

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 9/13/16)

Thursday, September 15, 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 August 18th 2016 Minutes	
3.	Financial Reports	Carl Carson
4.	Discussion – Rick Wolf requesting move of meter	Carl Carson
5.	Discussion – BPA discussion	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.	Discussion – Volunteer Program	Carl Carson
10.	Discussion – 100,000 gallon water leak	John Amery
11	Backup financial information	For review only
12	Next Meeting Dates – 10/20/16	

Item 2 – Approval of August Minutes

Tooley Water District Board Meeting
August 18th, 2016, 7:00 pm
NWCPUD Meeting Room

Present:

John Amery, Richard Pontow, Carl Carson, Dave Pratt (arrived late via remote)

Absent/Excused:

Debby Jones

Scribe: John Amery

Mr. Carson opened the meeting at 7:08 pm and read the July 21, 2016 meeting minutes. Mr. Amery made a motion to approve the June 16 minutes. Mr. Pontow seconded the motion. Motion passed unanimously.

Mr. Carson read the financials as listed in the minutes. There were no questions or comments.

Mr. Carson discussed items and risk regarding Tooley Water District Facilities. Mr. Carson had mowed the grass down in June to reduce the risk of fire.

There was discussion regarding a volunteer program.

There was discussion whether Tooley Water district should purchase a lawn mower or weed eater. There was discussion that it was costly for current volunteers to have to utilize their own equipment while volunteering. Mr. Pontow felt a weed eater would work better than a lawn mower as many of the areas were difficult to access.

Mr. Amery suggested we should developing some volunteer policies. Mr Carson suggested Tooley Water District already had developed some safety policies.

Mr. Carson suggested he could take the lead for evaluating such a program.

A motion was made by Mr. Amery:

“Tooley Water District should develop a volunteer program of which Mr. Carson would define criteria and keep the board inform of such developed criteria.”

The motion was seconded by Mr. Pontow

The motion passed unanimously.

Discussion took place regarding the Highland Water Contract regarding whether Highland should come out every two weeks or twice a month?

It was agreed to table this discussion until November such that Tooley Water District had

some time to evaluate how the current bi-weekly visits by Highland was working out.

A new system issue was identified by Mr. Carson. Nearly 100,000 gallons of water are leaking. Carl suggested he would walk the lines to see if he could identify the potential leak location.

Mr. Amery provided a brief run-down of board member roles and responsibilities as was defined in the agenda. No discussion took place as time was limited.

Meeting was adjourned at (time unknown).

Item 3 - Financial Reports

As of 9/12/16 Savings Account Balance: \$23,512.53

Transactions that cleared since the last meeting:

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

As of 9/12/16 Checking Account Balance: \$11,599.01

Transactions that cleared since the last meeting:

<i>Date</i>	<i>Number</i>	<i>Type</i>	<i>Description</i>	<i>Amount</i>
08/11/16	1040	Check	Highland Water – Maintenance Services - June	\$1,472.50
08/15/16		Deposit	Water Revenue	\$2,609.82
08/21/16		Interest		\$0.51
08/24/16	1042	Check	Carl Carson – reimbursement for office supplies	\$36.02
08/26/16	1041	Check	Highland Water – Maintenance Services - July	\$1,729.00

Item 4 - Discussion – Rick Wolf requesting move of meter

Rick Wolf is requesting Tooley Water District move our meter and associated services.

Carl Carson and a representative from Highland Water met with Mr. Wolf to discuss options. Mr. Wolf was informed that if he wanted Tooley Water District to move our meter that Mr. Wolf would be responsible for the costs associated with doing so. Mr. Wolf could acquire a qualified plumber to perform the required plumbing to extend services from his residence to the new location. Mr. Wolf would then be responsible for the costs associated with Highland Water moving Tooley Water District's services to the new location along with the costs of turning up the new service location.

Item 5 – Discussion – Board Practices Assessment (BPA)

Just prior to this meeting, Tooley Water District Board underwent a BPA as provided by SDAO. Discussion of items learned during the BPA can be a pre-cursor to the following items related to Tooley Water District's Strategic Planning.

This is simply a placeholder for such discussion.

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 – Discussion – Volunteer Program

Carl Carson will provide an update on the Tooley Water District Volunteer Program.

Item 10 – 100,000 gallon water leak

As was brought to light in the last board meeting by Mr. Carson, Tooley Water District is losing approximately 100,000 gallons of water per month of water.

Mr. Amery reached out to Silas Olsen at Highland Water District to help determine if this was a problem.

Mr. Olsen informed Mr. Amery that the water loss was approximately 14%. Anything over 10% is considered a high percentage of loss. However, Mr. Olsen wasn't overly concerned about the loss. There are a number of factors that can attribute to the loss. As Mr. Olsen put things "... I'm certainly not saying it's where we want it to be, but it's a lot better than others we've seen..."

It is Mr. Amery's recommendation that assuming the loss percentage does not grow that we table the loss concern until after Highland Water provides Tooley Water District with their "Long Term Needs Assessment". Perhaps this Long Term Needs Assessment will draw out items related to the water loss.

Item 11 – Backup financial information

Receipts for reimbursement:

August 12, 2015	Craig's office Supply	Copies: 50 copies x4 = 200 for	\$ 7.00
October 28, 2015	Staples	Copies 40 x 0.12 =	\$ 4.80
April 12, 2016	Target	Flash Drive 8 mb	\$ 5.94
July 21, 2016	Staples	Copies 24 x 0.12 =	\$ 2.88
August 12, 2016	Fred Meyer	10 Mailing Envelopes	\$ 2.49
August 12, 2016	Staples	16 Copies x 0.12 =	\$ 1.92
August 12, 2016	U.S. Post Office	Postage	\$ 1.15
August 11, 2016	Home Depot	2 sets of Keys	\$ 8.85
August 15, 2016	Staples	9 copies x 0.12 =	\$ 0.99

Total \$ 36.02



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Amount Description
X BW SS LTR - 233548 0.99
Subtotal 0.99
Taxes 0.00
Total 0.99
h Card #: *****8002
ance remaining on card: \$1.17

STAPLES
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w prices. Every item. Every day.
460 Mount Hood Street
The Dalles, OR 97058
541-298-2222
Store No: 1048
262626 00 026 01068
Receipt #: 01068 08/15/2016 12:49
ards Number 3744364401

Craig Office Supply
50 copies of letter and
form x 4 = 2.20 pages

8/11/2015
David Larson
877.00

STAPLES

460 Mount Hood Street
The Dalles, OR 97058
(541) 298-2222
1498931 3 005 66568
1048 08/12/16 02:15

SALE
QTY SKU PRICE
REWARDS NUMBER 3744364401
16 1-100 BW LTR 28LB 1.92
714009 0.120ea 1.92
SUBTOTAL \$1.92
TOTAL 2.00
Cash 2.00
Cash Change 0.08
TOTAL ITEMS 16

STAPLES

460 Mount Hood Street
The Dalles, OR 97058
(541) 298-2222
1780423 13 005 64472
1048 07/21/16 06:07

SALE
QTY SKU PRICE
***** Customer Order 2083686828 *****
24 1-100 BW LTR PREM 2.88
714009 0.120ea 2.88
Questions on Customer Order 2083686828
Call Customer Service at 1-800-3STAPLES

SUBTOTAL \$2.88
TOTAL 3.00
Cash 3.00
Cash Change 0.12
TOTAL ITEMS 24



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3600 W 6TH STREET
THE DALLES, OR 97058 (541) 296-7006
CASHIER MAUREEN

4026 00017 97018 08/10/16 11:23 AM
008236487701 KEY RINGS <A> 0.97
1" SPLIT RINGS(2)
736511500691 69 MASTER KEY <A>
69 KEY MASTER PADLOCK
201.97
736511500660 66KMKSETKEY <A> 3.94
66 KEY KMKSET
201.97

SUBTOTAL 8.85
SALES TAX 0.00
TOTAL \$8.85
CASH 10.00
CHANGE DUE 1.15



4026 17 97018 08/10/2016 3935

RETURN POLICY DEFINITIONS
POLICY ID 90 POLICY EXPIRES ON
1 11/08/2016
A THE HOME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
RETURN POLICY SIGN IN STORES FOR
DETAILS.

THE DALLES
101 W 2ND ST
THE DALLES
OR

97058-1705
4082880116 (800)275-8777 2:27 PM
08/12/2016

Product Sale Final
Description Qty Price

Other 1 \$1.15
First-Class Mail
Large Envelope (Domestic) (SALEN, OR (Weight:0 Lb 1.80 Oz) (Expected Delivery Day) (Monday 08/15/2016)

Total \$1.15
Cash \$1.15

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* Stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com for shipping and tracking information.
* For other shipping services, call 1-800-ASK-USPS.

Fred Meyer

What's on your list today?

1215 W SIXTH STREET
541-296-1700
Your cashier was Harle
1815574413 ENVELOPES 4.49
1 e 10/10/2028 UNDR ALUMINUM 1.00
1 e 10/10/2028 UNDR ALUMINUM 1.00
1411321008 FRANZ BICLS 2.49
1222098U *****2067 0.00
REWARDS TX 0.00
6.98

GIFT CARD Purchase - SWIPPED
REF: 000000 TOTAL: 6.98
PURCHASE: 6.98 CASHBACK: 0.00
Remaining Balance: 43.02 5.98
CHANGE GIFT CARD 0.00
TOTAL NUMBER OF ITEMS SOLD = 4
08/12/16 10:06AM 372 8 22 2214043

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Go to www.krogerfeedback.com within 7 days.
Enter the information below:
Date: 08/12/16

STAPLES

4.80

460 Mount Hood Street
The Dalles, OR 97058
(541) 293-2222

1591270 8 005 29187
1048 10/22/15 12:01
PACKAGE

STANDARD NUMBER 3744364401
Customer Order 2075770537 *****
100 BW LTR PRFM
0.120ea 4.90
on Customer Order 2075770537
mer Service at 1-800-331-3311

5.00
0.20

TOTAL DUE

Office supplies may be returned at any time.
Furniture items may be returned or exchanged for the same title and version.
Software may be returned in sealed condition.
All items must be returned to our Return Service Desk.
Items with or without a receipt may be returned to our Return Service Desk.



Staples

40 Caprio X 0.12 = \$4.80

10/15/2015

Earl Pearson

Item 12 – Next Meeting Date

Next board meeting will take place October 20, 2016, 7:00pm at NWCPUD board room.

Meeting Adjourned