbursement ...	116.05			8,702.65
09/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.24	8,702.89
09/22/2021	5006	OAWU	Accounts Payable	New Regular ...	91.80	X		8,611.09
09/27/2021	5007	Secretary of State	Accounts Payable	Tooley 2020-2...	20.00	X		8,591.09
09/30/2021	5008	Carol Mauser	Personal Services:Boar...	September Boa...	50.00			8,541.09
09/30/2021	5009	Debby Jones	Personal Services:Boar...	September Boa...	50.00			8,491.09
09/30/2021	5010	John Amery	Personal Services:Boar...	September Boa...	50.00			8,441.09
09/30/2021	5011	Larry Russ	Personal Services:Boar...	September Boa...	50.00			8,391.09
10/07/2021	5012	Hiland Water Corp	Accounts Payable	Services perfor...	1,935.34	X		6,455.75
10/08/2021		Hiland Water Corp	Water Revenue:Water ...	212810028615...		X	3,738.81	10,194.56
10/15/2021	5013	SDAO	Accounts Payable	2022 SDAO M...	150.00			10,044.56

Profit and Loss Budget vs. Actual

8:04 PM

11/15/21

Accrual Basis

Tooley Water District Profit & Loss Budget Performance October 2021

	Oct 21	Budget	% of Budget	Jul - Oct 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,738.81	3,559.01	105.1%	14,446.94	14,600.99	98.9%	39,315.35
Total Water Revenue	3,738.81	3,559.01	105.1%	14,446.94	14,600.99	98.9%	39,315.35
Total Income	3,738.81	3,559.01	105.1%	14,446.94	14,600.99	98.9%	39,315.35
Expense							
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
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	116.05	133.90	86.7%	133.90
Copies	0.00	10.00	0.0%	0.00	40.00	0.0%	200.00
Dues and Fees	150.00	100.00	150.0%	261.80	400.00	65.5%	1,200.00
Grant Fulfillment	0.00	20,000.00	0.0%	0.00	20,000.00	0.0%	20,000.00
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%	2,100.00
Maintenance and Repairs	31.34	499.00	6.3%	31.34	1,995.98	1.6%	5,987.98
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	339.90
Office Supplies	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
Operating Expenses							
Customer CC pass through	31.50	19.31	163.1%	73.50	77.24	95.2%	231.75
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	3,780.00	1,890.00	200.0%	7,560.00	7,560.00	100.0%	22,680.00
Total Operating Expenses	3,811.50	1,909.31	199.6%	7,633.50	7,637.24	100.0%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
Total Materials and Services	3,992.84	22,534.97	17.7%	8,042.69	30,273.76	26.6%	58,133.53
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	800.00	1,000.00	80.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	83.32	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	120.00	150.00	80.0%	150.00
Workmans Compensation Insurance	0.00	648.90	0.0%	0.00	648.90	0.0%	648.90
Total Personal Services	250.00	919.73	27.2%	920.00	1,882.22	48.9%	4,048.90
Total Expense	4,242.84	23,454.70	18.1%	8,962.69	32,155.98	27.9%	79,682.43
Net Ordinary Income	-504.03	-19,895.69	2.5%	5,484.25	-17,554.99	-31.2%	-40,367.08
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Interest Income	0.30	2.50	12.0%	6.10	10.00	61.0%	32.00
Total Other Income	0.30	2.50	12.0%	6.10	10.00	61.0%	20,032.00
Net Other Income	0.30	2.50	12.0%	6.10	10.00	61.0%	20,032.00
Net Income	-503.73	-19,893.19	2.5%	5,490.35	-17,544.99	-31.3%	-20,335.08

Checks that have not cleared

8:14 PM

11/15/21

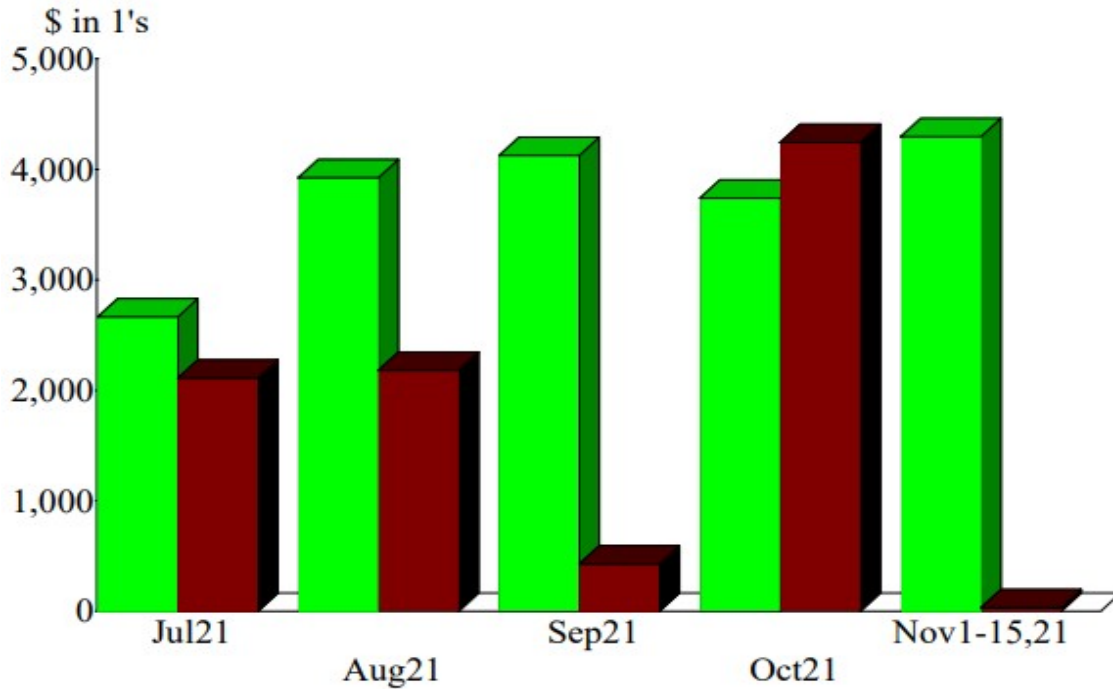
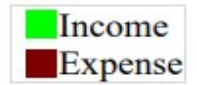
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	10/31/21	5014	Carol Mauser	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	10/31/21	5015	Debby Jones	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	10/31/21	5016	John Amery	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	10/31/21	5017	Larry Russ	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	10/31/21	5018	Amanda Valentine	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	10/31/21	5019	Hiland Water Corp	Services performed October 2021	Checki...		Accounts Payable	-1,907.50
Bill ...	11/15/21	5020	Liberty Mutual Insur...		Checki...		Accounts Payable	-34.00
Total								<u>-2,191.50</u>

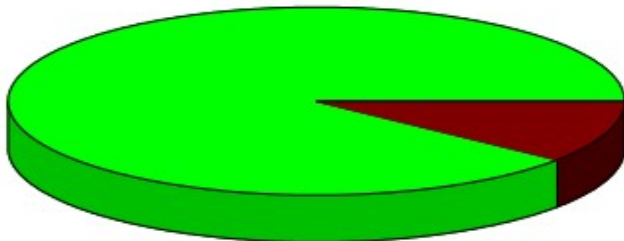
Income and Expense by Month – Chart

Income and Expense by Month
July 1 through November 15, 2021



Expense Summary
July 1 through November 15, 2021

Materials and Services	89.40%
Personal Services	10.60
Total	\$8,996.69



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
10/07/2021	3028	20210901 Repairs	Amazon.com High Power Relay	28.49	28.49
10/07/2021	3028	20210901 Repairs	10% Markup	2.85	31.34
Total Maintenance and Repairs				31.34	31.34
Total Materials and Services				31.34	31.34
TOTAL				31.34	31.34

Item 4 – Discussion – Water Report

July 2021	August 2021	September 2021	October 2021
Gallons pumped: 839,090	Gallons pumped: 585,260	Gallons pumped: 727,210	Gallons pumped: 328,530
Gallons sold: 515,370	Gallons sold: 555,740	Gallons sold: 630,190	Gallons sold: 282,150
Gallons lost: 323,720	Gallons lost: 29,520	Gallons lost: 97,020	Gallons lost: 46,380
Water Loss: 38.58%	Water Loss: 5.04%	Water Loss: 13.34%	Water Loss: 14.12%

Item 5 – Discussion – System Updates – Larry Russ

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion / Action – Engineering RFP – John Amery

RFP is due 11/24.

All board members were sent a copy of the RFP as well as a preliminary spreadsheet with RFP evaluating criteria.

The board will finalize the criteria and weighting parameters for RFP evaluation.

Item 9 – Discussion – MCEDD Infrastructure planning Workshop – John Amery

Mr. Amery attended the Infrastructure planning workshop in Maupin put on by MCEDD.

Item 10 – Discussion – Wasco County Economic Development Committee – John Amery

Mr. Amery attended the Wasco County Economic Development Committee on behalf of Tooley Water District. Tooley Water District's Nitrate issue made the list of priority infrastructure projects for Wasco County.

Item 11 – Discussion/Action – Tooley Policies

The board was tasked with evaluating options for developing / updating Tooley Water District policies

Item 12 – Discussion – Quality Control

Discussion of quality controls with Tooley Water District's contract maintenance provider.

Item 13 – Discussion – Winter maintenance

Both Mr. Amery and Mr. Russ will be unavailable for some time during the month of December. Discussion regarding how to handle any new system challenges that might occur during this time.

Item 14 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on December 16, 2021

Location: Virtual Meeting ONLY – contact johnamery@tooleywater.org or 541-340-0032 for access.

Meeting Adjourned