

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 6/13/24)

Meeting Date: Tuesday, June 19, 2024 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NzI0OWVknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkJMTlyZjI2%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 Agenda

Item 2 - Budget Hearing

1. Presentation of Budget by Treasurer Amery
2. Up to 5 minutes per community member allocated for public comment
3. Vote on Budget for fiscal year 2024-2025
4. Vote on Rates for fiscal year 2024-2025
5. Move on to regularly scheduled Board Meeting

Item 3 – Approval of Minutes

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Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 6/13/24

Account Snapshot			
Account Type	Current Balance	Available Balance	
Checking ↓			
Checking (██████)	\$12,376.94	\$12,376.94	>
Money Market ↓			
Money Market (██████)	\$50,504.60	\$50,504.60	>

Recent Savings Transactions

No new savings transactions since last meeting

Recent Checking Transactions

Tooley Water District							6/13/2024 1:11 PM	
Register: Checking at Washington Federal								
From 05/13/2024 through 06/13/2024								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/17/2024			Water Revenue:Water ...	Deposit		X	3,695.20	12,522.24
05/20/2024			Interest Income	Interest		X	2.74	12,524.98
05/30/2024		Domains Priced Right	Materials and Services:...	Domain, linux ...	198.04	X		12,326.94
05/31/2024	5223	Amanda Valentine	Personal Services:Boar...	May Board Me...	50.00			12,276.94
05/31/2024	5225	Debby Jones	Personal Services:Boar...	May Board Me...	50.00			12,226.94
05/31/2024	5226	John Amery	Personal Services:Boar...	May Board Me...	50.00			12,176.94
05/31/2024	5227	Larry Russ	Personal Services:Boar...	May Board Me...	50.00			12,126.94

Profit and Loss Budget vs. Actual

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Tooley Water District Profit & Loss Budget Performance

Accrual Basis

May 2024

	May 24	Budget	% of Budget	Jul '23 - May 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,695.20	4,962.09	74.5%	46,059.53	43,796.10	105.2%	47,761.09
Total Water Revenue	3,695.20	4,962.09	74.5%	46,059.53	43,796.10	105.2%	47,761.09
Total Income	3,695.20	4,962.09	74.5%	46,059.53	43,796.10	105.2%	47,761.09
Expense							
Capital Improvements	0.00	500.00	0.0%	0.00	5,500.00	0.0%	15,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	8,500.00
Materials and Services							
Activation Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Computer and Internet Expenses	198.04	0.00	100.0%	426.04	500.00	85.2%	762.92
Copies	0.00	100.00	0.0%	0.00	100.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	453.21	1,100.00	41.2%	1,200.00
Legal Services	0.00	416.66	0.0%	0.00	4,583.26	0.0%	5,000.00
Liability Insurance							
Equipment Breakdown Coverage	0.00	0.00	0.0%	150.00	150.00	100.0%	150.00
Excess	0.00	0.00	0.0%	0.00	192.00	0.0%	192.00
Excess Liability	0.00	0.00	0.0%	207.00	0.00	0.0%	0.00
General Liability	0.00	0.00	0.0%	1,111.00	1,063.00	104.5%	1,063.00
Insurance Refund	0.00	0.00	0.0%	0.00	-162.00	0.0%	-162.00
N/O Auto Liability	0.00	0.00	0.0%	0.00	175.00	0.0%	175.00
Non-Owned Auto Liability	0.00	0.00	0.0%	175.00	0.00	0.0%	0.00
Property	0.00	0.00	0.0%	497.00	450.00	110.4%	450.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	446.41
Total Liability Insurance	0.00	0.00	0.0%	2,140.00	1,868.00	114.6%	2,314.41
Maintenance and Repairs	0.00	745.53	0.0%	3,936.14	8,200.83	48.0%	8,946.46
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	340.00	0.0%	340.00
Office Supplies	0.00	8.33	0.0%	0.00	91.63	0.0%	100.00
Operating Expenses							
Disconnect Fee	0.00	8.33	0.0%	160.00	91.63	174.6%	100.00
Hiland Base Maintenance Fee	0.00	2,206.37	0.0%	23,500.00	24,270.07	96.8%	26,476.48
Operating Expenses - Other	0.00	0.00	0.0%	45.00	0.00	0.0%	0.00
Total Operating Expenses	0.00	2,214.70	0.0%	23,705.00	24,361.70	97.3%	26,576.48
Postage and Delivery	0.00	8.33	0.0%	0.00	91.63	0.0%	100.00
Materials and Services - Other	0.00	0.00	0.0%	42.47	0.00	0.0%	0.00
Total Materials and Services	198.04	3,593.55	5.5%	30,702.86	41,237.05	74.5%	45,640.27
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	2,599.95	2,750.00	94.5%	3,000.00
Boardmember training/meetings	0.00	50.00	0.0%	0.00	200.00	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	154.00	175.00	88.0%	175.00
Meeting Expense	0.00	0.00	0.0%	0.00	200.00	0.0%	200.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	688.42
Total Personal Services	200.00	300.00	66.7%	2,753.95	3,325.00	82.8%	4,313.42
Total Expense	398.04	4,393.55	9.1%	33,456.81	50,062.05	66.8%	73,453.69
Net Ordinary Income	3,297.16	568.54	579.9%	12,602.72	-6,265.95	-201.1%	-25,692.60
Other Income/Expense							
Other Income							
Interest Income	2.74	20.83	13.2%	427.84	229.13	186.7%	250.00
Total Other Income	2.74	20.83	13.2%	427.84	229.13	186.7%	250.00
Net Other Income	2.74	20.83	13.2%	427.84	229.13	186.7%	250.00
Net Income	<u>3,299.90</u>	<u>589.37</u>	<u>559.9%</u>	<u>13,030.56</u>	<u>-6,036.82</u>	<u>-215.9%</u>	<u>-25,442.60</u>

Balance Sheet – Previous year comparison

1:23 PM

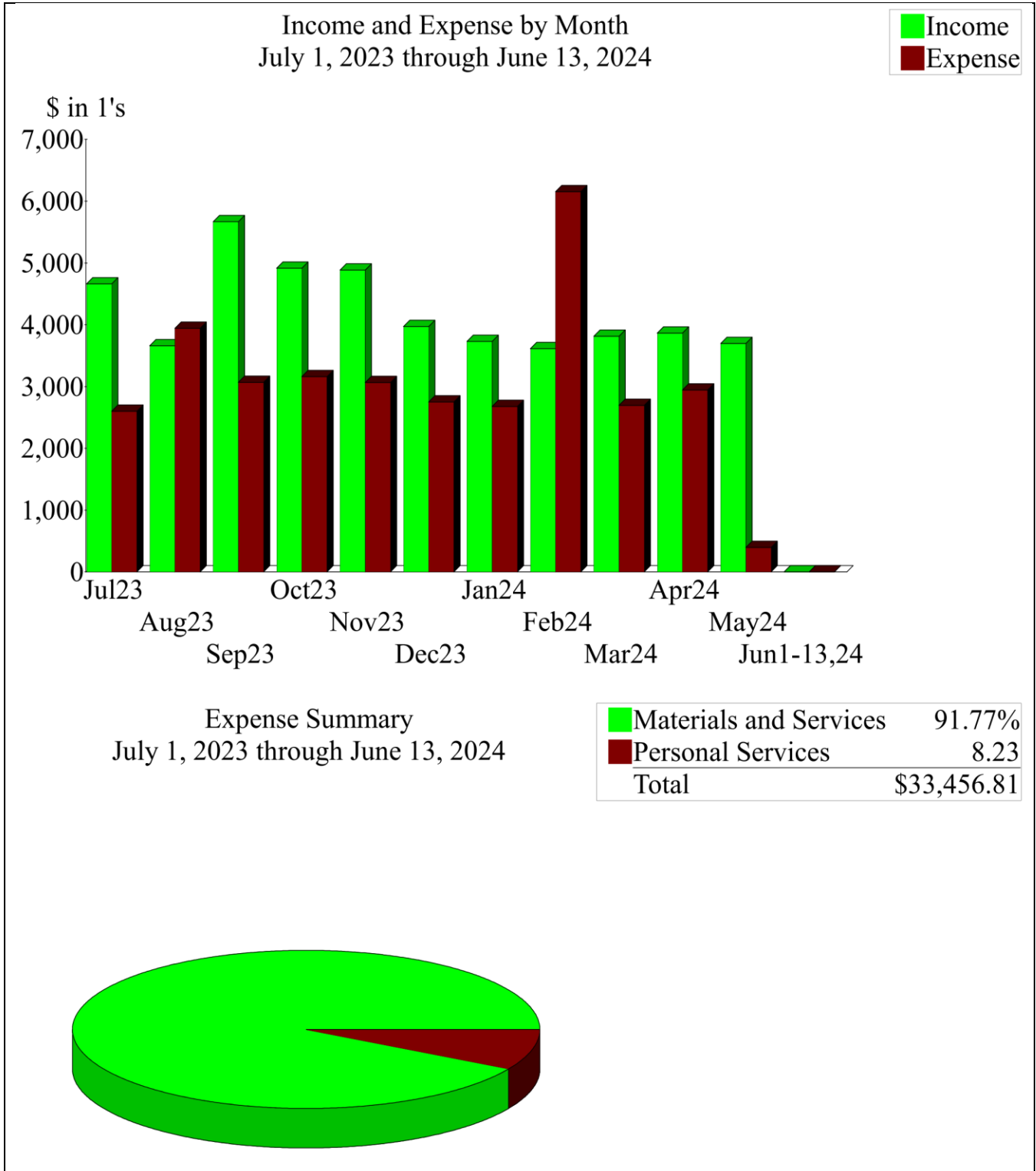
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Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of June 13, 2024

	Jun 13, 24	Jun 13, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	12,126.94	6,220.40	5,906.54	95.0%
Savings at Washington Federal	50,504.60	50,101.35	403.25	0.8%
Total Checking/Savings	<u>62,631.54</u>	<u>56,321.75</u>	<u>6,309.79</u>	<u>11.2%</u>
Total Current Assets	<u>62,631.54</u>	<u>56,321.75</u>	<u>6,309.79</u>	<u>11.2%</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>242,931.54</u>	<u>236,621.75</u>	<u>6,309.79</u>	<u>2.7%</u>
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	30,045.54	17,529.94	12,515.60	71.4%
Net Income	13,030.56	19,236.37	-6,205.81	-32.3%
Total Equity	<u>242,931.54</u>	<u>236,621.75</u>	<u>6,309.79</u>	<u>2.7%</u>
TOTAL LIABILITIES & EQUITY	<u>242,931.54</u>	<u>236,621.75</u>	<u>6,309.79</u>	<u>2.7%</u>

Income and Expense Graph – by Month



Maintenance and Repairs – Details

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Accrual Basis

Tooley Water District Maintenance and Repairs details July 2023 through June 2024

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
08/31/2023	615188	230803 Hour Meter replacement	WIRENUT 18 TO 8 AWG, TAN/RED	0.80	0.80
08/31/2023	615188	230803 Hour Meter replacement	12 AWG THHN/THWN STRANDED COPPER BLACK	2.28	3.08
08/31/2023	615188	230803 Hour Meter replacement	HOUR METER, 3-HOLE, FLANGE #T50B52	72.46	75.54
08/31/2023	615188	230803 Hour Meter replacement	2.5 hours JOURNEYMAN ELECTRICIAN	375.00	450.54
08/31/2023	615188	230803 Hour Meter replacement	Invoice Tax	2.57	453.11
08/31/2023	4013	20230814 Coordination	Jessica Perryman - Coordinated with county on nitrate levels.	13.00	466.11
08/31/2023	4013	20230815 Notices	Robert Trotter - Put up notices for high nitrate, took nitrate samples.	680.00	1,146.11
09/30/2023	4031	20230923 repairs	Robert Trotter - Troubleshoot low pressure alarms, addressed issue with air compres...	127.50	1,273.61
09/30/2023	4031	20230925 repairs	Robert Trotter - Troubleshoot Sensaphone, coordinating with John about Sensaphon...	85.00	1,358.61
09/30/2023	4031	Hiland Water Corp	Alexin Analytical - nitrate samples	175.00	1,533.61
09/30/2023	4031	Hiland Water Corp	10% markup of nitrate samples	17.50	1,551.11
10/31/2023	4105	20231005 Repairs	Robert Trotter -Emergency, Troubleshoot low pressure issues, addressed issue with...	433.50	1,984.61
10/31/2023	4105	20231005 Repairs	Home Depot - construction adhesive	9.28	1,993.89
10/31/2023	4105	20231020 Samples	Alexin Analytical - nitrate sampling.	105.00	2,098.89
10/31/2023	4105	20231005 and 20231020 Items	10% markup of goods sold	11.43	2,110.32
11/29/2023	615601	20231129 repairs	2.00 HOUR METER AC QUARTZ POLYMER FLUSH	91.90	2,202.22
11/29/2023	615601	20231129 repairs	2.00 SNUB0000 RC SNUBBER NOISE & ARC SUPPRESSOR	28.24	2,230.46
11/29/2023	615601	Hire Electric	Invoice tax	0.16	2,230.62
11/30/2023	1318	20231101 Maintenance	11/1/2023 Justice Smith - Insulate pipe coming out of pump house.	126.00	2,356.62
11/30/2023	1318	20231108 Maintenance	11/8/2023 Jessica Perryman - Email follow up for nitrate and sanitary survey.	29.00	2,385.62
11/30/2023	1318	Hiland Water Corp	Alexin Analytical - Nitrate samples	77.00	2,462.62
12/31/2023	1833	Hiland Water Corp	Back Flow Testing	35.00	2,497.62
12/31/2023	1833	Hiland Water Corp	Alexin Analytical - nitrate sampling x3	105.00	2,602.62
12/31/2023	1833	Hiland Water Corp	10% Markup	10.50	2,613.12
01/31/2024	1967	Hiland Water Corp	01/22/2024 Alexin Analytical - Nitrate sampling x2	70.00	2,683.12
01/31/2024	1967	Hiland Water Corp	10% markup of expenses	7.00	2,690.12
02/29/2024	2326	20240201 Maintenance	2/1/2024 Tracey Oberacker - Emergency response, turned over water in reservoir to ...	864.00	3,554.12
02/29/2024	2326	20240201 Maintenance	2/1/2024 Mileage	138.02	3,692.14
02/29/2024	2326	Hiland Water Corp	Alexin Analytical - 2x nitrate samples	70.00	3,762.14
02/29/2024	2326	Hiland Water Corp	10% markup of nitrate tests	7.00	3,769.14
03/31/2024	2677	20240313 Activity	3/14/2024 Jessica Perryman - Phone call with Wasco County.	13.00	3,782.14
03/31/2024	2677	Hiland Water Corp	Nitrate Test	35.00	3,817.14
03/31/2024	2677	Hiland Water Corp	10% markup	3.50	3,820.64
04/30/2024	2937	Hiland Water Corp	Alexin Analytical - 3x nitrate samples	105.00	3,925.64
04/30/2024	2937	Hiland Water Corp	10% markup of nitrate tests	10.50	3,936.14
Total Maintenance and Repairs				3,936.14	3,936.14
Total Materials and Services				3,936.14	3,936.14
TOTAL				3,936.14	3,936.14

Checks that haven't cleared

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Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	11/27/2023	5183	Amanda Valentine	November Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5223	Amanda Valentine	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5225	Debby Jones	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5226	John Amery	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5227	Larry Russ	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Total								-250.00

Item 5 – Discussion – Water Report

February 2024 Gallons Pumped: 137,790 Gallons Sold: 133,050 Gallons Lost: 4,740 Water Water Loss: 3.44%	March 2024 Gallons Pumped: 121,358 Gallons Sold: 71,470 Gallons Lost: 49,888 Water Loss: 41.11%	April 2024 Gallons Pumped: 174,054 Gallons Sold: 103,030 Gallons Lost: 71,024 Water Loss: 40.81%	Reports late from vendor
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Item 6 – NWNWS Contract - Discussion/Action

Review / Authorization for Carol to sign a new Northwest Natural Water Services Contract.

Item 6 – ODA Bilateral Compliance Agreement - Discussion/Action

Review / Authorization for Carol to sign BCA

Item 7 – Discussion – Nitrate Resolution Plan

Item 8 – Discussion/Action – General System Updates

- John Amery – Late invoice and reports from Hiland
- John Amery – Lower well was turned on
- Larry Russ – Update on Tooley Water District Newsletter
- Larry Russ – ODA followup letter with Siri and Son
- Larry Russ – Nitrate Test history

Item 9 – Discussion – Delinquent Accounts

Item 10 - Discussion – Tooley Road Association

Discussion regarding whether it is appropriate for Tooley Water District to be collecting fees for Tooley Road Association.

Item 11 – New Business

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on July 17, 2024 at 7:00pm.

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

Meeting Adjourned