

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 2/17/19)

Meeting Date: Thursday, February 21, 201 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

November 15, 2018
PUD Building

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

Guest: Dave Childs

Carol opened the meeting at 7:00 pm. Carol asked for approval of the agenda. John made a motion to approve the agenda. All approved.

John made a motion to approve the October minutes. Richard seconded. All approved.

John updated board members on the current financial reports.

Checking: \$9,627.01

Saving: \$38,587.38

John shared that he had changed the profit/loss report to reflect more accurately checks that were written during the current month. So far water revenue is slightly higher than last year.

John shared that the water loss was at 78%. Hiland found an issue that a ball valve had burst and could have something to do with some of the water loss. A question was raised regarding the amount of water loss and whether flooding somewhere within the water district should have been witnessed. It is obvious that something has changed over the past few months from going from a regular 30% loss to 50% and now jumping up to over 70%. John will check with Hiland to get more information.

John shared that the grant paperwork had been submitted.

Board members briefly discussed the issue of authorizing Hiland to do repairs. Board will spend more time discussing the issue and prepare to make a policy during the January meeting.

The districts insurance provider, Stratten, has requested an audit on the districts property to be conducted by an outside third party. Depending on the results of the audit there is the potential that rates may increase if the value of the property is found to be higher than the current value.

There will not be a December board meeting. The January meeting will be held on January 10th as opposed to the 17th due to making sure that a quorum can be met. John will make sure that a room is secured.

Meeting adjourned at 7:34 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 2/17/19

Washington Federal.
invested here.

 [mobile](#) | [activity](#) | [setting](#)



Accounts Transfers Pay Bills ▶ Send Money ▶ MoneySync ▶ eStatements

Welcome, John Amery. Your last login was 2/17/2019 9:58 PM Eastern Standard Time.

Accounts



Checking, Savings, CDs

| Account | Available Balance | Current Balance |
|--|-------------------|-----------------|
| Business Money Market  | \$38,597.11 | \$38,597.11 |
| Stellar Business Int. Checking  | \$12,068.75 | \$12,068.75 |
| Total  | \$50,665.86 | \$50,665.86 |

Recent Savings Transactions

Tooley Water District

2/17/2019 7:37 PM

Register: Savings at Washington Federal

From 11/12/2018 through 02/17/2019

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------|-----------------|------|---------|---|---------|-----------|
| 01/01/2019 | | Washington Federal | Interest Income | | X | | 9.73 | 38,597.11 |

Recent Checking Transactions

Tooley Water District

2/17/2019 7:32 PM

Register: Checking at Washington Federal

From 11/12/2018 through 02/17/2019

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------|---------------------------|-------------------|----------|---|----------|-----------|
| 11/13/2018 | | Hiland Water Corp | Water Revenue | External Depos... | | X | 3,841.85 | 7,454.51 |
| 11/21/2018 | | Washington Federal | Interest Income | | | X | 0.13 | 7,454.64 |
| 11/30/2018 | 2158 | Carol Mauser | Personal Services:Boar... | November Boa... | 50.00 | | | 7,404.64 |
| 11/30/2018 | 2159 | David Pratt | Personal Services:Boar... | November Boa... | 50.00 | | | 7,354.64 |
| 11/30/2018 | 2160 | Debby Jones | Personal Services:Boar... | November Boa... | 50.00 | | | 7,304.64 |
| 11/30/2018 | 2161 | John Amery | Personal Services:Boar... | November Boa... | 50.00 | | | 7,254.64 |
| 11/30/2018 | 2162 | Richard Pontow | Personal Services:Boar... | November Boa... | 50.00 | | | 7,204.64 |
| 12/11/2018 | | Hiland Water Corp | Water Revenue | External Depos... | | X | 3,117.56 | 10,322.20 |
| 12/21/2018 | | Washington Federal | Interest Income | | | X | 0.23 | 10,322.43 |
| 12/31/2018 | 2156 | Hiland Water Corp | Accounts Payable | November 201... | 2,107.01 | X | | 8,215.42 |
| 12/31/2018 | 2157 | Hiland Water Corp | Accounts Payable | December 201... | 1,801.80 | X | | 6,413.62 |
| 01/21/2019 | | Washington Federal | Interest Income | | | X | 0.45 | 6,414.07 |
| 01/29/2019 | | Hiland Water Corp | Water Revenue | External Depos... | | X | 2,544.47 | 8,958.54 |
| 01/29/2019 | 2163 | Hiland Water Corp | Accounts Payable | January 2019 s... | 1,776.00 | | | 7,182.54 |
| 01/29/2019 | 2164 | S.D.I.S | Accounts Payable | Customer# 01-... | 1,618.00 | | | 5,564.54 |
| 02/12/2019 | | Hiland Water Corp | Water Revenue | External Depos... | | X | 2,810.21 | 8,374.75 |

Profit and Loss Budget vs. Actual

Tooley Water District Profit & Loss Budget Performance January 2019

| | Jan 19 | Budget | % of Budget | Jul '18 - Jan 19 | YTD Budget | % of Budget | Annual Budget |
|---------------------------------|----------|----------|-------------|------------------|------------|-------------|---------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| Water Revenue | | | | | | | |
| Customer CC Passthrough | 0.00 | 0.00 | 0.0% | 35.00 | 0.00 | 100.0% | 0.00 |
| Water Revenue - Other | 2,544.47 | 2,790.58 | 91.2% | 22,073.02 | 21,568.45 | 102.3% | 38,081.00 |
| Total Water Revenue | 2,544.47 | 2,790.58 | 91.2% | 22,108.02 | 21,568.45 | 102.5% | 38,081.00 |
| Total Income | 2,544.47 | 2,790.58 | 91.2% | 22,108.02 | 21,568.45 | 102.5% | 38,081.00 |
| 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 | 0.00 | 0.00 | 0.0% | 114.05 | 125.00 | 91.2% | 125.00 |
| Copies | 0.00 | 12.00 | 0.0% | 18.43 | 84.00 | 21.8% | 200.00 |
| Dues and Fees | 0.00 | 58.33 | 0.0% | 193.01 | 408.35 | 47.3% | 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% | 1,707.53 | 2,916.62 | 58.5% | 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 | 58.31 | 0.0% | 100.00 |
| Operating Expenses | | | | | | | |
| Customer CC pass through | 21.00 | 0.00 | 100.0% | 101.50 | 0.00 | 100.0% | 0.00 |
| Disconnect Fee | 0.00 | | | 60.00 | | | |
| Hiland Base Maintenance Fee | 1,755.00 | 1,755.00 | 100.0% | 12,245.00 | 12,285.00 | 99.7% | 21,060.00 |
| Total Operating Expenses | 1,776.00 | 1,755.00 | 101.2% | 12,406.50 | 12,285.00 | 101.0% | 21,060.00 |
| Postage and Delivery | 0.00 | 8.33 | 0.0% | 0.00 | 58.31 | 0.0% | 100.00 |
| Materials and Services - Other | 0.00 | | | 39.80 | 0.00 | 100.0% | 0.00 |
| Total Materials and Services | 1,776.00 | 2,258.65 | 78.6% | 14,808.68 | 15,935.59 | 92.9% | 29,585.00 |
| Personal Services | | | | | | | |
| Boardmember Incentives | 0.00 | 250.00 | 0.0% | 1,200.00 | 1,750.00 | 68.6% | 3,000.00 |
| Boardmember training/meetings | 0.00 | 20.83 | 0.0% | 0.00 | 145.81 | 0.0% | 250.00 |
| Crime Bond | 0.00 | | | 120.00 | 100.00 | 120.0% | 100.00 |
| Workmans Compensation Insurance | 0.00 | | | 564.90 | 624.24 | 90.5% | 624.24 |
| Total Personal Services | 0.00 | 270.83 | 0.0% | 1,884.90 | 2,620.05 | 71.9% | 3,974.24 |
| Total Expense | 1,776.00 | 2,529.48 | 70.2% | 18,893.56 | 18,555.64 | 90.0% | 38,559.24 |
| Net Ordinary Income | 768.47 | 261.08 | 294.3% | 5,414.46 | 3,010.81 | 179.8% | -2,478.24 |
| Other Income/Expense | | | | | | | |
| Other Income | | | | | | | |
| Interest Income | 10.18 | 0.16 | 6,362.5% | 28.74 | 27.64 | 104.0% | 39.00 |
| Total Other Income | 10.18 | 0.16 | 6,362.5% | 28.74 | 27.64 | 104.0% | 39.00 |
| Net Other Income | 10.18 | 0.16 | 6,362.5% | 28.74 | 27.64 | 104.0% | 39.00 |
| Net Income | 778.65 | 261.24 | 298.1% | 5,443.20 | 3,038.45 | 179.1% | -2,439.24 |

Balance Sheet Previous Year Comparison

8:02 PM
02/17/19
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of February 17, 2019

| | Feb 17, 19 | Feb 17, 18 | \$ Change | % Change |
|---------------------------------------|-------------------|-------------------|-----------------|-------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| Checking at Washington Federal | 8,374.75 | 8,293.41 | 81.34 | 1.0% |
| Savings at Washington Federal | 38,597.11 | 32,097.27 | 6,499.84 | 20.3% |
| Total Checking/Savings | 46,971.86 | 40,390.68 | 6,581.18 | 16.3% |
| Total Current Assets | 46,971.86 | 40,390.68 | 6,581.18 | 16.3% |
| 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 | 296,271.86 | 289,690.68 | 6,581.18 | 2.3% |
| 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 | 6,635.41 | 7,066.30 | -430.89 | -6.1% |
| Total Equity | 296,271.86 | 289,690.68 | 6,581.18 | 2.3% |
| TOTAL LIABILITIES & EQUITY | 296,271.86 | 289,690.68 | 6,581.18 | 2.3% |

Maintenance and Repairs - Details

8:03 PM

02/17/19

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" Wirsbo 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 CTX 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 |
| 11/30/2018 | 1894 | 20181106 Repairs | Aaron Olson - Locate and repair leak on service line. | 260.00 | 1,636.52 |
| 11/30/2018 | 1894 | 20181106 Repairs | Home Depot - Coupling and Ball Valve | 34.55 | 1,671.07 |
| 11/30/2018 | 1894 | 20181106 Repairs | OHA Cashier - Cross Connection fee | 30.00 | 1,701.07 |
| 11/30/2018 | 1894 | 20181106 Repairs | 10% markup on items purchased | 6.46 | 1,707.53 |
| Total Maintenance and Repairs | | | | 1,707.53 | 1,707.53 |
| Total Materials and Services | | | | 1,707.53 | 1,707.53 |
| TOTAL | | | | 1,707.53 | 1,707.53 |

Item 4 – Discussion – Water Report

| | | | |
|----------------------------|------------------------------|----------------------------|----------------------------|
| September 2018 | October 2018 | December 2018 | January 2019 |
| Gallons pumped: 963,430 | Gallons pumped: 1,626,050 | Gallons pumped: 165,300 | Gallons pumped: 140,970 |
| Gallons sold: 435,530 | Gallons sold: 347,190 | Gallons sold: 129,750 | Gallons sold: 105,340 |
| Gallons lost: 527,900 | Gallons lost: 1,278,860 | Gallons lost: 35,550 | Gallons lost: 36,630 |
| Water Loss: 54.79% | Water Loss: 78.65% | Water Loss: 21.51% | Water Loss: 25.28% |

It should be noted that Hiland Water located (and fixed) the source of a major leak in November. A valve had ruptured and was releasing a consider volume of water.

Item 5 – Discussion – Request for Quotes - Grant

Update to be provided

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 – Insurance audit / analysis

Tooley Water District's Insurance underwriter has performed a walkthrough of Tooley Water District facilities. We expect to see an analysis of their valuation of Tooley facilities soon.

Item 8 – Discussion – Changing Meeting Date

Discussion item for changing date/location of monthly board meetings

Item 9 – Discussion – Next Meeting

Next board meeting will take place March 21?

Location: NWCPUD board room?

Meeting Adjourned