

Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 8/21/24)

Meeting Date: Wednesday, August 21, 2024 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NDIkZTcxZTYtNzBIZC00MDkyLTg2NGQtMjQyZmViZmMxN2Rm%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

Topics

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Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District July 17, 2024 Board Meeting Meeting held virtually

In Attendance: John Amery, Carol Mauser, Debby Jones and Amanda Valentine

Carol opened the meeting at 7:02

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

Item 2 – Approval of Minutes: Carol asked for approval of the June meeting minutes. John made the motion to approve Budget Hearing and the June minutes. Debby seconded. All approved, motion carried.

Item 3 - Financial Reports:

- Checking account balance \$17,638.26
- Money Market balance \$58,105.16

John provided financial updates including checks, charges from Hiland and year to date figures. John updated the board on a postdated transfer, which might throw next month's financial totals slightly. Revenue was up slightly for 2023-2024 compared to forecast. No funds were spent out on capital or contingency funding.

Item 4 – Discussion – Water Report:

- Water report 3.59% 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 – Discussion – Nitrate Resolution Plan:

- OHA Agreement signed on 6/20/24
- Tooley water district has until 9/20/24 to submit it's action plan
- Board members Amery and Mauser attended the ERG kickoff meeting on 7/15/2024
 - EPA is funding up to \$20k for 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:

- Larry Russ provided a written report that included:
 - Mr. David Rodriguez has hooked up new service
 - The misread of the Johnston's meter has been corrected

- Larry has volunteered his personal time to paint the top of the booster pump house

Item 7 – Discussion – Delinquent Accounts:

- Majority of accounts are up to date

Item 8 - Tooley Road Association:

- Debby shared that she had shared a document from several years ago that provided background on the road association and how the \$10 monthly road charge began.
- Debby received a return email from Devin with hi-land where he acknowledged the concern with how road and water funds were being co-mingled. Devin shared that he would try and new report. According to this month's reports, it does not seem to appear that that has happened. Debby emailed Devin to remind him of the request. Has not heard back yet. John shared that it was important to him that the payers of road fee understand that the water and road fees are separate. Failure to pay one does not impact the service of the other (water / road)

Item 9: New Business:

- No new business

Item 10 – Next Meeting:

- Wednesday, August 21, 2024 at 7:00.

Meeting adjourned at 7:33 pm



Item 3 - Update from ODHS regarding Bottled Water

Update from Hayley Riach and Beth Leslie

Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 8/21/24

Checking ↓	Current Balance	Available Balance	
Checking (████)	\$9,148.54	\$9,148.54	>
Money Market ↓	Current Balance	Available Balance	
Money Market (████)	\$68,105.16	\$68,105.16	>

Recent Savings Transactions

Tooley Water District							8/21/2024 12:10 PM	
Register: Savings at Washington Federal								
From 07/15/2024 through 08/21/2024								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/23/2024			Checking at Washingto...	Transfer to Sav...		X	10,000.00	68,105.16

Recent Checking Transactions

Tooley Water District								8/21/2024 12:09 PM
Register: Checking at Washington Federal								
From 07/15/2024 through 08/21/2024								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/20/2024			Interest Income	Interest		X	3.28	14,590.86
07/23/2024			Savings at Washington ...	Transfer to Sav...	10,000.00	X		4,590.86
07/30/2024	5235	Secretary of State	Materials and Services:...	In lieu of audit ...	40.00			4,550.86
07/31/2024	5236	Amanda Valentine	Personal Services:Boar...	July Board Me...	50.00			4,500.86
07/31/2024	5237	Carol Mauser	Personal Services:Boar...	July Board Me...	50.00			4,450.86
07/31/2024	5238	Debby Jones	Personal Services:Boar...	July Board Me...	50.00			4,400.86
07/31/2024	5239	John Amery	Personal Services:Boar...	July Board Me...	50.00			4,350.86
08/12/2024			Water Revenue:Water ...	Deposit		X	4,466.63	8,817.49
08/12/2024		Columbia Gorge News	Materials and Services:...	Budget Meetin...	18.00	X		8,799.49
08/12/2024		Columbia Gorge News	Materials and Services:...	Budget Hearin...	27.00	X		8,772.49
08/20/2024			Interest Income	Interest		X	1.05	8,773.54
08/20/2024			Materials and Services:...	Service Charge	15.00	X		8,758.54
08/21/2024	5241	NW Natural Water S...	Accounts Payable	Services Provid...	3,003.59			5,754.95

Profit and Loss Budget vs. Actual

12:16 PM

08/21/24

Accrual Basis

Tooley Water District Profit & Loss Budget Performance July 2024

	Jul 24	Budget	% of B...	Jul 24	YTD B...	% of B...	Annual...
Ordinary Income/Expense							
Income							
System Development Chg, Income	7,500.00			7,500.00			
Water Revenue							
Water Sales	3,896.42	0.00	100.0%	3,896.42	0.00	100.0%	0.00
Total Water Revenue	3,896.42	0.00	100.0%	3,896.42	0.00	100.0%	0.00
Total Income	11,396.42	0.00	100.0%	11,396.42	0.00	100.0%	0.00
Expense							
Materials and Services							
Dues and Fees	40.00	0.00	100.0%	40.00	0.00	100.0%	0.00
Maintenance and Repairs	653.59	0.00	100.0%	653.59	0.00	100.0%	0.00
Operating Expenses							
NNW Base Maintenance Fee	1,850.00	0.00	100.0%	1,850.00	0.00	100.0%	0.00
NNW Billing base fee	500.00			500.00			
Total Operating Expenses	2,350.00	0.00	100.0%	2,350.00	0.00	100.0%	0.00
Total Materials and Services	3,043.59	0.00	100.0%	3,043.59	0.00	100.0%	0.00
Personal Services							
Boardmember Incentives	200.00	0.00	100.0%	200.00	0.00	100.0%	0.00
Total Personal Services	200.00	0.00	100.0%	200.00	0.00	100.0%	0.00
Total Expense	3,243.59	0.00	100.0%	3,243.59	0.00	100.0%	0.00
Net Ordinary Income	8,152.83	0.00	100.0%	8,152.83	0.00	100.0%	0.00
Other Income/Expense							
Other Income							
Interest Income	3.28	0.00	100.0%	3.28	0.00	100.0%	0.00
Total Other Income	3.28	0.00	100.0%	3.28	0.00	100.0%	0.00
Net Other Income	3.28	0.00	100.0%	3.28	0.00	100.0%	0.00
Net Income	8,156.11	0.00	100.0%	8,156.11	0.00	100.0%	0.00

Balance Sheet – Previous year comparison

12:14 PM

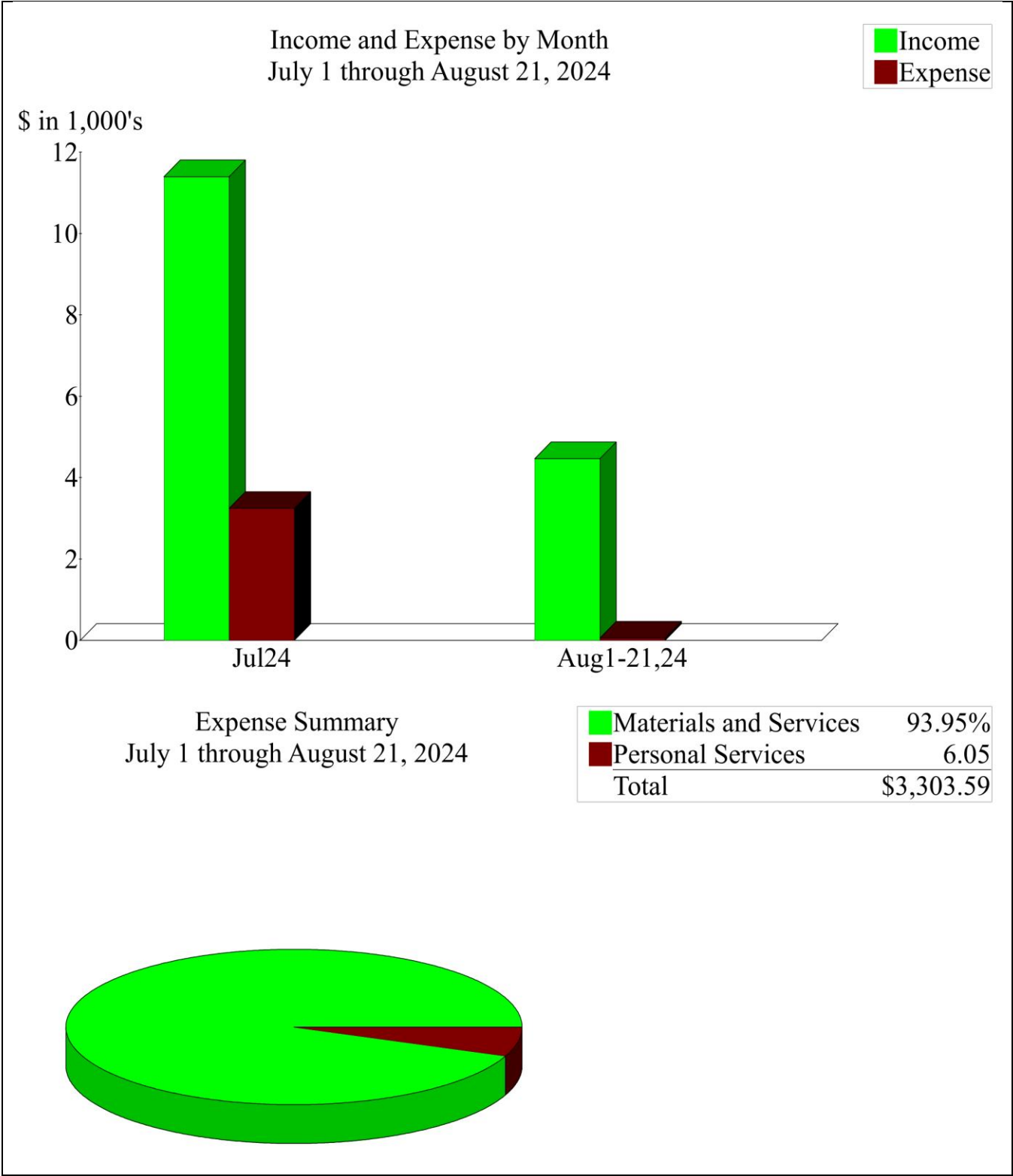
08/21/24

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of August 21, 2024

	Aug 21, 24	Aug 21, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	5,754.95	5,123.53	631.42	12.3%
Savings at Washington Federal	68,105.16	50,201.38	17,903.78	35.7%
Total Checking/Savings	73,860.11	55,324.91	18,535.20	33.5%
Total Current Assets	73,860.11	55,324.91	18,535.20	33.5%
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	254,160.11	235,624.91	18,535.20	7.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	154.00	-154.00	-100.0%
Total Accounts Payable	0.00	154.00	-154.00	-100.0%
Total Current Liabilities	0.00	154.00	-154.00	-100.0%
Total Liabilities	0.00	154.00	-154.00	-100.0%
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	41,740.88	30,045.54	11,695.34	38.9%
Net Income	12,563.79	5,569.93	6,993.86	125.6%
Total Equity	254,160.11	235,470.91	18,689.20	7.9%
TOTAL LIABILITIES & EQUITY	254,160.11	235,624.91	18,535.20	7.9%

Income and Expense Graph – by Month



Maintenance and Repairs – Details

12:15 PM		Tooley Water District			
08/21/24		Maintenance and Repairs details			
Accrual Basis		July 2024 through June 2025			
Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
07/31/2024	3536	20240724 repairs	Curtis Olson - Coordinated meter changeout,co...	27.75	27.75
07/31/2024	3536	20240724 repairs	Travis Mongar - Meter box changeout, meter c...	126.00	153.75
07/31/2024	3536	20240628 Sample	06/28/2024 Alexin Analytical - Nitrate samples.	70.00	223.75
07/31/2024	3536	20240630	06/26/2024 Sensaphone - Annual subscription ...	299.40	523.15
07/31/2024	3536	20240725 sample	07/25/2024 Alexin Analytical - 1 nitrate sample,...	85.00	608.15
07/31/2024	3536	NW Natural Water Services, LLC	10% markup of items purchased	45.44	653.59
Total Maintenance and Repairs				653.59	653.59
Total Materials and Services				653.59	653.59
TOTAL				653.59	653.59

Checks that haven't cleared

12:17 PM		Tooley Water District						
08/21/24		Checks that have not cleared						
Accrual Basis		All Transactions						
Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Check	05/31/2024	5223	Amanda Valentine	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	05/31/2024	5226	John Amery	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	06/30/2024	5232	John Amery	June Board Meeting Attended	Checki...		Boardmember Incentives	-50.00
Check	07/30/2024	5235	Secretary of State	In lieu of audit fee	Checki...		Dues and Fees	-40.00
Check	07/31/2024	5236	Amanda Valentine	July Board Meeting Attended	Checki...		Boardmember Incentives	-50.00
Check	07/31/2024	5237	Carol Mauser	July Board Meeting Attended	Checki...		Boardmember Incentives	-50.00
Check	07/31/2024	5238	Debby Jones	July Board Meeting Attended	Checki...		Boardmember Incentives	-50.00
Check	07/31/2024	5239	John Amery	July Board Meeting Attended	Checki...		Boardmember Incentives	-50.00
Bill Pmt ...	08/21/2024	5241	NW Natural Water ...	Services Provided in July 2024	Checki...		Accounts Payable	-3,003.59
Total								-3,393.59

Item 5 – Discussion – Water Report

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%	July 2024 Gallons Pumped: 459000 Gallons Sold: 428493 Gallons Lost: 30507 Water Loss: 6.65%
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Item 6 – Discussion – Nitrate Resolution Plan

- OHA Agreement signed on 6/20/24 by OHA.
- Tooley has until 9/20/24 to submit our action plan.
- Update from Mr. Amery and Ms. Regarding Tooley Project Coordination Meetings

Item 7 – Discussion/Action – General System Updates

Item 8 – Discussion – Delinquent Accounts

Item 9 - Discussion – Tooley Road Association

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

Item 10 – New Business

Item 11 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on September 18, 2024 at 7:00pm.

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

Meeting Adjourned