

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 4/17/22)

Meeting Date: Thursday, April 21, 2022 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
March 17, 2022, Board Meeting
Meeting held via Cisco Webex

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

Carol opened the meeting at 7:06 pm.

Carol asked for approval of the agenda. John mentioned adding new business as a regular item to the agenda. John made a motion to approve the agenda. Larry seconded. All approved. Motion passed.

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

John provided the financials:

Checking:	\$ 8,314.01
Money Market:	\$46,201.28

John provided two months of financials and provided details on checks that had been written. John shared the profit and loss report and felt that we are in a strong position. Current report shows a profit of approximately \$8,000. This number takes in to account low-maintenance charges as well as not spending capital improvement or legal fees thus far.

Water Report:

January 2022: 41.14% water loss

February 2022: 35.71% water loss

Discussion followed regarding an account that showed a zero-water use. John will contact Hiland to do a test on that meter. Carol asked if Hiland had ever done a system wide check on meters. It does not seem that this has occurred.

System Updates: There were no system updates discussed.

Emergency Preparedness: No updates on emergency preparedness.

Delinquent Accounts: No major accounts noted.

GSI Engineering Study: GSI has informed the district that they have had a late start on the engineering study. They are dealing with the loss of key employees which has impacted their ability to work on the engineering study. GSI feels that they will be able to begin making significant progress towards completing the study.

Tooley Policies: No updates.

Treasurer Visa Debit Card: John updated the board that he has finalized the paperwork for a Debit Card.

New Business: Larry updated the board on recent information that had been shared regarding Wasco County and The Dalles Country Club. Upon further discussion this issue may be part of the ARPA funding requests that had been submitted to the county. The county has a well near the Discovery Center which the Golf Course is interested in tapping into.

Larry also shared that the last Nitrate test show a non-detectable level. Carol shared that she has signed up for a state grant writing course.

Authorize Chair to sign business Oregon contracts: Business Oregon needs to have a board representative authorized to sign documents. Larry moved to adopt Resolution number 2022-01 approving Chair Carol Mauser to sign on behalf of Tooley Water District. John seconded. All approved. Motion passed.

PandaDoc: John introduced the board to PandaDoc. This is an on-line tool that allows on-line signatures. Cost averages out to \$19 a month. Board agreed that this would be an appropriate use of funds. Larry made a motion to authorize John Amery to sign the district up for Panda Doc. Amanda seconded. All approved. Motion passed.

Budget Committee: Board members discussed potential budget committee members. Two positions will need to be filled. Members discussed possibilities and will ask potential individuals of their interest level.

Next Meeting: Thursday, April 20. Meeting adjourned at 8:05 pm.

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 4/17/22

Account Snapshot			
Account Type	Current Balance	Available Balance	
Checking			
Checking	\$8,970.84	\$8,970.84	>
Money Market			
Money Market	\$46,206.98	\$46,206.98	>

Recent Savings Transactions

Tooley Water District							4/17/2022 6:59 PM
Register: Savings at Washington Federal							
From 03/14/2022 through 04/17/2022							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/31/2022		Washington Federal	Interest Income	Credit Interest	X	5.70	46,206.98

Recent Checking Transactions

Tooley Water District							4/17/2022 7:07 PM
Register: Checking at Washington Federal							
From 03/14/2022 through 04/17/2022							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/20/2022		Washington Federal	Interest Income	Credit Interest	X	0.10	6,203.12
03/29/2022		S.D.I.S	Materials and Services:...	963088225644...	X	162.00	6,365.12
03/31/2022	5042	Amanda Valentine	Personal Services:Boar...	March Board ...	50.00		6,315.12
03/31/2022	5043	Carol Mauser	Personal Services:Boar...	March Board ...	50.00		6,265.12
03/31/2022	5044	Debby Jones	Personal Services:Boar...	March Board ...	50.00		6,215.12
03/31/2022	5045	John Amery	Personal Services:Boar...	March Board ...	50.00		6,165.12
03/31/2022	5046	Larry Russ	Personal Services:Boar...	March Board ...	50.00		6,115.12
03/31/2022	5047	Hiland Water Corp	Accounts Payable		1,904.00		4,211.12
04/07/2022		Hiland Water Corp	Water Revenue	220970046794...	X	2,833.72	7,044.84
04/11/2022		PandaDoc	Materials and Services:...	Online Secure ...	228.00	X	6,816.84

Profit and Loss Budget vs. Actual

7:06 PM

04/17/22

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

March 2022

	Mar 22	Budget	% of Bud...	Jul '21 - ...	YTD Budget	% of Bud...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	2,838.73	3,134.39	90.6%	31,010.05	30,559.00	101.5%	39,315.35
Total Water Revenue	2,838.73	3,134.39	90.6%	31,010.05	30,559.00	101.5%	39,315.35
Total Income	2,838.73	3,134.39	90.6%	31,010.05	30,559.00	101.5%	39,315.35
Expense							
Capital Improvements	0.00	2,500.00	0.0%	0.00	5,000.00	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			116.05	133.90	86.7%	133.90
Copies	0.00	10.00	0.0%	0.00	90.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	349.61	900.00	38.8%	1,200.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
legal Services	0.00	1,000.00	0.0%	0.00	3,000.00	0.0%	5,000.00
Liability Insurance							
Boiler&Machinery	0.00	0.00	0.0%	150.00	0.00	100.0%	0.00
Excess	0.00	0.00	0.0%	192.00	0.00	100.0%	0.00
General Liability	0.00	0.00	0.0%	1,159.00	0.00	100.0%	0.00
N/O Auto Liability	0.00	0.00	0.0%	175.00	0.00	100.0%	0.00
Property	0.00	0.00	0.0%	406.00	0.00	100.0%	0.00
Liability Insurance - Other	-162.00	0.00	100.0%	-162.00	2,100.00	-7.7%	2,100.00
Total Liability Insurance	-162.00	0.00	100.0%	1,920.00	2,100.00	91.4%	2,100.00
Maintenance and Repairs	0.00	499.00	0.0%	130.34	4,490.98	2.9%	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	74.97	0.0%	100.00
Operating Expenses							
Customer CC pass through	14.00	19.31	72.5%	171.50	173.79	98.7%	231.75
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,890.00	1,890.00	100.0%	17,010.00	17,010.00	100.0%	22,680.00
Total Operating Expenses	1,904.00	1,909.31	99.7%	17,181.50	17,183.79	100.0%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	74.97	0.0%	100.00
Total Materials and Services	1,742.00	3,534.97	49.3%	19,697.50	48,048.61	41.0%	58,133.53
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,749.95	2,250.00	77.8%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	187.47	0.0%	250.00
Crime Bond	0.00			154.00	150.00	102.7%	150.00
Workmans Compensation Insurance	0.00			601.42	648.90	92.7%	648.90
Total Personal Services	250.00	270.83	92.3%	2,505.37	3,236.37	77.4%	4,048.90
Total Expense	1,992.00	6,305.80	31.6%	22,202.87	56,284.98	39.4%	79,682.43
Net Ordinary Income	846.73	-3,171.41	-26.7%	8,807.18	-25,725.98	-34.2%	-40,367.08
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Interest Income	5.80	2.50	232.0%	18.01	22.50	80.0%	32.00
Total Other Income	5.80	2.50	232.0%	18.01	20,022.50	0.1%	20,032.00
Net Other Income	5.80	2.50	232.0%	18.01	20,022.50	0.1%	20,032.00
Net Income	852.53	-3,168.91	-26.9%	8,825.19	-5,703.48	-154.7%	-20,335.08

Checks that have not cleared

7:13 PM

04/17/22

Accrual Basis

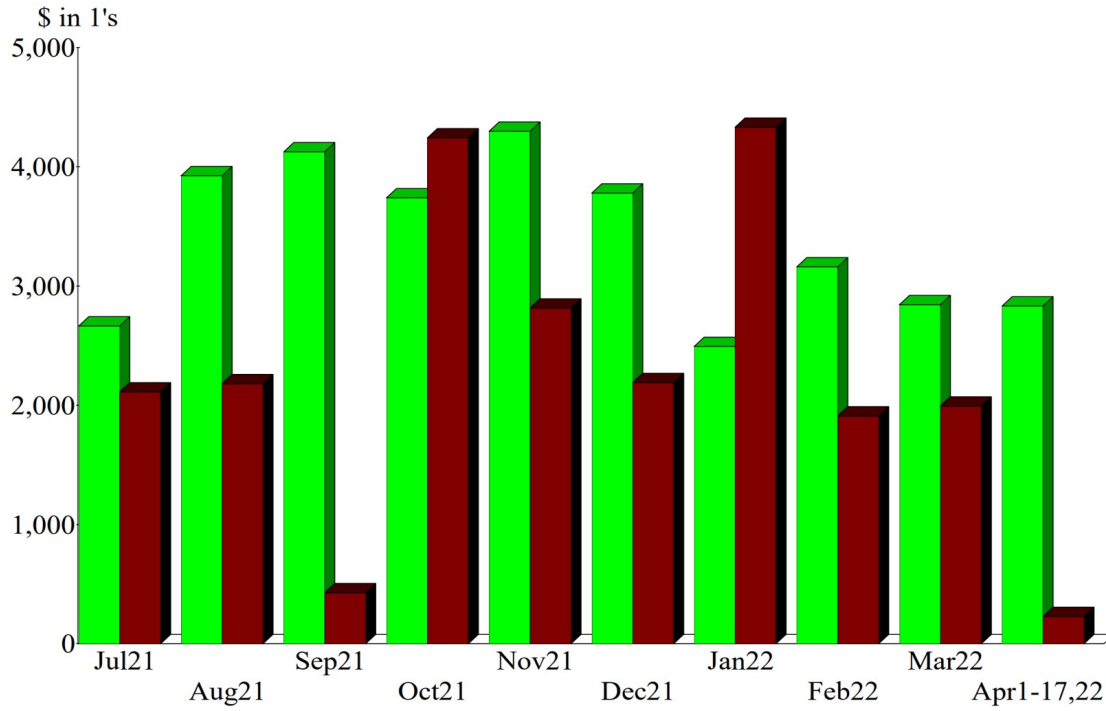
Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	03/31/202	5042	Amanda Valentine	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	03/31/202	5043	Carol Mauser	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	03/31/202	5044	Debby Jones	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	03/31/202	5045	John Amery	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	03/31/202	5046	Larry Russ	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Bill ...	03/31/202	5047	Hiland Water Corp		Checkin...		Accounts Payable	-1,904.00
Total								<u>-2,154.00</u>

Income and Expense by Month – Chart

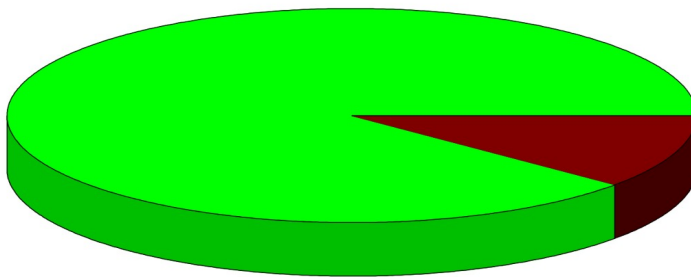
Income and Expense by Month
July 1, 2021 through April 17, 2022

■ Income
■ Expense



Expense Summary
July 1, 2021 through April 17, 2022

■	Materials and Services	88.83%
■	Personal Services	11.17
Total		\$22,430.87



Maintenance and Repairs – Details

6:49 PM 04/17/22 Accrual Basis	Tooley Water District Maintenance and Repairs details July 2021 through June 2022				
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
11/30/2021	3105	Hiland Water Corp	Alexin Analytical - Nitrate tests in August and September	60.00	91.34
11/30/2021	3105	Hiland Water Corp	10% markup of nitrate tests	6.00	97.34
12/31/2021	3159	Hiland Water Corp	OHA Crossconnect Fee	30.00	127.34
12/31/2021	3159	Hiland Water Corp	10% markup of OHA crossconnect fee	3.00	130.34
Total Maintenance and Repairs				130.34	130.34
Total Materials and Services				130.34	130.34
TOTAL				130.34	130.34

Item 4 – Discussion – Water Report

December 2021 Gallons pumped: 148,410 Gallons sold: 90,010 Gallons lost: 58,400 Water Loss: 39.35%	January 2022 Gallons pumped: 188,180 Gallons sold: 110,770 Gallons lost: 77,410 Water Loss: 41.14%	February 2022 Gallons pumped: 232,200 Gallons sold: 149,290 Gallons lost: 82,910 Water Loss: 35.71%	March 2022 Gallons pumped: 195,130 Gallons sold: 137,330 Gallons lost: 57,800 Water Loss: 29.62%
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Item 5 – Discussion – System Updates – Mr. Russ and Mr. Amery

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion – GSI Engineering Study – Mr. Amery

GSI has informed us they are hoping to have their study completed in the next month or so.

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>

Item 10 – Discussion/Action – Outdoor Kiosks

Tooley Water District may want to consider purchasing two outdoor kiosks for purpose of communicating to the community. These kiosks could be utilized to display public notices (budget lb-1, nitrate notices etc.)

Example kiosks might be: https://www.alphabetsigns.com/signs/outdoor-message-center-18-x-18.html?gclid=Cj0KCQjwr-SSBhC9ARIsANhzu147ZGsp9K6WgKEJe2DOySPfVohoNt1z4jQuG6kdV_cx-eW9-yAkS_EaAn42EALw_wcB

Budgetary estimate for both kiosks (including posts, labor, potential permits) might be around \$1,500.

Item 11 – Discussion/Action – Nitrate Warning Signs

Tooley Water District may want to consider purchasing two Nitrate Notification Signs for purpose of communicating to the community. These signs could be placed next to kiosks and would be a highly visual indicator of when Tooley Water District is distributing water that is either close to or over MCL levels.

Example signs might be: <https://www.myparkingsign.com/Custom-Parking-Signs/Diamond-Parking-Signs>

Budgetary estimate for 6 signs and two sign posts might be around \$1,500.

Green – Tooley Water District is not serving water at risk of high Nitrates.

Orange – Tooley Water District is serving water that is close to MCL level (between 5-10 ppm)

Red – Tooley Water District is serving water that is above MCL levels

Item 12 – Action – Appoint Budget Committee Members

Tooley Water District needs to appoint new budget committee members for positions 4 and 5.

Current positions:

Position 4 – Kay Pratt - 7/1/24

Position 5 – Amanda Valentine – 7/1/22 - Now a Tooley Water District board member and can not be both a board member and budget committee member.

Item 13 – Action – Quickbooks

Quickbooks has changed their options. Starting June 1st 2022 Quickbooks will not allow you to manage multiple entities with a single software license.

Tooley Water District will need to purchase their own Quickbooks version. Currently the Pro Plus 2022 desktop software is \$349/year.

<https://quickbooks.intuit.com/desktop/pro/>

Item 14 – New Business

Place holder for new business

Item 15 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on May 19, 2021 directly following the budget committee meeting which will start at 5:00pm.

I will attempt to reserve the NWCPUD board room.
Additionally I plan to have a virtual option available.

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

Meeting Adjourned