

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 10/16/22)

Meeting Date: Thursday, October 20, 2022 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NzI0OWVkJUtOWZmNi00MjQwLTg0OTEtNTRIZjVjMTIyZjI2%40thread.v2/0?context=%7b%22Tid%22%3a%2263870596-78a8-4ee2-93b9-de492e15c25f%22%2c%22Oid%22%3a%227710e67a-7223-411a-975f-b495630b89e5%22%7d

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

Topics

Item 1 - Approval of Agenda.....	2
Item 2 – Approval of Minutes.....	2
Item 3 - Financial Reports – Mr. Amery.....	3
Copy of current account totals from Washington Federal Website.....	3
Recent Savings Transactions.....	4
Recent Checking Transactions.....	4
Profit and Loss Budget vs. Actual.....	5
Checks that have not cleared.....	6
Income and Expense by Month – Chart.....	7
Maintenance and Repairs – Details.....	8
Item 4 – Discussion – Water Report.....	8
Item 5 – Discussion/Action – General System Updates – Mr. Russ and Mr. Amery.....	8
Item 6 – Discussion – Emergency Preparedness.....	8
Item 7 – Discussion – Delinquent Accounts.....	8
Item 8 – Discussion – Nitrate Resolution Plan.....	8
Item 9 – Discussion – Tooley Policies.....	9
Item 10 – Discussion/Action – Outdoor Kiosks.....	9
Item 11 – New Business.....	9
Item 12 – Discussion – Next Meeting.....	9

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District Board Meeting
September 15, 2022

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

Carol opened the meeting at 7:01 pm. Carol asked for approval of the agenda. Larry made a motion to approve the agenda as presented. John seconded. All approved.

Carol asked for approval of August minutes. Larry corrected the minutes in indicating that the valve was not replaced. New language should be valve maintenance. John made a motion to approve the minutes with the new language. Amanda seconded. All approved.

Financial Report

Checking	\$ 8,085.56
Money Market	\$55,029.00

Transaction of \$5,000 for new system development hookup was deposited.

John mentioned the nitrate tester that Larry had tried to make work. John updated the board on the number of transactions that applied to returning the tester. The tester was not accurate thus not meeting the district's needs. Profit and loss report was presented, and John felt good with the current status.

Water Report

Water loss continues to go down and was at 10.66% loss, which was a continued improvement from 19.77% from the previous month.

System Updates

Larry updated the board on communications with Joe Siri. Mr. Siri has stayed true to his offer of not planting west of the well. They have put a small amount of water on this section to keep the dirt/dust down. Carol asked where Siri's water comes from, and the belief is that it comes from Tooley Lake. John expressed concern on a potential cyclical effect regarding the nitrate.

Larry checked in with Gary Saylor to find out if he had repaired his valve. Saylor shared that the valve had been repaired. It was unclear who had turned the water back on.

Larry met with Bob Wood, Wasco County Water Master. Questions surrounded water rites. Larry shared specifics regarding the acquiring of new and or additional water rites. Board discussed the water rite issues. Larry also shared with board members a link that provided additional water rights information. Information dealt specifically with water shortfall. John asked if the information was based

on individual households or a group. Larry believed it was based on per well. The information may be helpful in drilling a smaller well as opposed to the larger estimates provided by GSI. Larry also felt that this option might also provide time for the aquifer to recover. Mr. Wood also mentioned putting a VFD on the lower well which would impact the amount of water pulled from the lower well. Board briefly discussed the water rites that the district currently holds. John also shared updates from his discussions with North Central Public Health District. Larry shared information on the property that had been sold with the new meter hook up.

Emergency Preparedness

No updates

Delinquent Accounts

John indicated that there were more high usage users this month. There also were five accounts that received the \$20 late fee. Carol asked if Highland was following through with payment plans. John was unsure if this was occurring. Larry indicated that the Carothers meter may not be correct. Larry will follow up with Highland and his suggestion was to consider an adjustment.

Nitrate Resolution Plan

Larry offered to look deeper into the potential 15,000 gallon a day well option. Board continued to discuss the issue in greater detail. Debby requested that the issue be tabled for this meeting to allow for additional information to be gathered. Larry offered to continue working on the issue.

Tooley Policies

No updates

Kiosks

Amanda has received some feedback from her contacts and asked John for additional information to share back with them.

Next Meeting

Thursday, October 20. Carol shared that she will not be able to attend.

Meeting closed at 8:56 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 10/16/22

Account Snapshot ⚙️ ×			
Account Type	Current Balance	Available Balance	
Checking ↓			
Checking	\$9,618.79	\$9,618.79	>
Money Market ↓			
Money Marke	\$55,058.06	\$55,058.06	>

Recent Savings Transactions

No new savings transactions

Recent Checking Transactions

Tooley Water District							10/16/2022 8:40 PM	
Register: Checking at Washington Federal								
From 09/12/2022 through 10/16/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/13/2022		Secretary of State	Materials and Services:...	MUNICIPAL ...	40.00	X		5,549.56
09/20/2022			Interest Income	Interest		X	0.23	5,549.79
09/21/2022	5079	Larry Russ	Materials and Services:...	Re-imburseme...	24.98	X		5,524.81
09/30/2022	5080	Amanda Valentine	Personal Services:Boar...	September Boa...	50.00			5,474.81
09/30/2022	5081	Carol Mauser	Personal Services:Boar...	September Boa...	50.00			5,424.81
09/30/2022	5082	Debby Jones	Personal Services:Boar...	September Boa...	50.00			5,374.81
09/30/2022	5083	John Amery	Personal Services:Boar...	September Boa...	50.00			5,324.81
09/30/2022	5084	Larry Russ	Personal Services:Boar...	September Boa...	50.00			5,274.81
09/30/2022	5085	City of The Dalles	Accounts Payable	Water Sample	30.00			5,244.81
09/30/2022	5086	Hiland Water Corp	Accounts Payable	Services Perfor...	4,259.44			985.37
09/30/2022	5087	Liberty Mutual Insur...	Accounts Payable	Crime Bond - 9...	154.00	X		831.37
10/06/2022		Hiland Water Corp	Water Revenue:Water ...	HILAND WAT...		X	4,197.98	5,029.35

Profit and Loss Budget vs. Actual

8:45 PM

10/16/22

Accrual Basis

Tooley Water District Profit & Loss Budget Performance September 2022

	Sep 22	Budget	% of Bud...	Jul - Sep...	YTD Bud...	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	5,000.00			5,000.00			
Water Revenue							
Water Sales	3,896.56	4,682.98	83.2%	11,793.45	12,170.96	96.9%	44,763.25
Total Water Revenue	3,896.56	4,682.98	83.2%	11,793.45	12,170.96	96.9%	44,763.25
Total Income	8,896.56	4,682.98	190.0%	16,793.45	12,170.96	138.0%	44,763.25
Expense							
Capital Improvements	1,719.24	0.00	100.0%	2,063.44	0.00	100.0%	12,000.00
Materials and Services							
Computer and Internet Expenses	0.00	116.05	0.0%	0.00	116.05	0.0%	762.92
Copies	0.00	16.66	0.0%	0.00	49.98	0.0%	200.00
Dues and Fees							
Laboratory Fees	0.00	70.00	0.0%	0.00	210.00	0.0%	840.00
Dues and Fees - Other	40.00	111.80	35.8%	40.00	111.80	35.8%	360.00
Total Dues and Fees	40.00	181.80	22.0%	40.00	321.80	12.4%	1,200.00
Legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance							
Boiler&Machinery	0.00	0.00	0.0%	0.00	0.00	0.0%	160.50
Excess	0.00	0.00	0.0%	0.00	0.00	0.0%	205.44
General Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	1,240.13
N/O Auto Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	187.25
Property	0.00	0.00	0.0%	0.00	0.00	0.0%	434.42
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	19.26
Total Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,247.00
Maintenance and Repairs	-151.00	557.73	-27.1%	180.86	1,673.19	10.8%	6,692.80
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
Office Supplies	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
Operating Expenses							
Customer CC pass through	21.00	19.89	105.6%	70.00	59.67	117.3%	238.70
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	2,175.00	2,175.00	100.0%	6,525.00	6,525.00	100.0%	26,100.00
Total Operating Expenses	2,196.00	2,194.89	100.1%	6,595.00	6,584.67	100.2%	26,398.70
Postage and Delivery	24.98	8.33	299.9%	24.98	24.99	100.0%	100.00
Total Materials and Services	2,109.98	3,083.79	68.4%	6,840.84	8,795.67	77.8%	43,041.42
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	650.00	750.00	86.7%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	154.00	0.00	100.0%	154.00	120.00	128.3%	175.00
Meeting Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	668.37
Total Personal Services	404.00	250.00	161.6%	804.00	870.00	92.4%	4,293.37
Total Expense	4,233.22	3,333.79	127.0%	9,708.28	9,665.67	100.4%	59,334.79
Net Ordinary Income	4,663.34	1,349.19	345.6%	7,085.17	2,505.29	282.8%	-14,571.54
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	11,683.00	0.00	100.0%	0.00
Interest Income	29.29	2.50	1,171.6%	35.88	7.50	478.4%	30.00
Total Other Income	29.29	2.50	1,171.6%	11,718.88	7.50	156,251.7%	30.00
Net Other Income	29.29	2.50	1,171.6%	11,718.88	7.50	156,251.7%	30.00
Net Income	4,692.63	1,351.69	347.2%	18,804.05	2,512.79	748.3%	-14,541.54

Checks that have not cleared

8:48 PM

10/16/22

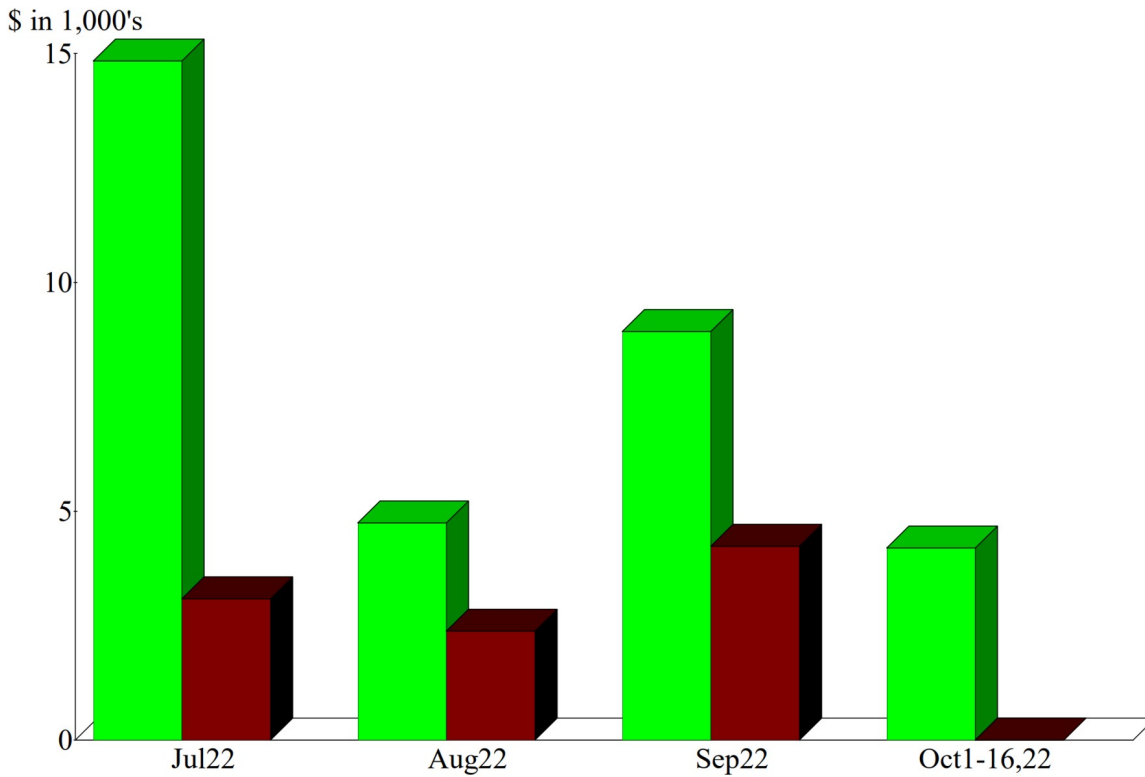
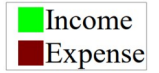
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	08/31/202	5075	Debby Jones	August Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	09/30/202	5080	Amanda Valentine	September Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	09/30/202	5081	Carol Mauser	September Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	09/30/202	5082	Debby Jones	September Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	09/30/202	5083	John Amery	September Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	09/30/202	5084	Larry Russ	September Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Bill ...	09/30/202	5085	City of The Dalles	Water Sample	Checkin...		Accounts Payable	-30.00
Bill ...	09/30/202	5086	Hiland Water Corp	Services Performed in September	Checkin...		Accounts Payable	-4,259.44
Total								<u>-4,589.44</u>

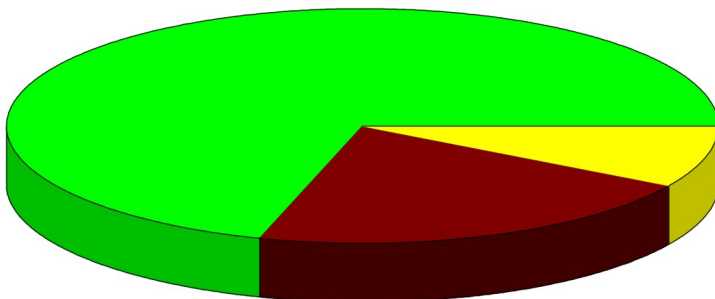
Income and Expense by Month – Chart

Income and Expense by Month
July 1 through October 16, 2022



Expense Summary
July 1 through October 16, 2022

Materials and Services	70.46%
Capital Improvements	21.25
Personal Services	8.28
Total	\$9,708.28



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<div style="display: flex; justify-content: space-between;"> 8:43 PM Tooley Water District </div> <div style="display: flex; justify-content: center;"> 10/16/22 Maintenance and Repairs details </div> <div style="display: flex; justify-content: center;"> Accrual Basis July 2022 through June 2023 </div>					
Materials and Services					
Maintenance and Repairs					
07/14/2022	613707	220712 Repairs	CHECK UPPER WELL. IS PUMP RUNNING IN AUTO? ...	150.86	150.86
07/22/2022	391951	Purchase Nitrate Tester	1 × Nitrate Reagents (300 tests)	193.00	343.86
08/26/2022		Hanna Instruments	Refund for item not delivered	-12.00	331.86
09/09/2022		Hanna Instruments	Refund for unused tablets	-181.00	150.86
09/30/2022	63107...	City of The Dalles	8/24/22 - Water Utility - Samples 051	30.00	180.86
Total Maintenance and Repairs				180.86	180.86
Total Materials and Services				180.86	180.86
TOTAL				180.86	180.86

Item 4 – Discussion – Water Report

June 2022	July 2022	August 2022	September 2022
Gallons pumped: 446,020	Gallons pumped: 542,850	Gallons pumped: 551,450	Gallons pumped: 507,050
Gallons sold: 299,080	Gallons sold: 435,530	Gallons sold: 492,670	Gallons sold: 447,310
Gallons lost: 146,940	Gallons lost: 107,320	Gallons lost: 58,780	Gallons lost: 59,740
Water Loss: 32.95%	Water Loss: 19.77%	Water Loss: 10.66%	Water Loss: 11.78%

Item 5 – Discussion/Action – General System Updates – Mr. Russ and Mr. Amery

- Mr. Russ – New water meter hookup – Bart Vervloet.
- Mr. Amery – Contract signed with Hiland Water District

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion – Nitrate Resolution Plan

Next Steps?

Item 9 – Discussion – Tooley Policies

SDAO has updated their Administrative Handbook. Tooley may be able to develop some policies from this handbook.

<https://www.sdao.com/sdao-administrative-handbook>

Another good resources is Chapter 860 of the PUC:

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=4050>

Item 10 – Discussion/Action – Outdoor Kiosks

Ms. Valentine has identified potential contractors willing to take on this project.

Item 11 – New Business

Place holder for new business

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on November 17, 2022 at 7:00pm.

For virtual access – contact johnamery@tooleywater.org or 541-340-0032.

Meeting Adjourned