

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 2/14/23)

Meeting Date: Thursday, February 16, 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**

## Amended Minutes Voted in January 2023 meeting

### 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.~~
- Discussion took place regarding the Saylor's account. Mr. Russ described his actions to properly calculate the adjustment at the proper amount of \$28.68.

New Business

No new business

Next Meeting: January 19, 2023

Meeting adjourned at 8:49pm

Tooley Water District  
January 19, 2023, Board Meeting  
Meeting held virtually

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

Carol opened the meeting at 7:06 pm

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

Carol asked for approval of the December minutes. Larry noted a need to update a section regarding the Saylor's account that had been inadvertently copied from November. Debby made a motion to approve the December minutes with the corrected changes. Larry seconded. All approved. Motion passed.

#### Financial Report

Checking:	\$ 9,045.22
Money Market:	\$52,657.22

John shared that water revenues were lower than this same time last year. There was a large interest deposit, and it is unsure if this was a mistake by the bank or not. Board discussed checks that had been cleared. Board also had a brief discussion regarding board member fees.

#### Water Report

December Water Loss: 25.95%

John talked with Hiland regarding the increase in water loss. Due to the heavy rain during the past two months, it would be difficult to see any type of leak. Hiland also shared that there some potential inaccuracies with water reporting, so it is unclear if this is a clear indication of a leak or not.

#### System Updates:

- A representative for the new property owner that Tooley place a lien on last month, contacted John Amery. Amery presented the amount owed over the pone and informed the representative they could pay Hiland directly. The owner's representative said they would take that information to their client. Board discussed current water usage and that it appears that the water has not been turned off. John will contact Hiland regarding the issue. Board members discussed current Tooley policies/bylaws regarding when new individuals purchase properties located within the Tooley Water District. Board agreed that the meter needs to be turned off. John will contact Hiland.
- Hiland contacted John Amery, sharing that Ms. Saylor's had contacted Hiland to get the water turned back on at the Saylor property. Water had been turned off and the meter locked, as directed by the board, according to Tooley Water District policies due to non-payment. Hiland was inquiring if the board want Hiland to send an employee to unlock the meter. Amery instructed Hiland to follow Tooley's rate structure which allowed for emergency turn-on fees to be passed to the requesting party at actual cost.
- Larry shared that he had received notices from the sensaphone system. The pressure sensor

indicated 89 psi. The tanks are rated at 75 psi. Larry discussed the issue with Isaac from Hiland. Hiland said that they would make adjustment but may not be able to do it immediately. Larry asked Robert from Hiland whether we should be concerned. Robert shared that "it was not critical." John gave an additional update from when he spoke to JJ from Hiland. JJ gave the same indication as Robert that they did not think it was of immediate concern.

- John gave a brief update on the Carothers account which has been corrected.

#### Emergency Preparedness

- No updates

#### Delinquent Accounts

- John will follow up with Hiland on two potential delinquent accounts.

#### Nitrate Resolution Plan:

- On 1/6/23, Board Chair Carol Mauser and Board Treasurer John Amery had a meeting with OHA, North Central Public Health District, State of Oregon, and the Environmental Finance Center (EFC). Maureen Kerner, with the EFC, has been assisting in technical assistance to help Tooley Water District respond back to OHA regarding the District's Nitrate Remediation Plan. Both John and Carol felt good about the meeting.

John made the motion to authorize Carol and John to continue working with EFC to develop and submit a corrective action plan by the due date of 2/1/23. All approved. Motion passed.

Larry noted that he had not seen any recent nitrate level reports. John has shared this with Hiland and Hiland noted that there were problems with the testing site.

#### Tooley Policies

- No updates

#### Outdoor Kiosks

- No updates

#### Budget Committee

- There are two budget committee positions that need to be filled. Board discussed two possibilities.

#### New Business

- No updates

Next Meeting: February 16, 2023

Meeting adjourned at 9:20 pm

## Item 3 - Financial Reports – Mr. Amery

### Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 2/14/23

Account Snapshot			
Checking ↓	Current Balance	Available Balance	☰
Checking (██████)	\$10,136.26	\$10,136.26	>
MoneyMarket ↓	Current Balance	Available Balance	☰
Money Market (██████)	\$52,657.22	\$52,657.22	>

### Recent Savings Transactions

No new transactions since last report.

## Recent Checking Transactions

Tooley Water District								2/14/2023 1:23 PM
Register: Checking at Washington Federal								
From 01/15/2023 through 02/14/2023								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/20/2023			Interest Income	Interest		X	0.89	5,496.55
01/31/2023	5105	Carol Mauser	Personal Services:Boar...	January Board ...	50.00			5,446.55
01/31/2023	5106	Debby Jones	Personal Services:Boar...	January Board ...	50.00			5,396.55
01/31/2023	5107	John Amery	Personal Services:Boar...	January Board ...	50.00			5,346.55
01/31/2023	5108	Larry Russ	Personal Services:Boar...	January Board ...	50.00			5,296.55
01/31/2023	5109	Hiland Water Corp	Accounts Payable	Services perfor...	2,697.00			2,599.55
02/13/2023	5110	S.D.I.S	Accounts Payable	2023 Property /...	2,030.00			569.55



## Profit and Loss Budget vs. Actual

1:34 PM

02/14/23

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance January 2023

	Jan 23	Budget	% of Budget	Jul '22 - Jan 23	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	3,229.18	2,833.04	114.0%	26,354.92	28,426.64	92.7%	44,763.25
<b>Total Water Revenue</b>	<b>3,229.18</b>	<b>2,833.04</b>	<b>114.0%</b>	<b>26,354.92</b>	<b>28,426.64</b>	<b>92.7%</b>	<b>44,763.25</b>
<b>Total Income</b>	<b>3,229.18</b>	<b>2,833.04</b>	<b>114.0%</b>	<b>31,354.92</b>	<b>28,426.64</b>	<b>110.3%</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	116.62	0.0%	200.00
<b>Dues and Fees</b>							
Laboratory Fees	0.00	70.00	0.0%	0.00	490.00	0.0%	840.00
Dues and Fees - Other	0.00	87.81	0.0%	375.45	349.61	107.4%	360.00
<b>Total Dues and Fees</b>	<b>0.00</b>	<b>157.81</b>	<b>0.0%</b>	<b>375.45</b>	<b>839.61</b>	<b>44.7%</b>	<b>1,200.00</b>
<b>Legal Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>84.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>5,000.00</b>
<b>Liability Insurance</b>							
Boiler&Machinery	0.00	160.50	0.0%	0.00	160.50	0.0%	160.50
Excess	0.00	205.44	0.0%	0.00	205.44	0.0%	205.44
General Liability	0.00	1,240.13	0.0%	0.00	1,240.13	0.0%	1,240.13
N/O Auto Liability	0.00	187.25	0.0%	0.00	187.25	0.0%	187.25
Property	0.00	434.42	0.0%	0.00	434.42	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>2,227.74</b>	<b>0.0%</b>	<b>0.00</b>	<b>2,227.74</b>	<b>0.0%</b>	<b>2,247.00</b>
<b>Maintenance and Repairs</b>	<b>462.00</b>	<b>557.73</b>	<b>82.8%</b>	<b>1,613.92</b>	<b>3,904.11</b>	<b>41.3%</b>	<b>6,692.80</b>
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	58.31	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	0.00	19.89	0.0%	91.00	139.23	65.4%	238.70
Disconnect Fee	60.00	0.00	100.0%	60.00	0.00	100.0%	60.00
Hiland Base Maintenance Fee	2,175.00	2,175.00	100.0%	15,225.00	15,225.00	100.0%	26,100.00
<b>Total Operating Expenses</b>	<b>2,235.00</b>	<b>2,194.89</b>	<b>101.8%</b>	<b>15,376.00</b>	<b>15,364.23</b>	<b>100.1%</b>	<b>26,398.70</b>
Postage and Delivery	0.00	8.33	0.0%	24.98	58.31	42.8%	100.00
<b>Total Materials and Services</b>	<b>2,697.00</b>	<b>5,171.49</b>	<b>52.2%</b>	<b>17,474.35</b>	<b>22,684.98</b>	<b>77.0%</b>	<b>43,041.42</b>
<b>Personal Services</b>							
Boardmember Incentives	200.00	250.00	80.0%	1,550.00	1,750.00	88.6%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00			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			634.67	668.37	95.0%	668.37
<b>Total Personal Services</b>	<b>200.00</b>	<b>250.00</b>	<b>80.0%</b>	<b>2,338.67</b>	<b>2,593.37</b>	<b>90.2%</b>	<b>4,293.37</b>
<b>Total Expense</b>	<b>2,897.00</b>	<b>5,421.49</b>	<b>53.4%</b>	<b>25,004.95</b>	<b>25,278.35</b>	<b>98.9%</b>	<b>59,334.79</b>
<b>Net Ordinary Income</b>	<b>332.18</b>	<b>-2,588.45</b>	<b>-12.8%</b>	<b>6,349.97</b>	<b>3,148.29</b>	<b>201.7%</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	100.05	2.50	4,002.0%	138.42	17.50	791.0%	30.00
<b>Total Other Income</b>	<b>100.05</b>	<b>2.50</b>	<b>4,002.0%</b>	<b>11,821.42</b>	<b>17.50</b>	<b>67,551.0%</b>	<b>30.00</b>
<b>Net Other Income</b>	<b>100.05</b>	<b>2.50</b>	<b>4,002.0%</b>	<b>11,821.42</b>	<b>17.50</b>	<b>67,551.0%</b>	<b>30.00</b>
<b>Net Income</b>	<b>432.23</b>	<b>-2,585.95</b>	<b>-16.7%</b>	<b>18,171.39</b>	<b>3,165.79</b>	<b>574.0%</b>	<b>-14,541.54</b>

## Checks that have not cleared

1:35 PM

02/14/23

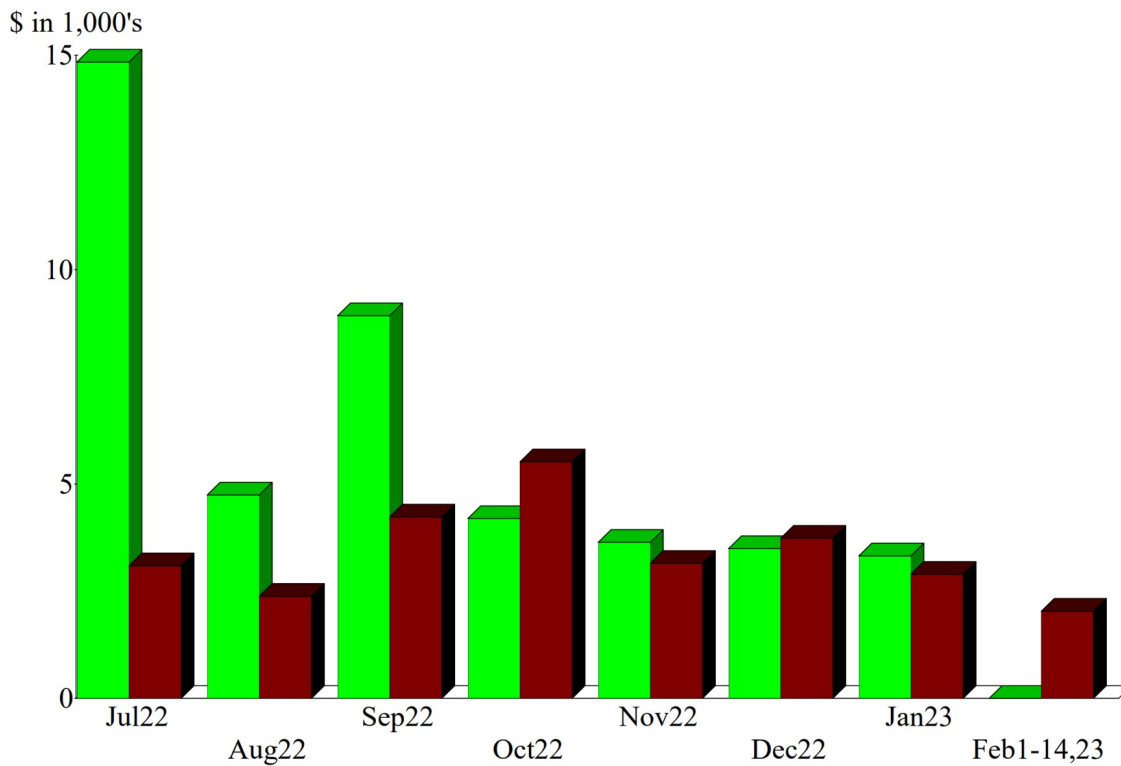
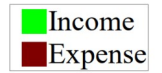
Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	11/30/202	5098	Larry Russ	November Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	12/31/202	5099	Amanda Valentine	December Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	12/31/202	5100	Carol Mauser	December Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	12/31/202	5101	Debby Jones	December Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	12/31/202	5102	John Amery	December Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	12/31/202	5103	Larry Russ	December Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	01/31/202	5105	Carol Mauser	January Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	01/31/202	5106	Debby Jones	January Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	01/31/202	5107	John Amery	January Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	01/31/202	5108	Larry Russ	January Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Bill ...	01/31/202	5109	Hiland Water Corp	Services performed in January 2023	Checkin...		Accounts Payable	-2,697.00
Bill ...	02/13/202	5110	S.D.I.S	2023 Property / Casualty Statement	Checkin...		Accounts Payable	-2,030.00
Tran...	02/15/202			Cover checks to be written	Checkin...		Savings at Washington Federal	2,657.22
<b>Total</b>								<b>-2,569.78</b>

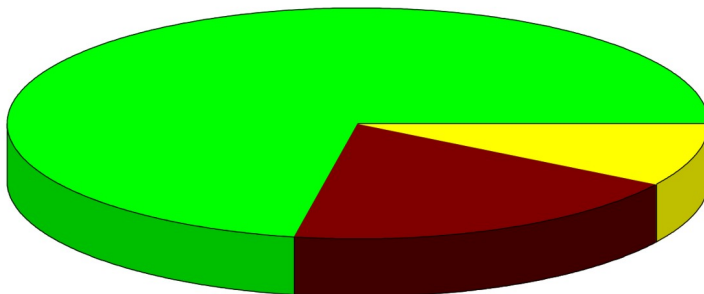
## Income and Expense by Month – Chart

Income and Expense by Month  
July 1, 2022 through February 14, 2023



Expense Summary  
July 1, 2022 through February 14, 2023

Materials and Services	72.14%
Capital Improvements	19.20
Personal Services	8.65
<b>Total</b>	<b>\$27,034.95</b>



## Maintenance and Repairs – Details

1:35 PM

02/14/23

Accrual Basis

### Tooley Water District Maintenance and Repairs details July 2022 through June 2023

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 IN AUTO? ...	150.86	150.86
07/22/2022	391951	Purchase Nitrate Tester	1 x 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
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
01/31/2023	3669	Hiland Water Corp	Alexin Analytical - Nitrate tests	210.00	1,361.92
01/31/2023	3669	Hiland Water Corp	Alexin Analytical - Nitrates	210.00	1,571.92
01/31/2023	3669	Hiland Water Corp	10% markup of nitrate tests	42.00	1,613.92
Total Maintenance and Repairs				1,613.92	1,613.92
Total Materials and Services				1,613.92	1,613.92
<b>TOTAL</b>				<b>1,613.92</b>	<b>1,613.92</b>

## Item 4 – Discussion – Water Report

<b>October 2022</b>	<b>November 2022</b>	<b>December 2022</b>	<b>January 2023</b>
Gallons pumped: 305,830	Gallons pumped: 292,490	Gallons pumped: 252,370	Gallons pumped: 224,840
Gallons sold: 283,920	Gallons sold: 259,500	Gallons sold: 186,880	Gallons sold: 126,626
Gallons lost: 21,910	Gallons lost: 32,990	Gallons lost: 65,490	Gallons lost: 98,214
<b>Water Loss: 7.16%</b>	<b>Water Loss: 11.28%</b>	<b>Water Loss: 25.95%</b>	<b>Water Loss: 43.68%</b>

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

- New analog pressure switch inline with the air compressor has been installed to address the high pressure issues. We may need to replace with a digital one as the analog one installed has challenges getting to the required PSI.
- Tooley Water District is required to take chlorine residual tests twice a week.

## Item 6 – Discussion – Emergency Preparedness

## Item 7 – Discussion – Delinquent Accounts

## Item 8 – Discussion – Nitrate Resolution Plan

2/1/23 – Tooley Water District filed their work plan for nitrate resolution

2/6/23 – OHA responded that they received our work plan, however they would like Tooley Water District to assign “Proposed Project Dates” that are acceptable to OHA to our plan.

2/13/23 – Ms. Mauser and Mr. Amery attended a one-stop meeting.

## 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 March 16, 2023 at 7:00pm.

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

**Meeting Adjourned**