

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 4/13/26)

Meeting Date: Wednesday, April 15, 2026 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NDIkZTcxZTYtNzBIZC00MDkyLTg2NGQzMjQyZmViZmMxN2Rm%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 – Public Input.....	2
Item 4 - Financial Reports – Mr. Amery.....	2
Copy of current account totals from Washington Federal Website.....	2
Recent Savings Transactions.....	3
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 5 – Discussion – Water Report.....	10
Item 6 – Discussion – General System Updates.....	10
Item 7 – Action – Feasibility Grant Acceptance.....	10
Item 8 – Action – Budget Committee.....	10
Item 9 – Discussion/Action – Transfer to Chenowith as new operator.....	10
Item 10 – New Business.....	10
Item 11 – Executive Session.....	11
Item 12 – Vote on Items discussed in Executive Session if required.....	12
Item 13 – Public Comment Time 2.....	12
Item 14 – Discussion – Next Meeting.....	12

Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes











Item 3 – Public Input

Up to 5 minutes per person will be allocated for public input.

Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 4/13/26

Account Snapshot  			
Account Type	Current Balance	Available Balance	
Checking ↑			
Checking 	\$19,850.62	\$19,850.62	
Money Market ↓			
Money Market 	\$71,252.87	\$71,252.87	

Recent Savings Transactions

Tooley Water District								4/13/2026 5:42 PM
Register: Savings at Washington Federal								
From 03/22/2026 through 04/13/2026								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/25/2026			Checking at Washingto...	Transfer to kee...	5,000.00	X		71,098.33
03/31/2026			Interest Income	Interest		X	154.54	71,252.87

Recent Checking Transactions

Tooley Water District								4/13/2026 5:42 PM
Register: Checking at Washington Federal								
From 03/22/2026 through 04/13/2026								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/22/2026	5369	Government Ethics C...	Accounts Payable	7/1/25 - 6/30/26	149.73	X		10,197.67
03/22/2026	5371	SDAO	Accounts Payable	2026 Members...	155.00	X		10,042.67
03/24/2026			-split-	Deposit		X	100.00	10,142.67
			Boardmember Incentives	Bank refunded ...			50.00	
			Boardmember Incentives	Bank refunded ...			50.00	
03/25/2026			Savings at Washington ...	Transfer to kee...		X	5,000.00	15,142.67
03/31/2026	5372	Bart Vervloet	Personal Services:Boar...	March Board ...	50.00	X		15,092.67
03/31/2026	5373	Chester Cable	Personal Services:Boar...	March Board ...	50.00	X		15,042.67
03/31/2026	5375	John Amery	Personal Services:Boar...	March Board ...	50.00	X		14,992.67
03/31/2026	5376	William Doolittle	Personal Services:Boar...	March Board ...	50.00	X		14,942.67
03/31/2026	5377	NW Natural Water S...	Accounts Payable		3,972.97	X		10,969.70
03/31/2026	5378	Domains Priced Right	Materials and Services:...	SSL Cert	79.99	X		10,889.71
04/03/2026			Materials and Services:...	Service Charge	0.40	X		10,889.31
04/10/2026			Water Revenue:Water ...	Deposit		X	4,788.34	15,677.65

Profit and Loss Budget vs. Actual

5:39 PM	Tooley Water District						
04/13/26	Profit & Loss Budget Performance						
Accrual Basis	March 2026						
	Mar 26	Budget	% of Budget	Jul '25 - Mar 26	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,678.30	5,034.68	73.1%	35,788.66	45,142.98	79.3%	59,299.02
Total Water Revenue	3,678.30	5,034.68	73.1%	35,788.66	45,142.98	79.3%	59,299.02
Total Income	3,678.30	5,034.68	73.1%	35,788.66	45,142.98	79.3%	59,299.02
Expense							
Capital Improvements	0.00	2,000.00	0.0%	192.00	6,000.00	3.2%	15,000.00
Materials and Services							
Bank Service Charges	0.00			4.40	0.00	100.0%	0.00
Bottled Water	0.00	1,000.00	0.0%	3,355.45	9,000.00	37.3%	12,000.00
Computer and Internet Expenses	79.99	0.00	100.0%	79.99	0.00	100.0%	833.00
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees							
Laboratory Fees	75.00			1,160.00			
Dues and Fees - Other	0.00	0.00	0.0%	772.13	331.47	232.9%	1,200.00
Total Dues and Fees	75.00	0.00	100.0%	1,932.13	331.47	582.9%	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%	150.00	150.00	100.0%	150.00
General Liability	0.00	0.00	0.0%	0.00	1,590.00	0.0%	1,590.00
Hired Auto Physical Damage Prop	0.00	0.00	0.0%	0.00	616.00	0.0%	616.00
N/O Auto Liability	0.00	0.00	0.0%	200.00	195.00	102.6%	195.00
Property	0.00			778.00	0.00	100.0%	0.00
Liability Insurance - Other	0.00	0.00	0.0%	1,932.00	0.00	100.0%	631.00
Total Liability Insurance	0.00	0.00	0.0%	3,060.00	2,551.00	120.0%	3,182.00
Maintenance and Repairs	1,278.14	1,375.00	93.0%	19,310.47	12,375.00	156.0%	16,500.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
NNWWS Base Fees							
NNW Base Maintenance Fee	1,550.00	1,550.00	100.0%	13,950.00	13,950.00	100.0%	18,600.00
NNW Billing base fee	450.00	450.00	100.0%	4,050.00	4,050.00	100.0%	5,400.00
NNWWS Service Fees	400.00	400.00	100.0%	3,850.90	3,600.00	107.0%	4,800.00
Total NNWWS Base Fees	2,400.00	2,400.00	100.0%	21,850.90	21,600.00	101.2%	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	219.83	250.00	87.9%	1,826.26	2,250.00	81.2%	3,000.00
Total Operating Expenses	219.83	250.00	87.9%	1,826.26	2,250.00	81.2%	3,400.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Service Fee	0.00			15.80			
Total Materials and Services	4,052.96	5,025.00	80.7%	51,435.40	48,107.47	106.9%	71,655.00
Personal Services							
Boardmember Incentives	100.00	250.00	40.0%	1,949.95	2,250.00	86.7%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
Crime Bond	0.00	0.00	0.0%	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	100.00	250.00	40.0%	2,797.84	2,700.00	103.6%	4,854.00
Total Expense	4,152.96	7,275.00	57.1%	54,425.24	56,807.47	95.8%	91,509.00
Net Ordinary Income	-474.66	-2,240.32	21.2%	-18,636.58	-11,664.49	159.8%	-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	157.21	20.83	754.7%	528.42	187.47	281.9%	250.00
Total Other Income	157.21	20.83	754.7%	10,648.72	187.47	5,680.2%	12,250.00
Net Other Income	157.21	20.83	754.7%	10,648.72	187.47	5,680.2%	12,250.00
Net Income	-317.45	-2,219.49	14.3%	-7,987.86	-11,477.02	69.6%	-19,959.98

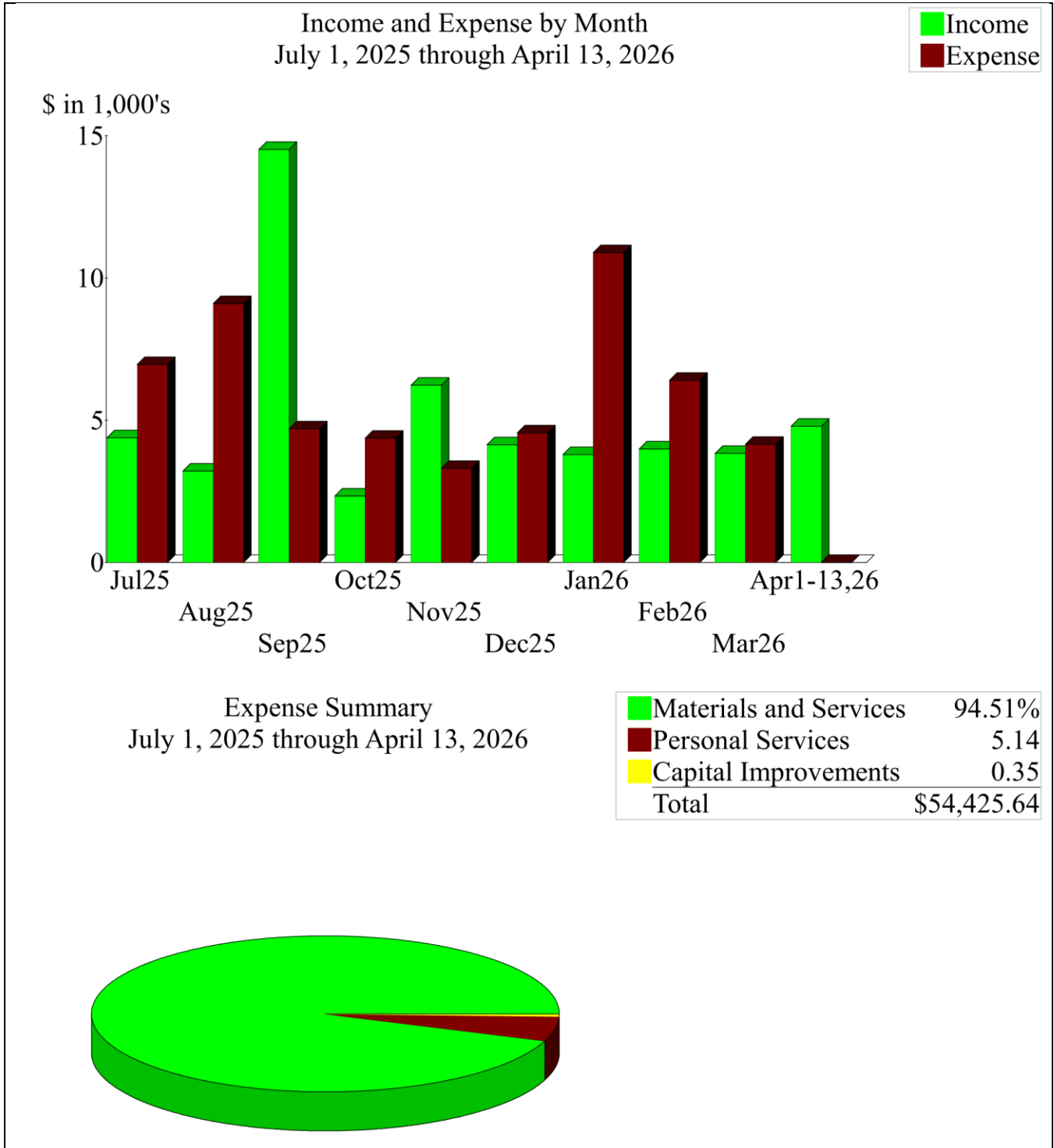
Balance Sheet – Previous year comparison

5:36 PM
04/13/26
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of April 13, 2026

	Apr 13, 26	Apr 13, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	15,677.65	9,513.63	6,164.02	64.8%
Savings at Washington Federal	71,252.87	65,496.18	5,756.69	8.8%
Total Checking/Savings	<u>86,930.52</u>	<u>75,009.81</u>	<u>11,920.71</u>	<u>15.9%</u>
Total Current Assets	<u>86,930.52</u>	<u>75,009.81</u>	<u>11,920.71</u>	<u>15.9%</u>
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	<u>180,300.00</u>	<u>180,300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>267,230.52</u>	<u>255,309.81</u>	<u>11,920.71</u>	<u>4.7%</u>
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	-3,199.92	13,713.49	-16,913.41	-123.3%
Total Equity	<u>267,230.52</u>	<u>255,309.81</u>	<u>11,920.71</u>	<u>4.7%</u>
TOTAL LIABILITIES & EQUITY	<u>267,230.52</u>	<u>255,309.81</u>	<u>11,920.71</u>	<u>4.7%</u>

Income and Expense Graph – by Month



Maintenance and Repairs – Details

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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 deliver...	375.00	375.00
07/31/2025	7501	20250728	Area Supervisor - Phone call with John, phone c...	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 ...	45.50	511.50
07/31/2025	7501	20250731	Area Supervisor - Phone call with Paula, emails ...	68.25	579.75
08/31/2025	7852	20250806	Operations Supervisor - Pump installation, 2 pa...	690.00	1,269.75
08/31/2025	7852	20250806	Utility Worker - repairs done to the 7.5 HP pump...	99.00	1,368.75
08/31/2025	7852	20250819	Operations Supervisor - Brought 10HP pump on...	230.00	1,598.75
08/31/2025	7852	20250819	Operator 1 - Assisted with bringing pump online ...	142.00	1,740.75
08/31/2025	7852	20250825	Administration - Emergency Response, phone b...	22.88	1,763.63
08/31/2025	7852	20250825	Operations Supervisor - Emergency response. ...	1,423.13	3,186.76
08/31/2025	7852	20250825	Mileage	157.50	3,344.26
08/31/2025	7852	20250828	Administration - VOC Testing Follow-up, phone ...	61.00	3,405.26
08/31/2025	7852	20250829	Operations Supervisor - Replace pressure switc...	862.50	4,267.76
08/31/2025	7852	20250829	Mileage	144.20	4,411.96
08/31/2025	7852	20250830	After Hours Area Supervisor - Had to make mult...	136.50	4,548.46
08/31/2025	7852	20250830	Service Fee 20%	697.34	5,245.80
08/31/2025	7852	20250831	The Home Depot - Parts for fire repairs	87.77	5,333.57
08/31/2025	7852	20250831	Grainger - Pressure regulator for pumphouse	27.40	5,360.97
08/31/2025	7852	20250831	Service Fee - 20%	119.03	5,480.00
09/30/2025	8209	20250903	Operations Supervisor - Rebuilt service line.	345.00	5,825.00
09/30/2025	8209	20250903	Utility Worker - Rebuilt service line.	198.00	6,023.00
09/30/2025	8209	20250917	Operator 2 - Picked up VOC kits from Hillsboro l...	82.00	6,105.00
09/30/2025	8209	20250917	Mileage	30.10	6,135.10
09/30/2025	8209	20250918	Operations Supervisor - Grease booster meter, t...	28.75	6,163.85
09/30/2025	8209	20250930	Administration - CCR Completion and Submission	22.75	6,186.60
09/30/2025	8209	NW Natural Water Services, LLC	Service Fee - 20%	141.32	6,327.92
09/30/2025	8209	20250903	5/8 Gallon Meter	117.00	6,444.92
09/30/2025	8209	20250903	Tail Piece	9.55	6,454.47
09/30/2025	8209	20250903	.75" Angle Stop	124.03	6,578.50
09/30/2025	8209	20250903	3' of .75" Pex	3.45	6,581.95
09/30/2025	8209	20250903	.75" CTS Stiffeners	2.35	6,584.30
09/30/2025	8209	20250903	Meter Box with lid	56.40	6,640.70
09/30/2025	8209	NW Natural Water Services, LLC	Service Fee 20%	150.36	6,791.06
10/01/2025	25-1...	20250820	DISCONNECT 10 H.P. PUMP & INSTALL PRE...	240.00	7,031.06
10/01/2025	25-1...	Hire Electric	invoice tax	1.37	7,032.43
10/01/2025	25-1...	20250829	INSTALL PRESSURE SWITCH AND SET ON ...	320.00	7,352.43
10/01/2025	25-1...	Hire Electric	Invoice Tax	2.11	7,354.54
10/01/2025	25-1...	20250829	40/60 PRESSURE SWITCH FOR WELL PUMP	50.72	7,405.26
10/31/2025	8541	20251021	Construction Manager - Repaired chlorine injecti...	250.00	7,655.26
10/31/2025	8541	20251031	Operations Supervisor - Sample Collection (Cad...	57.50	7,712.76
10/31/2025	8541	20251031	Service Fee - 20%	61.50	7,774.26
10/31/2025	8541	20251016	Furrow Pump - LMI parts and fittings	252.80	8,027.06
10/31/2025	8541	20251031	20% Service Fee	85.80	8,112.86
11/30/2025	81315	20251113	Operator 1 - Took pictures at 4736 Simonelli for ...	53.25	8,166.11
11/30/2025	81315	20251126	Utility Worker - restored power service to lower ...	99.00	8,265.11
11/30/2025	81315	NW Natural Water Services, LLC	Service Fee - 20%	30.45	8,295.56
11/30/2025	81315	NW Natural Water Services, LLC	Chlorine (gallons)	3.75	8,299.31
11/30/2025	81315	NW Natural Water Services, LLC	Service Fee - 20%	87.92	8,387.23
12/31/2025	81662	20251209	Operator 2 - Inspection of Meter box & supply line	102.50	8,489.73
12/31/2025	81662	20251209	Area Supervisor Repair Quill Injectors	728.00	9,217.73
12/31/2025	81662	20251209	Service Truck	200.00	9,417.73
12/31/2025	81662	20251209	Mileage	151.90	9,569.63
12/31/2025	81662	20251219	Operations Supervisor - OWRD Water Use Rep...	68.25	9,637.88
12/31/2025	81662	20251223	Operator 1 - Check Pressure Alarms	71.00	9,708.88
12/31/2025	81662	202512	Service Fee - 20%	264.33	9,973.21
12/31/2025	81662	NW Natural Water Services, LLC	Chlorine (5 gallons)	18.75	9,991.96
12/31/2025	81662	20251209	Newberg Ace Hardware - 1 X 1/2 Brs Bush (1), ...	29.97	10,021.93
12/31/2025	81662	20251209	Furrow Pump - LMI Check Valve	72.80	10,094.73
12/31/2025	81662	202512	Service Fee - 20%	53.30	10,148.03
01/31/2026	82072	20260116 4724 Simonelli damage	Operator 2	609.00	10,757.03
01/31/2026	82072	20260116 4724 Simonelli damage	Operator Technician	52.50	10,809.53
01/31/2026	82072	20260116 4724 Simonelli damage	Service Truck	175.00	10,984.53
01/31/2026	82072	20260116 4724 Simonelli damage	Mileage	176.40	11,160.93
01/31/2026	82072	20260116 4724 Simonelli damage	Service Fee - 20%	202.58	11,363.51
01/31/2026	82072	20260116 4724 Simonelli damage	Ace Hardware - Parts for emergency repair	65.96	11,429.47

8:07 PM

03/22/26

Accrual Basis

Tooley Water District
Maintenance and Repairs details
July 2025 through June 2026

Date	Num	Name	Memo	Amount	Balance
01/31/2026	82072	20260116 4724 Simonelli damage	Home Depot - Parts for emergency repair	59.36	11,488.83
01/31/2026	82072	20260116 4724 Simonelli damage	Service Fee - 20%	25.64	11,514.47
01/31/2026	82072	20260116 4724 Simonelli damage	Warehouse Parts Used on Repair	2.89	11,517.36
01/31/2026	82016	20260106	Work Order to Set meter box for 4736 Simonelli	225.00	11,742.36
01/31/2026	82016	20260106	Service fee 20 pct	45.00	11,787.36
01/31/2026	82016	20260120	Operations Supervisor	30.25	11,817.61
01/31/2026	82016	20260120	Service Fee	6.05	11,823.66
01/31/2026	82016	20260122	Operations Supervisor	605.00	12,428.66
01/31/2026	82016	20260122	Operator 1	375.00	12,803.66
01/31/2026	82016	20260122	Mileage	182.70	12,986.36
01/31/2026	82016	20260113	Alexin Analytical - Coliform (1)	25.00	13,011.36
01/31/2026	82016	20260120	Ernst Irrigation - Float switch	94.98	13,106.34
01/31/2026	82016	20260121	Newberg Ace Hardware - Parts for repair	24.96	13,131.30
01/31/2026	82016	20260130	Newberg Ace Hardware - FT LED A19 SW 100...	20.99	13,152.29
01/31/2026	82016	20260130	Service Fee 20%	83.99	13,236.28
01/31/2026	82016	20260122	Service Fee 20%	232.54	13,468.82
01/31/2026	82016	20260130	Operations Supervisor	1,179.75	14,648.57
01/31/2026	82016	20260130	Mileage	155.40	14,803.97
01/31/2026	82016	20260130	Service Fee 20%	267.03	15,071.00
02/28/2026	82335	20260219	Operator 1	37.50	15,108.50
02/28/2026	82335	20260219	Service Fee - 20%	7.50	15,116.00
02/28/2026	82335	20260219 4724 Simonelli	Operations Supervisor	786.50	15,902.50
02/28/2026	82335	20260116 4724 Simonelli damage	Area Supervisor	1,021.25	16,923.75
02/28/2026	82335	20260219 4724 Simonelli	Operator 1	262.50	17,186.25
02/28/2026	82335	20260219 4724 Simonelli	Service Fee - 20%	414.05	17,600.30
02/28/2026	82335	20260219 4724 Simonelli	Warehouse Parts used in Meter Installation on 2...	140.48	17,740.78
02/28/2026	82335	20260219 4724 Simonelli	Ferguson - Meter box and lid	240.38	17,981.16
02/28/2026	82335	20260219 4724 Simonelli	Service fee - 20% parts used	76.17	18,057.33
Total Maintenance and Repairs				18,057.33	18,057.33
Total Materials and Services				18,057.33	18,057.33
TOTAL				18,057.33	18,057.33

Item 5 – Discussion – Water Report

December 2025

Gallons Pumped: 102,405

Gallons Sold: 48,043

Gallons Lost: 54,365

Water Loss: 53.09%

January 2026

Gallons Pumped: 77,320

Gallons Sold: 58,147

Gallons Lost: 19,173

Water Loss: 24.8%

February 2026

Gallons Pumped: 79,736

Gallons Sold: 44,685

Gallons Lost: 35,051

Water Loss: 43.96%

February 2026

Gallons Pumped: 80,804

Gallons Sold: 39,431

Gallons Lost: 41,373

Water Loss: 51.20%

Item 6 – Discussion – General System Updates

Item 7 – Action – Feasibility Grant Acceptance

- Authorize a board member to sign WATER FUND TECHNICAL ASSISTANCE PROJECT FINANCING CONTRACT Project# V26009 with Oregon Business Development department.
- Authorize all board members to sign associated documents as required by acceptance of Project# V26009.

Item 8 – Action – Budget Committee

- Fill vacant seats for Budget Committee

Item 9 – Discussion/Action – Transfer to Chenowith as new operator

Item 10 – New Business

Item 11 – 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 12 – Vote on Items discussed in Executive Session if required.

Item 13 – Public Comment Time 2

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

Item 14 – Discussion – Next Meeting

Next board meeting to take place on the third Wednesday, May 20th, 2025 at 7:00pm. Note that a budget committee meeting will be held starting at 5:30pm on the same day.

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

Meeting Adjourned