

Tooley Water Hearing and District Board Meeting Agenda

Version 1.0 (updated 7/13/25)

Meeting Date: Wednesday, July 16, 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
June 19, 2024, Budget Hearing
Meeting held virtually**

Present: John Amery, Debby Jones, Carol Mauser, Bart Vervloet and Larry Russ

Chair Mauser opened the meeting at 7:08 pm

Carol asked for approval of the 2023 budget meeting. John made the motion and Larry 2nd. Motion approved unanimously.

John shared that there was one item that was different from the budget committee which was the disconnect fee. This fee was originally \$65 and per a request from Hiland to keep all customer fees universal. The disconnect fee is now \$45.

Budget Hearing

Resolution adopting the budget: Resolution No. 2024-01

Larry Russ made the following motion: Be it resolved that the Board of Directors of the Tooley Water District hereby adopt the budget for fiscal year 2024-2025 in the total of \$149,992. *This budget is now on file at www.tooleywater.org.

John seconded with the inclusion that budget figures had been rounded up. All approved unanimously.

Resolution Making Appropriations

General Fund

Personnel Services	\$ 4,573
Materials & Services	\$131,919
Capital Outlay	\$ 5,000
Contingency	\$ 8,500
Total Adopted Budget	<u>\$149,992</u>

John seconded. Motion passed unanimously.

Resolution No: 2024-02

Resolution adopting rates and imposing fees

Be it resolved that the Board of Directors of the Tooley Water District hereby adopt the following rates and imposes the following fees for the fiscal year 2024-2025 beginning July1, 2024 through June 30, 2025.

*These rates and fee structure are now on file at www.tooleywater.org.

Water Rates

Base rate due monthly	\$97.09
Rate per 1,000 gallons for the 1 st 10,000 gallons	\$3.00
Rate per 1,000 gallons for the next 10,000 gallons	\$3.29
Rate per 1,000 gallons for the next 10,000 gallons	\$4.14
Rate per 1,000 gallons for the next 10,000 gallons	\$4.79
Rate per 1,000 gallons any additional gallons	\$4.79

Additional Fees

System development fees (aka "hook-up Fee")	\$7,500
Credit card processing fees	Direct pass through from operator
Disconnect notice due to non-payment	\$45
Turn-on fee due to disconnect service	\$80
NSF (Non-sufficient funds) check fee	\$25
Activation fee (new services)	\$35
Emergency Turn on fee	Direct pass through from operator
Emergency Turn off fee	Direct pass through from operator

Larry made the following motion: Be it resolved that the amounts for the fiscal year beginning July 1, 2024 and for the purposes shown below be hereby appropriated. John seconded. Motion pass unanimously.

Tooley Water District

June 19, 2024 Board Meeting

Meeting held virtually

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

Item 2 – Approval of Minutes: Carol for approval of the May meeting minutes. Larry made the motion to approve the May minutes. Larry seconded. All approved, motion carried.

Item 3 - Financial Reports:

- Checking account balance \$12,376.94
- Money Market balance \$50,504.60

John provided financial updates including checks, charges from Hiland and year to date figures. Revenue is slightly higher than forecasted. Maintenance and Repair report was also on track. John noted that this has been a year of savings based on anticipating upcoming bills due to nitrate issues.

Item 4 – Discussion – Water Report:

- Water report 31.08% water loss.
- Board members looked at accounts and had questions regarding accounts that did not seem to match up, such as one account that showed an unknown adjustment as well as no water usage on a current customer. Larry will follow-up with Hiland for further details.

Item 5 – NWNWS Contract

- John indicated that Hiland's, which is now North West Natural Water Service, wants to have standard contracts for all of its customers. This does affect the Tooley Water District contract. Board discussed potentially going out for bid for a future contract.
- John made the motion to review and authorize Chair Mauser to sign a new Northwest Natural Water Services Contract. Larry seconded. All approved. Motion carried.

Item 6 – OHA Bilateral Compliance Agreement

- John updated the board regarding the OHA Bilateral Compliance Agreement. John met with OHA and was able to better explain Tooley's situation in person. OHA came back with a response, which both John and Carol agreed with. Specific language was shared with the board. Larry made the motion to authorize Chair Mauser to review and sign the OHA Bilateral Compliance Agreement. John seconded. All approved. Motion carried.

Item 7 – Discussion – Nitrate Resolution Plan:

- John shared there is a meeting tomorrow.

Item 8 – Discussion/Action – General System Updates:

- John Amery – late invoice and reports from Hiland – John shared the conversation he had with Silas from Hiland regarding the changes in service, notably the late invoices.
- John Amery – Lower well turned on
- John Amery – SSL certificate for website. John also shared information regarding malware and Tooley's IP address. Board will utilize a temporary security program to

monitor the issue through Go Daddy.

- Larry Russ – Update on Tooley Water District Newsletter. Larry shared the information that was shared with water district members. Larry felt positive about the interactions. In addition, the letter that John and Hiland presented to water customers backed up the information that Larry had provided.
- Larry Russ - Larry updated the board on the letter received from Shersten regarding another potential grant source.
- Larry Russ – A property owner has expressed frustration regarding a meter that had been abandoned. The property owner was not aware that there would be a reconnection fee.
- Larry Russ – Nitrate Test history. Larry shared that he had requested water test results from Hiland over the past 24 months. John shared that Hiland had sent the report to him as opposed to Larry. Larry will share this information to ODA to follow-up with Sire and Son.
- Larry also shared that the top of the pump house next to the reservoir needed to be repainted. John made the motion to authorize Larry to spend up to \$1,000 to find someone to paint the booster house before the end of the fiscal year. Carol seconded. All approved. Motion carried.

Item 9 – Discussion – Delinquent Accounts:

- Accounts were up to date.

Item 10 – Discussion: Tooley Road Association: Debby shared that she had email Devon from Hiland and used the last billing invoice as an example of the concerns with the overlapping of road charges and water charges. There were two delinquent accounts – thus the \$10/monthly road charge should not have been collected, however, the amount transferred to the road district was the full \$310 amount. Debby requested the option of have the water and road charges more separated on the same billing. She has not heard back from Devon.

Item 13: New Business:

- No new business

Item 14 – Next Meeting:

- Wednesday, July 17, 2024 at 7:00.

Meeting adjourned at 8:35 pm

Item 3 – Public Input

Up to 5 minutes per household will be allocated for public input. Tooley Water District members only.

Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on

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Recent Savings Transactions

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Income and Expense Graph – by Month



Maintenance and Repairs – Details

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Item 5 – Discussion – Water Report

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 6 – Bottled Water Update

Update from Mr. Amery

Item 7 – 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 8 – Discussion – General Fire impact discussion

Item 9 – Discussion – General System Updates

Item 10 – Discussion – Delinquent Accounts

Item 11 – NWCPUD – Discussion

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 – Public Comment Time 2

Up to an additional 5 minutes per Tooley Water District Household will be allocated for Tooley Water District Members to make comments (after listening to the entire board meeting)

Item 15 – New Business

Item 16 – Discussion – Next Meeting

Discussion regarding whether to have the next board meeting on August 20, 2025 at 7:00pm.

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

Meeting Adjourned