

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 1/15/23)

Meeting Date: Thursday, January 19, 2023 7:00pm

Location: Online via Microsoft Teams.

[https://teams.microsoft.com/join/19%3ameeting\\_NzI0OWVknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkMTlyZjI2%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](https://teams.microsoft.com/join/19%3ameeting_NzI0OWVknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkMTlyZjI2%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

December 15, 2022, Board Meeting  
Meeting held virtually

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

Carol opened the meeting at 7:06 pm

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

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

#### Financial Report

Checking:	\$ 8,432.80
Money Market:	\$52,558.06

John shared that water revenues were lower than this same time last year. Board members discussed possibilities including members purposely using less water due to increased water rates as well as vacant accounts.

#### Water Report

November Water Loss: 11.28%

#### System Updates:

- On 11/21/22, John filed a Lien on the property associated with 4555 Basalt St. West, due to outstanding account payment and associated fees of \$555.31. John paid the \$81 filing fee plus \$2 credit card charge at the time of filing with Tooley Water District credit card.

#### Emergency Preparedness

- No updates

#### Delinquent Accounts

- John shared that a lien has been placed on the Dunnigan property. The individuals who were living at the property have moved out and have an outstanding balance on their account.
- The board also discussed the Saylor's account. This account is severely overdue. Board questioned if Hiland was fulfilling their responsibilities regarding letters and turn off notices due to lack of payment. John will check with Hiland, and the board agreed that according to Tooley By-laws, that Saylor's water should be turned off unless payment is made.

#### Nitrate Resolution Plan:

- 11/20/22: John had a meeting with Carrie Pippenich with MCEDD and Michael Held with Business Oregon. Held is attempting to schedule Tooley Water District with a “1 Stop Shop” for reviewing potential funding options (mixture of loans and grants).
- 11/21/22: Carol and John had a meeting with OHA, NCPHD, State of Oregon and Hiland Water. State of Oregon Compliance enforcement would like a written plan by February 2st, 2023
- 12/7/22: John had a meeting with Mr. Held (Business Oregon), Pippenich (MCEDD), Catelyn Jones and Ryan Gross with U.S. EPA, Region 10. Goals of the meeting was to identify additional funding for technical assistance. This may include water rights, scenic gorge region construction challenges and other unknowns associated with any potential new development.
- Board discussed potential solutions including a previously discussed option of blending of the two wells. Board members agreed that this was not a realistic long-term solution. John shared the One Stop Application. John will complete the application and turn it in within the next week.
- John asked board members to consider a reasonable rate threshold that might be acceptable for Tooley members if a new well had to be drilled and matching funds or loan were needed. Members briefly discussed and upon first reflection considered a \$20-30 max. Board members agreed that at this point, much more information was needed and eventually Tooley water customers will need to be brought into the overall decision making process and understanding the nitrate situation and the complexities that it is bringing to the district.

#### Tooley Policies

- No updates

#### Outdoor Kiosks

- No updates

#### Resolution Discussion and Action Items:

#### Gary Saylor’s Leak Adjustment Request

- Mr. Saylor 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.

#### New Business

- No new business



Next Meeting: January 19, 2023

Meeting adjourned at 8:49pm

## 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 	\$9,045.22	\$9,045.22	>	
MoneyMarket ↓	Current Balance	Available Balance	☰	
Money Market 	\$52,657.22	\$52,657.22	>	

## Recent Savings Transactions

Tooley Water District							1/15/2023 4:51 PM	
Register: Savings at Washington Federal								
From 12/10/2022 through 01/15/2023								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/01/2023			Interest Income	Interest		X	99.16	52,657.22

## Recent Checking Transactions

Tooley Water District								1/15/2023 4:51 PM
Register: Checking at Washington Federal								
From 12/10/2022 through 01/15/2023								
Sorted by: Date, Type, Number/Ref								
<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
12/10/2022	5100	Government Ethics C...	Accounts Payable	AIE16939 - 7/1...	87.81	X		5,912.99
12/10/2022	5101	OAWU	Accounts Payable	Membership 20...	92.64	X		5,820.35
12/10/2022	5102	SDAO	Accounts Payable	54215 - 2023 F...	155.00	X		5,665.35
12/20/2022			Interest Income	Interest		X	0.69	5,666.04
12/31/2022	5099	Amanda Valentine	Personal Services:Boar...	December Boar...	50.00			5,616.04
12/31/2022	5100	Carol Mauser	Personal Services:Boar...	December Boar...	50.00			5,566.04
12/31/2022	5101	Debby Jones	Personal Services:Boar...	December Boar...	50.00			5,516.04
12/31/2022	5102	John Amery	Personal Services:Boar...	December Boar...	50.00			5,466.04
12/31/2022	5103	Larry Russ	Personal Services:Boar...	December Boar...	50.00			5,416.04
12/31/2022	5104	Hiland Water Corp	Accounts Payable	Services perfor...	3,149.56			2,266.48
01/10/2023			Water Revenue:Water ...	Deposit		X	3,229.18	5,495.66

## Profit and Loss Budget vs. Actual

4:56 PM

01/15/23

Accrual Basis

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

	Dec 22	Budget	% of Budget	Jul - Dec 22	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
System Development Chg. Income	0.00			5,000.00			
Water Revenue							
Water Sales	3,492.58	4,289.76	81.4%	23,125.74	25,593.60	90.4%	44,763.25
<b>Total Water Revenue</b>	<b>3,492.58</b>	<b>4,289.76</b>	<b>81.4%</b>	<b>23,125.74</b>	<b>25,593.60</b>	<b>90.4%</b>	<b>44,763.25</b>
<b>Total Income</b>	<b>3,492.58</b>	<b>4,289.76</b>	<b>81.4%</b>	<b>28,125.74</b>	<b>25,593.60</b>	<b>109.9%</b>	<b>44,763.25</b>
<b>Expense</b>							
<b>Capital Improvements</b>							
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
<b>Total Capital Improvements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>5,191.93</b>	<b>0.00</b>	<b>100.0%</b>	<b>12,000.00</b>
<b>Materials and Services</b>							
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	99.96	0.0%	200.00
Dues and Fees							
Laboratory Fees	0.00	70.00	0.0%	0.00	420.00	0.0%	840.00
Dues and Fees - Other	335.45	0.00	100.0%	375.45	261.80	143.4%	360.00
<b>Total Dues and Fees</b>	<b>335.45</b>	<b>70.00</b>	<b>479.2%</b>	<b>375.45</b>	<b>681.80</b>	<b>55.1%</b>	<b>1,200.00</b>
Legal Services	0.00	0.00	0.0%	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
<b>Total Liability Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>2,247.00</b>
Maintenance and Repairs	971.06	557.73	174.1%	1,151.92	3,346.38	34.4%	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	49.98	0.0%	100.00
Operating Expenses							
Customer CC pass through	3.50	19.89	17.6%	91.00	119.34	76.3%	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%	13,050.00	13,050.00	100.0%	26,100.00
<b>Total Operating Expenses</b>	<b>2,178.50</b>	<b>2,194.89</b>	<b>99.3%</b>	<b>13,141.00</b>	<b>13,169.34</b>	<b>99.8%</b>	<b>26,398.70</b>
Postage and Delivery	0.00	8.33	0.0%	24.98	49.98	50.0%	100.00
<b>Total Materials and Services</b>	<b>3,485.01</b>	<b>2,855.94</b>	<b>122.0%</b>	<b>14,777.35</b>	<b>17,513.49</b>	<b>84.4%</b>	<b>43,041.42</b>
<b>Personal Services</b>							
Boardmember Incentives	250.00	250.00	100.0%	1,350.00	1,500.00	90.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	154.00	175.00	88.0%	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%	634.67	668.37	95.0%	668.37
<b>Total Personal Services</b>	<b>250.00</b>	<b>250.00</b>	<b>100.0%</b>	<b>2,138.67</b>	<b>2,343.37</b>	<b>91.3%</b>	<b>4,293.37</b>
<b>Total Expense</b>	<b>3,735.01</b>	<b>3,105.94</b>	<b>120.3%</b>	<b>22,107.95</b>	<b>19,856.86</b>	<b>111.3%</b>	<b>59,334.79</b>
<b>Net Ordinary Income</b>	<b>-242.43</b>	<b>1,183.82</b>	<b>-20.5%</b>	<b>6,017.79</b>	<b>5,736.74</b>	<b>104.9%</b>	<b>-14,571.54</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Grant Income	0.00	0.00	0.0%	11,683.00	0.00	100.0%	0.00
Interest Income	0.69	2.50	27.6%	38.37	15.00	255.8%	30.00
<b>Total Other Income</b>	<b>0.69</b>	<b>2.50</b>	<b>27.6%</b>	<b>11,721.37</b>	<b>15.00</b>	<b>78,142.5%</b>	<b>30.00</b>
<b>Net Other Income</b>	<b>0.69</b>	<b>2.50</b>	<b>27.6%</b>	<b>11,721.37</b>	<b>15.00</b>	<b>78,142.5%</b>	<b>30.00</b>
<b>Net Income</b>	<b>-241.74</b>	<b>1,186.32</b>	<b>-20.4%</b>	<b>17,739.16</b>	<b>5,751.74</b>	<b>308.4%</b>	<b>-14,541.54</b>

## Checks that have not cleared

4:58 PM

01/15/23

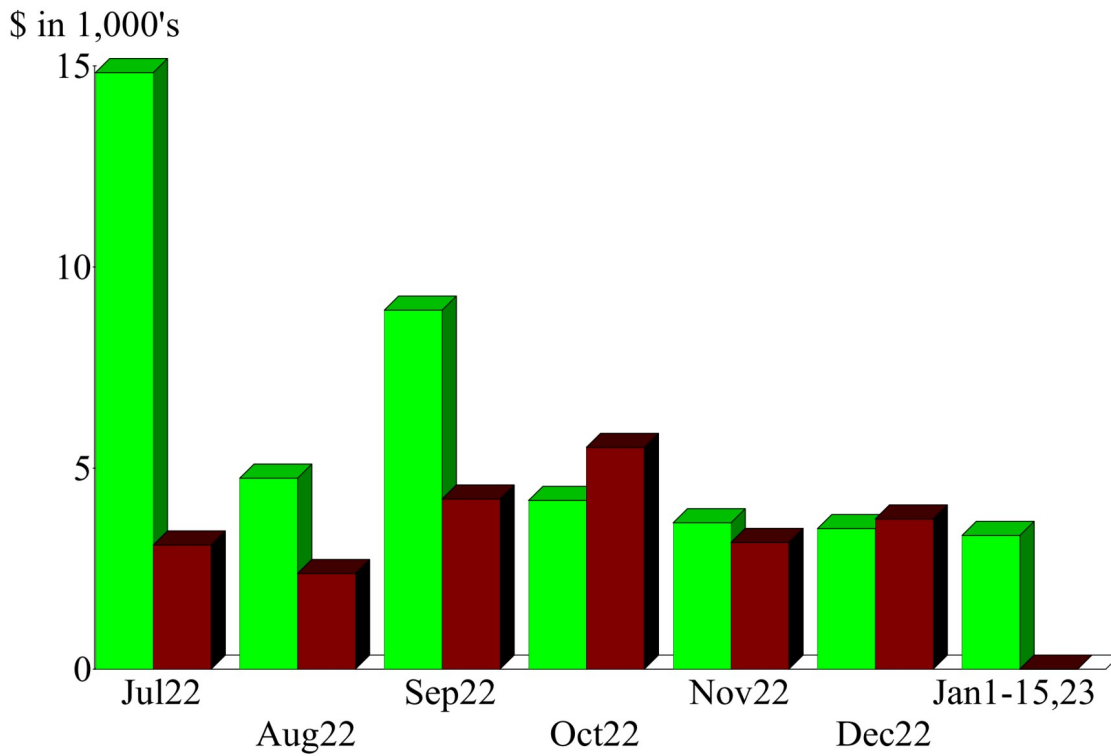
Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	11/30/2022	5096	Debby Jones	November Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	11/30/2022	5097	John Amery	November Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	11/30/2022	5098	Larry Russ	November Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	12/31/2022	5099	Amanda Valentine	December Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	12/31/2022	5100	Carol Mauser	December Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	12/31/2022	5101	Debby Jones	December Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	12/31/2022	5102	John Amery	December Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	12/31/2022	5103	Larry Russ	December Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Bill Pmt -C...	12/31/2022	5104	Hiland Water Corp	Services performed December 2022	Checking at ...		Accounts Payable	-3,149.56
<b>Total</b>								<b>-3,549.56</b>

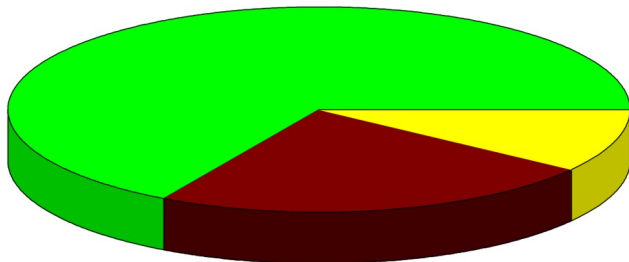
### Income and Expense by Month – Chart

Income and Expense by Month  
July 1, 2022 through January 15, 2023



Expense Summary  
July 1, 2022 through January 15, 2023

Materials and Services	66.84%
Capital Improvements	23.48
Personal Services	9.67
Total	\$22,107.95





## Maintenance and Repairs – Details

4:53 PM	<b>Tooley Water District</b>				
01/15/23	<b>Maintenance and Repairs details</b>				
Accrual Basis	<b>July 2022 through June 2023</b>				
Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
07/14/2022	613707	220712 Repairs	CHECK UPPER WELL. IS PUMP RUNNING...	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	6310732	City of The Dalles	8/24/22 - Water Utility - Samples 051	30.00	180.86
12/31/2022	3635	Hiland Water Corp	Furrow Pump - LMI Pump Repair (backup)	308.00	488.86
12/31/2022	3635	Hiland Water Corp	Furrow Pump - LMI Pump Repair (backup)	528.00	1,016.86
12/31/2022	3635	Hiland Water Corp	Ace Hardware - padlock for shut off	16.78	1,033.64
12/31/2022	3635	Hiland Water Corp	OHA Cross Connection Annual Fee	30.00	1,063.64
12/31/2022	3635	Hiland Water Corp	10% markup of items purchased Dec. 2022	88.28	1,151.92
Total Maintenance and Repairs				1,151.92	1,151.92
Total Materials and Services				1,151.92	1,151.92
<b>TOTAL</b>				<b>1,151.92</b>	<b>1,151.92</b>

## Item 4 – Discussion – Water Report

<b>September 2022</b>	<b>October 2022</b>	<b>November 2022</b>	<b>December 2022</b>
Gallons pumped: 507,050	Gallons pumped: 305,830	Gallons pumped: 292,490	Gallons pumped: 252,370
Gallons sold: 447,310	Gallons sold: 283,920	Gallons sold: 259,500	Gallons sold: 186,880
Gallons lost: 59,740	Gallons lost: 21,910	Gallons lost: 32,990	Gallons lost: 65,490
<b>Water Loss: 11.78%</b>	<b>Water Loss: 7.16%</b>	<b>Water Loss: 11.28%</b>	<b>Water Loss: 25.95%</b>

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

- A representative for the new property owner Tooley placed a lien on contacted Mr. Amery. Mr. Amery presented the amount owed over the phone and informed the representative they could pay Hiland Directly. The owner’s representative suggested they would take that information to their client for consideration.
- Hiland contacted Mr. Amery over the weekend. Ms. Saylor had contacted Hiland to get her water turned back on (it had been turned off and locked due to non-payment). Hiland wanted to know if they should send an employee up to unlock the meter. Mr. Amery reminded Hiland of Tooley’s rate structure which allowed for emergency turn-on fees to be passed to the requesting party at actual cost.
- Gary Saylor’s Leak adjustment – update by Larry Russ

## Item 6 – Discussion – Emergency Preparedness

## Item 7 – Discussion – Delinquent Accounts

## Item 8 – Discussion – Nitrate Resolution Plan

1/6/23 - Ms. Mauser and Mr. Amery had a meeting with OHA, NWCPHD, State of Oregon, and “Environmental Finance Center”. Maureen Kerner with the Environmental Finance Center has been provided resources in an effort to help Tooley Water District respond back to OHA regarding our Remediation Plan.

## 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/Action - Budget Committee

Budget Member – Position 1	Appointed	3 Years	Susan Russ	06/30/23
Budget Member – Position 2	Appointed	3 Years	David Child	06/30/23
Budget Member – Position 3	Appointed	3 Years	Jeff Radford	06/30/24
Budget Member – Position 4	Appointed	3 Years	Tania Valencia	06/30/24
Budget Member – Position 5	Appointed	3 Years	Mark Stern	06/30/22

- Mr. Stern's position (5) has expired
- Ms. Valencia position (4) has moved outside of Tooley Water District

We require two replacements.

## Item 12 – New Business

Place holder for new business

## Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on February 16, 2023 at 7:00pm.

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

**Meeting Adjourned**