

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 4/2/20)

Meeting Date: Thursday, April 2, 2020 7:00pm

Location: Online via WEBEX.

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

February 20, 2020
Tooley Water District Board Meeting

Present: John Amery, Larry Russ, Dave Pratt, Carol Mauser and Debby Jones
Guest: David Child

Carol opened the meeting at 7:02 pm and asked for approval of the agenda. Larry motioned to approve the agenda. Dave seconded. Motion passed.

Carol asked for approval of the January minutes. Larry made a motion to approve. John seconded. Motion passed.

John provided board members the financial update. John made a special mention to the board members that there were checks that had not yet been cleared due to delay in having two signatures. Due to this, totals may not match up regarding the profit / loss and bank statements.

Checking account	\$ 9,189.90
Savings account	\$47,141.73

John went over checking transactions, Profit and Loss Budget vs Actual as well as the Maintenance and Repair report.

Board members discussed the January water report which indicated a 35.59% water loss. Water loss is up from December. John and Hiland has been discussing the issue and Hiland is analyzing the data while they go about the leak detection work. John shared that through the grant project, discrepancies with the meters had been noted. Larry commented that in the past the water loss percentage seemed to be greater when the gallons pumped was less. Hiland is actively investigating the matter. Carol shared gratitude for the grant which is allowing Hiland to work on the issue.

Additional information was shared from Matt, from Hiland, that an asbestos cement pipe had been found. Hiland said this is fairly common but it does require an additional water test. Matt's biggest concern was that with this type of pipe, tree roots can break through the pipe joints and cause clogs which can impact water flow and or leaks. Board members looked over a satellite map of the district. Unaware to members was a second line.

John shared that he and Matt had discussed the concept of hand pumps in case of an emergency. Matt will need to do more research regarding what potential steps might be required during an emergency to install/operate a hand pump. David Child shared information on a hand pump (Bison Shallow Well Hand Pump, Model 1900). David shared that we would have to know the static water level. This company also makes a community deep well pump. David suggested having it installed at the upper well.

Board member training will be discussed in further detail when Larry comes back as well as the grant work from Hiland being completed.

John shared current membership of the budget committee. Larry Russ' position will need to be replaced due to his being on the board. Susan Russ' position has expired. Members discussed potential budget committee members.

Members discussed capital improvement projects. List of potential projects include:

- Automatic chlorine tester
- Manual hand pump for well access in case of emergency

- Upgrade / Redundancy of network between wells and reservoir
- Preliminary analysis / feasibility study of new upper reservoir project.

Other than the hand pump, no other information was noted on the above list. Members felt that it was prudent to wait until more information was known from the leak detection work. Dave mentioned the flush out valve. John shared that he thought there might be two flush out valves that had not been flushed. There were concerns on functioning of the value and possibly damage to property where the other one is located. Larry said that he thought it was in the district's bylaws to have the valves flushed twice a year. John will contact Hiland to determine how to move forward.

Next meeting is Thursday, March 19.

Meeting adjourned at 8:08 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 4/1/20

Account Snapshot			⚙️ ×
Checking ↓	Current Balance	Available Balance	☰
Checking (*1384)	\$9,643.03	\$9,643.03	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market (*9156)	\$47,153.45	\$47,153.45	>

Recent Savings Transactions

Tooley Water District								4/1/2020 8:21 PM
Register: Savings at Washington Federal								
From 02/18/2020 through 04/01/2020								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2020		Washington Federal	Interest Income	Credit Interest		X	11.72	47,153.45

Recent Checking Transactions

Tooley Water District

4/1/2020 8:20 PM

Register: Checking at Washington Federal

From 02/18/2020 through 04/01/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.12	6,715.52
02/25/2020	2239	S.D.I.S	Accounts Payable	2020 bill	1,935.00			4,780.52
02/29/2020	2240	Carol Mauser	Personal Services:Boar...	February Board...	50.00	M		4,730.52
02/29/2020	2241	David Pratt	Personal Services:Boar...	February Board...	50.00	M		4,680.52
02/29/2020	2242	Debby Jones	Personal Services:Boar...	February Board...	50.00			4,630.52
02/29/2020	2243	John Amery	Personal Services:Boar...	February Board...	50.00			4,580.52
02/29/2020	2244	Larry Russ	Personal Services:Boar...	February Board...	50.00			4,530.52
02/29/2020	2245	Hiland Water Corp	Accounts Payable		1,821.00			2,709.52
03/10/2020			Water Revenue:Water ...	200700012122...		X	2,627.37	5,336.89
03/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.14	5,337.03
03/31/2020	To Print	Carol Mauser	Personal Services:Boar...	tbd	50.00	M		5,287.03
03/31/2020	To Print	David Pratt	Personal Services:Boar...	tbd	50.00			5,237.03
03/31/2020	To Print	Debby Jones	Personal Services:Boar...	tbd	50.00			5,187.03
03/31/2020	To Print	John Amery	Personal Services:Boar...	tbd	50.00			5,137.03
03/31/2020	To Print	Larry Russ	Personal Services:Boar...	tbd	50.00			5,087.03

Profit and Loss Budget vs. Actual

8:25 PM

04/01/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance February through March 2020

	Feb - Mar 20	Budget	% of Budget	Jul '19 - Mar 20	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	5,650.35	5,518.33	102.4%	27,812.51	28,848.33	96.4%	37,528.68
Total Water Revenue	5,650.35	5,518.33	102.4%	27,812.51	28,848.33	96.4%	37,528.68
Total Income	5,650.35	5,518.33	102.4%	27,812.51	28,848.33	96.4%	37,528.68
Expense							
Capital Improvements	0.00	3,000.00	0.0%	0.00	5,000.00	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			116.05	125.00	92.8%	125.00
Copies	0.00	30.00	0.0%	30.95	135.00	22.9%	200.00
Dues and Fees	0.00	0.00	0.0%	170.00	240.00	70.8%	700.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Legal Services	0.00	1,000.00	0.0%	0.00	3,000.00	0.0%	5,000.00
Liability Insurance							
Boiler&Machinery Excess	150.00			150.00			
General Liability	200.00			200.00			
N/O Auto Liability	1,058.00			1,058.00			
Property Liability Insurance - Other	175.00			175.00			
Property	352.00			352.00			
Liability Insurance - Other	0.00	2,000.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total Liability Insurance	1,935.00	2,000.00	96.8%	1,935.00	2,000.00	96.8%	2,000.00
Maintenance and Repairs	0.00	913.34	0.0%	1,945.49	4,109.99	47.3%	5,480.00
Network Monitoring Maintenance	0.00			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	33.34	63.0%	150.50	149.99	100.3%	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	3,600.00	50.0%	14,400.00	16,200.00	88.9%	21,800.00
Leak Adjustment	0.00			18.24			
Total Operating Expenses	1,821.00	3,633.34	50.1%	14,568.74	16,349.99	89.1%	21,860.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	3,756.00	7,576.68	49.6%	18,796.23	26,289.98	71.5%	55,895.00
Personal Services							
Boardmember Incentives	500.00	500.00	100.0%	1,750.00	2,250.00	77.8%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00			120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	0.00			595.35	624.00	95.4%	624.00
Total Personal Services	500.00	500.00	100.0%	2,465.35	2,974.00	82.9%	3,974.00
Total Expense	4,256.00	11,076.68	38.4%	21,261.58	34,263.98	62.1%	82,369.00
Net Ordinary Income	1,394.35	-5,558.35	-25.1%	6,550.93	-5,415.65	-121.0%	-44,840.32
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Interest Income	11.98	6.50	184.3%	35.73	29.25	122.2%	39.00
Total Other Income	11.98	6.50	184.3%	35.73	29.25	122.2%	20,039.00
Net Other Income	11.98	6.50	184.3%	35.73	29.25	122.2%	20,039.00
Net Income	1,406.33	-5,551.85	-25.3%	6,586.66	-5,386.40	-122.3%	-24,801.32

Maintenance and Repairs - Details

8:23 PM

04/01/20

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

November 2019	December 2019	January 2020	February 2020
Gallons pumped: 166,350	Gallons pumped: 103,150	Gallons pumped: 168,960	Gallons pumped: 104,990
Gallons sold: 141,490	Gallons sold: 80,360	Gallons sold: 108,820	Gallons sold: 74,480
Gallons lost: 24,860	Gallons Loss 22,790	Gallons lost: 60,140	Gallons lost: 30,510
Water Loss: 14.94%	Water Loss: 22.09%	Water Loss: 35.59%	Water Loss: 29.06%

Item 5 – Discussion – Grant

Matt feels Hiland should be wrapping up the grant project any day now.

Item 6 – Discussion – Hand Pumps

Matt and John discussed the concept of Hand Pumps for an emergency situation.

Matt has concerns that developing an “always available” solution that integrates with Tooley Water District's existing infrastructure would require engineering and certification. Matt's estimates for such a process could cost many thousands of dollars without any guarantee of success. However, a system that could be installed temporarily in an emergency situation does have potential.

John suggested that Matt should develop an estimate for a recommended solution. Additionally, John suggested that Matt should include in his estimates the cost for developing a MOP (Method of Procedure) such that Tooley Water District might be able to install without Hiland's help as it is likely that Hiland would not be available during an emergency situation.

Tooley Water District local resident David Childs provided the board with flash drives reflecting potential solutions. Bison Pumps bisonpumps.com provides potential solutions that might work for Tooley Water District. Bison Pumps provides solutions they state can work up to 300 vertical feet.

Based upon original drilling records John located it is believed that the lower well is 33 feet deep and the upper well is 306 feet deep. Both with 8” casings.

Item 7 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 8 – Discussion/Action – Budget Committee

John reached out to the following individuals to see if they would be willing to be on the budget committee:

- Amanda Valentine – YES
- Jeff Radford – YES
- Tania Tostada – MAYBE
- Pat Arthur - NO

<i>Position</i>	<i>Name</i>	<i>Details</i>
Position 1	Sam Sprenger	Possible replacement as Mr. Sprenger has been unable to attend any previous budget committee meetings. Expires 7/1/20
Position 2	David Child	Expires 7/1/20
Position 3	Larry Russ	Need to fill. Expires 7/1/21
Position 4	Kay Pratt	Expires 7/1/21
Position 5	Susan Russ	Expired 7/1/19

Item 9 – 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.

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

Item 10 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on April 16.

Location: Virtual Meeting ONLY – contact johnamery@tooleywater.org for access.

Meeting Adjourned