

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 11/16/16)

Meeting Date: Thursday, November 17, 2016 7:00pm

Location: Northern Wasco County Public Utility District Board Room

Type of meeting

Board Meeting

Chairperson

Carl Carson

Minute keeper

Debby Jones

Topics

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Item 1 - Approval Of Agenda - Carl Carson

Item 2 – Approval of October Minutes

Tooley Water District Minutes
10/20/16 Board Meeting

Present: Carl Carson, Richard Pontow, John Amery, Dave Pratt. (later joined by Debby Jones)

- Mr. Carson called the meeting to order at 7:00pm
- Mr. Carson read the minutes
- Mr. Amery made a motion to accept the minutes as read
 - Mr. Pontow 2nd'd the motion
 - Motion passed unanimously
- Financial Report by John Amery
 - Mr. Carson and Mr. Amery worked to move the new financial records into a computer based system.
 - All the financial records from the check register and statements reports statements balance.
 - There were two minor discrepancies (\$9.51 in savings and \$.54 in Checking). Both discrepancies are likely due to bank interest.
 - All in all, Mr. Amery felt the books looked pretty good for the time frame audited considering they were maintained by hand.
 - Mr. Amery presented new computer based reports including fiscal year register printouts, Profit and Loss Budget vs. Actual, Income and Expense graphs by month, Balance sheet current year vs previous year comparison.
 - It was noted that both Income and expenses for the month of July were lower than budgeted due to a delay between fiscal year and Highland billing.
- Mr. Carson presented an issue that occurred during the month with a customer's pipe being broken. Mr. Carson turned off the meter in the pump house associated with the customer's water feed.
- Discussion took place regarding the location of the water meter being in the pump house rather than on customer's property.
- Mr. Pratt noted that Tooley Water District Bylaws do not allow customers to access water shutoffs.
- Mr. Pratt also noted that Tooley has sent flyers in the past informing customers they are not allowed to access Tooley water shutoff valves.
- Mr. Pratt motioned that the process for new hookups should include highland mailing new customers a current copy of the bylaws.
 - Mr. Amery 2nd'd the motion
 - Motion Passed Unanimously
- Mr. Carson read the letter from Rob Mills regarding BPA.

- Mr. Pratt motioned to table the BPA discussions for a later time
- Mr. Carson 2nded
- Motion passed with Mr. Amery being the only Nay vote.
- Mr. Carson handed out Public Meeting Law fliers
Ms. Jones entered the meeting and took over the role of scribe.

John shared the SDAO information regarding possible board bylaw template. He will look over the large document and attempt to pare it down to a workable document. It was agreed that there is a need to have a firm understanding of our roles to protect us individually and as a board.

#7 Board members discussed the Hiland Capital Improvement document. The top three items identified were:

Reservoir

Need to speak with the Forrest Service regarding the potential of negotiating for permission to have a reservoir placed on Forrest Service land. The reservoir would be a benefit to the Forrest Service as far as fire protection. The second step would be to check with companies that install reservoirs for a cost estimate. The third step would be researching possible capital improvement grants to help with cost, i.e. SDAO. Carl and Richard will contact the Forrest Service to begin initial conversation. John asked if a reservoir could lower insurance costs. Carl will talk to Dean Dollarhide (State Farm Insurance). A reservoir could provide the potential for fire hydrants.

Remote monitoring

Dave expressed value in finding out more about the remote monitoring. This option could provide an opportunity for greater efficiency and timeliness. Carl will be talking with Hiland this week and will ask for further details on the remote monitoring option.

Radio meters

Kay made the suggestion to have new home owners/property transfers be required to upgrade meters so eventually everyone would be on the same system.

All board members agreed that all three items were of value and that they should be looked into for greater detail. Dave identified the radio meters as his highest priority. Carl restated that he would check with Hiland to obtain more information including the cost of remote monitoring and radio meters.

#8 Computerized Checks

Dave made a motion to authorize the purchase of computerized checks. Carl seconded the motion. Motion passed unanimously.

Kay made a suggestion that Carl should be reimbursed for mileage with all of the running around he was doing. Board members agreed that this was an issue that should be addressed and that the need to look into updating next year's budget to reflect a mileage reimbursement line item was needed.

The next board meeting is scheduled for Thursday, November 17, 2016.

Meeting adjourned at 8:40 pm

Item 3 - Financial Reports – John Amery

Copy of current Account totals from Washington Federal Website

<https://account-view.washingtonfederal.com/WAFD/Accounts/Summary.aspx>

[Summary](#) [History](#) [Export History](#) [Statements](#)

Account Summary

We experienced an issue with the sorting of transaction history starting October 22.

It is appearing at the bottom of the history page rather than in proper date/time order. Please be sure to use "available balance" to verify your access to funds rather than the running balance.

We're working to correct the sorting error, which will restore an accurate record of your running balance. We apologize for any inconvenience this may cause.

Deposit Balances as of 11/16/2016

Available Balance: \$37,223.87

Current Balance: \$39,703.74

Checking Accounts

Account	Current Balance	Available Balance
Stellar Business Int Chk [REDACTED]	\$15,010.27	\$12,530.40
Totals	\$15,010.27	\$12,530.40

Savings and Money Market Accounts

Account	Current Balance	Available Balance
Business Money Market [REDACTED]	\$24,693.47	\$24,693.47
Totals	\$24,693.47	\$24,693.47

Recent Savings Transactions

Tooley Water District								11/16/2016 8:10 PM
Register: Savings at Washington Federal								
From 10/13/2016 through 11/16/2016								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/13/2016			Checking at Washingto...	Funds Transfer		M	235.00	24,458.47
11/07/2016			Checking at Washingto...	Funds Transfer		M	235.00	24,693.47

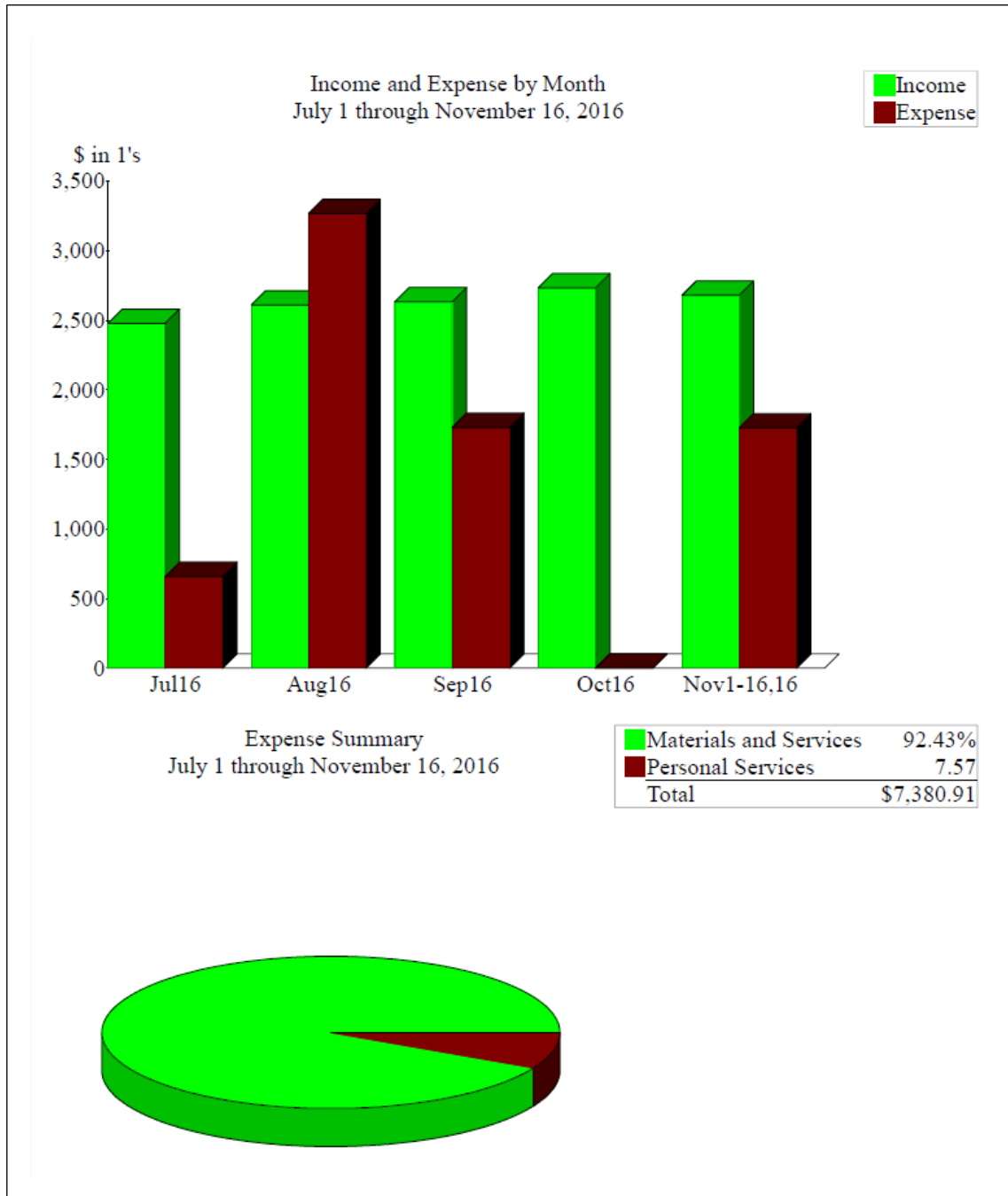
Recent Checking Transactions

Tooley Water District						11/16/2016 8:09 PM		
Register: Checking at Washington Federal								
From 10/13/2016 through 11/16/2016								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/13/2016			Savings at Washington ...	Funds Transfer ...	235.00	M		11,563.42
10/21/2016		Hiland Water Corp	Unclassified Water Inc...			M	2,727.00	14,290.42
10/21/2016		Washington Federal	Interest Income			M	0.48	14,290.90
11/07/2016			Savings at Washington ...	Funds Transfer ...	235.00	M		14,055.90
11/08/2016	1045	Hiland Water Corp	Materials and Services	September Ser...	1,725.50	M		12,330.40
11/16/2016		Hiland Water Corp	Unclassified Water Inc...			M	2,679.87	15,010.27

Profit and Loss Budget vs. Actual

Tooley Water District Profit & Loss Budget vs. Actual July 1 through November 16, 2016				
8:17 PM 11/16/16 Accrual Basis	Jul 1 - Nov 16, 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Base Water Sales	0.00	8,883.80	-8,883.80	0.0%
Unclassified Water Income	13,122.50	0.00	13,122.50	100.0%
Variable Rate Water Sales	0.00	2,738.13	-2,738.13	0.0%
Total Income	13,122.50	11,401.73	1,720.77	115.1%
Expense				
Capital Improvements	0.00	944.47	-944.47	0.0%
Materials and Services				
Dues and Subscriptions	20.00	284.47	-244.47	7.6%
Laboratory Fees	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
Maintenance and Repairs	9.24	340.00	-330.76	2.7%
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%
Professional Fees	0.00	0.00	0.00	0.0%
Operating Expenses - Other	4,930.50	7,782.27	-2,851.77	63.4%
Total Operating Expenses	5,031.55	7,782.27	-2,750.72	64.7%
Postage and Delivery				
Office Supplies	38.02	0.00	38.02	100.0%
Postage and Delivery - Other	0.00	49.14	-49.14	0.0%
Total Postage and Delivery	38.02	49.14	-13.12	73.3%
Materials and Services - Other	1,725.50	0.00	1,725.50	100.0%
Total Materials and Services	8,822.31	8,435.88	-1,013.57	80.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Personal Services				
Boardmember Training / Travel	0.00	94.47	-94.47	0.0%
Crime Bond	0.00	100.00	-100.00	0.0%
Workmans Compensation Insurance	558.80	800.00	-41.40	93.1%
Personal Services - Other	0.00	0.00	0.00	0.0%
Total Personal Services	558.80	794.47	-235.87	70.3%
Total Expense	7,380.91	10,174.82	-2,793.91	72.5%
Net Ordinary Income	5,741.59	1,226.91	4,514.68	468.0%
Other Income/Expense				
Other Income				
Interest Income	13.20	7.93	5.27	166.5%
Total Other Income	13.20	7.93	5.27	166.5%
Net Other Income	13.20	7.93	5.27	166.5%
Net Income	5,754.79	1,234.84	4,519.95	466.0%

Income and Expense by Month



Balance Sheet Previous Year Comparison

8:22 PM	Tooley Water District			
11/16/16	Balance Sheet Prev Year Comparison			
Accrual Basis	As of November 16, 2016			
	<u>Nov 16, 16</u>	<u>Nov 16, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	15,010.27	16,903.46	-1,893.19	-11.2%
Savings at Washington Federal	24,693.47	15,489.91	9,203.56	59.4%
Total Checking/Savings	<u>39,703.74</u>	<u>32,393.37</u>	<u>7,310.37</u>	<u>22.6%</u>
Total Current Assets	<u>39,703.74</u>	<u>32,393.37</u>	<u>7,310.37</u>	<u>22.6%</u>
TOTAL ASSETS	<u>39,703.74</u>	<u>32,393.37</u>	<u>7,310.37</u>	<u>22.6%</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	5,754.79	5,494.06	260.73	4.8%
Total Equity	<u>39,703.74</u>	<u>32,393.37</u>	<u>7,310.37</u>	<u>22.6%</u>
TOTAL LIABILITIES & EQUITY	<u>39,703.74</u>	<u>32,393.37</u>	<u>7,310.37</u>	<u>22.6%</u>

Item 4 – In Lieu of Audit Report

Report to Secretary of State Required Information		Municipal Customer #
		000608MUNI
Fiscal Year Reported:	First Day	Last Day
	July 1st, 2015	June 30th, 2016
1.	Tooley Water District	
	<small>Name of government (use the official legal name)</small>	
2.	Mailing Address (Street or PO Box) 4730 Highway 30 West	
	City	County
	The Dalles	Wasco
	Zip Code	97058
REGISTERED AGENT (ORS 198.340)		
3.	Name	Title
	Carl Carson	Chairman
	Address	4570 Basalt Street, The Dalles, OR 97058
OFFICERS		
4.	Name	Title
	Larry Russ	Board Member
	Address	4540 Basalt Street, The Dalles, OR 97058
	Name	Title
	Richard Pontow	Board Member
	Address	4727 Simonelli Road, The Dalles, OR 97058
	Name	Title
	David Pratt	Board Member
	Address	4745 Adeline Way, The Dalles, OR 97058
	Name	Title
	Debbie Jones	Board Member
	Address	4575 Basalt Street, The Dalles, OR 97058
Fidelity or Faithful Performance Bond (ORS 297.435 (2)(c))		
5.	Name of Company Ohio Casualty Insurance Company	
6.	Name of Person Covered	Amount (should equal or exceed total money received)
	Officers of District	75,000
7.	Please list the balances, per your accounting records, as of the last day of the year reported:	
	a) Cash (banks, credit unions, county/state investment pools, etc.)	\$ 33,948.95
	b) Other Assets (land, buildings, equipment, vehicles, etc.)	\$ 249,300.00
	c) Accounts payable (e.g. rents, payroll, utilities)	\$ 0
	d) Long-Term Debt (bonds, loans, leases, or other outstanding debt)	\$ 0
By checking this box, I hereby certify that the information contained in this report is true and correct to the best of my <input checked="" type="checkbox"/> knowledge and belief. Sign (or type if submitted electronically) the name of the publicly elected official who is responsible for the information described in this report.		
8.	Signature of elected official	
	Carl Carson	
9.	Telephone No.	Title
	541-340-9178	Chairman of the board

Tooley Water District

Name of government (use the official legal name)

Fiscal Year Reported:

First Day

July 1st, 2015

Last Day

June 30th, 2016

Budgeted and Actual Transactions

	General Fund		Emergency Fund		Fund		Fund	Total Actual
	Budget	Actual	Budget	Actual	Budget	Actual		
A. Revenue/Receipts								
Property taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$	\$	\$	\$ 0
Charges for services	26,553	26,951.38	0	0				26,951.38
Assessments	0	0	0	0				0
Grants (state and federal)	0	0	0	0				0
Long-Term Debt Proceeds	0	0	0	0				0
Other	25	18.64	0	0				18.64
Total (A)	\$ 26578	\$ 26,970.02	\$ 0	\$ 0	\$	\$	\$	\$ 26,970.02
B. Payments/Disbursements								
Personal Services	\$ 915	\$ 658.6	\$	\$	\$	\$	\$	\$ 658.6
Material and Services	20,050	18,813.32						18,813.32
Capital Outlay	4,000	457.97						457.97
Debt Service	0	0						0
Contingencies	0	0						0
Other Payments	0	0						0
Total (B)	\$ 24,965	\$ 19,929.89	\$	\$	\$	\$	\$	\$ 19,929.89
C. Transfers Between Funds	\$ -2,820	\$ -8,235	\$ 2,820	\$ 8,235	\$	\$	\$	\$ 0

Enter Total Payments/Disbursements (Part B above) 19,929.89

If Total Payments/Disbursement (B) exceed \$150,000, the municipality must have an audit or review for this fiscal year (ORS 297.435).

FILING INSTRUCTIONS

This report is due within 90 days from the end of your fiscal year reported. Please submit the completed report and required filing fee to the following address/email:

Secretary of State - Business Services Division municipalfilings@sos.state.or.us
 255 Capitol Street NE, Suite 180
 Salem, Oregon 97310

FILING FEE (ORS 297.485)

Expenditures (Item B)		Filing Fee
Over	Not Over	
\$0	\$50,000	\$20.00
\$50,000	\$150,000	\$40.00

Item 5 - Discussion – Capital Improvement Projects – Carl Carson

Carl to provide an update on potential Capital Improvement Projects

Item 6 – Action Item – Ethics Policy – Carl Carson

https://www.oregonlegislature.gov/bills_laws/ors/ors244.html

It has been recommended to accept ORS 244 as Tooley Water District's Ethics Policy.

Item 7 – Discussion – New state water usage report – Carl Carson

Mr Carson was contacted by the state regarding a new water usage report.

Item 8 – Discussion – BPA Followup – John Amery

Rob Mills contacted John Amery regarding the 60 day follow up of the Board Practices Assessment.

SDAO was interested in the following questions:

1. Did your board review these documents at their next scheduled meeting and what actions have they taken on "flags" and recommendations that were offered?
2. What additional SDAO consulting support would be helpful to your board as they respond to the results of the BPA?

Mr Amery responded that the board has tabled working on the BPA until a later date. Tooley Water District will attempt to re-visit in January.

Item 9 – Discussion – Purchase computer checks – John Amery

As directed by the Tooley Water board, Mr Amery purchased new computer checks that will work with Quickbooks. Total cost for the checks (including shipping) came to \$70.94.

Item 10 – Discussion – Should Tooley Water District consider hiring an Administrator – John Amery

- Tooley Water district has no employees.
- Tooley Water district also has no single individual fulfilling the role of Administrator. This role is divided out amongst board members and there are sometimes questions regarding ownership.
- Tooley Water District's single contractor (Highland Water) fulfills the role of system maintenance however is not required (nor are they authorized) to perform administrative functions.
- In the past different board members have taken on the role of Administrator. This role requires considerable efforts and may have been a primary factor in the decision to retire for previous board members.
- In the event Mr. Carson was to retire, it is unclear if any other board member would be willing to take on the role of administrator.

Item 11 – Discussion – Next Meeting Date – 12/15/16

Next board meeting will take place December 15, 2016 at 7:00pm.

Location: NWCPUD board room

Meeting Adjourned