

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/12/22)

Meeting Date: Thursday, September 15, 2022 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NzI0OWVkJUtOWZmNi00MjQwLTg0OTEtNTRIZjVhMTlyZjI2%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.....	4
Copy of current account totals from Washington Federal Website.....	4
Recent Savings Transactions.....	4
Recent Checking Transactions.....	5
Profit and Loss Budget vs. Actual.....	6
Checks that have not cleared.....	7
Income and Expense by Month – Chart.....	8
Maintenance and Repairs – Details.....	9
Item 4 – Discussion – Water Report.....	9
Item 5 – Discussion/Action – General System Updates – Mr. Russ and Mr. Amery.....	10
Item 6 – Discussion – Emergency Preparedness.....	10
Item 7 – Discussion – Delinquent Accounts.....	10
Item 8 – Discussion – Nitrate Resolution Plan.....	10
Item 9 – Discussion – Tooley Policies.....	10
Item 10 – Discussion/Action – Outdoor Kiosks.....	11
Item 11 – New Business.....	11
Item 12 – Discussion – Next Meeting.....	11

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
August 18, 2022, Board Meeting
Meeting held virtually

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

John conducted the meeting in the absence of Chair Mauser and opened the meeting at 7:13 pm.

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

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

Financial Report:

Checking:	\$ 5,953.96
Money Market:	\$50,029.00

John shared that the Business Oregon grant reimbursement funds had come in. The reimbursement came in after the close of the 2021-22 budget year which will impact revenue figures through out the year but should not cause any budgeting issues.

Water Report:

July Water Loss: 19.97%. This was the first time in some time that the water loss has been under 20%. Board members will continue to monitor the report to determine whether the decrease can be associated with the resent valve replacement.

System Updates:

Larry updated the board on the pressure reading system at the reservoir. The Jones residence had contacted Larry regarding their own booster pump going off and on much more frequently. Larry discussed the issue with Tracy from Hiland. Upon discovery it was determined to switch out the old pressure gauge which appeared to have some corrosion.

Larry met with Joe Siri, the individual that is farming near the lower well. Mr. Siri was very amenable to the district's nitrate issues. He shared with Larry how often that fertilizer/nitrate is applied. He also offered to close off approximately one acre near the well and discontinue farming in this area. Board members agreed that this is a very helpful and generous offer. Mr. Siri asked if the nitrate levels had ever been checked in Tooley Lake. Board members were unaware if this had ever happened. John shared past nitrate level tests and the board continued the discussion. Larry shared that he continues to be concerned with the quality of water being provided to customers. Discussion continued with the purchasing of bottled water or filtering systems.

Larry followed up with the calculation for Sam Springer who had experienced a leak and that there was a \$61 dollar credit.

John updated the board on the process that OHA requires regarding turning on the lower well with higher nitrate levels. The process requires an immediate test once the well is turned on which did not occur. John also shared that the radio remote went down, and the water level dramatically dropped. The system was rebooted by unplugging and waiting 30 seconds and plugging back in.

Emergency Preparedness:
No update.

Delinquent Accounts: The majority of the accounts were current. The new base rate has been included but the late fee had not been switched to the \$20 charge. John has updated Hiland on the need to ensure that the late fee is updated for next month.

Nitrate Resolution Plan: John shared the potential of a reverse osmosis system for members and potentially offering a credit toward the purchase. The potential cost could be up to \$20,000 which may be more economical when compared to the more expensive options provided from the GSI report. The GSI report provided the following:

- Identify water rights and potentially move forward to acquire additional rights.
- Identify preferred plan moving forward:
 - Develop new well on Carrell residence – Estimated at \$1,061,700 plus property easement/purchase plus water rights.
 - Develop new well at reservoir – Estimated at \$1,146,100 plus water rights.
 - Attempt to negotiate with City/County to attempt to join their system.
 - Identify that no option is financially attainable and choose to move forward operating as we currently are.

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 resource is Chapter 860 of the PUC:

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

Outdoor Kiosks:

No estimates have been received yet. Amanda mentioned other potential contractors that she will contact for bids on the project.

New Business:

No new business

Next Meeting:



Next board meeting is scheduled for Thursday, September 15, 2022 at 7:00 pm

Meeting adjourned at 8:31 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 9/12/22

Account Snapshot				⚙️ ×
Checking ↓	Current Balance	Available Balance	☰	
Checking 	\$8,085.56	\$8,085.56	>	
Money Market ↓	Current Balance	Available Balance	☰	
Money Market 	\$55,029.00	\$55,029.00	>	

Recent Savings Transactions

Tooley Water District							9/12/2022 1:01 PM	
Register: Savings at Washington Federal								
From 08/27/2022 through 09/12/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2022		Bart Vervloet	System Development C...	Deposit		X	5,000.00	55,029.00

Recent Checking Transactions

Tooley Water District							9/12/2022 1:01 PM	
Register: Checking at Washington Federal								
From 08/17/2022 through 09/12/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/20/2022		Washington Federal ...	Interest Income	Interest	X		0.84	3,551.80
08/26/2022		Hanna Instruments	Materials and Services:...	Refund for ite...	X		12.00	3,563.80
08/31/2022	5074	Amanda Valentine	Personal Services:Boar...	August Board ...	50.00			3,513.80
08/31/2022	5075	Debby Jones	Personal Services:Boar...	August Board ...	50.00			3,463.80
08/31/2022	5076	John Amery	Personal Services:Boar...	August Board ...	50.00			3,413.80
08/31/2022	5077	Larry Russ	Personal Services:Boar...	August Board ...	50.00			3,363.80
08/31/2022	5078	Hiland Water Corp	Accounts Payable	August Services	2,196.00			1,167.80
09/09/2022		Hanna Instruments	-split-	Refund for retu...	X		525.20	1,693.00
			Capital Improvements	Refund for nitr...			344.20	
			Maintenance and Repairs	Refund for unu...			181.00	
09/09/2022		Hiland Water Corp	Water Revenue:Water ...	Deposit	X		3,896.56	5,589.56

Profit and Loss Budget vs. Actual

1:15 PM

09/12/22

Accrual Basis

Tooley Water District Profit & Loss Budget Performance August 2022

	Aug 22	Budget	% of Bud...	Jul - Aug...	YTD Bud...	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	4,746.37	4,460.34	106.4%	7,896.89	7,487.98	105.5%	44,763.25
Total Water Revenue	4,746.37	4,460.34	106.4%	7,896.89	7,487.98	105.5%	44,763.25
Total Income	4,746.37	4,460.34	106.4%	7,896.89	7,487.98	105.5%	44,763.25
Expense							
Capital Improvements	0.00	0.00	0.0%	344.20	0.00	100.0%	12,000.00
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	762.92
Copies	0.00	16.66	0.0%	0.00	33.32	0.0%	200.00
Dues and Fees							
Laboratory Fees	0.00	70.00	0.0%	0.00	140.00	0.0%	840.00
Dues and Fees - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	360.00
Total Dues and Fees	0.00	70.00	0.0%	0.00	140.00	0.0%	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	-12.00	557.73	-2.2%	331.86	1,115.46	29.8%	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	16.66	0.0%	100.00
Operating Expenses							
Customer CC pass through	21.00	19.89	105.6%	49.00	39.78	123.2%	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%	4,350.00	4,350.00	100.0%	26,100.00
Total Operating Expenses	2,196.00	2,194.89	100.1%	4,399.00	4,389.78	100.2%	26,398.70
Postage and Delivery	0.00	8.33	0.0%	0.00	16.66	0.0%	100.00
Total Materials and Services	2,184.00	2,855.94	76.5%	4,730.86	5,711.88	82.8%	43,041.42
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	400.00	500.00	80.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00	120.00	0.0%	0.00	120.00	0.0%	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	200.00	370.00	54.1%	400.00	620.00	64.5%	4,293.37
Total Expense	2,384.00	3,225.94	73.9%	5,475.06	6,331.88	86.5%	59,334.79
Net Ordinary Income	2,362.37	1,234.40	191.4%	2,421.83	1,156.10	209.5%	-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	0.84	2.50	33.6%	6.59	5.00	131.8%	30.00
Total Other Income	0.84	2.50	33.6%	11,689.59	5.00	233,791.8%	30.00
Net Other Income	0.84	2.50	33.6%	11,689.59	5.00	233,791.8%	30.00
Net Income	2,363.21	1,236.90	191.1%	14,111.42	1,161.10	1,215.3%	-14,541.54

Checks that have not cleared

1:08 PM

09/12/22

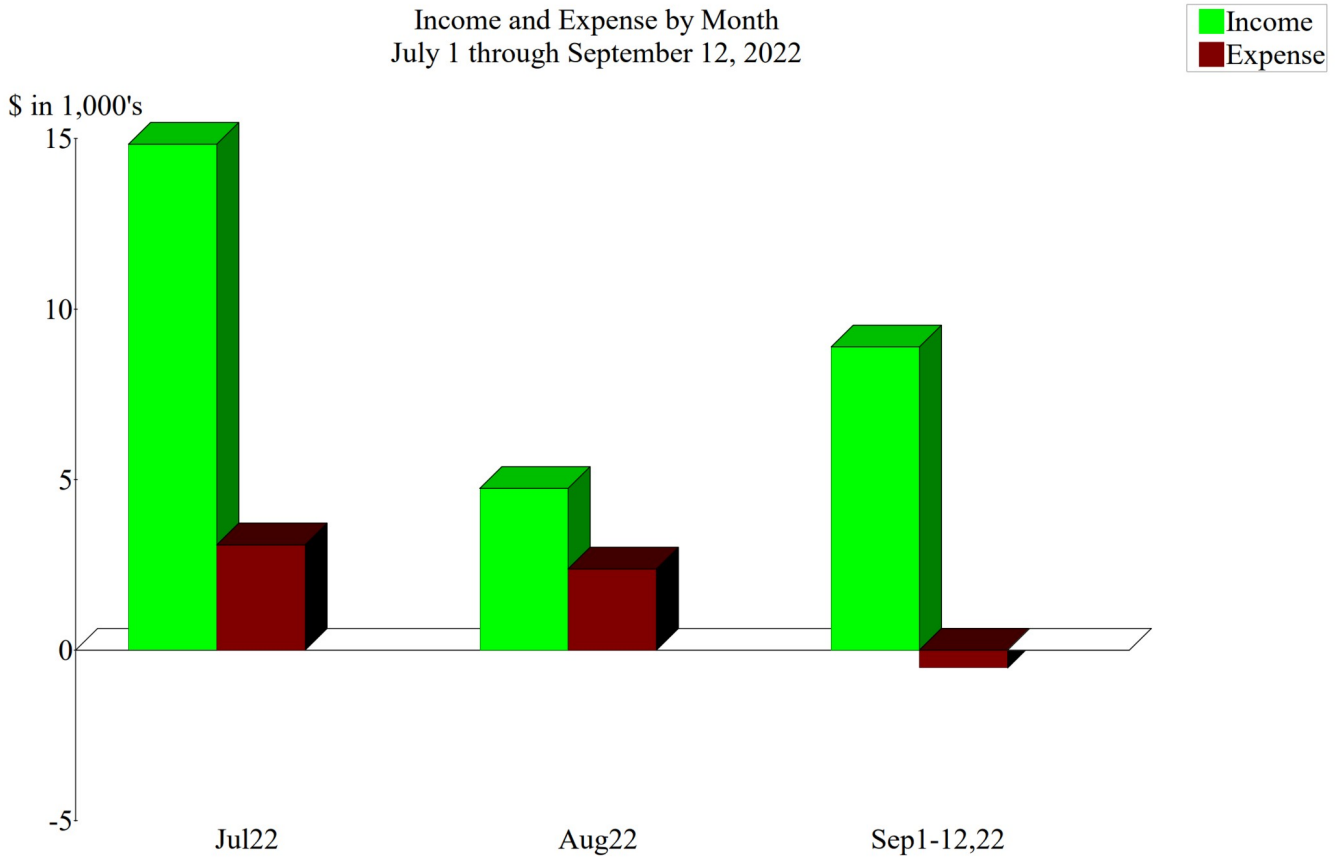
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	07/31/202	5071	John Amery	July Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	07/31/202	5072	Larry Russ	July Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	08/31/202	5074	Amanda Valentine	August Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	08/31/202	5075	Debby Jones	August Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	08/31/202	5076	John Amery	August Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	08/31/202	5077	Larry Russ	August Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Bill ...	08/31/202	5078	Hiland Water Corp	August Services	Checkin...		Accounts Payable	-2,196.00
Total								<u>-2,496.00</u>

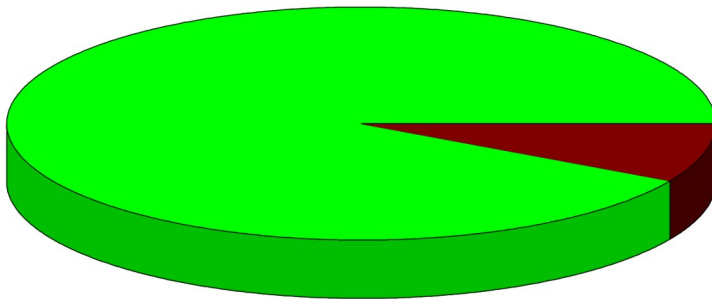
Income and Expense by Month – Chart

Income and Expense by Month
July 1 through September 12, 2022



Expense Summary
July 1 through September 12, 2022

Materials and Services	91.92%
Personal Services	8.08
Total	\$4,949.86



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<div style="display: flex; justify-content: space-between;"> 1:04 PM Tooley Water District </div> <div style="display: flex; justify-content: center;"> 09/12/22 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
Total Maintenance and Repairs				150.86	150.86
Total Materials and Services				150.86	150.86
TOTAL				150.86	150.86

Item 4 – Discussion – Water Report

May 2022	June 2022	July 2022	August 2022
Gallons pumped: 231,670	Gallons pumped: 446,020	Gallons pumped: 542,850	Gallons pumped: 551,450
Gallons sold: 159,360	Gallons sold: 299,080	Gallons sold: 435,530	Gallons sold: 492,670
Gallons lost: 72,310	Gallons lost: 146,940	Gallons lost: 107,320	Gallons lost: 58,780
Water Loss: 31.21%	Water Loss: 32.95%	Water Loss: 19.77%	Water Loss: 10.66%

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

- Mr. Russ - Communications with Mr. Joe Siri.
- Mr. Russ - Nitrate testing unit.
- Mr. Russ - Mr. Saylor's meter.
- Mr. Russ – Communications with Water Master.
- Mr. Amery - Communications with Wasco County Health Department.
- Mr. Amery – New water meter hookup – Bart Vervloet.
- Mr. Amery – Locate request at 4850 Adeline Way West.

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion – Nitrate Resolution Plan

Tooley Water District has now received the final version of GSI's feasibility study.

Next steps / options moving forward:

- Identify water rights and potentially move forward to acquire additional rights.
- Identify preferred plan moving forward:
 - Develop new well on Carrell residence – Estimated at \$1,061,700 + Property Easement/purchase + water rights.
 - Develop new well at reservoir – Estimated at \$1,146,100 + water rights.
 - Attempt to negotiate with City/County to attempt to join their system.
 - Identify that no option is financially attainable and choose to move forward operating as we currently are.

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:

Item 10 – 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 11 – New Business

Place holder for new business

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on October 20, 2022 at 7:00pm.

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

Meeting Adjourned