

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 5/15/18)

Meeting Date: Thursday, May 17, 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 – April. 19th, 2018.....	2
Item 3 - Financial Reports – John Amery.....	3
Copy of current account totals from Washington Federal Website.....	3
Recent Savings Transactions.....	3
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 – Discussion – Water Report.....	8
Item 5 – Discussion – Bank Error.....	8
Item 6 – Review – Board Member Reimbursements.....	9
Item 7 – Discussion – Next meeting	9

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes – April. 19th, 2018

Tooley Water District
April 19, 2018 Board Minutes

Present: John Amery (via remote), Richard Pontow, Carol Mauser

Mrs. Mauser opened the meeting at 7:07 pm

The agenda was re-ordered to address concerns whether a quorum could be maintained as Mr. Amery was likely to have to leave soon due to an emergency.

Vacancies in the Budget committee were unanimously approved as:

Position 1: Sam Springer – appointed to fulfill expired position

Position 2: David Childs – appointed to fulfill expired position

Position 3: Larry Russ – maintained existing position

Position 4: Kay Pratt – maintained existing position

Position 5: Susan Russ – appointed to fulfill resignation

Mr. Amery motioned to approve the 3/15/18 minutes as read. Mr. Pontow 2nd. Motion passed unanimously.

Mr. Amery provided a financial report

Mr. Amery reviewed the water report and noted there was a 26.82% loss in March.

Mrs. Mauser motioned and Mr. Amery 2nded to have Mr. Amery contact to Hiland to review Tooley Water District facilities and attempt to develop facility replacement values for insurance purposes. Upon receiving those estimates Mr. Amery would work with insurance to get these updated values in our insurance details.

Mr. Amery discussed the OHA water Survey and pointed out the entire survey is available online on Tooley's website.

Mr. Amery discussed the SAM registration process and confirmed the board was comfortable that Mr. Amery had authority to manage Tooley Water District's SAM account.

Carol adjourned the meeting at 7:45 pm as Mr. Amery was required to leave due to a work emergency.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 5/15/18

Accounts

Business Money Market *****

\$32,105.19 ⇌ Quick Transfer

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

Apr 01	Credit Interest	\$7.92
--------	-----------------	--------

Stellar Business Int Chk *****

\$11,934.36 ⇌ Quick Transfer

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

May 14	HILAND WATER COR 503-554-8333 - 50355483...	\$2,592.89
May 11	Check	(\$50.00)
May 09	Check	(\$50.00)
May 09	Check	(\$13.00)
May 09	Check	(\$4.84)

Recent Savings Transactions

No Transactions for the month of April

Recent Checking Transactions

Tooley Water District

5/14/2018 8:21 PM

Register: Checking at Washington Federal

From 04/18/2018 through 05/14/2018

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>
04/21/2018		Washington Federal	Interest Income			X	0.25	9,641.47
04/30/2018	To Print	Carol Mauser	Personal Services:Boar...	April Board M...	50.00			9,591.47
04/30/2018	To Print	John Amery	Personal Services:Boar...	April Board M...	50.00			9,541.47
04/30/2018	To Print	Richard Pontow	Personal Services:Boar...	April Board M...	50.00			9,491.47
05/01/2018	To Print	Hiland Water Corp	Accounts Payable	April 2018 Ser...	2,091.84			7,399.63
05/04/2018			Bank Error	Bank Error	300.00	X		7,099.63
05/14/2018		Hiland Water Corp	Water Revenue	HILAND WAT...		X	2,592.89	9,692.52

Profit and Loss Budget vs. Actual

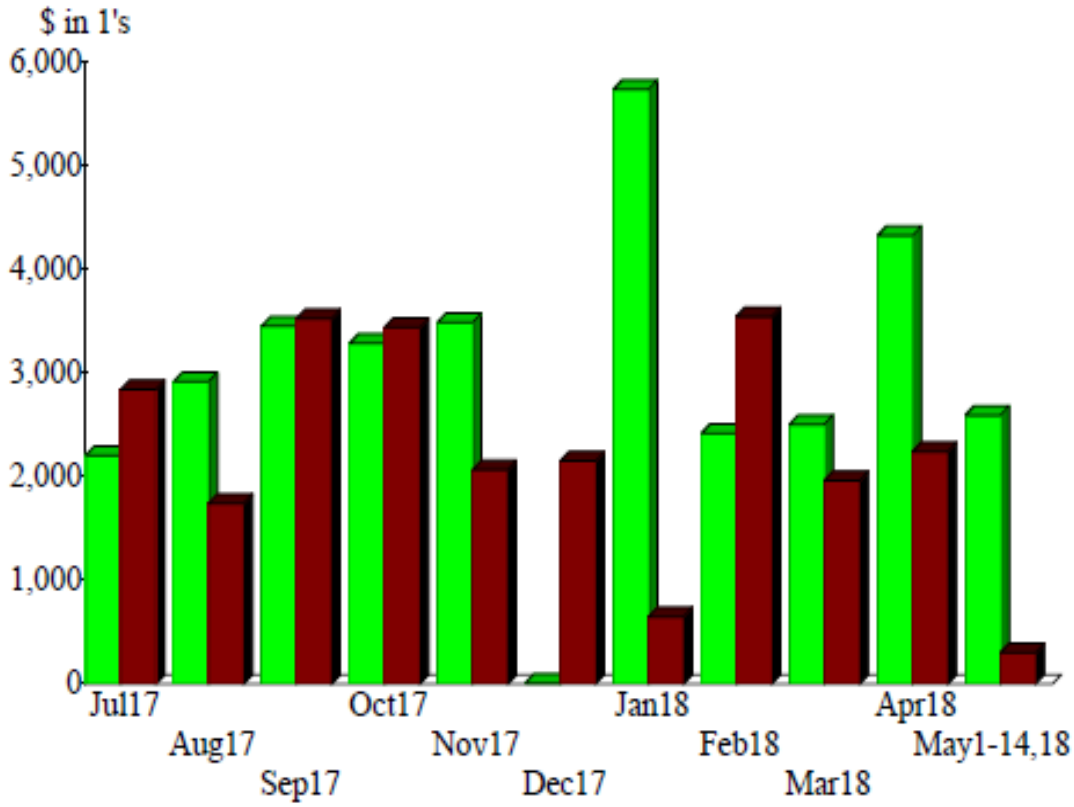
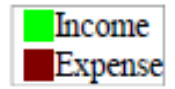
Tooley Water District Profit & Loss Budget Performance May 2018

:41 PM
5/14/18
accrual Basis

	May 18	Budget	% of Budget	Jul '17 - May 18	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue	0.00	0.00	0.0%	101.50	0.00	100.0%	0.00
Customer CC Passthrough	2,592.89	2,813.92	92.1%	32,789.56	32,977.79	98.4%	36,120.00
Water Revenue - Other							
Total Water Revenue	2,592.89	2,813.92	92.1%	32,891.06	32,977.79	99.7%	36,120.00
Total Income	2,592.89	2,813.92	92.1%	32,891.06	32,977.79	99.7%	36,120.00
Expense							
Capital Improvements	0.00	2,500.00	0.0%	0.00	5,000.00	0.0%	5,000.00
Contingency	0.00	2,500.00	0.0%	0.00	5,000.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	0.00	30.00	0.0%	121.05	110.00	110.0%	110.00
Copies	0.00	58.33	0.0%	49.32	330.00	14.9%	360.00
Dues and Fees	0.00	218.01	0.0%	641.67	700.00	34.0%	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	4,576.00	38.6%	5,000.00
Network Monitoring Maintenance	0.00	300.00	0.0%	328.34	300.00	108.8%	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%	90.00	0.00	100.0%	20.00
Customer CC pass through	0.00	1,715.00	0.0%	17,150.00	18,865.00	90.9%	20,560.00
Hiland Base Maintenance Fee	0.00	1,715.00	0.0%	17,384.00	18,865.00	92.2%	20,800.00
Total Operating Expenses	0.00	1,715.00	0.0%	17,384.00	18,865.00	92.2%	20,800.00
Postage and Delivery	0.00	3.33	0.0%	19.60	36.63	53.5%	40.00
Total Materials and Services	0.00	2,522.66	0.0%	21,551.73	26,494.30	81.3%	28,785.00
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	1,950.00	2,750.00	70.9%	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	229.17	0.0%	250.00
Boardmember training/meetings - Other	0.00	20.83	0.0%	-14.20	229.17	-6.2%	250.00
Total Boardmember training/meetings	0.00	20.83	0.0%	-14.20	229.17	-6.2%	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	93.6%	612.00
Total Personal Services	0.00	270.83	0.0%	2,587.55	3,679.17	70.6%	3,962.00
Total Expense	0.00	7,793.49	0.0%	24,149.28	40,173.47	60.1%	45,247.00
Net Ordinary Income	2,592.89	-4,979.57	-52.1%	8,741.78	-7,195.68	-121.5%	-9,127.00
Other Income/Expense							
Other Income	0.00	1.75	0.0%	31.55	19.25	163.9%	21.00
Interest Income	0.00	1.75	0.0%	31.55	19.25	163.9%	21.00
Total Other Income	0.00	1.75	0.0%	31.55	19.25	163.9%	21.00
Other Expense	300.00			300.00			
Bank Error	300.00			300.00			
Total Other Expense	300.00			300.00			
Net Other Income	-300.00	1.75	-17,142.9%	-288.45	19.25	-1,394.5%	21.00
Net Income	2,292.89	-4,977.82	-46.1%	8,473.33	-7,176.43	-118.1%	-9,106.00

Income and Expense by Month

Income and Expense by Month
July 1, 2017 through May 14, 2018



Balance Sheet Previous Year Comparison

8:47 PM

05/14/18

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of May 14, 2018

	May 14, 18	May 14, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	9,692.52	13,975.24	-4,282.72	-30.7%
Savings at Washington Federal	32,105.19	26,115.91	5,989.28	22.9%
Total Checking/Savings	<u>41,797.71</u>	<u>40,091.15</u>	<u>1,706.56</u>	<u>4.3%</u>
Total Current Assets	<u>41,797.71</u>	<u>40,091.15</u>	<u>1,706.56</u>	<u>4.3%</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><u>291,097.71</u></u>	<u><u>289,391.15</u></u>	<u><u>1,706.56</u></u>	<u><u>0.6%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	1,722.00	-1,722.00	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>1,722.00</u>	<u>-1,722.00</u>	<u>-100.0%</u>
Total Current Liabilities	<u>0.00</u>	<u>1,722.00</u>	<u>-1,722.00</u>	<u>-100.0%</u>
Total Liabilities	<u>0.00</u>	<u>1,722.00</u>	<u>-1,722.00</u>	<u>-100.0%</u>
Equity				
Opening Balance Equity	288,855.44	288,855.44	0.00	0.0%
Retained Earnings	13,768.94	12,921.01	847.93	6.6%
Net Income	8,473.33	5,892.70	2,580.63	43.8%
Total Equity	<u>291,097.71</u>	<u>287,669.15</u>	<u>3,428.56</u>	<u>1.2%</u>
TOTAL LIABILITIES & EQUITY	<u><u>291,097.71</u></u>	<u><u>289,391.15</u></u>	<u><u>1,706.56</u></u>	<u><u>0.6%</u></u>

Maintenance and Repairs - Details

8:48 PM

05/14/18

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

April 2018

Gallons pumped: 168,240

Gallons sold: 166,340

Gallons lost: 1,900

Water Loss %: 1.13%

Item 5 – Discussion – Bank Error

A bank error of \$300 occurred on Tooley Water District's checking account. \$300 was mistakenly withdrawn from Tooley's bank account and listed as a debit transaction. I am not even aware of a debit card for Tooley Water District. Upon calling in and pointing out the error I was informed the mistake would be corrected. It appears a mistake was made by a local branch teller.

Item 6 – Review – Board Member Reimbursements

John Amery

4/19/18 copies for board meeting - \$5.36

5/1/18 copies for budget meeting - \$15.03



Low prices. Every item. Every day.

Store No: 1048
460 Mount Hood Street
The Dalles, OR 97058
541-298-2222

262626 00 026 08745

Receipt #: 08745 04/19/2018 14:11



Low prices. Every item. Every day.

Store No: 1048
460 Mount Hood Street
The Dalles, OR 97058
541-298-2222

262626 00 026 08991

Receipt #: 08991 05/11/2018 15:38

Qty	Description	Amount	Qty	Description	Amount
48	X BW SS MBL LTR - 233550	5.28	135	X BW SS MBL LTR - 233550	14.85
4	X SS STAPLE - 233592	0.08	9	X SS STAPLE - 233592	0.18
	SubTotal	5.36		SubTotal	15.03
	Taxes	0.00		Taxes	0.00
	Total	USD \$5.36		Total	USD \$15.03

Item 7 – Discussion – Next meeting

Next board meeting will take place June 21st

Location: NWCPUD board room

Meeting Adjourned