

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 1/17/22)

Meeting Date: Thursday, January 20, 2022 7:00pm

Location: Online via WEBEX.

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

Topics

Item 1 - Approval of Agenda.....	1
Item 2 – Approval of Minutes.....	2
Item 3 - Financial Reports – John Amery.....	4
Copy of current account totals from Washington Federal Website.....	4
Recent Savings Transactions.....	4
Recent Checking Transactions.....	5
Profit and Loss Budget vs. Actual.....	6
Checks that have not cleared.....	7
Income and Expense by Month – Chart.....	8
Maintenance and Repairs – Details.....	9
Item 4 – Discussion – Water Report.....	9
Item 5 – Discussion – System Updates – Larry Russ and John Amery.....	10
Item 6 – Discussion – Emergency Preparedness.....	10
Item 7 – Discussion – Delinquent Accounts.....	10
Item 8 – Action – Engineering RFP – John Amery.....	10
Item 9 – Discussion/Action – Tooley Policies.....	10
Item 10 – Discussion – New Business.....	10
Item 11 – Discussion – Next Meeting.....	10

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
December 16, 2021 Board Meeting
Meeting held via zoom

Present: John Amery, Carol Mauser, Larry Russ, Amanda Valentine and Debby Jones

Carol opened the meeting at 7:12 pm.

John asked for approval of the agenda. Larry made a motion to approve the agenda as presented. John seconded. All approved.

Carol asked for approval of the November minutes. Larry made a motion to approve the November minutes. John seconded. All approved.

Due to John being out of the country, he did not have access to the financial reports. An update will be provided at the January 2022 board meeting.

John gave a quick recap regarding system management. He shared that the lower well had been shut off. The well was shut off prior to the reports of higher nitrate levels. This information was shared with OHA. Debby noted that historically October and November seemed to be the months where higher nitrate rates were recorded. The Board agreed that there does seem to be a correlation with the rainy months but that these assumptions had not been officially evaluated. Larry shared an update on the new pump and wanted to ensure that the lower well, when turned on, is also flushed out. This responsibility is part of the regular maintenance tasks of Hiland. Larry communicated with Hiland to make sure this was happening. John and Carol received a letter from OHA regarding the water usage report. This information was forwarded to Matt at Hiland to ensure that it is turned in by the deadline of December 31, 2021.

There was not an emergency preparedness update.

John updated the board on the engineering RFP. There was only one RFP response submitted. Larry felt that the entity that had submitted to the RFP was very qualified and knowledgeable of what would need to occur. Larry noted one issue regarding the scope of work to be completed. John explained that the proposal submitted by respondents did not have to match exactly the request in the RFP. What had been submitted included a “desk review” which correlated to the understanding that the proposal would not be such that Tooley would be prepared to go out for final project bids. This first step will assist Tooley moving forward with a strong plan that includes scope of work and necessary budgetary requirements. Larry reminded members that the purpose of this project was to narrow down options and identify the best solution in dealing with nitrate level. This is one of many steps that will need to occur in the overall process. Larry noted in the proposal that it appeared that Tooley Water District had identified a preferred site for a potential new well. John shared that during the meeting held for potential RFP submitters, he had shared hypotheticals, but a preferred site had not been formerly identified.

Debby mentioned that water use had been an agenda item at the recent County Commissionaires meeting. Water use was discussed between The Dalles Country Club and the county regarding a Wasco County well located near the Discovery Center. A brief discussion followed without any

identified action steps.

John made the motion for Tooley Water District do accept the proposal submitted by GSI Water Solutions, INC. for \$19,500. Carol seconded. All approved. Motion passed.

Debby expressed appreciation for the efforts of John and Larry for their work in helping the Tooley Water District become a very professional board. All members expressed their appreciation for the efforts and knowledge of all board members.

The next meeting will be Thursday, January 20, 2022.

Meeting adjourned at 8:04 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 1/17/22

Account Snapshot ⚙️ ×			
Checking ↓	Current Balance	Available Balance	☰
Checking	\$8,785.06	\$8,785.06	➤
Money Market ↓	Current Balance	Available Balance	☰
Money Market	\$46,201.28	\$46,201.28	➤

Recent Savings Transactions

Tooley Water District								1/17/2022 6:38 PM
Register: Savings at Washington Federal								
From 11/15/2021 through 01/17/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/16/2021			Checking at Washingto...	Reduce Checki...	X		7,000.00	46,195.90
12/31/2021		Washington Federal	Interest Income	Credit Interest	X		5.38	46,201.28

Recent Checking Transactions

Tooley Water District								1/17/2022 6:37 PM
Register: Checking at Washington Federal								
From 11/15/2021 through 01/17/2022								
Sorted by: Date, Type, Number/Ref								
<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/15/2021	5020	Liberty Mutual Insur...	Accounts Payable	Memo:320914...	34.00	X		12,149.75
11/16/2021	5021	S.D.I.S	Accounts Payable	Memo:213260...	601.42	X		11,548.33
11/16/2021			Savings at Washington ...	Reduce Checki...	7,000.00	X		4,548.33
11/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.42	4,548.75
11/30/2021	5022	Amanda Valentine	Personal Services:Boar...	November Boar...	50.00	X		4,498.75
11/30/2021	5023	Debby Jones	Personal Services:Boar...	November Boar...	50.00			4,448.75
11/30/2021	5024	John Amery	Personal Services:Boar...	November Boar...	50.00			4,398.75
11/30/2021	5025	Larry Russ	Personal Services:Boar...	November Boar...	50.00			4,348.75
11/30/2021	5026	Hiland Water Corp	Accounts Payable	Services provid...	1,980.50	X		2,368.25
12/10/2021		Hiland Water Corp	Water Revenue:Water ...	213440068835...		X	3,774.17	6,142.42
12/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.10	6,142.52
12/31/2021	5027	Amanda Valentine	Personal Services:Boar...	December Boar...	49.99			6,092.53
12/31/2021	5028	Carol Mauser	Personal Services:Boar...	December Boar...	49.99			6,042.54
12/31/2021	5029	Debby Jones	Personal Services:Boar...	December Boar...	49.99			5,992.55
12/31/2021	5030	John Amery	Personal Services:Boar...	December Boar...	49.99			5,942.56
12/31/2021	5031	Larry Russ	Personal Services:Boar...	December Boar...	49.99			5,892.57
12/31/2021	5032	Hiland Water Corp	Accounts Payable	Services provid...	1,940.50			3,952.07
01/11/2022		Hiland Water Corp	Water Revenue:Water ...	220110036645...		X	2,492.54	6,444.61
01/17/2022	5033	Government Ethics C...	Accounts Payable		87.81			6,356.80
01/17/2022	5034	S.D.I.S	Accounts Payable	01-0054214 2...	2,082.00			4,274.80

Profit and Loss Budget vs. Actual

6:57 PM

01/17/22

Tooley Water District Profit & Loss Budget Performance

Accrual Basis

December 2021

	Dec 21	Budget	% of B...	Jul - Dec 21	YTD Budget	% of B...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,774.17	3,131.55	120.5%	22,517.50	21,253.62	105.9%	39,315.35
Total Water Revenue	3,774.17	3,131.55	120.5%	22,517.50	21,253.62	105.9%	39,315.35
Total Income	3,774.17	3,131.55	120.5%	22,517.50	21,253.62	105.9%	39,315.35
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	116.05	133.90	86.7%	133.90
Copies	0.00	10.00	0.0%	0.00	60.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	261.80	600.00	43.6%	1,200.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,100.00
Maintenance and Repairs							
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	339.90
Office Supplies	0.00	8.33	0.0%	0.00	49.98	0.0%	100.00
Operating Expenses							
Customer CC pass through	17.50	19.31	90.6%	115.50	115.86	99.7%	231.75
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,890.00	1,890.00	100.0%	11,340.00	11,340.00	100.0%	22,680.00
Total Operating Expenses	1,907.50	1,909.31	99.9%	11,455.50	11,455.86	100.0%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	49.98	0.0%	100.00
Total Materials and Services	1,940.50	2,534.97	76.5%	11,963.69	35,343.70	33.8%	58,133.53
Personal Services							
Boardmember Incentives	249.95	250.00	100.0%	1,249.95	1,500.00	83.3%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	124.98	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	154.00	150.00	102.7%	150.00
Workmans Compensation Insurance	0.00	0.00	0.0%	601.42	648.90	92.7%	648.90
Total Personal Services	249.95	270.83	92.3%	2,005.37	2,423.88	82.7%	4,048.90
Total Expense	2,190.45	2,805.80	78.1%	13,969.06	37,767.58	37.0%	79,682.43
Net Ordinary Income	1,583.72	325.75	486.2%	8,548.44	-16,513.96	-51.8%	-40,367.08
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Interest Income	5.48	2.50	219.2%	12.00	15.00	80.0%	32.00
Total Other Income	5.48	2.50	219.2%	12.00	20,015.00	0.1%	20,032.00
Net Other Income	5.48	2.50	219.2%	12.00	20,015.00	0.1%	20,032.00
Net Income	1,589.20	328.25	484.1%	8,560.44	3,501.04	244.5%	-20,335.08

Checks that have not cleared

6:42 PM

01/17/22

Accrual Basis

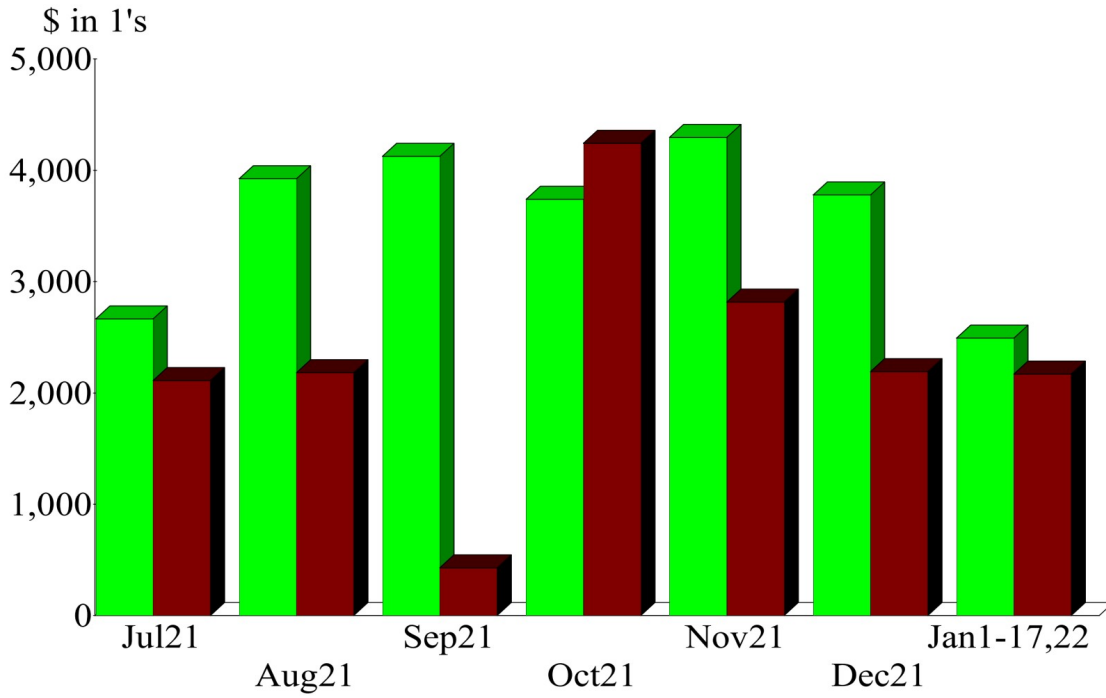
Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	11/30/21	5023	Debby Jones	November Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	11/30/21	5024	John Amery	November Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	11/30/21	5025	Larry Russ	November Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	12/31/21	5027	Amanda Valentine	December Board Meeting attendance	Checki...		Boardmember Incentives	-49.99
Ch...	12/31/21	5028	Carol Mauser	December Board Meeting attendance	Checki...		Boardmember Incentives	-49.99
Ch...	12/31/21	5029	Debby Jones	December Board Meeting attendance	Checki...		Boardmember Incentives	-49.99
Ch...	12/31/21	5030	John Amery	December Board Meeting attendance	Checki...		Boardmember Incentives	-49.99
Ch...	12/31/21	5031	Larry Russ	December Board Meeting attendance	Checki...		Boardmember Incentives	-49.99
Bill ...	12/31/21	5032	Hiland Water Corp	Services provided December 2021	Checki...		Accounts Payable	-1,940.50
Bill ...	01/17/21	5033	Government Ethics ...		Checki...		Accounts Payable	-87.81
Bill ...	01/17/21	5034	S.D.I.S	01-0054214 2022 Liability Insurance	Checki...		Accounts Payable	-2,082.00
Total								<u>-4,510.26</u>

Income and Expense by Month – Chart

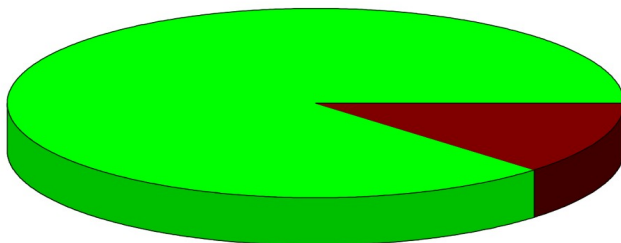
Income and Expense by Month
July 1, 2021 through January 17, 2022

	Income
	Expense



Expense Summary
July 1, 2021 through January 17, 2022

	Materials and Services	87.57%
	Personal Services	12.43
Total		\$16,138.87



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p>6:40 PM</p> <p>01/17/22</p> <p>Accrual Basis</p> </div> <div style="width: 50%; text-align: center;"> <p>Tooley Water District</p> <p>Maintenance and Repairs details</p> <p>July 2021 through June 2022</p> </div> </div>					
Materials and Services					
Maintenance and Repairs					
10/07/2021	3028	20210901 Repairs	Amazon.com High Power Relay	28.49	28.49
10/07/2021	3028	20210901 Repairs	10% Markup	2.85	31.34
11/30/2021	3105	Hiland Water Corp	Alexin Analytical - Nitrate tests in August and Se...	60.00	91.34
11/30/2021	3105	Hiland Water Corp	10% markup of nitrate tests	6.00	97.34
12/31/2021	3159	Hiland Water Corp	OHA Crossconnect Fee	30.00	127.34
12/31/2021	3159	Hiland Water Corp	10% markup of OHA crossconnect fee	3.00	130.34
Total Maintenance and Repairs				130.34	130.34
Total Materials and Services				130.34	130.34
TOTAL				130.34	130.34

Item 4 – Discussion – Water Report

September 2021	October 2021	November 2021	December 2021
Gallons pumped: 727,210	Gallons pumped: 328,530	Gallons pumped: 191,990	Gallons pumped: 148,410
Gallons sold: 630,190	Gallons sold: 282,150	Gallons sold: 135,300	Gallons sold: 90,010
Gallons lost: 97,020	Gallons lost: 46,380	Gallons lost: 56,690	Gallons lost: 58,400
Water Loss: 13.34%	Water Loss: 14.12%	Water Loss: 29.53%	Water Loss: 39.35%

Item 5 – Discussion – System Updates – Larry Russ and John Amery

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Action – Engineering RFP – John Amery

A Draft contract has been developed and is in review with Business Oregon

Should Tooley Water District board authorize Chairperson Mauser to sign a contract with GSI Water Solutions, INC on behalf of Tooley Water District for an amount not to exceed \$20,000 with regards to GSI's RFP response in the event Chairperson Mauser feels this contract is in Tooley Water District's best interest?

Item 9 – Discussion/Action – Tooley Policies

The board was tasked with evaluating options for developing / updating Tooley Water District policies

Item 10 – Discussion – New Business

Item 11 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on February 17, 2021

Location: Virtual Meeting ONLY – contact johnamery@tooleywater.org or 541-340-0032 for access.

Meeting Adjourned