

# Tooley Water District Board Meeting Agenda

Version 1.2 (updated 6/16/22)

Meeting Date: Thursday, June 16, 2022 7:00pm (following budget hearing)

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  
May 19, 2022, Board Meeting  
Meeting held virtually

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

Carol opened the meeting at 6:33 pm.

Carol asked for approval of the agenda. John made the motion to approve the May agenda as presented. Larry seconded. All approved. Motion passed.

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

John provided the financials:

Checking:	\$29,660.03
Money Market:	\$26,206.98

John updated the board on the financials and noted that he had transferred \$20,000 from savings into checking due to bills beginning to come in from the GSI study. John stated that revenues were down for April and May. Possibilities may include the wet weather and people not irrigating outside or and in addition a number of delinquent accounts. Highland is behind on billing the district on the bi-monthly nitrate tests.

Water Report:

March Water Loss: 32.95%

System Updates: Highland indicated that they had tested a few meters and the one that was in question from the last meeting had been a misread meter. Board members questioned on how a misread meter could be entered as 0 water use.

Larry update the board regarding his conversation with Gary Saylor. The original impression was that it was the meter valve that had blown off. In actuality, the private valve that Saylor uses was what had blown off. The agreement was that the meter valve will stay off until Saylor repairs his valve. Larry also shared that the blowoff valve that is on the property needs to be addressed. The Hiland technician and Larry believe that the blowoff valve needs to be moved. Board members discussed the pro and cons.

Emergency Preparedness: No updates.

Delinquent Accounts: Board discussed two accounts that are significantly behind. The board also discussed the boards late fee policies. John updated the board on government policies to assist in the discussion. Board discussed making sure that Hiland is following through with the delinquent policy as well as a sufficient late fee charge. John will come back with more information at the next meeting.

Tooley Policies: John shared two links from SDAO that he encouraged board members to read.

GSI Engineering Study: Report should be available soon.

Outdoor Kiosks: Estimate has not yet been submitted for installation of the kiosks.

John shared information regarding the water and well issue that is occurring with the golf course. John shared the idea of tapping into this system as a point of discussion. The next step would be to make a formal request to inquire into the option. John was authorized to make the request.

John stated that he had not purchased a new QuickBooks version.

New Business: The board discussed the new Hiland contract.

Next Meeting: June 16, 2022, at 7 pm at the Budget Hearing

Carol adjourned the meeting 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 6/12/22

Account Snapshot			
Checking ↓	Current Balance	Available Balance	☰
Checking ██████	\$19,141.66	\$19,141.66	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market ██████	\$34,023.98	\$34,023.98	>

## Recent Savings Transactions

Tooley Water District							6/12/2022 6:36 PM	
Register: Savings at Washington Federal								
From 05/17/2022 through 06/12/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/26/2022			Checking at Washingto...	Transfer from ...	X		7,817.00	34,023.98

## Recent Checking Transactions

Tooley Water District							6/12/2022 6:35 PM	
Register: Checking at Washington Federal								
From 05/17/2022 through 06/12/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/20/2022		Washington Federal	Interest Income	Credit Interest		X	0.37	26,958.66
05/20/2022	5054	GSI Water Solutions	Accounts Payable	Services Perfor...	7,817.00	X		19,141.66
05/26/2022			Grant Income	Deposit Payee:...		X	7,817.00	26,958.66
05/26/2022			Savings at Washington ...	Transfer from ...	7,817.00	X		19,141.66
05/31/2022	5055	Amanda Valentine	Personal Services:Boar...	May Board Me...	50.00			19,091.66
05/31/2022	5056	Carol Mauser	Personal Services:Boar...	May Board Me...	50.00			19,041.66
05/31/2022	5057	Debby Jones	Personal Services:Boar...	May Board Me...	50.00			18,991.66
05/31/2022	5058	John Amery	Personal Services:Boar...	May Board Me...	50.00			18,941.66
05/31/2022	5059	Larry Russ	Personal Services:Boar...	May Board Me...	50.00			18,891.66
05/31/2022	5060	Hiland Water Corp	Accounts Payable	Services Perfor...	2,494.50			16,397.16

## Profit and Loss Budget vs. Actual

6:49 PM

06/12/22

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance May 2022

	May 22	Budget	% of Budget	Jul '21 - May 22	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Water Sales	2,693.06	2,501.40	107.7%	36,536.83	36,282.34	100.7%	39,315.35
<b>Total Water Revenue</b>	2,693.06	2,501.40	107.7%	36,536.83	36,282.34	100.7%	39,315.35
<b>Total Income</b>	2,693.06	2,501.40	107.7%	36,536.83	36,282.34	100.7%	39,315.35
<b>Expense</b>							
Capital Improvements	0.00	2,500.00	0.0%	0.00	10,000.00	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>							
Computer and Internet Expenses	0.00			344.05	133.90	256.9%	133.90
Copies	0.00	40.00	0.0%	0.00	170.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	349.61	1,100.00	31.8%	1,200.00
Grant Fulfillment	7,817.00	0.00	100.0%	7,817.00	20,000.00	39.1%	20,000.00
Legal Services	0.00	1,000.00	0.0%	0.00	5,000.00	0.0%	5,000.00
<b>Liability Insurance</b>							
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	0.00	0.00	0.0%	-162.00	2,100.00	-7.7%	2,100.00
<b>Total Liability Insurance</b>	0.00	0.00	0.0%	1,920.00	2,100.00	91.4%	2,100.00
Maintenance and Repairs	587.00	499.00	117.6%	782.24	5,488.98	14.3%	5,987.98
Network Monitoring Maintenance	0.00	0.00	0.0%	329.34	339.90	96.9%	339.90
Office Supplies	0.00	8.33	0.0%	0.00	91.63	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	17.50	19.31	90.6%	206.50	212.41	97.2%	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%	20,790.00	20,790.00	100.0%	22,680.00
<b>Total Operating Expenses</b>	1,907.50	1,909.31	99.9%	20,996.50	21,002.41	100.0%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	91.63	0.0%	100.00
<b>Total Materials and Services</b>	10,311.50	3,564.97	289.2%	32,538.74	55,518.45	58.6%	58,133.53
<b>Personal Services</b>							
Boardmember Incentives	250.00	250.00	100.0%	2,249.95	2,750.00	81.8%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	229.13	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
<b>Total Personal Services</b>	250.00	270.83	92.3%	3,005.37	3,778.03	79.5%	4,048.90
<b>Total Expense</b>	10,561.50	6,335.80	166.7%	35,544.11	69,296.48	51.3%	79,682.43
<b>Net Ordinary Income</b>	-7,868.44	-3,834.40	205.2%	992.72	-33,014.14	-3.0%	-40,367.08
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Grant Income	7,817.00	0.00	100.0%	7,817.00	20,000.00	39.1%	20,000.00
Interest Income	0.37	2.50	14.8%	18.51	27.50	67.3%	32.00
<b>Total Other Income</b>	7,817.37	2.50	312,694.8%	7,835.51	20,027.50	39.1%	20,032.00
<b>Net Other Income</b>	7,817.37	2.50	312,694.8%	7,835.51	20,027.50	39.1%	20,032.00
<b>Net Income</b>	<b>-51.07</b>	<b>-3,831.90</b>	<b>1.3%</b>	<b>8,828.23</b>	<b>-12,986.64</b>	<b>-68.0%</b>	<b>-20,335.08</b>

## Checks that have not cleared

7:10 PM

06/12/22

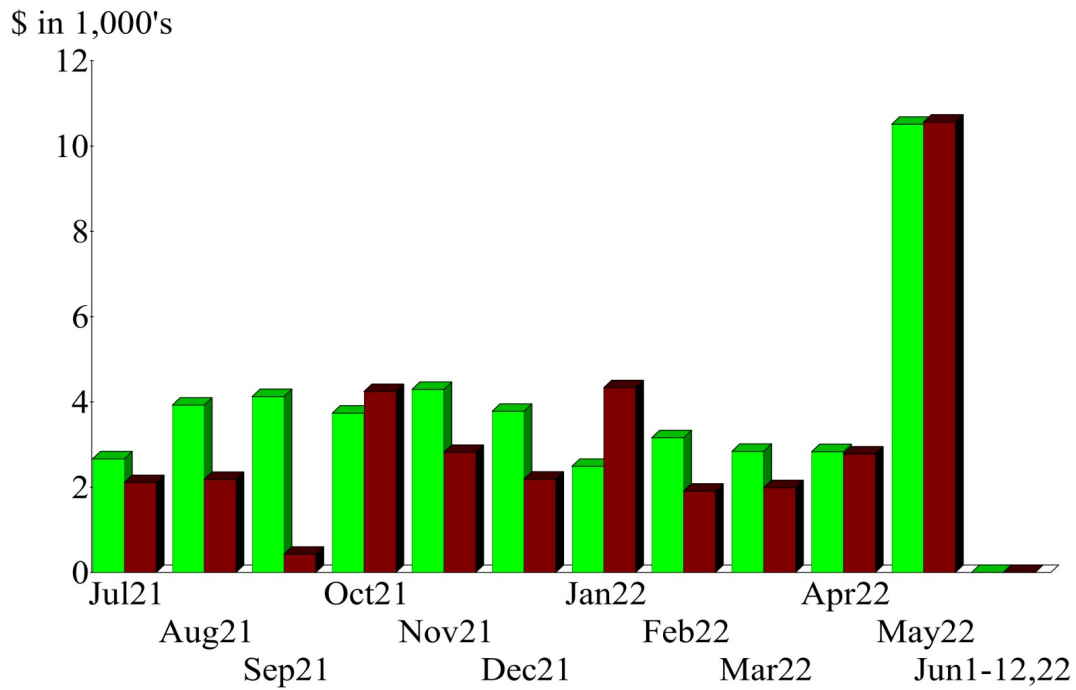
Accrual Basis

### Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	05/31/21	5055	Amanda Valentine	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	05/31/21	5056	Carol Mauser	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	05/31/21	5057	Debby Jones	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	05/31/21	5058	John Amery	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	05/31/21	5059	Larry Russ	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	05/31/21	5060	Hiland Water Corp	Services Performed in May	Checki...		Accounts Payable	-2,494.50
De...	06/13/21		Hiland Water Corp	Deposit	Checki...		Water Sales	2,846.33
<b>Total</b>								<b><u>101.83</u></b>

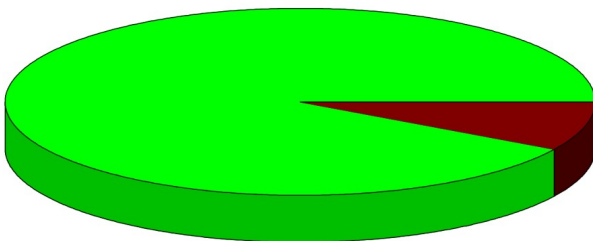
## Income and Expense by Month – Chart

Income and Expense by Month  
July 1, 2021 through June 12, 2022



Expense Summary  
July 1, 2021 through June 12, 2022

Materials and Services	91.54%
Personal Services	8.46
<b>Total</b>	<b>\$35,544.11</b>





## Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<b>6:42 PM</b>					
<b>06/12/22</b>					
<b>Accrual Basis</b>					
<b>Tooley Water District</b>					
<b>Maintenance and Repairs details</b>					
<b>July 2021 through June 2022</b>					
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
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 Se...	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
04/30/2022	3313	220401 Repairs	Curtis Olson - replaced meter, bucket tests for ...	59.00	189.34
04/30/2022	3313	220401 Repairs	10% markup of meter replacement	5.90	195.24
05/31/2022	3344	20220524 Repairs	Mel Olson - Checked 2 meters for accuracy.	37.00	232.24
05/31/2022	3344	Hiland Water Corp	Alexin Analytical - Nitrates 4th quarter 2021	150.00	382.24
05/31/2022	3344	Hiland Water Corp	Alexin Analytical - Nitrates 1st quarter 2022	175.00	557.24
05/31/2022	3344	Hiland Water Corp	OHA Annual Water System Fee	175.00	732.24
05/31/2022	3344	Hiland Water Corp	10% markup	50.00	782.24
Total Maintenance and Repairs				<u>782.24</u>	<u>782.24</u>
Total Materials and Services				<u>782.24</u>	<u>782.24</u>
<b>TOTAL</b>				<b><u>782.24</u></b>	<b><u>782.24</u></b>

## Item 4 – Discussion – Water Report

<b>February 2022</b>	<b>March 2022</b>	<b>April 2022</b>	<b>May 2022</b>
Gallons pumped: 232,200	Gallons pumped: 195,130	Gallons pumped: 295,560	Gallons pumped: 231,670
Gallons sold: 149,290	Gallons sold: 137,330	Gallons sold: 198,160	Gallons sold: 159,360
Gallons lost: 82,910	Gallons lost: 57,800	Gallons lost: 97,400	Gallons lost: 72,310
<b>Water Loss: 35.71%</b>	<b>Water Loss: 29.62%</b>	<b>Water Loss: 32.95%</b>	<b>Water Loss: 31.21%</b>



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

Mr. Russ – Update on Morrow County Nitrate Issues.

**Item 6 – Discussion – Emergency Preparedness**

**Item 7 – Discussion – Delinquent Accounts**

## Item 8 – Action - Tooley Fee Schedule

# Tooley Water District

Carol Mauser – Chairman of the Board of Directors  
John Amery – Treasurer of the Board of Directors  
Debby Jones – Secretary of the Board of Directors  
Larru Russ – Member of the Board of Directors  
Amanda Valentine – Member of the Board of Directors

Resolution ID: 2022-03

## 2022-2023 Fee Schedule Resolution

**Whereas** it is within the authority of Tooley Water District's board to set rates and fees; then

**Therefore, be it resolved** that Tooley Water District's fiscal year 2022/2023 rates and fees will be as follows:

### Tooley Water District Fee Schedule Effective July 1, 2022

System Development Fees (aka "Hook-up Fee")	\$5,000.00
Credit Card Processing Fee	\$3.50
Delinquency Processing Fee (aka "Late Fee")	\$25.00
Non Sufficient Funds check Fee	\$25.00
Shut-off Fee (for non payment)	\$65.00
Turn-on Fee (performed under next scheduled Hiland maintenance)	\$65.00
Turn-on Fee Emergency – Actual pass through cost of Hiland (coming from Newburg) at emergency rates.	actual cost
Monthly base rate (monthly water usage is added to base rate)	\$76.99
Rate per 1,000 gallons up to 10,000 gallons	\$2.31
Rate per 1,000 gallons from 10,000 gallons to 20,000	\$2.38
Rate per 1,000 gallons from 20,000 gallons to 30,000	\$2.61
Rate per 1,000 gallons from 30,000 gallons to 40,000	\$3.28
Rate per 1,000 gallons from 40,000 gallons to 50,000	\$3.79
Rate per 1,000 gallons beyond 50,000 gallons	\$3.79

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Member of Board of Directors

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Member of Board of Directors

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Member of Board of Directors

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Member of Board of Directors

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Member of Board of Directors

## **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 – GSI Engineering Study – Mr. Amery**

Tooley Water District's Project Manager with GSI has recently quit the company. Mr. Amery has expressed to GSI that their final product and billings need to be in by the end of the fiscal year.

## **Item 11 – Discussion/Action – Outdoor Kiosks**

Mr. Amery reached out to Valencia Lawn Care LLC with regards to developing our Kiosks. We have received a response with additional questions, however have not received an estimate yet.

## **Item 12 – Discussion/Action – Golf Course Well**

## **Item 13 – Discussion/Action – Potential Leak Repair**

Mel (from Hiland Water Inc) was up performing services on Tooley Water District's system. As some may recall, Mel suggested that in previous years he had seen a leak at one of the main valves. While there are currently no signs of leaks in those same valves there is a possibility that the water is still leaking and it is simply dissipating through the sand without causing visual signs above ground.

Unfortunately there is a telephone line that passes in very close proximity to this valve box. Hiland would require a vacuum truck in order to excavate this valve.

Silas has estimated this work to be in the \$2,500 - \$3,000 range.

Potential Motion:

I motion that Tooley Water District hire Hiland Water Corp to bring up their vacuum truck and attempt to locate and resolves any leaks at the suspect valve location as described by Mel.

## **Item 14 – Hiland Contract**

Motion to Authorize Chaiperson Mauser to sign an Addendum to Tooley's contract with Hiland with the following rate increases for fiscal year 2022-2023 as presented.

**ADDENDUM TO AGREEMENT BY AND BETWEEN THE TOOLEY WATER DISTRICT  
AND HILAND WATER CORPORATION DATED JULY 20, 2017**

THIS ADDENDUM is made and entered into this 1<sup>st</sup> day of July 2021, by and between the Tooley Water District, (hereinafter referred to as "Tooley") and Hiland Water Corporation (hereinafter referred to as "Contractor") provides for extension of the Agreement until June 30, 2022.

**RECITALS**

WHEREAS, Tooley and the Contractor entered into an agreement for water system related operations and maintenance services dated July 20, 2017 ("Agreement");

WHEREAS, the Agreement has been extended and modified on June 15, 2018;

WHEREAS, the Agreement has been extended and modified on May 13, 2019 and has at all times since July 20, 2017 remained in full force and effect;

WHEREAS, Section "Category/Personnel" "2019-2020 Rates" to the last modified Agreement obligated Contractor to provide services set forth at rates as listed in that section;

WHEREAS, the Agreement has been extended and modified on June 30, 2020 with an addendum signed by both parties on July 12, 2020 and July 13, 2020;

WHEREAS, the Agreement has been extended and modified on July 1, 2021 with an addendum signed by both parties on July 16, 2021;

WHEREAS, it is agreed that any items not listed below would be charged at their previously established rates;

WHEREAS, the parties desire to extend the Agreement for additional time to June 30, 2023; and

NOW, THEREFORE, the parties agree to modify the following parts of the Agreement: "Category/Personnel" "2021-2022 Rates" as set forth below.

**AGREEMENT**

Except as otherwise provided herein all terms and conditions of the Agreement shall remain in full force and effect.

<b>Category/ Personnel</b>	<b>2022 - 2023</b>	
	<b>2022 – 2023 Rates</b>	<b>Emergency Rates</b>
Monthly Base Fee	\$2,175.00	n/a
Micah Olson	\$110.00	\$132.00
Silas Olson	\$100.00	\$120.00

Aaron Olson	\$80.00	\$96.00
Melvin Olson	\$80.00	\$96.00
Devin Geiger	\$72.00	\$86.00
Matt Olson	\$72.00	\$86.00
Matt Thompson	\$68.00	\$82.00
Robert Trotter	\$68.00	\$82.00
Curtis Olson	\$68.00	\$82.00
Paul Howard	\$68.00	\$82.00
Tracey Oberacker	\$68.00	\$82.00
Chris Pomeroy	\$57.00	\$68.00
Travis Byerly	\$57.00	\$68.00
Kylah Cook	\$47.00	\$56.00
Alex Victor	\$47.00	\$56.00
Scott Tatro	\$47.00	\$56.00
Joel Ellis	\$47.00	\$56.00
Emily Denney	\$47.00	\$56.00
Eve Elias	\$47.00	\$56.00
Jonathan Estrada	\$47.00	\$56.00
Isaac Rider	\$47.00	\$56.00
9,200 lb Excavator	\$420.00/day	\$420.00/day
5-yard Dump Truck	\$60.00	\$60.00
Vacuum Excavation	\$60.00	\$60.00
Backflow Testing	\$35.00/test	\$35.00/test
Service Truck	\$20.00	\$20.00
Direct Expenses	Cost + 10%	Cost + 10%
Subcontractor	Cost + 10%	Cost + 10%

Tooley Water District	Hiland Water Corporation
Date	Date
Carol Mauser Chairperson	Silas Olson General Manager



## Item 15 – New Business

Place holder for new business

## Item 16 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on July 21, 2021 at 7:00pm.

For virtual access – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) or 541-340-0032.

**Meeting Adjourned**