

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 9/19/17)

Meeting Date: Thursday, September 21, 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 July 20, 2017 Minutes - Carl Carson

Tooley Water District  
Thursday, August 17, 2017  
Board Meeting Minutes  
PUD Building

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

Carl opened the meeting at 7:12 pm and read over the agenda for the meeting. Carl read the July 20, 2017 minutes. John made a motion to accept the minutes. Dave seconded. Motion passed unanimously.

John gave the financial report.

- Checking account \$26,357.41
- Savings account \$11,486.43

John shared that he may have accidentally misplaced/lost the checks that had been issued last month before mailing them out. He will look again and if need will void those checks and reissue with new board signatures.

John updated the board on the profit/loss performance document and shared that our initial revenue will be less than what was budgeted due to projected numbers not reflecting the 15% increase for June rates.

Carl updated the board on Hiland numbers for Hazel Davis, Rick Frances and Carl Carson. These individuals are being issued a credit due to water loss/leak issues that were previously discussed and approved.

Hazel Davis \$54.22 credit

Rick Francis \$48.09 credit

Carl Carson \$17.14 credit

Carl provided information on recent water loss starting back in February, 2017

Month	Total Gallons Lost	Percentage
February	157,410	49%
March	4,710	3%
April	48,840	33%
May	65,980	29%
June	98,220	13%
July	58,000	8%

Carl shared that Silas (Hiland) indicated that it would be almost impossible to find out where water loss is occurring without a major leak. The July report was 8% which is well within the acceptable range. Members discussed the possibility of a leak at the valve by the Shannon

residence which the board has been historically aware of. Carl shared that there were no obvious patterns when compared to past years. Consensus was to continue monitoring water loss but it is not an issue with this month showing only a 3% loss.

John updated the board on the lower well water line break that occurred last winter and the ongoing communication that he has been having with the property owner. The suggestion was made to put additional gravel down on the road itself. John will contact Hiland for their recommendation for the road as well as possible additional rock on hill side. John and Richard discussed the size of rock needed. Richard offered to check with Munson's for price as well as suggestions for larger rock for hill side as well as gravel for the road.

Carl made a motion to authorize John up to \$1,500 for the project. Debby seconded the motion. John assured the board that he would work with Hiland or designated contractor to determine best solution. Motion passes unanimously.

John asked for reimbursement for a staples purchase. He had lost the receipt and had his credit card statement as backup. Request was approved.

Next board meeting is Thursday, September 21, 2017 at 7:00 pm in the PUD meeting room. Meeting adjourned at 8:10 pm.

## Item 3 - Financial Reports – John Amery

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

#### Accounts

Business Money Market *****		<b>\$26,357.41</b>	Quick Transfer	☰ ☰
Stellar Business Int Chk *****		<b>\$12,995.68</b>	Quick Transfer	☰ ☰
Last 5 Transaction(s) <a href="#">View more &gt;</a> <span style="float: right;">x</span>				
Sep 14	Deposit			\$3,442.18
Sep 07	Check			(\$50.00)
Sep 07	Check			(\$50.00)
Sep 07	Check			(\$7.80)
Aug 24	Check			(\$1,725.50)

### Recent Savings Transactions

There were no savings transactions for the month of September

### Outstanding checks that have not cleared the bank

12:34 PM

09/19/17

#### Tooley Water District Checks that have not cleared

Accrual Basis

#### All Transactions

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Check	06/30/2017	2024	John Amery	re-imbursment for June meeting copies	Checking ...		Meeting Copies	-14.20
Check	07/20/2017	2022	ISU - Stratton Agency	Insurance Premium on Policy# 2947070 INV# 2005 - Crime Bond	Checking ...		-SPLIT-	-100.00
Check	07/20/2017	2030	John Amery	reimbursement for tooley web page hosting provided by domains priced right	Checking ...		Computer and Internet Expenses	-114.05
Check	07/24/2017	2025	United States Postal Service	Stamps	Checking ...		Postage and Delivery	-9.80
Check	07/28/2017	2028	Debby Jones	July Board Meeting attendance	Checking ...		Boardmember Incentives	-50.00
<b>Total</b>								<b>-288.05</b>

## Recent Checking Transactions

Tooley Water District

9/19/2017 1:37 PM

Register: Checking at Washington Federal

From 08/15/2017 through 09/19/2017

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
08/15/2...	2033	John Amery	Materials and Servi...	July board m...	7.80	X		9,136.83
08/21/2...		Washington Federal	Interest Income			X	0.37	9,137.20
09/14/2...		Hiland Water Corp	Water Revenue			X	3,442.18	12,579.38
09/19/2...	2036	Hiland Water Corp	-split-	August Servi...	1,732.50			10,846.88
			Hiland Base Mainte...	August Main...	-1,715.00			
			Customer CC pass t...	Credit Card ...	-17.50			
09/19/2...	2037	Carl Carson	Personal Services:B...	July Board ...	50.00			10,796.88
09/19/2...	2038	David Pratt	Personal Services:B...	July Board ...	50.00			10,746.88
09/19/2...	2039	Debby Jones	Personal Services:B...	July Board ...	50.00			10,696.88
09/19/2...	2040	John Amery	Personal Services:B...	July Board ...	50.00			10,646.88
09/19/2...	2041	Richard Pontow	Personal Services:B...	July Board ...	50.00			10,596.88
09/19/2...	2042	United States Post...	Materials and Servi...	Stamps	9.80			10,587.08
09/19/2...	2R	John Amery	Personal Services:B...	Reverse of G...		X	14.20	10,601.28
09/19/2...	3R	United States Post...	Materials and Servi...	Reverse of G...		X	9.80	10,611.08
09/19/2...	4R	John Amery	Materials and Servi...	Reverse of G...		X	114.05	10,725.13

\*\*\* It should be noted that 3 checks were listed as lost. These checks were voided. New checks were issued. For budgeting purposes, dates of the original checks were issued on two of the new checks \*\*\*

- Check# 2034 replaces lost check# 2024 issued to John Amery for \$14.20 (June Mtg. Copies)
- Check# 2035 replaces lost check# 2020 issued to John Amery for \$114.05 (website hosting)
- Check# 2042 issued, and lost check# 2025 voided to USPO for \$9.80 (stamps)

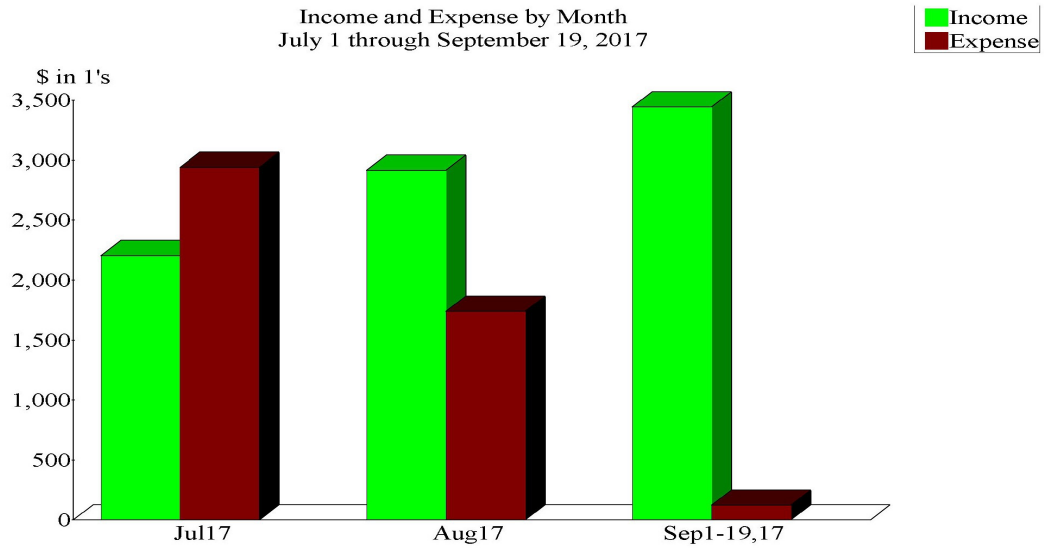
Toohey Water District  
Profit & Loss Budget Performance

Accrual Basis

September 2017

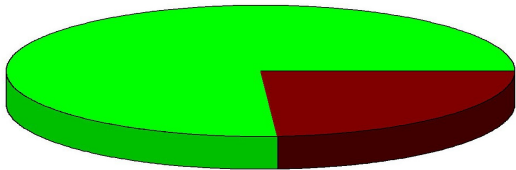
	Sep 17	Budget	% of Budget	Jul - Sep 17	YTD Budget	% of Budget	Annual Budget
Ordinary Income	3,442.18	3,547.08	97.0%	8,553.02	11,231.66	76.2%	36,120.00
Water Revenue	3,442.18	3,547.08	97.0%	8,553.02	11,231.65	76.2%	36,120.00
Total Income	3,442.18	3,547.08	97.0%	8,553.02	11,231.65	76.2%	36,120.00
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	-114.05	0.00	100.0%	114.05	110.00	103.7%	110.00
Copies	0.00	30.00	0.0%	7.80	90.00	8.7%	380.00
Dues and Fees	0.00	58.33	0.0%	25.00	175.03	14.3%	700.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	1,575.00
Maintenance and Repairs	0.00	416.00	0.0%	0.00	1,248.00	0.0%	5,000.00
Network Monitoring/Maintenance	0.00	0.00	0.0%	0.00	60.00	66.7%	300.00
Office Supplies	0.00	0.00	0.0%	39.99	80.00	66.7%	100.00
Operating Expenses							
Customer CC pass through	0.00	0.00	0.0%	28.00	0.00	0.0%	20.00
Hiland Base Maintenance Fee	0.00	1,715.00	0.0%	3,430.00	5,145.00	68.7%	20,580.00
Total Operating Expenses	0.00	1,715.00	0.0%	3,458.00	5,145.00	67.2%	20,600.00
Postage and Delivery	0.00	3.33	0.0%	9.80	9.99	98.1%	40.00
Total Materials and Services	-114.05	2,222.66	-5.1%	3,654.64	6,838.02	53.4%	28,785.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	500.00	750.00	66.7%	3,000.00
Boardmember Training/Meetings	-14.20	0.00	100.0%	-14.20	0.00	100.0%	0.00
Meeting Copies	0.00	20.83	0.0%	0.00	62.53	0.0%	250.00
Boardmember Training/Meetings - Other	-14.20	20.83	-68.2%	-14.20	62.53	-22.7%	250.00
Total Boardmember Training/Meetings	-14.20	20.83	-68.2%	-14.20	62.53	-22.7%	250.00
Crime Bond	0.00	100.00	0.0%	100.00	100.00	100.0%	100.00
Workmans Compensation Insurance	0.00	0.00	0.0%	561.75	600.00	93.6%	612.00
Total Personal Services	235.80	370.83	63.6%	1,147.55	1,512.53	75.9%	3,982.00
Total Expense	121.75	2,993.49	4.7%	4,802.19	8,350.55	57.5%	45,247.00
Net Ordinary Income	3,320.43	953.59	348.2%	3,750.83	2,881.10	130.2%	-9,127.00
Other Income/Expense							
Interest Income	0.00	1.75	0.0%	7.33	5.25	138.6%	21.00
Total Other Income	0.00	1.75	0.0%	7.33	5.25	138.6%	21.00
Net Other Income	0.00	1.75	0.0%	7.33	5.25	138.6%	21.00
Net Income	3,320.43	955.34	347.6%	3,758.16	2,886.35	130.2%	-9,106.00

## Income and Expense by Month



Expense Summary  
July 1 through September 19, 2017

Materials and Services	76.10%
Personal Services	23.90
<b>Total</b>	<b>\$4,802.19</b>



## Balance Sheet Previous Year Comparison

3:00 PM  
09/19/17  
Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of September 19, 2017

	Sep 19, 17	Sep 19, 16	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Checking at Washington Federal	10,725.13	13,526.90	-2,801.77	-20.7%
Savings at Washington Federal	26,357.41	24,217.53	2,139.88	8.8%
<b>Total Checking/Savings</b>	37,082.54	37,744.43	-661.89	-1.8%
<b>Total Current Assets</b>	37,082.54	37,744.43	-661.89	-1.8%
<b>Fixed Assets</b>				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	249,300.00	249,300.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>286,382.54</b>	<b>287,044.43</b>	<b>-661.89</b>	<b>-0.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	0.00	1,729.00	-1,729.00	-100.0%
<b>Total Accounts Payable</b>	0.00	1,729.00	-1,729.00	-100.0%
<b>Total Current Liabilities</b>	0.00	1,729.00	-1,729.00	-100.0%
<b>Total Liabilities</b>	0.00	1,729.00	-1,729.00	-100.0%
<b>Equity</b>				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	13,768.94	12,921.01	847.93	6.6%
Net Income	3,758.16	3,538.98	219.18	6.2%
<b>Total Equity</b>	286,382.54	285,315.43	1,067.11	0.4%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>286,382.54</b>	<b>287,044.43</b>	<b>-661.89</b>	<b>-0.2%</b>

### Item 4 – Discussion – Report on water loss

Carl to provide the board an update on Tooley Water District water loss

### Item 5 – Discussion – Update on well repairs

Mr. Amery met with Aaron from Hiland Water regarding potential repair options at the lower well.

Collectively John and Aaron performed a roll test of different size rock (¾ minus vs Pit Run rock).

Both sizes of rock had considerable flow down the hill to the bottom. There is concern that if we use Pit Run rock and it rolls to the bottom there may be considerable additional costs associated with equipment to manage the excess pit run rock if it piles up on the lower road.

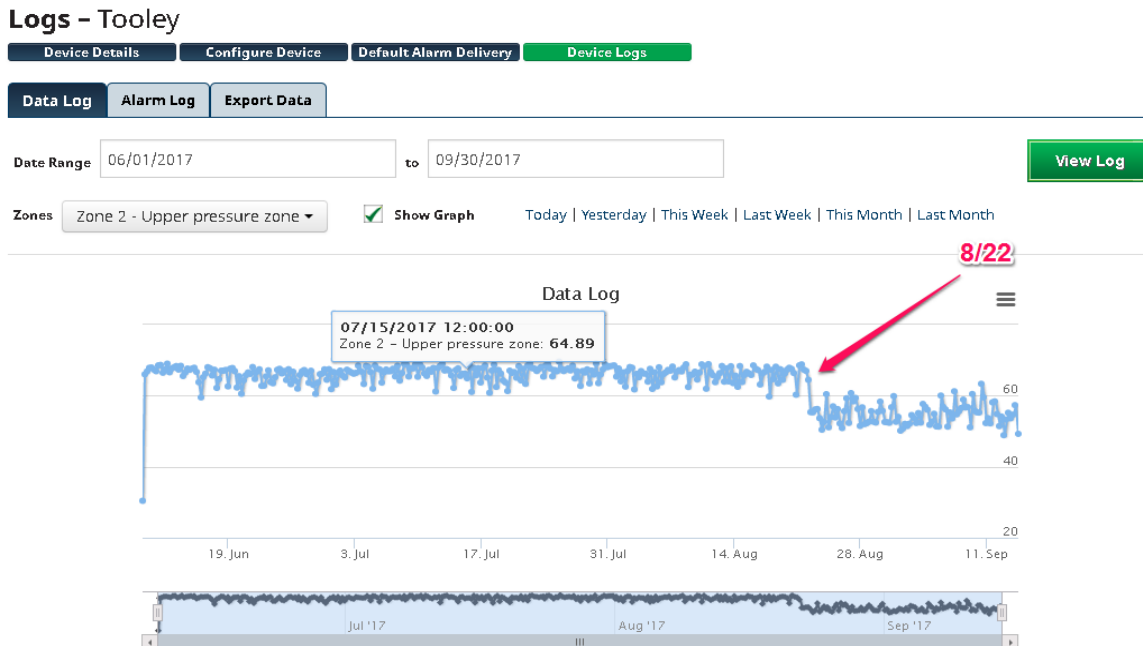
Another option would be burlap and grass.



## Item 6 – Discussion – SCADA

Mr. Amery met with Aaron from Hiland to get training on the new SCADA system. Mr. Amery was provided web portal access into the SCADA system. It should be noted that currently only monitoring functions are available in Tooley's SCADA system.

In reviewing the SCADA reports mr. Amery noted observed a loss in pressure occurred on the upper pressurized system on 8/22.



Hiland responded that they are not concerned about the pressure loss at this time as we are still within "Normal Operating Ranges".

## Item 7 – Discussion – Potential loss of Board Member

One of Tooley Water boards members is in the process of selling his house. In the event the sale goes through this member would be required to resign from the board.

## Item 8 – Discussion – Next meeting – 10/19/17

Next board meeting will take place Octoer 19th, 2017 at 7:00pm.

Location: NWCPUD board room

Meeting Adjourned