

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 10/18/17)

Meeting Date: Thursday, October 19, 2017 7:00pm

Location: Northern Wasco County Public Utility District Board Room

Type of meeting

Board Meeting

Chairperson

Position currently vacant

Minute keeper

Debby Jones

Topics

Item 1 - Approval of agenda.....	2
Item 2 – Approval of September 21, 2017 Minutes	2
Item 3 - Financial Reports – John Amery.....	4
Copy of current account totals from Washington Federal Website.....	4
Recent Savings Transactions.....	4
Recent Checking Transactions.....	5
Profit and Loss Budget vs. Actual.....	6
Income and Expense by Month.....	7
Balance Sheet Previous Year Comparison.....	8
Item 4 – Discussion – Water Report.....	8
Item 5 – Discussion – Chlorination pump rebuild.....	9
Item 6 – Discussion – Repair of lower well region.....	9
Item 7 – Discussion – Loss of Board Member.....	10
Item 8 – Discussion – Fulfilling Board position vacancy – background information.....	10
Item 9 – Action – Vote on potential board appointees.....	11
Item 10 – Discussion – Next meeting – 11/16/17.....	11

Item 1 - Approval of agenda

Item 2 – Approval of September 21, 2017 Minutes

Thursday, September 21, 2017 Tooley Water District Board Meeting
Present: Richard Pontow, Dave Pratt, Carl Carson,

Carl opened meeting at 7:04 pm.

Carl shared the agenda and added the in-lieu of an audit document to be added as an agenda item.

Carl read the August, 2017 board meeting minutes.

Debby made a motion to accept the August minutes with the correction of the savings and checking amounts being switched. Richard 2nd the motion. Motion passed unanimously.

John provided the financial reports:

Savings account	\$26,357.41
Checking account	\$12,935.68

John has scheduled an estimated \$7,000 transfer from the checking to the savings account for the first of October.

John shared a report on checks that have not cleared. Three checks have been deemed lost and John has prepared replacements for the board to sign tonight. John updated current checking account post.

John updated board on balance sheet and reminded members that the percentages continued to be slightly off projections due to lower numbers from the July billings and felt that we are on target.

Carl shared that we had lost 13,550 gallons for the months of August which represents 2%. Similar to the amount of water as used last year.

Richard shared that we had checked with Crestline and was quoted \$120 a truck load for 10 yards for fist sized fill gravel. John shared that Munson had a type of gravel called pit yard which was \$225 a truck load. Crestline suggested putting a berm in to hold the gravel.

John and Aaron (from Hiland) that they had tested whether rocks would roll down to the bottom.

Board members discussed potential solutions to better hold the rock.

Richard will look into options such as railroad ties to act as possible berms.

John shared that it is important to have the upper road repaired before winter as per request of the property own (Steve Baldwin).

John updated the board on the SCADA monitoring system.

It was noted that there was a noticeable pressure loss on the upper system on August 22, 2017. John checked with Hiland and they were not concerned and that the numbers were within normal range.

Board will continue to monitor the system.

In lieu of audit document was discussed. This document is considered a self audit. John provided updated figures for the document. Budget was within the required 10% number and we came in under budget.

Carl has signed as the registered agent and the form is being submitted with the \$20 fee.

Carl updated the board that it is very likely that he will be moving out of the area and no longer eligible to serve on the board.

Board members were asked to bring a list of potential board members to fill the anticipated opening.

Next meet is scheduled for October 19, 2017. Meeting adjourned at 8:30.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Accounts

Business Money Market *****

\$32,089.18 Quick Transfer

Last 2 Transaction(s) [View more](#) x

Oct 01	Internet Transfer from 597601384 CK	\$5,725.13
Sep 30	Credit Interest	\$6.64

Stellar Business Int Chk *****

\$8,266.26 Quick Transfer

Last 5 Transaction(s) [View more](#) x

Oct 13	Deposit	\$3,285.99
Oct 10	Check	(\$114.05)
Oct 10	Check	(\$50.00)
Oct 10	Check	(\$14.20)
Oct 06	Check	(\$50.00)

Recent Savings Transactions

Tooley Water District

10/18/2017 4:12 PM

Register: Savings at Washington Federal

From 09/19/2017 through 10/18/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/30/2017		Washington Federal	Interest Income		X		6.64	26,364.05
10/01/2017			Checking at Washingto...	Funds Transfer	X		5,725.13	32,089.18

Recent Checking Transactions

Tooley Water District

10/18/2017 4:10 PM

Register: Checking at Washington Federal

From 09/19/2017 through 10/18/2017

Sorted by: Date, Type, Number/Ref

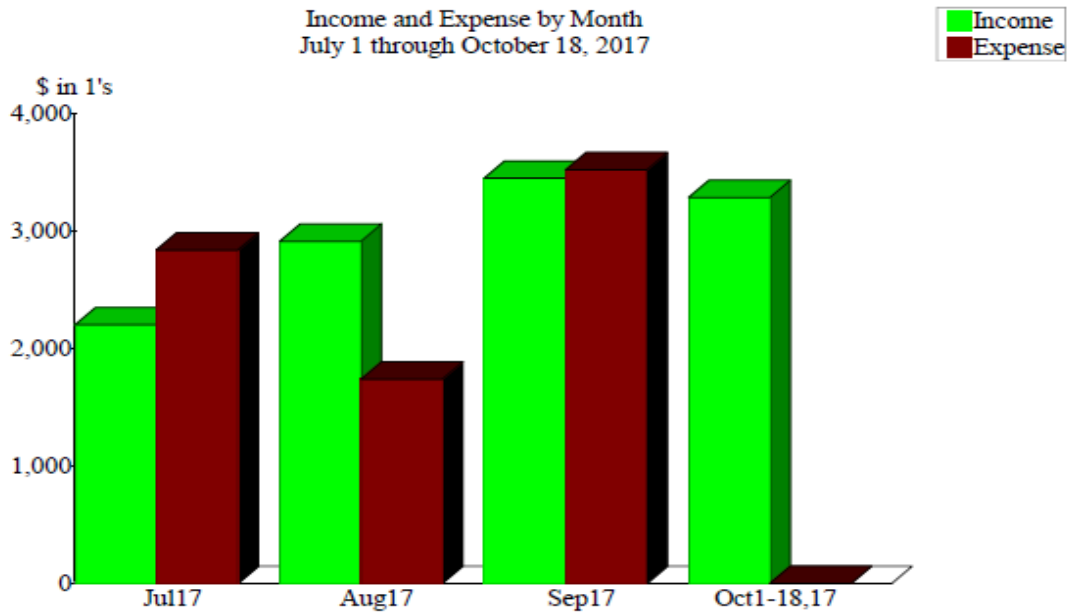
<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/19/2017	2036	Hiland Water Corp	Accounts Payable	August Services L...	1,732.50	X		10,946.88
09/19/2017	2037	Carl Carson	Personal Services:Boardm...	July Board Meeti...	50.00	X		10,896.88
09/19/2017	2038	David Pratt	Personal Services:Boardm...	July Board Meeti...	50.00	X		10,846.88
09/19/2017	2039	Debby Jones	Personal Services:Boardm...	July Board Meeti...	50.00	X		10,796.88
09/19/2017	2040	John Amery	Personal Services:Boardm...	July Board Meeti...	50.00	X		10,746.88
09/19/2017	2041	Richard Pontow	Personal Services:Boardm...	July Board Meeti...	50.00	X		10,696.88
09/19/2017	2042	United States Postal Ser...	Materials and Services:Po...	Stamps	9.80	X		10,687.08
09/19/2017	2R	John Amery	Personal Services:Boardm...	Reverse of GJE 2...		X	14.20	10,701.28
09/19/2017	3R	United States Postal Ser...	Materials and Services:Po...	Reverse of GJE 3...		X	9.80	10,711.08
09/19/2017	4R	John Amery	Materials and Services:Co...	Reverse of GJE 4...		X	114.05	10,825.13
09/20/2017	2043	ISU - Stratton Agency	Personal Services:Crime B...	Insurance Premi...	100.00	X		10,725.13
09/21/2017		Washington Federal	Interest Income			X	0.27	10,725.40
09/21/2017	2044	Secretary of State	Materials and Services:Du...	In Lieu of Audit f...	20.00	X		10,705.40
09/28/2017	2051	Carl Carson	Personal Services:Boardm...	September Board...	50.00			10,655.40
09/28/2017	2052	David Pratt	Personal Services:Boardm...	September Board...	50.00			10,605.40
09/28/2017	2053	Debby Jones	Personal Services:Boardm...	September Board...	50.00			10,555.40
09/28/2017	2054	John Amery	Personal Services:Boardm...	September Board...	50.00			10,505.40
09/28/2017	2055	Richard Pontow	Personal Services:Boardm...	September Board...	50.00			10,455.40
09/30/2017	2056	Hiland Water Corp	Accounts Payable	INV# 1420 Septe...	3,030.68			7,424.72
10/01/2017			Savings at Washington Fe...	Funds Transfer P...	5,725.13	X		1,699.59
10/13/2017		Hiland Water Corp	Water Revenue			X	3,285.99	4,985.58

Profit and Loss Budget vs. Actual

4:13 PM
 10/18/17
 Accrual Basis
Toolley Water District
Profit & Loss Budget Performance
 October 2017

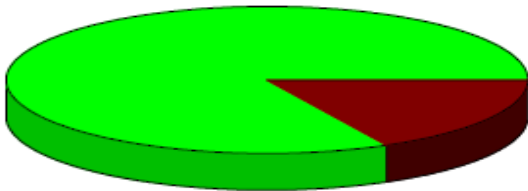
	Oct-17	Budget	% of Budget	Jul - Oct 17	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue	3,285.99	3,067.42	107.1%	11,839.01	14,299.07	82.8%	36,120.00
Total Income	3,285.99	3,067.42	107.1%	11,839.01	14,299.07	82.8%	36,120.00
Expense							
Capital Improvements	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	0.00	0.00	0.0%	1,140.5	1,100.0	103.7%	1,100.0
Computer and Internet Expenses	0.00	30.00	0.0%	7.80	1,200.0	6.5%	360.0
Copies	0.00	58.33	0.0%	45.00	233.36	19.3%	700.0
Dues and Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	1,575.00
Liability Insurance	0.00	416.00	0.0%	1,305.18	1,864.00	78.4%	5,000.00
Maintenance and Repairs	0.00	0.00	0.0%	0.00	60.00	66.7%	300.0
Network Monitoring Maintenance	0.00	0.00	0.0%	39.99	100.00	100.0%	100.0
Office Supplies	0.00	1,715.00	0.0%	5,145.00	6,860.00	75.0%	20,960.00
Operating Expenses	0.00	0.00	0.0%	980	13.32	73.6%	40.00
Customer C/Pass through	0.00	2,222.66	0.0%	6,705.32	9,060.88	74.0%	28,795.00
Hand Base Maintenance Fee	0.00	3.33	0.0%	9.80	13.32	73.6%	40.00
Total Operating Expenses	0.00	1,715.00	0.0%	5,183.50	6,860.00	75.6%	20,860.00
Postage and Delivery	0.00	250.00	0.0%	750.00	1,000.00	75.0%	3,000.00
Total Materials and Services	0.00	250.00	0.0%	750.00	1,000.00	75.0%	3,000.00
Personal Services							
Boardmember Incentives	0.00	0.00	0.0%	-14.20	0.00	100.0%	0.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	600.00	93.8%	250.00
Meeting Copies	0.00	20.83	0.0%	-14.20	83.36	-17.0%	250.00
Boardmember training/meetings - Other	0.00	0.00	0.0%	100.00	100.00	100.0%	100.00
Total Boardmember training/meetings	0.00	20.83	0.0%	-14.20	83.36	-17.0%	250.00
Crime Bond	0.00	0.00	0.0%	100.00	100.00	100.0%	100.00
Workmans Compensation Insurance	0.00	0.00	0.0%	561.75	600.00	93.8%	612.00
Total Personal Services	0.00	270.83	0.0%	1,397.55	1,783.36	78.4%	3,962.00
Total Expense	0.00	2,483.49	0.0%	8,102.87	10,844.04	74.7%	45,247.00
Net Ordinary Income	3,285.99	573.93	572.5%	3,736.14	3,455.03	108.1%	-9,127.00
Other Income/Expense							
Other Income	0.00	1.75	0.0%	14.24	7.00	203.4%	21.00
Interest Income	0.00	1.75	0.0%	14.24	7.00	203.4%	21.00
Total Other Income	0.00	1.75	0.0%	14.24	7.00	203.4%	21.00
Net Other Income	3,285.99	575.68	570.8%	3,750.38	3,462.03	108.3%	-9,106.00

Income and Expense by Month



Expense Summary
July 1 through October 18, 2017

Materials and Services	82.75%
Personal Services	17.25
Total	\$8,102.87



Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of October 18, 2017

	Oct 18, 17	Oct 18, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	4,985.58	11,563.42	-6,577.84	-56.9%
Savings at Washington Federal	32,089.18	24,458.47	7,630.71	31.2%
Total Checking/Savings	<u>37,074.76</u>	<u>36,021.89</u>	<u>1,052.87</u>	<u>2.9%</u>
Total Current Assets	<u>37,074.76</u>	<u>36,021.89</u>	<u>1,052.87</u>	<u>2.9%</u>
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
Total Fixed Assets	<u>249,300.00</u>	<u>249,300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>286,374.76</u>	<u>285,321.89</u>	<u>1,052.87</u>	<u>0.4%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,725.50	-1,725.50	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>1,725.50</u>	<u>-1,725.50</u>	<u>-100.0%</u>
Total Current Liabilities	<u>0.00</u>	<u>1,725.50</u>	<u>-1,725.50</u>	<u>-100.0%</u>
Total Liabilities	<u>0.00</u>	<u>1,725.50</u>	<u>-1,725.50</u>	<u>-100.0%</u>
Equity				
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	3,750.38	1,819.94	1,930.44	106.1%
Total Equity	<u>286,374.76</u>	<u>283,596.39</u>	<u>2,778.37</u>	<u>1.0%</u>
TOTAL LIABILITIES & EQUITY	<u>286,374.76</u>	<u>285,321.89</u>	<u>1,052.87</u>	<u>0.4%</u>

Item 4 – Discussion – Water Report

- Gallons pumped: 637,400
- Gallons sold: 572,580
- Gallons lost: 64,820
- Water Loss %: 10.17%

Item 5 – Discussion – Chlorination pump rebuild

In August Hiland Water determined that Tooley's chlorinator was malfunctioning. Tooley had a spare unit so Hiland replaced the defective unit with the spare. Hiland had the defective unit looked at and it was determined that it could be repaired. A bill from Furrow Pump was passed through to Tooley this month for that repair work which came to \$158.10.

It is estimated that a new chlorination pump would have cost more than \$600.

Item 6 – Discussion – Repair of lower well region

2:31 PM

10/18/17

Tooley Water District Detail for Lower Well Repair from pipe burst January 1 through October 18, 2017

	Jan - Jun 17			Jul 1 - Oct 18, 17		
	Act. Cost	Act. Revenue	(\$) Diff.	Act. Cost	Act. Revenue	(\$) Diff.
No item	877.75	0.00	-877.75	1,147.08	0.00	-1,147.08
TOTAL	877.75	0.00	-877.75	1,147.08	0.00	-1,147.08

2:43 PM

10/18/17

Tooley Water District Item Detail January 1 through October 18, 2017

T...	Date	Num	Name	Memo	Amount	Balance
No item						
Bill	06/30/2017	1320	Lower Well Repair from pipe burst	Clear Road to Pumphouse	-280.00	-280.00
Bill	06/30/2017	1320	Lower Well Repair from pipe burst	Clear Road to Pumphouse	-97.50	-377.50
Bill	06/30/2017	1320	Lower Well Repair from pipe burst	Rental of backhoe	-500.25	-877.75
Bill	09/30/2017	INV# 1...	Lower Well Repair from pipe burst	Joel Ellis - Work with Gravel	-160.00	-1,037.75
Bill	09/30/2017	INV# 1...	Lower Well Repair from pipe burst	J&J Trucking Gravel for Lower Pumphouse repair	-882.97	-1,920.72
Bill	09/30/2017	INV# 1...	Lower Well Repair from pipe burst	10% Markup on direct expenses	-104.11	-2,024.83
Total no item					-2,024.83	-2,024.83
TOTAL					-2,024.83	-2,024.83

There was mis-communication during the project hand-off from Mr. Amery to Mr. Pontow. Hiland ended up moving forward with the original plans Mr. Amery had previously authorized regarding placing ¾ minus gravel over the lower well damage area. As soon as Mr. Amery became aware of the mis-communication he contacted Mr. Pontow who was brought up to speed on the progress.

The ¾ minus appears to be holding. An extra pile was left on the side of the road in an effort to redirect water away from the loose soil. Also, in the event of sinking, this gravel will be available in the future.

The property owner was contacted to confirm he was happy with the repair work. The property owner communicated he was happy with the work to date however he feels that the road in that area had lost gravel during the failure/repair process. The property owner has requested Tooley to place back a little more gravel on the upper road to compensate for this lost gravel.

Hiland water also had gravel placed on the lower road region where the road had been washed out with sand.

Item 7 – Discussion – Loss of Board Member

Directly following the September 2017 board meeting, chairperson Carl Carson presented a letter of resignation to the board. Mr. Carson communicated that he and his wife were actively engaged in the process of selling their house. Mr. Carson pointed out that he would be ineligible to participate as a board member once they have finalized the sale of their house.

Item 8 – Discussion – Fulfilling Board position vacancy – background information

The following Oregon Statutes apply to board positions:

ORS 198.320 Filling of vacancies on boards of certain districts.

Except as otherwise provided by law, a vacancy in an elected office in the membership of the governing body of a district shall be filled by appointment by a majority of the remaining members of the governing body. If a majority of the membership of the governing body is vacant or if a majority cannot agree, the vacancies shall be filled promptly by the county court of the county in which the administrative office of the district is located.

(2) This subsection applies to districts defined in ORS 255.012 ("District" defined) which have a regular district election on a date specified in ORS 255.335 (Regular district election). The period of service of a person appointed under subsection (1) of this section shall expire June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case the successor shall take office July 1 next following the election.

(3) This subsection applies to districts not included in subsection (2) of this section. The period of service of a person appointed under subsection (1) of this section shall expire on the day before the first Monday in January of the year next following the election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires on the day before the first Monday in January after the election of a successor, the successor shall be elected to a full term. In either case, the successor shall take office on the first Monday in January of the year next following the election.

ORS 264.410 Board.

(1) Except as otherwise provided by this chapter, the power and authority given to districts is vested in and shall be exercised by a board of five commissioners, each of whom shall be an elector of the district. However, if there are fewer than 100 electors of the district, then any individual who owns and maintains real property within the district, pays taxes levied thereon by the district and is an elector registered anywhere in this state may serve as a commissioner. Except as provided by subsection (2) of this section, each commissioner shall be elected for a term of four years.

(2) Within 10 days after the formation of a district and the election of the members of the first board, the commissioners shall meet and organize, first taking and subscribing an oath of office. The commissioners first elected shall determine by lot the length of term each shall hold office. The terms of two commissioners shall expire June 30 next following the first regular district election and the terms of three commissioners shall expire June 30 next following the second regular district election.

(3) The board of commissioners shall fill any vacancy on the board as provided in ORS 198.320 (Filling of vacancies on boards of certain districts). [Amended by 1955 c.213 §3; 1967 c.436 §2; 1969 c.666 §29; subsection (3) renumbered 264.415; 1971 c.727 §80; 1973 c.796 §19; 1975 c.647 §22; 1981 c.352 §1; 1983 c.6 §1; 1983 c.83 §39; 1983 c.350 §102]

*According to the Wasco County Clerk's office there are 73 registered voters in Tooley Water District.

ORS 264.430 Proceedings of board

(1) The board of commissioners shall hold meetings at such time and place within the district as it may determine. The board shall hold at least one regular meeting in each month on a day to be fixed by it, and may hold special meetings under such rules as it may make.

(2) The board shall, at the time of its organization, choose from the commissioners a president, a secretary and a treasurer, who shall hold their offices until the first regular meeting in January, or until their successors are elected and qualified. The officers shall have, respectively, the powers and shall perform the duties usual in such cases. A majority shall constitute a quorum to do business and, in the absence of the president, any other member may preside at a meeting.

(3) The board of commissioners may employ engineers, superintendents, mechanics, clerks or other persons as it may find requisite, necessary or convenient in carrying on any work of the district and at a rate of remuneration as it may consider just.

(4) The board may provide life insurance and retirement or pension plans for employees of a district, if the insurer issuing the policy is licensed to do business in the State of Oregon. [Amended by 1965 c.307 §1; 1969 c.344 §4; 1969 c.345 §4; 1969 c.666 §§32,66; 1971 c.403 §3]

Item 9 – Action – Vote on potential board appointees

Vote on an ordered list of candidates to contact to fulfill the board vacancy.

Item 10 – Discussion – Next meeting – 11/16/17

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

Location: NWCPUD board room

Meeting Adjourned