

Tooley Water District Budget Committee Agenda

FISCAL YEAR 2025/2026 Budget

Version 1.0 (updated 5/18/25)

Meeting Date: Tuesday, May 21, 2024 5:30pm

Location: Microsoft Teams ONLINE MEETING

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Type of meeting

Budget Committee Meeting

Chairperson

To Be Determined

Minute keeper

To Be Determined

Tooley Water District Budget Committee

Position	Method	Term length	Name	Term expires
Budget Member – Position 1	Appointed	3 Years	Susan Russ	06/30/26
Budget Member – Position 2	Appointed	3 Years	David Child	06/30/26
Budget Member – Position 3	Appointed	3 Years	Jeff Radford	06/30/27
Budget Member – Position 4	Appointed	3 Years	Jovonne Lentz	06/30/27
Budget Member – Position 5	Appointed	3 Years	Mark Stern	06/30/25
Board Member – Position 1	Elected	4 Years	John Amery	06/30/25
Board Member – Position 2	Elected	4 Years	Larry Russ	06/30/25
Board Member – Position 3	Elected	4 Years	Carol Mauser	06/30/27
Board Member – Position 4	Appointed	4 Years	Amanda Valentine	06/30/27
Board Member – Position 5	Elected	4 Years	Debby Jones	06/30/27

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Item 1 - Approval of Agenda – Carol Mauser

Item 2 – Approval of 2024/2025 Minutes – Carol Mauser

Tooley Water District
2024-25 Budget Committee
Tuesday May 14th, 2024

In attendance: John Amery, Larry Russ, Susie Russ, Amanda Valentine, Jovonne Lentz, Debby Jones, Mark Stern, David Child's, Jeff Radford

Guest: Sylvia Crompton

In the absence of Chairperson Mauser, John Amery stated the meeting at 5:31 pm

John went through the budget office positions

Larry made a motion to approve the agenda as presented, Mark seconded. Motion approved unanimously.

John asked for approval of the 2023 Budget Hearing minutes. Suzie make a motion to approve the minutes. Jovonne seconded. Motion passed unanimously.

Larry made the motion to approve John as the President of the Budget Committee. Jovonne seconded. Motion passed unanimously.

Larry made the motion to approve Debby as the Secretary of the Budget Committee. John seconded. Motion passed unanimously.

John provided budget committee members with the overview of the 2024-2025 budges summary. John shared that he is working on keeping the budget below the \$100,000 threshold in order for the water district to continue within the "in lieu of audit" status.

John updated the committee on the changes in ownership of Hiland as they have been purchased by Northwest Natural which has impacted the ongoing contract. The insurance provider shared that it was highly likely that there could be a potential 15 to 20% increase in insurance costs. John also shared updates regarding a bridge gap loan that the water district would pay for upfront. These were the key elements that made up the recommendation to increase water rates by 13.69%. John went through the line items that had the greatest impact on the overall budget, including materials and services. John felt that it was prudent to purchase a secure license for the internet. Anticipated that the crime bond will increase due to the budget increase from Hiland's contract and the engineering study (bridge gap loan).

Sylvia Crompton asked why the water district members were having to carry the costs due to the nitrate issue as opposed to the property owner (farmer). John and Larry provided an update on the steps that the district has taken thus far with regulatory entities. Larry shared that he has been informed through the DEQ that a meeting was to be held this month.

John shared the updated fees reflecting the 13.69% increase across the board.

John opened the meeting for public comment. Larry shared his concern that at some point the cost of operating the district may be too high for the patrons who utilize the service.

Larry moved to approve the Tooley Water District total budget of \$149,991.61 to fiscal year 2024-25 with

- \$5,000 allocated for Capital Projects
- \$131,918.77 allocated for Materials and Services
- \$4,572.84 allocated for Personnel Services
- And \$8,500 for purposes of Contingency

Mark seconded. Motion approved unanimously

Larry moved to approve the Tooley Water District rates for fiscal year 2024-25 as the following:

- \$97.08 Base Rate
- \$2.91 per 1,000 gallons for the 1st 10,000 gallons
- \$3.00 per 1,000 gallons for the next 10,000 gallons
- \$3.29 per 1,000 gallons for the next 10,000 gallons
 - \$4.14 per 1,000 gallons for the next 10,000
- \$4.79 per 1,000 gallons for the next 10,000 gallons
 - And the following additional fees
- \$7,500 for System Development Fees (aka “hook-up Fee”)
- Direct Pass through from NWNWS for Credit Card Processing Fee
 - \$65 for Disconnect notice due to non-payment
 - \$80 for Turn-on Fee due to disconnected service
 - \$25 for NSF (Non Sufficient Funds) check fee
 - \$35 for Activation Fee (new services)

David seconded. Motion approved unanimously

John closed the meeting at 6:20 pm

Item 3 – Election of Officers – Carol Mauser

The Tooley Water District Budget Committee is a 10 person committee. 5 of the 10 members are Tooley Water District board members. The additional 5 members are community members within the district. Each member of the committee has equal votes.

The role of the Chairperson is to run budget meetings (this meeting). In the event Tooley Water District required supplemental budget meeting(s) later in the year this person would also run that/those meetings.

The role of the secretary is to be a scribe for budget meetings. This person will take notes for the minutes to be approved next year.

1. Motion to elect _____ as chairperson for Tooley Water District's budget committee.
 - New chairperson to take over running meeting
2. Motion to elect _____ as Secretary for Tooley Water District's budget committee.

Item 4 – Budget Statement – John Amery

Tooley Water District

Budget Statement

Fiscal Year 2025/2026

By John Amery – Board Member / Treasurer – Tooley Water District

Overview Statement

This year I am recommending a budget requirement increase of 9.21%. The amount of this increase is lower than my estimates for budget expense increases. A 9.21% increase would reflect an increase of \$5k in additional expenses while I am estimating an increase in \$8,017.17 in budgetary increases (which would drive a 14.76% rate increase). I am comfortable in reducing the rate increase as some of my estimates are budgetary in nature and I hope that actual expenses come in closer to the 5% range. Additionally, Tooley Water District has ample reserves to cover additional expenses if required.

The primary driver for these cost estimate increases is our contract with Northwest Natural Water. Their proposed contract this year has a number of changes that I fear will increase expenses significantly. They have changed their base rate structure, added a 20% service charge to all items, and additionally increased rates of their employees from 10-20%. Collectively, I have estimated these changes will cost Tooley Water District an additional \$6,100 over the year.

The second large cost driver is power. Highland Water used to cover power under their base fees. Last year they moved that line item out of base fees and instead charged us separately +10% for power. Unfortunately, last year I failed to recognize this change in my budget. This year I have recognized this increase as a budget line item of \$3000.

A third large cost driver is insurance. I have been informed by our insurance representative that we should expect a 20-30% increase in insurance costs. I have increased budget line items by 25% to account for this increase. This additional increase collectively increased Tooley's budget line items by \$817.17.

A fourth consideration which I have not budgeted for is bottled water. ODHS is in the process of attempting to change their agreement with Tooley Water District with regards to Bottled Water. My estimates for the impact of this change with the current proposed agreement changes would result in a \$3k additional expense to Tooley Water District. I have not budgeted for this as I hope Tooley Water District is able to negotiate this agreement to be no-cost for Tooley Water District. In the event Tooley Water District is unable to negotiate this moving forward, I would expect that Tooley Water District will consider canceling of this service.

The only grant I am budgeting for is for Bottled Water. Currently we are at a bit of a hold point with regards to the lower well, and I do not know how to budget for activities associated with this project. In the event Tooley Water District identifies a path moving forward during this fiscal year we may need to develop a supplemental budget to accommodate those plans.

One additional point of note. I have moved Tooley's Capital Improvements line item back to \$15k.

As you may recall, we were required to lower this last year to keep below the \$150k threshold requirement of a full audit (with associated estimated pricetag of \$5k). The Capital Improvement line item is utilized for system improvements and new system development charges (new hookups).

Current fiscal year to date budget performance

2:43 PM

05/18/25

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

July 1, 2024 through May 19, 2025

	Jul 1, '24 - May 19, 25	Budget	% of Budget	Jul 1, '24 - May 19, 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	7,500.00	0.00	100.0%	7,500.00	0.00	100.0%	
Water Revenue							
Water Sales	49,951.83	47,987.65	104.1%	49,951.83	47,987.65	104.1%	54,299.00
Total Water Revenue	49,951.83	47,987.65	104.1%	49,951.83	47,987.65	104.1%	54,299.00
Total Income	57,451.83	47,987.65	119.7%	57,451.83	47,987.65	119.7%	54,299.00
Expense							
Capital Improvements	0.00	1,532.26	0.0%	0.00	1,532.26	0.0%	5,000.00
Materials and Services							
Computer and Internet Expenses	79.99	393.48	20.3%	79.99	393.48	20.3%	832.92
Copies	0.00	61.29	0.0%	0.00	61.29	0.0%	200.00
Dues and Fees	331.47	560.47	59.1%	331.47	560.47	59.1%	1,200.00
Grant Bridgegap Loan Expense	0.00	612.90	0.0%	0.00	612.90	0.0%	2,000.00
Grant Fulfillment	0.00	52,258.06	0.0%	0.00	52,258.06	0.0%	80,000.00
Legal Services	0.00	1,532.26	0.0%	0.00	1,532.26	0.0%	5,000.00
Liability Insurance							
Equipment Breakdown Coverage	150.00	150.00	100.0%	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	1,590.00	1,111.00	143.1%	1,590.00	1,111.00	143.1%	1,111.00
Hired Auto Physical Damage Prop	616.00	0.00	100.0%	616.00	0.00	100.0%	
N/O Auto Liability	195.00	0.00	100.0%	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	2,551.00	2,140.00	119.2%	2,551.00	2,140.00	119.2%	2,545.85
Maintenance and Repairs	5,590.31	9,728.42	57.5%	5,590.31	9,728.42	57.5%	11,000.00
Network Monitoring Maintenance	329.34	340.00	96.9%	329.34	340.00	96.9%	340.00
Office Supplies	0.00	80.65	0.0%	0.00	80.65	0.0%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	80.65	0.0%	0.00	80.65	0.0%	100.00
Disconnect Fee	0.00	265.32	0.0%	0.00	265.32	0.0%	300.00
NNW Base Maintenance Fee	18,500.00	19,633.87	94.2%	18,500.00	19,633.87	94.2%	22,200.00
NNW Billing base fee	5,000.00	5,306.45	94.2%	5,000.00	5,306.45	94.2%	6,000.00
NWCPUD Power Fees	1,921.60	0.00	100.0%	1,921.60	0.00	100.0%	
Total Operating Expenses	25,421.60	25,286.29	100.5%	25,421.60	25,286.29	100.5%	28,600.00
Postage and Delivery	0.00	50.00	0.0%	0.00	50.00	0.0%	100.00
Water Rights	892.50	0.00	100.0%	892.50	0.00	100.0%	
Total Materials and Services	35,196.21	93,043.82	37.8%	35,196.21	93,043.82	37.8%	131,918.77
Personal Services							
Boardmember Incentives	1,850.00	2,653.23	69.7%	1,850.00	2,653.23	69.7%	3,000.00
Boardmember training/meetings	0.00	153.23	0.0%	0.00	153.23	0.0%	250.00
Crime Bond	218.00	400.00	54.5%	218.00	400.00	54.5%	400.00
Meeting Expense	0.00	122.58	0.0%	0.00	122.58	0.0%	200.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	722.84
Total Personal Services	2,068.00	3,329.04	62.1%	2,068.00	3,329.04	62.1%	4,572.84
Total Expense	37,264.21	97,905.12	38.1%	37,264.21	97,905.12	38.1%	141,491.61
Net Ordinary Income	20,187.62	-49,917.47	-40.4%	20,187.62	-49,917.47	-40.4%	-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	417.67	212.26	196.8%	417.67	212.26	196.8%	250.00
Total Other Income	417.67	212.26	196.8%	417.67	212.26	196.8%	80,250.00
Net Other Income	417.67	212.26	196.8%	417.67	212.26	196.8%	80,250.00
Net Income	20,605.29	-49,705.21	-41.5%	20,605.29	-49,705.21	-41.5%	-6,942.61

Proposed Budget for next fiscal year

Revenue		2023/24		2024/25		Proposed 2024/25	
			% Change		% Change		
Revenue	Revenue	\$47,761.09	13.69%	\$54,299.02	9.21%	\$59,299.02	
Revenue	Grants	\$0.00	N/A	\$80,000.00	-85.00%	\$12,000.00	
Revenue	Interest Income	\$250.00	0.00%	\$250.00	0.00%	\$250.00	
Totals		\$48,011.09	11.42%	\$134,549.02	-46.82%	\$71,549.02	Factors Towards Water Rate Change?
Expenses							
Capital Outlay	Capital Improvements	\$15,000.00	-66.67%	\$5,000.00	200.00%	\$15,000.00	
	Totals	\$15,000.00	-66.67%	\$5,000.00	200.00%	\$15,000.00	
Materials and Services	Dues and Fees	\$1,200.00	0.00%	\$1,200.00	0.00%	\$1,200.00	
Materials and Services	Liability/Property Insurance	\$2,314.41	10.00%	\$2,545.85	25.00%	\$3,182.31	\$636.46
Materials and Services	Maintenance and Repairs	\$8,946.46	22.95%	\$11,000.00	50.00%	\$16,500.00	\$5,500.00
Materials and Services	Power		N/A		N/A	\$3,000.00	\$3,000.00
Materials and Services	Bottled Water		N/A		N/A	\$12,000.00	
Materials and Services	Activation Fees	\$100.00	0.00%	\$100.00	0.00%	\$100.00	
Materials and Services	Customer CC Charge passthrough	\$0.00	0.00%	\$0.00	0.00%	\$0.00	
Materials and Services	Disconnect Fees	\$100.00	200.00%	\$300.00	0.00%	\$300.00	\$0.00
Materials and Services	Operating Expenses – Hiland base	\$26,476.48	6.51%	\$28,200.00	2.13%	\$28,800.00	\$600.00
Materials and Services	Postage and Delivery	\$100.00	0.00%	\$100.00	0.00%	\$100.00	
Materials and Services	Office Supplies	\$100.00	0.00%	\$100.00	0.00%	\$100.00	
Materials and Services	Copies	\$200.00	0.00%	\$200.00	0.00%	\$200.00	
Materials and Services	Network Monitoring Maintenance	\$340.00	0.00%	\$340.00	0.00%	\$340.00	
Materials and Services	Computer and Internet	\$762.92	9.18%	\$832.92	0.00%	\$832.92	\$0.00
Materials and Services	Legal Services	\$5,000.00	0.00%	\$5,000.00	0.00%	\$5,000.00	
Materials and Services	Grant Bridge Gap Loan	\$0.00	N/A	\$2,000.00	N/A	\$0.00	-\$2,000.00
Materials and Services	Grant Fulfillment	\$0.00	N/A	\$80,000.00	N/A	\$0.00	
	Totals	\$45,640.27	189.04%	\$131,918.77	-45.68%	\$71,655.23	
Personnel Services	Boardmember Training	\$250.00	0.00%	\$250.00	20.00%	\$300.00	\$50.00
Personnel Services	Crime Bond	\$175.00	128.57%	\$400.00	12.50%	\$450.00	\$50.00
Personnel Services	Meeting Expenses	\$200.00	0.00%	\$200.00	0.00%	\$200.00	
Personnel Services	Workmans Comp Ins.	\$688.42	5.00%	\$722.84	25.00%	\$903.55	\$180.71
Personnel Services	Boardmember Incentive	\$3,000.00	0.00%	\$3,000.00	0.00%	\$3,000.00	
	Totals	\$4,313.42	6.01%	\$4,572.84	6.14%	\$4,853.55	
Contingency	Contingency	\$8,500.00	0.00%	\$8,500.00	0.00%	\$8,500.00	
	Totals	\$8,500.00	0.00%	\$8,500.00	0.00%	\$8,500.00	
Total Expenses							
	Total Budget	\$73,453.69	-16.89%	\$149,991.61	-33.32%	\$100,008.78	\$8,017.17

Summary of 2024/25 Budget

Total Revenue:	\$71,549.02
Total Expenses:	\$100,008.78
*Budget from savings:	\$28,459.77

Rate and fees Recommendation

The following is my recommendation for next year's fee structure. These recommendations are based upon the previously recommended rate increase of 9.21% (to fund an additional \$5k revenue) compared to last year's rates.

Increase Rate	9.21%				
	Old	New			
Base Rate	\$97.09	\$106.03	Monthly base rate of \$106.03 per month (monthly water usage is added to base rate).		
1st 10000	\$2.91	\$3.18			
2nd 10000	\$3.00	\$3.28	Gallonge Rate	Rate charge	Up to Gallons
3rd 10000	\$3.29	\$3.59	1st 10,000 gallons	\$3.18 per 1,000 gallons	10,000 gallons
4th 10000	\$4.14	\$4.52	next 10,000 gallons	\$3.28 per 1,000 gallons	20,000 gallons
5th 10000	\$4.79	\$5.23	next 10,000 gallons	\$3.59 per 1,000 gallons	30,000 gallons
			next 10,000 gallons	\$4.52 per 1,000 gallons	40,000 gallons
			next 10,000 gallons	\$5.23 per 1,000 gallons	50,000 gallons
The gallon usage rate beyond 50,000 gallons continues at \$5.23 per 1,000 gallons of water used.					
Additional Fees					
\$7,500.00	System Development Fees (aka "Hook-up Fee")				
Direct Pass through from NWNWS	Credit Card Processing Fee				
\$65.00	Disconnect notice due to non-payment				
\$80.00	Turn-on Fee due to disconnected service				
\$25.00	NSF (Non Sufficient Funds) check fee				
\$35.00	Activation Fee (new services)				

Item 5 – LB-20 and LB-30 discussion – John Amery

LB20 to be placed here
LB 30 to be placed here

Item 6 – Public Discussion

Time is allotted for public input of up to 3 minutes per billing household if the public would like to weigh in on Tooley Water District's budget.

Item 7 – Vote on Budget for fiscal year 2025/2026

Potential Motion:

I move we approve a Tooley Water District total budget of \$100,008.78 for fiscal year 2025/26 with

- \$15,000 allocated for Capital Projects,
- \$71,655 allocated for Materials and Services,
- \$4,854 allocated for Personnel Services,
- and \$8,500.00 for purposes of Contingency.

Item 8 – Vote on Rate increase and Fees

Potential Motion:

I move we approve Tooley Water District rates for fiscal year 2025/26 as the following:

- \$106.03 Base Rate,
- \$3.18 per 1,000 gallons for the 1st 10,000 gallons,
- \$3.28 per 1,000 gallons for the next 10,000 gallons,
- \$3.59 per 1,000 gallons for the next 10,000 gallons,
- \$4.52 per 1,000 gallons for the next 10,000 gallons,
- \$5.23 per 1,000 gallons for the next 10,000 gallons,
- And the following additional fees:
 - \$7,500.00 for System Development Fees (aka "Hook-up Fee")
 - Direct Passthrough from NWNWS for Credit Card Processing Fee
 - \$65.00 for Disconnect notice due to non-payment
 - \$80.00 for Turn-on Fee due to disconnected service
 - \$25.00 for NSF (Non Sufficient Funds) check fee
 - \$35.00 for Activation Fee (new services)

Item 8 – Meeting Adjourned