

# Tooley Water District Board Meeting Agenda

Version 1.2 (updated 7/19/18)

Meeting Date: Thursday, July 19, 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

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## Item 1 - Approval of Agenda

## Item 2 – Approval of Minutes

Tooley Water District Board Meeting  
June 21, 2018

In Attendance:

John Amery, Richard Pontow, Carol Mauser, Dave Pratt, Debby Jones

Guests:

Rick Wolfe, Dave Childs

Carol opened the meeting at 7:21 pm. John made a motion to approve the May meeting minutes. Richard seconded. Motion approved unanimously.

Carole asked for approval of the June meeting agenda. John asked to amend the agenda to have item number 8 (Customer replacement of meter) moved up in the meeting agenda to accommodate the two guests (Mr. Wolfe and Childs). Debby made a motion to approval the amended agenda. Richard seconded. Motion passed unanimously.

Richard shared that he also was having an issue with his meter, as well as Mr. Wolfe and Childs and provided back up documentation for the last three months. The amount of water had consistently gone up dramatically and Richard indicated that they had not changed their water usage. He wondered if his meter was possibly over reading. Mr. Childs meter showed no water usage for the past few months. Mr. Wolfe shared that he had turned his water off during a prolonged time that he was absent from his property and that the meter still showed a water usage of 400 gallons. Board members discussed the three issues and especially commended Mr. Childs for his honesty in informing the board that he had not been charged. John shared that he had contacted Hiland when the issues had first come to him as an individual board member and that Hiland stated that meters can acquire “slippage” (meters age and begin to not read the accurate usage amount. This issue is typically in favor of the customer in that the water meter is reading lower than the actual amount used. John indicated that all 3 situations were completely different. Mr. Wolfe suggested the possibility of all three meters being read incorrectly. Mr. Childs felt that he had a faulty meter. Hiland provided an estimate of \$150 per meter change out. Board members continued to discuss the issue. John made a motion to have Tooley Water District replace Richards and use this situation to inform the board in developing a future policy regarding meter issues. Debby seconded the motion. Motion passed with Mr. Pontow abstaining.

John made a motion to authorize Hiland to replace meters in the event that Hiland believes it is in the best interest of Tooley Water District. Debby seconded. Motion passed unanimously.

John provided the financial update and shared that we had the following:

Checking	\$12,287.84
Savings	\$32,105.19

John shared that the \$300 bank error that was discovered last month had been corrected. John updated the board on the water loss figures. In April there was a recorded loss of 1,900 gallons. In

May the total loss was 144,390 gallons.

John provided information on the renewal of the Hiland contract. The contract included a 2% increase. This increase had been anticipated and was included in the new budget. The board also discussed having Hiland perform flushing maintenance and having Hiland double check the chlorine levels. John made a motion to accept the Hiland Water contract as presented. Debby seconded. Motion passed unanimously.

John updated the board on the valuation of Tooley Water District facilities. These amounts were comparable to those provided in the district's insurance coverage values.

John shared that new and additional water testing may be required from the state. We will know more in the future.

John provided board member reimbursement documentation and explanation.

Carol adjourned the meeting at 8:37 pm.

Next meeting is scheduled for Thursday, July 20, 2018.

## Item 3 - Financial Reports – John Amery

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

Screenshot from Washington Federal website on 7/16/18

**Business Money Market** \*\*\*\*\*

\$32,113.20

Quick Transfer

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

Jul 01	Credit Interest	\$8.01
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**Stellar Business Int Chk** \*\*\*\*\*

\$13,444.92

Quick Transfer

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

Jul 13	Over Counter Check	(\$50.00)
Jul 11	Check	(\$50.00)
Jul 11	Check	(\$49.99)
Jul 11	Check	(\$37.08)
Jul 11	Check	(\$25.20)

### Recent Savings Transactions

Tooley Water District

7/16/2018 3:41 PM

Register: Savings at Washington Federal

From 01/01/2018 through 07/16/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2018		Washington Federal	Interest Income		X		7.92	32,105.19
07/01/2018		Washington Federal	Interest Income		X		8.01	32,113.20

## Recent Checking Transactions

Tooley Water District

7/16/2018 3:40 PM

Register: Checking at Washington Federal

From 06/15/2018 through 07/16/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/21/2018		Washington Federal	Interest Income			X	0.48	10,224.21
06/30/2018	2114	Carol Mauser	Personal Services:Boar...	June Board Me...	50.00			10,174.21
06/30/2018	2115	David Pratt	Personal Services:Boar...	June Board Me...	50.00			10,124.21
06/30/2018	2116	Debby Jones	Personal Services:Boar...	June Board Me...	50.00			10,074.21
06/30/2018	2117	John Amery	Personal Services:Boar...	June Board Me...	50.00			10,024.21
06/30/2018	2118	Richard Pontow	Personal Services:Boar...	June Board Me...	50.00			9,974.21
06/30/2018	2119	Hiland Water Corp	Accounts Payable	June 2018 Serv...	1,729.00			8,245.21
06/30/2018	2120	John Amery	Materials and Services:...	Reimbursement...	13.95			8,231.26
07/06/2018		Hiland Water Corp	-split- Base Water Sales Customer CC Passthro...	HILAND WAT...		X	3,220.71 3,206.71 14.00	11,451.97
07/16/2018	2121	Liberty Mutual Insur...	Accounts Payable	Bond# LSF050...	107.00			11,344.97

## Profit and Loss Budget vs. Actual

3:55 PM

07/16/18

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - ...	Budget	% of Bu...	Jul '17 - Jun 18	YTD Bud...	% of Bu...	Annual ...
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Water Revenue							
Customer CC Passthrough	119.00	0.00	100.0%	119.00	0.00	100.0%	0.00
Water Revenue - Other	35,145.00	36,120.00	97.3%	35,145.00	36,120.00	97.3%	36,120.00
<b>Total Water Revenue</b>	<b>35,264.00</b>	<b>36,120.00</b>	<b>97.6%</b>	<b>35,264.00</b>	<b>36,120.00</b>	<b>97.6%</b>	<b>36,120.00</b>
<b>Total Income</b>	<b>35,264.00</b>	<b>36,120.00</b>	<b>97.6%</b>	<b>35,264.00</b>	<b>36,120.00</b>	<b>97.6%</b>	<b>36,120.00</b>
<b>Expense</b>							
Capital Improvements	0.00	5,000.00	0.0%	0.00	5,000.00	0.0%	5,000.00
Contingency	0.00	7,500.00	0.0%	0.00	7,500.00	0.0%	7,500.00
<b>Materials and Services</b>							
Computer and Internet Expenses	121.05	110.00	110.0%	121.05	110.00	110.0%	110.00
Copies	126.20	360.00	35.6%	126.20	360.00	35.6%	360.00
Dues and Fees	218.01	700.00	31.1%	218.01	700.00	31.1%	700.00
Liability Insurance	1,570.00	1,575.00	99.7%	1,570.00	1,575.00	99.7%	1,575.00
Maintenance and Repairs	1,810.42	5,000.00	36.2%	1,810.42	5,000.00	36.2%	5,000.00
Network Monitoring Maintenance	329.34	300.00	109.8%	329.34	300.00	109.8%	300.00
Office Supplies	89.98	100.00	90.0%	89.98	100.00	90.0%	100.00
<b>Operating Expenses</b>							
Activation Fees Passthrough	90.00			90.00			
Customer CC pass through	203.00	20.00	1,015.0%	203.00	20.00	1,015.0%	20.00
Hiland Base Maintenance Fee	20,580.00	20,580.00	100.0%	20,580.00	20,580.00	100.0%	20,580.00
<b>Total Operating Expenses</b>	<b>20,873.00</b>	<b>20,600.00</b>	<b>101.3%</b>	<b>20,873.00</b>	<b>20,600.00</b>	<b>101.3%</b>	<b>20,600.00</b>
Postage and Delivery	59.60	40.00	149.0%	59.60	40.00	149.0%	40.00
<b>Total Materials and Services</b>	<b>25,199.60</b>	<b>28,785.00</b>	<b>87.5%</b>	<b>25,199.60</b>	<b>28,785.00</b>	<b>87.5%</b>	<b>28,785.00</b>
<b>Personal Services</b>							
Boardmember Incentives	2,400.00	3,000.00	80.0%	2,400.00	3,000.00	80.0%	3,000.00
Boardmember training/meetings							
Meeting Copies	-14.20	0.00	100.0%	-14.20	0.00	100.0%	0.00
Boardmember training/meetings - Other	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
<b>Total Boardmember training/meetings</b>	<b>-14.20</b>	<b>250.00</b>	<b>-5.7%</b>	<b>-14.20</b>	<b>250.00</b>	<b>-5.7%</b>	<b>250.00</b>
Crime Bond	100.00	100.00	100.0%	100.00	100.00	100.0%	100.00
Workmans Compensation Insurance	561.75	612.00	91.8%	561.75	612.00	91.8%	612.00
Personal Services - Other	37.08			37.08			
<b>Total Personal Services</b>	<b>3,084.63</b>	<b>3,962.00</b>	<b>77.9%</b>	<b>3,084.63</b>	<b>3,962.00</b>	<b>77.9%</b>	<b>3,962.00</b>
<b>Total Expense</b>	<b>28,284.23</b>	<b>45,247.00</b>	<b>62.5%</b>	<b>28,284.23</b>	<b>45,247.00</b>	<b>62.5%</b>	<b>45,247.00</b>
<b>Net Ordinary Income</b>	<b>6,979.77</b>	<b>-9,127.00</b>	<b>-76.5%</b>	<b>6,979.77</b>	<b>-9,127.00</b>	<b>-76.5%</b>	<b>-9,127.00</b>
<b>Other Income/Expense</b>							
Other Income							
Interest Income	32.30	21.00	153.8%	32.30	21.00	153.8%	21.00
<b>Total Other Income</b>	<b>32.30</b>	<b>21.00</b>	<b>153.8%</b>	<b>32.30</b>	<b>21.00</b>	<b>153.8%</b>	<b>21.00</b>
<b>Net Other Income</b>	<b>32.30</b>	<b>21.00</b>	<b>153.8%</b>	<b>32.30</b>	<b>21.00</b>	<b>153.8%</b>	<b>21.00</b>
<b>Net Income</b>	<b>7,012.07</b>	<b>-9,106.00</b>	<b>-77.0%</b>	<b>7,012.07</b>	<b>-9,106.00</b>	<b>-77.0%</b>	<b>-9,106.00</b>

## Balance Sheet Previous Year Comparison

4:02 PM

07/16/18

Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of July 16, 2018

	Jul 16, 18	Jul 16, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	11,344.97	6,973.47	4,371.50	62.7%
Savings at Washington Federal	32,113.20	26,357.41	5,755.79	21.8%
<b>Total Checking/Savings</b>	<u>43,458.17</u>	<u>33,330.88</u>	<u>10,127.29</u>	<u>30.4%</u>
<b>Total Current Assets</b>	<u>43,458.17</u>	<u>33,330.88</u>	<u>10,127.29</u>	<u>30.4%</u>
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	<u>249,300.00</u>	<u>249,300.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>292,758.17</b></u>	<u><b>282,630.88</b></u>	<u><b>10,127.29</b></u>	<u><b>3.6%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	20,781.01	13,768.94	7,012.07	50.9%
Net Income	3,121.72	6.50	3,115.22	47,926.5%
<b>Total Equity</b>	<u>292,758.17</u>	<u>282,630.88</u>	<u>10,127.29</u>	<u>3.6%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>292,758.17</b></u>	<u><b>282,630.88</b></u>	<u><b>10,127.29</b></u>	<u><b>3.6%</b></u>

## Maintenance and Repairs - Details

1:47 PM

06/15/18

Accrual Basis

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

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
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
<b>TOTAL</b>				<b>1,810.42</b>	<b>1,810.42</b>

### Item 4 – Discussion – Water Report

<b>April 2018</b>	<b>May 2018</b>	<b>June 2018</b>
Gallons pumped: 168,240	Gallons pumped: 467,380	Gallons pumped: 644,200
Gallons sold: 166,340	Gallons sold: 322,990	Gallons sold: 479,810
Gallons lost: 1,900	Gallons lost: 144,390	Gallons lost: 164,390
Water Loss %: 1.13%	Water Loss %: 30.89%	Water Loss Percentage: 25.52%



## **Item 5 – Discussion – Iron in the water**

Mr. Wolfe contacted Mr. Amery regarding concerns of potential Iron in the water. Mr. Amery then contacted Tina at Hiland in an effort to gain a full perspective of the situation.

Iron is not an item that is required to be tested for by the EPA. It is however listed as a secondary standard regulation which the EPA sets guidelines for aesthetic considerations such as taste, color, and odor. Iron levels are considered to be within EPA secondary standards if they are below 0.3 mg/L. However, since Tooley Water District is not required to test, we do not know what our iron levels are.

More information available at: <https://www.epa.gov/dwstandardsregulations/secondary-drinking-water-standards-guidance-nuisance-chemicals>

## **Item 6 – Discussion – Authority to Hiland for maintenance work**

The board might want to consider whether current authority levels allow for proper response to system maintenance.

Questions to consider:

- How should Hiland handle system maintenance on a routine basis?
- How should Hiland handle system maintenance on an emergency basis?
- Does a board member (or two) need to authorize all system maintenance?
- What happens if Hiland can not reach a board member?
- What does Hiland's maintenance schedule look like?
- Liabilities from system failures

## **Item 7 – Discussion – Hiland Maintenance Update**

- Nelson Leak repaired
- Pontow Meter changed out. As of the development of this agenda the meter had not been tested yet for accuracy
- Childs meter that is stuck had to be rescheduled due to end customer scheduling challenges.
- Flush valves are scheduled to be flushed this week.

# Item 8 – Review – Board Member Reimbursements

John Amery

- 6/20 receipt for copies of June board meeting agenda - \$13.95



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# Item 9 – Discussion – Next Meeting

Next board meeting will take place August 16  
Location: NWCPUD board room  
**Meeting Adjourned**