

# Tooley Water District Board Meeting Agenda

Version 1.0 (updated 2/12/17)

Meeting Date: Thursday, February 16, 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 January 2017 Minutes - Carl Carson

Tooley Water District  
January 17, 2017 Board Meeting Minutes  
(This meeting was conducted as a conference call due to inclement weather)

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

Carl opened the meeting at 7:20 and read the November 2017 minutes.

Debby made a motion to accept the minutes. John seconded the motion. Motion was approved unanimously.

John presented the district financial report.

Checking Account	\$13,179.19
Savings Account	\$25,169.66
Total	\$38,348.85

Carl shared information from Hiland that stated we had lost 34,410 gallons of water during the last month. This indicated an increase from 7% to 18%. There was also a question on the numbers that Hiland reported. Hiland's report showed that the District sold more water than was actually pumped. Hiland is checking to see if the numbers may have been transposed.

Richard asked for a clarification of the increased payment to Hiland. Carl reminded the board that Hiland was now coming twice a month instead of the previous one time per month.

Carl reminded Hiland (Silas) that the board was waiting for a cost estimate for remote monitoring system.

Carl updated the board on the water outage that occurred on January 7, 2017. This incident included an initial loss of water pressure. Carl went down to pump house and saw that the pressure was down to 25 lbs. and that there was a water mark 3 feet up on the pump house door. Both pumps had been pumping which caused an overflow from the reservoir and flooded the pump house. Pumps were 3 feet under water. Hire Electric was called to check pumps and it was determined that pumps needed to be pulled for service. Hiland took both pumps back to Newberg for service. This left a temporary loss of water district wide. Hiland installed one temporary pump the following day. During this time electrical power was also lost due to an unrelated issue. Board members agreed that the addition of a remote monitoring system would have helped in both of these instances.

A second water outage occurred on January 16 with a line break on the Baldwin

property. Hiland repaired the break the following day. As of this time there was still one customer without water but it was determined that this was an isolated problem and the customer was attempting to thaw a possible frozen pipe.

The board discussed the issue of responsibility regarding pipes and breaks. According to Hiland's Bylaws, Tooley Water District is responsible up to the meter and the property owner is responsible for the meter to the home. Carl will confirm with Doug Anderson (SDIS Special District Insurance).

Debby shared that she was without water for a period of time due to a frozen pipe/meter. When Hiland came to read the meter they pulled back the insulation which assisted in the freezing of the pipe. Richard stated that he had told Melvin (Hiland) to dig the meter deeper when it was initially installed. Melvin responded to Richard that he felt it was deep enough. Debby suggested coming up with a solution that would help all customers so that this issue would not be a recurring one. Hiland had previously expressed frustration with customers when the meter reader had to uncover the meters to read. Carl will discuss issue with Hiland to help determine a mutually agreed upon way to insulate the meters.

The board broke for Executive Session

Carl adjourned the Executive Session portion of the meeting

Debby reported to the board that SDAO was potentially offering grants that were specifically geared towards capital water projects and asked for the board to discuss a rough draft estimated cost on a new reservoir. The groups suggested a beginning number of \$150,000.

Richard made a motion to adjourn the meeting. Dave seconded. Motion approved unanimously. Meeting adjourned at 8:40 pm

## Item 3 - Financial Reports – John Amery

### Copy of current account totals from Washington Federal Website

The screenshot shows a web browser window with the URL <https://account-view.washingtonfederal.com/WAFD/FinancialOverview/FinancialOverview.aspx>. The page header includes the Washington Federal logo and a navigation menu with options: Overview, Accounts, Transfers, Bill Pay, and Alerts + Mobile. The 'Accounts' section displays two accounts:

- Business Money Market \*\*\*\*\***: Balance of **\$25,404.66**. Includes a 'Quick Transfer' link.
- Stellar Business Int Chk \*\*\*\*\***: Balance of **\$12,419.33**. Includes a 'Quick Transfer' link.

### Recent Savings Transactions

Tooley Water District

2/12/2017 10:12 PM

Register: Savings at Washington Federal

From 01/17/2017 through 02/12/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/07/2...			Checking at Washin...	Funds Transfer	M	235.00	25,404.66

## Recent Checking Transactions

Tooley Water District

2/13/2017 8:25 AM

Register: Checking at Washington Federal

From 12/31/2016 through 02/13/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2...	2002	John Amery	Materials and Servi...	reimburseme...	70.94			13,343.25
12/31/2...	2003	S.D.I.S	Accounts Payable	Customer ID...	1,482.00	M		11,861.25
12/31/2...	2005	Carl Carson	-split-	Reimburse...	21.29	M		11,839.96
			Office Supplies	Copies At St...	-1.18			
			Office Supplies	Copies at Sta...	-6.54			
			Operating Expenses	Water Contai...	-9.97			
			Office Supplies	Copies at Sta...	-3.60			
12/31/2...	2006	Hiland Water Corp	Accounts Payable	Invoice# 116...	1,729.00	M		10,110.96
01/07/2...			Savings at Washing...	Funds Transf...	235.00	M		9,875.96
01/17/2...		Hiland Water Corp	Unclassified Water ...			M	2,506.85	12,382.81
01/21/2...		Washington Federal	Interest Income			M	0.58	12,383.39
02/07/2...			Savings at Washing...	Funds Transf...	235.00	M		12,148.39
02/10/2...		Hiland Water Corp	Unclassified Water ...			M	2,018.64	14,167.03

**Checks actually written on 1/21/17 however mis-dated when written. Date on Check shows 12/31/16, thus keeping date in system to match date on check.**

## Profit and Loss Budget vs. Actual

8:23 AM

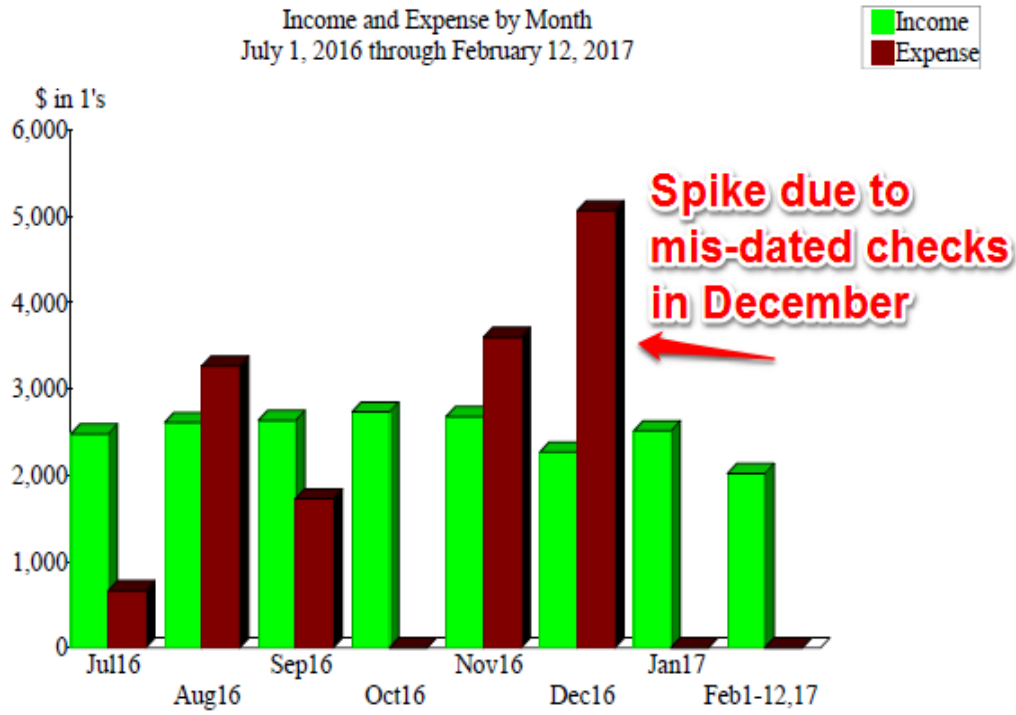
02/13/17

Accrual Basis

**Tooley Water District**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2016 through February 12, 2017

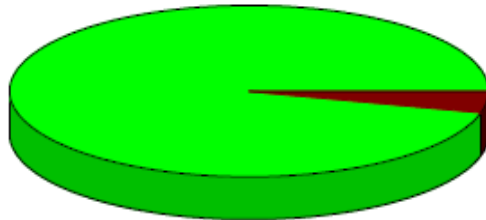
	Jul 1, '16 - Feb 12, 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Base Water Sales	0.00	14,196.63	-14,196.63	0.0%
Unclassified Water Income	19,916.93	0.00	19,916.93	100.0%
Variable Rate Water Sales	0.00	4,486.66	-4,486.66	0.0%
<b>Total Income</b>	<b>19,916.93</b>	<b>18,683.49</b>	<b>1,233.44</b>	<b>106.6%</b>
<b>Expense</b>				
Capital Improvements	0.00	1,547.63	-1,547.63	0.0%
<b>Materials and Services</b>				
Dues and Subscriptions	165.00	433.35	-268.35	38.1%
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	1,482.00	1,500.00	-18.00	98.8%
<b>Total Liability Insurance</b>	<b>1,482.00</b>	<b>1,500.00</b>	<b>-18.00</b>	<b>98.8%</b>
Maintenance and Repairs	0.00	557.14	-557.14	0.0%
<b>Operating Expenses</b>				
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	11,849.47	12,752.41	-902.94	92.9%
<b>Total Operating Expense</b>	<b>11,982.21</b>	<b>12,752.41</b>	<b>-770.20</b>	<b>94.0%</b>
Postage and Delivery				
Office Supplies	127.52	0.00	127.52	100.0%
Postage and Delivery - Other	0.00	80.49	-80.49	0.0%
<b>Total Postage and Delivery</b>	<b>127.52</b>	<b>80.49</b>	<b>47.03</b>	<b>155.4%</b>
Materials and Services - Other	0.00	0.00	0.00	0.0%
<b>Total Materials and Services</b>	<b>13,756.73</b>	<b>15,323.39</b>	<b>-1,566.66</b>	<b>89.8%</b>
Payroll Expenses	0.00	0.00	0.00	0.0%
<b>Personal Services</b>				
Boardmember Training / Travel	0.00	154.78	-154.78	0.0%
Crime Bond	0.00	100.00	-100.00	0.0%
Workmans Compensation Insurance	558.60	600.00	-41.40	93.1%
Personal Services - Other	0.00	0.00	0.00	0.0%
<b>Total Personal Services</b>	<b>558.60</b>	<b>854.78</b>	<b>-296.18</b>	<b>65.4%</b>
<b>Total Expense</b>	<b>14,315.33</b>	<b>17,725.80</b>	<b>-3,410.47</b>	<b>80.8%</b>
<b>Net Ordinary Income</b>	<b>5,601.60</b>	<b>957.69</b>	<b>4,643.91</b>	<b>584.9%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest Income	21.14	13.00	8.14	162.6%
<b>Total Other Income</b>	<b>21.14</b>	<b>13.00</b>	<b>8.14</b>	<b>162.6%</b>
<b>Net Other Income</b>	<b>21.14</b>	<b>13.00</b>	<b>8.14</b>	<b>162.6%</b>
<b>Net Income</b>	<b>5,622.74</b>	<b>970.69</b>	<b>4,652.05</b>	<b>579.3%</b>

## Income and Expense by Month



Expense Summary  
July 1, 2016 through February 12, 2017

■	Materials and Services	96.10%
■	Personal Services	3.90%
Total		\$14,315.33



## Balance Sheet Previous Year Comparison

10:20 PM  
02/12/17  
Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of February 12, 2017

	Feb 12, 17	Feb 12, 16	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	14,167.03	15,730.81	-1,563.78	-9.9%
Savings at Washington Federal	25,404.66	15,503.28	9,901.38	63.9%
Total Checking/Savings	39,571.69	31,234.09	8,337.60	26.7%
Total Current Assets	39,571.69	31,234.09	8,337.60	26.7%
<b>TOTAL ASSETS</b>	<b>39,571.69</b>	<b>31,234.09</b>	<b>8,337.60</b>	<b>26.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
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	5,622.74	4,325.27	1,297.47	30.0%
Total Equity	39,571.69	31,234.09	8,337.60	26.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>39,571.69</b>	<b>31,234.09</b>	<b>8,337.60</b>	<b>26.7%</b>



## Item 4 – Highland Water additional billing – John Amery

Highland Water is billing separately for the recent additional emergency repairs.

### Item 1:

Current bill for \$142 for reconnecting of pumps.

### Item 2:

Repair of pipe above Baldwins – bill amount (if any) currently unknown.

### Item 3:

Add 30 yards of fill over currently exposed main line from recent break above Baldwins. Tooley Water District has authorized Highland Water a not to exceed value of \$1,500 to make this repair. At the time of the writing of this report, Tooley Water District has not heard back from Hiland Water regarding whether this amount is acceptable. Scope of this repair is limited to covering of the water main such that additional freezing should not develop additional problems. Any Items outside of this scope will be treated separately.

## Item 5 - Email from Silas – Addendum to contract. - John Amery

*Hi John,*

*Mel was at Tooley last week and looked at the area where the pipe burst. We're estimating that 30 yards of rock will be needed, but that isn't work that will be able to be done until the weather dries out a bit.*

*I'm also not sure how we should approach this contractually. Our agreement references maintaining, but not repairing. We've had very little repair work at Tooley over the last 10 years and I don't think we've charged for much, if any, of it because we haven't felt the need to. While this month was more costly than average, this repair wasn't that big either. I'm concerned, however, about the scope of eventually returning the landscape to its original form. Should we make an addendum to the contract to specify a T&M schedule for work that doesn't fall within our existing contract? In this particular case, you would be free to look for more cost effective local options as well, if you want, since the remaining work isn't impacting the water infrastructure. Thanks for your input.*

*Thanks,*

*Silas*

## **Item 6 - Discussion – Wireless systems and monitoring**

At the time of this writing Hiland has still not provided pricing for a wireless monitoring system.

## **Item 7 – 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 8 – Expense reimbursement details

### John Amery – Compucheck (Computerized Checks)

<b>Compuchecks.com</b> 20 E ROBERT PITT DRIVE MONSEY, NY 10952 TEL. 888.356.5581 - FAX 845.356.3654 www.compuchecks.com		<b>Invoice</b>							
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">DATE</th> <th style="width: 50%;">INVOICE#</th> </tr> <tr> <td style="text-align: center;">11/15/2016</td> <td style="text-align: center;">C924933</td> </tr> </table>	DATE	INVOICE#	11/15/2016	C924933			
DATE	INVOICE#								
11/15/2016	C924933								
BILL TO: JOHN AMERY PO BOX 1543 THE DALLES OR 97058		SHIP TO: TOOLEY WATER DISTRICT JOHN AMERY 4730 HWY 30 THE DALLES OR 97058							
PAID									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">ORDER #</th> <th style="width: 33%;">CUST NO.</th> <th style="width: 34%;">PAYMENT METHOD</th> </tr> <tr> <td style="text-align: center;">1124031</td> <td style="text-align: center;">GOR208</td> <td style="text-align: center;">Credit Card</td> </tr> </table>	ORDER #	CUST NO.	PAYMENT METHOD	1124031	GOR208	Credit Card	
ORDER #	CUST NO.	PAYMENT METHOD							
1124031	GOR208	Credit Card							
QUANTITY	DESCRIPTION	RATE	AMOUNT						
	500 CHECKS - CHECK ON TOP-BLUE/RED PRISMATIC	54.99	54.99						
	100 FREE CHECKS-BLUE/RED PRISMATIC (TOOLEY WATER DISTRICT) *****1384 #2000	0.00	0.00						
	SHIPPING		15.95						
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">SHIP VIA UPS / FEDEX</td> </tr> </table>		SHIP VIA UPS / FEDEX	INVOICE TOTAL	70.94					
SHIP VIA UPS / FEDEX									
		Payments/Credits	70.94						
TOTAL >>>			0.00						

# Carl Carson – Staples Copies

**STAPLES**  
460 Mount Hood Street  
The Dalles, OR 97058  
(541) 298-2222

SALE 1498931 3 005 78549  
1048 11/17/16 03:54

REWARDS NUMBER 3744364401  
\*\*\*\*\* Customer Order 2086779729 \*\*\*\*\*

QTY	SKU	PRICE
18	1-100 B&Z LTR PREM	0.235ea
6	713989	0.235ea
3	713989	0.235ea
3	STAPLING	0.030ea
3	STAPLING	0.030ea
3	STAPLING	0.030ea
6	1-100 B&Z LTR PREM	0.120ea
714009	0.120ea	0.72

Subtotal: \$1.18  
Total: \$1.18

Cash: 7.20  
Cash Charge: 0.02  
**TOTAL ITEMS 5**

**STAPLES**  
460 Mount Hood Street  
The Dalles, OR 97058  
(541) 298-2222

SALE 1498931 3 005 78549  
1048 11/17/16 03:54

REWARDS NUMBER 3744364401  
\*\*\*\*\* Customer Order 2086779729 \*\*\*\*\*

QTY	SKU	PRICE
18	1-100 B&Z LTR PREM	0.235ea
6	713989	0.235ea
3	STAPLING	0.030ea
3	STAPLING	0.030ea
3	STAPLING	0.030ea
6	1-100 B&Z LTR PREM	0.120ea
714009	0.120ea	0.72

Subtotal: \$6.54  
Total: \$6.54

Cash: 7.00  
Cash Charge: 0.46  
**TOTAL ITEMS 36**

*Carl Carson*  
*Water Container*

BI - MARI MARI BI - MARI  
3300 W. 6th St. THE DALLES, OR. 97058

2096 10 2665 00695 051

WATER CONTAINER 1N 9.97 SALE  
TOTAL 9.97

CASH 20.00  
CHANGE 10.03

IN ADDITION TO EVERYDAY LOW PRICES  
YOU SAVE! 4.00 TODAY

DID WE GET IT RIGHT?  
GO TO WWW.STAPLES.COM  
AND LET US KNOW!

THANK YOU, PLEASE COME FROM  
BI MART \*\*541-298-1155\*\* BI MART  
SEPTEMBER 30, 2016 6:20 PM

**Carl Carson**  
**STAPLES**  
460 Mount Hood Street  
The Dalles, OR 97058  
(541) 298-2222

SALE 1498944 3 005 82075  
1048 01/17/17 02:46

Your Sales Associate was:  
Jan G

REWARDS NUMBER 3744364401  
\*\*\*\*\* Customer Order 2086147914 \*\*\*\*\*

QTY	SKU	PRICE
30	1-100 B&Z LTR PREM	0.120ea
714009	0.120ea	3.60

Subtotal: \$3.60  
Total: \$3.60

**TOTAL ITEMS 30**

Staples brand products.  
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[www.oregonrecycles.org](http://www.oregonrecycles.org) 1-888-5-EDICYLE

Re-embursament for  
Copies 5 @ 0.235 = 1.18  
Copies 36 = 6.54  
                      
Total = 7.72

*Carl Carson*  
11/17/2016  
Briant  
Water Container for Reservoir  
13gal. 9.97  
Sept 30, 2016 -  
Copies for 1/17/2017 Meeting 3.60  
                      
13.57  
+ 4.22  
                      
21.29

## **Item 9 – Discussion – Next Meeting Date – 3/16/17**

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

Location: NWCPUD board room

Meeting Adjourned