

Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 9/15/24)

Meeting Date: Wednesday, September 18, 2024 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/l/meetup-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

Item 1 - Approval of Board Meeting Agenda.....	2
Item 2 – Approval of Minutes.....	2
Item 3 - Financial Reports – Mr. Amery	3
Copy of current account totals from Washington Federal Website.....	3
Recent Savings Transactions	4
Recent Checking Transactions.....	4
Profit and Loss Budget vs. Actual.....	5
Balance Sheet – Previous year comparison	6
Income and Expense Graph – by Month	7
Maintenance and Repairs – Details.....	8
Checks that haven’t cleared	8
Item 4 – Discussion – Water Report.....	9
Item 5 – Action – Nitrate Resolution Plan	9
Item 6 – Discussion/Action – General System Updates	9
Item 7 – Discussion – Delinquent Accounts	9
Item 8 - Discussion – Tooley Road Association	9
Item 9 – New Business	9
Item 10 – Discussion – Next Meeting.....	9

Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District

August 21, 2024 Board Meeting

Meeting held virtually

In Attendance: John Amery, Carol Mauser, Larry Russ and Debby Jones

Guest: Hayle Riach

Carol opened the meeting at 7:02

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

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

Water Delivery Program

Hayle joined the meeting to update the board on the water delivery efforts. There are now 38 Tooley Water District members utilizing the service. Program appears to be going very well. People can contact Hayley at 541-556-0184 / Hayley.p.riach@odhs.oregon.gov

Item 3 - Financial Reports:

- Checking account balance \$ 9,148.54
- Money Market balance \$68,105.16

John notified that the bank has increased their fees if there is balance below \$5,000. We had fallen slightly below the threshold. John was able to have the bank reverse the fee explaining that we were not aware of the new balance threshold. John provided financial updates including checks and deposits. It was noted that NW Natural Water has a new way of identifying maintenance charges on the invoices. John shared that the Sensaphone charge was actually for last year and this year due to a billing error on the company.

Item 4 – Discussion – Water Report:

- Water report 6.65% water loss.

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 monthly meeting. Updates were provided on the two potential financial resources that the district is looking at. The EPA is funding a detailed engineering report, which will be more detailed than the previous report. There will be a field study next Wednesday. After this report is completed, the board should have a more accurate project cost number. John suggested that if there was a large amount needed, a bond might be a better option as opposed to a loan.
- John made the motion to authorize Chairperson Mauser the authority to negotiate a

contract with GSI up to \$4,000 for the purpose of managing Tooley Water District's request for water rights at the new well site. Larry seconded. All approved. Motion carried.

Item 6 – Discussion/Action – General System Updates:

- John mentioned that the EPA contact is scheduled to be in the area next week. Larry had received a letter from ODA, which stated that an additional soil sample had been taken but a report had not been received. Board members discussed the recent application of materials on the fields.

Item 7 – Discussion – Delinquent Accounts:

- Board discuss adjustments that NW Natural had made. Appears that meters had been misread.

Item 8 - Tooley Road Association:

- NW Natural Water is still automatically paying the road account even if a customer is not up to date with payments. Debby will follow-up with Devin again. John also wanted to make sure that customers were clear that their water would not be turned off if their road fee had not been paid.

Item 9: New Business:

- No new business

Item 10 – Next Meeting:

- Wednesday, September 18, 2024 at 7:00 pm

Meeting adjourned at 8:09 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 9/15/24

❖ Account Snapshot ⚙️ ×			
Checking ↓	Current Balance	Available Balance	⌵
Checking [REDACTED]	\$5,647.77	\$5,647.77	>
Money Market ↓	Current Balance	Available Balance	⌵
Money Market [REDACTED]	\$68,105.16	\$68,105.16	>

Recent Savings Transactions

No transactions since last meeting

Recent Checking Transactions

Tooley Water District								9/15/2024 9:43 PM
Register: Checking at Washington Federal								
From 08/21/2024 through 09/15/2024								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/21/2024			Materials and Services:...	Reversal of Ser...		X	15.00	8,773.54
08/21/2024	5241	NW Natural Water S...	Accounts Payable	Services Provid...	3,003.59	X		5,769.95
08/31/2024	5243	Carol Mauser	Personal Services:Boar...	August Board ...	50.00			5,719.95
08/31/2024	5244	Debby Jones	Personal Services:Boar...	August Board ...	50.00			5,669.95
08/31/2024	5245	John Amery	Personal Services:Boar...	August Board ...	50.00			5,619.95
08/31/2024	5246	Larry Russ	Personal Services:Boar...	August Board ...	50.00			5,569.95
08/31/2024	5247	NW Natural Water S...	Accounts Payable	Services provid...	3,071.69			2,498.26
09/10/2024		SAIF Corporation	Personal Services:Crim...	Overpayment ...	322.18	X		2,176.08

Profit and Loss Budget vs. Actual

9:53 PM

09/15/24

Accrual Basis

Tooley Water District Profit & Loss Budget Performance August 2024

	Aug 24	Budget	% of Budget	Jul - Aug 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			7,500.00			
Water Revenue							
Water Sales	4,466.63	3,936.45	113.5%	8,363.05	8,838.88	94.6%	54,299.00
Total Water Revenue	4,466.63	3,936.45	113.5%	8,363.05	8,838.88	94.6%	54,299.00
Total Income	4,466.63	3,936.45	113.5%	15,863.05	8,838.88	179.5%	54,299.00
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	832.92
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees	45.00	0.00	100.0%	85.00	0.00	100.0%	1,200.00
Grant Bridgegap Loan Expense	0.00			0.00			2,000.00
Grant Fulfillment	0.00			0.00			80,000.00
Legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance							
Equipment Breakdown Coverage	0.00	0.00	0.0%	0.00	0.00	0.0%	150.00
Excess Liability	0.00			0.00			207.00
General Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	1,111.00
Non-Owned Auto Liability	0.00			0.00			175.00
Property	0.00	0.00	0.0%	0.00	0.00	0.0%	497.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	405.85
Total Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,545.85
Maintenance and Repairs	240.15	916.66	26.2%	893.74	1,833.32	48.7%	11,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
Office Supplies	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Disconnect Fee	0.00	25.00	0.0%	0.00	50.00	0.0%	300.00
NNW Base Maintenance Fee	1,850.00	1,850.00	100.0%	3,700.00	3,700.00	100.0%	22,200.00
NNW Billing base fee	500.00	500.00	100.0%	1,000.00	1,000.00	100.0%	6,000.00
NWCPUD Power Fees	481.54			481.54			
Total Operating Expenses	2,831.54	2,375.00	119.2%	5,181.54	4,750.00	109.1%	28,600.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	3,116.69	3,291.66	94.7%	6,160.28	6,583.32	93.6%	131,918.77
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	400.00	500.00	80.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00	400.00	0.0%	0.00	400.00	0.0%	400.00
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%	722.84
Total Personal Services	200.00	650.00	30.8%	400.00	900.00	44.4%	4,572.84
Total Expense	3,316.69	3,941.66	84.1%	6,560.28	7,483.32	87.7%	141,491.61
Net Ordinary Income	1,149.94	-5.21	-22,071.8%	9,302.77	1,355.56	686.3%	-87,192.61
Other Income/Expense							
Other Income							
Grant Income	0.00			0.00			80,000.00
Interest Income	1.05	20.00	5.3%	4.33	40.00	10.8%	250.00
Total Other Income	1.05	20.00	5.3%	4.33	40.00	10.8%	80,250.00
Net Other Income	1.05	20.00	5.3%	4.33	40.00	10.8%	80,250.00
Net Income	<u>1,150.99</u>	<u>14.79</u>	<u>7,782.2%</u>	<u>9,307.10</u>	<u>1,395.56</u>	<u>666.9%</u>	<u>-6,942.61</u>

Balance Sheet – Previous year comparison

9:45 PM

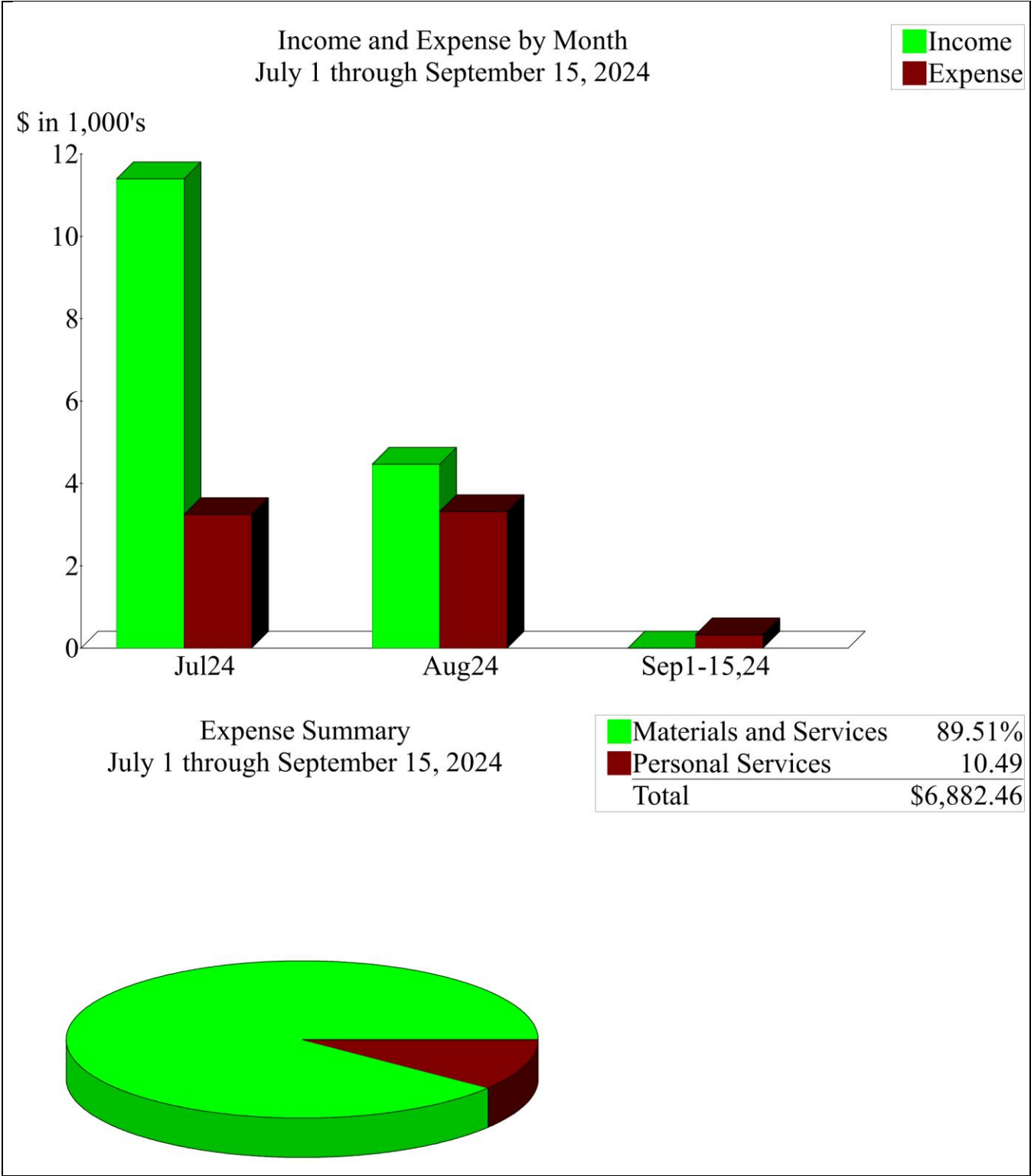
09/15/24

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of September 15, 2024

	Sep 15, 24	Sep 15, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	2,176.08	7,001.41	-4,825.33	-68.9%
Savings at Washington Federal	68,105.16	50,201.38	17,903.78	35.7%
Total Checking/Savings	70,281.24	57,202.79	13,078.45	22.9%
Total Current Assets	70,281.24	57,202.79	13,078.45	22.9%
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	250,581.24	237,502.79	13,078.45	5.5%
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	8,984.92	7,447.81	1,537.11	20.6%
Total Equity	250,581.24	237,348.79	13,232.45	5.6%
TOTAL LIABILITIES & EQUITY	250,581.24	237,502.79	13,078.45	5.5%

Income and Expense Graph – by Month



Maintenance and Repairs – Details

9:46 PM

09/15/24

Accrual Basis

Tooley Water District Maintenance and Repairs details 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 ch...	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 r...	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
08/31/2024	4051	20240807 Maintenance	Robert Trotter - Repaired chlorine injector.	45.50	699.09
08/31/2024	4051	20240807 Maintenance	Jessica Perryman - Nitrate exceedance PN upd...	14.50	713.59
08/31/2024	4051	20240826 tests	Alexin Analytical - 2 nitrate samples, 2 coliforms	120.00	833.59
08/31/2024	4051	NW Natural Water Services, LLC	10% Markup	60.15	893.74
Total Maintenance and Repairs				893.74	893.74
Total Materials and Services				893.74	893.74
TOTAL				893.74	893.74

Checks that haven't cleared

9:55 PM

09/15/24

Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Check	05/31/2024	5226	John Amery	May Board Meeting attendance	Checking at Washin...		Boardmember Incentives	-50.00
Check	07/31/2024	5237	Carol Mauser	July Board Meeting Attended	Checking at Washin...		Boardmember Incentives	-50.00
Check	07/31/2024	5238	Debby Jones	July Board Meeting Attended	Checking at Washin...		Boardmember Incentives	-50.00
Check	07/31/2024	5239	John Amery	July Board Meeting Attended	Checking at Washin...		Boardmember Incentives	-50.00
Check	08/31/2024	5243	Carol Mauser	August Board Meeting attendance	Checking at Washin...		Boardmember Incentives	-50.00
Check	08/31/2024	5244	Debby Jones	August Board Meeting attendance	Checking at Washin...		Boardmember Incentives	-50.00
Check	08/31/2024	5245	John Amery	August Board Meeting attendance	Checking at Washin...		Boardmember Incentives	-50.00
Check	08/31/2024	5246	Larry Russ	August Board Meeting attendance	Checking at Washin...		Boardmember Incentives	-50.00
Bill Pmt ...	08/31/2024	5247	NW Natural Water ...	Services provided in August	Checking at Washin...		Accounts Payable	-3,071.69
Total								-3,471.69

Item 4 – Discussion – Water Report

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%	August 2024 Gallons Pumped: 423,248 Gallons Sold: 364,723 Gallons Lost: 58,525 Water Loss: 13.83%
---	--	---	---

Item 5 – Action – Nitrate Resolution Plan

- John to present the Action Plan he would like to present to OHA. If the board approves they can authorize John to do so.
- OHA Agreement signed on 6/20/24 by OHA.
- Tooley has until 9/20/24 to submit our action plan.
- Update from Mr. Russ and Mr. Amery regarding the meeting with the PER engineers.
- Update from Mr. Amery regarding his meeting with Mr. Ryan Gross of EPA.
- Update from Mr. Amery and Ms. Regarding Tooley Project Coordination Meetings

Item 6 – Discussion/Action – General System Updates

- Mr. Russ to provide an update on the Reservoir's Pressure system.
- General Discussion regarding when to turn off the lower well.

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 October 16, 2024 at 7:00pm.

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

Meeting Adjourned