

Tooley Water District Board Meeting Agenda

Version 1.2 (updated 12/13/22)

Meeting Date: Thursday, December 15, 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

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District

November 16, 2022, Board Meeting
Meeting held virtually

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

Carol opened the meeting at 7:00 pm

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

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

Financial Report

Checking:	\$ 11,271.61
Money Market:	\$ 52,558.06

John transferred money from savings to checking in order to cover necessary expenses. There were no real surprises in the profit/loss statement. Revenue is slightly lower compared to same time last year. Possible reasons could be weather and or higher rates causing residents to use less water. Tooley's system development charge for the locate and installation of a new meter is \$5,000 cost to locate and install was \$5,191.93

Water Report

October Water Loss: 7.16%

This is one of the best water loss rates the district has recorded.

System Updates

- John briefly updated that Bart Vervloet's meter has been successfully installed

Emergency Preparedness

- No updates

Delinquent Accounts

- Two accounts are delinquent. It appears that the Dunigan residence has been vacated. The former property owners name is Tony Dietz. John will begin the process of filing a lien on the account. Gary Saylor's account is several months late.

Nitrate Resolution Plan

- Most recent reports have all been 5.2% or lower of nitrate. The property owner continues not to fertilize the section closest to the lower well. Time will tell if this effort has been the main contributor to the lower nitrate rates. John shared that Eric Rundell, from the Oregon Health Authority, reached out to him with concerns regarding overall water testing. A meeting has been scheduled for November 21. John, Carol and a Hiland representative will be in attendance to provide further clarifying information.

Tooley Policies

- No updates

Outdoor Kiosks

- No updates

Resolution Discussion and Action Items:

- John made a motion to approve Resolution 2022-04 Water Shutoff Due to Lack of Payment Resolution as presented. Larry seconded. Motion approved unanimously.
- John made a motion to approve Resolution 2022-05 Negotiated Back Payments Schedule as presented. Larry seconded. Motion approved unanimously.
- John made a motion to approve Resolution 2022-06 Member Failure To Honor Negotiated Payment. Larry seconded. Motion approved unanimously.

Gary Saylor's Leak Adjustment Request

- Mr. Saylor's has requested a leak adjustment, which upon final calculation equates to \$23.82. John read the bylaw that related to the leak adjustment request. Larry indicated that he did not believe that the calculation was correct based on the bylaws which states comparing use from the previous 2 years. A new calculation will be tabulated.

John made a motion for Larry to calculate the proper leak adjustment and work with Hiland to issue Gary Saylor's the proper leak adjustment. Amanda seconded. Motion approved unanimously

New Business

- John will provide an update in writing to the board regarding the results from the meeting with OHA.

Next Meeting



The next meeting is tentatively scheduled for Thursday, December 17, 2022.

Meeting adjourned at 8:51 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 11/12/22

Checking ↓	Current Balance	Available Balance	☰
Checking 	\$8,432.80	\$8,432.80	>
MoneyMarket ↓	Current Balance	Available Balance	☰
Money Market 	\$52,558.06	\$52,558.06	>

Recent Savings Transactions

No new transactions since last meeting

Recent Checking Transactions

Tooley Water District						12/10/2022 5:09 PM		
Register: Checking at Washington Federal								
From 11/12/2022 through 12/10/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/15/2022	5094	S.D.I.S	Accounts Payable	Workers' Comp...	634.67	X		5,022.95
11/20/2022			Interest Income	Interest		X	1.27	5,024.22
11/30/2022		Wasco County Clerk	Materials and Services:...	Dunnigan Lien	84.00	X		4,940.22
11/30/2022	5094	Amanda Valentine	Personal Services:Boar...	November Boa...	50.00			4,890.22
11/30/2022	5095	Carol Mauser	Personal Services:Boar...	November Boa...	50.00			4,840.22
11/30/2022	5096	Debby Jones	Personal Services:Boar...	November Boa...	50.00			4,790.22
11/30/2022	5097	John Amery	Personal Services:Boar...	November Boa...	50.00			4,740.22
11/30/2022	5098	Larry Russ	Personal Services:Boar...	November Boa...	50.00			4,690.22
11/30/2022	5099	Hiland Water Corp	Accounts Payable	Services provid...	2,182.00			2,508.22
12/07/2022		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	3,492.58	6,000.80
12/10/2022	5100	Government Ethics C...	Accounts Payable	AIE16939 - 7/1...	87.81			5,912.99
12/10/2022	5101	OAWU	Accounts Payable	Membership 20...	92.64			5,820.35
12/10/2022	5102	SDAO	Accounts Payable	54215 - 2023 F...	155.00			5,665.35

Profit and Loss Budget vs. Actual

5:13 PM
12/10/22
Accrual Basis

Tooley Water District Profit & Loss Budget Performance November 2022

	Nov 22	Budget	% of Budget	Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			5,000.00			
Water Revenue							
Water Sales	3,641.73	4,883.32	74.6%	19,633.16	21,303.84	92.2%	44,763.25
Total Water Revenue	3,641.73	4,883.32	74.6%	19,633.16	21,303.84	92.2%	44,763.25
Total Income	3,641.73	4,883.32	74.6%	24,633.16	21,303.84	115.6%	44,763.25
Expense							
Capital Improvements							
System Development Chg.-Expense	0.00			5,191.93			
Capital Improvements - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	12,000.00
Total Capital Improvements	0.00	0.00	0.0%	5,191.93	0.00	100.0%	12,000.00
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	116.05	0.0%	762.92
Copies	0.00	16.66	0.0%	0.00	83.30	0.0%	200.00
Dues and Fees							
Laboratory Fees	0.00	70.00	0.0%	0.00	350.00	0.0%	840.00
Dues and Fees - Other	0.00	0.00	0.0%	40.00	261.80	15.3%	360.00
Total Dues and Fees	0.00	70.00	0.0%	40.00	611.80	6.5%	1,200.00
Legal Services							
Liability Insurance	84.00	0.00	100.0%	84.00	0.00	100.0%	5,000.00
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							
Network Monitoring Maintenance	0.00	557.73	0.0%	180.86	2,788.65	6.5%	6,692.80
Office Supplies	0.00	8.33	0.0%	0.00	41.65	0.0%	340.00
Operating Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Customer CC pass through	7.00	19.89	35.2%	87.50	99.45	88.0%	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%	10,875.00	10,875.00	100.0%	26,100.00
Total Operating Expenses	2,182.00	2,194.89	99.4%	10,962.50	10,974.45	99.9%	26,398.70
Postage and Delivery	0.00	8.33	0.0%	24.98	41.65	60.0%	100.00
Total Materials and Services	2,266.00	2,855.94	79.3%	11,292.34	14,657.55	77.0%	43,041.42
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,100.00	1,250.00	88.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond							
Meeting Expense	0.00	55.00	0.0%	154.00	175.00	88.0%	175.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
634.67	668.37	95.0%	634.67	668.37	95.0%	668.37	
Total Personal Services	884.67	973.37	90.9%	1,888.67	2,093.37	90.2%	4,293.37
Total Expense	3,150.67	3,829.31	82.3%	18,372.94	16,750.92	109.7%	59,334.79
Net Ordinary Income	491.06	1,054.01	46.6%	6,260.22	4,552.92	137.5%	-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	1.27	2.50	50.8%	37.68	12.50	301.4%	30.00
Total Other Income	1.27	2.50	50.8%	11,720.68	12.50	93,765.4%	30.00
Net Other Income	1.27	2.50	50.8%	11,720.68	12.50	93,765.4%	30.00
Net Income	492.33	1,056.51	46.6%	17,980.90	4,565.42	393.8%	-14,541.54

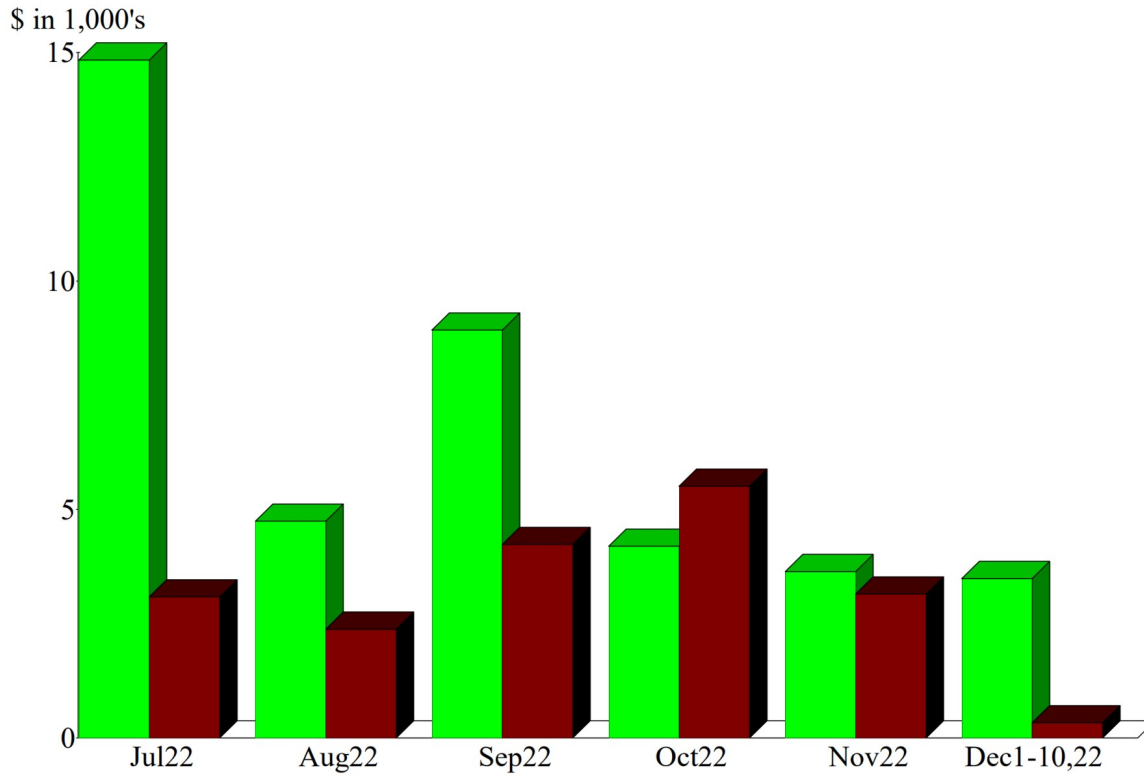
Checks that have not cleared

5:14 PM		Tooley Water District							
12/10/22		Checks that have not cleared							
Accrual Basis		All Transactions							
Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	
Check	11/30/202	5094	Amanda Valentine	November Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00	
Check	11/30/202	5095	Carol Mauser	November Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00	
Check	11/30/202	5096	Debby Jones	November Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00	
Check	11/30/202	5097	John Amery	November Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00	
Check	11/30/202	5098	Larry Russ	November Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00	
Bill ...	11/30/202	5099	Hiland Water Corp	Services provided in November	Checkin...		Accounts Payable	-2,182.00	
Bill ...	12/10/202	5100	Government Ethics Com...	AIE16939 - 7/1/22-6/30/23	Checkin...		Accounts Payable	-87.81	
Bill ...	12/10/202	5101	OAWU	Membership 2022-2023	Checkin...		Accounts Payable	-92.64	
Bill ...	12/10/202	5102	SDAO	54215 - 2023 Fees	Checkin...		Accounts Payable	-155.00	
Total								-2,767.45	

Income and Expense by Month – Chart

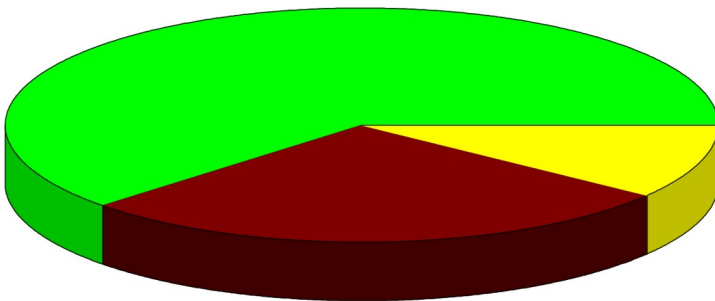
Income and Expense by Month
July 1 through December 10, 2022

■ Income
■ Expense



Expense Summary
July 1 through December 10, 2022

■ Materials and Services	62.15%
■ Capital Improvements	27.75
■ Personal Services	10.10
Total	\$18,708.39



Maintenance and Repairs – Details

5:15 PM	Tooley Water District						
12/10/22	Maintenance and Repairs details						
Accrual Basis	July 2022 through June 2023						
Date	Num	Name	Memo	Amount	Balance		
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

August 2022	September 2022	October 2022	November 2022
Gallons pumped: 551,450	Gallons pumped: 507,050	Gallons pumped: 305,830	Gallons pumped: 292,490
Gallons sold: 492,670	Gallons sold: 447,310	Gallons sold: 283,920	Gallons sold: 259,500
Gallons lost: 58,780	Gallons lost: 59,740	Gallons lost: 21,910	Gallons lost: 32,990
Water Loss: 10.66%	Water Loss: 11.78%	Water Loss: 7.16%	Water Loss: 11.28%

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

- On 11/21/22 Mr. Amery filed a lien on the property associated with 4555 Basit St. West due to outstanding account payment and associated fees of \$555.31. Mr. Amery paid the \$81 filing fee + \$2 CC charge at the time of filing with a Tooley Water District credit card.

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion – Nitrate Resolution Plan

11/21/22 - Ms. Mauser and Mr. Amery had a meeting with OHA, NWCPHD, State of Oregon, and Hiland Water. State of Oregon Compliance enforcement would like a written plan by February 1st, 2023.

11/20/22 - Mr. Amery had a meeting with Carrie Pippenich with MCEDD and Michael Held with Business Oregon. Mr. Held is attempting to schedule Tooley Water District with a “1 stop shop” for reviewing potential funding options (mixture of loans and Grants).

12/7/22 – Mr. Amery had a meeting with Mr. Held (Business Oregon), Ms. Pippenich (MCEDD), Catelyn Jones and Ryan Gross with (U.S. EPA, Region 10). Goals are to identify additional funding for technical assistance. This could include water rights, scenic gorge region construction challenges and other unknowns associated with any potential new development project.

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 - Discussion - Gary Saylor's Leak Adjustment

Mr. Russ to provide an update.

Item 12 – New Business

Place holder for new business

Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on January 19, 2023 at 7:00pm.

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

Meeting Adjourned