

Tooley Water District Board Meeting Agenda

Version 2.1 (updated 1/16/20)

Meeting Date: Thursday, January 16, 2020 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 November 21, 2019 Meeting

Present: John Amery, Dave Pratt, Debby Jones, Larry Russ

John opened the meeting at 7:22 pm

John asked for approval of the agenda. Dave made a motion to approve the agenda. Larry seconded. Motion approved.

Dave made a motion to approve the minutes. John seconded. Motion approved

Financial report was provided by John.

\$8,546.86	Checking
\$47,129.85	Savings

John read through the checking account report and Profit/Loss Budget Performance Report.

As of the beginning of November 21, 2019 \$378.60 has been spent on maintenance and repairs.

The Water Report showed a water loss of 18.44%.

David Hecht has requested a water leak reimbursement for the month of July 2019. There were two months' worth of water loss. Hiland communicated with Mr. Hecht to ensure that he understands that he will not be eligible for a water loss reimbursement for the next 2 years. The total reimbursement is \$18.24. Larry made a motion to approve the \$18.24 reimbursement request with the understanding that Mr. Hecht will not be eligible again until July 2021. Debby seconded the motion. All approved.

John shared that Hiland has begun working on the water loss grant work (water loss / system mapping).

John updated the board on seeking outside legal counsel. John requested additional information regarding the retainer for attorney Kristen Campbell. Debby shared her approval of Campbell to make sure our bylaws and policies were up to date and meet legal standards. John provided background information on why the district was seeking potential legal counsel. John made the motion to engage with the law firm of Campbell Phillips PC for a retainer of \$2,000 for 20 hours of attorney and staff work to review and update policies and procedures. The acting board chair would be the legal signer and authorizer for any work to be performed. Debby seconded. Motion passed.

John reported that Hiland has replaced the faulty shutoff valve at the upper well. This repair should now allow Hiland to identify the exact problem.

At last months meeting board members discussed the issue of future training and or protocols of dealing with water issues. John felt that the best thing at this point of time is to continue to have Hiland be our main and first contact. They have been responsive, and costs have been low. The biggest issue is the time and distance for Hiland having to come from Newberg.

The next meeting will be held on January 16, 2020. There will not be a meeting in December.

Recent Checking Transactions

Tooley Water District

1/14/2020 4:02 PM

Register: Checking at Washington Federal

From 11/20/2019 through 01/14/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/20/2019		Washington Federal	Interest Income	Credit Interest		X	0.10	8,046.96
11/20/2019	2222	Hiland Water Corp	Accounts Payable	Memo:531521...	1,968.00	X		6,078.96
11/20/2019	2223	S.D.I.S	Accounts Payable	34W54214-486...	595.35	X		5,483.61
11/20/2019	2224	Secretary of State	Accounts Payable	000608MUNI ...	20.00	X		5,463.61
11/30/2019	2225	Hiland Water Corp	Accounts Payable	Memo:291380...	3,387.89	X		2,075.72
11/30/2019	2226	David Hecht	Materials and Services:...	Leak Adjustme...	18.24	X		2,057.48
11/30/2019	To Print	David Pratt	Personal Services:Boar...	November Boa...	50.00			2,007.48
11/30/2019	To Print	Debby Jones	Personal Services:Boar...	November Boa...	50.00			1,957.48
11/30/2019	To Print	John Amery	Personal Services:Boar...	November Boa...	50.00			1,907.48
11/30/2019	To Print	Larry Russ	Personal Services:Boar...	November Boa...	50.00			1,857.48
12/10/2019			Water Revenue:Water ...	193440002098...		X	2,799.33	4,656.81
12/20/2019		Washington Federal	Interest Income	Credit Interest		X	0.12	4,656.93
12/31/2019	To Print	Hiland Water Corp	Accounts Payable	December 201...	1,821.00			2,835.93
12/31/2019	To Print	SDAO	Accounts Payable		150.00			2,685.93
01/14/2020			Water Revenue:Water ...	200140008198...		X	3,080.89	5,766.82

Profit and Loss Budget vs. Actual

4:09 PM

01/14/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance December 2019

	Dec 19	Budget	% of Bud...	Jul - Dec 19	YTD Bud...	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	2,799.33	3,287.28	85.2%	19,081.27	20,647.01	92.4%	37,528.68
Total Water Revenue	2,799.33	3,287.28	85.2%	19,081.27	20,647.01	92.4%	37,528.68
Total Income	2,799.33	3,287.28	85.2%	19,081.27	20,647.01	92.4%	37,528.68
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	2,000.00	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	0.00			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	90.00	34.4%	200.00
Dues and Fees	150.00	0.00	100.0%	170.00	240.00	70.8%	700.00
Grant Fulfillment	0.00			0.00			20,000.00
Legal Services	0.00	1,000.00	0.0%	0.00	2,000.00	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	0.00	456.67	0.0%	1,945.49	2,739.98	71.0%	5,480.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	330.00	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	21.00	16.67	126.0%	105.00	99.98	105.0%	200.00
Disconnect Fee	0.00			0.00			60.00
Hiland Base Maintenance Fee	1,800.00	1,800.00	100.0%	10,800.00	10,800.00	100.0%	21,600.00
Leak Adjustment	0.00			18.24			
Total Operating Expenses	1,821.00	1,816.67	100.2%	10,923.24	10,899.98	100.2%	21,860.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	1,971.00	3,288.34	59.9%	13,215.73	16,424.96	80.5%	55,895.00
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	1,000.00	1,500.00	66.7%	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	0.00	0.00	0.0%	595.35	624.00	95.4%	624.00
Total Personal Services	0.00	250.00	0.0%	1,715.35	2,224.00	77.1%	3,974.00
Total Expense	1,971.00	3,538.34	55.7%	14,931.08	20,648.96	72.3%	82,369.00
Net Ordinary Income	828.33	-251.06	-329.9%	4,150.19	-1.95	-212,830.3%	-44,840.32
Other Income/Expense							
Other Income							
Grant Income	0.00			0.00			20,000.00
Interest Income	12.00	3.25	369.2%	23.65	19.50	121.3%	39.00
Total Other Income	12.00	3.25	369.2%	23.65	19.50	121.3%	20,039.00
Net Other Income	12.00	3.25	369.2%	23.65	19.50	121.3%	20,039.00
Net Income	840.33	-247.81	-339.1%	4,173.84	17.55	23,782.6%	-24,801.32

Maintenance and Repairs - Details

4:05 PM

01/14/20

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
11/30/2019	2299	20191114UpperPumphouse	Matt Olson - Valve installation project at upper pump hou...	186.00	564.60
11/30/2019	2299	20191114UpperPumphouse	Matt Thompson - Valve installation project at upper pum...	120.00	684.60
11/30/2019	2299	20191114UpperPumphouse	Dillon Frederiks - Valve installation project at upper pum...	97.50	782.10
11/30/2019	2299	20191114UpperPumphouse	Service Truck	50.00	832.10
11/30/2019	2299	20191114UpperPumphouse	2" Ductile Iron gate valves (qty2)	495.20	1,327.30
11/30/2019	2299	20191114UpperPumphouse	2" Brass Tee	18.75	1,346.05
11/30/2019	2299	20191114UpperPumphouse	2" x 6" Brass Nipples (qty3)	51.57	1,397.62
11/30/2019	2299	20191114UpperPumphouse	2" MIP x PJ PVC Adapter	103.17	1,500.79
11/30/2019	2299	20191114UpperPumphouse	2" PJ x PJ PVC Adapter	155.54	1,656.33
11/30/2019	2299	20191114UpperPumphouse	910 Valve Box and Lids (qty3)	145.26	1,801.59
11/30/2019	2299	20191114UpperPumphouse	2" x 6" Sch 80 nipple	7.73	1,809.32
11/30/2019	2299	20191114UpperPumphouse	2" S x T Sch 80 coupling	11.08	1,820.40
11/30/2019	2299	20191114UpperPumphouse	2" x 3/4" S x T Sch 80 bushing	12.70	1,833.10
11/30/2019	2299	20191114UpperPumphouse	3/4" Sch 80 street elbow	6.53	1,839.63
11/30/2019	2299	20191114UpperPumphouse	3/4" x 12" Sch 80 nipple	2.70	1,842.33
11/30/2019	2299	20191114UpperPumphouse	3/4" T x T Sch 80 coupling	1.94	1,844.27
11/30/2019	2299	20191114UpperPumphouse	10% markup	101.22	1,945.49
Total Maintenance and Repairs				1,945.49	1,945.49
Total Materials and Services				1,945.49	1,945.49
TOTAL				1,945.49	1,945.49

Item 4 – Discussion – Water Report

September 2019	October 2019	November 2019	December 2019
Gallons pumped: 399,750	Gallons pumped: 206,140	Gallons pumped: 166,350	Gallons pumped: 103,150
Gallons sold: 425,440	Gallons sold: 168,120	Gallons sold: 141,490	Gallons sold: 80,360
Gallons lost: -25,690	Gallons lost: 38,020	Gallons lost: 24,860	Gallons Loss 22,790
Water Loss: -6.43%	Water Loss: 18.44%	Water Loss: 14.94%	Water Loss: 22.09%
*reflects errors in upper well system			

Item 5 – Discussion/Action – SDAO longevity credit

Committing to two years with SDAO will save Tooley Water District \$104 / year.

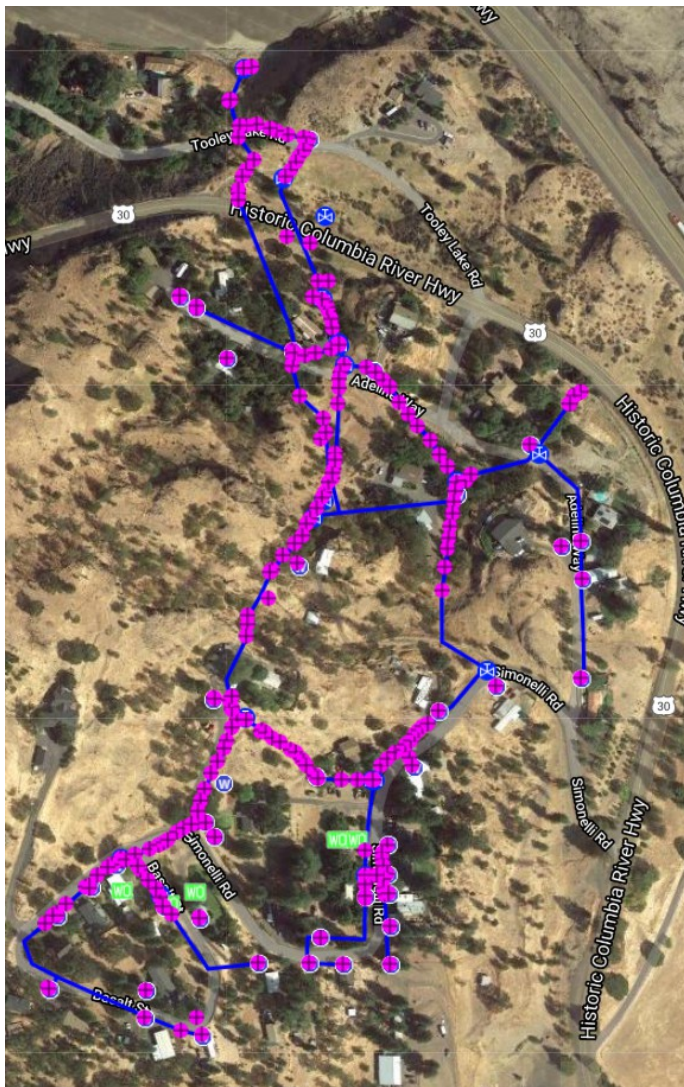
Motion to authorize Chairperson Mauser to sign SDAO's "Longevity Credit and Rate Lock Agreement" for the period January 1, 2020 through December 31, 2021.

Item 6 – Discussion – Water Loss Grant

See update from Matt at Hiland below:

We are at about 225 gps points on the system and are planning on digging up pipe (for eyes on locating) next week, as long as the weather is not too awful.

Here is a screenshot of our working map. The blue lines are the waterlines (from old maps like the one in the reservoir house). The purple dots are gps points of valves, meters, and waterline locates. The waterlines are adjusted as more accurate data is found. There are a few lines that are not complete yet and some that I have been working on. The 3" PVC fill line going from the lower well all the way up to the reservoir has been particularly tricky. I have not quite exhausted all my options yet.



I will be selecting the 15 spots to have eyes-on locates later this week. I will send you the proposed locations when I have them picked out.

Item 7 – Discussion – Outside Counsel

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

Hiland Water replaced the faulty shutoff valves (back in November). We now have the ability to Isolate shutoff at the upper well.

The issue appears to have dissipated on it's own. It is currently Hiland Water's recommendation to keep an eye on the issue, and if it happens again to perform more intrusive testing.

Item 9 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 10 – Discussion – Capital Improvement Projects

Discussion of potential capital improvement projects for this fiscal year.

The following is a list of potential projects the Board may want to consider.

- 1.—Automatic Chlorine tester
- 2.—Manual hand pump for well access in case of disaster
- 3.—Upgrade / Redundancy of network between Wells and Reservoir
- 4.—Preliminary Analysis / feasibility study of new upper reservoir project.

Item 11 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on February 20.

Location: **NWCPUD Board room.**

Meeting Adjourned