

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 7/20/17)

Meeting Date: Thursday, July 20, 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 June 14, 2017 Minutes - Carl Carson

Tooley Water District – June 15, 2017
Budget Meeting

Present:

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

Carl opened the meeting at 7:10 pm. Carl presented the agenda to the board. John Amery made a motion to approve the agenda. Debby seconded. All approved.

John read the minutes from the 2016-2017 June 27, 2016 budget meeting. Debby made a motion to approve the minutes. Dave seconded. All approved except for John who abstained.

John updated board members of possible calculation errors from the 2016-2017 LB-30 document as opposed to the detailed budget which could trigger a possible audit. John stated that he believes the error was accidental and just a calculation error. An explanation letter will be included in the documentation explaining the reason the numbers do not match up.

John updated the board on the current budget document. The budget committee voted to move to a single operating fund.

Dave asked for clarification of the Capital Outlay totals which John informed was a total for all capital outlay figures. Debby shared that the total for materials and services was off by \$200. The amount was corrected.

The 2017-18 budget includes an additional revenue increase because all board members will now be playing the base rate. In addition, a \$3,000 expense was added.

Debby asked to vote on the \$3,000 revenue. The motion was dropped due to a lack of a second.

Debby made a motion to approve budget with the amended budget figures. John seconded. All approved.

Debby made a motion to close the budget meeting. Richard seconded. All approved. Budget meeting closed at 8:55 pm.

Tooley Water District, June 27, 2017 Board Meeting

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

Carl opened the meeting at 9:00 pm.

Dave made a motion to approve the May 2017 minutes. Debby seconded. All approved.

John provided the financial report and shared that all forms are available at tooley.org and shared that due to expenses the Tooley Water District would need to tap into the contingency fund.

Carl and John updated the board on a request from Hazel Davis for a one-time water exemption due to a water leak. Debby made a motion to approve the one-time exemption. Carl seconded the motion. All approved.

John updated the board on a concern regarding future issues that came up from a recent FOIA request (Freedom Of Information Act). John suggested developing a policy that future FOIA requests would be outsourced. Debby seconded the motion. All approved.

The board discussed a possible water leak. Water loss records indicated a possible loss of just over 102,000 gallons. Carl will contact Robert from Hiland to determine if we have an actual water loss or is there a problem with the meters. John made a motion to authorize up to \$1,000 to work with Hiland to determine the cause of the issue. Debby seconded. All approved.

Board members discussed the issue of board members receiving an incentive for serving on the board. Debby made a motion to table the issue until July when a legal opinion from SDAO could be obtained regarding if and how board members may be compensated for serving on the board. Dave shared that whatever is decided needs to be retroactive as of July 1, 2017. John seconded the motion. All approved.

The board briefly discussed that Hiland had implemented Tooley's new scada system. Hiland is still working out the details but the system is up and running.

John made a motion to increase the water rates by 15% across the board which now makes the base rate \$59.40.

Additional numbers:

10,000 gallons	\$1.55 to \$1.78
20,000 gallons	\$1.60 to \$1.84
30,000 gallons	\$1.75 to \$2.01
40,000 gallons	\$2.20 to \$2.53
50,000 gallons	\$2.55 to \$2.93

Carl seconded and all approved. Water district members will need to receive a notice with the new rates as well as send a copy to Mid Columbia Housing and Hiland.

Next meeting is scheduled for July 20, 2017. Meeting adjourned at 9:50 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Washington Federal.
invested here.

Overview Accounts Transfers Bill Pay Alerts + Mobile

Accounts

Business Money Market *****	\$26,357.41	Quick Transfer
Stellar Business Int Chk *****	\$10,236.45	Quick Transfer

Recent Savings Transactions

Tooley Water District

6/15/2017 3:03 PM

Register: Savings at Washington Federal

From 05/16/2017 through 06/15/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/15/2...			Checking at Washin...	Funds Transf...		M	235.00	26,350.91

Recent Checking Transactions

Tooley Water District

7/20/2017 2:31 PM

Register: Checking at Washington Federal

From 06/16/2017 through 07/20/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/21/2...		Washington Federal	Interest Income			X	0.56	10,236.45
06/30/2...		Hiland Water Corp	Accounts Payable	June Service...	3,234.58			7,001.87
06/30/2...		John Amery	Personal Services:B...	re-imbursem...	14.20			6,987.67
07/20/2...		John Amery	-split-		114.05			6,873.62
			Computer and Inter...	reimburseme...	-114.05			
07/20/2...	To Print	S.D.I.S	-split-	Policy numb...	561.75			6,311.87
			Workmans Compen...	Policy # 32...	-561.75			
07/20/2...	To Print	ISU - Stratton Ag...	-split-	Insurance Pr...	100.00			6,211.87
			Liability Insurance	Insurance Pr...	-100.00			
07/20/2...	To Print	Wasco County Cl...	Materials and Servi...	Inv# 15-00018	25.00			6,186.87

Profit and Loss Budget vs. Actual

2:33 PM

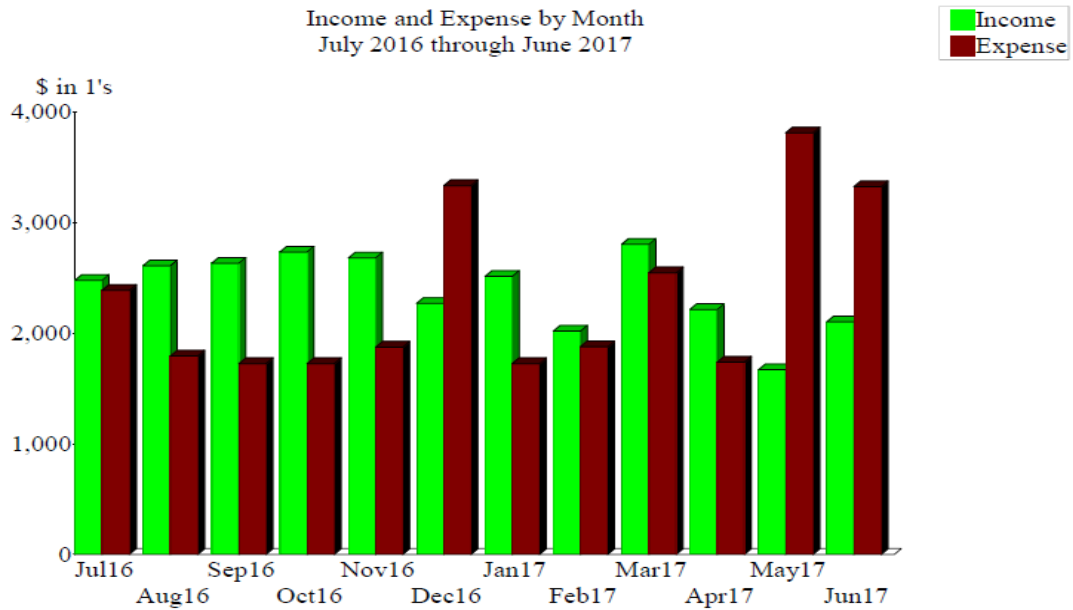
07/20/17

Accrual Basis

Tooley Water District Profit & Loss Budget vs. Actual July 2016 through June 2017

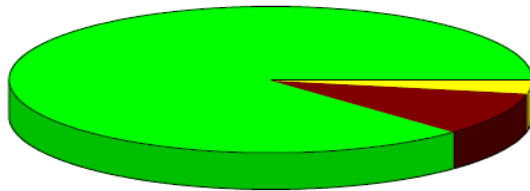
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Base Water Sales	0.00	22,933.00	-22,933.00	0.0%
Unclassified Water Income	28,699.82	0.00	28,699.82	100.0%
Variable Rate Water Sales	0.00	7,248.00	-7,248.00	0.0%
Total Income	28,699.82	30,181.00	-1,481.18	95.1%
Expense				
Capital Improvements	2,712.63	2,500.00	212.63	108.5%
Contingency	0.00	2,820.00	-2,820.00	0.0%
Materials and Services				
Dues and Fees	196.69	700.00	-503.31	28.1%
Liability Insurance				
Insurance Refund	-100.00			
Liability Insurance - Other	1,482.00	1,500.00	-18.00	98.8%
Total Liability Insurance	1,382.00	1,500.00	-118.00	92.1%
Maintenance and Repairs	1,845.25	900.00	945.25	205.0%
Operating Expenses				
Computer and Internet Expenses	101.05			
Customer CC pass through	147.50			
Hiland Base Maintenance Fee	20,580.00			
Office Supplies	106.96			
Operating Expenses - Other	0.00	20,600.00	-20,600.00	0.0%
Total Operating Expenses	20,935.51	20,600.00	335.51	101.6%
Postage and Delivery	0.00	130.00	-130.00	0.0%
Materials and Services - Other	9.97			
Total Materials and Services	24,369.42	23,830.00	539.42	102.3%
Personal Services				
Boardmember training/meetings				
Meeting Copies	72.99			
Boardmember training/meetings - Other	54.24	250.00	-195.76	21.7%
Total Boardmember training/meetings	127.23	250.00	-122.77	50.9%
Crime Bond	100.00	100.00	0.00	100.0%
Workmans Compensation Insurance	558.60	600.00	-41.40	93.1%
Personal Services - Other	0.00	0.00	0.00	0.0%
Total Personal Services	785.83	950.00	-164.17	82.7%
Total Expense	27,967.88	30,100.00	-2,232.12	92.6%
Net Ordinary Income	831.94	81.00	750.94	1,027.1%
Other Income/Expense				
Other Income				
Interest Income	30.19	21.00	9.19	143.8%
Total Other Income	30.19	21.00	9.19	143.8%
Net Other Income	30.19	21.00	9.19	143.8%
Net Income	862.13	102.00	760.13	845.2%

Income and Expense by Month



Expense Summary
July 2016 through June 2017

Materials and Services	87.45%
Capital Improvements	9.73
Personal Services	2.82
Total	\$27,867.88



Balance Sheet Previous Year Comparison

2:43 PM
07/20/17
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of June 30, 2017

	Jun 30, 17	Jun 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	6,987.67	10,441.81	-3,454.14	-33.1%
Savings at Washington Federal	26,350.91	23,507.14	2,843.77	12.1%
Total Checking/Savings	33,338.58	33,948.95	-610.37	-1.8%
Total Current Assets	33,338.58	33,948.95	-610.37	-1.8%
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
Total Fixed Assets	249,300.00	249,300.00	0.00	0.0%
TOTAL ASSETS	<u>282,638.58</u>	<u>283,248.95</u>	<u>-610.37</u>	<u>-0.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,472.50	-1,472.50	-100.0%
Total Accounts Payable	0.00	1,472.50	-1,472.50	-100.0%
Total Current Liabilities	0.00	1,472.50	-1,472.50	-100.0%
Total Liabilities	0.00	1,472.50	-1,472.50	-100.0%
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	12,921.01	7,353.38	5,567.63	75.7%
Net Income	862.13	5,567.63	-4,705.50	-84.5%
Total Equity	282,638.58	281,776.45	862.13	0.3%
TOTAL LIABILITIES & EQUITY	<u>282,638.58</u>	<u>283,248.95</u>	<u>-610.37</u>	<u>-0.2%</u>

Item 4 – Action – Swear in new Board Memers

Swearing in of:

- John Amery
- Debby Jones
- Richard Pontow

Item 5 – Action – Vote for Board Member Roles

- Chairman of Board
- Treasurer
- Secretary

Item 6 – Action – FOIA Request

John Amery provided a data file of all checking and savings transactions in digital format to the FOIA requestor.

Item 7 – Discussion – Potential Leak

Carl to provide update

Item 8 – Action – Board Member Incentives

The Budget committee has voted to add an additional \$3,000 in revenue forecasts along with an additional \$3,000 in Personnel costs.

These changes were in anticipation of the Board UN-tethering current base fee incentives for board members.

Carl and John had a conference call with SDAO in an effort to gain understanding of SDAO's recommendations regarding compensation.

SDAO's position is that Tooley Water District board member can be compensated up to \$50 / day for meetings attended. Meetings can include board meetings as well as SDAO training sessions.

Item 9 – Action – Review of Hiland Contract renewal



July 20, 2017

Phone: 503-554-8333
1-855-554-8333 (TF)
Mail: P.O. Box 699
Newberg, OR 97132
Email: info@hilandwater.com
Internet: www.hilandwater.com

This letter will acknowledge an agreement between Tooley Water District (to be referred as Tooley) and Hiland Water Corporation (to be referred as Hiland). Hiland agrees to continue the operation of Tooley for the period of July 2017 through June 2018. A Hiland staff person will visit the water system at least once every two weeks and operation of the water system will consist of the following tasks:

1. Each visit - Check / maintain proper chlorination levels
2. Each visit - Log changes made to system
3. Each visit - Check and replenish chlorine supplies
4. Each visit - Visually and audibly inspect mechanics and equipment in pumphouses. Escalate any immediate problems.
5. Monthly - Log system water usage / loss
6. Monthly - Read meters
7. Monthly - Bill Tooley Water District customers
8. Monthly - Report to Board with
 - o System water usage / loss
 - o Customer payment
 - o New issues / concerns
9. Quarterly - Walk / Drive system looking for signs of problems
10. Per state schedule - water testing
11. Twice annually – Open/flush the two existing dead-end line valves
12. Annually - Consumer confidence report
13. Annually - Updates / new recommendations for capital improvement due to changes that have occurred over the past year

Hiland will be responsible to maintain water delivery to customers, operate and maintain equipment and distribution lines, fulfill water testing requirements as mandated by Oregon Drinking Water Program, meter reading, billing customers of Tooley, payment collection, generation of the annual water quality reports as mandated by Oregon DWP at the appropriate time of year, paying utility bills, laboratory fees, maintenance bills and provision of liquid chlorine.

Monies collected by Hiland from Tooley customers will be paid to Tooley. The agreed upon monthly Operating Expense in the amount of \$1,715.00 will then be paid back to Hiland with any additional collection costs (ie: credit cards payment fees, meter valve shut off and/or meter valve turn on fees, activation fees) by Tooley. Should not enough money be collected to pay the entire agreed upon monthly operating expense, the balance will be carried forward to be paid when enough money becomes available to pay the accrued balance to Hiland. Tooley agrees to pay off any balance of the yearly Operating Expense bill at the end of the fiscal year (June 30, 2018) or at an earlier date if this agreement should be terminated. The bylaws of Tooley contain language that sets forth water shut off and billing policies. Tooley has adopted

the policies of Hiland which are stated in Tooley by-laws amended October 24, 2008. Hiland agrees to not make any improvements or upgrades in the Tooley system without prior approval by the Tooley Board of Directors.

Disinfection of Tooley water supply is currently accomplished by means of the use of liquid Sodium Hypochlorite 12.5%. Hiland agrees to obtain and furnish the necessary quantities of liquid Sodium Hypochlorite 12.5%. Tooley Board of Directors will continue to assist with reading of chlorine residuals in the water supply.

Unless otherwise quoted, work performed for emergency repairs and other services not specified as part of the base monthly fee will be charged according to the following Time and Materials schedule:

Category/Personnel	2017-2018 Rates
Micah Olson	\$85.00
Silas Olson	\$75.00
Melvin Olson	\$65.00
Aaron Olson	\$65.00
Utility Worker III	\$50.00
Utility Worker II	\$40.00
Utility Worker I	\$32.00
Vacuum Excavation Trailer on site	\$50.00
Service Truck on site	\$15.00
2-yard Dump Truck on site	\$15.00
Parts, materials, equipment rental, & other non-labor	Cost + 10%

*Drive time will not be billed for T&M services

This agreement may be terminated by either party with written 60 day termination notification.

Signed by Representative of Hiland Water Corporation, Newberg, Oregon

_____ Date _____

Signed by Representatives of Tooley Water District, The Dalles, Oregon

_____ Date _____

_____ Date _____

Item 10 - Request for reimbursement

Carl to provide update on the request for reimbursement by Hazel Davis due to a leak.

Item 11 – Review – Board Member Reimbursements

The following items were paid for personally by Mr. Amery and Mr. Carson and are have been submitted for re-imursemment.

Domains Priced Right

24/7 Support: 480-624-2500

Order Confirmation
Thank you

**Reimbursement for webpage
-John Amery**

Receipt Number: 1150533703

Order Total: \$114.05

Account Information:

Your customer number is 1878171. Your account email is jamery00@gmail.com.

Dear John Amery,

This email contains important information regarding your recent Domains Priced Right purchase – please save it for reference.

Product	Quantity	Term	Price
Economy Linux Hosting with cPanel Renewal	1 Month	1 Year	\$95.88
.ORG Domain Renewal tooleywater.org	1 Domain	1 Year	\$18.17
Subtotal:			\$114.05
Tax:			\$0.00
Total:			\$114.05

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The Dalles, OR 97058
541-298-2222

262626 00 026 04823
Receipt #: 04823 06/15/2017 18:10

reimbursement for June
board meeting copies
John Amery

Qty	Description	Amount
126	X BW SS MBL LTR - 233550	13.86
17	X SS STAPLE - 233592	0.34
	SubTotal	14.20
	Taxes	0.00
	Total	USD \$14.20

Discover #: *****8306 [C]
Discover Credit
Chip Read
Auth No.: 01561R
Mode: Issuer
AID: A0000001523010
NO CVM

The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.

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1048 04/20/17 06:29

our Sales Associate was:
Toni G

QTY SKU PRICE

REWARDS NUMBER 3744364401
***** Customer Order 2090704522 *****
3 Custom Copy & Print - Custom C
1980562 0.448ea 5.82
Questions on Customer Order 2090704522
Call Customer Service at 1-800-3STAPLES

SUBTOTAL 5.82
TOTAL \$5.82
Cash 6.00
Cash Change 0.18

TOTAL ITEMS 13

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MR 9178 W COPY & PRINTS 2.40 F
411752016 WATER 1.10 F
REWARDS (NO) *****067
TAX 0.00
**** BALANCE 7.98
US DEBIT Purchase
*****442925 - C
Card 000000 11/16 2.98
FUEL 2.98 11/16 0.00
J. 000000000000
J. 2017052800000000
WREDEEM BY FRI
DEBIT 7.98
CASH 0.00
WITH AMOUNT OF 11.96 SALES
DATE 17 04 04PM 377 15 206 405280

You just earned 5 Rewards Points!
Total Rewards Points: 775
Current Cycle Ends 6/30/17

June Fuel
Fuel Points Earned Today: 5
Total June Fuel Points: 5

Remaining May Fuel Points: 365

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leaf
Carson

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check # 2017
[Signature]

Item 12 – Discussion – Next Meeting – 8/17/17

Next board meeting will take place August 17th, 2017 at 7:00pm.

Location: NWCPUD board room

Meeting Adjourned