

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/18/16)

**Thursday, August 18, 2016, 19:00, Northern Wasco County Public Utility
District Board Room**

Type of meeting

Board Meeting

Chairperson

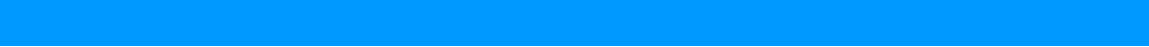
Carl Carson

Minute keeper

Debby Jones

Topics

| Num. | Topic | Responsible |
|------|--|-------------|
| 1. | Approval of Agenda | |
| 2. | Approval of July 21 2016 Minutes | |
| 3. | Financial Reports | Carl Carson |
| 4. | Discussion - Mowing Grass at Tooley Facilities | Carl Carson |
| 5. | Discussion - Highland Water Contract | John Amery |
| 6. | Discussion - Board Goals / Strategic Planning | John Amery |
| 7. | Discussion - Board Member Roles and Responsibilities | John Amery |
| 8. | Discussion – Board Policies | John Amery |
| 9. | New / Old Business | |
| 10. | Next Meeting Dates - 9/15/16 | |



Item 2 – Approval of July Minute

Tooley Terrace Water Board
July 21, 2016, 6:30 pm
PUD Meeting Room

Present:

John Amery, Richard Pontow, Carl Carson, Debby Jones

Absent/Excused:

Dave Pratt

Carl Carson opened the meeting at 6:40 pm and read the June 16, 2016 meeting minutes. Debby Jones made a motion to approve the June 16 minutes. John Amery seconded the motion. Motion passed unanimously.

Carl read the June 27, 2016 minutes which consisted of the 2016-17 budget hearing. It was noted that additional comments were needed to be included which stated the following:

Kay expressed concern regarding budgeting enough for capital improvements. The board discussed and felt comfortable with the designated amount. Larry felt there was enough coming in from water sales to cover any capital improvement needs. The board approved the improvement overages for the 2016-17 budget.

John made a motion to approve the minutes as amended. Debby seconded the motion. Motion passed unanimously.

Carl read the minutes from the June 27, 2016 board meeting which followed the budget hearing. John made a motion to approve the minutes. Richard Pontow seconded the motion. Motion passed unanimously.

Larry Russ and Carl took care of the letter from the Oregon Secretary of State which required the inclusion of corrected numbers. Carl has sent the necessary forms to the Secretary of State. An additional form that serves in lieu of an audit will be completed by the board at the August meeting. Form must be submitted within 90 days of adopted budget.

Financial:

| | | |
|---------------|--------------------------|--------------|
| As of July 19 | Checking Account Balance | \$ 9,782.16 |
| | Savings Account Balance | \$ 23,512.53 |

Carl stated that they had not received the check for June services and that he would deposit as soon as he received it from Hiland.

John Amery suggested the possibility of utilizing a Quick Books type program for checks and reports.

Richard and Carl met with the Special District Representative. The question of Tooley Water District employees came up. Richard and Carl explained that there are no employees and that everyone volunteers. Richard and Carl shared how the district has worked with OCEA.

The board briefly discussed the possibility of applying for a small grant through the SDO for an emergency generator. Carl will contact Silas (Hiland) to find out what size of a generator would be needed. Richard felt that putting money into a new reservoir up top would be more beneficial than a generator. John reminded the group that Hiland should be providing a report on possible upgrades and or recommendations which might provide some clarity on the issue. Debby

asked if we needed to have a potential list for Silas to start out with. John felt that Silas had sufficient expertise to guide and complete the recommendation list. Carl will check into the SDAO website for grant guidelines.

Carl made mention to the letter that was received from SDIS (Insurance) and stated that he would look into addressing discount opportunities that may be available through SDIS. The letter identified specific items that could add up to a 10% discount on annual insurance costs. It was estimated that there could be a potential of saving \$120 annually.

John suggested establishing a calendar that would indicate events, reports and requirements that the board needs to address on a regular basis.

Richard made a motion to close the meeting. John seconded. Motion passed unanimously and Carl closed the meeting at 7:55 pm

A brief discussion followed the meeting reminding the board that a decision needs to be made regarding Hiland's contract. Is it to be a visit every two weeks or two times a month with two on-call visits?

Item 3 - Financial Reports

As of 8/11/16 Savings Account Balance: \$23,512.53

Transactions that cleared over the last 30 days:

| <i>Date</i> | <i>Type</i> | <i>Description</i> | <i>Amount</i> |
|--------------------|--------------------|---------------------------|----------------------|
| | | | |

As of 8/11/16 Checking Account Balance: \$12,226.20

Transactions that cleared over the last 30 days:

| <i>Date</i> | <i>Number</i> | <i>Type</i> | <i>Description</i> | <i>Amount</i> |
|--------------------|----------------------|--------------------|---|----------------------|
| 07/08/16 | 1036 | Check | John Amery – Web Domain and Web Economy | \$101.05 |
| 07/12/16 | 1038 | Check | SDIS – Workmans Comp | \$558.60 |
| 07/20/16 | | Interest | Credit Interest | \$0.36 |
| 07/22/16 | | Deposit | Hiland CK# 4939. June Service | \$2,472.92 |
| 07/29/16 | 1039 | Check | Secretary of State – Filing Fee | \$20.00 |
| 08/04/16 | 1037 | Check | Larry Russ – Reimbursement for Copies | \$9.24 |
| | | | | |

Item 4 - Discussion - Mowing Grass at Tooley Facilities

Discussion regarding ways to reduce fire hazards around Tooley Water District facilities.

Item 5 - Discussion - Highland Water Contract

Discussion regarding how Tooley Water District would like to address the additional two weeks on the Highland Water contract.

Note, coming out every two weeks vs twice per month requires for an additional two visits per year.

- Billing Cycle
 - Every two weeks will vary customer billing cycles considerably over the year as the two week variations will not align with the bill submittal scheduling. This will cause customer bills to vary depending upon which month it is.
- Are we fully addressing the proactive actions that Larry provided Tooley Water District in the past
- What happens if Tooley Water District does not utilize the extra two weeks?
- What happens if Tooley Water District drastically exceeds the extra two weeks worth of work?

Item 6 - Discussion - Board Goals / Strategic Planning

General discussion regarding strategic goals of the board. Generally speaking what is our long term vision regarding the operations of Tooley Water District.

These discussions should evolve into a mission statement, an ordered list of strategic priorities, and eventually an ordered list of financial priorities.

Example concepts:

- Maintain adequate reserves for any possible system failure
- Maintain adequate reserves for likely probable system failures (notice the difference from the previous statement?)
- Maintain water quality to the highest recommended level
- Maintain water quality to meet the lowest government standards
- Allocate for continuous maintenance and system improvements
- Develop funding for maintenance and system improvements as system issues arise
- Actively seek ways to expand system into additional service areas
- Actively seek ways to expand system functionality
- Actively seek ways to improve existing system documentation
- Keep rates as low as possible

Item 7 - Discussion - Board Member Roles and Responsibilities

Definition for roles and responsibilities of each individual board member

- Secretary Treasurer
- Call before you dig
- Facilities maintenance
- Highland contract oversight
 - Physical facilities oversight
 - Oversight of reports and operations
- Special Districts general obligations and requirements
- Government Accountability obligations
- Website Maintenance

Definition of responsibilities of all board members

- Expectations of attendance at Board Meetings
- Expectations of submission of timely Agenda Items
- Expectations of preparation for Board Meetings
- Expectations of training and knowledge on behalf of Tooley Water District

Item 8 – Discussion – Board Policies

Discussion of the development of Board Policies (or possibly even By-Laws) that better define Board member's roles, responsibilities, and authority.

- Purchasing policies
- Issue escalation policies
- Customer communication policies
- Vendor communication policies

Item 9 – New / Old Business

Placeholder

Item 10 – Next Meeting Date

Next board meeting will take place September 15, 2016, 7:00pm at NWCPUD board room.

Meeting Adjourned