

Tooley Water District Board Meeting Agenda

Version 1.0 (updated 10/13/16)

Thursday, October 20, 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 | Carl Carson |
| 2. | Approval of August 18th 2016 Minutes | Carl Carson |
| 3. | Financial Reports | John Amery |
| 4. | Discussion – Customer locked meter | Carl Carson |
| 5. | Discussion – BPA Report from SDAO | Carl Carson |
| 6. | Discussion - SDAO Information | Carl Carson and John Amery |
| 7. | Discussion - Highland Water evaluation of potential system improvements | John Amery |
| 8. | Request – Authority to purchase computer checks | John Amery |
| 9. | Meeting Adjourned Next Meeting Date – 11/17/16 | Carl Carson |
| 10. | | |
| 11 | | |
| 12 | | |

Item 2 – Approval of September Minutes

Tooley Water District
Thursday, September 15, 2016 Board Minutes

Present: Carl Carson, John Amory, Richard Pontow, Debby Jones, Dave Pratt
Guest: Kay Pratt

- Carl opened the meeting at 7:25 pm
- John asked to add the appointment of Board Secretary and Treasurer Positions to the agenda. John made a motion to nominate Debby as the Secretary. Richard seconded the motion. All approved.
- Debby made a motion to nominate John as the Board Treasurer. Richard seconded the motion. All approved.
- Carl read the August, 2016 minutes. John made a motion to approve the minutes with the addition of adding 9:10 pm as the meeting closing time. Carl seconded the motion. All approved.
- Carl read the financial report. He reported that there is a total of \$23,512.53 in the Money Market account and \$14,231.90 in the checking account. Dave asked for clarification on the Hiland increase on the July charges as compared to June. It was explained that the new contract went into effect as of July, 2016. Dave reminded the board members that the policy had been to have an on-going monthly transfer of \$235 to the reserve fund. Dave made a motion to reenact the monthly transfers. John seconded the motion. All approved. Dave made a motion to approve the September financial report. John seconded. All approved.
- Carl shared with the board that Mr. Wolf requested having his water meter moved. Carl stated that he and Richard meet with Mr. Wolf to further investigate the request. Mr. Wolf wants to widen his driveway and move his water meter back. Mr. Wolf will pay for the cost of moving the meter.
- Kay asked if Mr. Wolf had a newer electronic meter and would any new water district members need to have the new meters. It was determined that Hiland does not have an electronic reader. Members discussed the issue and felt that the main benefit of going to the electronic meters would be to Hiland for ease in checking meter readings during winter months due to snow. Carl will look into the cost to upgrade to electronic meters and reader.
- John shared the need to establish Board goals and a clear strategic plan. After discussion it was determined that John will take the lead in establishing and updating board policies, procedures, bylaws and begin work on a strategic plan.
- Members discussed the Tooley Water District volunteer program. Carl shared that policies have been developed and approved that deal with volunteers who assist in weed eating, mowing and painting. Carl would make sure that there are no time sensitive issues that need to be addressed. Kay shared that she thought that practices needed to be put in place that would make it desirable for people to want to donate.
- Richard expressed a desire to try to keep the board meeting at a maximum length of 90 minutes.
- Carl stated that Hiland shared that water readings indicated a loss of 93,000 gallons of water in August. 74,000 gallons were lost in September. Richard reminded members of the valve that had been leaking and the need to have it repaired. Carl will check on the price to repair the valve.
- Meeting adjourned at 8:45 pm

Item 3 - Financial Reports

Tooley Water District has moved to a computer based financial system. All Reports below (excluding the first report which is a printout from our bank's website) reflect this new system.

Copy of current Account totals from Washington Federal Website

[Washington Federal.](#)
invested here.

The screenshot shows a navigation bar with 'Overview', 'Accounts', 'Transfers', 'Bill Pay', and 'Alerts + Mobile'. Under the 'Accounts' section, two accounts are listed:

- Business Money Market ******* with a balance of **\$24,458.47** and a 'Quick Transfer' link.
- Stellar Business Int Chk ******* with a balance of **\$11,563.42** and a 'Quick Transfer' link.

Fiscal Year Savings Account Register

Tooley Water District

10/13/2016 9:28 PM

Register: Savings at Washington Federal

From 07/01/2015 through 10/13/2016

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------|--------------------------|--------------------|---------|---|----------|-----------|
| 09/30/2015 | | Washington Federal | Interest Income | | | M | 3.91 | 15,489.91 |
| 11/19/2015 | | | Opening Balance Equity | Adjustment to ... | | | 9.51 | 15,499.42 |
| 01/01/2016 | | Washington Federal | Interest Income | | | X | 3.86 | 15,503.28 |
| 04/01/2016 | | Washington Federal | Interest Income | | | X | 3.86 | 15,507.14 |
| 04/22/2016 | 1033 | Hiland Water Corp | Checking at Washingto... | Funds Transfer | | X | 8,000.00 | 23,507.14 |
| 07/01/2016 | | Washington Federal | Interest Income | | | X | 5.39 | 23,512.53 |
| 09/16/2016 | | | Checking at Washingto... | Funds Transfer ... | | X | 705.00 | 24,217.53 |
| 10/01/2016 | | Washington Federal | Interest Income | | | X | 5.94 | 24,223.47 |
| 10/13/2016 | | | Checking at Washingto... | Funds Transfer | | M | 235.00 | 24,458.47 |

Fiscal Year Checking Account Register

Tooley Water District

10/13/2016 9:27 PM

Register: Checking at Washington Federal

From 07/01/2015 through 10/13/2016

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|------------------------|----------------------------|----------------------|----------|---|----------|-----------|
| 07/23/2015 | | Washington Federal | Interest Income | Deposit | | X | 0.57 | 11,413.88 |
| 07/24/2015 | 810 | S.D.I.S | Workmans Compensati... | INV# 30W542... | 558.60 | X | | 10,855.28 |
| 08/05/2015 | | | Unclassified Water Inc... | Deposit | | X | 2,110.71 | 12,965.99 |
| 08/05/2015 | 811 | Hiland Water Corp | Operating Expenses | | 1,339.00 | X | | 11,626.99 |
| 08/25/2015 | | | Interest Income | Checking Acco... | | X | 0.58 | 11,627.57 |
| 08/25/2015 | 809 | John Amery | Operating Expenses:Co... | Re-imburseme... | 86.05 | X | | 11,541.52 |
| 08/26/2015 | | | Unclassified Water Inc... | | | X | 3,128.76 | 14,670.28 |
| 09/02/2015 | | Withdrawl EFT Harl... | Operating Expenses:Of... | New ek book (L... | 22.04 | X | | 14,648.24 |
| 09/03/2015 | 812 | Hiland Water Corp | Operating Expenses | | 1,014.00 | X | | 13,634.24 |
| 09/11/2015 | 813 | Larry Russ | Maintenance and Repairs | Larry Russ re-i... | 19.83 | X | | 13,614.41 |
| 09/14/2015 | 815 | Hiland Water Corp | Operating Expenses | Remainder of ... | 400.00 | X | | 13,214.41 |
| 09/16/2015 | 814 | Courtney Insurance ... | Crime Bond | Bond Renewal ... | 100.00 | X | | 13,114.41 |
| 09/22/2015 | | | Unclassified Water Inc... | | | X | 2,128.33 | 15,242.74 |
| 09/24/2015 | | Washington Federal | Interest Income | | | X | 0.60 | 15,243.34 |
| 09/25/2015 | 1017 | Larry Russ | Capital Improvements | Re-Imburseme... | 220.00 | X | | 15,023.34 |
| 09/28/2015 | 1016 | Hiland Water Corp | Operating Expenses | | 1,407.00 | X | | 13,616.34 |
| 10/21/2015 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 2,787.00 | 16,403.34 |
| 10/26/2015 | | Washington Federal | Interest Income | | | X | 0.64 | 16,403.98 |
| 10/28/2015 | 1021 | Furrow Pump | Capital Improvements | Inv# 0032051-I... | 237.97 | X | | 16,166.01 |
| 10/28/2015 | 1022 | Hiland Water Corp | Operating Expenses | Statement Date... | 1,421.00 | X | | 14,745.01 |
| 10/29/2015 | 1020 | Government Ethics C... | Operating Expenses:Pr... | INV# A1E025... | 31.69 | X | | 14,713.32 |
| 10/30/2015 | 1019 | SDAO | Dues and Subscriptions | Membership D... | 125.00 | X | | 14,588.32 |
| 11/04/2015 | 1018 | Larry Russ | Maintenance and Repairs | Reimbursement... | 28.53 | X | | 14,559.79 |
| 11/06/2015 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 2,445.00 | 17,004.79 |
| 11/12/2015 | 1023 | Larry Russ | Maintenance and Repairs | Reimbursement... | 101.33 | X | | 16,903.46 |
| 11/21/2015 | | Washington Federal | Interest Income | | | X | 0.54 | 16,904.00 |
| 11/24/2015 | 1025 | Mark Mauser | Maintenance and Repairs | Material to fix l... | 64.35 | X | | 16,839.65 |
| 11/27/2015 | 1024 | Hiland Water Corp | Operating Expenses | Statement 11/4/... | 1,417.50 | X | | 15,422.15 |
| 12/18/2015 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 2,758.74 | 18,180.89 |
| 12/21/2015 | | Washington Federal | Interest Income | | | X | 0.65 | 18,181.54 |
| 12/31/2015 | 1026 | Hiland Water Corp | Operating Expenses | Statement 12/1/... | 1,428.00 | X | | 16,753.54 |
| 01/12/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 1,830.02 | 18,583.56 |
| 01/20/2016 | 1029 | S.D.I.S | Liability Insurance | Tooley Water ... | 1,443.00 | X | | 17,140.56 |
| 01/21/2016 | | Washington Federal | Interest Income | | | X | 0.75 | 17,141.31 |
| 01/22/2016 | 1028 | Hiland Water Corp | Operating Expenses | December Serv... | 1,410.50 | X | | 15,730.81 |
| 02/21/2016 | | Washington Federal | Interest Income | | | X | 0.67 | 15,731.48 |
| 02/22/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 1,735.60 | 17,467.08 |
| 02/26/2016 | | | Liability Insurance:Ins... | Discount on In... | | X | 100.00 | 17,567.08 |
| 03/03/2016 | 1030 | Hiland Water Corp | Operating Expenses | Jan Statement | 1,445.50 | X | | 16,121.58 |
| 03/10/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 1,795.06 | 17,916.64 |

Tooley Water District

10/13/2016 9:27 PM

Register: Checking at Washington Federal

From 07/01/2015 through 10/13/2016

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|------------------------|---------------------------|--------------------|----------|---|----------|-----------|
| 03/21/2016 | | Washington Federal | Interest Income | | | X | 0.68 | 17,917.32 |
| 03/30/2016 | 1031 | Hiland Water Corp | Operating Expenses | Feb Service | 1,414.00 | X | | 16,503.32 |
| 04/18/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 1,959.70 | 18,463.02 |
| 04/21/2016 | | Washington Federal | Interest Income | | | X | 0.72 | 18,463.74 |
| 04/22/2016 | 1033 | Hiland Water Corp | Savings at Washington ... | Funds Transfer | 8,000.00 | X | | 10,463.74 |
| 04/28/2016 | 1032 | Hiland Water Corp | Operating Expenses | March Service | 1,414.00 | X | | 9,049.74 |
| 05/12/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 2,370.69 | 11,420.43 |
| 05/21/2016 | | Washington Federal | Interest Income | | | X | 0.31 | 11,420.74 |
| 05/26/2016 | 1034 | Hiland Water Corp | Operating Expenses | April Service | 1,470.50 | M | | 9,950.24 |
| 06/13/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | M | 1,901.77 | 11,852.01 |
| 06/21/2016 | | Washington Federal | Interest Income | | | M | 0.30 | 11,852.31 |
| 06/29/2016 | 1035 | Hiland Water Corp | Operating Expenses | May Service | 1,410.50 | X | | 10,441.81 |
| 07/11/2016 | 1036 | John Amery | Operating Expenses:Co... | Reimbursement... | 101.05 | X | | 10,340.76 |
| 07/13/2016 | 1038 | Courtney Insurance ... | Workmans Compensati... | SDIS - Workm... | 558.60 | X | | 9,782.16 |
| 07/21/2016 | | Washington Federal | Interest Income | | | X | 0.36 | 9,782.52 |
| 07/22/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 2,472.92 | 12,255.44 |
| 08/01/2016 | 1039 | Secretary of State | Dues and Subscriptions | Filing Fee | 20.00 | X | | 12,235.44 |
| 08/05/2016 | 1037 | Larry Russ | Maintenance and Repairs | Copies for Bud... | 9.24 | X | | 12,226.20 |
| 08/11/2016 | 1040 | Hiland Water Corp | Operating Expenses | June Service | 1,472.50 | X | | 10,753.70 |
| 08/15/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 2,609.82 | 13,363.52 |
| 08/21/2016 | | Washington Federal | Interest Income | | | X | 0.51 | 13,364.03 |
| 08/24/2016 | 1042 | Carl Carson | Operating Expenses:Of... | Reimbursement... | 36.02 | X | | 13,328.01 |
| 08/26/2016 | 1041 | Hiland Water Corp | Operating Expenses | July Service | 1,729.00 | X | | 11,599.01 |
| 09/13/2016 | | Hiland Water Corp | Unclassified Water Inc... | | | X | 2,632.89 | 14,231.90 |
| 09/16/2016 | | Hiland Water Corp | Savings at Washington ... | Funds Transfer ... | 705.00 | X | | 13,526.90 |
| 09/21/2016 | | Washington Federal | Interest Income | | | X | 0.52 | 13,527.42 |
| 09/22/2016 | 1043 | Hiland Water Corp | Operating Expenses | August Service | 1,729.00 | M | | 11,798.42 |
| 10/13/2016 | | Hiland Water Corp | Savings at Washington ... | Funds Transfer ... | 235.00 | M | | 11,563.42 |

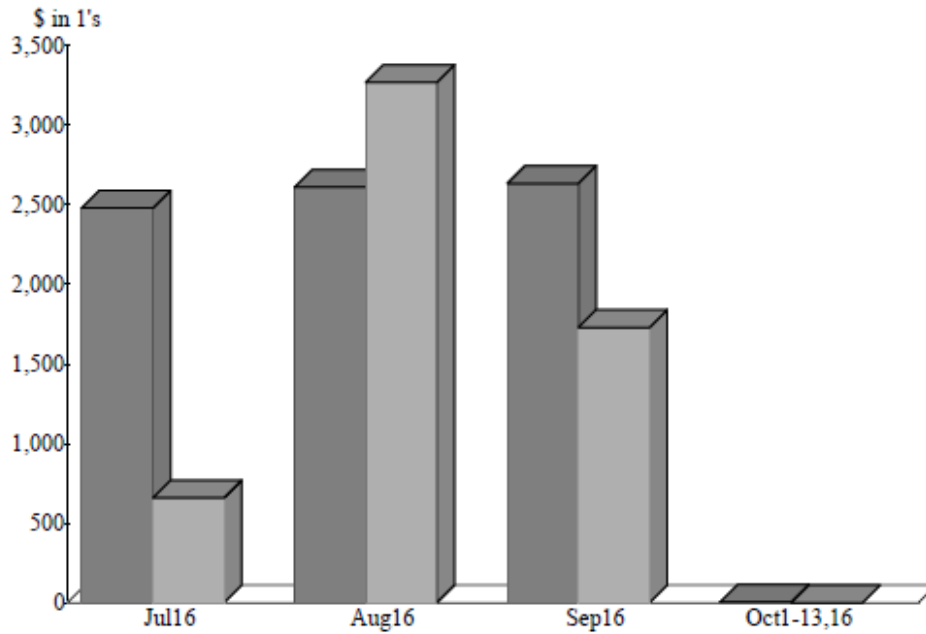
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 10/13/16
 Accrual Basis

Tooley Water District
Profit & Loss Budget vs. Actual
 July 1 through October 13, 2016

| | Jul 1 - Oct 13, 16 | Budget | \$ Over Budget | % of Budget |
|----------------------------------|------------------------|----------------------|------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Base Water Sales | 0.00 | 6,534.70 | -6,534.70 | 0.0% |
| Unclassified Water Income | 7,715.63 | 0.00 | 7,715.63 | 100.0% |
| Variable Rate Water Sales | 0.00 | 2,065.29 | -2,065.29 | 0.0% |
| Total Income | <u>7,715.63</u> | <u>8,599.99</u> | <u>-884.36</u> | <u>89.7%</u> |
| Expense | | | | |
| Boardmember Training / Travel | 0.00 | 71.27 | -71.27 | 0.0% |
| Capital Improvements | 0.00 | 712.39 | -712.39 | 0.0% |
| Crime Bond | 0.00 | 100.00 | -100.00 | 0.0% |
| Dues and Subscriptions | 20.00 | 199.49 | -179.49 | 10.0% |
| Liability Insurance | | | | |
| Insurance Refund | 0.00 | 0.00 | 0.00 | 0.0% |
| Liability Insurance - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Liability Insurance | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.0%</u> |
| Maintenance and Repairs | 9.24 | 256.45 | -247.21 | 3.6% |
| Operating Expenses | | | | |
| Bank Service Charges | 0.00 | 0.00 | 0.00 | 0.0% |
| Computer and Internet Expenses | 101.05 | 0.00 | 101.05 | 100.0% |
| Interest Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Office Supplies | 36.02 | 0.00 | 36.02 | 100.0% |
| Professional Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| Operating Expenses - Other | 4,930.50 | 5,869.95 | -939.45 | 84.0% |
| Total Operating Expenses | <u>5,067.57</u> | <u>5,869.95</u> | <u>-802.38</u> | <u>86.3%</u> |
| Payroll Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| Postage and Delivery | 0.00 | 37.07 | -37.07 | 0.0% |
| Workmans Compensation Insurance | 558.60 | 600.00 | -41.40 | 93.1% |
| Total Expense | <u>5,655.41</u> | <u>7,846.62</u> | <u>-2,191.21</u> | <u>72.1%</u> |
| Net Ordinary Income | <u>2,060.22</u> | <u>753.37</u> | <u>1,306.85</u> | <u>273.5%</u> |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Interest Income | 12.72 | 5.98 | 6.74 | 212.7% |
| Total Other Income | <u>12.72</u> | <u>5.98</u> | <u>6.74</u> | <u>212.7%</u> |
| Net Other Income | <u>12.72</u> | <u>5.98</u> | <u>6.74</u> | <u>212.7%</u> |
| Net Income | <u><u>2,072.94</u></u> | <u><u>759.35</u></u> | <u><u>1,313.59</u></u> | <u><u>273.0%</u></u> |

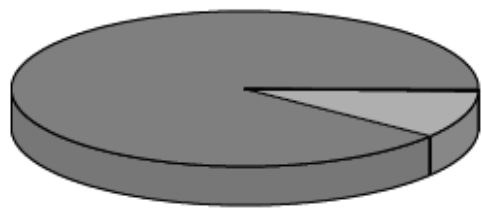
Income and Expense by Month
July 1 through October 13, 2016

Income
Expense



Expense Summary
July 1 through October 13, 2016

| | |
|---------------------------------|-------------------|
| Operating Expenses | 89.61% |
| Workmans Compensation Insurance | 9.88 |
| Dues and Subscriptions | 0.35 |
| Maintenance and Repairs | 0.16 |
| Total | \$5,655.41 |



By Account

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10/13/16
Accrual Basis

Tooley Water District
Balance Sheet Prev Year Comparison
As of October 13, 2016

| | <u>Oct 13, 16</u> | <u>Oct 13, 15</u> | <u>\$ Change</u> | <u>% Change</u> |
|---------------------------------------|-------------------------|-------------------------|------------------------|---------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| Checking at Washington Federal | 11,563.42 | 13,616.34 | -2,052.92 | -15.1% |
| Savings at Washington Federal | 24,458.47 | 15,489.91 | 8,968.56 | 57.9% |
| Total Checking/Savings | <u>36,021.89</u> | <u>29,106.25</u> | <u>6,915.64</u> | <u>23.8%</u> |
| Total Current Assets | <u>36,021.89</u> | <u>29,106.25</u> | <u>6,915.64</u> | <u>23.8%</u> |
| TOTAL ASSETS | <u>36,021.89</u> | <u>29,106.25</u> | <u>6,915.64</u> | <u>23.8%</u> |
| LIABILITIES & EQUITY | | | | |
| Equity | | | | |
| Opening Balance Equity | 19,555.44 | 19,545.93 | 9.51 | 0.1% |
| Retained Earnings | 14,393.51 | 7,353.38 | 7,040.13 | 95.7% |
| Net Income | 2,072.94 | 2,206.94 | -134.00 | -6.1% |
| Total Equity | <u>36,021.89</u> | <u>29,106.25</u> | <u>6,915.64</u> | <u>23.8%</u> |
| TOTAL LIABILITIES & EQUITY | <u>36,021.89</u> | <u>29,106.25</u> | <u>6,915.64</u> | <u>23.8%</u> |

Item 4 - Discussion – Customer locked meter

It has come to our attention that a customer's water meter is located inside the reservoir pump house.

Discussion regarding whether this is an acceptable location.

Item 5 – Discussion – Board Practices Assessment (BPA)

Last month Tooley Water District Board underwent a BPA as provided by SDAO.
Review of SDAO's report back to Tooley Water District regarding that BPA.

Item 6 – SDAO Information

Mr. Carson and Mr. Amery to provide informational packets from SDAO for the purposes of helping districts operate legally and properly.

- Public Meeting Law – Carl Carson
- SDAO informational Booklet – Carl Carson
- Special Districts Association of Oregon Management and Policy Resource Guide 2014 Edition
 - 451 page guide downloadable from SDAO's website
 - Subjects included (but not limited to):
 - Power and Responsibility of Board Members
 - Liability and Exposure
 - Board Policies
 - Sample Membership on the Board of Directors Policy
 - Sample Powers and Duties of the Board Policy
 - Sample Board Responsibilities Policy
 - Sample Reimbursement of Board Member Expenses Policy
 - Sample Board Officer Duties Policy

Item 7 – Highland Water evaluation of potential system improvements

Placeholder for expected written report from Highland Water

Item 8– Purchase computer checks

Mr. Amery is requesting authority to purchase computer checks.

Compuchecks.com
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GET STARTED NOW

- Order Checks
- Express Reorder
- Samples & Pricing
- Track Your Order
- Got Questions?
- Blank Check Paper

Quicken/QuickBooks Checks

- All Versions - All Styles
For Quicken/QuickBooks Users
- Voucher Style - Check on Top
For Quicken/QuickBooks Users
- 3 Checks per Page Business
For Quicken/QuickBooks Users
- 3 Checks per Page Personal
For Quicken/QuickBooks Users
- QuickBooks Users Package
For Quicken/QuickBooks Users

All Computer Checks

- Checks for All Software
- Check on Top
- Check in Middle
- Check on Bottom
- 3 Checks on Page Business
- 3 Checks on Page Personal
- Quick Start System
- Special Rush Offer
- Continuous Checks

Compuchecks Business - Check on Top Free Logo | Shipping Rates | Rush Services

One Check and Two Vouchers.
Checks for Quicken™ & QuickBooks™ users and other software [Express Reorder Service](#)

1 Choose Color & Pattern [View Details & Security Features](#)

Standard **Executive (+\$5)** **Premium (+\$7)** **Ultimate (+\$9)** NEW

Blue Marble - Standard

2 Select Check Style

by Software by Layout

Enter or select software:

- Quickbooks
- Quicken
- Aatrix Software
- Abacus Law Back Office
- Accpac Multipurpose
- Accpac for DOS

Lines on Check:

If selected will print lines next to the "Pay to the Order", "Amount", and "Date" fields to make it easier to complete the check by hand

Preview shows sample check layout for selected software

3 Choose Quantity

| | |
|-------------------------------------------------------------------|------------------------|
| <input type="radio"/> 600 Checks + 500 Self-Seal Window Envelopes | On Sale \$89.99 |
| <input type="radio"/> 50 Computer Checks | \$9.99 |
| <input type="radio"/> 100 Computer Checks | \$14.99 |
| <input type="radio"/> 250 + 50 free Checks | \$37.99 |
| <input checked="" type="radio"/> 500 + 100 free Checks | \$54.99 |
| <input type="radio"/> 1000 + 200 free Checks | \$84.99 |
| <input type="radio"/> 1500 + 300 free Checks | \$127.99 |
| <input type="radio"/> 2000 + 500 free Checks | \$159.99 |
| <input type="radio"/> 5000 + 1000 free Checks | \$299.99 |

Item 9 – Next Meeting Date – 11/17/16

Next board meeting will take place November 17, 2016 at 7:00pm.

Location: NWCPUD board room

Meeting Adjourned