

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 5/18/26).

Meeting Date: Wednesday, May 20, 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

Bart Vervloet

Minute keeper

Debby Jones

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Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District

April 15, 2026 Board Meeting

Meeting held virtually

Present: Debby Jones, John Amery, Bart Vervloet, Chester Cable, and Jason Clack
Guest: Michael ?

Bart opened the meeting at 7:02 pm.

Item 1 - Approval of Agenda: Bart asked for approval of the April agenda. John made the motion to approve the agenda. Chester seconded. All approved. Motion carried.

Item 2 – Approval of Minutes: The March minutes were not available and the decision was made to postpone until the May meeting.

Item 3 – Public Input:

Item 4 - Financial / Maintenance and Repair Reports:

Checking account balance	\$19,850.62
Money Market balance	\$71,252.87

- John provided an update on financials including checking and revenue transactions. According to the Profit/Loss statement as of March, the district is at 70% of projected revenue stream, which is better than anticipated due to challenges faced from the fire. Net income is down over \$11,000. Board went over the invoice provided by North West Natural. John shared that he does anticipate Crestline reimbursing the district for the broken meter that was destroyed accidentally while conducting fire clean up.

Item 5 – Discussion – Water Report

- Water loss 51.20% - board discussed the opportunity to further discover water loss number with the new contractor.

Item 6 – Discussion – General System Updates:

- John shared that there were still questions regarding chlorination and the VFD system. The hope is that the new contractor will have some ideas regarding the system once the new contract begins in May.

Item 7 – Feasibility Grant:

- John provided an update on the Oregon Business Development grant that the district received. Total grant was for \$50,000. Chester made a motion to authorize John to sign the Fund Technical Assistance Project Financing Contract Project #V26009 with the Oregon Business Development department. Jason seconded. All in favor, motion passed.
- John will reach out to all board members to sign associated documents as required by acceptance of Project #V26009

Item 8 – Budget Committee

- Board discussed additional names for Budget Committee members. John made a motion to invite the following individuals to be potential Budget Committee members: Kevin Wycherly, Katie Clack, and or Jill Amery

Item 9 – Discussion/Action – Transfer to Chenowith as new water system operator for the Tooley Water District

- John gave the board a brief update on the transition process, including the sensaphone, billing and mapping files
- Bart volunteered to author a notice to a customer’s regarding the change

Item 10 – New Business

Item 11 – Executive Session - The Tooley Water District Board moved into Executive Session at 8:00 pm 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.

Board came out of Executive Session at 8:40 pm

Item 12 – Discussion/Vote if required:

Item 13 – Public Comment

- No public comment
- jasonclack@icloud.com

Item 14 – Next Meeting:

- Next board meeting is scheduled for Wednesday, May 20 at 7 pm
- Budget committee meeting will be held the same day starting at 5:30 pm

Meeting adjourned at 8:42 pm

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 5/18/26

Account Snapshot		
Checking ↓	Current Balance	Available Balance
Checking ([REDACTED])	\$16,323.63	\$16,323.63
Money Market ↓	Current Balance	Available Balance
Money Market ([REDACTED])	\$71,252.87	\$71,252.87

Recent Savings Transactions

No new transactions since last meeting

Recent Checking Transactions

Tooley Water District								5/18/2026 11:34 AM
Register: Checking at Washington Federal								
From 04/13/2026 through 05/18/2026								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/20/2026			Interest Income	Interest		X	3.28	15,680.93
04/29/2026			Water Revenue:Water ...	Deposit		X	4,788.34	20,469.27
04/30/2026	5379	Bart Vervloet	Personal Services:Boar...	April Board M...	50.00	X		20,419.27
04/30/2026	5380	Chester Cable	Personal Services:Boar...	April Board M...	50.00	X		20,369.27
04/30/2026	5381	Debby Jones	Personal Services:Boar...	April Board M...	50.00	X		20,319.27
04/30/2026	5382	John Amery	Personal Services:Boar...	April Board M...	50.00	X		20,269.27
04/30/2026	5384	Hire Electric	Accounts Payable	Troubleshoot ...	730.14	X		19,539.13
04/30/2026	5385	NW Natural Water S...	Accounts Payable	Services perfor...	3,165.50	X		16,373.63
04/30/2026	5386	Jason Clack	Personal Services:Boar...	April Board M...	50.00	X		16,323.63

Profit and Loss Budget vs. Actual

11:43 AM 05/18/26 Accrual Basis	Tooley Water District Profit & Loss Budget Performance April 2026						
	Apr 26	Budget	% of Budget	Jul '25 - Apr 26	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	9,576.68	3,758.57	254.8%	45,365.34	48,901.55	92.8%	59,299.02
Total Water Revenue	9,576.68	3,758.57	254.8%	45,365.34	48,901.55	92.8%	59,299.02
Total Income	9,576.68	3,758.57	254.8%	45,365.34	48,901.55	92.8%	59,299.02
Expense							
Capital Improvements	0.00	2,000.00	0.0%	192.00	8,000.00	2.4%	15,000.00
Materials and Services							
Bank Service Charges	0.40			4.80	0.00	100.0%	0.00
Bottled Water	0.00	1,000.00	0.0%	3,355.45	10,000.00	33.6%	12,000.00
Computer and Internet Expenses	0.00	79.99	0.0%	79.99	79.99	100.0%	833.00
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees							
Laboratory Fees	60.00			1,220.00			
Dues and Fees - Other	0.00	0.00	0.0%	772.13	331.47	232.9%	1,200.00
Total Dues and Fees	60.00	0.00	100.0%	1,992.13	331.47	601.0%	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%	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	521.38	1,375.00	37.9%	19,831.85	13,750.00	144.2%	16,500.00
Network Monitoring Maintenance	0.00	340.00	0.0%	0.00	340.00	0.0%	340.00
NWNWS Base Fees							
NNW Base Maintenance Fee	1,550.00	1,550.00	100.0%	15,500.00	15,500.00	100.0%	18,600.00
NNW Billing base fee	450.00	450.00	100.0%	4,500.00	4,500.00	100.0%	5,400.00
NWNWS Service Fees	400.00	400.00	100.0%	4,250.90	4,000.00	106.3%	4,800.00
Total NWNWS Base Fees	2,400.00	2,400.00	100.0%	24,250.90	24,000.00	101.0%	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	184.12	250.00	73.6%	2,010.38	2,500.00	80.4%	3,000.00
Total Operating Expenses	184.12	250.00	73.6%	2,010.38	2,500.00	80.4%	3,400.00
Postage and Delivery Service Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Service Fee	0.00			15.80			
Total Materials and Services	3,165.90	5,444.99	58.1%	54,601.30	53,552.46	102.0%	71,655.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	2,199.95	2,500.00	88.0%	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	250.00	250.00	100.0%	3,047.84	2,950.00	103.3%	4,854.00
Total Expense	3,415.90	7,694.99	44.4%	57,841.14	64,502.46	89.7%	91,509.00
Net Ordinary Income	6,160.78	-3,936.42	-156.5%	-12,475.80	-15,600.91	80.0%	-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	3.28	20.83	15.7%	531.70	208.30	255.3%	250.00
Total Other Income	3.28	20.83	15.7%	10,652.00	208.30	5,113.8%	12,250.00
Net Other Income	3.28	20.83	15.7%	10,652.00	208.30	5,113.8%	12,250.00
Net Income	6,164.06	-3,915.59	-157.4%	-1,823.80	-15,392.61	11.8%	-19,959.98

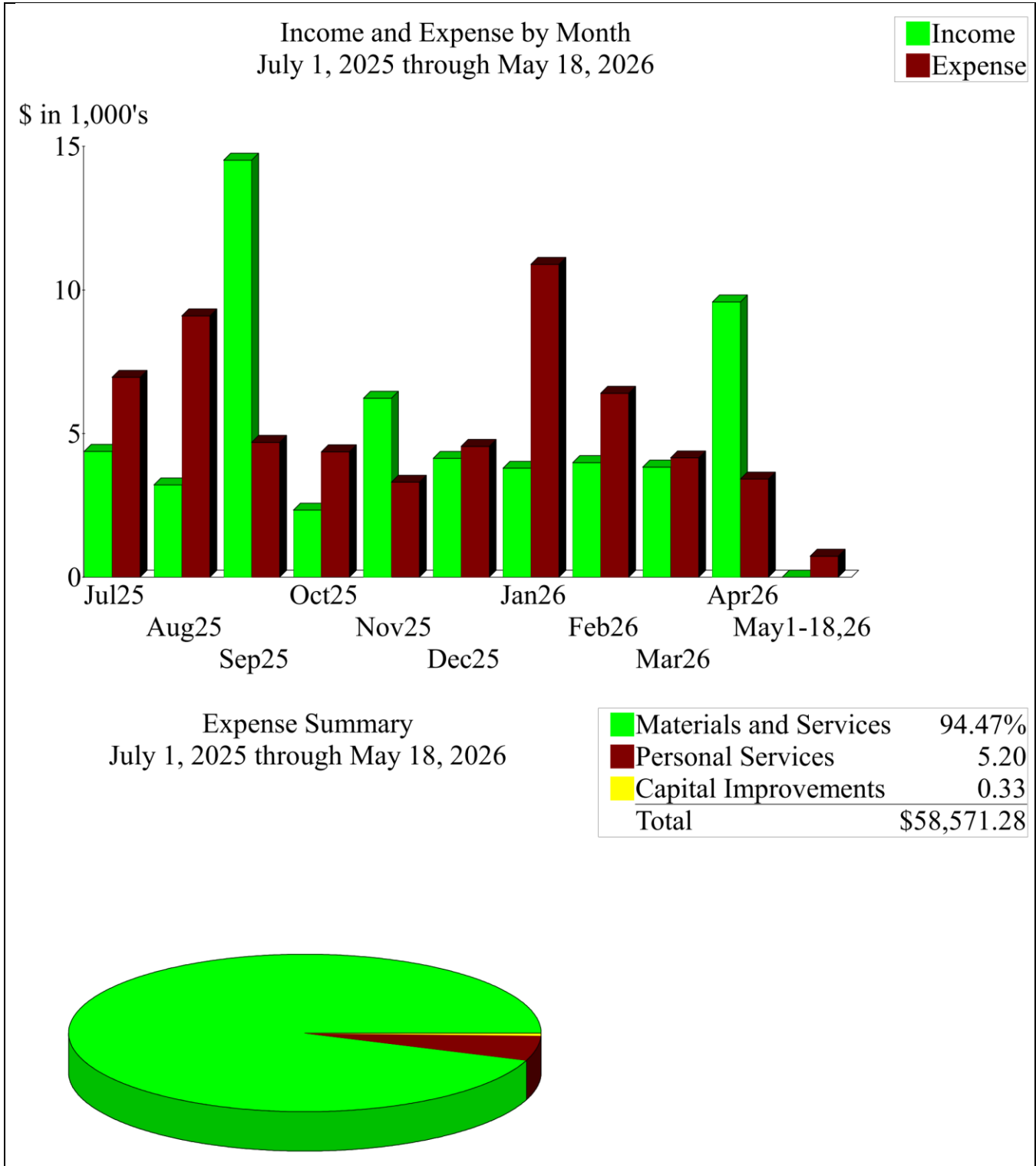
Balance Sheet – Previous year comparison

11:44 AM
05/18/26
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of May 18, 2026

	May 18, 26	May 18, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	16,323.63	16,405.43	-81.80	-0.5%
Savings at Washington Federal	71,252.87	65,496.18	5,756.69	8.8%
Total Checking/Savings	<u>87,576.50</u>	<u>81,901.61</u>	<u>5,674.89</u>	<u>6.9%</u>
Total Current Assets	<u>87,576.50</u>	<u>81,901.61</u>	<u>5,674.89</u>	<u>6.9%</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>267,876.50</u>	<u>262,201.61</u>	<u>5,674.89</u>	<u>2.2%</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	-2,553.94	20,605.29	-23,159.23	-112.4%
Total Equity	<u>267,876.50</u>	<u>262,201.61</u>	<u>5,674.89</u>	<u>2.2%</u>
TOTAL LIABILITIES & EQUITY	<u>267,876.50</u>	<u>262,201.61</u>	<u>5,674.89</u>	<u>2.2%</u>

Income and Expense Graph – by Month



Maintenance and Repairs – Details

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11:45 AM

05/18/26

Accrual Basis

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

Table with columns: Date, Num, Name, Memo, Amount, Balance. Contains detailed maintenance and repair records for Tooley Water District from July 2025 to June 2026.

11:45 AM

05/18/26

Accrual Basis

**Tooley Water District
Maintenance and Repairs details**

July 2025 through June 2026

Date	Num	Name	Memo	Amount	Balance
02/28/2026	82335	20260219 4724 Simonelli	Operator 1	262.50	17,161.25
02/28/2026	82335	20260219 4724 Simonelli	Service Fee - 20%	414.05	17,575.30
02/28/2026	82335	20260219 4724 Simonelli	Warehouse Parts used in Meter Installation on 2/19	140.48	17,715.78
02/28/2026	82335	20260219 4724 Simonelli	Ferguson - Meter box and lid	240.38	17,956.16
02/28/2026	82335	20260219 4724 Simonelli	Service fee - 20% parts used	76.17	18,032.33
03/31/2026	82638	20260304	Construction Manager - T&M	786.00	18,818.33
03/31/2026	82638	20260304	Mileage	181.25	18,999.58
03/31/2026	82638	20260304	Service Fee	193.45	19,193.03
03/31/2026	82638	20260318	Diagnosing Cl2 pump - Operator 2	174.00	19,367.03
03/31/2026	82638	20260318	Service Fee	34.80	19,401.83
03/31/2026	82638	20260318	Credit from unused meter box and lid	-239.89	19,161.94
03/31/2026	82638	20260331	Bryant Pipe - Valves and Nipples	92.17	19,254.11
03/31/2026	82638	20260331	Home Depot - Junction Box	22.45	19,276.56
03/31/2026	82638	20260331	Service Fee	33.91	19,310.47
04/30/2026	82924	20260402	Work Order for Sample Collection (VoC) Area Supervisor	95.00	19,405.47
04/30/2026	82924	20260402	Service Fee	19.00	19,424.47
04/30/2026	82924	20260415	Coordination with John RE: Offboarding Plan Operations Sr. Manager	102.50	19,526.97
04/30/2026	82924	20260415	Service Fee	20.50	19,547.47
04/30/2026	82924	20260427	Mark Locate (Ticket #26123275) Operator 1	187.50	19,734.97
04/30/2026	82924	20260427	Service Fee	37.50	19,772.47
04/30/2026	82924	20260401	Consolidated Supply - 3/4" MIPX1/2" FIP pressure relief valve set @ 75 psi (1)	8.80	19,781.27
04/30/2026	82924	20260430	Service Fee	50.58	19,831.85
05/17/2026	1231...	20260501 HE repairs	Relay	38.00	19,869.85
05/17/2026	1231...	20260501 HE repairs	Transformer	28.00	19,897.85
05/17/2026	1231...	20260501 HE repairs	Journeyman (4 hours)	660.00	20,557.85
05/17/2026	1231...	20260501 HE repairs	Invoice Tax	4.14	20,561.99
Total Maintenance and Repairs				20,561.99	20,561.99
Total Materials and Services				20,561.99	20,561.99
TOTAL				20,561.99	20,561.99

Item 5 – Discussion – Water Report

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%

March 2026

Gallons Pumped: 80,804
 Gallons Sold: 39,431
 Gallons Lost: 41,373
Water Loss: 51.20%

April 2026

Currently Unknown.

Item 6 – Discussion – General System Updates

Item 7 – Action – Feasibility Study Award & Contract

Tooley Water District has issued an RFP for a feasibility study. We are on an expedited schedule to complete a feasibility study in efforts to meet timelines for potential grant opportunities. Proposals will be evaluated using criteria substantially similar to the following:

Criteria	Weight
Project understanding and responsiveness to the scope	20
Technical approach and quality of proposed work plan	30
Qualifications and experience of project team	25

Relevant project experience and references	15
Schedule and ability to meet District timeline	10

We need to identify who will be responsible for scoring.

Option 1: John, Bart and Andrew Danies (MCEDD). This option would not require a public meeting as John, Bart, and Andrew could meet for evaluating the responses. Under this option, the board could authorize Bart (as chairperson) to award the grant, and additionally sign any associated contracts.

Option 2: The Board and Andrew Danies. Under this option all board members along with Mr. Danies would evaluate the responders. Based upon the weighted evaluations the board could vote to award the grant and additionally authorize Bart to sign any associated contracts.

Note that Option 2 would require a special board meeting as the schedule RFP responses are due May 29 (5:00pm) and Notice to award must occur on June 5th.

Item 8 – Discussion/Action – Transfer to Chenowith as new operator

- Chenowith Water’s Auditors will not allow Chenowith Water to accept monies on behalf of Tooley Water District into Chenowith’s bank accounts.
 - o Tooley Water District requires a credit card machine.
 - Motion to Authorize Mr. Amery to sign Tooley Water District up for Merchant Services, and to additionally purchase a Credit Card processing machine.
 - o Tooley may want to purchase a separate billing module to allow it’s members access to online services. Estimate is under \$3k.
 - Alternatively, Chenowith water will track payments in spreadsheets, deposit checks into Tooley’s account, and process credit card transactions manually with a CC processing machine.

Item 9 – Bank Accounts updates for new board members

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, June 17th, 2026 at 7:00pm (ish) directly following the Budget Hearing.

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

Meeting Adjourned