

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 4/15/20)

Meeting Date: Thursday, April 16, 2020 7:00pm

Location: Online via WEBEX.

Type of meeting

Board Meeting

Chairperson

Carol Mauser

Minute keeper

Debby Jones

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water Board
Thursday, April 2, 2020

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

Carol was not able to participate in the meeting due to illness. Due to the COVID-19 situation the meeting was held remotely.

Larry made a motion to approve the agenda as presented. Dave seconded. Motion approved. Debby made a motion to approve the February minutes. John seconded. Motion approved.

John provided the financial reports:

Checking: \$ 9,643.03
Savings: \$47,153.45

There were a number of checks that still needed to be signed. The insurance bill increased slightly. John will find out exactly what the reason is. Debby asked about the credit that used to be issued when Carl had been given credit for participating in certain trainings.

Financials are on track.

Water report indicated a lost of 29%, which was 30,510 gallons. Silas from Hiland agreed that the water loss was still high, but the amount equated to under a gallon per minute. John showed the updated GIS plot graph which is almost completed.

Board discussed the concept of a hand pump for an emergency. Matt from Hiland had concerns about possible additional engineering and larger costs and understanding that most likely Hiland would not be able to be onsite immediately. John also shared information on a smaller hand pump version as was shared by David Child's at the last meeting. Larry will do further research on the Bison hand pump.

John had asked a number of people to potentially serve on the budget committee. John made a motion for Amanda Valentine for position 5, Jeff Radford for position 3 and Susie Russ for position 1. Larry seconded the motion. Motion approved.









Capital Improvement projects were discussed. John recommended that we continue to focus on the hand pump and wait to see what comes at the completion of the grant work.

Next meeting is scheduled for Thursday, April 16.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 4/15/20

Account Snapshot  			
Checking ▾	Current Balance	Available Balance	
Checking 	\$28,443.84	\$28,343.84	
Money Market ▾	Current Balance	Available Balance	
Money Market 	\$27,153.45	\$27,153.45	

Recent Savings Transactions

Tooley Water District								4/15/2020 6:23 PM
Register: Savings at Washington Federal								
From 04/01/2020 through 04/15/2020								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/14/2020			Checking at Washingto...	Prepay grant P...	20,000.00	X		27,153.45

Recent Checking Transactions

Tooley Water District

4/15/2020 6:55 PM

Register: Checking at Washington Federal

From 03/31/2020 through 04/15/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2020	2246	David Pratt	Personal Services:Boar...	March board m...	50.00			5,287.03
03/31/2020	2247	Debby Jones	Personal Services:Boar...	March board m...	50.00			5,237.03
03/31/2020	2248	John Amery	Personal Services:Boar...	March board m...	50.00			5,187.03
03/31/2020	2249	Larry Russ	Personal Services:Boar...	March board m...	50.00			5,137.03
03/31/2020	2250	Hiland Water Corp	Accounts Payable	March 2020	1,817.50			3,319.53
04/08/2020			Water Revenue:Water ...	200990053957...		X	2,556.81	5,876.34
04/10/2020	2251	Hiland Water Corp	Accounts Payable	SIPP Grant - Pr...	20,000.00			-14,123.66
04/14/2020			Savings at Washington ...	Prepay grant		X	20,000.00	5,876.34

Profit and Loss Budget vs. Actual

6:32 PM

04/15/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance March 2020

	Mar 20	Budget	% of Budget	Jul '19 - Mar 20	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	2,627.37	2,555.14	102.8%	27,812.51	28,848.33	96.4%	37,528.68
Total Water Revenue	2,627.37	2,555.14	102.8%	27,812.51	28,848.33	96.4%	37,528.68
Total Income	2,627.37	2,555.14	102.8%	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	15.00	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	0.00			150.00			
Excess	0.00			200.00			
General Liability	0.00			1,058.00			
N/O Auto Liability	0.00			175.00			
Property	0.00			352.00			
Liability Insurance - Other	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total Liability Insurance	0.00	0.00	0.0%	1,935.00	2,000.00	96.8%	2,000.00
Maintenance and Repairs	0.00	456.67	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	17.50	16.67	105.0%	168.00	149.99	112.0%	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%	16,200.00	16200.00	100.0%	21,600.00
Leak Adjustment	0.00			18.24			
Total Operating Expenses	1,817.50	1,816.67	100.0%	16,386.24	16,349.99	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	1,817.50	3,288.34	55.3%	20,613.73	26,289.98	78.4%	55,895.00
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	1,700.00	2,250.00	75.6%	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	200.00	250.00	80.0%	2,415.35	2,974.00	81.2%	3,974.00
Total Expense	2,017.50	6,538.34	30.9%	23,029.08	34,263.98	67.2%	82,369.00
Net Ordinary Income	609.87	-3,983.20	-15.3%	4,783.43	-5,415.65	-88.3%	-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	11.86	3.25	364.9%	35.73	29.25	122.2%	39.00
Total Other Income	11.86	3.25	364.9%	35.73	29.25	122.2%	20,039.00
Net Other Income	11.86	3.25	364.9%	35.73	29.25	122.2%	20,039.00
Net Income	621.73	-3,979.95	-15.6%	4,819.16	-5,386.40	-89.5%	-24,801.32

Maintenance and Repairs - Details

6:26 PM

04/15/20

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

December 2019 Gallons pumped: 103,150 Gallons sold: 80,360 Gallons Loss 22,790 Water Loss: 22.09%	January 2020 Gallons pumped: 168,960 Gallons sold: 108,820 Gallons lost: 60,140 Water Loss: 35.59%	February 2020 Gallons pumped: 104,990 Gallons sold: 74,480 Gallons lost: 30,510 Water Loss: 29.06%	March 2020 Gallons pumped: 122,470 Gallons sold: 95,580 Gallons lost: 26,890 Water Loss: 21.96%
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Item 5 – Discussion – Grant Fulfillment

Hiland has submitted their final report to Tooley Water District with regards to their fulfillment of the grant request.

In the event Tooley Water District accepts Hiland's report as fulfillment Tooley Water District is contractually responsible to pay Hiland Water immediately. Tooley Water District will then submit the bill to Business Oregon for reimbursement.

Item 6 – Discussion – Hand Pumps

Larry Russ to provide an update on hand pumps.

Item 7 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 8 – Discussion/Action – Budget Committee Date

Discussion of potential budget committee dates.

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 9 – Discussion – Hiland Contract

Hiland Water has submitted their new pricing for fiscal year 2020 - 2021

Item 10 – Discussion – 20% increase for insurance

Mr. Amery had a discussion with Tooley Water District insurance provider (ISU / SDIS) to better understand why our costs increased about 20% this last year.

- 2019: \$1618
- 2020: \$1935

It was determined that most of that cost increase was due to the increase of Tooley Water District's increased budget.

Per Tooley Water District's LB1 our budget increased from about \$46k to \$82k and our insurance costs are directly related to our LB1s.

Items that changed significantly on Tooley Water District LB1 included:

- \$20k for grant project
- \$15k for capital Improvements (up from \$5k)
- \$5k Legal

There were other minor changes that affected Tooley Water District's rate:

- Tooley Water District changed our insurance policy to reflect the appraised value rather than our previous estimating process. The appraisers valued Tooley structures at \$180k. Previously our insurance valued Tooley structures at \$101k. This change caused Tooley Water district property insurance portion to increase to \$352 from \$332 (\$20 increase).
- Auto insurance increased to \$175 from \$159 (\$25 increase)

Item 11 – Discussion – Review last year's LB1

As finance officer Amery develops next year's budget he would like some input from the board.

Discussion and review of last year's LB1 for purposes of developing a budget that aligns with the boards vision moving forward.

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on May 21

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

Meeting Adjourned