

Tooley Water District Board Meeting Agenda

Version 2.0 (updated 9/18/19)

Meeting Date: Thursday, September 19, 2019 7:00pm

Location: Northern Wasco County PUD 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
August 22, 2019 Board Meeting

In attendance: John Amery, Richard Pontow, Debby Jones, Dave Pratt

John opened the meeting at 7:04 pm

Debby made a motion to approve the agenda as presented. Richard seconded. Motion passed unanimously. John read the minutes. Richard made motion to approve the July 2019 minutes. Debby seconded. Motion passed unanimously.

John provided the financial update.

Checking	\$ 9,277.31
Savings	\$42,841.39

John updated board members on transactions including reimbursements to John which included website/domain name and copies. Regarding the Balance Sheet Previous Year Comparison there was a difference of \$69,000 regarding the fixed assets of Tooley Water District. This number was based upon an insurance audit performed in January 2019.

The July Water Report showed that there were 478,550 gallons of water pumped. 399,550 gallons sold with 79,000 gallons lost. This indicated at 16.51% water loss. The percentage loss is similar to April and May. June was the one outlier.

John updated the board regarding repair of the master pump meter. John shared an email from Silas indicating that they believed that the master pump meter that was thought to be broken was now working correctly. Hiland observed the meter and it looked fine. They went through tests and the meter was functioning properly. Hiland felt that the meter may have become dirty or jammed in some way. Hiland also shared that they had replaced the meter 10 years ago and that that type of meter should last longer. Hiland's advise was to continue use of the meter.

Board members discussed moving forward with the water grant due to the meter issue seeming to have been resolved. John read out loud the proposal received from Hiland. Members discussed the proposal. The proposal included a service from Diamond Maps which is an online GIS for water systems. This would be an additional cost above the grant. Estimate is \$19 a month. John made a motion to provide chairperson Mauser the authority to review and sign final contracts as required with Hiland Water and Business Oregon with regards to Hiland Water's response to Tooley Water District RFP for Leak Detection and System Mapping and the associated Grant from Business Oregon. Debby seconded the motion. Motion passed unanimously.

Members discussed the Tooley wireless antenna on the NWCPUD utility pole. John shared that he had spoken to Tom McGowan from NWCPUD and asked that if there was any type of issue to contact Tooley before any action was taken.

John shared information regarding potential legal services for the district. Kristen Campbell has been spoken to and will submit a proposal.

John provided documentation on reimbursements.

Next meeting will be held on Thursday, September 19 at 7 pm at the NWCPUD Board Room. Meeting adjourned at 7:52 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 9/18/19

Welcome, John Amery. Your last login was 9/18/2019 7:49 PM Eastern Daylight Time.

Accounts



Checking, Savings, CDs

Account	Available Balance	Current Balance
Business Money Market	\$47,118.70	\$47,118.70
Stellar Business Int Checking	\$5,498.26	\$5,498.26
Total ?	\$52,616.96	\$52,616.96

Recent Savings Transactions

Tooley Water District

9/18/2019 5:45 PM

Register: Savings at Washington Federal

From 08/21/2019 through 09/18/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2019			Checking at Washingto...	Funds Transfer	X		4,277.31	47,118.70

Recent Checking Transactions

Tooley Water District

9/18/2019 5:44 PM

Register: Checking at Washington Federal

From 08/22/2019 through 09/18/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/31/2019	2209	David Pratt	Personal Services:Boar...	August Board ...	50.00			6,737.21
08/31/2019	2210	Debby Jones	Personal Services:Boar...	August Board ...	50.00			6,687.21
08/31/2019	2211	John Amery	Personal Services:Boar...	August Board ...	50.00			6,637.21
08/31/2019	2212	Richard Pontow	Personal Services:Boar...	August Board ...	50.00			6,587.21
08/31/2019	2213	Hiland Water Corp	Accounts Payable		1,932.00			4,655.21
09/01/2019			Savings at Washington ...	Funds Transfer ...	4,277.31	X		377.90
09/12/2019		Hiland Water Corp	Water Revenue:Water ...	External Depos...		X	2,938.36	3,316.26

Profit and Loss Budget vs. Actual

5:47 PM

09/18/19

Accrual Basis

Tooley Water District Profit & Loss Budget Performance August 2019

	Aug 19	Budget	% of Bu...	Jul - Au...	YTD Bu...	% of Bu...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	0.00	2,877.14	0.0%	3,185.91	6,273.18	50.8%	37,528.68
Water Revenue - Other	3,228.75	0.00	100.0%	3,228.75	0.00	100.0%	0.00
Total Water Revenue	3,228.75	2,877.14	112.2%	6,414.66	6,273.18	102.3%	37,528.68
Total Income	3,228.75	2,877.14	112.2%	6,414.66	6,273.18	102.3%	37,528.68
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	15,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	116.05	0.00	100.0%	116.05	125.00	92.8%	125.00
Copies	30.95	15.00	206.3%	30.95	30.00	103.2%	200.00
Dues and Fees	0.00	40.00	0.0%	0.00	40.00	0.0%	700.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Maintenance and Repairs	118.00	456.63	25.8%	223.60	913.30	24.5%	5,480.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	330.00
Office Supplies	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Operating Expenses							
Customer CC pass through	14.00	16.67	84.0%	31.50	33.30	94.6%	200.00
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,800.00	1,800.00	100.0%	3,600.00	3,600.00	100.0%	21,600.00
Total Operating Expenses	1,814.00	1,816.67	99.9%	3,631.50	3,633.30	100.0%	21,860.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	2,079.00	2,328.30	89.3%	4,002.10	4,741.60	84.4%	55,895.00
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	450.00	500.00	90.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	120.00	100.00	120.0%	120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	0.00	624.00	0.0%	0.00	624.00	0.0%	624.00
Total Personal Services	320.00	974.00	32.9%	570.00	1,224.00	46.6%	3,974.00
Total Expense	2,399.00	3,302.30	72.6%	4,572.10	5,965.60	76.6%	82,369.00
Net Ordinary Income	829.75	-425.16	-195.2%	1,842.56	307.58	599.1%	-44,840.32
Other Income/Expense							
Other Income							
Grant Income	0.00			0.00			20,000.00
Interest Income	0.12	3.25	3.7%	0.22	6.50	3.4%	39.00
Total Other Income	0.12	3.25	3.7%	0.22	6.50	3.4%	20,039.00
Net Other Income	0.12	3.25	3.7%	0.22	6.50	3.4%	20,039.00
Net Income	829.87	-421.91	-196.7%	1,842.78	314.08	586.7%	-24,801.32

Maintenance and Repairs - Details

5:46 PM

09/18/19

Accrual Basis

Tooley Water District Maintenance and Repairs details

July 2019 through June 2020

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
07/31/2019	2165	20190711 Repairs	Robert Trotter - Replaced stuck meter at 4585 Basalt	36.00	36.00
07/31/2019	2165	20190711 Repairs	Consolidated Supply - 5/8" meter	63.27	99.27
07/31/2019	2165	20190711 Repairs	10% Markup of meter	6.33	105.60
08/31/2019	2197	20190809 Repairs	Mel Olson - labor to disassemble, clean, and re-assembl...	70.00	175.60
08/31/2019	2197	20190809 Repairs	Curtis Olson - labor to disassemble, clean, and re-asse...	48.00	223.60
Total Maintenance and Repairs				223.60	223.60
Total Materials and Services				223.60	223.60
TOTAL				223.60	223.60

Item 4 – Discussion – Water Report

May 2019 Gallons pumped: 254,240 Gallons sold: 223,190 Gallons lost: 30,050 Water Loss: 12.21%	June 2019 Gallons pumped: 118,120 Gallons sold: 313,090 Gallons lost: -194,970 Water Loss: -165.06% *reflects errors in master pump meter	July 2019 Gallons pumped: 478,550 Gallons sold: 399,550 Gallons lost: 79,000 Water Loss: 16.51%	August 2019 Gallons pumped: 743,240 Gallons sold: 627,220 Gallons lost: 116,020 Water Loss: 15.61%
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Item 5 – Discussion/Action – Board Member Pontow passed

Board member Richard Pontow passed away on September 12th. He will be missed.

Item 6 – Discussion/Action – Water Loss Grant

A draft contract has been submitted to Carol, Hiland, and Business Oregon for review.

Item 7 – Discussion / Action – Incorrect Water Bills

Tina (long time office manager for Hiland Water) is no longer working for Hiland. Unfortunately there was some confusion in the transition to the new office manager and an email John had previously sent Tina with the new rate structure was overlooked. Tooley Water District members have been being charged using last fiscal year's rate structure.

Discussion / Action regarding how to proceed.

- Have Hiland send a notification to members explaining the discrepancy.
- Back bill for the corrected amount on the next bill.

Item 10 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on September 19

Location: **NWCPUD Board room.**

Meeting Adjourned