

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 12/10/22)

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

Location: Online via Microsoft Teams.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzI0OWVKNjUtOWZmNi00MjQwLTg0OTEtNTRIZjVhMTlyZjI2%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

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 11/12/22

❖ Account Snapshot ⚙️ ×		
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	84.00	0.00	100.0%	84.00	0.00	100.0%	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	0.00	557.73	0.0%	180.86	2,788.65	6.5%	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	41.65	0.0%	100.00
Operating Expenses							
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	0.00	55.00	0.0%	154.00	175.00	88.0%	175.00
Meeting Expense	0.00			0.00			200.00
Workmans Compensation Insurance	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

12/10/22

Accrual Basis

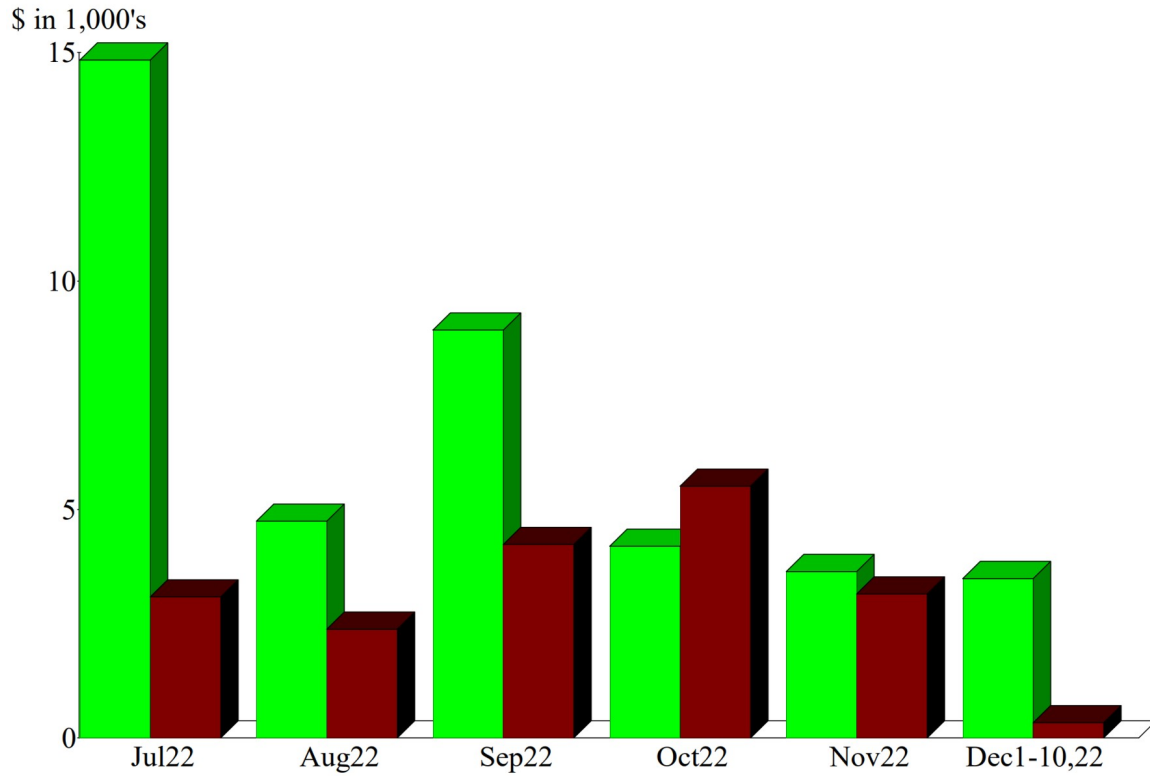
Tooley Water District Checks that have not cleared All Transactions

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

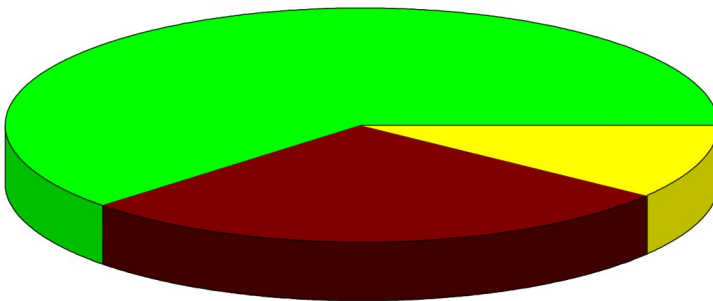
Income and Expense by Month
July 1 through December 10, 2022

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

12/10/22

Accrual Basis

Tooley Water District Maintenance and Repairs details 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 Baslt 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 Saylors 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