

Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 3/18/25)

Meeting Date: Wednesday, March 19, 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

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
February 19, 2025 Board Meeting
Meeting Held Virtually

In Attendance: John Amery, Larry Russ, Carol Mauser, Bart Vervolet

Guests: Haley Riach, Martha Jarvek

Carol opened the meeting at 7:00 PM

Item 1- Approval of Agenda: Carol asked for approval of the February agenda. John moved, Larry seconded. Motion passed

Item 2- Approval of Minutes: Carol asked for approval of the January 5, 2025 minutes Correction was made to the title of the minutes to read January 15, 2025 instead of November. Larry moved to accept, John seconded.

Item 3 – Guest Reports

Hayley Riach and Martha Jarvek with Office of Resiliency and Emergency Management gave an update on the water delivery program. Recent survey: 47 people contacted, 9 customers not interested in receiving water, 1 canceled, 6 wanted follow ups which were completed. It was stated that this program is state funded, not federally funded. Also there will need to be a change in the way that H2O Oregon is paid. Tooley will pay H2O Oregon then be reimbursed by OREM. Customers are authorized to receive 5 gallon bottles of water but not 20 oz bottles. A motion was made by John and seconded by Bart to disallow 20 oz bottle delivery. It was also noted that OREM has grant writers that would be accessible to Tooley Water District.

Item 4 – Financial Reports

- Checking account Balance \$11,859.50
- Money Market Balance \$65,367.11
- LMI double charge not yet addressed by NW Natural. Larry to contact them again
- Revenue close to projection
- Maintenance and Repairs are running a bit higher than anticipated

Item 5 – Discussion - Water Report

- **38.51 %**

Item 6 – Discussion Nitrate Resolution Plan

- A discussion took place. Have not yet received preliminary engineering report. Meeting to have occurred today did not take place. Status of federal funding is unknown at this point due to federal administration changes.

There was also a discussion regarding asking the current farm operation to voluntarily cease operation and how that might affect our chances of receiving grant money for a new well.

Item 7 – Discussion/Action – General System Updates

- It was moved by John and seconded by Carol to re-appoint Jeff Radford position 3 and Jovone Lenz position 4 to the budget committee. Motion carried

Item 8 – Delinquent Accounts

- Marty Hester renter from John Crompton Delinquent: Larry will check with NW Natural and then contact owner John Crompton if necessary

Meeting Adjourned 8:24 PM

Item 3 – Update from Hayley regarding with ODHS OREM

Seasonal update from Hayley Riach with ODHS

Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 3/18/25

Account Snapshot ⚙️ ×			
Checking ↑	Current Balance	Available Balance	
Checkin [REDACTED]	\$16,291.21	\$16,241.21	>
Money Market ↓	Current Balance	Available Balance	
Money Marke [REDACTED]	\$65,367.11	\$65,367.11	>

Recent Savings Transactions

No new transactions since last meeting

Recent Checking Transactions

Tooley Water District

3/18/2025 11:16 PM

Register: Checking at Washington Federal

From 02/17/2025 through 03/18/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/18/2025			Water Revenue:Water ...	Deposit		X	4,493.40	11,353.85
02/20/2025			Interest Income	Interest		X	3.07	11,356.92
02/28/2025	5281	Carol Mauser	Personal Services:Boar...	October Board ...	50.00			11,306.92
02/28/2025	5283	John Amery	Personal Services:Boar...	October Board ...	50.00			11,256.92
02/28/2025	5284	Larry Russ	Personal Services:Boar...	October Board ...	50.00			11,206.92
02/28/2025	5285	Bart Vervloet	Personal Services:Boar...	January Board ...	50.00			11,156.92
02/28/2025	5286	NW Natural Water S...	Accounts Payable		3,260.26			7,896.66
03/14/2025			Water Revenue:Water ...	Deposit		X	4,582.98	12,479.64

Profit and Loss Budget vs. Actual

11:18 PM

03/18/25

Accrual Basis

Tooley Water District Profit & Loss Budget Performance February 2025

	Feb 25	Budget	% of Budget	Jul '24 - Feb 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			7,500.00			
Water Revenue							
Water Sales	4,493.40	3,881.12	115.8%	36,509.86	37,407.52	97.6%	54,299.00
Total Water Revenue	4,493.40	3,881.12	115.8%	36,509.86	37,407.52	97.6%	54,299.00
Total Income	4,493.40	3,881.12	115.8%	44,009.86	37,407.52	117.6%	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	0.00	306.31	0.0%	331.47	453.21	73.1%	1,200.00
Grant Bridgegap Loan Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	0.00	0.0%	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	150.00	0.0%	150.00	150.00	100.0%	150.00
Excess Liability	0.00	207.00	0.0%	0.00	207.00	0.0%	207.00
General Liability	0.00	1,111.00	0.0%	1,590.00	1,111.00	143.1%	1,111.00
Hired Auto Physical Damage Prop	0.00			616.00			
N/O Auto Liability	0.00			195.00	0.00	100.0%	0.00
Non-Owned Auto Liability	0.00	175.00	0.0%	0.00	175.00	0.0%	175.00
Property	0.00	497.00	0.0%	0.00	497.00	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	2,140.00	0.0%	2,551.00	2,140.00	119.2%	2,545.85
Maintenance and Repairs	697.24	916.66	76.1%	6,618.82	7,333.28	90.3%	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	200.00	0.0%	300.00
NNW Base Maintenance Fee	0.00	1,850.00	0.0%	11,100.00	14,800.00	75.0%	22,200.00
NNW Billing base fee	2,350.00	500.00	470.0%	7,700.00	4,000.00	192.5%	6,000.00
NWCPUD Power Fees	213.02			1,513.33			
Total Operating Expenses	2,563.02	2,375.00	107.9%	20,313.33	19,000.00	106.9%	28,600.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Water Rights	892.50			892.50			
Total Materials and Services	4,152.76	5,737.97	72.4%	30,707.12	28,926.49	106.2%	131,918.77
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	1,400.00	2,000.00	70.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00			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
Total Personal Services	200.00	250.00	80.0%	1,618.00	2,400.00	67.4%	4,572.84
Total Expense	4,352.76	5,987.97	72.7%	32,325.12	31,326.49	103.2%	141,491.61
Net Ordinary Income	140.64	-2,106.85	-6.7%	11,684.74	6,081.03	192.2%	-87,192.61
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	80,000.00
Interest Income	3.07	20.00	15.4%	282.71	160.00	176.7%	250.00
Total Other Income	3.07	20.00	15.4%	282.71	160.00	176.7%	80,250.00
Net Other Income	3.07	20.00	15.4%	282.71	160.00	176.7%	80,250.00
Net Income	143.71	-2,086.85	-6.9%	11,967.45	6,241.03	191.8%	-6,942.61

Balance Sheet – Previous year comparison

11:03 PM

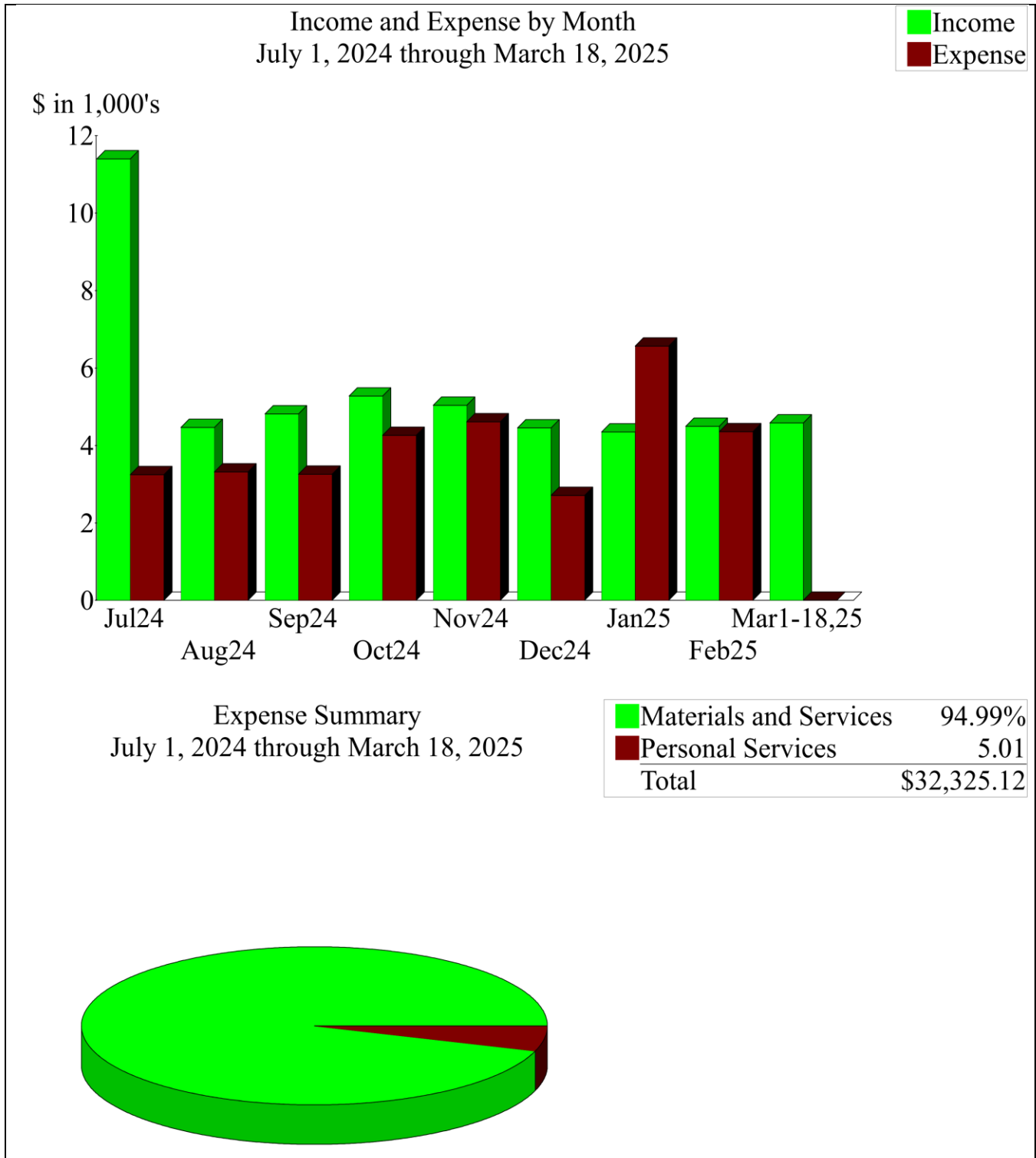
03/18/25

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of March 18, 2025

	Mar 18, 25	Mar 18, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	12,429.64	6,886.88	5,542.76	80.5%
Savings at Washington Federal	65,367.11	50,404.24	14,962.87	29.7%
Total Checking/Savings	77,796.75	57,291.12	20,505.63	35.8%
Total Current Assets	77,796.75	57,291.12	20,505.63	35.8%
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	258,096.75	237,591.12	20,505.63	8.6%
LIABILITIES & EQUITY				
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	16,500.43	7,690.14	8,810.29	114.6%
Total Equity	258,096.75	237,591.12	20,505.63	8.6%
TOTAL LIABILITIES & EQUITY	258,096.75	237,591.12	20,505.63	8.6%

Income and Expense Graph – by Month



Maintenance and Repairs – Details

11:04 PM

03/18/25

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
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	20241030 Repairs	LMI Pump	811.64	2,517.64
10/31/2024	4607	202410xx Markup	Markup -10%	122.92	2,640.56
11/30/2024	4878	20241105	Mel Olson - Changed out chlorine pump and ins...	721.50	3,362.06
11/30/2024	4878	20241105	Mileage	138.02	3,500.08
11/30/2024	4878	20241001 Repairs	LMI Pump	631.76	4,131.84
11/30/2024	4878	20241105	200 PSI pressure gauge	117.47	4,249.31
11/30/2024	4878	20241105	Ace Hardware - Street elbow	8.78	4,258.09
11/30/2024	4878	NW Natural Water Services, LLC	Alexin Analytical - two lead and copper, one nitr...	140.00	4,398.09
11/30/2024	4878	NW Natural Water Services, LLC	OHA Cashier - Cross connection annual fee	30.00	4,428.09
11/30/2024	4878	NW Natural Water Services, LLC	Markup - 10%	113.93	4,542.02
12/31/2024	5147	NW Natural Water Services, LLC	Alexin Analytical - 3x nitrates, coliform.	130.00	4,672.02
12/31/2024	5147	NW Natural Water Services, LLC	10% Markup	32.67	4,704.69
01/31/2025	6169...	20250121	TROUBLESHOOT HOUR METERS NOT WOR...	160.91	4,865.60
01/31/2025	5692	20250113	Robert Trotter - Responded to board about cost...	91.00	4,956.60
01/31/2025	5692	20250120	Robert Trotter - Emergency response, coordinat...	81.75	5,038.35
01/31/2025	5692	20250120	Justice Smith - Emergency response, troublesh...	418.00	5,456.35
01/31/2025	5692	20250120	Mileage	148.40	5,604.75
01/31/2025	5692	20250120	Service Truck	137.50	5,742.25
01/31/2025	5692	20250130	Alexin Analytical - 3x nitrates, coliform.	145.00	5,887.25
01/31/2025	5692	NW Natural Water Services, LLC	Markup -10%	34.33	5,921.58
02/28/2025	5949	2/28/25 repairs	2/19/2025 Fred Meyer - distilled water	4.49	5,926.07
02/28/2025	5949	2/28/25 repairs	Alexin Analytical - 2x nitrates, 3 conforms	155.00	6,081.07
02/28/2025	5949	2/28/25 repairs	10% markup	37.25	6,118.32
02/28/2025	5949	2/25/25 Repairs	Brian Kimball - Rebuilt and recalibrated chlorine ...	346.50	6,464.82
02/28/2025	5949	2/25/25 Repairs	Mileage	154.00	6,618.82
Total Maintenance and Repairs				6,618.82	6,618.82
Total Materials and Services				6,618.82	6,618.82
TOTAL				6,618.82	6,618.82

Item 5 – Discussion – Water Report

October 2024 Gallons Pumped: 214,650 Gallons Sold: 191,477 Gallons Lost: 23,173 Water Loss: 10.8%	November 2024 Gallons Pumped: 252,770 Gallons Sold: 163,951 Gallons Lost: 88,819 Water Loss: 35.14%	January 2025 Gallons Pumped: 199,276 Gallons Sold: 122,540 Gallons Lost: 76,736 Water Loss: 38.51%	February 2025 Gallons Pumped: 113,092 Gallons Sold: 94,280 Gallons Lost: 18,812 Water Loss: 16.63%
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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. Russ – System Updates
 - Double charge on the LMI

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

Discussion regarding whether to have the next board meeting on April 16, 2024 at 7:00pm.

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

Meeting Adjourned