

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 11/18/25)

Meeting Date: Wednesday, November 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

October 15, 2025, Board Meeting

Meeting held virtually

Present: Debby Jones, John Amery, and Doc Doolittle

John opened the meeting at 7:06 pm

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

Item 2 – Approval of Minutes: John asked for a motion for approval of the September meeting minutes. Bart made the motion to approve the September minutes. Doc seconded. All approved, motion carried.

Item 3 – Public Input: No members of the public present

Item 4 - Financial Reports:

Checking account balance \$ 4,342.01

Money Market balance \$90,924.69

- John updated board members on financials. Water revenue is considerably lower. There was also a bill to the Secretary of State for the in lieu of audit charge. H2o water charge was significantly lower. The bottled water service has been discontinued as of October 6. Maintenance and repair budget allowance is considerably higher at this time of year as compared to past years.

Item 5 – Discussion – Water Report:

- Since the master meter is not working there was not a water report shared from Hiland.

Item 6 –Discussion – Water Quality discussion:

- Bart updated board members on the results and process he has taken on in getting his meter reinstalled.

Item 7 – Discussion – General System Updates:

- John shared an email from Curtis from Hiland. *“I followed up with our field techs and the master meter is still registering 0 usage. In concordance with the operations report, I have put together an estimate for our next steps.”*

NWNWS is requesting a \$1,500 budget to uncover the master meter and diagnose the issue. If it is something simple like a cut wire, we can repair the assembly and backfill the meter. If it requires more drastic measures, such as replace the entire meter, then we will put together prices for the repair and present it to the board.

Let me know that we are approved to start this process”.

- John made a motion to authorize Bart to review the situation and use his discretion to potentially diagnose the matter and move forward. Doc seconded. All approved. Motion carried.
- John shared an additional email from Curtis regarding work on the lower well: *“The largest remaining item is the lower well, which still does not have power. We have not been pressing for its repair since the community can manage better without it for now, but as more homes get rebuild we may need to consider reinstating it again. It might be as simple as reconnecting the power, or it might require a lot more attention. Regardless, I would make sure that the project is finalized before submitting the insurance claim.*

Is the board authorizing NWNWS to rehabilitate the lower well?”

- Bart made a motion to authorize John to work with NWNWS to diagnose the lower well situation. Doc seconded. All approved. Motion carried.

Item 8 – New Business:

- Bart asked about potential additional water storage.

Item 9 – Public Comment Time 2: No members of the public were in attendance

Item 10 – Executive Session - The Tooley Water District Board will now meet in executive session pursuant to:

- ORS 192.660(2)(f): To consider information or records that are exempt by law from public inspection
- ORS 192.660(2) (g): To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

Item 11 – Discussion – Next Meeting:

- Wednesday, November 19, 2025 at 7 pm

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 11/18/25

Account Snapshot				⚙️ ×
Checking ↓		Current Balance	Available Balance	☰
Checking [REDACTED]		\$18,197.85	\$18,197.85	>
Money Market ↓		Current Balance	Available Balance	☰
Money Market [REDACTED]		\$80,924.69	\$80,924.69	>

Recent Savings Transactions

Tooley Water District							11/18/2025 7:29 PM	
Register: Savings at Washington Federal								
From 10/15/2025 through 11/18/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2025			Checking at Washingto...	Funds Transfer ...	5,000.00			85,924.69
10/21/2025			Checking at Washingto...	Another \$5k tr...	5,000.00			80,924.69

Recent Checking Transactions

Tooley Water District

11/18/2025 7:30 PM

Register: Checking at Washington Federal

From 10/15/2025 through 11/18/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2025			Water Revenue:Water ...	Deposit		X	2,334.52	6,746.53
10/15/2025	5335	Hire Electric	Accounts Payable		241.37	X		6,505.16
10/15/2025	5336	NW Natural Water S...	Accounts Payable		4,150.08	X		2,355.08
10/15/2025	5337	Hire Electric	Accounts Payable		372.83	X		1,982.25
10/15/2025			Savings at Washington ...	Funds Transfer ...		X	5,000.00	6,982.25
10/20/2025			Interest Income	Interest		X	0.59	6,982.84
10/20/2025			Materials and Services:...	Service Fee for...	15.00	X		6,967.84
10/21/2025			Savings at Washington ...	Another \$5k tr...			5,000.00	11,967.84
10/31/2025	5339	Bart Vervloet	Personal Services:Boar...	October Board ...	50.00			11,917.84
10/31/2025	5340	Carol Mauser	Personal Services:Boar...	October Board ...	50.00			11,867.84
10/31/2025	5341	Debby Jones	Personal Services:Boar...	October Board ...	50.00			11,817.84
10/31/2025	5342	John Amery	Personal Services:Boar...	October Board ...	50.00			11,767.84
10/31/2025	5343	William Doolittle	Personal Services:Boar...	October Board ...	50.00			11,717.84
10/31/2025	5344	NW Natural Water S...	Accounts Payable		3,283.82			8,434.02
11/05/2025			Materials and Services:...	Service Charge	0.40	X		8,433.62
11/14/2025			Water Revenue:Water ...	Deposit		X	6,230.41	14,664.03

Profit and Loss Budget vs. Actual

7:33 PM

11/18/25

Accrual Basis

Tooley Water District Profit & Loss Budget Performance October 2025

	Oct 25	Budget	% of Budget	Jul - Oct 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	2,334.52	5,793.74	40.3%	14,140.16	20,125.76	70.3%	59,299.02
Total Water Revenue	2,334.52	5,793.74	40.3%	14,140.16	20,125.76	70.3%	59,299.02
Total Income	2,334.52	5,793.74	40.3%	14,140.16	20,125.76	70.3%	59,299.02
Expense							
Capital Improvements	0.00	0.00	0.0%	192.00	0.00	100.0%	15,000.00
Materials and Services							
Bank Service Charges	2.00	0.00	100.0%	4.00	0.00	100.0%	0.00
Bottled Water	0.00	1,000.00	0.0%	3,355.45	4,000.00	83.9%	12,000.00
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	833.00
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees	80.00	246.47	32.5%	437.40	331.47	132.0%	1,200.00
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
General Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	1,590.00
Hired Auto Physical Damage Prop	0.00	0.00	0.0%	0.00	0.00	0.0%	616.00
N/O Auto Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	195.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	631.00
Total Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	3,182.00
Maintenance and Repairs	1,346.80	1,375.00	97.9%	8,792.86	5,500.00	159.9%	16,500.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
NWNWS Base Fees							
NNW Base Maintenance Fee	1,550.00	1,550.00	100.0%	6,200.00	6,200.00	100.0%	18,600.00
NNW Billing base fee	450.00	450.00	100.0%	1,800.00	1,800.00	100.0%	5,400.00
NWNWS Service Fees	400.00	400.00	100.0%	1,850.90	1,600.00	115.7%	4,800.00
Total NWNWS Base Fees	2,400.00	2,400.00	100.0%	9,850.90	9,600.00	102.6%	28,800.00
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	0.00	0.0%	0.00	0.00	0.0%	300.00
NWCPUD Power Fees	151.22	250.00	60.5%	722.98	1,000.00	72.3%	3,000.00
Total Operating Expenses	151.22	250.00	60.5%	722.98	1,000.00	72.3%	3,400.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Service Fee	15.00			15.00			
Total Materials and Services	3,995.02	5,271.47	75.8%	23,178.59	20,431.47	113.4%	71,655.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,000.00	1,000.00	100.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
Crime Bond	218.00	450.00	48.4%	218.00	450.00	48.4%	450.00
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%	629.89	0.00	100.0%	904.00
Total Personal Services	468.00	700.00	66.9%	1,847.89	1,450.00	127.4%	4,854.00
Total Expense	4,463.02	5,971.47	74.7%	25,218.48	21,881.47	115.3%	91,509.00
Net Ordinary Income	-2,128.50	-177.73	1,197.6%	-11,078.32	-1,755.71	631.0%	-32,209.98
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	12,000.00
Insurance Payout	0.00			10,120.30			
Interest Income	0.59	20.83	2.8%	186.29	83.32	223.6%	250.00
Total Other Income	0.59	20.83	2.8%	10,306.59	83.32	12,369.9%	12,250.00
Net Other Income	0.59	20.83	2.8%	10,306.59	83.32	12,369.9%	12,250.00
Net Income	-2,127.91	-156.90	1,356.2%	-771.73	-1,672.39	46.1%	-19,959.98

Balance Sheet – Previous year comparison

7:31 PM

11/18/25

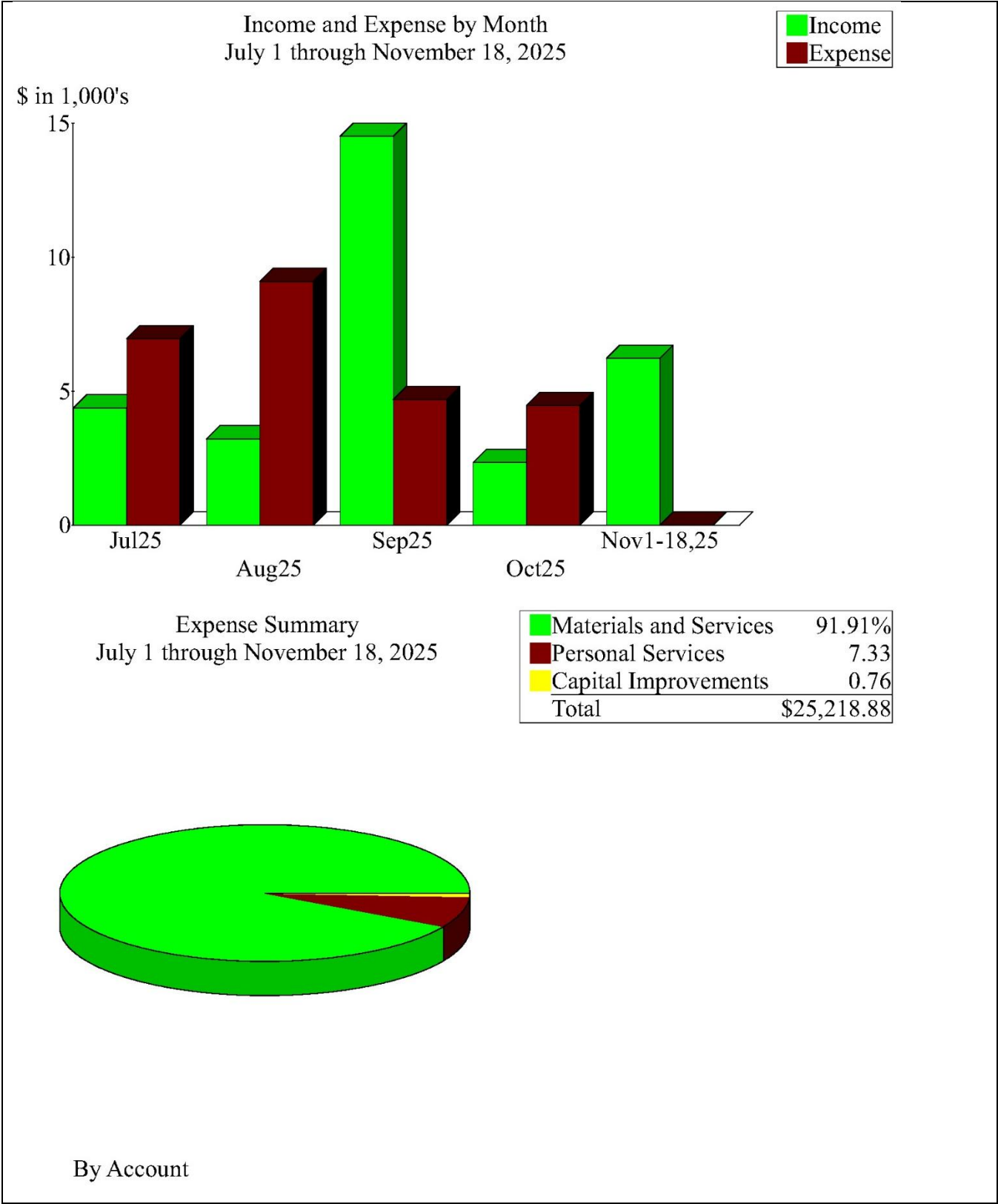
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison

As of November 18, 2025

	Nov 18, 25	Nov 18, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	14,664.03	12,970.37	1,693.66	13.1%
Savings at Washington Federal	80,924.69	65,235.79	15,688.90	24.1%
Total Checking/Savings	95,588.72	78,206.16	17,382.56	22.2%
Total Current Assets	95,588.72	78,206.16	17,382.56	22.2%
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	275,888.72	258,506.16	17,382.56	6.7%
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	70,575.00	41,740.88	28,834.12	69.1%
Net Income	5,458.28	16,909.84	-11,451.56	-67.7%
Total Equity	275,888.72	258,506.16	17,382.56	6.7%
TOTAL LIABILITIES & EQUITY	275,888.72	258,506.16	17,382.56	6.7%

Income and Expense Graph – by Month



Maintenance and Repairs – Details

7:32 PM

11/18/25

Accrual Basis

Tooley Water District Maintenance and Repairs details

July 2025 through June 2026

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
07/31/2025	7501	20250702	Construction Manager - VOC testing and delivered to DEQ lab in Hillsboro.	375.00	375.00
07/31/2025	7501	20250728	Area Supervisor - Phone call with John, phone call with Deborah (4771 Adeline Way), email corres...	68.25	443.25
07/31/2025	7501	20250729	Area Supervisor - Water potability follow up.	22.75	466.00
07/31/2025	7501	20250730	Area Supervisor - Emails to Wasco County and OHA.	45.50	511.50
07/31/2025	7501	20250731	Area Supervisor - Phone call with Paula, emails to John, Chantel, and Sarah.	68.25	579.75
07/31/2025	7501	20250707	Alexin Analytical - coliform, special coliform (2)	65.00	664.75
08/31/2025	7852	20250806	Operations Supervisor - Pump installation, 2 packings, and VOC test, tests to DEQ lab.	690.00	1,354.75
08/31/2025	7852	20250806	Utility Worker - repairs done to the 7.5 HP pump, installation, 2 packings, and VOC test	99.00	1,453.75
08/31/2025	7852	20250819	Operations Supervisor - Brought 10HP pump online, marked locates at 4843 Adeline Way	230.00	1,683.75
08/31/2025	7852	20250819	Operator 1 - Assisted with bringing pump online and marking locates	142.00	1,825.75
08/31/2025	7852	20250825	Administration - Emergency Response, phone blast for upper zone	22.88	1,848.63
08/31/2025	7852	20250825	Operations Supervisor - Emergency response. Repair broken SCH80 Blank for water meter, install g...	1,423.13	3,271.76
08/31/2025	7852	20250825	Mileage	157.50	3,429.26
08/31/2025	7852	20250828	Administration - VOC Testing Follow-up, phone call with Paula, Phone call with John, Follow-up e...	61.00	3,490.26
08/31/2025	7852	20250829	Operations Supervisor - Replace pressure switch, add surge tank, replace fire valve, have instru...	862.50	4,352.76
08/31/2025	7852	20250829	Mileage	144.20	4,496.96
08/31/2025	7852	20250830	After Hours Area Supervisor - Had to make multiple phone calls to John Amery, Curtis, and Mel. H...	136.50	4,633.46
08/31/2025	7852	20250830	Service Fee 20%	697.34	5,330.80
08/31/2025	7852	20250812	Alexin Analytical - ICP (1), Nitrate (2), Coliform (2)	480.00	5,810.80
08/31/2025	7852	20250831	The Home Depot - Parts for fire repairs	67.77	5,898.57
08/31/2025	7852	20250831	Grainger - Pressure regulator for pumphouse	27.40	5,925.97
08/31/2025	7852	20250831	Service Fee - 20%	119.03	6,045.00
09/30/2025	8209	20250903	Operations Supervisor - Rebuilt service line.	345.00	6,390.00
09/30/2025	8209	20250903	Utility Worker - Rebuilt service line.	198.00	6,588.00
09/30/2025	8209	20250917	Operator 2 - Picked up VOC kits from Hillsboro lab.	82.00	6,670.00
09/30/2025	8209	20250917	Mileage	30.10	6,700.10
09/30/2025	8209	20250918	Operations Supervisor - Grease booster meter, tighten 0.25 115.00 28.75	28.75	6,728.85
09/30/2025	8209	20250930	Administration - CCR Completion and Submission	22.75	6,751.60
09/30/2025	8209	NW Natural ...	Service Fee - 20%	141.32	6,892.92
09/30/2025	8209	20250903	5/8 Gallon Meter	117.00	7,009.92
09/30/2025	8209	20250903	Tail Piece	9.55	7,019.47
09/30/2025	8209	20250903	.75" Angle Stop	124.03	7,143.50
09/30/2025	8209	20250903	3' of .75" Pax	3.45	7,146.95
09/30/2025	8209	20250903	.75" CTS Stiffeners	2.35	7,149.30
09/30/2025	8209	20250903	Meter Box with lid	56.40	7,205.70
09/30/2025	8209	20250901	Alexin Analytical - Cadmium (1), Coliform (1), Special (1)	90.00	7,295.70
09/30/2025	8209	NW Natural ...	Service Fee 20%	150.36	7,446.06
10/01/2025	25-11...	20250620	DISCONNECT 10 H.P. PUMP & INSTALL PRESSURE SNUBBER ON	240.00	7,686.06
10/01/2025	25-11...	Hire Electric	invoice tax	1.37	7,687.43
10/01/2025	25-12...	20250829	INSTALL PRESSURE SWITCH AND SET ON OFF SETTINGS.	320.00	8,007.43
10/01/2025	25-12...	Hire Electric	Invoice Tax	2.11	8,009.54
10/01/2025	25-12...	20250829	40/60 PRESSURE SWITCH FOR WELL PUMP	50.72	8,060.26
10/31/2025	8541	20251021	Construction Manager - Repaired chlorine injection pump	250.00	8,310.26
10/31/2025	8541	20251031	Operations Supervisor - Sample Collection (Cadmium and DBP)	57.50	8,367.76
10/31/2025	8541	20251031	Service Fee - 20%	61.50	8,429.26
10/31/2025	8541	20251008	Alexin Analytical - coliform (1)	25.00	8,454.26
10/31/2025	8541	20251016	Furrow Pump - LMI parts and fittings	252.80	8,707.06
10/31/2025	8541	20251031	20% Service Fee	85.80	8,792.86
Total Maintenance and Repairs				8,792.86	8,792.86
Total Materials and Services				8,792.86	8,792.86
TOTAL				8,792.86	8,792.86

Item 5 – Discussion – Water Report

July 2025

Gallons Pumped: 158,772

Gallons Sold: 153,616

Gallons Lost: 5,156

Water Loss: 3.25%

August 2025

Gallons Pumped: 4,590

Gallons Sold: 151,474

Gallons Lost: -146,884

Water Loss: -3200.09%

August 2025

Gallons Pumped: Master
meter issue

Gallons Sold: 207,560

Gallons Lost: N/A

Water Loss: N/A

September 2025

Gallons Pumped: Master
meter issue

Gallons Sold: 99,040

Gallons Lost: N/A

Water Loss: N/A

Item 6 – Discussion – General System Updates

- October Operations Report – Curtis Olson
- John requests to Isaac at NWNWS
 - Can you provide a list of all accounts that are behind on their payments along with any relevant account notes?
 - Can you provide current contact info (phone, email, billing address etc.) for all Tooley members?

Item 7 – New Business

Item 8 – Executive Session

Script Opening Executive Session

The Tooley Water District Board will now meet in executive session pursuant to ORS 192.660(2)(f) and ORS 192.660(2)(g) and ORS 192.660(2)(i) and ORS 192.660(2)(j) and ORS 192.660(2)(n).

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

- ☐ ORS 192.660(2) (a) Employment of Public Officers, Employees & Agents
- ☐ ORS 192.660(2)(b) Discipline of Public Officers & Employees
- ☐ ORS 192.660(2)(d) Labor Negotiator Consultations
- ☐ ORS 192.660(2)(e) Real Property Transactions
- ☒ ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection
- ☒ ORS 192.660(2)(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- ☐ ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- ☐ ORS 192.660(2)(i) To review and evaluate the employment-related performance of the Chief Executive Officer of any public body, a public officer, employee or staff member who does not request and open hearing.
- ☐ ORS 192.660(2)(j) Public Investments
- ☐ ORS 192.660(2)(m) Security Programs
- ☐ ORS 192.660(2)(n) To discuss information about review or approval of programs relating to the security of telecommunications systems

Item 9 – Vote on Items discussed in Executive Session.

Item 10 – 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 11 – Discussion – Next Meeting

Next board meeting to take place on the third Wednesday. December 17th, 2025 at 7:00pm.

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

Meeting Adjourned