

Tooley Water District Board Meeting Agenda

Version 1.0 (updated 3/8/18)

Meeting Date: Thursday, March 15, 2018 7:00pm
Location: Northern Wasco County Public Utility District Board Room

- Type of meeting**
Board Meeting
- Chairperson**
Carol Mauser
- Minute keeper**
Debby Jones

Topics

Item 1 - Approval of Agenda.....	2
Item 2 – Approval of Minutes – Feb. 15th, 2018.....	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
Maintenance and Repairs - Details.....	9
Item 4 – Discussion – Water Report.....	9
Item 5 – Discussion – FOIA Request.....	10
Item 6 – Discussion – SIPP Grant.....	10
Item 7 – Discussion – NWCPUD Grant.....	10
Item 8 – Action – Request for bill adjustment.....	10
Item 9 – Discussion – Budget Committee.....	11
Item 11 – Review – Board Member Reimbursements.....	11
Item 12 – Discussion – Next meeting	11

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes – Feb. 15th, 2018

Tooley Water District
February 15, 2018 Board Minutes

Present: John Amery, Richard Pontow, Carol Mauser (by phone), Debby Jones (by phone)

Carol opened the meeting at 7:08 pm

Carol asked for any additions to the agenda. John made a motion to approve the agenda with the potential of moving the agenda item that addresses a possible phone call from Aaron from Hiland. Debby seconded the motion. Motion approved unanimously.

Carol asked for a motion to approve the January minutes. John made a motion to approve, Richard seconded. Motion approved unanimously.

John updated the board on the financial report. John shared that our accounts had been corrected with last months incorrectly entered \$50 check from the bank. John is working with the issuing bank to make sure that there is no fraud involved. The error was not with Washington Federal.

\$32,097.27 Savings

\$ 8,086.22 Checking

John shared that he had changed the formatting so that the numbers were easier to read so that board members would be better able to read reports. Column 4 and Column 8 were the most important to pay attention to on the Profit/Loss report. John felt good about our overall balance sheet. Still ahead of last years numbers. John questioned if our insurance value was accurate. John will be meeting with the insurance contact to make sure we are up to date with correct coverage such as fire, etc.

John shared that he created a report that would specifically address maintenance/repair costs. The main item of interest was the additional charges for Hiland on repairs. Carol asked about the burst pipe and John stated that those expenses were split over last year and this year.

John reported that last months water loss was 32%. It does seem to be matching up that when we do not sale as much water our water loss percentage goes up.

The board discussed transferring funds within the budget for capital improvements. We can transfer between contingency and capital improvements and do not have to reconvene the budget committee. The board has the authority to make these transfers as long as we do not go over our overall budget amount. We can pull from our contingency but must realize that we cannot continue the practice to maintain financial viability.

John and Carol shared information on two grants that may available to the district. One was the PUD grant that is considered a brick and mortar type grant and is a max of \$20,000. John felt that several of our capital projects may fall under the criteria. The second grant is a SIPP (Sustainable Infrastructure Planning Project) grant. It does not pay for infrastructure but does pay for training and engineering. We could consider using this type of grant for an engineering study. Group agreed to pursue the exact requirement/restrictions of the grant. John will confirm with PUD. The board prioritized the projects that best fit the PUD grant. Debby and Carol will work on PUD grant with John contacting a representative from Mid-Columbia Economic Development Council for specific data points. John was authorized to follow-up with the SIPP grant.

Information to include in the PUD grant includes considering that the water district represents 42 units – think long term economic benefit for residents – how contribute back to community such as fire protection – why do we want to do this – variable speed – long term solution - extending the life of our system.

John shared that Kay Pratt will no longer be able to do the chlorination testing. Debby offered to pick up the task.

Item 7 – Aaron not able to make the call

Item 8 – Bill adjustment - John shared that a customer had requested a possible bill adjustment with Hiland. Hiland has been in contact with John and we are waiting for full documentation.

Item 9 – bylaws – currently Tooley Water District indicate a fee for a board member to take the time to turn on and turn off customer water at the valve. The board wants to stay consistent with our bylaws specifically with Anita Carothers and her meter location being inside the pump house.

Item 10 budget committee members terms have expired and there are 3 positions to fill. Board members agreed that a stint on the budget committee would provide opportunity to recruit future board members

Debby will talk to the new people that have moved into Carl Carlson old house. John will talk to Mr Childs and Richard will talk to Mr. Springer.

Item 11 – board member reimbursements. John shared that he had reconciled reimbursement checks from August through January.

Item 12 – next board meeting March 15, 2018

Carol adjourned the meeting at 8:40 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 3/8/18

Business Money Market ****

\$32,097.27 [Quick Transfer](#)

Last 1 Transaction(s) [View more](#) ×

Dec 31	Credit Interest	\$8.09
--------	-----------------	--------

Stellar Business Int Chk *****

\$8,457.54 [Quick Transfer](#)

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

Mar 07	Check	(\$50.00)
Mar 01	Check	(\$50.00)
Feb 26	Check	(\$1,829.24)
Feb 26	Check	(\$7.00)
Feb 23	Over Counter Check	(\$50.00)

Recent Savings Transactions

No New Transactions.

Recent Checking Transactions

Tooley Water District

3/8/2018 6:46 AM

Register: Checking at Washington Federal

From 02/09/2018 through 03/08/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/12/2018		Hiland Water Corp	-split-	HILAND WAT...		X	2,417.11	8,293.41
			Base Water Sales	January 2018 r...			2,399.61	
			Customer CC Passthro...	January 2018 C...			17.50	
02/20/2018	2080	United States Postal ...	Materials and Services:...	Stamps	9.80	X		8,283.61
02/21/2018		Washington Federal	Interest Income			X	0.25	8,283.86
02/28/2018	2081	Carol Mauser	Personal Services:Boar...	February Board...	50.00	M		8,233.86
02/28/2018	2082	Debby Jones	Personal Services:Boar...	February Board...	50.00			8,183.86
02/28/2018	2083	John Amery	Personal Services:Boar...	February Board...	50.00			8,133.86
02/28/2018	2084	Richard Pontow	Personal Services:Boar...	February Board...	50.00			8,083.86
03/08/2018	2085	Hiland Water Corp	Accounts Payable	February 2018 ...	1,732.50			6,351.36
03/08/2018	2086	S.D.I.S	Accounts Payable	Customer# 01-...	1,570.00			4,781.36

Profit and Loss Budget vs. Actual

6:50 AM

03/08/18

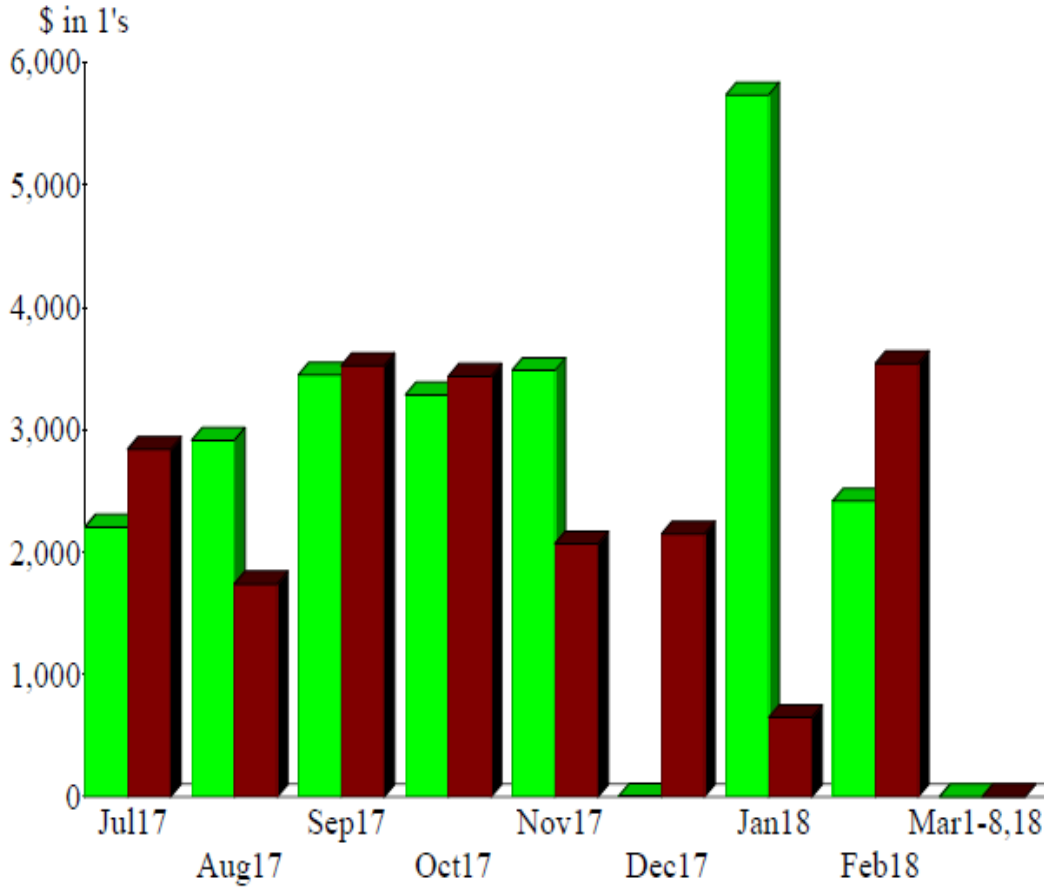
Accrual Basis

Tooley Water District Profit & Loss Budget Performance March 2018

	Mar 18	Budget	% of Bud...	Jul '17 - ...	YTD Bud...	% of Bud...	Annual B...
Ordinary Income/Expense							
Income							
Water Revenue							
Base Water Sales	0.00	0.00	0.0%	2,399.61	0.00	100.0%	0.00
Customer CC Passthrough	0.00	0.00	0.0%	101.50	0.00	100.0%	0.00
Water Revenue - Other	0.00	2,371.15	0.0%	20,976.60	27,722.69	75.7%	36,120.00
Total Water Revenue	0.00	2,371.15	0.0%	23,477.71	27,722.69	84.7%	36,120.00
Total Income	0.00	2,371.15	0.0%	23,477.71	27,722.69	84.7%	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			121.05	110.00	110.0%	110.00
Copies	0.00	30.00	0.0%	31.48	270.00	11.7%	360.00
Dues and Fees	0.00	58.33	0.0%	218.01	525.01	41.5%	700.00
Liability Insurance	0.00	0.00	0.0%	1,570.00	1,575.00	99.7%	1,575.00
Maintenance and Repairs	0.00	416.00	0.0%	1,810.42	3,744.00	48.4%	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			60.00			
Customer CC pass through	0.00	0.00	0.0%	108.50	0.00	100.0%	20.00
Hiland Base Maintenance Fee	0.00	1,715.00	0.0%	13,720.00	15,435.00	88.9%	20,580.00
Total Operating Expenses	0.00	1,715.00	0.0%	13,888.50	15,435.00	90.0%	20,600.00
Postage and Delivery	0.00	3.33	0.0%	19.60	29.97	65.4%	40.00
Total Materials and Services	0.00	2,222.66	0.0%	17,699.05	21,748.98	81.4%	28,785.00
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	1,600.00	2,250.00	71.1%	3,000.00
Boardmember training/meetings							
Meeting Copies	0.00	0.00	0.0%	-14.20	0.00	100.0%	0.00
Boardmember training/meetings - Other	0.00	20.83	0.0%	0.00	187.51	0.0%	250.00
Total Boardmember training/meetings	0.00	20.83	0.0%	-14.20	187.51	-7.6%	250.00
Crime Bond	0.00			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	0.00	270.83	0.0%	2,247.55	3,137.51	71.6%	3,962.00
Total Expense	0.00	2,493.49	0.0%	19,946.60	24,886.49	80.2%	45,247.00
Net Ordinary Income	0.00	-122.34	0.0%	3,531.11	2,836.20	124.5%	-9,127.00
Other Income/Expense							
Other Income							
Interest Income	0.00	1.75	0.0%	23.14	15.75	146.9%	21.00
Total Other Income	0.00	1.75	0.0%	23.14	15.75	146.9%	21.00
Net Other Income	0.00	1.75	0.0%	23.14	15.75	146.9%	21.00
Net Income	0.00	-120.59	0.0%	3,554.25	2,851.95	124.6%	-9,106.00

Income and Expense by Month

Income and Expense by Month
July 1, 2017 through March 8, 2018



Expense Summary
July 1, 2017 through March 8, 2018

Materials and Services	88.73%
Personal Services	11.27
Total	\$19,946.60

Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of March 8, 2018

	Mar 8, 18	Mar 8, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	4,781.36	12,064.62	-7,283.26	-60.4%
Savings at Washington Federal	32,097.27	25,639.66	6,457.61	25.2%
Total Checking/Savings	<u>36,878.63</u>	<u>37,704.28</u>	<u>-825.65</u>	<u>-2.2%</u>
Total Current Assets	<u>36,878.63</u>	<u>37,704.28</u>	<u>-825.65</u>	<u>-2.2%</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>286,178.63</u>	<u>287,004.28</u>	<u>-825.65</u>	<u>-0.3%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,736.50	-1,736.50	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>1,736.50</u>	<u>-1,736.50</u>	<u>-100.0%</u>
Total Current Liabilities	<u>0.00</u>	<u>1,736.50</u>	<u>-1,736.50</u>	<u>-100.0%</u>
Total Liabilities	<u>0.00</u>	<u>1,736.50</u>	<u>-1,736.50</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	3,554.25	3,491.33	62.92	1.8%
Total Equity	<u>286,178.63</u>	<u>285,267.78</u>	<u>910.85</u>	<u>0.3%</u>
TOTAL LIABILITIES & EQUITY	<u>286,178.63</u>	<u>287,004.28</u>	<u>-825.65</u>	<u>-0.3%</u>

Maintenance and Repairs - Details

7:09 AM

03/08/18

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	Replace LMI Pump - 2017	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	Repair meter in resevoir - 2017	Robert Trotter - Change LMI pump lower pump house, g...	40.00	1,575.18
12/28/2017	1496	Repair meter in resevoir - 2017	OHA Cashier	30.00	1,605.18
12/28/2017	1496	Repair meter in resevoir - 2017	3/4 x 3/4 mip comp	37.56	1,642.74
12/28/2017	1496	Repair meter in resevoir - 2017	3/4" CTS Stainless Stiffner	1.86	1,644.60
12/28/2017	1496	Repair meter in resevoir - 2017	3/4" Pex Clamp	0.54	1,645.14
12/28/2017	1496	Repair meter in resevoir - 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	10% Markup on items purchased	10% markup	15.32	1,743.68
01/31/2018	1520	Resevoir Heater - 2017	Ernst Irrigation - parts for heater in booster station	66.74	1,810.42
Total Maintenance and Repairs				1,810.42	1,810.42
Total Materials and Services				1,810.42	1,810.42
TOTAL				1,810.42	1,810.42

Item 4 – Discussion – Water Report

February 2018

Gallons pumped: 167,370

Gallons sold: 131,180

Gallons lost: 36,190

Water Loss %: 21.62%

Item 5 – Discussion – FOIA Request

On March 7th 2018 Mr. Amery received a public records request from the group American Transparency. They were interested in all Tooley Water District financial transactions for the year of 2017. Mr. Amery responded back with the data they requested the same day (3/7/18).

It should be noted that per the January 2nd SDAO newsletter:

Recent Changes to Public Records Law

By: Mark Wolf, Local Government Law Group

The Oregon Legislature passed four public records laws last session - SB 481, SB 106, HB 2101, and HB 3361. This article focuses on the impacts of SB 481, which among other things, sets time requirements that public bodies must meet when responding to requests for public records and specifies the process for responding.

Currently, if a person makes a written request to inspect a public record or to receive a copy of a public record, the public body receiving the request shall respond as soon as practicable and without unreasonable delay.

Effective January 1, 2018, the public body has five business days to either (a) acknowledge the request, or (b) complete the request.

Item 6 – Discussion – SIPP Grant

Mr. Amery has been working with Mrs. Pippenich (from MCEDD) and Aaron Olson from Hiland Water to complete the SIPP Grant application by its due date 3/15/18 (date of this scheduled meeting).

If all goes well Tooley Water District should have a completed Grant request submitted for SIPP funding.

Item 7 – Discussion – NWCPUD Grant

Mrs. Jones and Mrs. Mauser to provide an update on the NWCPUD Grant application progress.

Item 8 – Action – Request for bill adjustment

A request for bill adjustment has been made by Tooley Water District customer due to a leak. Details to follow.

Item 9 – Discussion – Budget Committee

Discussion of progress in acquiring Budget Committee members to fill the current vacancies.

Item 11 – Review – Board Member Reimbursements

John Amery

Transactions:

1. \$13.00 – Agenda Copies for 2/15/18 board meeting

Total reimbursements - \$13.00

STAPLES

[460 Mount Hood Street](#)
[The Dalles, OR 97058](#)
[\(541\) 298-2222](#)

SALE 1877139 3 005 08580
1048 02/15/18 12:55

Your Sales Associate was:
Alexander C

QTY SKU PRICE

REWARDS NUMBER [4029928449](#)

***** Customer Order [2098478200](#) *****

5	Custom Copy P		
	1980562	2.106ea	10.53
	Your Rewards Price	\$2.00	-0.53
1	Express Guarant		
	2623897		3.00N

Questions on Customer Order [2098478200](#)

Call Customer Service at 1-800-3STAPLES

SUBTOTAL	13.00
TOTAL	\$13.00
Discover Credit	USD\$13.00
Card No.:	XXXXXXXXXXXXXXXX8306 [C]
Chip Read	
Auth No.:	01514R
AID.:	A0000001523010

TOTAL ITEMS 6

Staples brand products.
Below Budget. Above Expectations.

THANK YOU FOR SHOPPING AT STAPLES !

Shop online at www.staples.com

Item 12 – Discussion – Next meeting

Next board meeting will take place April 19th

Location: NWCPUD board room

Meeting Adjourned