

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 2/14/23)

Meeting Date: Thursday, March 16, 2023 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NzI0OWVknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkMTlyZjI2%40thread.v2/0?context=%7b%22id%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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|---|----|
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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
February 16, 2023, Board Meeting
Meeting held virtually

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

Carol opened the meeting at 7:03 pm

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

Carol asked for approval of the January minutes. John made a motion to approve the January minutes that had been resubmitted by Debby on 2/15/23. Larry seconded. All approved. Motion passed.

Financial Report

| | |
|---------------|--------------|
| Checking: | \$ 10,136.26 |
| Money Market: | \$ 52,657.22 |

John indicated that revenue and expenses were on track.

Water Report

January Water Loss: 43.68%

Board members were concerned with the increase in water loss. John shared that he had spoken to Hiland and that there may be a potential leak at the pump house. John and Hiland will follow up on the issue. Board will continue to monitor the loss. Was determined that this was a difficult time to check for leaks due the winter weather.

System Updates:

- New analog pressure switch in line 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. Board discussed the possibility of contracting with a water district member to take the on this responsibility. Larry will reach out to Hiland to make sure what is required as well as a potential water district member. John made a motion to negotiate up to \$100 a month with a Tooley resident to due the chlorine tests. Larry seconded. All approved. Motion passed.

Emergency Preparedness

- No updates

Delinquent Accounts

- John shared that there had been issues with the past months bills according to Hiland and that

accounts that had been impacted had been corrected. The amounts were in question. Carol is going to call Hiland for further clarification as she was one of the accounts.

- Board disused the property that was sold and continues to accumulate the base fee on top of the amount that was delinquent.
- There was a question on whether the Saylor account had been charged the fee to turn their water back on. John will follow-up with Hiland.

Nitrate Resolution Plan:

- Tooley Water District filed their work plan for nitrate resolution on 2/1/23
- On 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.
- On 2/13/23, Ms. Mauser and Mr. Amery attended a one-stop meeting.
- Mauser and Amery had been reaching out to potential lenders and the district was not a good fit for these entities. John shared two other grant/loan options. Carol shared that the other options were not feasible.
- Board discussed the importance of sharing the situation with water district members and the need to build visibility to decision makers who could potentially impact the grant/loan process.

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. Larry has reached out to potential individuals.
- Carol, Debby, and Amanda's board positions are up for election.

New Business

- Debby asked if the board meetings could be moved to Wednesdays as opposed to Thursdays. Larry made a motion to move the monthly board meeting to the third Wednesday of the month. John seconded the motion. All approved. Motion passed.

Next Meeting: March 15, 2023

Meeting adjourned at 8:50 pm.

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 3/14/23

| Account Snapshot ⚙️ × | | | |
|--|-----------------|-------------------|---|
| Checking ↓ | Current Balance | Available Balance | ☰ |
| Checking | \$10,704.86 | \$10,704.86 | > |
| MoneyMarket ↓ | Current Balance | Available Balance | ☰ |
| Money Market | \$50,000.00 | \$50,000.00 | > |

Recent Savings Transactions

| Tooley Water District 3/14/2023 8:10 PM | | | | | | | | |
|--|--------|-------|--------------------------|-------------------|----------|---|---------|-----------|
| Register: Savings at Washington Federal | | | | | | | | |
| From 02/14/2023 through 03/14/2023 | | | | | | | | |
| Sorted by: Date, Type, Number/Ref | | | | | | | | |
| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
| 02/15/2023 | | | Checking at Washingto... | Cover checks t... | 2,657.22 | | | 50,000.00 |

Recent Checking Transactions

| Tooley Water District | | | | | | 3/14/2023 8:09 PM | | |
|--|--------|-------------------|---------------------------|--------------------|----------|-------------------|----------|----------|
| Register: Checking at Washington Federal | | | | | | | | |
| From 02/14/2023 through 03/14/2023 | | | | | | | | |
| Sorted by: Date, Type, Number/Ref | | | | | | | | |
| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
| 02/14/2023 | | | Water Revenue:Water ... | Deposit | | X | 4,339.71 | 4,909.26 |
| 02/15/2023 | | | Savings at Washington ... | Cover checks t... | | X | 2,657.22 | 7,566.48 |
| 02/20/2023 | | | Interest Income | Interest | | X | 1.23 | 7,567.71 |
| 02/28/2023 | 5111 | Amanda Valentine | Personal Services:Boar... | March Board ... | 50.00 | | | 7,517.71 |
| 02/28/2023 | 5112 | Carol Mauser | Personal Services:Boar... | March Board ... | 50.00 | | | 7,467.71 |
| 02/28/2023 | 5113 | Debby Jones | Personal Services:Boar... | March Board ... | 50.00 | | | 7,417.71 |
| 02/28/2023 | 5114 | John Amery | Personal Services:Boar... | March Board ... | 50.00 | | | 7,367.71 |
| 02/28/2023 | 5115 | Larry Russ | Personal Services:Boar... | March Board ... | 50.00 | | | 7,317.71 |
| 02/28/2023 | 5116 | Hiland Water Corp | Accounts Payable | Services perfor... | 2,435.70 | | | 4,882.01 |
| 03/08/2023 | | | Water Revenue:Water ... | Deposit | | X | 2,737.15 | 7,619.16 |

Profit and Loss Budget vs. Actual

8:12 PM

03/14/23

Tooley Water District Profit & Loss Budget Performance

February 2023

Accrual Basis

| | Feb 23 | Budget | % of Bu... | Jul '22 - Feb 23 | YTD Budget | % of Budget | Annual Budget |
|-------------------------------------|----------------|---------------|---------------|------------------|-----------------|---------------|-------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| System Development Chg. Income | 0.00 | | | 5,000.00 | | | |
| Water Revenue | | | | | | | |
| Water Sales | 4,339.71 | 3,593.14 | 120.8% | 30,694.63 | 32,019.78 | 95.9% | 44,763.25 |
| Total Water Revenue | 4,339.71 | 3,593.14 | 120.8% | 30,694.63 | 32,019.78 | 95.9% | 44,763.25 |
| Total Income | 4,339.71 | 3,593.14 | 120.8% | 35,694.63 | 32,019.78 | 111.5% | 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 | 133.28 | 0.0% | 200.00 |
| Dues and Fees | | | | | | | |
| Laboratory Fees | 0.00 | 70.00 | 0.0% | 0.00 | 560.00 | 0.0% | 840.00 |
| Dues and Fees - Other | 0.00 | 0.00 | 0.0% | 375.45 | 349.61 | 107.4% | 360.00 |
| Total Dues and Fees | 0.00 | 70.00 | 0.0% | 375.45 | 909.61 | 41.3% | 1,200.00 |
| Legal Services | | | | | | | |
| Liability Insurance | 0.00 | 0.00 | 0.0% | 84.00 | 0.00 | 100.0% | 5,000.00 |
| Boiler&Machinery | 0.00 | 0.00 | 0.0% | 0.00 | 160.50 | 0.0% | 160.50 |
| Equipment Breakdown Coverage | 150.00 | | | 150.00 | | | |
| Excess | 192.00 | 0.00 | 100.0% | 192.00 | 205.44 | 93.5% | 205.44 |
| General Liability | 1,063.00 | 0.00 | 100.0% | 1,063.00 | 1,240.13 | 85.7% | 1,240.13 |
| N/O Auto Liability | 175.00 | 0.00 | 100.0% | 175.00 | 187.25 | 93.5% | 187.25 |
| Property | 450.00 | 0.00 | 100.0% | 450.00 | 434.42 | 103.6% | 434.42 |
| Liability Insurance - Other | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 19.26 |
| Total Liability Insurance | 2,030.00 | 0.00 | 100.0% | 2,030.00 | 2,227.74 | 91.1% | 2,247.00 |
| Maintenance and Repairs | | | | | | | |
| Network Monitoring Maintenance | 260.70 | 557.73 | 46.7% | 1,874.62 | 4,461.84 | 42.0% | 6,692.80 |
| Office Supplies | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 340.00 |
| Operating Expenses | 0.00 | 8.33 | 0.0% | 0.00 | 66.64 | 0.0% | 100.00 |
| Customer CC pass through | 0.00 | 19.89 | 0.0% | 91.00 | 159.12 | 57.2% | 238.70 |
| Disconnect Fee | 0.00 | 0.00 | 0.0% | 60.00 | 0.00 | 100.0% | 60.00 |
| Hiland Base Maintenance Fee | 2,175.00 | 2,175.00 | 100.0% | 17,400.00 | 17,400.00 | 100.0% | 26,100.00 |
| Total Operating Expenses | 2,175.00 | 2,194.89 | 99.1% | 17,551.00 | 17,559.12 | 100.0% | 26,398.70 |
| Postage and Delivery | | | | | | | |
| | 0.00 | 8.33 | 0.0% | 24.98 | 66.64 | 37.5% | 100.00 |
| Total Materials and Services | 4,465.70 | 2,855.94 | 156.4% | 21,940.05 | 25,540.92 | 85.9% | 43,041.42 |
| Personal Services | | | | | | | |
| Boardmember Incentives | 250.00 | 250.00 | 100.0% | 1,800.00 | 2,000.00 | 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 | | | 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 |
| Total Personal Services | 250.00 | 250.00 | 100.0% | 2,588.67 | 2,843.37 | 91.0% | 4,293.37 |
| Total Expense | 4,715.70 | 3,105.94 | 151.8% | 29,720.65 | 28,384.29 | 104.7% | 59,334.79 |
| Net Ordinary Income | -375.99 | 487.20 | -77.2% | 5,973.98 | 3,635.49 | 164.3% | -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 | 1.23 | 2.50 | 49.2% | 139.65 | 20.00 | 698.3% | 30.00 |
| Total Other Income | 1.23 | 2.50 | 49.2% | 11,822.65 | 20.00 | 59,113.3% | 30.00 |
| Net Other Income | 1.23 | 2.50 | 49.2% | 11,822.65 | 20.00 | 59,113.3% | 30.00 |
| Net Income | -374.76 | 489.70 | -76.5% | 17,796.63 | 3,655.49 | 486.8% | -14,541.54 |

Checks that have not cleared

8:14 PM

03/14/23

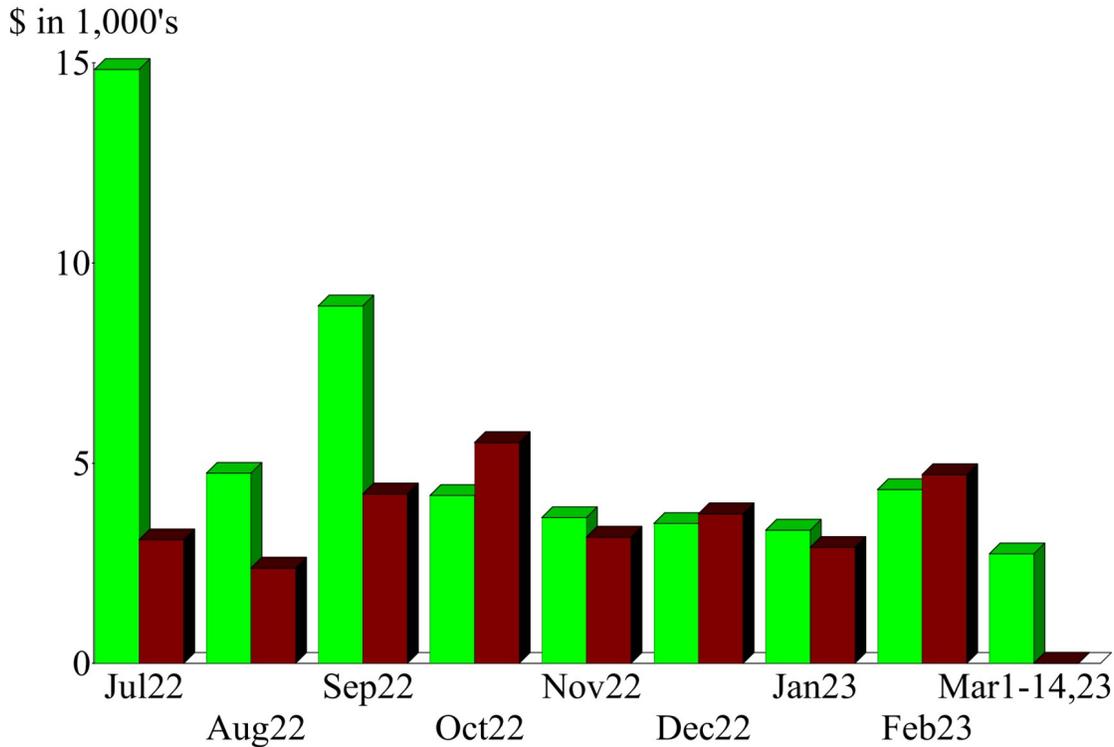
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

| Type | Date | Num | Name | Memo | Account | Clr | Split | Amount |
|--------------|----------|------|-------------------|-----------------------------------|-----------|-----|------------------------|-------------------------|
| Ch... | 11/30/21 | 5098 | Larry Russ | November Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 12/31/21 | 5100 | Carol Mauser | December Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 12/31/21 | 5101 | Debby Jones | December Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 12/31/21 | 5103 | Larry Russ | December Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 01/31/21 | 5105 | Carol Mauser | January Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 01/31/21 | 5106 | Debby Jones | January Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 01/31/21 | 5107 | John Amery | January Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 01/31/21 | 5108 | Larry Russ | January Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 02/28/21 | 5111 | Amanda Valentine | March Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 02/28/21 | 5112 | Carol Mauser | March Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 02/28/21 | 5113 | Debby Jones | March Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 02/28/21 | 5114 | John Amery | March Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Ch... | 02/28/21 | 5115 | Larry Russ | March Board Meeting attendance | Checki... | | Boardmember Incentives | -50.00 |
| Bill ... | 02/28/21 | 5116 | Hiland Water Corp | Services performed in February | Checki... | | Accounts Payable | -2,435.70 |
| Total | | | | | | | | <u>-3,085.70</u> |

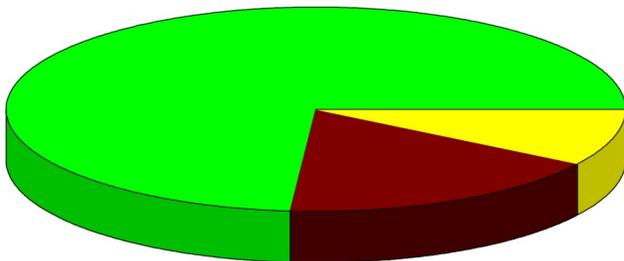
Income and Expense by Month – Chart

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



Expense Summary
July 1, 2022 through March 14, 2023

| | |
|------------------------|--------------------|
| Materials and Services | 73.82% |
| Capital Improvements | 17.47 |
| Personal Services | 8.71 |
| Total | \$29,720.65 |



Maintenance and Repairs – Details

8:13 PM

03/14/23

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 | 6137... | 220712 Repairs | CHECK UPPER WELL. IS PUMP RUNNING IN... | 150.86 | 150.86 |
| 07/22/2022 | 3919... | 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 | 6310... | 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 - Nitrate tests | 210.00 | 1,571.92 |
| 01/31/2023 | 3669 | Hiland Water Corp | 10% markup of nitrate tests | 42.00 | 1,613.92 |
| 02/28/2023 | 3707 | 20230201 Repairs | Robert Trotter - Installed pressure switch for air ... | 177.00 | 1,790.92 |
| 02/28/2023 | 3707 | Hiland Water Corp | Alexin - nitrate tests | 60.00 | 1,850.92 |
| 02/28/2023 | 3707 | Hiland Water Corp | 10% markup of items purchased | 23.70 | 1,874.62 |
| Total Maintenance and Repairs | | | | 1,874.62 | 1,874.62 |
| Total Materials and Services | | | | 1,874.62 | 1,874.62 |
| TOTAL | | | | 1,874.62 | 1,874.62 |

Item 4 – Discussion – Water Report

| November 2022 | December 2022 | January 2023 | February 2023 |
|---------------------------|---------------------------|---------------------------|---------------------------|
| Gallons pumped: 292,490 | Gallons pumped: 252,370 | Gallons pumped: 224,840 | Gallons pumped: 186,526 |
| Gallons sold: 259,500 | Gallons sold: 186,880 | Gallons sold: 126,626 | Gallons sold: 116,234 |
| Gallons lost: 32,990 | Gallons lost: 65,490 | Gallons lost: 98,214 | Gallons lost: 70,292 |
| Water Loss: 11.28% | Water Loss: 25.95% | Water Loss: 43.68% | Water Loss: 37.68% |

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.

2/22/23 - Mr. Amery had a touch base meeting with Michael Held from Business Oregon and Carrie Pipinich with MCEEDD.

3/3/23 – Ms. Pipinich submitted a request for Congressional Directed Spending on behalf of Tooley Water District.

3/6/23 – Mr. Amery had a meeting with Ms. Kerner and Ms. Pohler-Chapman from EFC Research.

3/15/23 – Deadline to submit Safe Drinking Water Revolving Loan Fund Letter of Interest

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
- Mr. Stern is willing to re-up
- Ms. Jovonne Lentz is willing to be on the budget committee

Item 12 – Board Role Elections

- Board Chairperson
- Treasurer
- Secretary

Item 13 – New Business

Place holder for new business

Item 14 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on April 12, 2023 at 7:00pm.

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

Meeting Adjourned