

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
March 20, 2024, Board Meeting
Meeting held virtually

Present: Carol Mauser, John Amery, Amanda Valentine, Debby Jones, and Larry Russ
Guests: Shelly Wright and Beth Leslie from ODHS/OREM

Carol opened the meeting at 7:05 pm
Carol asked for approval of the March agenda. Larry made the motion to approve the March agenda. Amanda seconded. All approved. Motion carried.

ODHS/OREM

Beth asked for any further questions on the MOU. John asked for clarification ensuring that Tooley will not be held responsible if a household does not return jugs/dispensers. Beth shared that ODHS/OREM is able to do the outreach calls. Board members agreed that they would like ODHS/OREM to take care of outreach and sign up. Carol suggested informing members of the service and that ODHS/OREM will be reaching out. John wanted to be sure that Tooley members know that no personal information will be required. If a Tooley member ends up needing more or less water, they need to contact H2o Oregon directly. H2o Oregon will also assist individuals if they need help with moving the jugs inside.

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

Financial Report

Checking: \$10,995.88

Money Market: \$50,404.24

John updated board members on the financials including checking transactions. Revenue is on track. John updated the board on some of the charges received due to extra work by Hiland.

Water Report

January Water Loss: 3.44%

John shared that the water loss report was not accurate. Hiland had made some estimate during the winter months on water usage and was doing some catch up.

RCAC:

John updated the board and the meeting he had this month with RCAC. John felt that progress was being made and the current focus is on the need for an engineering report. It is estimated that the engineering report may cost up to \$60,000. John shared that the new OHA water representative was not current with the efforts that the board has been taking in response to the nitrate issue. John is working with RCAC with a response to OHA to ensure that everyone has the most current updated status.

Grant / Finance Options

- John provided a brief update on new grant cycles.

Nitrate Resolution Plan:

- No additional updates

General System Updates:

- Late invoice and reports from Hiland.
- Charges for SOC and VOC tests
- Larry updated the board regarding his conversation with Hiland pertaining to the Carothers property and the double meter. The suggestion is to remove the meter that is inside the pump house and have meter placed in a convenient location for the customer. Pertaining to the plumbing issues for the customer, a shutoff valve could be placed outside of the meter so that the meter valve was not being turned off and on. Hiland shared additional concerns with contaminated water back flowing into the system.

Delinquent Accounts

Board members discussed the new billing system Hiland has instituted. There are still a few glitches with the program as well as changes with Hiland and NW Natural.

Tooley Road Association

Debby apologized that she had not yet reached out to Hiland. She will make contact with Devin from Hiland next week.

Budget Committee:

Two positions are open. John made the motion to reappoint David Childs and Susie Russ to their respective positions on the budget committee. Carol seconded. All approved. Motion passed.

New Business

Larry asked for an update on the nitrate reports. Levels were within the compliance levels.

Next Meeting: Wednesday, April 17, 2024

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

Meeting adjourned at 8:29 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 4/23/24

Account Snapshot			
Checking ↑	Current Balance	Available Balance	
Checking [REDACTED]	\$14,439.04	\$14,439.04	>
Money Market ↓	Current Balance	Available Balance	
Money Market [REDACTED]	\$50,504.60	\$50,504.60	>

Recent Savings Transactions

Tooley Water District								4/23/2024 7:19 AM
Register: Savings at Washington Federal								
From 03/18/2024 through 04/23/2024								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2024			Interest Income	Interest		X	100.36	50,504.60

Recent Checking Transactions

Tooley Water District								4/23/2024 7:20 AM
Register: Checking at Washington Federal								
From 03/18/2024 through 04/23/2024								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/18/2024	5210	Hiland Water Corp	Accounts Payable	Services perfor...	3,509.02	X		6,886.88
03/19/2024		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	3,710.48	10,597.36
03/20/2024			Interest Income	Interest		X	2.62	10,599.98
03/31/2024	5211	Amanda Valentine	Personal Services:Boar...	March Board ...	50.00			10,549.98
03/31/2024	5212	Carol Mauser	Personal Services:Boar...	March Board ...	50.00			10,499.98
03/31/2024	5213	Debby Jones	Personal Services:Boar...	March Board ...	50.00			10,449.98
03/31/2024	5214	John Amery	Personal Services:Boar...	March Board ...	50.00			10,399.98
03/31/2024	5215	Larry Russ	Personal Services:Boar...	March Board ...	50.00			10,349.98
03/31/2024	5216	Hiland Water Corp	Accounts Payable		2,446.50			7,903.48
04/10/2024		PandaDoc	Materials and Services:...	Pandadoc annu...	228.00	X		7,675.48
04/19/2024		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	3,864.37	11,539.85
04/20/2024			Interest Income	Interest		X	2.69	11,542.54

Profit and Loss Budget vs. Actual

7:15 AM

04/23/24

Accrual Basis

Tooley Water District Profit & Loss Budget Performance March 2024

	Mar 24	Budget	% of Budget	Jul '23 - Mar 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,710.48	2,882.71	128.7%	38,499.96	35,209.70	109.3%	47,761.09
Total Water Revenue	3,710.48	2,882.71	128.7%	38,499.96	35,209.70	109.3%	47,761.09
Total Income	3,710.48	2,882.71	128.7%	38,499.96	35,209.70	109.3%	47,761.09
Expense							
Capital Improvements	0.00	500.00	0.0%	0.00	4,500.00	0.0%	15,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	8,500.00
Materials and Services							
Activation Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	762.92
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	453.21	900.00	50.4%	1,200.00
Legal Services	0.00	416.66	0.0%	0.00	3,749.94	0.0%	5,000.00
Liability Insurance							
Equipment Breakdown Coverage	0.00	0.00	0.0%	150.00	150.00	100.0%	150.00
Excess	0.00	0.00	0.0%	0.00	192.00	0.0%	192.00
Excess Liability	0.00	0.00	0.0%	207.00	0.00	0.0%	0.00
General Liability	0.00	0.00	0.0%	1,111.00	1,063.00	104.5%	1,063.00
Insurance Refund	0.00	-162.00	0.0%	0.00	-162.00	0.0%	-162.00
N/O Auto Liability	0.00	0.00	0.0%	0.00	175.00	0.0%	175.00
Non-Owned Auto Liability	0.00	0.00	0.0%	175.00	0.00	0.0%	0.00
Property	0.00	0.00	0.0%	497.00	450.00	110.4%	450.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	446.41
Total Liability Insurance	0.00	-162.00	0.0%	2,140.00	1,868.00	114.6%	2,314.41
Maintenance and Repairs	51.50	745.53	6.9%	3,820.64	6,709.77	56.9%	8,946.46
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	74.97	0.0%	100.00
Operating Expenses							
Disconnect Fee	0.00	8.33	0.0%	160.00	74.97	213.4%	100.00
Hiland Base Maintenance Fee	2,350.00	2,206.37	106.5%	21,150.00	19,857.33	106.5%	26,476.48
Operating Expenses - Other	45.00	0.00	0.0%	45.00	0.00	0.0%	0.00
Total Operating Expenses	2,395.00	2,214.70	108.1%	21,355.00	19,932.30	107.1%	26,576.48
Postage and Delivery	0.00	8.33	0.0%	0.00	74.97	0.0%	100.00
Materials and Services - Other	0.00	0.00	0.0%	42.47	0.00	0.0%	0.00
Total Materials and Services	2,446.50	3,331.55	73.4%	27,811.32	33,309.95	83.5%	45,640.27
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	2,149.95	2,250.00	95.6%	3,000.00
Boardmember training/meetings	0.00	50.00	0.0%	0.00	100.00	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%	0.00	0.00	0.0%	688.42
Total Personal Services	250.00	300.00	83.3%	2,303.95	2,525.00	91.2%	4,313.42
Total Expense	2,696.50	4,131.55	65.3%	30,115.27	40,334.95	74.7%	73,453.69
Net Ordinary Income	1,013.98	-1,248.84	-81.2%	8,384.69	-5,125.25	-163.6%	-25,692.60
Other Income/Expense							
Other Income							
Interest Income	2.62	20.83	12.6%	322.05	187.47	171.8%	250.00
Total Other Income	2.62	20.83	12.6%	322.05	187.47	171.8%	250.00
Net Other Income	2.62	20.83	12.6%	322.05	187.47	171.8%	250.00
Net Income	1,016.60	-1,228.01	-82.8%	8,706.74	-4,937.78	-176.3%	-25,442.60

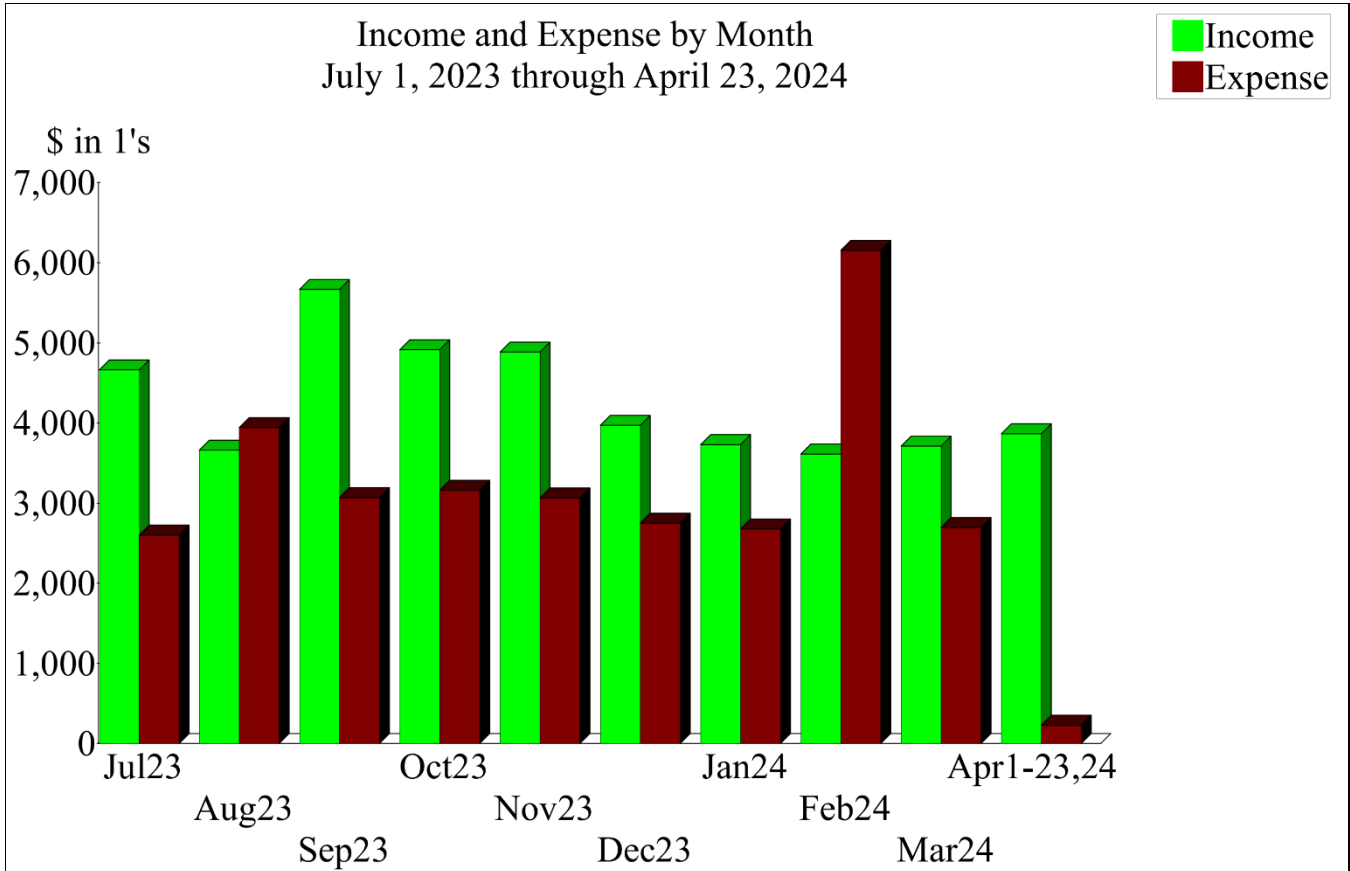
Balance Sheet – Previous year comparison

7:22 AM
04/23/24
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of April 23, 2024

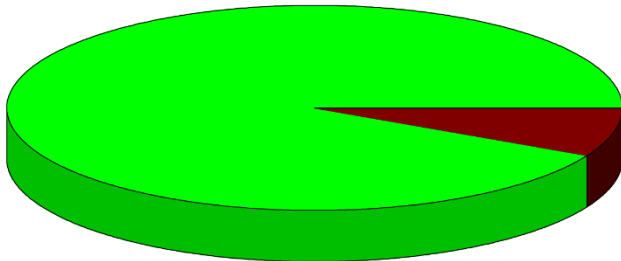
	Apr 23, 24	Apr 23, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	11,542.54	8,427.82	3,114.72	37.0%
Savings at Washington Federal	50,504.60	50,101.35	403.25	0.8%
Total Checking/Savings	<u>62,047.14</u>	<u>58,529.17</u>	<u>3,517.97</u>	<u>6.0%</u>
Total Current Assets	<u>62,047.14</u>	<u>58,529.17</u>	<u>3,517.97</u>	<u>6.0%</u>
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	<u>180,300.00</u>	<u>180,300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>242,347.14</u>	<u>238,829.17</u>	<u>3,517.97</u>	<u>1.5%</u>
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	30,045.54	17,529.94	12,515.60	71.4%
Net Income	12,446.16	21,443.79	-8,997.63	-42.0%
Total Equity	<u>242,347.14</u>	<u>238,829.17</u>	<u>3,517.97</u>	<u>1.5%</u>
TOTAL LIABILITIES & EQUITY	<u>242,347.14</u>	<u>238,829.17</u>	<u>3,517.97</u>	<u>1.5%</u>

Income and Expense Graph – by Month



Expense Summary
July 1, 2023 through April 23, 2024

Materials and Services	92.41%
Personal Services	7.59
Total	\$30,343.27



Maintenance and Repairs – Details

7:14 AM

04/23/24

Accrual Basis

Tooley Water District Maintenance and Repairs details

July 2023 through June 2024

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
08/31/2023	615188	230803 Hour Meter replacement	WIRENUT 18 TO 8 AWG, TAN/RED	0.80	0.80
08/31/2023	615188	230803 Hour Meter replacement	12 AWG THHN/THWN STRANDED COPPER BLACK	2.28	3.08
08/31/2023	615188	230803 Hour Meter replacement	HOUR METER, 3-HOLE, FLANGE #T50B52	72.46	75.54
08/31/2023	615188	230803 Hour Meter replacement	2.5 hours JOURNEYMAN ELECTRICIAN	375.00	450.54
08/31/2023	615188	230803 Hour Meter replacement	Invoice Tax	2.57	453.11
08/31/2023	4013	20230814 Coordination	Jessica Perryman - Coordinated with county on nitrate levels.	13.00	466.11
08/31/2023	4013	20230815 Notices	Robert Trotter - Put up notices for high nitrate, took nitrate samples.	680.00	1,146.11
09/30/2023	4031	20230923 repairs	Robert Trotter - Troubleshoot low pressure alarms, addressed issue with air compressor breaker.	127.50	1,273.61
09/30/2023	4031	20230925 repairs	Robert Trotter - Troubleshoot Sensaphone, coordinating with John about Sensaphone issues an...	85.00	1,358.61
09/30/2023	4031	Hiland Water Corp	Alexin Analytical - nitrate samples	175.00	1,533.61
09/30/2023	4031	Hiland Water Corp	10% markup of nitrate samples	17.50	1,551.11
10/31/2023	4105	20231005 Repairs	Robert Trotter -Emergency. Troubleshoot low pressure issues, addressed issue with clogged plu...	433.50	1,984.61
10/31/2023	4105	20231005 Repairs	Home Depot - construction adhesive	9.28	1,993.89
10/31/2023	4105	20231020 Samples	Alexin Analytical - nitrate sampling.	105.00	2,098.89
10/31/2023	4105	20231005 and 20231020 Items	10% markup of goods sold	11.43	2,110.32
11/29/2023	615601	20231129 repairs	2.00 HOUR METER AC QUARTZ POLYMER FLUSH	91.90	2,202.22
11/29/2023	615601	20231129 repairs	2.00 SNUB0000 RC SNUBBER NOISE & ARC SUPPRESSOR	28.24	2,230.46
11/29/2023	615601	Hire Electric	Invoice tax	0.16	2,230.62
11/30/2023	1318	20231101 Maintenance	11/1/2023 Justice Smith - Insulate pipe coming out of pump house.	126.00	2,356.62
11/30/2023	1318	20231108 Maintenance	11/8/2023 Jessica Perryman - Email follow up for nitrate and sanitary survey.	29.00	2,385.62
11/30/2023	1318	Hiland Water Corp	Alexin Analytical - Nitrate samples	77.00	2,462.62
12/31/2023	1833	Hiland Water Corp	Back Flow Testing	35.00	2,497.62
12/31/2023	1833	Hiland Water Corp	Alexin Analytical - nitrate sampling x3	105.00	2,602.62
12/31/2023	1833	Hiland Water Corp	10% Markup	10.50	2,613.12
01/31/2024	1967	Hiland Water Corp	01/22/2024 Alexin Analytical - Nitrate sampling x2	70.00	2,683.12
01/31/2024	1967	Hiland Water Corp	10% markup of expenses	7.00	2,690.12
02/29/2024	2326	20240201 Maintenance	2/1/2024 Tracey Oberacker - Emergency response, turned over water in reservoir to increase chl...	864.00	3,554.12
02/29/2024	2326	20240201 Maintenance	2/1/2024 Mileage	138.02	3,692.14
02/29/2024	2326	Hiland Water Corp	Alexin Analytical - 2x nitrate samples	70.00	3,762.14
02/29/2024	2326	Hiland Water Corp	10% markup of nitrate tests	7.00	3,769.14
03/31/2024	2677	20240313 Activity	3/14/2024 Jessica Perryman - Phone call with Wasco County.	13.00	3,782.14
03/31/2024	2677	Hiland Water Corp	Nitrate Test	35.00	3,817.14
03/31/2024	2677	Hiland Water Corp	10% markup	3.50	3,820.64
Total Maintenance and Repairs				3,820.64	3,820.64
Total Materials and Services				3,820.64	3,820.64
TOTAL				3,820.64	3,820.64

Item 4 – Discussion – Water Report

December 2023	January 2024	February 2024	March 2024
Gallons Pumped: 175,624	Gallons Pumped: 262,954	Gallons Pumped: 137,790	Gallons Pumped: 121,358
Gallons Sold: 103,019	Gallons Sold: 111,705	Gallons Sold: 133,050	Gallons Sold: 71,470
Gallons Lost: 72,605	Gallons Lost: 151,249	Gallons Lost: 4,740 Water	Gallons Lost: 49,888
Water Loss: 41.34%	Water Loss: 57.52%	Water Loss: 3.44%	Water Loss: 41.11%

Item 5 – ODHS/OREM - Discussion/Action

Presentation/Discussion by Shelly Wright and Beth Leslie (Eastern Oregon, Regional Emergency Coordinators). Drinking water assistance for residents.

Item 6 – RCAC - Discussion/Action

Presentation/Discussion by Kim Anderson (RCAC | Community and Environmental Services). Development of new well.

Item 7 – Discussion – Nitrate Resolution Plan

Item 8 – Discussion/Action – General System Updates

- John Amery – Late invoice and reports from Hiland
- John Amery – 811 Locates

Item 9 – Discussion – Delinquent Accounts

Item 10 - Discussion – Tooley Road Association

Discussion regarding whether it is appropriate for Tooley Water District to be collecting fees for Tooley Road Association.

Item 11 - Action – DWS Corrective Action Letter

OAR 333-061-0025 requires water suppliers to take all reasonable actions to assure that the water delivered to water users does not exceed maximum

contaminant levels, that water system facilities are free of public health hazards and that water system operation and maintenance are performed as required by the rules.

The board will be actively reviewing, and constructing Tooley Water District's planned response to DWS.

Item 12 – New Business

Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on May 15, 2024 at 7:00pm or directly following the Budget Committee meeting (which starts at 5:30pm).

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

Meeting Adjourned