

# Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 1/13/25)

**Meeting Date:** Wednesday, January 15, 2025 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](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 November 20, 2024 Board Meeting Meeting held virtually

**In Attendance:** John Amery, Debby Jones and Carol Mauser

**Guest:** No guest

Carol opened the meeting at 7:02

**Item 1 - Approval of Agenda:** Carol asked for approval of the November agenda. John made a motion to approve. Debby seconded. Motion carried

**Item 2 – Approval of October Minutes:** Carol asked for approval of October minutes. John made a motion to approve the October minutes. Carol seconded. Motion carried

#### **Item three – Financials**

- |                        |             |
|------------------------|-------------|
| • Checking Balance     | \$17,292.28 |
| • Money Market Balance | \$65,235.79 |

John shared that the amount in the checking account was slightly higher due to timing of checks. John also shared that the district had been reimbursed for the double charge from SAIF. Water revenue is slightly lower than this time last year. John also noted that we are now paying for power, which was not previously budgeted.

#### **Item 4 – Discussion – Water Report:**

- Water report 10.8% water loss

#### **Item 5 – Discussion – Nitrate Resolution Plan:**

- OHA Bilateral Compliance Agreement submitted to OHA on 9/19/24: There has not been a response back from OHA. The hope and thought is that the Compliance Agreement was approved, as there has not been any follow-up correspondence from OHA.
- Review the Action Plan: John updated board members with the plan and went over preliminary numbers and timelines. December – February are key months to establish required policies and beginning to submit grant applications. These specific applications are important for the required engineering of the project. John noted the potential of reaching out to MCEDD for project management assistance. The need for an “owner’s rep” was also discussed. Early projected numbers are coming in at roughly 1.8 million.
- John gave an update on the nitrate reports. Just prior to turning off the lower well, the nitrate level was just above the 10.0 level. John reached out for further assistance. There were question as to how Northwest Natural (Highland) conducted the water samples as it appears that the sample was taken from the same water source. John was provided with the OHA notification rules. John will be drafting up a flier to meet the notification requirements. To meet these requirements it will be important to have timely nitrate reports from Northwest Natural (Hiland).
- Board briefly discussed possibly going out to bid for management services.

**Item 6 – Discussion/Action – General System Updates:**

- Leaks in reservoir: Larry had emailed the board before he left for the winter that he noticed a small leak in the pump house. He notified Northwest Natural (Highland).
- LMI pump replacement (chlorine): This system has been replaced. Debby and Carol noted a perceived increase in chlorine smell and taste over the past few weeks. John checked the report and it did show a steady increase in the chlorine level. John will check in with Highland.

**Item 7 – Discussion – Delinquent Accounts:**

- There was one account that was at least 2 months delinquent. John received an email from Highland that they are contacting the customer.

**Item 8 - Tooley Road Association:**

- Debby shared that she had not been back in touch with Hiland regarding the road billing. The board requested Debby to find out if there is a way to separate the water and road accounts. Does that mean individual account numbers for the two charges on the same billing notice, two separate bills, etc.?

**Item 9: New Business:**

- Amanda Valentine has resigned from the board as they have moved out of the area. John reached out to Bart Vervloet who indicated that he would be willing to serve on the board. Debby made the motion to appoint Bart Vervloet for Tooley Water District Position 4. John seconded. Motion carried

**Item 10 – Next Meeting:**

- Next board meeting is scheduled for December 18, 2024 at 7:00 pm. The board discussed whether to hold the December meeting due to Holidays and schedules. Board decided to keep the meeting on the calendar.

**Meeting adjourned at 8:25**

## **Item 3 – Update from Hayley regarding with ODHS OREM**

Seasonal update from Hayley Riach with ODHS

- identify community members who may want to pause their delivery during the winter months
- potentially re-engage with households who initially declined water delivery
- determine how water delivery is going and potentially address any questions

# Item 4 - Financial Reports – Mr. Amery

## Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 1/13/25

Account Snapshot			⚙️ ×
Checking ↑	Current Balance	Available Balance	☰
Checking [REDACTED]	\$17,494.52	\$17,494.52	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market [REDACTED]	\$65,367.11	\$65,367.11	>

## Recent Savings Transactions

Tooley Water District					1/13/2025 10:16 AM			
Register: Savings at Washington Federal								
From 11/18/2024 through 01/13/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2024			Interest Income	Interest		X	131.32	65,367.11

## Recent Checking Transactions

Tooley Water District

1/13/2025 10:13 AM

Register: Checking at Washington Federal

From 11/18/2024 through 01/13/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/20/2024			Interest Income	Interest		X	2.93	12,973.30
11/30/2024	5262	Carol Mauser	Personal Services:Boar...	November Boa...	50.00			12,923.30
11/30/2024	5263	Debby Jones	Personal Services:Boar...	November Boa...	50.00			12,873.30
11/30/2024	5264	John Amery	Personal Services:Boar...	November Boa...	50.00			12,823.30
11/30/2024	5265	NW Natural Water S...	Accounts Payable	Services perfor...	4,462.71			8,360.59
12/16/2024			Water Revenue:Water ...	Deposit		X	4,316.72	12,677.31
12/20/2024			Interest Income	Interest		X	3.19	12,680.50

## Profit and Loss Budget vs. Actual

10:23 AM

01/13/25

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance December 2024

	Dec 24	Budget	% of Budget	Jul - Dec 24	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
Income							
System Development Chg, Income	0.00			7,500.00			
Water Revenue							
Water Sales	4,316.72	4,158.94	103.8%	27,672.39	29,516.47	93.8%	54,299.00
<b>Total Water Revenue</b>	<b>4,316.72</b>	<b>4,158.94</b>	<b>103.8%</b>	<b>27,672.39</b>	<b>29,516.47</b>	<b>93.8%</b>	<b>54,299.00</b>
<b>Total Income</b>	<b>4,316.72</b>	<b>4,158.94</b>	<b>103.8%</b>	<b>35,172.39</b>	<b>29,516.47</b>	<b>119.2%</b>	<b>54,299.00</b>
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	0.00	0.00	0.0%	331.47	146.90	225.6%	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
<b>Total Liability Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>2,545.85</b>
Maintenance and Repairs	0.00	916.66	0.0%	4,754.56	5,499.96	86.4%	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	150.00	0.0%	300.00
NNW Base Maintenance Fee	0.00	1,850.00	0.0%	9,250.00	11,100.00	83.3%	22,200.00
NNW Billing base fee	0.00	500.00	0.0%	2,500.00	3,000.00	83.3%	6,000.00
NWCPUD Power Fees	0.00			692.79			
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>2,375.00</b>	<b>0.0%</b>	<b>12,442.79</b>	<b>14,250.00</b>	<b>87.3%</b>	<b>28,600.00</b>
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
<b>Total Materials and Services</b>	<b>0.00</b>	<b>3,291.66</b>	<b>0.0%</b>	<b>17,528.82</b>	<b>19,896.86</b>	<b>88.1%</b>	<b>131,918.77</b>
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	950.00	1,500.00	63.3%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	218.00	400.00	54.5%	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
<b>Total Personal Services</b>	<b>0.00</b>	<b>250.00</b>	<b>0.0%</b>	<b>1,168.00</b>	<b>1,900.00</b>	<b>61.5%</b>	<b>4,572.84</b>
<b>Total Expense</b>	<b>0.00</b>	<b>3,541.66</b>	<b>0.0%</b>	<b>18,696.82</b>	<b>21,796.86</b>	<b>85.8%</b>	<b>141,491.61</b>
<b>Net Ordinary Income</b>	<b>4,316.72</b>	<b>617.28</b>	<b>699.3%</b>	<b>16,475.57</b>	<b>7,719.61</b>	<b>213.4%</b>	<b>-87,192.61</b>
Other Income/Expense							
Other Income							
Grant Income	0.00			0.00			80,000.00
Interest Income	134.51	20.00	672.6%	275.72	120.00	229.8%	250.00
<b>Total Other Income</b>	<b>134.51</b>	<b>20.00</b>	<b>672.6%</b>	<b>275.72</b>	<b>120.00</b>	<b>229.8%</b>	<b>80,250.00</b>
<b>Net Other Income</b>	<b>134.51</b>	<b>20.00</b>	<b>672.6%</b>	<b>275.72</b>	<b>120.00</b>	<b>229.8%</b>	<b>80,250.00</b>
<b>Net Income</b>	<b>4,451.23</b>	<b>637.28</b>	<b>698.5%</b>	<b>16,751.29</b>	<b>7,839.61</b>	<b>213.7%</b>	<b>-6,942.61</b>

## Balance Sheet – Previous year comparison

10:21 AM

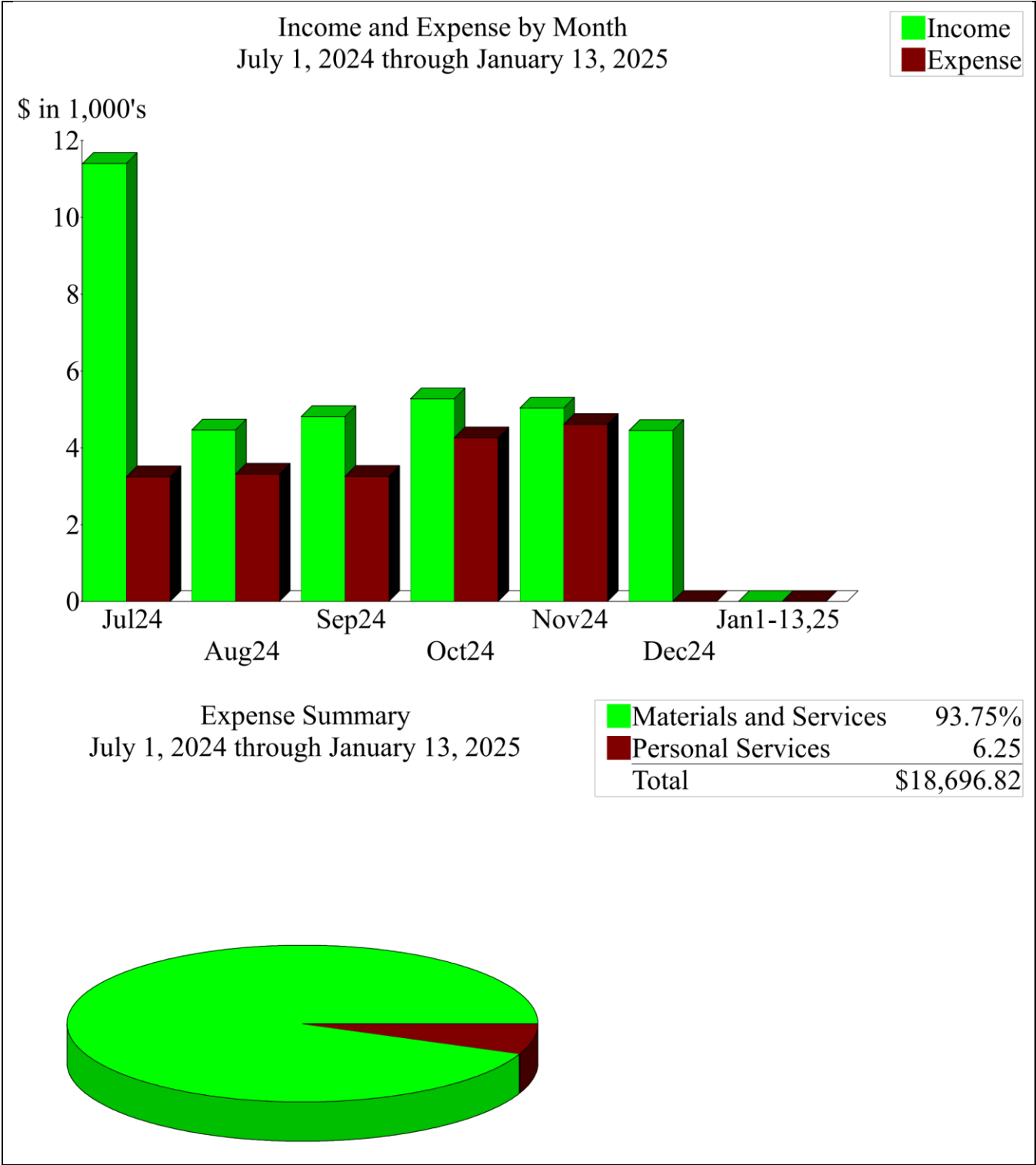
01/13/25

Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of January 13, 2025

	Jan 13, 25	Jan 13, 24	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Checking at Washington Federal	12,680.50	8,375.10	4,305.40	51.4%
Savings at Washington Federal	65,367.11	50,404.24	14,962.87	29.7%
<b>Total Checking/Savings</b>	78,047.61	58,779.34	19,268.27	32.8%
<b>Total Current Assets</b>	78,047.61	58,779.34	19,268.27	32.8%
<b>Fixed Assets</b>				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	180,300.00	180,300.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>258,347.61</b>	<b>239,079.34</b>	<b>19,268.27</b>	<b>8.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
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	16,751.29	9,178.36	7,572.93	82.5%
<b>Total Equity</b>	258,347.61	239,079.34	19,268.27	8.1%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>258,347.61</b>	<b>239,079.34</b>	<b>19,268.27</b>	<b>8.1%</b>

Income and Expense Graph – by Month





## Maintenance and Repairs – Details

10:22 AM

01/13/25

Accrual Basis

### Tooley Water District Maintenance and Repairs details July 2024 through June 2025

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
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
09/30/2024	4325	NW Natural Water Services, LLC	Northern Wasco County	237.96	1,131.70
09/30/2024	4325	NW Natural Water Services, LLC	qty(2) Nitrate Tests	70.00	1,201.70
09/30/2024	4325	NW Natural Water Services, LLC	10% markup	30.80	1,232.50
10/31/2024	4607	20241001 Repairs	Curtis Olson - Created LSLI list of addresses for...	55.50	1,288.00
10/31/2024	4607	20241002 Repairs	Alex Victor - LSLI work in system.	106.50	1,394.50
10/31/2024	4607	20241030 Repairs	Alex Victor - Troubleshoot chlorine and VFD, ne...	106.50	1,501.00
10/31/2024	4607	20241022 Tests	Alexin Analytical - 2 nitrate samples, lead and c...	205.00	1,706.00
10/31/2024	4607	20241023 Power	Northern Wasco County	212.54	1,918.54
10/31/2024	4607	20241030 Repairs	LMI Pump	811.64	2,730.18
10/31/2024	4607	202410xx Markup	Markup -10%	122.92	2,853.10
11/30/2024	4878	20241105	Mel Olson - Changed out chlorine pump and ins...	721.50	3,574.60
11/30/2024	4878	20241105	Mileage	138.02	3,712.62
11/30/2024	4878	20241001 Repairs	LMI Pump	631.76	4,344.38
11/30/2024	4878	20241105	200 PSI pressure gauge	117.47	4,461.85
11/30/2024	4878	20241105	Ace Hardware - Street elbow	8.78	4,470.63
11/30/2024	4878	NW Natural Water Services, LLC	Alexin Analytical - two lead and copper, one nitr...	140.00	4,610.63
11/30/2024	4878	NW Natural Water Services, LLC	OHA Cashier - Cross connection annual fee	30.00	4,640.63
11/30/2024	4878	NW Natural Water Services, LLC	Markup - 10%	113.93	4,754.56
Total Maintenance and Repairs				4,754.56	4,754.56
Total Materials and Services				4,754.56	4,754.56
<b>TOTAL</b>				<b>4,754.56</b>	<b>4,754.56</b>

## Checks that haven't cleared

10:25 AM

01/13/25

Accrual Basis

### Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill Pmt -Check	10/13/2024	5252	Government Ethics Commission	FY 2024-2025 Dues	Checking at Washington ...		Accounts Payable	-151.31
Check	10/31/2024	5259	John Amery	October Board Meeting attendance	Checking at Washington ...		Boardmember Incentives	-50.00
Check	11/30/2024	5262	Carol Mauser	November Board Meeting attendance	Checking at Washington ...		Boardmember Incentives	-50.00
Check	11/30/2024	5263	Debby Jones	November Board Meeting attendance	Checking at Washington ...		Boardmember Incentives	-50.00
Check	11/30/2024	5264	John Amery	November Board Meeting attendance	Checking at Washington ...		Boardmember Incentives	-50.00
Bill Pmt -Check	11/30/2024	5265	NW Natural Water Services, LLC	Services performed in November 2024	Checking at Washington ...		Accounts Payable	-4,462.71
<b>Total</b>								<b>-4,814.02</b>

## Item 5 – Discussion – Water Report

<b>August 2024</b> Gallons Pumped: 423,248 Gallons Sold: 364,723 Gallons Lost: 58,525 <b>Water Loss: 13.83%</b>	<b>September 2024</b> Gallons Pumped: 442,062 Gallons Sold: 371,094 Gallons Lost: 70,968 <b>Water Loss: 16.05%</b>	<b>October 2024</b> Gallons Pumped: 214,650 Gallons Sold: 191,477 Gallons Lost: 23,173 <b>Water Loss: 10.8%</b>	<b>November 2024</b> Gallons Pumped: 252,770 Gallons Sold: 163,951 Gallons Lost: 88,819 Water <b>Loss: 35.14%</b>
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## Item 6 – Action – Nitrate Resolution Plan

- *OHA Agreement signed on 6/20/24 by OHA.*
- *OHA Bilateral Compliance Agreement submitted to OHA on 9/19/24*
- Review the Action Plan
- Update from Mr. Amery and Ms. Mauser Regarding Tooley Project Coordination Meetings

## Item 7 – Discussion/Action – General System Updates

- Mr. Amery – LMI Calibration
- Mr. Amery – email from Northwest Natural Water Services

I was on site yesterday doing a review of the system with the regular tech. There were a couple of issues that I observed that we will need to get addressed.

1. Pressure relief valve at reservoir doesn't work

- a. While testing some other issues I tried testing this valve and it never opened. Its been in place longer than I've been working with the system so I would say it is just time to get it fixed. Because of the configuration it will be a system shit down for the folks on the pressure system. We can replumb this with a valve for the future though and make it so it can be changed at will going forward.

2. Automated air injection valve not working

- a. I noticed that the booster pumps turned on and turned off after only running for a second while on site. I determined the pressure tank were low on air. This looks to be caused by the air float valve on the left tank not working. I manually rotated the valve and the air compressor turned on. After spraying some lubricant on the valve it rated smoothly once it was in the open position but it never rotated from a closed position (as if there was enough air in the tank) to an open position (calling for air) even though the tank was still in need of air. I left the unit in the open position and verified the pump would

shut off if we came close to over pressurizing the tanks. At this point all we can do is wait and see if the valve closes when there is enough air in the tanks. If it doesn't what will happen is we'll start filling up the water line with air and then customers will call saying they have air in their lines. We'll then have to manually shut the valve. I would say we need to start looking into a solution to replace this valve as this isn't the first time we have had this issue in recent memory.

3. Booster pump hour meters failing to record

- a. Something has happened that has caused the hour meters for both booster pumps to fail again. I believe it was just 2024 or 2023 that we replaced both meters twice. We'll need to get an electrician in to troubleshoot why these are failing and see if we can get a solution in place to prevent this going forward.

For the air valve, again all we can do is wait and see if it shuts itself off. If it does then there is no rush to replace it and we can make it a standard for who ever goes on site to open the valve and let the tank fill up. If the valve doesn't shut off we'll need someone to go up to the reservoir and close the valve. We'll then also need to make a plan to replace it so the pumps aren't risking damage from short cycling.

For the other pieces we'll need approval to do the work and we can get it scheduled.

## **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**

- Installation of gate to upper well – Mr. Amery

## **Item 11 – Discussion – Next Meeting**

Discussion regarding whether to have the next board meeting on February 19, 2024 at 7:00pm.

For virtual access – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) or 541-340-0032.

**Meeting Adjourned**