

Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 6/14/25)

Meeting Date: Wednesday, June 18, 2025 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NDIkZTcxZTYtNzBIZC00MDkyLTg2NGQtMiQyZmViZmMxN2Rm%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	2
Copy of current account totals from Washington Federal Website.....	2
Recent Savings Transactions	2
Recent Checking Transactions.....	3
Profit and Loss Budget vs. Actual.....	4
Balance Sheet – Previous year comparison	5
Income and Expense Graph – by Month	6
Maintenance and Repairs – Details.....	7
Item 4 – Discussion – Water Report.....	8
Item 5 – Bottled Water Update	8
Item 6 – Action – Nitrate Resolution Plan	8
Item 7 – Discussion – General Fire impact discussion	8
Item 8 – Discussion/Action – General System Updates	8
Item 8 – Discussion – Delinquent Accounts	8
Item 9 – NWCPUD – Discussion.....	8
Item 10 – NWNWS Contract – Action.....	8
Item 11 - Discussion – Tooley Road Association	8
Item 12 – New Business	9
Item 13 – Discussion – Next Meeting.....	9

Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 6/14/25

Account Snapshot					
Checking 		Current Balance	Available Balance		
Checking 		\$18,222.26	\$18,094.21		
Money Market 		Current Balance	Available Balance		
Money Market 		\$65,496.18	\$65,496.18		

Recent Savings Transactions

No new transactions

Recent Checking Transactions

Tooley Water District							6/14/2025 3:06 PM	
Register: Checking at Washington Federal								
From 05/18/2025 through 06/14/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/20/2025			Interest Income	Interest		X	3.09	16,408.52
05/27/2025	5307	PandaDoc	Materials and Services:...	1 year subscript...	228.00	X		16,180.52
05/31/2025	5300	Bart Vervloet	Personal Services:Boar...	May Board Me...	50.00			16,130.52
05/31/2025	5302	Debby Jones	Personal Services:Boar...	May Board Me...	50.00			16,080.52
05/31/2025	5303	John Amery	Personal Services:Boar...	May Board Me...	50.00			16,030.52
05/31/2025	5304	Larry Russ	Personal Services:Boar...	May Board Me...	50.00			15,980.52
05/31/2025	5305	NW Natural Water S...	Accounts Payable	Services perfor...	2,737.52			13,243.00
06/05/2025	5306	Hire Electric	Accounts Payable	Check 10hp pu...	160.91			13,082.09
06/14/2025		Domains Priced Right	Accounts Payable	Domain name a...	128.05			12,954.04

Profit and Loss Budget vs. Actual

1:44 PM	Tooley Water District						
06/14/25	Profit & Loss Budget Performance						
Accrual Basis	May 2025						
	May 25	Budget	% of Budget	Jul '24 - May 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			7,500.00			
Water Revenue							
Water Sales	5,437.63	3,973.28	136.9%	49,951.83	49,525.69	100.9%	54,299.00
Total Water Revenue	5,437.63	3,973.28	136.9%	49,951.83	49,525.69	100.9%	54,299.00
Total Income	5,437.63	3,973.28	136.9%	57,451.83	49,525.69	116.0%	54,299.00
Expense							
Capital Improvements	0.00	2,500.00	0.0%	0.00	2,500.00	0.0%	5,000.00
Materials and Services							
Computer and Internet Expenses	228.00	270.00	84.4%	307.99	498.00	61.8%	832.92
Copies	0.00	100.00	0.0%	0.00	100.00	0.0%	200.00
Dues and Fees	0.00	175.00	0.0%	331.47	628.21	52.8%	1,200.00
Grant Bridgegap Loan Expense	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	2,000.00
Grant Fulfillment	0.00	20,000.00	0.0%	0.00	60,000.00	0.0%	80,000.00
Legal Services	0.00	2,500.00	0.0%	0.00	2,500.00	0.0%	5,000.00
Liability Insurance							
Equipment Breakdown Coverage	0.00	0.00	0.0%	150.00	150.00	100.0%	150.00
Excess Liability	0.00	0.00	0.0%	0.00	207.00	0.0%	207.00
General Liability	0.00	0.00	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	0.00	0.0%	0.00	175.00	0.0%	175.00
Property	0.00	0.00	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	0.00	0.0%	2,551.00	2,140.00	119.2%	2,545.85
Maintenance and Repairs	151.00	916.66	16.5%	5,741.31	10,083.26	56.9%	11,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	329.34	340.00	96.9%	340.00
Office Supplies	0.00	50.00	0.0%	0.00	100.00	0.0%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	50.00	0.0%	0.00	100.00	0.0%	100.00
Disconnect Fee	0.00	25.00	0.0%	0.00	275.00	0.0%	300.00
NNW Base Maintenance Fee	1,850.00	1,850.00	100.0%	20,350.00	20,350.00	100.0%	22,200.00
NNW Billing base fee	500.00	500.00	100.0%	5,500.00	5,500.00	100.0%	6,000.00
NWCPUD Power Fees	236.52			2,158.12			
Total Operating Expenses	2,586.52	2,425.00	106.7%	28,008.12	26,225.00	106.8%	28,600.00
Postage and Delivery	0.00	0.00	0.0%	0.00	50.00	0.0%	100.00
Water Rights	0.00			892.50			
Total Materials and Services	2,965.52	27,436.66	10.8%	38,161.73	103,664.47	36.8%	131,918.77
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	2,050.00	2,750.00	74.5%	3,000.00
Boardmember training/meetings	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
Crime Bond	0.00			218.00	400.00	54.5%	400.00
Meeting Expense	0.00	200.00	0.0%	0.00	200.00	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	700.00	28.6%	2,268.00	3,600.00	63.0%	4,572.84
Total Expense	3,165.52	30,636.66	10.3%	40,429.73	109,764.47	36.8%	141,491.61
Net Ordinary Income	2,272.11	-26,663.38	-8.5%	17,022.10	-60,238.78	-28.3%	-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	3.09	20.00	15.5%	420.76	220.00	191.3%	250.00
Total Other Income	3.09	20.00	15.5%	420.76	220.00	191.3%	80,250.00
Net Other Income	3.09	20.00	15.5%	420.76	220.00	191.3%	80,250.00
Net Income	2,275.20	-26,643.38	-8.5%	17,442.86	-60,018.78	-29.1%	-6,942.61

Balance Sheet – Previous year comparison

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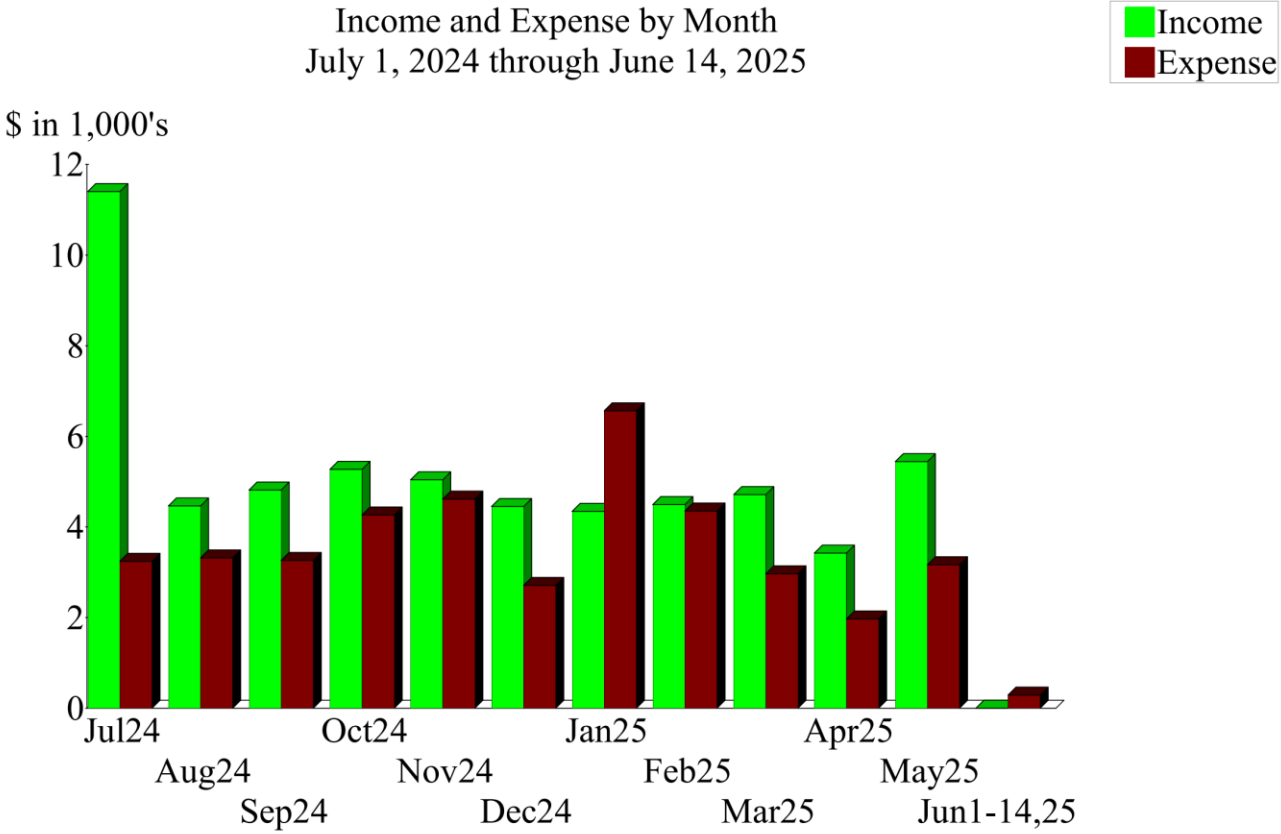
06/14/25

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of June 14, 2025

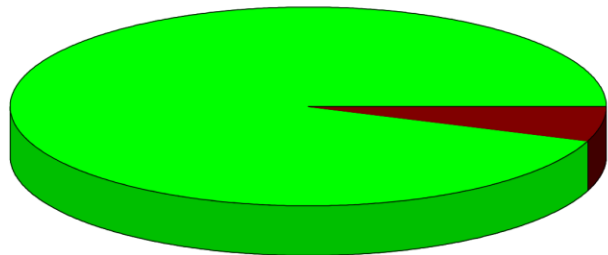
	Jun 14, 25	Jun 14, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	12,954.04	9,199.44	3,754.60	40.8%
Savings at Washington Federal	65,496.18	50,504.60	14,991.58	29.7%
Total Checking/Savings	78,450.22	59,704.04	18,746.18	31.4%
Total Current Assets	78,450.22	59,704.04	18,746.18	31.4%
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	258,750.22	240,004.04	18,746.18	7.8%
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	17,153.90	10,103.06	7,050.84	69.8%
Total Equity	258,750.22	240,004.04	18,746.18	7.8%
TOTAL LIABILITIES & EQUITY	258,750.22	240,004.04	18,746.18	7.8%

Income and Expense Graph – by Month



Expense Summary
July 1, 2024 through June 14, 2025

Materials and Services	94.43%
Personal Services	5.57
Total	\$40,718.69



Maintenance and Repairs – Details

1:42 PM

06/14/25

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
03/31/2025	6213	NW Natural Water Services, LLC	5 gallons chlorine	18.75	6,637.57
03/31/2025	6213	NW Natural Water Services, LLC	Alexin Analytical - 2x nitrates, coliform, 2x sourc...	165.00	6,802.57
03/31/2025	6213	NW Natural Water Services, LLC	Markup 10%	38.06	6,840.63
04/30/2025	6478	NW Natural Water Services, LLC	Alexin Analytical - 2x nitrates, coliform, special c...	135.00	6,975.63
04/30/2025	6478	NW Natural Water Services, LLC	4/2/2025 Home Depot - Supplies for rounds visit.	60.11	7,035.74
04/30/2025	6478	NW Natural Water Services, LLC	10% markup of remaining items	19.51	7,055.25
04/30/2025	6478	NW Natural Water Services, LLC	credit	-1,464.94	5,590.31
05/31/2025	6801	NW Natural Water Services, LLC	backflow testing	80.00	5,670.31
05/31/2025	6801	20250522	Alex Victor - Repaired PRV.	71.00	5,741.31
06/05/2025	1231...	20250604	check 10hp pump. pump on the 10hp needs rep...	160.00	5,901.31
06/05/2025	1231...	20250604	invoice tax	0.91	5,902.22
Total Maintenance and Repairs				5,902.22	5,902.22
Total Materials and Services				5,902.22	5,902.22
TOTAL				5,902.22	5,902.22

Item 4 – Discussion – Water Report

February 2025 Gallons Pumped: 113,092 Gallons Sold: 94,280 Gallons Lost: 18,812 Water Loss: 16.63%	March 2025 Gallons Pumped: 119,330 Gallons Sold: 75,500 Gallons Lost: 43,830 Water Loss: 37.73%	April 2025 Gallons Pumped: 139,366 Gallons Sold: 77,540 Gallons Lost: 61,826 Water Loss: 44.36%	May 2025 Gallons Pumped: 233,712 Gallons Sold: 192,400 Gallons Lost: 41,312 Water Loss: 17.68%
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Item 5 – Bottled Water Update

Update from Mr. Amery

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*
- Updates from Mr. Amery
- Updates from Mr. Vervolet

Item 7 – Discussion – General Fire impact discussion

Item 8 – Discussion/Action – General System Updates

Item 9 – Discussion – Delinquent Accounts

Item 10 – NWCPUD – Discussion

Item 11 – NWNWS Contract – Action

Motion to authorize Chairperson Mauser to sign the latest NWNWS contract.

Item 12 - Discussion – Tooley Road Association

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

Item 13 – New Business

Item 14 – Discussion – Next Meeting

Discussion regarding whether to have the next board meeting on July 16, 2025 at 7:00pm.

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

Meeting Adjourned