

# Tooley Water District Budget Committee Agenda

## FISCAL YEAR 2019/2020 Budget

Version 1.1 (updated 5/8/19)

**Meeting Date:** Thursday, May 16, 2019 5:00pm

**Location:** Northern Wasco County Public Utility District Board Room

**Type of meeting**

Budget Committee Meeting

**Chairperson**

To Be Determined

**Minute keeper**

To Be Determined

### Topics

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## Item 1 - Approval of Agenda – Carol Mauser

## Item 2 – Approval of 2018/2019 Minutes – Carol Mauser

Tooley Water District Budget Meeting  
May 17, 2018

In Attendance:

Susan Russ	Larry Russ	David Childs	Carol Mauser
Debby Jones	John Amory	Richard Pontow	Kay Pratt

Carol opened the meeting at 5:10

Debby made motion to approve agenda, Larry seconded. Motion passed.

Debby made motion to approve minutes from the May 17, 2017 budget minutes. Larry asked about the status of Jan Crompton. John informed the board that Jan resigned. Larry seconded the motion. Motion passed.

Carol requested nomination for the budget chair. Larry offered to chair the meeting. Debby offered to be the minute keeper. John made a motion to accept Larry has the chair and Debby as the minute keeper. Susan seconded. Motion passed.

John provided the budget statement with a recommendation to model this year's budget and revenue projections after last years. John also projected a 1.8% increase in expenses for the fiscal year 2018/2019 and recommended an increase in rates across the board of 1.8% to cover those projected cost increases. Debby expressed concern on the continued increase in rates. John shared that he would be able to go into more specific details which should answer the whys behind the requested increase. John reminded budget committee members that the district has not yet expended any funds towards capital projects this fiscal year and provided an update on the grant applications that could assist in capital projects for the upcoming year.

John shared with the board that Hiland Water Corp intended to increase their maintenance services 2.23% from \$1,715 to \$1,755 per month. John shared concern from our liability/property insurer that we may not have the proper infrastructure rebuild coverage necessary. John recommended increasing the liability/property coverage from \$1,575 to \$2,000. Website hosting cost has also increased from \$110 to \$125. Due to mailing out letters as opposed to hand delivering caused the need to raise the postage line item from \$40 to \$100. John recommended reducing the copy line item from \$360 to \$200. The Workmans Comp line also indicated a 2% increase. The above mentioned figures equaled out to the 1.8% overall increase from \$45,247 to \$46,059.24.

Larry asked what our insurance coverage was. John was unsure. Discussion was held regarding the cost of replacement of the pump houses and system. Larry felt that replace/rebuild cost would be approximately \$15,000

John went through the budget breakdown for the current year as well as numbers for 2018-19.

Committee discussed increasing fees. A variety of options were discussed including increasing the overall rates to increasing just the amount over the base rate. Susan asked if the Hi-land contract included some preventive maintenance reports. John will review Hi-land contract.

Debby made a motion to skip raising rates this year and pull the 1.8% from savings to balance the budget with the consideration of raising rates the following year. Richard seconded. Motion carried.  
John shared information on the checks spent this year.

Larry directed John to update the final budget numbers.

Debby made a motion to accept the Tooley Water District's fiscal year 2018/2019 budget in the amount of \$46,059.24 with amended revenue of \$36,155 and \$9,904.24 from savings. Kay seconded. Motion carried.

### **Item 3 – Election of Officers – Carol Mauser**

The following 10 individuals constitute the Tooley Water District Budget Committee:

Budget Members (appointed by the board)

Position 1 - Sam Sprenger - Expires 7/1/20

Position 2 - David Child - Expires 7/1/20

Position 3 - Larry Russ - Expires 7/1/21

Position 4 - Kay Pratt Expires 7/1/21

Position 5 - Susan Russ - Expires 7/1/19

Board Members (elected)

Position 1 - Expires 6/30/21: John Amery

Position 2 - Expires 6/30/21 : Richard Pontow

Position 3 - Expires 6/30/19: Carol Mauser

Position 4 - Expires 6/30/19: David Pratt

Position 5 - Expires 6/30/19: Debby Jones

Elections:

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

## Item 4 – Budget Statement – John Amery

### **Tooley Water District**

#### **Budget Statement**

*Fiscal Year 2019 / 2020*

*By John Amery – Board Member / Treasurer – Tooley Water District*

### **Overview Statement**

In general I feel the 2018/19 budget served Tooley Water District well. Tooley's revenue to date is pretty much in line with our projections. It should be noted that this year's forecasts were based upon last year's actuals. April 2018 Tooley's deposits were \$4,318.02 while April 2019 deposits were only \$2,256.48 so I am approaching the end of the fiscal year with some warnings. Current expenses are in line with amounts budgeted. I am recommending this year's budget and revenue projections be modeled after last year.

I am projecting a 3.9% increase in expenses for the fiscal year 2019/2020. Therefore, I am recommending an increase in rates across the board of 3.9% to cover those projected cost increases.

### **Revenue projection**

For this fiscal year (2018/2019) we projected revenue of \$36,159 to be received from water sales and bank interest. After depositing April's water revenues, Tooley Water District has received \$29,597.93 in water sales along with \$38.91 in interest earned for a total of \$29,636.84. It should be noted there is a month lag between when a user pays for water and when Tooley Water District books that payment. We have 2 more billing cycles to generate \$6,522.16 in order to meet our projected revenue.

### **Budgeted vs actual expenses.**

This fiscal year (2018/2019) budget Tooley Water District knew we would have additional expenses as there were known maintenance issues that needed to be resolved. Tooley Water District was able to keep costs down while resolving those issues. Also, a mild winter helped. Tooley Water District budgeted \$5,000 in maintenance and repairs and an additional \$7,500 in contingency in order to ensure available funding for system maintenance during the 2018/2019 budget year. All top level budget categories appear to be in line with actual spending for this fiscal year. Thus, for next year's budget categories I am at most recommending minor changes (with the exceptions of legal and capital projects where considerable one time changes are being recommended).

The following represents the changes I am recommending for this year's budget relative to last year:

1. I included the \$20k grant as both a revenue and an expense
2. I bumped up capital improvements to \$15k since we haven't funded any capital projects the last two years. This should get us back on track.
3. I increased Maintenance and Repairs by 9.6% to match the average labor rate Hiland is increasing.
4. I increased Hiland Base to match the new rate for base fees from Hiland of 2.56%
5. I increased network monitoring to match last year's actual costs
6. I added the following new line items:
  - Activation Fees (0\$ budget)(However, past years we have been charged as a pass through).
  - Customer CC pass through charge (\$200). Hiland pays us these CC fees and then charges us an equal amount.
  - Disconnect Fees (We have paid \$60 so far this year so I made that my budget amount).
  - Legal Services - I added a \$5k line item per the board's direction.
7. Additionally I matched our crime bond budget line with this year's actuals.

I am recommending an increase in water rates of 3.9% which matches our ongoing cost increases (I removed the legal and grant items from this calculation as I am currently looking at both of those items as one time line items).

## **Net income/loss to date**

As of the March 2019 (at the time of writing this report I am still working on the books for April) Tooley Water District booked a net income of \$5,037.80. It should be noted that Tooley Water District has not spent any money towards capital projects and our costs for maintenance and repairs are below our budgeted amount to date. I attribute this in part to a relatively short and mild winter (we did experience some snow however we did not experience the extended and extreme cold conditions which tend to cause broken pipes).

## **Balancing the budget from savings**

Similar to last year, I am recommending for fiscal year 2019/2020 that Tooley Water District balance the difference between revenue projections and budget out of savings. As of 5/8/19 Tooley Water District had \$47,781.05 in the bank so I feel this is an acceptable risk and allows for a budget with a \$7,500 contingency in the event issues arise.

### **Summary of 2019/20 Budget**

Total Revenue:	\$57,567.68
Total Expenses:	\$82,369.24
*Budget from savings:	\$24,801.56

# Item 5 – Current budget (2018/2019) performance to date

5:20 PM

05/08/19

Accrual Basis

## Tooley Water District Profit & Loss Budget Performance July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '18 - Apr 19</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Customer CC Passthrough	52.50	0.00	100.0%	52.50	0.00	100.0%	0.00
Water Revenue - Other	29,562.93	31,018.04	95.3%	29,562.93	31,018.04	95.3%	36,081.00
<b>Total Water Revenue</b>	<u>29,615.43</u>	<u>31,018.04</u>	<u>95.5%</u>	<u>29,615.43</u>	<u>31,018.04</u>	<u>95.5%</u>	<u>36,081.00</u>
<b>Total Income</b>	<u>29,615.43</u>	<u>31,018.04</u>	<u>95.5%</u>	<u>29,615.43</u>	<u>31,018.04</u>	<u>95.5%</u>	<u>36,081.00</u>
<b>Expense</b>							
<b>Capital Improvements</b>	39.80	0.00	100.0%	39.80	0.00	100.0%	5,000.00
<b>Contingency</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
<b>Materials and Services</b>							
<b>Computer and Internet Expenses</b>	114.05	125.00	91.2%	114.05	125.00	91.2%	125.00
Copies	18.43	120.00	15.4%	18.43	120.00	15.4%	200.00
Dues and Fees	718.01	583.34	123.1%	718.01	583.34	123.1%	700.00
Liability Insurance	1,618.00	2,000.00	80.9%	1,618.00	2,000.00	80.9%	2,000.00
<b>Maintenance and Repairs</b>	1,860.59	4,166.60	44.7%	1,860.59	4,166.60	44.7%	5,000.00
Network Monitoring Maintenance	329.34	300.00	109.8%	329.34	300.00	109.8%	300.00
Office Supplies	0.00	83.30	0.0%	0.00	83.30	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	168.00	0.00	100.0%	168.00	0.00	100.0%	0.00
Disconnect Fee	60.00	0.00	0.0%	60.00	0.00	0.0%	0.00
Hiland Base Maintenance Fee	17,510.00	17,550.00	99.8%	17,510.00	17,550.00	99.8%	21,060.00
<b>Total Operating Expenses</b>	<u>17,738.00</u>	<u>17,550.00</u>	<u>101.1%</u>	<u>17,738.00</u>	<u>17,550.00</u>	<u>101.1%</u>	<u>21,060.00</u>
Postage and Delivery	0.00	83.30	0.0%	0.00	83.30	0.0%	100.00
<b>Total Materials and Services</b>	<u>22,396.42</u>	<u>25,011.54</u>	<u>89.5%</u>	<u>22,396.42</u>	<u>25,011.54</u>	<u>89.5%</u>	<u>29,585.00</u>
<b>Personal Services</b>							
Boardmember Incentives	1,950.00	2,500.00	78.0%	1,950.00	2,500.00	78.0%	3,000.00
Boardmember training/meetings	0.00	208.30	0.0%	0.00	208.30	0.0%	250.00
Crime Bond	120.00	100.00	120.0%	120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	564.90	624.24	90.5%	564.90	624.24	90.5%	624.24
<b>Total Personal Services</b>	<u>2,634.90</u>	<u>3,432.54</u>	<u>76.8%</u>	<u>2,634.90</u>	<u>3,432.54</u>	<u>76.8%</u>	<u>3,974.24</u>
<b>Total Expense</b>	<u>25,071.12</u>	<u>28,444.08</u>	<u>88.1%</u>	<u>25,071.12</u>	<u>28,444.08</u>	<u>88.1%</u>	<u>46,059.24</u>
<b>Net Ordinary Income</b>	<u>4,544.31</u>	<u>2,573.96</u>	<u>176.5%</u>	<u>4,544.31</u>	<u>2,573.96</u>	<u>176.5%</u>	<u>-9,978.24</u>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	39.23	38.09	103.0%	39.23	38.09	103.0%	39.00
<b>Total Other Income</b>	<u>39.23</u>	<u>38.09</u>	<u>103.0%</u>	<u>39.23</u>	<u>38.09</u>	<u>103.0%</u>	<u>39.00</u>
<b>Net Other Income</b>	<u>39.23</u>	<u>38.09</u>	<u>103.0%</u>	<u>39.23</u>	<u>38.09</u>	<u>103.0%</u>	<u>39.00</u>
<b>Net Income</b>	<u><u>4,583.54</u></u>	<u><u>2,612.05</u></u>	<u><u>175.5%</u></u>	<u><u>4,583.54</u></u>	<u><u>2,612.05</u></u>	<u><u>175.5%</u></u>	<u><u>-9,939.24</u></u>

## Item 6 – 2019/2020 Proposed Budget

Note: Items in red are changes from last year and deserve discussion.

### Tooley Budget 2019/20

Version 1.0 – 4/29/19

Revenue						
		2017/18	% Change	2018/19	% Change	2019/20
Revenue	Revenue	\$36,120.00	0.00%	\$36,120.00	3.90%	\$37,528.68
Revenue	Business Oregon Grant	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$20,000.00
Revenue	Interest Income	\$35.00	11.43%	\$39.00	0.00%	\$39.00
<b>Total Revenue</b>	<b>Totals</b>	<b>\$36,155.00</b>	<b>0.01%</b>	<b>\$36,159.00</b>	<b>59.21%</b>	<b>\$57,567.68</b>
Expenses						
Capital Outlay	Capital Improvements	\$5,000.00	0.00%	\$5,000.00	200.00%	\$15,000.00
	<b>Totals</b>	<b>\$5,000.00</b>		<b>\$5,000.00</b>		<b>\$15,000.00</b>
Materials and Services	Dues and Fees	\$700.00	0.00%	\$700.00	0.00%	\$700.00
Materials and Services	Liability/Property Insurance	\$1,575.00	26.98%	\$2,000.00	0.00%	\$2,000.00
Materials and Services	Maintenance and Repairs	\$5,000.00	0.00%	\$5,000.00	9.60%	\$5,480.00
Materials and Services	Activation Fees	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00
Materials and Services	Customer CC Charge passthrough	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$200.00
Materials and Services	Disconnect Fees	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$60.00
Materials and Services	Operating Expenses – Hiland base	\$20,600.00	2.23%	\$21,060.00	2.56%	\$21,600.00
Materials and Services	Postage and Delivery	\$40.00	150.00%	\$100.00	0.00%	\$100.00
Materials and Services	Office Supplies	\$100.00	0.00%	\$100.00	0.00%	\$100.00
Materials and Services	Copies	\$360.00	-44.44%	\$200.00	0.00%	\$200.00
Materials and Services	Network Monitoring Maintenance	\$300.00	0.00%	\$300.00	10.00%	\$330.00
Materials and Services	Computer and Internet	\$110.00	13.64%	\$125.00	0.00%	\$125.00
Materials and Services	Legal Services	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$5,000.00
Materials and Services	Business Oregon Grant fulfillment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$20,000.00
	<b>Totals</b>	<b>\$28,785.00</b>	<b>2.78%</b>	<b>\$29,585.00</b>	<b>88.93%</b>	<b>\$55,895.00</b>
Personnel Services	Boardmember Training	\$250.00	0.00%	\$250.00	0.00%	\$250.00
Personnel Services	Crime Bond	\$100.00	0.00%	\$100.00	25.00%	\$125.00
Personnel Services	Workmans Comp Ins.	\$612.00	2.00%	\$624.24	0.00%	\$624.24
Personnel Services	Boardmember Incentive	\$3,000.00	0.00%	\$3,000.00	0.00%	\$3,000.00
	<b>Totals</b>	<b>\$3,962.00</b>	<b>0.31%</b>	<b>\$3,974.24</b>	<b>0.00%</b>	<b>\$3,974.24</b>
Contingency	Contingency	\$7,500.00	0.00%	\$7,500.00	0.00%	\$7,500.00
	<b>Totals</b>	<b>\$7,500.00</b>	<b>0.00%</b>	<b>\$7,500.00</b>	<b>0.00%</b>	<b>\$7,500.00</b>
<b>Total Expenses</b>	<b>Total Budget</b>	<b>\$45,247.00</b>	<b>1.80%</b>	<b>\$46,059.24</b>	<b>78.83%</b>	<b>\$82,369.24</b>
	<i>Total Personnel and M&amp;S</i>			<b>\$33,559.24</b>	<b>3.90%</b>	<b>\$34,869.24</b>
	<i>(minus grant and legal line items)</i>					
<b>Summary of 2018/19 Budget</b>						
Total Revenue:	\$57,567.68					
Total Expenses:	\$82,369.24					
*Budget from savings:	\$24,801.56					

Recommend increasing rates by 3.9% to match cost increases for Personnel and Materials & Services. Corrected for 1 time expenses by removing grant and legal line items from calculation.

# Item 7 – 2018/2019 Transaction Details through May 8

5:25 PM

05/08/19

Accrual Basis

## Iloley Water District Fiscal Year Transaction Details

July 1, 2018 through May 8, 2019

Type	Date	Num	Name	Memo	Ctr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>Water Revenue</b>								
<b>Customer CC Passthrough</b>								
Deposit	07/06/2018		Hiland Water Corp	HILAND WATER COR 503-554-8333 - 50355...		Checking at ...	14.00	14.00
Deposit	09/12/2018		Hiland Water Corp	HILAND WATER COR 503-554-8333 - 50355...		Checking at ...	21.00	35.00
Deposit	10/11/2018		Hiland Water Corp	External Deposit - HILAND WATER COR 503...		Checking at ...	17.50	52.50
<b>Total Customer CC Passthrough</b>							52.50	52.50
<b>Water Revenue - Other</b>								
Deposit	07/06/2018		Hiland Water Corp	HILAND WATER COR 503-554-8333 - 50355...		Checking at ...	3,206.71	3,206.71
Deposit	08/14/2018		Hiland Water Corp	HILAND WATER COR 503-554-8333 - 50355...		Checking at ...	2,728.60	5,935.31
Deposit	09/12/2018		Hiland Water Corp	HILAND WATER COR 503-554-8333 - 50355...		Checking at ...	3,703.45	9,638.76
Deposit	10/11/2018		Hiland Water Corp	External Deposit - HILAND WATER COR 503...		Checking at ...	2,930.38	12,569.14
Deposit	11/13/2018		Hiland Water Corp	External Deposit - HILAND WATER 503-554-...		Checking at ...	3,841.85	16,410.99
Deposit	12/11/2018		Hiland Water Corp	External Deposit - HILAND WATER 503-554-...		Checking at ...	3,117.56	19,528.55
Deposit	01/29/2019		Hiland Water Corp	External Deposit - HILAND WATER 503-554-...		Checking at ...	2,544.47	22,073.02
Deposit	02/12/2019		Hiland Water Corp	External Deposit - HILAND WATER 503-554-...		Checking at ...	2,810.21	24,883.23
Deposit	03/13/2019		Hiland Water Corp	External Deposit - HILAND WATER 503-554-...		Checking at ...	2,423.22	27,306.45
Deposit	04/10/2019		Hiland Water Corp	External Deposit - HILAND WATER 503-554-...		Checking at ...	2,256.48	29,562.93
<b>Total Water Revenue - Other</b>							29,562.93	29,562.93
<b>Total Water Revenue</b>							29,615.43	29,615.43
<b>Total Income</b>							29,615.43	29,615.43
<b>Expense</b>								
<b>Capital Improvements</b>								
Bill	12/31/2018	1918	Hiland Water Corp	Amazon.com - liquid measuring cups		Accounts Pay...	36.18	36.18
Bill	12/31/2018	1918	Hiland Water Corp	10% markup of liquid measuring cups		Accounts Pay...	3.62	39.80
<b>Total Capital Improvements</b>							39.80	39.80
<b>Materials and Services</b>								
<b>Computer and Internet Expenses</b>								
Check	10/15/2018	2141	John Amery	reimbursement for web domain and hosting b...		Checking at ...	114.05	114.05
<b>Total Computer and Internet Expenses</b>							114.05	114.05
<b>Copies</b>								
Check	09/17/2018	2138	John Amery	reimbursement for July 2018 board meeting c...		Checking at ...	5.60	5.60
Check	09/17/2018	2138	John Amery	reimbursement for August 2018 board meetin...		Checking at ...	4.48	10.08
Check	10/15/2018	2142	John Amery	reimbursement for September board meeting ...		Checking at ...	8.35	18.43
<b>Total Copies</b>							18.43	18.43
<b>Dues and Fees</b>								
Bill	08/21/2018	AJE08...	Government Ethics ...	AJE08222 Gov Ethics		Accounts Pay...	38.01	38.01
Check	09/18/2018	2139	Secretary of State	In Lieu of Audit Filing		Checking at ...	20.00	58.01
Check	10/15/2018	2140	SDAO	SDAO Membership Dues		Checking at ...	135.00	193.01
Bill	11/30/2018	1894	20181106 Repairs	OHA Cashier - Cross Connection fee		Accounts Pay...	30.00	223.01
Bill	04/30/2019	INV 2...	Hiland Water Corp	OHA Fee - fee for survey passed through		Accounts Pay...	450.00	673.01
Bill	04/30/2019	INV 2...	Hiland Water Corp	10% markup of OHA Fee		Accounts Pay...	45.00	718.01
<b>Total Dues and Fees</b>							718.01	718.01
<b>Liability Insurance</b>								
Bill	02/05/2019	01-00...	S.D.I.S	Boiler and Machinery		Accounts Pay...	150.00	150.00
Bill	02/05/2019	01-00...	S.D.I.S	Excess		Accounts Pay...	200.00	350.00
Bill	02/05/2019	01-00...	S.D.I.S	General Liability		Accounts Pay...	736.00	1,086.00
Bill	02/05/2019	01-00...	S.D.I.S	N/O Auto Liability		Accounts Pay...	150.00	1,236.00
Bill	02/05/2019	01-00...	S.D.I.S	Property		Accounts Pay...	382.00	1,618.00
<b>Total Liability Insurance</b>							1,618.00	1,618.00
<b>Maintenance and Repairs</b>								
Bill	07/31/2018	1788	20180703 repairs	Silas Olson - Emergency response for droppe...		Accounts Pay...	37.50	37.50
Bill	07/31/2018	1788	20180703 repairs	Brad Doran - Replaced broken brass 2" gate ...		Accounts Pay...	107.50	145.00
Bill	07/31/2018	1788	20180703 repairs	Robert Trotter - Replaced 2" gate valve, chan...		Accounts Pay...	247.25	392.25
Bill	07/31/2018	1788	20180703 repairs	Service Truck		Accounts Pay...	37.50	429.75
Bill	07/31/2018	1788	20180719 repairs	Robert Trotter - Rebuilt service at 4736 Simo...		Accounts Pay...	139.75	569.50
Bill	07/31/2018	1788	20180719 repairs	Service Truck		Accounts Pay...	48.75	618.25
Bill	07/31/2018	1788	20180703 repairs	Consolidated Supply - 2" x close SS Nipple (2...		Accounts Pay...	65.76	684.01
Bill	07/31/2018	1788	20180703 repairs	2" DI gate valve		Accounts Pay...	252.00	936.01
Bill	07/31/2018	1788	20180703 repairs	910 Valve box with lid - 18"		Accounts Pay...	48.42	984.43
Bill	07/31/2018	1788	20180703 repairs	2" Harco UTC (G) (2.32 - 2.4)		Accounts Pay...	57.61	1,042.04
Bill	07/31/2018	1788	20180703 repairs	2" Brass Threaded Street 90		Accounts Pay...	31.87	1,073.91
Bill	07/31/2018	1788	20180703 repairs	2" MIP X PJ PVC		Accounts Pay...	82.56	1,156.47
Bill	07/31/2018	1788	20180719 repairs	3/4" FIPXMTN Angle Stop		Accounts Pay...	38.23	1,194.70
Bill	07/31/2018	1788	20180719 repairs	3/4" 110 CTS X MIP 90		Accounts Pay...	16.36	1,211.06
Bill	07/31/2018	1788	20180719 repairs	3/4" Wirsbo Pex		Accounts Pay...	1.15	1,212.21
Bill	07/31/2018	1788	20180719 repairs	3/4" CTS (.657) Stainless Stlthier (qty 2)		Accounts Pay...	3.79	1,216.00
Bill	07/31/2018	1788	20180719 repairs	3/4" 110 CTX X MIP Adapter		Accounts Pay...	12.64	1,228.64
Bill	07/31/2018	1788	20180719 repairs	3/4" Brass Coupling		Accounts Pay...	2.42	1,231.06
Bill	07/31/2018	1788	20180719 repairs	3/4" PVC Male Harco Adapter (B)		Accounts Pay...	17.89	1,248.95
Bill	07/31/2018	1788	20180703 repairs	10% markup of materials		Accounts Pay...	53.82	1,302.77
Bill	07/31/2018	1788	20180719 repairs	10% markup of materials		Accounts Pay...	9.25	1,312.02
Bill	08/31/2018	INV# ...	20180801 Repairs	Robert Trotter - Put in meter box on Adeline ...		Accounts Pay...	21.50	1,333.52
Bill	08/31/2018	INV# ...	20180829 repairs	Robert Trotter - Backfilled hole for mainline re...		Accounts Pay...	43.00	1,376.52
Bill	11/30/2018	1894	20181106 Repairs	Aaron Olson - Locate and repair leak on serv...		Accounts Pay...	260.00	1,636.52
Bill	11/30/2018	1894	20181106 Repairs	Home Depot - Coupling and Ball Valve		Accounts Pay...	34.55	1,671.07

## Tooley Water District Fiscal Year Transaction Details

July 1, 2018 through May 8, 2019

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Bill	11/30/2018	1894	20181106 Repairs	10% markup on items purchased		Accounts Pay...	6.46	1,677.53
Bill	04/30/2019	INV 2...	20190418 Repairs	Robert Trotter - Changed meter at 4728 Stmo...		Accounts Pay...	32.25	1,709.78
Bill	04/30/2019	INV 2...	20190418 Repairs	Service Truck		Accounts Pay...	11.25	1,721.03
Bill	04/30/2019	INV 2...	20190418 Repairs	Consolidated Supply - (2) 5/8" gallon meters		Accounts Pay...	126.67	1,847.90
Bill	04/30/2019	INV 2...	20190418 Repairs	10% markup of meters		Accounts Pay...	12.69	1,860.59
<b>Total Maintenance and Repairs</b>							1,860.59	1,860.59
<b>Network Monitoring Maintenance</b>								
Bill	09/30/2018	Inv# 1...	Hiland Water Corp	Sensaphone - renewal		Accounts Pay...	299.40	299.40
Bill	09/30/2018	Inv# 1...	Hiland Water Corp	Sensaphone - 10% markup		Accounts Pay...	29.94	329.34
<b>Total Network Monitoring Maintenance</b>							329.34	329.34
<b>Operating Expenses</b>								
<b>Customer CC pass through</b>								
Bill	07/31/2018	1788	Hiland Water Corp	Credit Card pass through		Accounts Pay...	14.00	14.00
Bill	08/31/2018	INV# ...	Hiland Water Corp	CC Fees		Accounts Pay...	21.00	35.00
Bill	09/30/2018	Inv# 1...	Hiland Water Corp	Credit Card Pass Through		Accounts Pay...	17.50	52.50
Bill	10/31/2018	1869	Hiland Water Corp	October Credit Card Transactions		Accounts Pay...	17.50	70.00
Bill	11/30/2018	1894	Hiland Water Corp	November CC fees		Accounts Pay...	21.00	91.00
Bill	12/31/2018	1918	Hiland Water Corp	Credit Card pass through charges during dec...		Accounts Pay...	7.00	98.00
Bill	01/31/2019	1953	Hiland Water Corp	Credit Card processing pass through charge		Accounts Pay...	21.00	119.00
Bill	02/28/2019	1968	Hiland Water Corp	CC Pass Through costs		Accounts Pay...	7.00	126.00
Bill	03/31/2019	2006	Hiland Water Corp	Credit card pass through charge		Accounts Pay...	14.00	140.00
Bill	04/30/2019	INV 2...	Hiland Water Corp	Customer CC Pass through		Accounts Pay...	28.00	168.00
<b>Total Customer CC pass through</b>							168.00	168.00
<b>Disconnect Fee</b>								
Bill	08/31/2018	INV# ...	Hiland Water Corp	Collection & disconnection fee		Accounts Pay...	60.00	60.00
<b>Total Disconnect Fee</b>							60.00	60.00
<b>Hiland Base Maintenance Fee</b>								
Bill	07/31/2018	1788	Hiland Water Corp	July Service fee		Accounts Pay...	1,715.00	1,715.00
Bill	08/31/2018	INV# ...	Hiland Water Corp	Agreed service fee		Accounts Pay...	1,755.00	3,470.00
Bill	09/30/2018	Inv# 1...	Hiland Water Corp	Services provided in September		Accounts Pay...	1,755.00	5,225.00
Bill	10/31/2018	1869	Hiland Water Corp	October services		Accounts Pay...	1,755.00	6,980.00
Bill	11/30/2018	1894	Hiland Water Corp	November base service fee		Accounts Pay...	1,755.00	8,735.00
Bill	12/31/2018	1918	Hiland Water Corp	December base maintenance fee		Accounts Pay...	1,755.00	10,490.00
Bill	01/31/2019	1953	Hiland Water Corp	Base services performed in the month of Jan...		Accounts Pay...	1,755.00	12,245.00
Bill	02/28/2019	1968	Hiland Water Corp	February base maintenance		Accounts Pay...	1,755.00	14,000.00
Bill	03/31/2019	2006	Hiland Water Corp	Base service fee		Accounts Pay...	1,755.00	15,755.00
Bill	04/30/2019	INV 2...	Hiland Water Corp	April 2019 service		Accounts Pay...	1,755.00	17,510.00
<b>Total Hiland Base Maintenance Fee</b>							17,510.00	17,510.00
<b>Total Operating Expenses</b>							17,738.00	17,738.00
<b>Total Materials and Services</b>							22,396.42	22,396.42
<b>Personal Services</b>								
<b>Boardmember Incentives</b>								
Check	07/31/2018	2123	Carol Mauser	July Board Meeting attendance		Checking at ...	50.00	50.00
Check	07/31/2018	2124	David Pratt	July Board Meeting attendance		Checking at ...	50.00	100.00
Check	07/31/2018	2125	Debby Jones	July Board Meeting attendance		Checking at ...	50.00	150.00
Check	07/31/2018	2126	John Amery	July Board Meeting attendance		Checking at ...	50.00	200.00
Check	07/31/2018	2127	Richard Pontow	July Board Meeting attendance		Checking at ...	50.00	250.00
Check	08/31/2018	2132	Carol Mauser	August Board Meeting attendance	X	Checking at ...	0.00	250.00
Check	08/31/2018	2133	David Pratt	August Board Meeting attendance		Checking at ...	50.00	300.00
Check	08/31/2018	2134	Debby Jones	August Board Meeting attendance		Checking at ...	50.00	350.00
Check	08/31/2018	2135	John Amery	August Board Meeting attendance		Checking at ...	50.00	400.00
Check	08/31/2018	2136	Richard Pontow	August Board Meeting attendance		Checking at ...	50.00	450.00
Check	09/30/2018	2148	Carol Mauser	September Board Meeting attendance		Checking at ...	50.00	500.00
Check	09/30/2018	2147	David Pratt	September Board Meeting attendance		Checking at ...	50.00	550.00
Check	09/30/2018	2146	Debby Jones	September Board Meeting attendance		Checking at ...	50.00	600.00
Check	09/30/2018	2145	John Amery	September Board Meeting attendance		Checking at ...	50.00	650.00
Check	09/30/2018	2144	Richard Pontow	September Board Meeting attendance		Checking at ...	50.00	700.00
Check	10/31/2018	2151	Carol Mauser	October Board Meeting attendance		Checking at ...	50.00	750.00
Check	10/31/2018	2150	David Pratt	October Board Meeting attendance		Checking at ...	50.00	800.00
Check	10/31/2018	2152	Debby Jones	October Board Meeting attendance		Checking at ...	50.00	850.00
Check	10/31/2018	2153	John Amery	October Board Meeting attendance		Checking at ...	50.00	900.00
Check	10/31/2018	2154	Richard Pontow	October Board Meeting attendance		Checking at ...	50.00	950.00
Check	11/30/2018	2158	Carol Mauser	November Board Meeting attendance		Checking at ...	50.00	1,000.00
Check	11/30/2018	2159	David Pratt	November Board Meeting attendance		Checking at ...	50.00	1,050.00
Check	11/30/2018	2160	Debby Jones	November Board Meeting attendance		Checking at ...	50.00	1,100.00
Check	11/30/2018	2161	John Amery	Board Meeting Attendance		Checking at ...	50.00	1,150.00
Check	11/30/2018	2162	Richard Pontow	November Board Meeting attendance		Checking at ...	50.00	1,200.00
Check	02/28/2019	2165	Carol Mauser	February Board Meeting attendance		Checking at ...	50.00	1,250.00
Check	02/28/2019	2166	David Pratt	February Board Meeting attendance		Checking at ...	50.00	1,300.00
Check	02/28/2019	2167	Debby Jones	February Board Meeting attendance		Checking at ...	50.00	1,350.00
Check	02/28/2019	2168	John Amery	Board Meeting Attendance		Checking at ...	50.00	1,400.00
Check	02/28/2019	2169	Richard Pontow	February Board Meeting attendance		Checking at ...	50.00	1,450.00
Check	03/31/2019	2171	Carol Mauser	March Board Meeting attendance		Checking at ...	50.00	1,500.00
Check	03/31/2019	2172	David Pratt	March Board Meeting attendance		Checking at ...	50.00	1,550.00
Check	03/31/2019	2173	Debby Jones	March Board Meeting attendance		Checking at ...	50.00	1,600.00
Check	03/31/2019	2174	John Amery	Board Meeting Attendance		Checking at ...	50.00	1,650.00
Check	03/31/2019	2175	Richard Pontow	March Board Meeting attendance		Checking at ...	50.00	1,700.00
Check	04/30/2019		Carol Mauser	April Board Meeting attendance		Checking at ...	50.00	1,750.00
Check	04/30/2019		David Pratt	April Board Meeting attendance		Checking at ...	50.00	1,800.00
Check	04/30/2019		Debby Jones	April Board Meeting attendance		Checking at ...	50.00	1,850.00

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05/08/19

## Tooley Water District Fiscal Year Transaction Details

July 1, 2018 through May 8, 2019

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	04/30/2019		John Amery	Board Meeting Attendance		Checking at ...	50.00	1,900.00
Check	04/30/2019		Richard Pontow	April Board Meeting attendance		Checking at ...	50.00	1,950.00
Total Boardmember Incentives							1,950.00	1,950.00
<b>Crime Bond</b>								
Bill	07/16/2018	LSFD...	Liberty Mutual Insur...	Bond# LSF050652 - 2947070		Accounts Pay...	107.00	107.00
Bill	08/21/2018	LSFD...	Liberty Mutual Insur...	LSF050652-2947070 Surety Bond Increase		Accounts Pay...	13.00	120.00
Total Crime Bond							120.00	120.00
<b>Workmans Compensation Insurance</b>								
Bill	08/21/2018	33W5...	S.D.I.S	33W54214-486 Workers Comp 2018-19		Accounts Pay...	564.90	564.90
Total Workmans Compensation Insurance							564.90	564.90
Total Personal Services							2,634.90	2,634.90
Total Expense							25,071.12	25,071.12
Net Ordinary Income							4,544.31	4,544.31
<b>Other Income/Expense</b>								
<b>Other Income</b>								
<b>Interest Income</b>								
Deposit	07/01/2018		Washington Federal			Savings at Wa...	8.01	8.01
Deposit	07/21/2018		Washington Federal			Checking at ...	0.52	8.53
Deposit	08/21/2018		Washington Federal			Checking at ...	0.27	8.80
Deposit	09/21/2018		Washington Federal			Checking at ...	0.10	8.90
Deposit	09/30/2018		Washington Federal			Savings at Wa...	9.18	18.08
Deposit	10/20/2018		Washington Federal			Checking at ...	0.12	18.20
Deposit	11/21/2018		Washington Federal			Checking at ...	0.13	18.33
Deposit	12/21/2018		Washington Federal			Checking at ...	0.23	18.56
Deposit	01/01/2019		Washington Federal			Savings at Wa...	9.73	28.29
Deposit	01/21/2019		Washington Federal			Checking at ...	0.45	28.74
Deposit	02/21/2019		Washington Federal			Checking at ...	0.35	29.09
Deposit	03/21/2019		Washington Federal			Checking at ...	0.30	29.39
Deposit	03/31/2019		Washington Federal			Savings at Wa...	9.52	38.91
Deposit	04/20/2019		Washington Federal			Checking at ...	0.32	39.23
Total Interest Income							39.23	39.23
Total Other Income							39.23	39.23
Net Other Income							39.23	39.23
<b>Net Income</b>							<b>4,583.54</b>	<b>4,583.54</b>

## Item 8 – Proposed Rate Structure

### Old Rates from 2018/2019

Monthly base rate of \$59.40 per month (monthly water usage is added to base rate).

Gallonage Rate	Rate charge	Up to Gallons
1st 10,000 gallons	\$1.78 per 1,000 gallons	10,000 gallons
next 10,000 gallons	\$1.84 per 1,000 gallons	20,000 gallons
next 10,000 gallons	\$2.01 per 1,000 gallons	30,000 gallons
next 10,000 gallons	\$2.53 per 1,000 gallons	40,000 gallons
next 10,000 gallons	\$2.93 per 1,000 gallons	50,000 gallons

The gallon usage rate beyond 50,000 gallons continues at \$2.93 per 1,000 gallons of water used.

### New Proposed Rates 2019/2020

3.9% increase

Monthly base rate of \$61.72 per month (monthly water usage is added to base rate).

Gallonage Rate	Rate charge	Up to Gallons
1st 10,000 gallons	\$1.85 per 1,000 gallons	10,000 gallons
next 10,000 gallons	\$1.91 per 1,000 gallons	20,000 gallons
next 10,000 gallons	\$2.09 per 1,000 gallons	30,000 gallons
next 10,000 gallons	\$2.63 per 1,000 gallons	40,000 gallons
next 10,000 gallons	\$3.04 per 1,000 gallons	50,000 gallons

The gallon usage rate beyond 50,000 gallons continues at \$3.04 per 1,000 gallons of water used.

## Item 9 – Public Discussion

Time is allotted for public input of up to 3 minutes per billing household if the public would like to weigh in on Tooley Water District's budget.

## Item 10 – Vote on Budget for fiscal year 2019/2020

Motion to approve Tooley Water District's fiscal year 2019/2020 budget in the amount of \$82,369.24 with the following budget categories:

1. Capital Outlay - \$15,000
2. Materials and Services - \$55,895.00
3. Personnel Services - \$3,974.24
4. Contingency - \$7,500.00

## Item 11 – Vote on Rate Structure for fiscal year 2019/2020

Motion to approve Tooley Water District's fiscal year 2019/2020 rate structure as follows:

Monthly base rate of \$61.72 per month (monthly water usage is added to base rate).

<u>Gallonage Rate</u>	Rate charge	Up to Gallons
1st 10,000 gallons	\$1.85 per 1,000 gallons	10,000 gallons
next 10,000 gallons	\$1.91 per 1,000 gallons	20,000 gallons
next 10,000 gallons	\$2.09 per 1,000 gallons	30,000 gallons
next 10,000 gallons	\$2.63 per 1,000 gallons	40 ,000 gallons
next 10,000 gallons	\$3.04 per 1,000 gallons	50 ,000 gallons

The gallon usage rate beyond 50,000 gallons continues at \$3.04 per 1,000 gallons of water used .

## Item 12 – Meeting Adjourned