

Tooley Water District Board Meeting Agenda

Version 1.2 (updated 1/18/18)

Meeting Date: Thursday, January 18, 2018 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 Minutes – November 16, 2017.....	2
Item 3 - Financial Reports – John Amery.....	3
Copy of current account totals from Washington Federal Website.....	3
Recent Savings Transactions.....	4
Recent Checking Transactions.....	4
Profit and Loss Budget vs. Actual.....	5
Income and Expense by Month.....	6
Balance Sheet Previous Year Comparison.....	7
Maintenance and Repairs - Details.....	8
Item 4 – Action – Appointment of new board member.....	8
Item 5 – Discussion – Water Report.....	9
Item 6 – Action – Vote for board member positions.....	9
Item 7 – Discussion – Capital Projects.....	10
Item 8 – Discussion – Nitrogen tests at lower well.....	11
Item 9 – Discussion – customer DMARC.....	11
Item 11 – Discussion – Next meeting	11

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes – November 16, 2017

Present: John Amery, Richard Pontow, Debby Jones and Dave Pratt

John called meeting to order at 7:03.

John asked to add an agenda item regarding Anita Carothers. Debby approved the motion. Richard seconded. Motion approved unanimously.

John read the minutes for the October board meeting. Debby made a motion to approve the October minutes. Dave seconded the motion. Motion passed unanimously.

John provided financial update. There is \$32,089.18 in the savings and \$8,521.95 in the checking.

John shared information on check transactions.

John updated the board on the overall budget numbers with long term projected numbers.

John shared that the computer program always is off slightly (due to items such as dates of bills vs checks) but the main concern was the final number. John stated that projections were on track.

Water loss was back up again with a 22% percent loss equaling a loss of 78,840. John will update Hiland with the loss.

John updated the board on credit card charges and is now splitting up the credit card charges so that we are able to track these charges more effectively.

John shared that the budget indicated that we had set aside \$5,000 for capital improvements and suggested that we begin looking at potential projects. John shared a number of potential projects which included the following:

- Automatic chlorination system
- Engineering / Feasibility studies for upper reservoir
- Emergency Preparedness (Generator, manual hand pump)
- Slow start pump system
- Automatic meter reader
- Flush out valves at the end of Adaline Way
- Determine and repair if needed the leaking shutoff valve by Arthur's residents.

Board discussed options and wanted to prioritize and price them out. Discussion focused on whether we had any legal requirements with the flush out valves. The board narrowed the focus to the slow start pump system, flush out valves and leaky valves. John will check on the three items and Debby will find out what other districts are doing regarding emergency

preparedness.

John shared that Anita Carothers had requested that her water be temporarily turned off and look into the location of the shut off valve. John asked for authorization to repair the shutoff valve. John was concerned that Anita did not have access to her shutoff valve.

John made a motion to authorize John to work with Hiland to fix the valve that is not functioning properly. Richard seconded. All approved.

John asked if the board felt that Carothers should have access to her shutoff valve. Richard will talk with Anita to determine how to find where the potential shut off valve may be.

Debby made a motion to authorize funds if needed to determine if there is a shutoff valve located in the concrete box. John seconded. Motion passed unanimously.

Richard and John will follow-up.

Mr. Childs declined the offer to become a board member. John will proceed with the other previously identified potential members.

There will not be a board meeting in December. Next meeting is scheduled for January 18, 2018.

Meeting adjourned at 9:25.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Online account totals from Washington Federal Website are currently not correct. Therefore this portion of the report has been omitted.

Tooley Water District wrote check# 2058 for \$50. This transaction was processed against Tooley Water District's checking account for \$1,500. This error was only recently identified during the reconciliation process of Tooley Water District's checking account while preparing financials for this agenda.

The Error is currently under review with Washington Federal Bank. I have been informed that the review process should be complete in a couple of weeks and we should know more then.

Recent Savings Transactions

Tooley Water District

1/12/2018 5:40 PM

Register: Savings at Washington Federal

From 11/13/2017 through 01/12/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2017		Washington Federal	Interest Income			M	8.09	32,097.27

Recent Checking Transactions

Tooley Water District

1/12/2018 5:43 PM

Register: Checking at Washington Federal

From 11/13/2017 through 01/12/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/21/2017		Washington Federal	Interest Income			M	0.11	6,351.06
11/28/2017	2066	David Pratt	Personal Services:Boar...	November Boa...	50.00			6,301.06
11/28/2017	2067	Debby Jones	Personal Services:Boar...	November Boa...	50.00			6,251.06
11/28/2017	2068	John Amery	Personal Services:Boar...	November Boa...	50.00			6,201.06
11/28/2017	2069	Richard Pontow	Personal Services:Boar...	November Boa...	50.00			6,151.06
11/30/2017	2064	Hiland Water Corp	Accounts Payable	INV 1478 Nov...	1,732.50	M		4,418.56
12/21/2017		Washington Federal	Interest Income			M	0.09	4,418.65
12/21/2017	2070	Hiland Water Corp	Accounts Payable	INV 1496 Dec...	2,147.50			2,271.15
01/10/2018	2065	VOID	Materials and Services:...	VOID: VOID -...		X		2,271.15
01/11/2018			Water Revenue:Base ...	HILAND WAT...		M	3,025.58	5,296.73
01/12/2018			Water Revenue:Base ...	HILAND WAT...		M	2,727.37	8,024.10

Profit and Loss Budget vs. Actual

6:38 PM

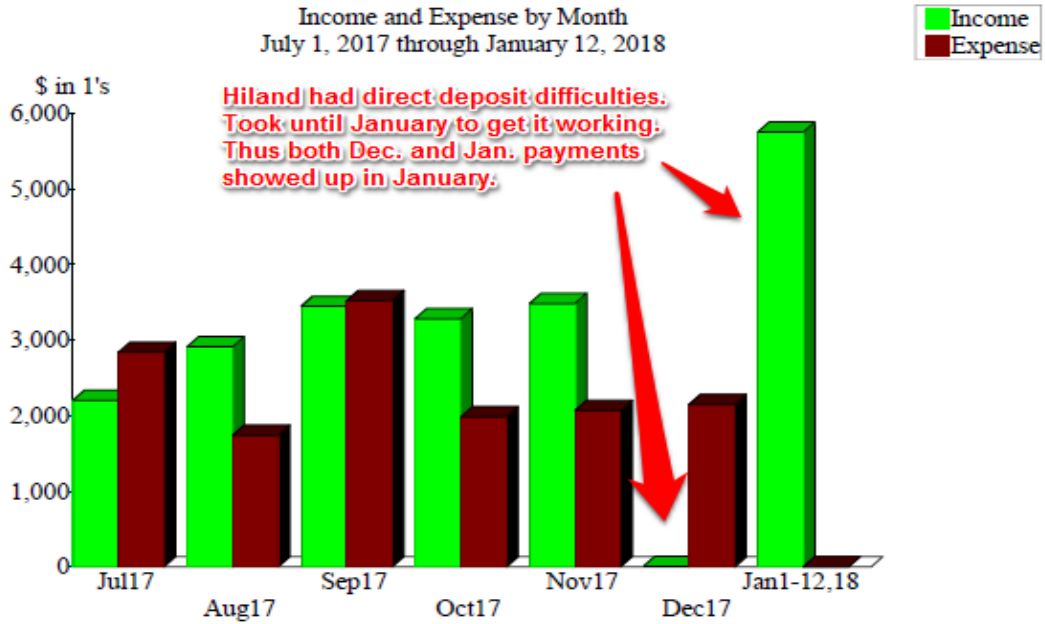
01/21/18

Accrual Basis

Tooley Water District Profit & Loss Budget Performance January 2018

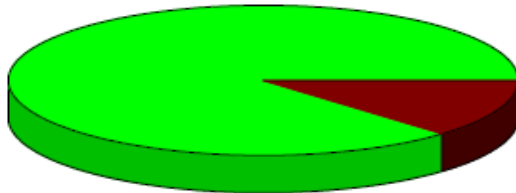
	Jan 18	Budget	% of Budget	Jul 17 - Jan 18	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue	31.50	0.00	100.0%	101.50	0.00	100.0%	0.00
Customer CC Passthrough	5,721.46	2,672.55	214.1%	20,976.80	22,468.17	93.4%	36,120.00
Water Revenue - Other							
Total Water Revenue	5,752.96	2,672.55	215.3%	21,078.10	22,468.17	93.5%	36,120.00
Total Income	5,752.96	2,672.55	215.3%	21,078.10	22,468.17	93.5%	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	0.00	0.00	0.0%	114.05	110.00	103.7%	110.00
Copies	0.00	30.00	0.0%	7.80	210.00	3.7%	360.00
Dues and Fees	0.00	58.33	0.0%	180.00	408.35	44.1%	700.00
Liability Insurance	0.00	1,575.00	0.0%	0.00	1,575.00	0.0%	1,575.00
Maintenance and Repairs	0.00	416.00	0.0%	1,743.88	2,912.00	58.9%	5,000.00
Network Monitoring/Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
Office Supplies	0.00	0.00	0.0%	39.99	60.00	66.7%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	0.00	0.0%	30.00	0.00	100.0%	20.00
Customer CC Pass through	0.00	0.00	0.0%	91.00	0.00	100.0%	20.00
Hiland Bass Maintenance Fee	0.00	1,715.00	0.0%	10,280.00	12,005.00	85.7%	20,500.00
Total Operating Expenses	0.00	1,715.00	0.0%	10,411.00	12,005.00	85.7%	20,500.00
Postage and Delivery	0.00	3.33	0.0%	9.80	23.31	42.0%	40.00
Total Materials and Services	0.00	3,197.66	0.0%	12,506.32	17,303.66	72.3%	28,785.00
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	1,150.00	1,750.00	65.7%	3,000.00
Boardmember Training/Meetings	0.00	0.00	0.0%	-14.20	0.00	100.0%	0.00
Meeting Copies	0.00	20.83	0.0%	0.00	145.95	0.0%	250.00
Boardmember Training/Meetings - Other	0.00	20.83	0.0%	-14.20	145.95	-9.7%	250.00
Total Boardmember Training/Meetings	0.00	270.83	0.0%	1,971.55	2,596.85	69.2%	3,992.00
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%	1,971.55	2,596.85	69.2%	3,992.00
Total Expense	0.00	4,068.49	0.0%	14,303.87	19,899.51	71.9%	45,247.00
Net Ordinary Income	5,752.96	-1,395.94	-41.2%	6,774.23	2,568.66	263.7%	-9,127.00
Other Income/Expense							
Other Income	0.00	1.75	0.0%	22.76	12.25	166.8%	21.00
Interest Income	0.00	1.75	0.0%	22.76	12.25	166.8%	21.00
Total Other Income	0.00	1.75	0.0%	22.76	12.25	166.8%	21.00
Net Other Income	0.00	1.75	0.0%	22.76	12.25	166.8%	21.00
Net Income	5,752.96	-1,394.19	-41.2%	6,796.99	2,580.91	263.4%	-9,106.00

Income and Expense by Month



Expense Summary
July 1, 2017 through January 12, 2018

Materials and Services	87.43%
Personal Services	12.57
Total	\$14,303.87



Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of January 12, 2018

	<u>Jan 12, 18</u>	<u>Jan 12, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	8,024.10	9,875.96	-1,851.86	-18.8%
Savings at Washington Federal	32,097.27	25,169.66	6,927.61	27.5%
Total Checking/Savings	<u>40,121.37</u>	<u>35,045.62</u>	<u>5,075.75</u>	<u>14.5%</u>
Total Current Assets	<u>40,121.37</u>	<u>35,045.62</u>	<u>5,075.75</u>	<u>14.5%</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>289,421.37</u>	<u>284,345.62</u>	<u>5,075.75</u>	<u>1.8%</u>
LIABILITIES & EQUITY				
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	6,796.99	2,569.17	4,227.82	164.6%
Total Equity	<u>289,421.37</u>	<u>284,345.62</u>	<u>5,075.75</u>	<u>1.8%</u>
TOTAL LIABILITIES & EQUITY	<u>289,421.37</u>	<u>284,345.62</u>	<u>5,075.75</u>	<u>1.8%</u>

Maintenance and Repairs - Details

7:12 PM

01/12/18

Accrual Basis

Tooley Water District Maintenance and Repairs details July 2017 through June 2018

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
09/30/2017	1420	Lower Well Repair from pipe burst	Joel Ellis - Work with Gravel	160.00	160.00
09/30/2017	1420	Hiland Water Corp	Furrow Pump - LMI pump parts - Chorinator	158.10	318.10
09/30/2017	1420	Lower Well Repair from pipe burst	J&J Trucking Gravel for Lower Pumphouse repair	882.97	1,201.07
09/30/2017	1420	Lower Well Repair from pipe burst	10% Markup on direct expenses	104.11	1,305.18
10/20/2017	2001	Lower Well Repair from pipe burst	INV# 2001 Excavation	50.00	1,355.18
12/28/2017	1496	Repair meter in resevoir - 2017	Paul Howard - Place door hangers	62.50	1,417.68
12/28/2017	1496	Repair meter in resevoir - 2017	Robert Trotter - Place door hangers	50.00	1,467.68
12/28/2017	1496	Repair meter in resevoir - 2017	Paul Howard - Change Meter	37.50	1,505.18
12/28/2017	1496	Repair meter in resevoir - 2017	Robert Trotter - Change Meter	30.00	1,535.18
12/28/2017	1496	Replace LMI Pump - 2017	Robert Trotter - Change LMI pump lower pump house, g...	40.00	1,575.18
12/28/2017	1496	Replace LMI Pump - 2017	OHA Cashier	30.00	1,605.18
12/28/2017	1496	Replace LMI Pump - 2017	3/4 x 3/4 mip comp	37.56	1,642.74
12/28/2017	1496	Replace LMI Pump - 2017	3/4" CTS Stainless Stiffner	1.86	1,644.60
12/28/2017	1496	Replace LMI Pump - 2017	3/4" Pex Clamp	0.54	1,645.14
12/28/2017	1496	Replace LMI Pump - 2017	3/4" Straight Meter Stop	39.74	1,684.88
12/28/2017	1496	Resevoir Heater - 2017	Heater for Resevoir	37.99	1,722.87
12/28/2017	1496	Resevoir Heater - 2017	Light bulbs	5.49	1,728.36
12/28/2017	1496	Hiland Water Corp	10% markup	15.32	1,743.68
Total Maintenance and Repairs				1,743.68	1,743.68
Total Materials and Services				1,743.68	1,743.68
TOTAL				1,743.68	1,743.68

Item 4 – Action – Appointment of new board member

Carol Mauser has accepted Tooley Water District's request for consideration on the board.

Board to vote on appointing Mrs. Mauser as a Tooley Water District board member. If appointed, Mrs. Mauser would be fulfilling the vacancy created when Carl Carson resigned (due to moving away).

Item 5 – Discussion – Water Report

November 2017

- Gallons pumped: 251,490
- Gallons sold: 199,890
- Gallons lost: 51,600
- Water Loss: 20.52%

December 2017

- Gallons pumped: 150,310
- Gallons sold: 95,000
- Gallons lost: 55,310
- Water Loss: 36.80%

Item 6 – Action – Vote for board member positions

As it is January, it is time to vote for board positions. Three positions are required. Each role must be fulfilled by a different board member. Term for the position will be January – December of 2018.

- 1.—Treasurer
- 2.—Secretary
- 3.—Chairperson

Item 7 – Discussion – Capital Projects

Tooley Water District has budgeted \$5k for the fiscal year 2017/18. We have until June 30th 2018 to complete any capital projects.

Discussion item: Life of valves, pumps, and pipes – Long term maintenance / replacement.

Potential projects include:

1. Automatic chlorination system – Estimate \$5,000
 2. ~~Engineering / Feasibility studies for upper reservoir~~
 3. Emergency Preparedness
 1. ~~Generator~~
 2. Manual hand pump – Estimate – \$1,500
 4. Slow start pump system – Estimate – \$6k per site
 5. 5. Pipe /Asset Locating Project – Estimate \$2,500
 1. Utilizing GPR (Ground Penetrating Radar) and other technologies locate all of Tooley Water District's pipes and valves.
 1. Utilizing GPR may be able to tell if valves are leaking (looking at soil underground may be able to determine runoff)
 - 2.
- Hey John,
- Thank you for the interest in our services. We would be pleased to help you line or and map the position off your water line near the Dalles. As discussed on the phone a budget of \$2500.00 would be sufficient for this portion off the work as we see it. This would include real time marking out of the line, painting and staking the intersections and laterals, as well as coming back through and mapping the laterals with GPS.
- As you get closer to making a decision on moving forward worth your project please contact me with questions. I am more than happy to help and answer any quotations you may have. My contact information is below. We look forward to working with you, talk to you soon.
- Matthew J. Edwards | Vice President
GPMR Engineer | NDT Expert
GPR Data Inc. | Concrete GPMR Inc.
[2645 Suzanne Way Ste. D Eugene, OR 97401](mailto:2645.Suzanne.Way.Ste.D.Eugene.OR.97401)
[W] [541 345 1075](tel:5413451075) [C] [541 228 6851](tel:5412286851)
www.GPRDATA.com | www.GPMRCONCRETE.com
EUGENE | MEDFORD | PORTLAND | SEATTLE | LAS VEGAS
2. Another option is to utilize a mixture of Hiland and GPR for this project. Hiland could perform a detailed analysis of locating known assets. Where they couldn't locate they could call in the GPR experts.
 1. The advantage of utilizing both companies is that they both have different skillsets. Hiland understands water systems and would be looking at things like wear on system, leaks, types of valves etc. while the locating company is just locating assets.
 6. Flush out valves at Adeline Way – Estimate – \$4k (\$2k per side)

Item 8 – Discussion – Nitrogen tests at lower well

High levels of Nitrogen were found at the lower well. Nitrogen levels were not at a fail level however they were high enough to bump Tooley Water District up to a increased testing cycle. Tooley Water District will now be required to test every 6 months (previously it was annually).

Hiland Water currently performs all testing for Tooley Water Districts under their fixed rate.

The inspector suggested that perhaps Tooley may want to consider acquiring a greater setback from the well. However, due to sandy soil there was question if even a greater setback would solve the issue.

Item 9 – Discussion – customer DMARC

Tooley Water District repaired the leaking valve/meter at the resevoir. Currently we now have two meters leading to a customer's location.

In terms of future maintenance and responsibility Tooley Water District should determine the final point of Demarcation.

Item 11 – Discussion – Next meeting

Historically Tooley Water District meetings take place on the 3rd Thursday at 7:00pm. However with a new board member, this time and place should be discussed.

Next board meeting will take place February 15th?

Location: NWCPUD board room

Meeting Adjourned