

# Tooley Water District Board Meeting Agenda

Version 2.0 (updated 4/15/19)

**Meeting Date:** Wednesday, April 17, 2019 7:00pm

**Location:** "Harding House" located at 200 E 4th St, The Dalles, OR 97058

**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  
March 20, 2019 Board Meeting  
Harding House

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

Carol opened the meeting at 7:14 pm and asked for any additions to the agenda. None were brought forward. Debby made a motion to approve the agenda as presented. Richard seconded. Motion approved.

Carol asked for approval of the February board meeting minutes. Debby made motion to approve. Dave seconded. Motion passed unanimously.

John shared the financial report:

Checking account	\$12,068.75
Savings account	\$38,597.11

John updated the board on checks that had been written over the past month. He also shared the Profit and loss statement which indicated that the budget was on target and that revenue was up 104% compared to same time last year. Balance sheet was in line for budget projections. There were no maintenance charges in February.

John shared that it seemed that the water loss had stabilized since the repair. Records indicate that there is an average monthly water loss of 23%.

John updated board members on the Request for Proposal (RFP) that he had drafted. This RFP will be used for the grant that was received last fall. John said that he felt it best to ask for a proposal as opposed to a quote. The best proposal will be chosen. Carol asked how the word would get out in order to obtain interest. John suggest the ORPN system as well as other possible water entities. Debby indicated that she thought the RFP was well written and made a motion to approve the RFP as presented. Carol seconded. Motion approved unanimously and John will begin the effort to move the project forward.

John shared that Hiland has identified two meters that are difficult to read and that they wanted to have them changed out. Richard said that there are spare meters in the pump house that should be checked to see if they can be used before new ones are purchased and charged to the district. John made a motion to give Hiland the authority to replace the identified meters in the most fiscally responsible manner, including surplus meters that are in the districts inventory. Dave seconded. Motion approved unanimously.

John updated board members that he had still not received the report back from Nationwide – the district's insurance provider and that he will follow-up with Brenna at ISU.

Board members discussed conflicts with the April board meeting date. Members decided that the April meeting will be held on Wednesday, April 17 and held again at the Harding House location as opposed to the normal third Thursday date.

Carol adjourned the meeting at 7:44 pm.

## Item 3 - Financial Reports – John Amery

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

Screenshot from Washington Federal website on 4/15/19

Washington Federal.  
invested here.

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

Accounts Transfers Pay Bills ▶ Send Money ▶ MoneySync ▶ eStatements

Welcome, John Amery. Your last login was 4/15/2019 9:11 PM Eastern Daylight Time.

### Accounts



#### Checking, Savings, CDs

Account	Available Balance	Current Balance
<a href="#">Business Money Market</a> 	\$38,606.63	\$38,606.63
<a href="#">Stellar Business Int Checking</a> 	\$11,193.10	\$11,193.10
Total 	\$49,799.73	\$49,799.73

### Recent Savings Transactions

Tooley Water District

4/15/2019 7:52 PM

Register: Savings at Washington Federal

From 03/18/2019 through 04/15/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2019		Washington Federal	Interest Income		X		9.52	38,606.63

## Recent Checking Transactions

Tooley Water District

4/15/2019 7:51 PM

Register: Checking at Washington Federal

From 03/18/2019 through 04/15/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/21/2019		Washington Federal	Interest Income			X	0.30	8,786.62
03/31/2019	2171	Carol Mauser	Personal Services:Boar...	March Board ...	50.00			8,736.62
03/31/2019	2172	David Pratt	Personal Services:Boar...	March Board ...	50.00			8,686.62
03/31/2019	2173	Debby Jones	Personal Services:Boar...	March Board ...	50.00			8,636.62
03/31/2019	2174	John Amery	Personal Services:Boar...	March Board ...	50.00			8,586.62
03/31/2019	2175	Richard Pontow	Personal Services:Boar...	March Board ...	50.00			8,536.62
03/31/2019	2177	Hiland Water Corp	Accounts Payable	March invoice ...	1,769.00			6,767.62
04/10/2019		Hiland Water Corp	Water Revenue	External Depos...		X	2,256.48	9,024.10

## Profit and Loss Budget vs. Actual

8:02 PM

04/15/19

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance

March 2019

	Mar 19	Budget	% of Budget	Jul '18 - Mar 19	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Customer CC Passthrough	0.00	0.00	0.0%	35.00	0.00	100.0%	0.00
Water Revenue - Other	2,423.22	2,560.42	94.6%	27,306.45	26,599.98	102.7%	36,081.00
<b>Total Water Revenue</b>	2,423.22	2,560.42	94.6%	27,341.45	26,599.98	102.8%	36,081.00
<b>Total Income</b>	2,423.22	2,560.42	94.6%	27,341.45	26,599.98	102.8%	36,081.00
<b>Expense</b>							
<b>Capital Improvements</b>	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%	114.05	125.00	91.2%	125.00
Copies	0.00	12.00	0.0%	18.43	108.00	17.1%	200.00
Dues and Fees	0.00	58.33	0.0%	193.01	525.01	36.8%	700.00
Liability Insurance	0.00	0.00	0.0%	1,618.00	2,000.00	80.9%	2,000.00
Maintenance and Repairs	0.00	416.66	0.0%	1,707.53	3,749.94	45.5%	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	74.97	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	14.00	0.00	100.0%	122.50	0.00	100.0%	0.00
Disconnect Fee	0.00			60.00			
Hiland Base Maintenance Fee	1,755.00	1,755.00	100.0%	15,755.00	15,795.00	99.7%	21,060.00
<b>Total Operating Expenses</b>	1,769.00	1,755.00	100.8%	15,937.50	15,795.00	100.9%	21,060.00
<b>Postage and Delivery</b>	0.00	8.33	0.0%	0.00	74.97	0.0%	100.00
<b>Materials and Services - Other</b>	0.00			39.80	0.00	100.0%	0.00
<b>Total Materials and Services</b>	1,769.00	2,258.65	78.3%	18,957.66	22,452.89	88.9%	29,585.00
<b>Personal Services</b>							
Boardmember Incentives	250.00	250.00	100.0%	1,700.00	2,250.00	75.6%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	187.47	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
<b>Total Personal Services</b>	250.00	270.83	92.3%	2,384.90	3,161.71	75.4%	3,974.24
<b>Total Expense</b>	2,019.00	2,529.48	79.8%	22,342.56	25,614.60	87.2%	38,559.24
<b>Net Ordinary Income</b>	404.22	30.94	1,306.5%	4,998.89	985.38	507.3%	-2,478.24
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	9.82	0.29	3,386.2%	38.91	28.23	137.8%	39.00
<b>Total Other Income</b>	9.82	0.29	3,386.2%	38.91	28.23	137.8%	39.00
<b>Net Other Income</b>	9.82	0.29	3,386.2%	38.91	28.23	137.8%	39.00
<b>Net Income</b>	414.04	31.23	1,325.8%	5,037.80	1,013.61	497.0%	-2,439.24

## Balance Sheet Previous Year Comparison

7:54 PM

04/15/19

Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of April 15, 2019

	Apr 15, 19	Apr 15, 18	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	9,024.10	9,641.22	-617.12	-6.4%
Savings at Washington Federal	38,606.63	32,105.19	6,501.44	20.3%
Total Checking/Savings	47,630.73	41,746.41	5,884.32	14.1%
Total Current Assets	47,630.73	41,746.41	5,884.32	14.1%
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%
<b>TOTAL ASSETS</b>	<b>296,930.73</b>	<b>291,046.41</b>	<b>5,884.32</b>	<b>2.0%</b>
<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	7,294.28	8,422.03	-1,127.75	-13.4%
Total Equity	296,930.73	291,046.41	5,884.32	2.0%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>296,930.73</b>	<b>291,046.41</b>	<b>5,884.32</b>	<b>2.0%</b>

## Maintenance and Repairs - Details

7:56 PM

04/15/19

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	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
<b>TOTAL</b>				<b>1,707.53</b>	<b>1,707.53</b>

## Item 4 – Discussion – Water Report

<b>December 2018</b> Gallons pumped: 165,300 Gallons sold: 129,750 Gallons lost: 35,550 <b>Water Loss: 21.51%</b>	<b>January 2019</b> Gallons pumped: 140,970 Gallons sold: 105,340 Gallons lost: 36,630 <b>Water Loss: 25.28%</b>	<b>February 2019</b> Gallons pumped: 243,000 Gallons sold: 185,640 Gallons lost: 57,360 <b>Water Loss: 23.61 %</b>	<b>March 2019</b> Gallons pumped: 209,450 Gallons sold: 145,690 Gallons lost: 63,760 <b>Water Loss: 30.44%</b>
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## Item 5 – Discussion – Hiland Rate Increase

Hiland Water has informed Tooley Water District of a rate increase to take place starting July 1

Hi John,

I looked over our 2018-2019 agreement and need to adjust our rate schedules for 2019-2020 based on the existing scope of work.

Our monthly base fee will increase to \$1,800/month and the hourly rates will be as shown below:

Category/Personnel	2019-2020 Rates
Micah Olson	\$91.00
Silas Olson	\$81.00
Melvin Olson	\$70.00
Aaron Olson	\$70.00
Matt Olson	\$62.00
Paul Howard	\$56.00
Tina Stringfield	\$56.00
JJ Olson	\$56.00
Devin Geiger	\$56.00
Joel Ellis	\$48.00
Robert Trotter	\$48.00
Curtis Olson	\$48.00
Matt Thompson	\$48.00
Daniel Fornier	\$39.00
Jasmine Field	\$39.00
Eve Elias	\$39.00
Utility Worker III	\$56.00
Utility Worker II	\$48.00
Utility Worker I	\$39.00
Vacuum Excavation Trailer on site	\$50.00
Service Truck on site	\$20.00
2-yard Dump Truck on site	\$20.00
Parts, materials, equipment rental, & other non-labor	Cost + 10%
*Drive time will not be billed for T&M services	

Please let me know if you have any questions. If everything looks good and there are no changes needed to the agreement, I'll update last year's and send it over to you.

Thanks,

--

Silas Olson  
General Manager

## **Item 6 – Discussion – Hiland meter replacement**

Scheduled for 4/18.

## **Item 7 – Discussion – Insurance audit / analysis**

No update yet from ISU

## **Item 8 – Discussion/Action – customer questions**

Mr. Harry McNall (executor of the sexton estate) has contacted Hiland Water about the sexton's water bills.

I am emailing today on behalf of a customer of Tooley Water District. Harry McNall is the executor of the Sexton Estate. Harry does not want to receive a water bill any longer, the house is inhabitable and there is no need for water at this time. I had a lengthy conversation about why the water system charges the base fee even when there is no water usage. This did not change his opinion that he should not be charged a water bill. I advised him that I would reach out and see if Tooley has a policy that would allow for the water service to be suspended.

He also would like to know the cost to have the meter pulled and if at a later date the service could be reinstalled what the cost would be associated with this.

The address for the service is: 4850 Adeline Way. Harry McNall has also requested contact information for the board. I will be mailing that account information that explains the bill as well as contact information from the Tooley Water District website.

Please let me know how you would like for me to proceed with this request.

Thank you,

Tina  
Hiland Water Corp  
503-554-8333

## Item 9 – Action – Meter Abandonment Resolution

Resolution ID: 2019-01

### Meter Abandonment Resolution

**Whereas** it is the responsibility of Tooley Water District's board to define policy;

**Whereas** in the event a Tooley water district member fails to pay their water bill causing the water to be turned off for a period of one year; then

**Therefore, be it resolved** that Tooley Water District will determine that member has “abandoned” their water access to Tooley Water District. Tooley Water District will cease any additional monthly billing and will pay to remove the meter serving that member's property.

## Item 10 – Action – “Hook up fee” on abandoned meters

Resolution ID: 2019-02

### “Hook Up Fee” on “Abandoned” meters

**Whereas** it is the responsibility of Tooley Water District's board to define policy;

**Whereas** Tooley Water District has a policy or resolution that defines “abandonment”;

**Whereas** Tooley Water District has set a cost value for a “Hook-up fee” in their by-laws; then

**Therefore, be it resolved** that any Tooley Water District member who's meter has been determined to have been “abandoned” such that their meter had to be removed will be required to pay the current “Hook-up fee” rate as defined by Tooley Water District's by-laws.

## Item 11 – Discussion – Grant RFP

Mr. Amery to provide an update.

## Item 12 – Action – Budget Committee and meeting

1. Vote on new committee.
2. Date of budget meeting.

## Item 13 – Discussion – FOIA request

Tooley Water District has received a FOIA request from Ana Ghislandi with American Transparency. The request stated:

Pursuant to the Public Records Law, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2018, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.

Mr. Amery has responded back to the FOIA request that Tooley Water District does not have any employees.

## Item 14 – Discussion – Next Meeting

Next board meeting will take place May 16?

Location: NWCPUD board room?

**Meeting Adjourned**