

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 10/16/18)

Meeting Date: Thursday, October 18, 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
September 20, 2018

Present:

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

Carol opened the meeting at 7:19 pm (due to phone hook connection)

Carol asked for a motion to approve the agenda. John made motion to approve the agenda. Richard seconded. All approved.

Debby made a motion to approve the August, 2018 meeting minutes. John seconded. All approved.

John provided the financial report which included the following:

Savings: \$38,578.20

Checking: \$8,342.79

John indicated that Hi-lands costs went up slightly due to maintenance invoices. The Liberty Mutual Insurance rate increased by \$13 due to a small increase in the amount of bond insurance (\$50,000). Currently our revenue is 10% higher than projected. We have spent slightly more on materials and services than forecasted for this point in the budget cycle. John shared the invoices that Hi-Land turned in for maintenance which equated to \$64.50.

Water loss was lower than July despite a higher increase in water pumped. This may be an indication that some of the fixes, such as the replacing water meters, has helped but more exploration is still needed into the overall water loss issue.

John provided an update on the Safe Drinking Water Revolving Water Fund. This grant can be a “forgivable” loan as long as the water district fulfills the contract within the two year time. Grant funds are available through a reimbursement process. John shared information on possible requirements of Request For Qualifications (RFQ). The grant will assist in asset mapping and leak detection.

Debby made the motion to authorize Chairperson Carol Mauser to sign on behalf of Tooley Water District’s “Safe Drinking Water Revolving Loan Fund Financing Contract” as associated with project number “R19002” with the State of Oregon. John seconded. Motion approved. John will provide an additional document that requires all board member signatures.

Board members briefly discussed if the district needed to come up with an authorization policy for maintenance repairs as well as emergency situations. Issue will be discussed in more detail at a future board meeting.

Board discussed the issue of filing liens for unpaid/shutoff water services. There is potentially \$400 outstanding on an account where the owner has recently passed away. Debby made a motion to authorize John Amery to work through the process of filing a lien once water is shutoff at a property.

Richard seconded. Motion approved.

The District is required to file an In Lieu of Audit document. Debby made a motion to accept Resolution 2018-09-20 which authorizes John Amery as its registered agent in Oregon. Dave seconded. Motion passed.

John shared copies of receipts for reimbursements.

Board discussed meeting conflicts and will deal with them on a case by case basis.

Carol adjourned the meeting 8:25 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 10/16/18

Welcome, John Amery. Your last login was 10/15/2018 9:33 PM Eastern Daylight Time.

Accounts



Checking, Savings, CDs

Account	Available Balance	Current Balance
Business Money Market	\$38,587.38	\$38,587.38
Stellar Business Int. Checking	\$8,394.28	\$8,394.28
Total	\$46,981.66	\$46,981.66

Recent Savings Transactions

Tooley Water District

10/15/2018 6:10 PM

Register: Savings at Washington Federal

From 09/17/2018 through 10/15/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/30/2018		Washington Federal	Interest Income			X	9.18	38,587.38

Recent Checking Transactions

Tooley Water District

10/15/2018 6:09 PM

Register: Checking at Washington Federal

From 09/17/2018 through 10/15/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/17/2018	2138	John Amery	-split- Copies Copies	reimbursement ... reimbursement ... reimbursement ...	10.08 -5.60 -4.48	X		5,316.30
09/18/2018	2139	Secretary of State	Materials and Services:...	In Lieu of Audi...	20.00	X		5,296.30
09/21/2018		Washington Federal	Interest Income			X	0.10	5,296.40
09/30/2018	2143	Hiland Water Corp	Accounts Payable	September 201...	2,101.84			3,194.56
09/30/2018	2144	Richard Pontow	Personal Services:Boar...	September Boa...	50.00			3,144.56
09/30/2018	2145	John Amery	Personal Services:Boar...	September Boa...	50.00			3,094.56
09/30/2018	2146	Debby Jones	Personal Services:Boar...	September Boa...	50.00			3,044.56
09/30/2018	2147	David Pratt	Personal Services:Boar...	September Boa...	50.00			2,994.56
09/30/2018	2148	Carol Mauser	Personal Services:Boar...	September Boa...	50.00			2,944.56
10/11/2018		Hiland Water Corp	-split- Water Revenue Customer CC Passthro...	External Depos...		X	2,947.88 2,930.63 17.25	5,892.44
10/15/2018	2140	SDAO	Materials and Services:...	SDAO Member...	135.00			5,757.44
10/15/2018	2141	John Amery	Materials and Services:...	reimbursement ...	114.05			5,643.39
10/15/2018	2142	John Amery	Materials and Services:...	reimbursement ...	8.35			5,635.04

Profit and Loss Budget vs. Actual

6:15 PM
10/15/18
Accrual Basis

Tooley Water District Profit & Loss Budget Performance October 2018

	Oct 18	Budget	% of Bu...	Jul - Oct...	YTD Bu...	% of Bu...	Annual ...
Ordinary Income/Expense							
Income							
Water Revenue							
Customer CC Passthrough	17.25	0.00	100.0%	52.25	0.00	100.0%	0.00
Water Revenue - Other	2,930.63	3,362.12	87.2%	12,569.39	12,113.30	103.8%	36,081.00
Total Water Revenue	<u>2,947.88</u>	<u>3,362.12</u>	<u>87.7%</u>	<u>12,621.64</u>	<u>12,113.30</u>	<u>104.2%</u>	<u>36,081.00</u>
Total Income	2,947.88	3,362.12	87.7%	12,621.64	12,113.30	104.2%	36,081.00
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Materials and Services							
Computer and Internet Expenses	114.05	0.00	100.0%	114.05	125.00	91.2%	125.00
Copies	8.35	12.00	69.6%	18.43	48.00	38.4%	200.00
Dues and Fees	135.00	58.33	231.4%	193.01	233.36	82.7%	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%	1,376.52	1,666.64	82.6%	5,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	329.34	0.00	100.0%	300.00
Office Supplies	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
Operating Expenses							
Customer CC pass through	0.00	0.00	0.0%	52.50	0.00	100.0%	0.00
Disconnect Fee	0.00	0.00	0.0%	60.00	0.00	0.0%	0.00
Hiland Base Maintenance Fee	0.00	1,755.00	0.0%	5,225.00	7,020.00	74.4%	21,060.00
Total Operating Expenses	0.00	1,755.00	0.0%	5,337.50	7,020.00	76.0%	21,060.00
Postage and Delivery	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
Total Materials and Services	<u>257.40</u>	<u>2,258.65</u>	<u>11.4%</u>	<u>7,368.85</u>	<u>9,159.64</u>	<u>80.4%</u>	<u>29,585.00</u>
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	700.00	1,000.00	70.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	83.32	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	0.00	0.00	0.0%	564.90	624.24	90.5%	624.24
Total Personal Services	0.00	270.83	0.0%	1,384.90	1,807.56	76.6%	3,974.24
Total Expense	<u>257.40</u>	<u>2,529.48</u>	<u>10.2%</u>	<u>8,753.75</u>	<u>10,967.20</u>	<u>79.8%</u>	<u>38,559.24</u>
Net Ordinary Income	2,690.48	832.64	323.1%	3,867.89	1,146.10	337.5%	-2,478.24
Other Income/Expense							
Other Income							
Interest Income	0.00	0.28	0.0%	18.08	17.47	103.5%	39.00
Total Other Income	0.00	0.28	0.0%	18.08	17.47	103.5%	39.00
Net Other Income	0.00	0.28	0.0%	18.08	17.47	103.5%	39.00
Net Income	<u><u>2,690.48</u></u>	<u><u>832.92</u></u>	<u><u>323.0%</u></u>	<u><u>3,885.97</u></u>	<u><u>1,163.57</u></u>	<u><u>334.0%</u></u>	<u><u>-2,439.24</u></u>

Balance Sheet Previous Year Comparison

6:12 PM
10/15/18
Accrual Basis

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

	Oct 15, 18	Oct 15, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	5,635.04	4,985.58	649.46	13.0%
Savings at Washington Federal	38,587.38	32,089.18	6,498.20	20.3%
Total Checking/Savings	44,222.42	37,074.76	7,147.66	19.3%
Total Current Assets	44,222.42	37,074.76	7,147.66	19.3%
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
Total Fixed Assets	249,300.00	249,300.00	0.00	0.0%
TOTAL ASSETS	293,522.42	286,374.76	7,147.66	2.5%
LIABILITIES & EQUITY				
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	3,885.97	3,750.38	135.59	3.6%
Total Equity	293,522.42	286,374.76	7,147.66	2.5%
TOTAL LIABILITIES & EQUITY	293,522.42	286,374.76	7,147.66	2.5%

Maintenance and Repairs - Details

6:13 PM
10/15/18
Accrual Basis

Tooley Water District Maintenance and Repairs details July 2018 through June 2019

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
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	20180719 repairs	Service Truck	48.75	618.25
07/31/2018	1788	20180703 repairs	Consolidated Supply - 2" x close SS Nipple (2), 2" brass ...	65.76	684.01
07/31/2018	1788	20180703 repairs	2" DI gate valve	252.00	936.01
07/31/2018	1788	20180703 repairs	910 Valve box with lid - 18"	48.42	984.43
07/31/2018	1788	20180703 repairs	2" Harco UTC (G) (2.32 - 2.4)	57.61	1,042.04
07/31/2018	1788	20180703 repairs	2" Brass Threaded Street 90	31.87	1,073.91
07/31/2018	1788	20180703 repairs	2" MIP X PJ PVC	82.56	1,156.47
07/31/2018	1788	20180719 repairs	3/4" FIPXMTR Angle Stop	38.23	1,194.70
07/31/2018	1788	20180719 repairs	3/4" 110 CTS X MIP 90	16.36	1,211.06
07/31/2018	1788	20180719 repairs	3/4" Wirubo Pex	1.15	1,212.21
07/31/2018	1788	20180719 repairs	3/4" CTS (.657) Stainless Stifner (qty 2)	3.79	1,216.00
07/31/2018	1788	20180719 repairs	3/4" 110 CTS X MIP Adapter	12.64	1,228.64
07/31/2018	1788	20180719 repairs	3/4" Brass Coupling	2.42	1,231.06
07/31/2018	1788	20180719 repairs	3/4" PVC Male Harco Adapter (B)	17.89	1,248.95
07/31/2018	1788	20180703 repairs	10% markup of materials	53.82	1,302.77
07/31/2018	1788	20180719 repairs	10% markup of materials	9.25	1,312.02
08/31/2018	INV# ...	20180801 Repairs	Robert Trotter - Put in meter box on Adeline Way	21.50	1,333.52
08/31/2018	INV# ...	20180829 repairs	Robert Trotter - Backfilled hole for mainline repair and re...	43.00	1,376.52
Total Maintenance and Repairs				1,376.52	1,376.52
Total Materials and Services				1,376.52	1,376.52
TOTAL				1,376.52	1,376.52

Item 4 – Discussion – Water Report

June 2018	July 2018	August 2018	September 2018
Gallons pumped: 644,200	Gallons pumped: 838,160	Gallons pumped: 1,010,800	Gallons pumped: 963,430
Gallons sold: 479,810	Gallons sold: 530,170	Gallons sold: 696,350	Gallons sold: 435,530
Gallons lost: 164,390	Gallons lost: 307,990	Gallons lost: 314,450	Gallons lost: 527,900
Water Loss: 25.52%	Water Loss: 36.75%	Water Loss: 31.11%	Water Loss: 54.79%

Route 15 Totals Report

Hiland Water Corp.

Water Pumped This Month	963,430 Gallons
Water Sold This Month	435,530 Gallons
Water Loss	527,900 Gallons
Water Loss (%)	54.79 %

	Amount (\$)	# Of Accounts
Total Water	3,246.84	41
Total Late Charge	12.54	5
Total Adjustments		
Total Road Surcharge	300.00	30
Total Credit Card Charge	17.50	5
Total Current Charges	3,576.88	41
<hr/>		
Amount Past Due 1-30 Days	576.53	5
Amount Past Due 31-60 Days	68.25	1
Amount Past Due Over 60 Days	371.77	2
Amount Of Overpayments/Prepayments	-445.48	10
Total Receivables	4,147.95	42

Total Receipts On Account	3,247.88	32
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	10,370	42
Average Water Charge For Active Meters	79.19	41

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		1	52,830	12.13	5.50
40,001-50,000		0	0	0.00	0.00
30,001-40,000		1	32,100	7.37	3.73
20,001-30,000		3	67,830	15.57	9.32
10,001-20,000		16	209,640	48.13	40.86
8,001-10,000		4	34,110	7.83	9.19
6,001-8,000		1	7,780	1.79	2.26
4,001-6,000		3	15,390	3.53	6.33
2,001-4,000		2	6,230	1.43	4.00
1-2,000		9	9,620	2.21	16.99
Zero Usage		2	0	0.00	1.83
<hr/>					
Total Meters		42	435,530	100.00	100.00

Item 5 – Action – Credit Card Application

U.S. Bank has a credit card program designed for government entities.

- No Annual Charge if balance regularly paid off.
- Could have cards issued to multiple board members
- Could be utilized for purchases rather than the current method of re-imbursements.

Motion

To authorize Mr. Amery to fill out a credit application with U.S. Bank in the name of Tooley Water District in an effort to gain credit cards for any board members that might be interested in having access to such a credit card for Tooley Water District purchases.

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 – Review – Board Member Reimbursements

- John Amery – \$8.35 – Staples – September Board Meeting Agenda copies
- John Amery - \$114.05 – Domains Priced Right – Website domain and 1 year of hosting



Order Confirmation Thank you

Low prices. Every item. Every day.

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

262626 00 026 10493
Receipt #: 10493 09/20/2018 11:15

Receipt Number: [REDACTED]
Order Total \$114.05
Account Information:
Your customer number is [REDACTED]. Your account email is [REDACTED]

Dear John Amery,

This email contains important information regarding your recent Domains Priced Right purchase – please save it for reference.

Qty	Description	Amount
75	X BW SS MBL LTR - 233550	8.25
5	X SS STAPLE - 233592	0.10
	SubTotal	8.35
	Taxes	0.00
	Total	USD \$8.35

Product	Quantity	Term	Price
Economy Linux Hosting with cPanel Renewal	1 Month	1 Year	\$95.88
.ORG Domain Renewal tooleywater.org	1 Domain	1 Year	\$18.17
Subtotal:			\$114.05
Tax			\$0.00
Total:			\$114.05

Item 8 – Discussion – Next Meeting

Next board meeting will take place November 15

Location: NWCPUD board room

Meeting Adjourned