

Tooley Water District Board Meeting Agenda

Version 2.0 (updated 11/20/19)

Meeting Date: Thursday, November 21, 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
October 17, 2019 Board Meeting

In attendance: John Amery, Carol Mauser, Debby Jones (remote), Dave Pratt (remote)

Ms. Mauser opened the meeting at 7:12 pm

Ms. Mauser asked if there were any items to add to the Agenda.
Mr. Amery suggested to add "Discussion of outside counsel".

Mr. Amery made a motion to accept agenda as amended with the new discussion item. Ms. Jones seconded. Motion passed unanimously.

Ms. Mauser asked if there were any changes to the September minutes. Mr. Amery mentioned he had changed the September minutes sent to him by Debby to reflect that Dave was not present at the September meeting. The minutes presented to the board reflected that change.

Ms. Jones made a motion to accept the minutes as presented. Mr. Amery seconded. Motion passed unanimously.

Mr. Amery provided the financial update.

Checking	\$ 6,968.47
Savings	\$47,129.85

Mr. Pratt arrived via Webex at 7:19pm

The water report for September showed a water loss of -6.43%. Mr. Amery noted that the negative loss factor would be discussed in more detail later in the meeting.

The board discussed the board's vacancy due to the passing of Mr. Pontow.
Mr. Amery presented that two people had expressed potential interest in filling Mr. Pontow's position. David Childs suggested he might be interested. Larry Russ stated he was interested.
The board discussed options.

Mr. Amery motioned to appoint Larry Russ to the board. Mr. Pratt seconded the motion. Motion passed unanimously.

Mr. Amery updated the board regarding the Water Loss Grant. Mr. Amery presented that Hiland had requested a waiver of the Commercial Liability Insurance requirement. Business Oregon was acceptable of the waiver. As the board had previously provided Ms. Mauser the authority to negotiate with Hiland and Business Oregon, she authorized the waiver.

There was discussion of Hiland's processing of incorrect bill rates. Ms. Jones noted that she had seen the updated notes on Tooley's water bills.

Mr. Amery presented the Issues with the upper well. There are three possibilities:

The Meter is Failing

The Pump is Failing

The Well is Failing

Additionally, the shutoff valve is not operating properly.

Mr. Amery made a motion that Tooley Water Board provide board member Amery authority to authorize up to \$3,000 to work with Hiland to place a new shutoff valve and to analyze, and possibly repair or replace the existing meter.

Ms. Jones seconded the motion.

Motion passed unanimously.

There was discussion of the water outage due to the wireless system failing.

Ms. Jones suggested that board members could use more training and/or a better protocol for local troubleshooting.











It was suggested the board should continue these discussions in following meetings.

Meeting was adjourned at 7:55pm as both Ms. Jones and Mr. Pratt left the meeting and there was no longer a quorum.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 11/20/19

Account Snapshot  			
DDA 	Current Balance	Available Balance	
Checking 	\$8,546.86	\$8,546.86	
MM 	Current Balance	Available Balance	
Money Market 	\$47,129.85	\$47,129.85	

Recent Savings Transactions

No new transaction since last board meeting

Recent Checking Transactions

Tooley Water District

11/20/2019 5:10 PM

Register: Checking at Washington Federal

From 10/16/2019 through 11/20/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/20/2019		Washington Federal	Interest Income	Credit Interest		X	0.08	4,770.05
10/31/2019	2218	Carol Mauser	Personal Services:Boar...	October Board ...	50.00			4,720.05
10/31/2019	2219	David Pratt	Personal Services:Boar...	October Board ...	50.00			4,670.05
10/31/2019	2220	Debby Jones	Personal Services:Boar...	October Board ...	50.00			4,620.05
10/31/2019	2221	John Amery	Personal Services:Boar...	October Board ...	50.00			4,570.05
11/13/2019			Water Revenue:Water ...	193170064193...		X	3,476.81	8,046.86
11/20/2019	2222	Hiland Water Corp	Accounts Payable		1,968.00			6,078.86
11/20/2019	2223	S.D.I.S	Accounts Payable	34W54214-486...	595.35			5,483.51
11/20/2019	2224	Secretary of State	Accounts Payable	000608MUNI ...	20.00			5,463.51

Profit and Loss Budget vs. Actual

5:16 PM

11/20/19

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

October 2019

	Oct 19	Budget	% of Budget	Jul - Oct 19	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,452.11	3,108.36	111.1%	12,805.13	13,308.74	96.2%	37,528.68
Total Water Revenue	3,452.11	3,108.36	111.1%	12,805.13	13,308.74	96.2%	37,528.68
Total Income	3,452.11	3,108.36	111.1%	12,805.13	13,308.74	96.2%	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							
Activation Fees	30.00			30.00			
Computer and Internet Expenses	0.00	0.00	0.0%	116.05	125.00	92.8%	125.00
Copies	0.00	15.00	0.0%	30.95	60.00	51.6%	200.00
Dues and Fees	20.00	150.00	13.3%	20.00	210.00	9.5%	700.00
Grant Fulfillment	0.00			0.00			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							
Network Monitoring Maintenance	124.00	456.67	27.2%	378.60	1,826.64	20.7%	5,480.00
Office Supplies	0.00	0.00	0.0%	0.00	0.00	0.0%	330.00
Operating Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Customer CC pass through	14.00	16.67	84.0%	63.00	66.64	94.5%	200.00
Disconnect Fee	0.00			0.00			60.00
Hiland Base Maintenance Fee	1,800.00	1,800.00	100.0%	7,200.00	7,200.00	100.0%	21,600.00
Total Operating Expenses	1,814.00	1,816.67	99.9%	7,263.00	7,266.64	99.9%	21,860.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	1,988.00	2,438.34	81.5%	7,838.60	9,488.28	82.6%	55,895.00
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	800.00	1,000.00	80.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	595.35	0.00	100.0%	595.35	624.00	95.4%	624.00
Total Personal Services	795.35	250.00	318.1%	1,515.35	1,724.00	87.9%	3,974.00
Total Expense	2,783.35	2,688.34	103.5%	9,353.95	11,212.28	83.4%	82,369.00
Net Ordinary Income	668.76	420.02	159.2%	3,451.18	2,096.46	164.6%	-44,840.32
Other Income/Expense							
Other Income							
Grant Income	0.00			0.00			20,000.00
Interest Income	0.08	3.25	2.5%	11.55	13.00	88.8%	39.00
Total Other Income	0.08	3.25	2.5%	11.55	13.00	88.8%	20,039.00
Net Other Income	0.08	3.25	2.5%	11.55	13.00	88.8%	20,039.00
Net Income	668.84	423.27	158.0%	3,462.73	2,109.46	164.2%	-24,801.32

Maintenance and Repairs - Details

5:12 PM

11/20/19

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
09/30/2019	2222	20190905 repairs	Matt Olson - Marked Locate	31.00	254.60
10/31/2019	2263	20191004 Repairs	Matt Olson - Performed data analysis, evaluation, and dr...	124.00	378.60
Total Maintenance and Repairs				378.60	378.60
Total Materials and Services				378.60	378.60
TOTAL				378.60	378.60

Item 4 – Discussion – Water Report

July 2019	August 2019	September 2019	October 2019
Gallons pumped: 478,550	Gallons pumped: 743,240	Gallons pumped: 399,750	Gallons pumped: 206,140
Gallons sold: 399,550	Gallons sold: 627,220	Gallons sold: 425,440	Gallons sold: 168,120
Gallons lost: 79,000	Gallons lost: 116,020	Gallons lost: -25,690	Gallons lost: 38,020
Water Loss: 16.51%	Water Loss: 15.61%	Water Loss: -6.43% *reflects errors in upper well system	Water Loss: 18.44%

Item 5 – Discussion/Action – David Hecht Reimbursement

David Hecht has requested a reimbursement for the month of July 2019. Per current By-Laws Mr. Hect qualifies for consideration of \$18.24. Per current bylaws, If the board chooses to honor Mr. Hect's request, Mr. Hect would not qualify for reconsideration of any future leak adjustment reimbursements until July 2021 (Two years later).

Item 6 – Discussion – Water Loss Grant

Hiland Water is actively working on fulfilling the requirements of the Water Loss / System Mapping grant.

Item 7 – Discussion/Action – Outside Counsel

The following emails were exchanged between board member Amery and potential outside counselor Campbell's law firm:

Kristen,

I was asked questions during the meeting I couldn't answer:

1. Do we pay the whole retainer up front or are we billed upon utilization of the 20 hours?
2. What happens if we don't utilize all 20 hours of the retainer?

Thanks,

/John

Hi John. I am pretty flexible with this project. Whatever is easiest for you is the same difference for me. You can either pay the retainer amount up front. If you don't use it, I will refund it. Or, we can bill and pay as well go keeping track of the discounted amount. Let me know if there are any other questions! Kristen

Item 8 – Action – Issues with pumping station at upper well

Hiland Water replaced the faulty shutoff valves.

Matt Olsen is scheduled to perform analysis/repair on the upper well's meter.

Item 9 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 10 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on January 16 as it does not appear that December's meeting will have a quorum.

Location: **NWCPUD Board room.**

Meeting Adjourned