

Tooley Water Hearing and District Board Meeting Agenda

Version 1.2 (updated 7/16/24)

Meeting Date: Wednesday, July 17, 2024 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzI0OWVvknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkMTIyZjI2%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 Board Meeting Agenda

Item 2 – Approval of Minutes

**Tooley Water District
June 19, 2024, Budget Hearing
Meeting held virtually**

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

Chair Mauser opened the meeting at 7:08 pm

Carol asked for approval of the 2023 budget meeting. John made the motion and Larry 2nd. Motion approved unanimously.

John shared that there was one item that was different from the budget committee which was the disconnect fee. This fee was originally \$65 and per a request from Hiland to keep all customer fees universal. The disconnect fee is now \$45.

Budget Hearing

Resolution adopting the budget: Resolution No. 2024-01

Larry Russ made the following motion: Be it resolved that the Board of Directors of the Tooley Water District hereby adopt the budget for fiscal year 2024-2025 in the total of \$149,992. *This budget is now on file at www.tooleywater.org.

John seconded with the inclusion that budget figures had been rounded up. All approved unanimously.

Resolution Making Appropriations

General Fund

Personnel Services	\$ 4,573
Materials & Services	\$131,919
Capital Outlay	\$ 5,000
Contingency	\$ 8,500

<u>Total Adopted Budget</u>	<u>\$149,992</u>
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John seconded. Motion passed unanimously.

Resolution No: 2024-02

Resolution adopting rates and imposing fees

Be it resolved that the Board of Directors of the Tooley Water District hereby adopt the following rates and imposes the following fees for the fiscal year 2024-2025 beginning July1, 2024 through June 30, 2025.

*These rates and fee structure are now on file at www.tooleywater.org.

Water Rates

Base rate due monthly	\$97.09
Rate per 1,000 gallons for the 1 st 10,000 gallons	\$3.00
Rate per 1,000 gallons for the next 10,000 gallons	\$3.29
Rate per 1,000 gallons for the next 10,000 gallons	\$4.14
Rate per 1,000 gallons for the next 10,000 gallons	\$4.79
Rate per 1,000 gallons any additional gallons	\$4.79

Additional Fees

System development fees (aka "hook-up Fee")	\$7,500
Credit card processing fees	Direct pass through from operator
Disconnect notice due to non-payment	\$45
Turn-on fee due to disconnect service	\$80
NSF (Non-sufficient funds) check fee	\$25
Activation fee (new services)	\$35
Emergency Turn on fee	Direct pass through from operator
Emergency Turn off fee	Direct pass through from operator

Larry made the following motion: Be it resolved that the amounts for the fiscal year beginning July 1, 2024 and for the purposes shown below be hereby appropriated. John seconded. Motion pass unanimously.

Tooley Water District

June 19, 2024 Board Meeting

Meeting held virtually

Item 1 - Approval of Agenda: Carol asked for approval of the June agenda. John moved to approve the agenda as presented. Larry seconded. All approved, motion carried.

Item 2 – Approval of Minutes: Carol for approval of the May meeting minutes. Larry made the motion to approve the May minutes. Larry seconded. All approved, motion carried.

Item 3 - Financial Reports:

- Checking account balance \$12,376.94
- Money Market balance \$50,504.60

John provided financial updates including checks, charges from Hiland and year to date figures. Revenue is slightly higher than forecasted. Maintenance and Repair report was also on track. John noted that this has been a year of savings based on anticipating upcoming bills due to nitrate issues.

Item 4 – Discussion – Water Report:

- Water report 31.08% water loss.
- Board members looked at accounts and had questions regarding accounts that did not seem to match up, such as one account that showed an unknown adjustment as well as no water usage on a current customer. Larry will follow-up with Hiland for further details.

Item 5 – NWNWS Contract

- John indicated that Hiland's, which is now North West Natural Water Service, wants to have standard contracts for all of its customers. This does affect the Tooley Water District contract. Board discussed potentially going out for bid for a future contract.
- John made the motion to review and authorize Chair Mauser to sign a new Northwest Natural Water Services Contract. Larry seconded. All approved. Motion carried.

Item 6 – OHA Bilateral Compliance Agreement

- John updated the board regarding the OHA Bilateral Compliance Agreement. John met with OHA and was able to better explain Tooley's situation in person. OHA came back with a response, which both John and Carol agreed with. Specific language was shared with the board. Larry made the motion to authorize Chair Mauser to review and sign the OHA Bilateral Compliance Agreement. John seconded. All approved. Motion carried.

Item 7 – Discussion – Nitrate Resolution Plan:

- John shared there is a meeting tomorrow.

Item 8 – Discussion/Action – General System Updates:

- John Amery – late invoice and reports from Hiland – John shared the conversation he had with Silas from Hiland regarding the changes in service, notably the late invoices.
- John Amery – Lower well turned on
- John Amery – SSL certificate for website. John also shared information regarding malware and Tooley's IP address. Board will utilize a temporary security program to monitor the issue through Go Daddy.
- Larry Russ – Update on Tooley Water District Newsletter. Larry shared the information

that was shared with water district members. Larry felt positive about the interactions. In addition, the letter that John and Hiland presented to water customers backed up the information that Larry had provided.

- Larry Russ - Larry updated the board on the letter received from Shersten regarding another potential grant source.
- Larry Russ – A property owner has expressed frustration regarding a meter that had been abandoned. The property owner was not aware that there would be a reconnection fee.
- Larry Russ – Nitrate Test history. Larry shared that he had requested water test results from Hiland over the past 24 months. John shared that Hiland had sent the report to him as opposed to Larry. Larry will share this information to ODA to follow-up with Sire and Son.
- Larry also shared that the top of the pump house next to the reservoir needed to be repainted. John made the motion to authorize Larry to spend up to \$1,000 to find someone to paint the booster house before the end of the fiscal year. Carol seconded. All approved. Motion carried.

Item 9 – Discussion – Delinquent Accounts:

- Accounts were up to date.

Item 10 – Discussion: Tooley Road Association: Debby shared that she had email Devon from Hiland and used the last billing invoice as an example of the concerns with the overlapping of road charges and water charges. There were two delinquent accounts – thus the \$10/monthly road charge should not have been collected, however, the amount transferred to the road district was the full \$310 amount. Debby requested the option of have the water and road charges more separated on the same billing. She has not heard back from Devon.

Item 13: New Business:

- No new business

Item 14 – Next Meeting:

- Wednesday, July 17, 2024 at 7:00.

Meeting adjourned at 8:35 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 7/15/24

Account Snapshot ⚙️ ✕			
Checking ⌵	Current Balance	Available Balance	⌵
Checking ▬ ▬	\$17,638.26	\$17,638.26	➤
Money Market ⌵	Current Balance	Available Balance	⌵
Money Market ▬ ▬ ▬	\$58,105.16	\$58,105.16	➤

Recent Savings Transactions

Tooley Water District7/15/2024 9:24 PM

Register: Savings at Washington Federal
From 06/13/2024 through 07/15/2024
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/30/2024			Interest Income	Interest	X	100.56	50,605.16
07/05/2024			System Development C...	Deposit	X	7,500.00	58,105.16

Recent Checking Transactions

Tooley Water District								7/15/2024 9:23 PM
Register: Checking at Washington Federal								
From 06/13/2024 through 07/15/2024								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/17/2024			Water Revenue:Water ...	Deposit		X	4,439.27	13,638.71
06/20/2024			Interest Income	Interest		X	3.13	13,641.84
06/30/2024	5230	Carol Mauser	Personal Services:Boar...	June Board Me...	50.00			13,591.84
06/30/2024	5231	Debby Jones	Personal Services:Boar...	June Board Me...	50.00			13,541.84
06/30/2024	5232	John Amery	Personal Services:Boar...	June Board Me...	50.00			13,491.84
06/30/2024	5233	Larry Russ	Personal Services:Boar...	June Board Me...	50.00			13,441.84
06/30/2024	5234	Hiland Water Corp	Accounts Payable	Services Provid...	2,428.50			11,013.34
07/12/2024			Water Revenue:Water ...	Deposit		X	3,896.42	14,909.76

Profit and Loss Budget vs. Actual

9:46 PM

07/15/24

Tooley Water District Profit & Loss Budget Performance

June 2024

Accrual Basis

	Jun 24	Budget	% of Bu...	Jul '23 - Jun 24	YTD Budget	% of Bu...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	4,439.27	3,964.99	112.0%	50,498.80	47,761.09	105.7%	47,761.09
Total Water Revenue	4,439.27	3,964.99	112.0%	50,498.80	47,761.09	105.7%	47,761.09
Total Income	4,439.27	3,964.99	112.0%	50,498.80	47,761.09	105.7%	47,761.09
Expense							
Capital Improvements	0.00	9,500.00	0.0%	0.00	15,000.00	0.0%	15,000.00
Contingency	0.00	8,500.00	0.0%	0.00	8,500.00	0.0%	8,500.00
Materials and Services							
Activation Fees	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
Computer and Internet Expenses	0.00	262.92	0.0%	426.04	762.92	55.8%	762.92
Copies	0.00	100.00	0.0%	0.00	200.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	628.21	1,200.00	52.4%	1,200.00
Legal Services	0.00	416.74	0.0%	0.00	5,000.00	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			207.00			
General Liability	0.00	0.00	0.0%	1,111.00	1,063.00	104.5%	1,063.00
Insurance Refund	0.00	0.00	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			175.00			
Property	0.00	0.00	0.0%	497.00	450.00	110.4%	450.00
Liability Insurance - Other	0.00	446.41	0.0%	0.00	446.41	0.0%	446.41
Total Liability Insurance	0.00	446.41	0.0%	2,140.00	2,314.41	92.5%	2,314.41
Maintenance and Repairs	78.50	745.63	10.5%	4,417.14	8,946.46	49.4%	8,946.46
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	340.00	0.0%	340.00
Office Supplies	0.00	8.37	0.0%	0.00	100.00	0.0%	100.00
Operating Expenses							
Disconnect Fee	0.00	8.37	0.0%	160.00	100.00	160.0%	100.00
Hiland Base Maintenance Fee	2,350.00	2,206.41	106.5%	28,200.00	26,476.48	106.5%	26,476.48
Operating Expenses - Other	0.00			45.00			
Total Operating Expenses	2,350.00	2,214.78	106.1%	28,405.00	26,576.48	106.9%	26,576.48
Postage and Delivery	0.00	8.37	0.0%	0.00	100.00	0.0%	100.00
Materials and Services - Other	0.00			42.47			
Total Materials and Services	2,428.50	4,403.22	55.2%	36,058.86	45,640.27	79.0%	45,640.27
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	2,799.95	3,000.00	93.3%	3,000.00
Boardmember training/meetings	0.00	50.00	0.0%	0.00	250.00	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	200.00	0.0%	200.00
Workmans Compensation Insurance	0.00	688.42	0.0%	0.00	688.42	0.0%	688.42
Total Personal Services	200.00	988.42	20.2%	2,953.95	4,313.42	68.5%	4,313.42
Total Expense	2,628.50	23,391.64	11.2%	39,012.81	73,453.69	53.1%	73,453.69
Net Ordinary Income	1,810.77	-19,426.65	-9.3%	11,485.99	-25,692.60	-44.7%	-25,692.60
Other Income/Expense							
Other Income							
Interest Income	103.69	20.87	496.8%	531.53	250.00	212.6%	250.00
Total Other Income	103.69	20.87	496.8%	531.53	250.00	212.6%	250.00
Net Other Income	103.69	20.87	496.8%	531.53	250.00	212.6%	250.00
Net Income	1,914.46	-19,405.78	-9.9%	12,017.52	-25,442.60	-47.2%	-25,442.60

Balance Sheet – Previous year comparison

9:47 PM

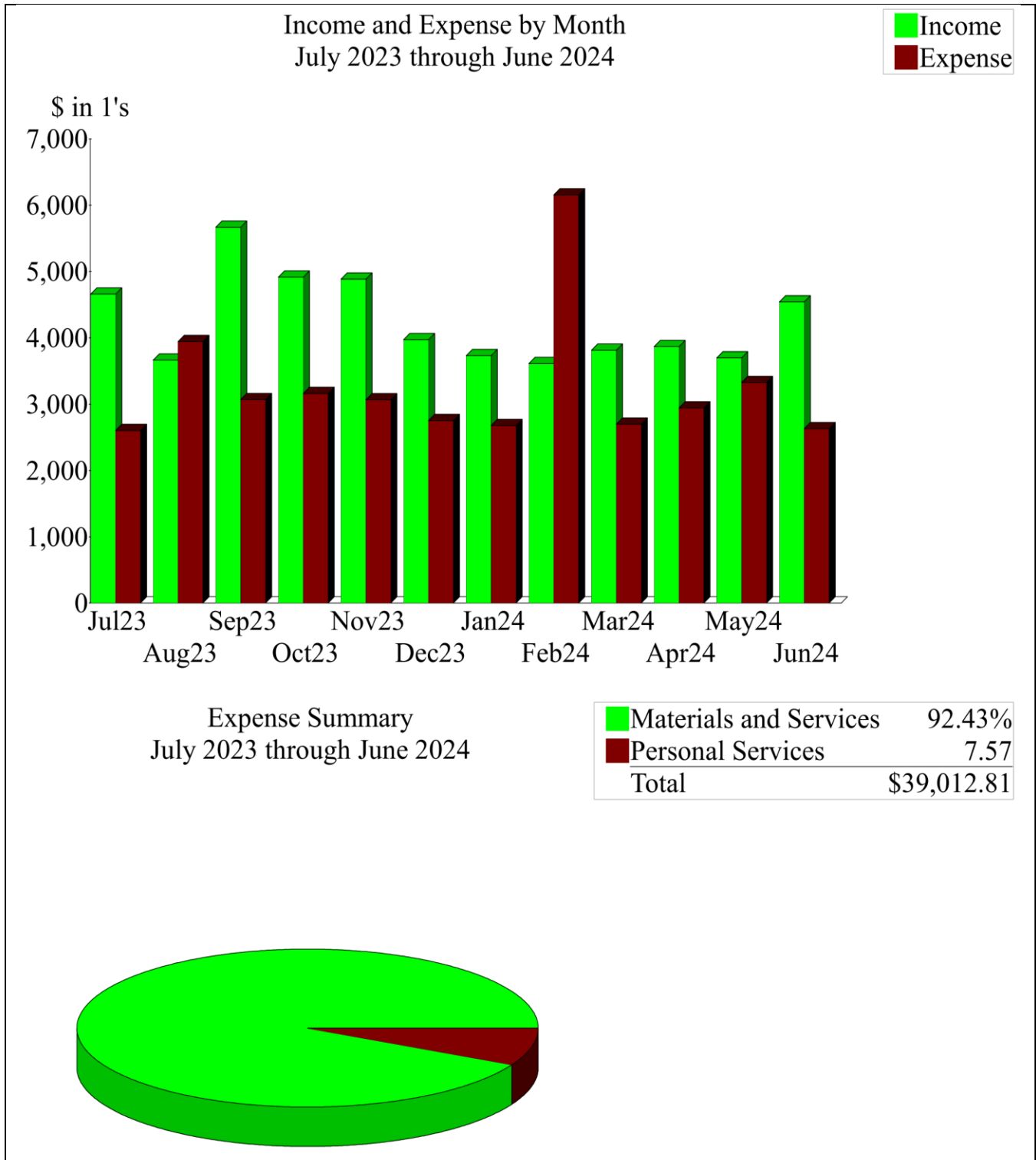
07/15/24

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	11,013.34	-500.37	11,513.71	2,301.0%
Savings at Washington Federal	50,605.16	50,101.35	503.81	1.0%
Total Checking/Savings	61,618.50	49,600.98	12,017.52	24.2%
Total Current Assets	61,618.50	49,600.98	12,017.52	24.2%
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	180,300.00	180,300.00	0.00	0.0%
TOTAL ASSETS	241,918.50	229,900.98	12,017.52	5.2%
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	12,017.52	12,515.60	-498.08	-4.0%
Total Equity	241,918.50	229,900.98	12,017.52	5.2%
TOTAL LIABILITIES & EQUITY	241,918.50	229,900.98	12,017.52	5.2%

Income and Expense Graph – by Month



Maintenance and Repairs – Details

9:27 PM

07/15/24

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 COPPE...	2.28	3.08
08/31/2023	615188	230803 Hour Meter replacement	HOURL 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 ...	13.00	466.11
08/31/2023	4013	20230815 Notices	Robert Trotter - Put up notices for high nitrate...	680.00	1,146.11
09/30/2023	4031	20230923 repairs	Robert Trotter - Troubleshoot low pressure al...	127.50	1,273.61
09/30/2023	4031	20230925 repairs	Robert Trotter - Troubleshoot Sensaphone, c...	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...	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...	91.90	2,202.22
11/29/2023	615601	20231129 repairs	2.00 SNUB0000 RC SNUBBER NOISE & AR...	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 comin...	126.00	2,356.62
11/30/2023	1318	20231108 Maintenance	11/8/2023 Jessica Perryman - Email follow up...	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 samplin...	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 resp...	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...	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
04/30/2024	2937	Hiland Water Corp	Alexin Analytical - 3x nitrate samples	105.00	3,925.64
04/30/2024	2937	Hiland Water Corp	10% markup of nitrate tests	10.50	3,936.14
05/31/2024	2978	20240515 Repairs	Robert Trotter - Raised meter box.	182.00	4,118.14
05/31/2024	2978	20240515 Repairs	Justice Smith - Raised meter box.	126.00	4,244.14
05/31/2024	2978	Hiland Water Corp	Nitrate Tests	70.00	4,314.14
05/31/2024	2978	Hiland Water Corp	10% markup of items purchased	24.50	4,338.64
06/30/2024	3428	20240626 Repairs	Mel Olson - Changed out meter at 4740 Simo...	47.00	4,385.64
06/30/2024	3428	20240626 Repairs	Brandsen Zalanka - Changed out meter at 47...	31.50	4,417.14
Total Maintenance and Repairs				4,417.14	4,417.14
Total Materials and Services				4,417.14	4,417.14
TOTAL				4,417.14	4,417.14

Checks that haven't cleared

9:26 PM

07/15/24

Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	05/31/2024	5223	Amanda Valentine	May Board Meeting attendance	Checking a...		Boardmember Incentives	-50.00
Check	05/31/2024	5226	John Amery	May Board Meeting attendance	Checking a...		Boardmember Incentives	-50.00
Check	06/30/2024	5230	Carol Mauser	June Board Meeting Attended	Checking a...		Boardmember Incentives	-50.00
Check	06/30/2024	5231	Debby Jones	June Board Meeting Attended	Checking a...		Boardmember Incentives	-50.00
Check	06/30/2024	5232	John Amery	June Board Meeting Attended	Checking a...		Boardmember Incentives	-50.00
Check	06/30/2024	5233	Larry Russ	June Board Meeting Attended	Checking a...		Boardmember Incentives	-50.00
Bill Pmt -...	06/30/2024	5234	Hiland Water Corp	Services Provided in June 2024	Checking a...		Accounts Payable	-2,428.50
Transfer	07/23/2024			Transfer to Savings to protect funds	Checking a...		Savings at Washington Fed...	-10,000.00
Total								-12,728.50

Item 4 – Discussion – Water Report

March 2024 Gallons Pumped: 121,358 Gallons Sold: 71,470 Gallons Lost: 49,888 Water Loss: 41.11%	April 2024 Gallons Pumped: 174,054 Gallons Sold: 103,030 Gallons Lost: 71,024 Water Loss: 40.81%	May 2024 Gallons Pumped: 329,208 Gallons Sold: 226,900 Gallons Lost: 102,308 Water Loss: 31.08%	June 2024 Gallons Pumped: 544,902 Gallons Sold: 525,332 Gallons Lost: 19,570 Water Loss: 3.59%
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Item 5 – Discussion – Nitrate Resolution Plan

- OHA Agreement signed on 6/20/24 by OHA.
- Tooley has until 9/20/24 to submit our action plan.
- Mr. Amery and Ms. Mauser attended the ERG kickoff meeting on 7/15/2024
 - EPA is funding up \$20k for a PER (Preliminary Engineering Report)
 - ERG is the awarded agency tasked with delivering Tooley's report
 - AECOM (out of Portland) is the subcontracted engineering firm who will be working on the project.

Item 6 – Discussion/Action – General System Updates

- Mr. Russ worked with Hiland on multiple projects:
 - Mr. David Rodriguez has hooked up new service.
 - A misread of Mr. Johnston's meter was corrected.
 - Mr. Russ is volunteering his personal time to paint the top of the booster pump house.

Item 7 – Discussion – Delinquent Accounts

Item 8 - Discussion – Tooley Road Association

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

Item 9 – New Business

Item 10 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on August 21, 2024 at 7:00pm.

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

Meeting Adjourned