

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/15/18)

Meeting Date: Thursday, August 16, 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

Thursday July 19, 2018

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

Carol opened the meeting at 7:02 pm.

John made a motion to approve agenda. Debby seconded. Motion approved unanimously.

Debby motioned to approve June minutes. John seconded. Motion passed unanimously.

John shared the following financial report :

Checking - \$13,444.92

Savings - \$32,113.20

John also updated the board on financial transactions and noted that our crime bond expense/insurance had increased slightly.

Profit & Loss budget performance information was also shared which included total for the 2017-2018 fiscal year. District ended up approximately \$7,000 in the black.

The June water loss was 164,390 gallons, a 25.2% loss. This equates to 2 months in a row with significant water loss. Board will continue to keep an eye on the water loss figures.

Members discussed possible iron in the water. John contacted Tina at Hiland and was told that iron is not an item that is required to be tested for by the EPA. Mr. Wolfe shared the concern and he notices a difference in the water taste when he is gone for lengthy amounts of time. There have not been any other reports other than Mr. Wolfe on this issue. Mr. Wolfe has been in contact with Hiland.

John brought up a potential need to develop a policy authorizing Hiland for maintenance work. John shared the following 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 Hilands maintenance schedule look like?

Richard shared that his water usage was back to normal with the new meter. John shared that Hiland indicated that the meter that was taken out appeared to be reading accurately according to Hilands testing.

The board briefly discussed what are the district's liabilities regarding system failures? The issue was tabled for a future board where the Hiland contract will be available for a deeper discussion.

John updated the board on the maintenance update and repair that had occurred last month.

John shared reimbursements.

Carol adjourned the meeting at 7:55 pm

## Item 3 - Financial Reports – John Amery

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

Screenshot from Washington Federal website on 8/15/18

**Business Money Market \*\***

**\$38,578.20** [Quick Transfer](#)

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

Aug 01	Internet Transfer from 597601384 CK	\$6,465.00
Jul 01	Credit Interest	\$8.01

**Stellar Business Int Chk \*\*\*\***

**\$7,709.09** [Quick Transfer](#)

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

Aug 14	HILAND WATER COR 503-554-8333 - 50355483...	\$2,728.60
Aug 08	Check	(\$50.00)
Aug 08	Check	(\$50.00)
Aug 08	Check	(\$13.95)
Aug 06	Check	(\$1,729.00)

### Recent Savings Transactions

Tooley Water District

8/15/2018 2:28 PM

Register: Savings at Washington Federal

From 07/16/2018 through 08/15/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2018			Checking at Washingto...	Funds Transfer		X	6,465.00	38,578.20

## Recent Checking Transactions

Tooley Water District

8/15/2018 3:02 PM

Register: Checking at Washington Federal

From 07/16/2018 through 08/15/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/16/2018	2121	Liberty Mutual Insur...	Accounts Payable	Bond# LSF050...	107.00	X		13,073.97
07/21/2018		Washington Federal	Interest Income			X	0.52	13,074.49
07/31/2018	2122	Hiland Water Corp	Accounts Payable	June 2018 Serv...	1,729.00	X		11,345.49
07/31/2018	2123	Carol Mauser	Personal Services:Boar...	July Board Me...	50.00			11,295.49
07/31/2018	2124	David Pratt	Personal Services:Boar...	July Board Me...	50.00			11,245.49
07/31/2018	2125	Debby Jones	Personal Services:Boar...	July Board Me...	50.00			11,195.49
07/31/2018	2126	John Amery	Personal Services:Boar...	July Board Me...	50.00			11,145.49
07/31/2018	2127	Richard Pontow	Personal Services:Boar...	July Board Me...	50.00			11,095.49
08/01/2018			Savings at Washington ...	Funds Transfer ...	6,465.00	X		4,630.49
08/14/2018		Hiland Water Corp	Water Revenue:Base ...	HILAND WAT...		X	2,728.60	7,359.09
08/15/2018	2128	Hiland Water Corp	Accounts Payable	Invoice 1788 S...	3,041.02			4,318.07

## Profit and Loss Budget vs. Actual

2:22 PM

08/15/18

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance August 2018

	Aug 18	Budget	% of Bud...	Jul - Aug 18	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Water Revenue							
Base Water Sales	2,728.60	0.00	100.0%	5,935.31	0.00	100.0%	0.00
Customer CC Passthrough	0.00	0.00	0.0%	14.00	0.00	100.0%	0.00
Water Revenue - Other	0.00	2,981.10	0.0%	0.00	5,229.25	0.0%	36,081.00
<b>Total Water Revenue</b>	<b>2,728.60</b>	<b>2,981.10</b>	<b>91.5%</b>	<b>5,949.31</b>	<b>5,229.25</b>	<b>113.8%</b>	<b>36,081.00</b>
<b>Total Income</b>	<b>2,728.60</b>	<b>2,981.10</b>	<b>91.5%</b>	<b>5,949.31</b>	<b>5,229.25</b>	<b>113.8%</b>	<b>36,081.00</b>
<b>Expense</b>							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
<b>Materials and Services</b>							
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	125.00	0.0%	125.00
Copies	0.00	12.00	0.0%	0.00	24.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	0.00	116.70	0.0%	700.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Maintenance and Repairs	0.00	416.66	0.0%	839.48	833.32	100.7%	5,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
Office Supplies	0.00	8.33	0.0%	0.00	16.66	0.0%	100.00
Operating Expenses							
Customer CC pass through	0.00	0.00	0.0%	14.00	0.00	100.0%	0.00
Hiland Base Maintenance Fee	0.00	1,755.00	0.0%	1,715.00	3,510.00	48.9%	21,060.00
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>1,755.00</b>	<b>0.0%</b>	<b>1,729.00</b>	<b>3,510.00</b>	<b>49.3%</b>	<b>21,060.00</b>
Postage and Delivery	0.00	8.33	0.0%	0.00	16.66	0.0%	100.00
Materials and Services - Other	0.00	0.00	0.0%	472.54	0.00	100.0%	0.00
<b>Total Materials and Services</b>	<b>0.00</b>	<b>2,258.65</b>	<b>0.0%</b>	<b>3,041.02</b>	<b>4,642.34</b>	<b>65.5%</b>	<b>29,585.00</b>
<b>Personal Services</b>							
Boardmember Incentives	0.00	250.00	0.0%	250.00	500.00	50.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	41.66	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	107.00	0.00	100.0%	100.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	624.24	0.0%	624.24
<b>Total Personal Services</b>	<b>0.00</b>	<b>270.83</b>	<b>0.0%</b>	<b>357.00</b>	<b>1,165.90</b>	<b>30.6%</b>	<b>3,974.24</b>
<b>Total Expense</b>	<b>0.00</b>	<b>2,529.48</b>	<b>0.0%</b>	<b>3,398.02</b>	<b>5,808.24</b>	<b>58.5%</b>	<b>38,559.24</b>
<b>Net Ordinary Income</b>	<b>2,728.60</b>	<b>451.62</b>	<b>604.2%</b>	<b>2,551.29</b>	<b>-578.99</b>	<b>-440.6%</b>	<b>-2,478.24</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	0.00	0.45	0.0%	8.53	8.85	96.4%	39.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.45</b>	<b>0.0%</b>	<b>8.53</b>	<b>8.85</b>	<b>96.4%</b>	<b>39.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.45</b>	<b>0.0%</b>	<b>8.53</b>	<b>8.85</b>	<b>96.4%</b>	<b>39.00</b>
<b>Net Income</b>	<b>2,728.60</b>	<b>452.07</b>	<b>603.6%</b>	<b>2,559.82</b>	<b>-570.14</b>	<b>-449.0%</b>	<b>-2,439.24</b>

## Balance Sheet Previous Year Comparison

2:25 PM  
08/15/18  
Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of August 15, 2018

	Aug 15, 18	Aug 15, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	7,359.09	9,236.83	-1,877.74	-20.3%
Savings at Washington Federal	38,578.20	26,357.41	12,220.79	46.4%
<b>Total Checking/Savings</b>	<b>45,937.29</b>	<b>35,594.24</b>	<b>10,343.05</b>	<b>29.1%</b>
<b>Total Current Assets</b>	<b>45,937.29</b>	<b>35,594.24</b>	<b>10,343.05</b>	<b>29.1%</b>
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	<b>249,300.00</b>	<b>249,300.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>295,237.29</b>	<b>284,894.24</b>	<b>10,343.05</b>	<b>3.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	3,041.02	0.00	3,041.02	100.0%
<b>Total Accounts Payable</b>	<b>3,041.02</b>	<b>0.00</b>	<b>3,041.02</b>	<b>100.0%</b>
<b>Total Current Liabilities</b>	<b>3,041.02</b>	<b>0.00</b>	<b>3,041.02</b>	<b>100.0%</b>
<b>Total Liabilities</b>	<b>3,041.02</b>	<b>0.00</b>	<b>3,041.02</b>	<b>100.0%</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	2,559.82	2,269.86	289.96	12.8%
<b>Total Equity</b>	<b>292,196.27</b>	<b>284,894.24</b>	<b>7,302.03</b>	<b>2.6%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>295,237.29</b>	<b>284,894.24</b>	<b>10,343.05</b>	<b>3.6%</b>

## Maintenance and Repairs - Details

2:26 PM

08/15/18

Accrual Basis

### Tooley Water District Maintenance and Repairs details

July 2018 through June 2019

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
07/31/2018	1788	20180703 repairs	Silas Olson - Emergency response for dropped 2nd gate...	37.50	37.50
07/31/2018	1788	20180703 repairs	Brad Doran - Replaced broken brass 2" gate valve with ...	107.50	145.00
07/31/2018	1788	20180703 repairs	Robert Trotter - Replaced 2" gate valve, changed meter ...	247.25	392.25
07/31/2018	1788	20180703 repairs	Service Truck	37.50	429.75
07/31/2018	1788	20180719 repairs	Robert Trotter - Rebuilt service at 4736 Simonelli, replac...	139.75	569.50
07/31/2018	1788	20180703 repairs	2" Brass Threaded Street 90	31.87	601.37
07/31/2018	1788	20180703 repairs	2" MIP X PJ PVC	82.56	683.93
07/31/2018	1788	20180719 repairs	3/4" FIPXMTR Angle Stop	38.23	722.16
07/31/2018	1788	20180719 repairs	3/4" 110 CTS X MIP 90	16.36	738.52
07/31/2018	1788	20180719 repairs	3/4" Wirsbo Pex	1.15	739.67
07/31/2018	1788	20180719 repairs	3/4" CTS (.657) Stainless Stifner (qty 2)	3.79	743.46
07/31/2018	1788	20180719 repairs	3/4" 110 CTX X MIP Adapter	12.64	756.10
07/31/2018	1788	20180719 repairs	3/4" Brass Coupling	2.42	758.52
07/31/2018	1788	20180719 repairs	3/4" PVC Male Harco Adapter (B)	17.89	776.41
07/31/2018	1788	20180703 repairs	10% markup of materials	53.82	830.23
07/31/2018	1788	20170719 repairs	10% markup of materials	9.25	839.48
Total Maintenance and Repairs				839.48	839.48
Total Materials and Services				839.48	839.48
<b>TOTAL</b>				<b>839.48</b>	<b>839.48</b>

## Item 4 – Discussion – Water Report

April 2018	May 2018	June 2018	July 2018
Gallons pumped: 168,240	Gallons pumped: 467,380	Gallons pumped: 644,200	Gallons pumped: 838,160
Gallons sold: 166,340	Gallons sold: 322,990	Gallons sold: 479,810	Gallons sold: 530,170
Gallons lost: 1,900	Gallons lost: 144,390	Gallons lost: 164,390	Gallons lost: 307,990
Water Loss %: 1.13%	Water Loss %: 30.89%	Water Loss %: 25.52%	Water Loss: 36.75%

8/1/2018 10:54:24AM

Reprinted for: 7/31/2018

## Route 15 Totals Report

Hiland Water Corp.

Water Pumped This Month	838,160 Gallons
Water Sold This Month	530,170 Gallons
Water Used for Fire and Flushing Line	10,000 Gallons
Water Loss	297,990 Gallons
Water Loss (%)	35.55 %

	Amount (\$)	# Of Accounts
Total Water	3,428.01	41
Total Late Charge	12.92	6
Total Adjustments		
Total Road Surcharge	300.00	30
Total Credit Card Charge	14.00	4
<b>Total Current Charges</b>	<b>3,754.93</b>	<b>41</b>
Amount Past Due 1-30 Days	452.70	6
Amount Past Due 31-60 Days	64.85	2
Amount Past Due Over 60 Days	225.02	2
Amount Of Overpayments/Prepayments	-874.23	11
<b>Total Receivables</b>	<b>3,623.27</b>	<b>41</b>

Total Receipts On Account	3,028.60	34
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	12,623	42
Average Water Charge For Active Meters	83.61	41

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		2		88,010	16.60	8.91
30,001-40,000		2		65,600	12.37	7.16
20,001-30,000		4		95,190	17.95	12.05
10,001-20,000		13		179,850	33.92	31.95
8,001-10,000		8		71,550	13.50	17.58
6,001-8,000		1		6,530	1.23	2.07
4,001-6,000		3		14,250	2.69	5.94
2,001-4,000		1		3,850	0.73	1.93
1-2,000		5		5,340	1.01	8.94
Zero Usage		3		0	0.00	3.47
<b>Total Meters</b>		<b>42</b>		<b>530,170</b>	<b>100.00</b>	<b>100.00</b>



## Item 5 – Discussion – Grant Award



August 1, 2018

Carol Mauser, Chairperson  
Tooley Water District  
c/o John Amery, Treasurer  
johnamery@tooleywater.org  
4730 Highway 30 W  
The Dalles, OR 97058

RE: Award for Safe Drinking Water Revolving Loan Fund, Tooley Water District Asset Planning and Leak Detection Study, Project Number R19002, 08/01/2018.

Dear Carol Mauser:

Congratulations on your successful application for the above-referenced project to conduct a leak study and asset plan.

The award consists of a grant of \$20,000. The full terms and conditions of your award are contained in a contract, which will be sent to you shortly for your signature.

Please note that the legal obligations for funding and for reimbursement of project expenses are subject to execution of the contract.

Your project is being administered through Business Oregon. We encourage you to offer appropriate media opportunities to help build public awareness of your project's purposes and benefits. Please notify us of any event celebrating your project.

As always, we are available to answer questions that may arise during the implementation of your project. If you need assistance, please contact me at 503-779-3221 or by email at [Ted.Werth@Oregon.gov](mailto:Ted.Werth@Oregon.gov).

Sincerely,

A handwritten signature in black ink that reads 'Ted Werth'.

Ted Werth, Regional Port Project Manager  
Business Oregon

c: John Amery, Treasurer  
Carolyn Meece, Regional Development Officer  
File

## 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 on 7/19
- Pontow Meter changed out on 7/3.
- Childs meter changed 7/19.
- Broken Gate valve replaced on 7/3.

## Item 8 – Discussion – CCR

Hiland has completed Tooley's Consumer Confidence Report for 2017. There were no violations.

The report is available for download here:

<http://www.tooleywater.org/sites/default/files/TooleyReports/2017TooleyCCR.pdf>

## Item 9 – Discussion – Next Meeting

Next board meeting will take place September 20

Location: NWCPUD board room

**Meeting Adjourned**