

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 5/19/20)

Meeting Date: Thursday, May 21, 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

Tooley Water District April 16, 2020 Board Meeting
Virtual Meeting

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

Carol opened the meeting at 7:12 pm

Carol asked for a motion on the approval of the agenda. Larry made the motion, Dave seconded. All approved. Carol asked for a motion on the approval of the April 2 minutes which represented the March Board meeting. Larry asked for clarification on the bank balance which John was able to answer. John made a motion to approve the minutes, Larry seconded. Motion approved.

John presented the financial report. He shared that he made a transfer of \$20,000 from the savings account in anticipation of paying Hiland for the work completed through the grant. After Hiland is paid, the district submits the invoice to Business Oregon and the district will be reimbursed.

Carol asked about an email she had received asking for an updated SAM #. John shared that it most likely was a scam notification asking the district to pay for this service which is something that John can do without much issue or cost.

Checking: \$28,343.84
Savings: \$27,153.45

Revenue is at 96% for the year and expenses are on target. There were no new maintenance/repairs to report. The water report indicated a 21% water loss.

John updated the board on the grant fulfillment. John felt that Hiland had fulfilled the grant requirement. Larry agreed and had a few questions including: How would the District be able to continue to utilize the GIS report on the internet. Hiland's answer was that Hiland subscribes to a program in which we can continue to have access to the report through Hiland's access. Board needs to determine how to continue access to the data. The District could have their own data subscription for approximately \$300 a year. John wanted to make sure that back up of the data is available. Larry had questions about one valve that had not been identified and is on the property operated by Gary Saylors. This valve is behind a locked fence with No Trespassing signs.

Larry made the motion to approve the work completed by Hiland, John seconded. Board felt it would be best to go through the contract one more time to ensure proper compliance. The motion was approved.

Larry updated the board regarding information on an emergency hand pump. Larry is waiting to hear back specific details from Bison.

Board decided to hold off on any additional trainings until we can physically meet.

John updated the board on the budget committee. Question was posed on whether the budget committee should meet on the same night as the May board meeting or split the meetings up. Board decided to hold the meeting on the same day as the May Board meeting. Meeting will start at 5:30 pm.

Board discussed capital improvement projects. Hand pump and replacement of valves as well as flush out valve were discussed. Board discussed the need to operate the flush out valves. There is a lack of clarity between requirement versus recommendation regarding the flush out valves.

John presented the new Hiland contract which included an increase of \$50 a month on the base fee as well as an increase in hourly rates for maintenance.

John updated the board on the reason for the 20% increase in insurance. The main reasons for this was an increase of our total budget, which was largely due to the \$20,000 grant and an increase in capital improvement and legal fee line items. The district's property was also appraised at a more accurate number.



John requested the board members review Budget form LB1 in preparation for the upcoming budget committee meeting.

Board meeting concluded at 9:27.

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 ()	\$8,642.45	\$8,642.45	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market 	\$27,153.45	\$27,153.45	>

Recent Savings Transactions

No new transactions since last board meeting

Recent Checking Transactions

Tooley Water District

5/19/2020 11:30 AM

Register: Checking at Washington Federal

From 04/16/2020 through 05/19/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/20/2020		Washington Federal	Interest Income	Credit Interest		*	0.44	5,876.78
04/30/2020	2252	Carol Mauser	Personal Services:Boar...	April Board M...	50.00	M		5,826.78
04/30/2020	2253	David Pratt	Personal Services:Boar...	April Board M...	50.00	M		5,776.78
04/30/2020	2254	Debby Jones	Personal Services:Boar...	April Board M...	50.00	M		5,726.78
04/30/2020	2255	John Amery	Personal Services:Boar...	April Board M...	50.00	M		5,676.78
04/30/2020	2256	Larry Russ	Personal Services:Boar...	April Board M...	50.00	M		5,626.78
05/11/2020			Water Revenue:Water ...	201320101312...		*	2,515.67	8,142.45
05/12/2020	2257	Hiland Water Corp	Accounts Payable		2,146.84			5,995.61
05/13/2020	2258	John Amery	-split-	Reimbursement...	27.40			5,968.21
			Copies	August 2019 b...	-4.04			
			Copies	September 201...	-2.70			
			Copies	October 2019 b...	-6.70			
			Copies	November 201...	-3.92			
			Copies	January 2020 b...	-4.76			
			Copies	February 2020 ...	-5.28			
05/13/2020	2259	United States Postal ...	Materials and Services:...	Stamps	22.00			5,946.21

Profit and Loss Budget vs. Actual

11:36 AM

05/19/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

April 2020

	Apr 20	Budget	% of Budget	Jul '19 - Apr 20	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	2,558.81	2,379.32	107.5%	30,369.32	31,227.65	97.3%	37,528.68
Total Water Revenue	2,558.81	2,379.32	107.5%	30,369.32	31,227.65	97.3%	37,528.68
Total Income	2,558.81	2,379.32	107.5%	30,369.32	31,227.65	97.3%	37,528.68
Expense							
Capital Improvements	0.00	5,000.00	0.0%	0.00	10,000.00	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	150.00	20.6%	200.00
Dues and Fees	0.00	0.00	0.0%	170.00	240.00	70.8%	700.00
Grant Fulfillment	20,000.00	20,000.00	100.0%	20,000.00	20,000.00	100.0%	20,000.00
Legal Services	0.00	1,000.00	0.0%	0.00	4,000.00	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	458.67	0.0%	1,945.49	4,568.68	42.6%	5,480.00
Network Monitoring Maintenance	329.34			329.34	330.00	99.8%	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%	185.50	166.66	111.3%	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	1,800.00	100.0%	18,000.00	18,000.00	100.0%	21,600.00
Leak Adjustment	0.00			18.24			
Total Operating Expenses	1,817.50	1,816.67	100.0%	18,203.74	18,166.66	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	22,146.84	23,288.34	95.1%	42,760.57	49,578.32	88.2%	55,895.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,950.00	2,500.00	78.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00			120.00	100.00	120.0%	100.00
Workmans Compensation Insurance	0.00			595.35	624.00	95.4%	624.00
Total Personal Services	250.00	250.00	100.0%	2,665.35	3,224.00	82.7%	3,974.00
Total Expense	22,396.84	28,538.34	78.5%	45,425.62	62,802.32	72.3%	82,369.00
Net Ordinary Income	-19,840.03	-26,159.02	75.8%	-15,056.30	-31,574.67	47.7%	-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	0.44	3.25	13.5%	38.17	32.50	111.3%	39.00
Total Other Income	0.44	3.25	13.5%	38.17	32.50	111.3%	20,039.00
Net Other Income	0.44	3.25	13.5%	38.17	32.50	111.3%	20,039.00
Net Income	-19,839.59	-26,155.77	75.9%	-15,020.43	-31,542.17	47.6%	-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

January 2020	February 2020	March 2020	April 2020
Gallons pumped: 168,960	Gallons pumped: 104,990	Gallons pumped: 122,470	Gallons pumped: 157,070
Gallons sold: 108,820	Gallons sold: 74,480	Gallons sold: 95,580	Gallons sold: 132,310
Gallons lost: 60,140	Gallons lost: 30,510	Gallons lost: 26,890	Gallons lost: 24,760
Water Loss: 35.59%	Water Loss: 29.06%	Water Loss: 21.96%	Water Loss: 15.76%

Item 5 – Discussion – Grant Fulfillment

We have initiated our grant reimbursement process.

Item 6 – Discussion – Hand Pumps – Larry Russ

Larry Russ to provide an update on hand pumps.

We have received correspondence from Bison Pump Company consisting of:

- (A) quote for cost of pump assembly
- (B) Installation manual and
- (C) internet link to installation videos).

Mr Russ is questioning whether Tooley's particular installation situation has been addressed and has asked for clarification.

<i>Quantity</i>	<i>Product Quoted</i>	<i>Unit Price</i>	<i>Total</i>
1	Deep Well 8" Casing Pump Head 50-203-0-00-00 2" submersible connection	\$1,800.00	\$1,800.00
13	Pipe & Rod 1 1/4" - 8' Sch 120 PVC & 3/8" Stainles 51-200-0-07-01	\$74.00	\$962.00
1	Cylinder Assembly 2 1/2" Stainless Steel 51-200-1-03-01	\$475.00	\$475.00
1	Conduit Ell Assembly - Top Mount 55-200-1-09-01	\$68.00	\$68.00
<i>Freight Costs are extra. These costs are added at time of order placement.</i>		<i>Total Quote Amount:</i>	\$3,305.00

Item 7 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 8 – Discussion/Action – Repairs of pump houses

There are maintenance requirements at the well houses and reservoir building. The buildings are in need of adequate prepping and repainting to prevent further wood deterioration. Mr. Russ is recommending that Tooley have a painter come and inspect and provide a bid for the project.





Item 9 – Discussion / Action – Repairs of System Leaks / rusted gate valves

Hiland Identified system leaks and inoperable gate valves in their report. Tooley Water District might get estimates for their repairs.

Item 10 – Discussion – Weeding / Trimming locations

Three locations require weeding / Trimming:

1. Lower Well
2. Upper Well
3. Reservoir

We either need board members to take ownership of weeding these locations or we will have to pay someone to do so.

Item 11 – Discussion – reimbursements

Name	Reimbursement amount	Purpose
John Amery	\$4.04	Copies for board meeting August 2019
John Amery	\$2.70	Copies for board meeting September 2019
John Amery	\$6.70	Copies for board meeting October 2019
John Amery	\$3.92	Copies for board meeting November 2019
John Amery	\$4.76	Copies for board meeting January 2020
John Amery	\$5.28	Copies for board meeting February 2020

<p style="text-align: center;">STAPLES Make More Happen[®]</p> <p style="text-align: center;">Low prices. Every item. Every day Store No: 1048 460 Mount Hood Street The Dalles, OR 97058 541-298-2222</p> <p style="text-align: center;">262626 00 026 14741 Receipt #: 14741 08/22/2019 13:13</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>36</td> <td>BW Print - 233550</td> <td style="text-align: right;">3.96</td> </tr> <tr> <td>4</td> <td>Staple - 233592</td> <td style="text-align: right;">0.08</td> </tr> <tr> <td colspan="2">SubTotal</td> <td style="text-align: right;">4.04</td> </tr> <tr> <td colspan="2">Taxes</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2">Total</td> <td style="text-align: right;">USD \$4.04</td> </tr> </tbody> </table> <p>Discover #:*****8306 [C] Discover Credit Chip Read Auth No.: 02221R Mode: Issuer AID: A0000001523010 NO CVM</p>	Qty	Description	Amount	36	BW Print - 233550	3.96	4	Staple - 233592	0.08	SubTotal		4.04	Taxes		0.00	Total		USD \$4.04	<p style="text-align: center;">STAPLES Make More Happen[®]</p> <p style="text-align: center;">Low prices. Every item. Every day Store No: 1048 460 Mount Hood Street The Dalles, OR 97058 541-298-2222</p> <p style="text-align: center;">262626 00 026 15101 Receipt #: 15101 09/19/2019 12:24</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>BW Print - 233550</td> <td style="text-align: right;">2.64</td> </tr> <tr> <td>3</td> <td>Staple - 233592</td> <td style="text-align: right;">0.06</td> </tr> <tr> <td colspan="2">SubTotal</td> <td style="text-align: right;">2.70</td> </tr> <tr> <td colspan="2">Taxes</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2">Total</td> <td style="text-align: right;">USD \$2.70</td> </tr> </tbody> </table> <p>Discover #:*****8306 [C] Discover Credit Chip Read Auth No.: 01947R Mode: Issuer AID: A0000001523010 NO CVM</p>	Qty	Description	Amount	24	BW Print - 233550	2.64	3	Staple - 233592	0.06	SubTotal		2.70	Taxes		0.00	Total		USD \$2.70	<p style="text-align: center;">STAPLES Make More Happen[®]</p> <p style="text-align: center;">Low prices. Every item. Every day Store No: 1048 460 Mount Hood Street The Dalles, OR 97058 541-298-2222</p> <p style="text-align: center;">262626 00 026 15421 Receipt #: 15421 10/17/2019 12:48</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>55</td> <td>BW Print - 233550</td> <td style="text-align: right;">6.60</td> </tr> <tr> <td>5</td> <td>Staple - 233592</td> <td style="text-align: right;">0.10</td> </tr> <tr> <td colspan="2">SubTotal</td> <td style="text-align: right;">6.70</td> </tr> <tr> <td colspan="2">Taxes</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2">Total</td> <td style="text-align: right;">USD \$6.70</td> </tr> </tbody> </table> <p>Discover #:*****8306 [S] Swipe Auth No.: 01718R</p> <p>The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.</p>	Qty	Description	Amount	55	BW Print - 233550	6.60	5	Staple - 233592	0.10	SubTotal		6.70	Taxes		0.00	Total		USD \$6.70
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Low prices. Every item. Every day
Store No: 1048
460 Mount Hood Street
The Dalles, OR 97058
541-298-2222

262626 00 026 15843

Receipt #: 15843 11/21/2019 10:36

Qty	Description	Amount
32	BW Print - 233550	3.84
4	Staple - 233592	0.08
SubTotal		3.92
Taxes		0.00
Total		USD \$3.92

Discover #:*****8306 [C]
Discover Credit
Chip Read
Auth No.: 02170R
Mode: Issuer
AID: A0000001523010
NO CVM

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Low prices. Every item. Every day
Store No: 1048
460 Mount Hood Street
The Dalles, OR 97058
541-298-2222

262626 00 026 16440

Receipt #: 16440 01/16/2020 16:41

Qty	Description	Amount
36	BW Print - 233550	4.68
4	Staple - 233592	0.08
SubTotal		4.76
Taxes		0.00
Total		USD \$4.76

Discover #:*****8306 [C]
Discover Credit
Chip Read
Auth No.: 01643R
Mode: Issuer
AID: A0000001523010
NO CVM

STAPLES
Make More Happen™

Low prices. Every item. Every day
Store No: 1048
460 Mount Hood Street
The Dalles, OR 97058
541-298-2222

262626 00 026 16897

Receipt #: 16897 02/20/2020 16:29

Qty	Description	Amount
40	BW Print - 233550	5.20
4	Staple - 233592	0.08
SubTotal		5.28
Taxes		0.00
Total		USD \$5.28

Discover #:*****8306 [S]
Swipe
Auth No.: 02079R

The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on June 18

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

Meeting Adjourned