

Tooley Water District Board Meeting Agenda

Version 1.0 (updated 1/17/16)

Meeting Date: Thursday, January 17, 2017 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 November 2016 Minutes

Tooley Water District Minutes
11/17/16 Board Meeting

Present: Carl Carson, Richard Pontow, Dave Pratt, Debby Jones, John Amery

Carl called the meeting to order at 7:10 pm and read the October minutes which were submitted by John Amery and Debby Jones.

Debby made a motion to approve the minutes. Richard seconded. Motion passed unanimously.

John shared the new template for the financial report. This report shows a consolidation between Washington Federal and Tooley Water District. John provided an explanation for the auto transfer item and shared that the system was now set up to do an auto transfer on the 7th of each month.

Checking account balance:	\$12,630.40
Savings account balance:	\$24,593.47
Total:	\$37,223.87

John explained the Profit and Loss budget vs. the actual report and said that the figures would be a little off with being behind a check from Hiland. John provided further clarification on the monthly expense report and an additional comparison report was shared with board members.

Carl and John updated the board on the “In Lieu of Audit” report. This is a financial/reporting requirement. John shared the by addressing this issue more formally will be able to keep track of this and other future reporting requirements.

Carl had asked Hiland for detailed information on capital improvement projects. Hiland had not been able to get information back in time for the board meeting. Silas apologized for the delay. Carl shared a document that provided preliminary costs on a reservoir tank. John identified the need to set up a strategy on capital improvement projects and felt that right now we were in the financial exploration phase.

Dave asked for a Forrest Service update. Carl said that The Dalles office directed him to the Hood River office due to being in the Scenic Area. Carl will check with the Hood River office. John wanted to be sure that the board had information and a plan in place before talking to the Forrest Service. Debby suggested finding out if installing a reservoir on Forrest Service land was even possible. The group discussed reservoir options. John wants to be sure we have an understanding of recommendations and or requirements and to be sure that our decisions are value based, risk vs. reward. It was shared that the entire water system could be gravity fed if we went with a larger reservoir

higher up.

Richard brought up the request that had been made for Hiland to check on the cost of replacing one of the main valves.

Carl shared that he had spoken with Mike Courtney in regards to adopting the Oregon Ethics Policy as our guideline. Mike said this would be acceptable. Dave made a motion to adopt the Oregon 244 ethics policy as Tooley Water District's official ethics policy. John seconded. Motion approved unanimously.

Carl informed the board that Tooley Water District is considered a governmental entity and as such must provide a water usage report. Carl discussed this issue with Hiland and they will complete the form. Dave shared that he had filled it out before. The due date is December 31 of each year.

BPA follow-up: John shared that Rob Mills had contacted him as to actions that the board has taken since the review. John shared with Rob that this issue had been tabled until the January 2017 board meeting.

John updated members of the purchase of computer checks.

Carl provide a water usage and loss report. The percentage of water loss had dropped from 10% to 7%. Board members discussed the reason for the drop and wondered if it correlated to colder weather and customers leaving for the winter.

John asked for board members to consider a District Administrator and do we feel that we are getting what we need out of Hiland. He shared his concern in the number of hours that Carl puts in weekly and monthly and wanted to be sure that we set ourselves up for the long run and not burn out board members. Carl shared that he thought he averaged 10 hours a month on board matters.

Richard made a motion to cancel the December meeting unless there was an emergency. Debby seconded the motion. Motion passed unanimously.

Carl adjourned the meeting at 8:35 pm

Item 3 - Financial Reports – John Amery

Copy of current Account totals from Washington Federal Website

Secure | https://account-view.washingtonfederal.com/WAFD/Accounts/Summary.aspx

Washington Federal.
invested here.

Overview Accounts Transfers Bill Pay Alerts + Mobile

Summary History Export History Statements

Account Summary

Resolution #1

Click the **MoneySync** tab above to see how budgeting can help you plan to reach your goals.

Deposit Balances as of 1/17/2017
Available Balance: \$38,348.85
Current Balance: \$38,348.85

Checking Accounts		
Account	Current Balance	Available Balance
Stellar Business Int Chk ****	\$13,179.19	\$13,179.19
Totals	\$13,179.19	\$13,179.19

Savings and Money Market Accounts		
Account	Current Balance	Available Balance
Business Money Market ****	\$25,169.66	\$25,169.66
Totals	\$25,169.66	\$25,169.66

Recent Savings Transactions

Tooley Water District

1/17/2017 12:39 PM

Register: Savings at Washington Federal

From 11/16/2016 through 01/17/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/07/2...			Checking at Washin...	Funds Transfer	M	235.00	24,928.47
01/01/2...		Washington Federal	Interest Income		M	6.19	24,934.66
01/07/2...			Checking at Washin...	Funds Transfer	M	235.00	25,169.66

Recent Checking Transactions

Tooley Water District

1/17/2017 12:40 PM

Register: Checking at Washington Federal
 From 11/16/2016 through 01/17/2017
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/16/2...		Hiland Water Corp	Unclassified Water ...		M	2,679.87	15,010.27
11/21/2...		Washington Federal	Interest Income		M	0.59	15,010.86
11/22/2...	1046	SDAO	Materials and Servi...		M	125.00	14,885.86
11/23/2...	1049	Hiland Water Corp	Materials and Servi...	Oct Service	M	1,725.50	13,160.36
11/25/2...	1047	Secretary of State	Materials and Servi...		M	20.00	13,140.36
12/01/2...	1050	Government Ethic...	Materials and Servi...		M	31.69	13,108.67
12/06/2...		Hiland Water Corp	Unclassified Water ...		M	2,268.94	15,377.61
12/07/2...			Savings at Washing...	Funds Transf...	M	235.00	15,142.61
12/21/2...		Washington Federal	Interest Income		M	0.58	15,143.19
12/23/2...	1051	Hiland Water Corp	Materials and Servi...	November S...	M	1,729.00	13,414.19
01/07/2...			Savings at Washing...	Funds Transf...	M	235.00	13,179.19

Profit and Loss Budget vs. Actual

12:44 PM

Tooley Water District

01/17/17

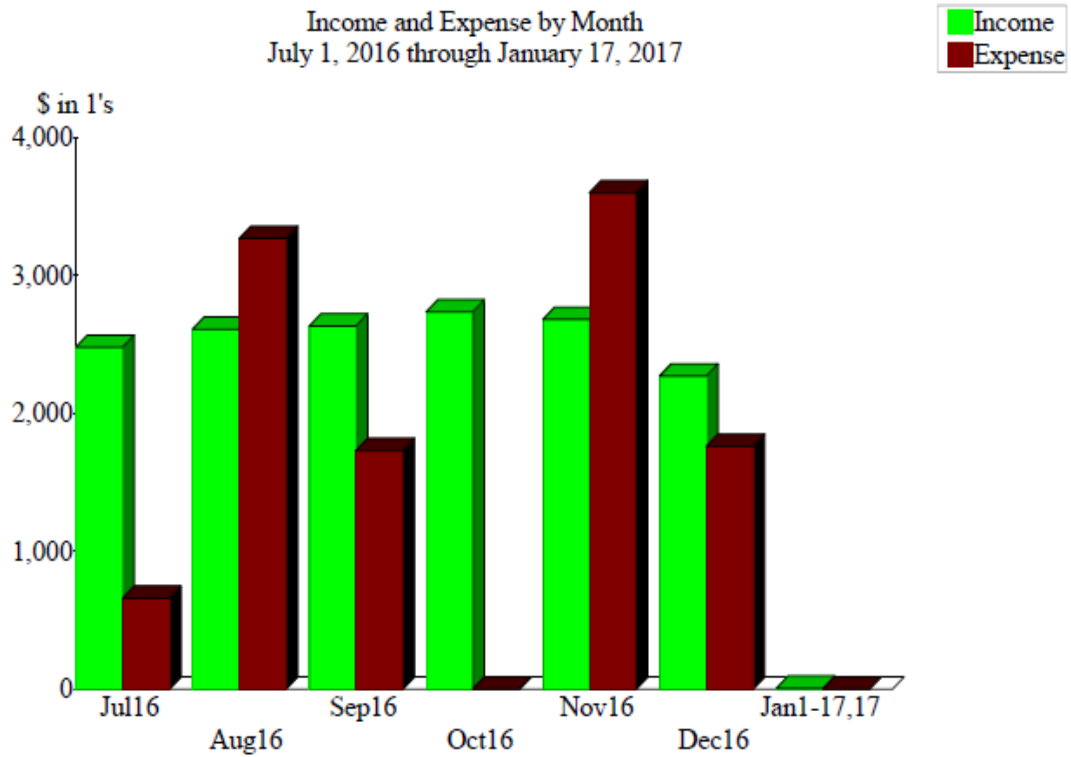
Profit & Loss Budget vs. Actual

Accrual Basis

July 1, 2016 through January 17, 2017

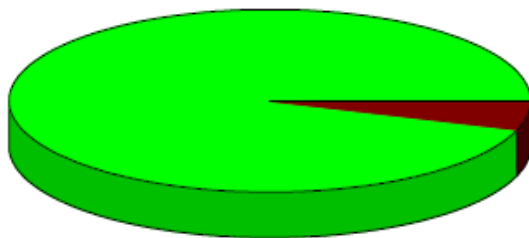
	Jul 1, '16 - Jan 17, 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Base Water Sales	0.00	12,514.53	-12,514.53	0.0%
Unclassified Water Income	15,391.44	0.00	15,391.44	100.0%
Variable Rate Water Sales	0.00	3,955.23	-3,955.23	0.0%
Total Income	15,391.44	16,469.76	-1,078.32	93.5%
Expense				
Capital Improvements	0.00	1,364.27	-1,364.27	0.0%
Materials and Services				
Dues and Subscriptions	165.00	382.01	-217.01	43.2%
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	822.58	-822.58	0.0%
Total Liability Insurance	0.00	822.58	-822.58	0.0%
Maintenance and Repairs	9.24	491.13	-481.89	1.9%
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	31.69	0.00	31.69	100.0%
Operating Expenses - Other	8,385.00	11,241.43	-2,856.43	74.6%
Total Operating Expenses	8,517.74	11,241.43	-2,723.69	76.8%
Postage and Delivery				
Office Supplies	36.02	0.00	36.02	100.0%
Postage and Delivery - Other	0.00	70.96	-70.96	0.0%
Total Postage and Delivery	36.02	70.96	-34.94	50.8%
Materials and Services - Other	1,725.50	0.00	1,725.50	100.0%
Total Materials and Services	10,453.50	13,008.11	-2,554.61	80.4%
Payroll Expenses	0.00	0.00	0.00	0.0%
Personal Services				
Boardmember Training / Travel	0.00	138.44	-138.44	0.0%
Crime Bond	0.00	100.00	-100.00	0.0%
Workmans Compensation Insurance	558.80	600.00	-41.40	93.1%
Personal Services - Other	0.00	0.00	0.00	0.0%
Total Personal Services	558.80	838.44	-277.64	66.8%
Total Expense	11,012.10	15,208.82	-4,196.72	72.4%
Net Ordinary Income	4,379.34	1,260.94	3,118.40	347.3%
Other Income/Expense				
Other Income				
Interest Income	20.56	11.48	9.10	179.4%
Total Other Income	20.56	11.48	9.10	179.4%
Net Other Income	20.56	11.48	9.10	179.4%
Net Income	4,399.90	1,272.40	3,127.50	345.8%

Income and Expense by Month



Expense Summary
July 1, 2016 through January 17, 2017

■	Materials and Services	94.93%
■	Personal Services	5.07
Total		\$11,012.10



Balance Sheet Previous Year Comparison

12:47 PM

01/17/17

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of January 17, 2017

	Jan 17, 17	Jan 17, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	13,179.19	18,583.56	-5,404.37	-29.1%
Savings at Washington Federal	25,169.66	15,503.28	9,666.38	62.4%
Total Checking/Savings	<u>38,348.85</u>	<u>34,086.84</u>	<u>4,262.01</u>	<u>12.5%</u>
Total Current Assets	<u>38,348.85</u>	<u>34,086.84</u>	<u>4,262.01</u>	<u>12.5%</u>
TOTAL ASSETS	<u>38,348.85</u>	<u>34,086.84</u>	<u>4,262.01</u>	<u>12.5%</u>
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	19,555.44	19,555.44	0.00	0.0%
Retained Earnings	14,393.51	7,353.38	7,040.13	95.7%
Net Income	4,399.90	7,178.02	-2,778.12	-38.7%
Total Equity	<u>38,348.85</u>	<u>34,086.84</u>	<u>4,262.01</u>	<u>12.5%</u>
TOTAL LIABILITIES & EQUITY	<u>38,348.85</u>	<u>34,086.84</u>	<u>4,262.01</u>	<u>12.5%</u>

Item 4 – Tooley Water Outages and Issues – Carl Carson

Tooley Water District experienced two outages during since last November's meeting.

Outage 1:

The reservoir pump house flooded. There were two attributing factors to this outage.

1. Tooley's contractor (Highland) mistakenly left the lower pump switch in the forced on position.
2. The overflow conduit that was designed to keep the pumps from flooding froze over.

Due to the fact that Highland felt partially responsible for this outage they agreed to resolve the issue free of charge to Tooley Water District.

Solutions required:

1. Freeing ice from overflow conduit to allow pumphouse to drain.
2. Contacting electrician to determine if pumps were okay
3. Replacing Tooley's pump with a temporary pump to allow Tooley's pump to dry and be checked out
4. Placing Tooley's pump back
5. Placing a protective cover (dog house) over the overflow conduit to protect it against freezing.

Outage 2:

The 4" main pipe burst just above the lower well.

Solution required:

1. Closing the valve above the lower well.
2. Running off the upper pumphouse until Highland could make it up to fix.
3. Upon fixing, reverting back to both systems.

Issue 1:

The wireless system feeding the upper well appears to be failing.

Solution:

Switch to only utilizing the lower well until the wireless system can be repaired or replaced.

Item 5 - Discussion – Wireless systems and monitoring

Highland water informed Tooley Water District that if Tooley had an automatic monitoring system in place, response time would have been faster on the first outage (reservoir pump flooding), and we possibly could have determined the problem before the pump had flooded.

Also, it is possible Tooley may have to replace the wireless system for the upper wellhouse.

Item 6 – Executive Session.

Under ORS 192.610 – 192.690 Tooley Water District will be entering into Executive session. The purpose of this executive session will not be for the purpose of taking any final action or making any final decision.

Time entered executive session: (to be stated)

Time exiting executive session: (to be stated)

Item 7 – Discussion – Next Meeting Date – 2/16/17

Next board meeting will take place February 16, 2017 at 7:00pm.

Location: NWCPUD board room

Meeting Adjourned