

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 7/12/20)

Meeting Date: Thursday, July 16, 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 June 18, 2020 Virtual Meeting

In attendance: Dave Pratt, John Amery, Larry Russ, Carol Mauser, and Debby Jones

Chairperson Carol Mauser opened the meeting at 7:26 pm

Carol asked for approval of the June meeting agenda. Carol added rate increase and Debby asked to add discussion regarding past due accounts. Dave made a motion to approve. John seconded. All approved.

Carol asked for a motion for approval of the June meeting minutes. Debby made a motion to approve the May minutes. John seconded. All approved.

John provided the financial report:

Checking      \$ 8,681.07  
Money Market \$47,153.45

John shared his forecasted amounts from June 2019.

The water report was shared which indicated a water loss of 9.43%. April's water loss which was 15.75%

John shared that the \$20,000 from Business Oregon had been received and deposited. This officially closes out the grant.

John updated the board on the Oregon purchasing rules as per previous board discussion regarding the process Tooley needs to follow. The projects that the board had recently been discussing were all under \$10,000. With this threshold there is not a requirement to go through a bidding process. Larry asked if the district was required to have licensed/bonded workers. Board discussed that it may depend on the scope of the project and agreed that when possible having a licensed individual/business would be best.

Larry updated board members on his research on the hand pumps. He shared that he felt that the more accurate discussion should be titled "Emergency Preparedness" and that a hand pump may be one of the discussion items. Larry talked with The Dalles Water Master. Within the next few weeks, he will come and measure the static water level. To do this the water will have to be shut off for a short period of time. Board members discussed the best way to notify members of the water shut off. Members decided to have a notification at the 2 main mailbox locations. Larry will notify when the date and time has been selected. Larry also talked with Dave Anderson with the city of The Dalles in case of an emergency water crisis. Anderson noted that the city of The Dalles has the ability to use surface water and utilize wells with back up generators. They anticipate setting up water stations. Larry also talked with Erick Grendel from North Central Public Health. Grendel spoke with a representative from the state regarding a potential hand pump. It did not appear that special permits would be required. Grendel also encouraged Larry to reach out to the Forrest Service as well as an organization called Forewarned. This organization brings other organization together to assist in times of need. The counties emergency preparedness director was also consulted, and Larry will follow-up with him per requested email. Carol volunteered to investigate potential grants.

Larry updated the board on the repair to the pump houses. A bid was presented by Valencia General Contracting, LLC for \$3,200. Larry asked an outside party if they thought the bid price is reasonable. The factors to consider would be the type of paint as well as doing more than just spraying. Valencia's bid would include spraying and back rolling. There would also need to be a considerable amount of calking. Valencia's bid also included that work with high quality calk.

Debby made a motion to approve the bid and scope of work and materials presented by Valencia

General Contracting, LLC of \$3,200. Dave seconded. John asked if the bid was confirmed or was their potential of going over. Larry could not confirm. Debby amended the motion to allow the project manager, Larry Russ, to authorize up to \$4,000 for the painting and unanticipated potential repairs to the 3 pump houses. Larry seconded. All approved.

John shared that he had reached out to Hiland regarding the replacement of the leaking flush out valve. Hiland had an estimate of \$1,800-\$2,000. Debby made a motion to allow John to oversee and authorize up to \$3,000 to replace the faulty flush out valve. Larry seconded. All approved.

Larry made the motion to authorize treasurer Amery to transfer up to \$5,000 from contingency to materials and services if required to fulfill any end of year commitments that Tooley Water District may incur until next fiscal year. Debby seconded. All approved.

Board member trainings was briefly touched on and will be tabled to next month.

John shared the Tooley Water District's Consumer Confidence Report. John has posted this report on the website. John shared that the numbers were all within the allowable limits.

John shared that there are some checks that have not been cashed and they will be reissued. It is assumed that checks have been lost.

Board briefly discussed past due accounts. John will follow up with Hiland to insure that past due policies are being followed.

Board also discussed making sure proper notification was given to members regarding the water rate increase. John will reach out to Hiland to request a notice be placed on the ongoing bills.

John shared the Hiland contract which included an addendum to the contract which included per hourly rates. John made a motion to authorize Chairperson Mauser to sign the new contract. Larry seconded. All approved.

Larry asked to have a discussion regarding the road fund since it is a part of the water bill. John will add to the July agenda.

Next meeting will be July 16, 2020. Carol closed the meeting at 8:57 pm.

## Item 3 - Financial Reports – John Amery

### Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 7/12/20

<span style="font-size: 1.2em;">❖</span> Account Snapshot <span style="float: right;">⚙️ ×</span>		
Checking ↓	Current Balance	Available Balance <span style="float: right;">☰</span>
Checking (*1384)	\$6,424.71	\$6,324.71 <span style="float: right;">➤</span>
Money Market ↓	Current Balance	Available Balance <span style="float: right;">☰</span>
Money Market (*9156)	\$47,161.79	\$47,161.79 <span style="float: right;">➤</span>

### Recent Savings Transactions

Tooley Water District								7/12/2020 8:02 PM
Register: Savings at Washington Federal								
From 05/19/2020 through 07/12/2020								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/15/2020			Checking at Washingto...	Funds Transfer	X		20,000.00	47,153.45
06/30/2020		Washington Federal	Interest Income	Credit Interest	X		8.34	47,161.79

## Recent Checking Transactions

Tooley Water District								7/12/2020 7:49 PM
Register: Checking at Washington Federal								
From 05/19/2020 through 07/12/2020								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.36	6,046.57
05/31/2020	2260	Carol Mauser	Personal Services:Boar...	May Board Me...	50.00	X		5,996.57
05/31/2020	2261	David Pratt	Personal Services:Boar...	May Board Me...	50.00	M		5,946.57
05/31/2020	2262	Debby Jones	Personal Services:Boar...	May Board Me...	50.00	M		5,896.57
05/31/2020	2263	John Amery	Personal Services:Boar...	May Board Me...	50.00	M		5,846.57
05/31/2020	2264	Larry Russ	Personal Services:Boar...	May Board Me...	50.00	M		5,796.57
05/31/2020	2265	Hiland Water Corp	Accounts Payable		1,810.50			3,986.07
06/05/2020		Hiland Water Corp	Water Revenue:Water ...	201570005696...		X	2,484.50	6,470.57
06/15/2020		Business Oregon	Grant Income	201670072128...		X	20,000.00	26,470.57
06/15/2020			Savings at Washington ...	Funds Transfer ...	20,000.00	X		6,470.57
06/16/2020		S.D.I.S	Materials and Services:...	931316820423...		X	104.00	6,574.57
06/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.14	6,574.71
06/29/2020	2266	David Pratt	Personal Services:Boar...	Replacement C...	50.00			6,524.71
06/29/2020	2267	David Pratt	Personal Services:Boar...	Replacement C...	50.00			6,474.71
06/29/2020	2268	Carol Mauser	Personal Services:Boar...	June 2020 Boar...	50.00	X		6,424.71
06/29/2020	2269	David Pratt	Personal Services:Boar...	June 2020 Boar...	50.00			6,374.71
06/29/2020	2270	Debby Jones	Personal Services:Boar...	June 2020 Boar...	50.00			6,324.71
06/29/2020	2271	John Amery	Personal Services:Boar...	June 2020 Boar...	50.00			6,274.71
06/29/2020	2272	Larry Russ	Personal Services:Boar...	June 2020 Boar...	50.00			6,224.71
06/30/2020	2273	Government Ethics C...	Accounts Payable	Invoice AIE10...	43.91			6,180.80

Tooley Water District

7/12/2020 7:49 PM

Register: Checking at Washington Federal

From 05/19/2020 through 07/12/2020

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/30/2020	2274	Valencia General Co...	Accounts Payable		3,200.00			2,980.80
06/30/2020	2275	Hiland Water Corp	Accounts Payable	invoice 2511	4,458.95			-1,478.15

## Profit and Loss Budget vs. Actual

8:42 PM

07/12/20

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	% of Budget	Jul '19 - Jun 20	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Water Sales	35,369.49	37,528.68	94.2%	35,369.49	37,528.68	94.2%	37,528.68
<b>Total Water Revenue</b>	35,369.49	37,528.68	94.2%	35,369.49	37,528.68	94.2%	37,528.68
<b>Total Income</b>	35,369.49	37,528.68	94.2%	35,369.49	37,528.68	94.2%	37,528.68
<b>Expense</b>							
Capital Improvements	0.00	15,000.00	0.0%	0.00	15,000.00	0.0%	15,000.00
Contingency	0.00	7,500.00	0.0%	0.00	7,500.00	0.0%	7,500.00
<b>Materials and Services</b>							
Activation Fees	30.00			30.00			
Computer and Internet Expenses	116.05	125.00	92.8%	116.05	125.00	92.8%	125.00
Copies	58.35	200.00	29.2%	58.35	200.00	29.2%	200.00
Dues and Fees	213.91	700.00	30.6%	213.91	700.00	30.6%	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	5,000.00	0.0%	0.00	5,000.00	0.0%	5,000.00
<b>Liability Insurance</b>							
Boiler&Machinery	150.00			150.00			
Excess	200.00			200.00			
General Liability	1,058.00			1,058.00			
Insurance Refund	-104.00			-104.00			
N/O Auto Liability	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
<b>Total Liability Insurance</b>	1,831.00	2,000.00	91.6%	1,831.00	2,000.00	91.6%	2,000.00
<b>Maintenance and Repairs</b>	7,779.94	5,480.00	142.0%	7,779.94	5,480.00	142.0%	5,480.00
Network Monitoring Maintenance	329.34	330.00	99.8%	329.34	330.00	99.8%	330.00
Office Supplies	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	220.50	200.00	110.3%	220.50	200.00	110.3%	200.00
Disconnect Fee	0.00	60.00	0.0%	0.00	60.00	0.0%	60.00
Hiland Base Maintenance Fee	21,600.00	21,600.00	100.0%	21,600.00	21,600.00	100.0%	21,600.00
Leak Adjustment	18.24			18.24			
<b>Total Operating Expenses</b>	21,838.74	21,860.00	99.9%	21,838.74	21,860.00	99.9%	21,860.00
Postage and Delivery	22.00	100.00	22.0%	22.00	100.00	22.0%	100.00
<b>Total Materials and Services</b>	52,219.33	55,895.00	93.4%	52,219.33	55,895.00	93.4%	55,895.00
<b>Personal Services</b>							
Boardmember Incentives	2,450.00	3,000.00	81.7%	2,450.00	3,000.00	81.7%	3,000.00
Boardmember training/meetings	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
Crime Bond	120.00	100.00	120.0%	120.00	100.00	120.0%	100.00
Workmans Compensation Insur...	595.35	624.00	95.4%	595.35	624.00	95.4%	624.00
<b>Total Personal Services</b>	3,165.35	3,974.00	79.7%	3,165.35	3,974.00	79.7%	3,974.00
<b>Total Expense</b>	55,384.68	82,369.00	67.2%	55,384.68	82,369.00	67.2%	82,369.00
<b>Net Ordinary Income</b>	-20,015.19	-44,840.32	44.6%	-20,015.19	-44,840.32	44.6%	-44,840.32
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Grant Income	20,000.00	20,000.00	100.0%	20,000.00	20,000.00	100.0%	20,000.00
Interest Income	45.01	39.00	115.4%	45.01	39.00	115.4%	39.00
<b>Total Other Income</b>	20,045.01	20,039.00	100.0%	20,045.01	20,039.00	100.0%	20,039.00
<b>Net Other Income</b>	20,045.01	20,039.00	100.0%	20,045.01	20,039.00	100.0%	20,039.00
<b>Net Income</b>	<b>29.82</b>	<b>-24,801.32</b>	<b>-0.1%</b>	<b>29.82</b>	<b>-24,801.32</b>	<b>-0.1%</b>	<b>-24,801.32</b>

## Balance Sheet Previous Year Comparison

### Tooley Water District Balance Sheet Prev Year Comparison As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	-1,478.15	2,812.43	-4,290.58	-152.6%
Savings at Washington Federal	47,161.79	42,841.39	4,320.40	10.1%
<b>Total Checking/Savings</b>	<u>45,683.64</u>	<u>45,653.82</u>	<u>29.82</u>	<u>0.1%</u>
<b>Total Current Assets</b>	45,683.64	45,653.82	29.82	0.1%
Fixed Assets				
Tooley Fixed Assets	180,300.00	249,300.00	-69,000.00	-27.7%
<b>Total Fixed Assets</b>	<u>180,300.00</u>	<u>249,300.00</u>	<u>-69,000.00</u>	<u>-27.7%</u>
<b>TOTAL ASSETS</b>	<u><b>225,983.64</b></u>	<u><b>294,953.82</b></u>	<u><b>-68,970.18</b></u>	<u><b>-23.4%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
Opening Balance Equity	199,855.44	268,855.44	-69,000.00	-25.7%
Retained Earnings	26,098.38	20,781.01	5,317.37	25.6%
Net Income	29.82	5,317.37	-5,287.55	-99.4%
<b>Total Equity</b>	<u>225,983.64</u>	<u>294,953.82</u>	<u>-68,970.18</u>	<u>-23.4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>225,983.64</b></u>	<u><b>294,953.82</b></u>	<u><b>-68,970.18</b></u>	<u><b>-23.4%</b></u>

## Maintenance and Repairs - Details

8:53 PM

07/12/20

Accrual Basis

### Tooley Water District Maintenance and Repairs details July 2019 through June 2020

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
07/31/2019	2165	20190711 Repairs	Robert Trotter - Replaced stuck meter at 4585 B...	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...	70.00	175.60
08/31/2019	2197	20190809 Repairs	Curtis Olson - labor to disassemble, clean, and r...	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, evaluatio...	124.00	378.60
11/30/2019	2299	20191114UpperPumphouse	Matt Olson - Valve installation project at upper p...	186.00	564.60
11/30/2019	2299	20191114UpperPumphouse	Matt Thompson - Valve installation project at up...	120.00	684.60
11/30/2019	2299	20191114UpperPumphouse	Dillon Frederiks - Valve installation project at up...	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
06/30/2020	1002	Valencia General Contracting	Paint, Caulk, and Repair all 3 tooley buildings	3,200.00	5,145.49
06/30/2020	2511	2020LeakRepairBlowoffValve	David Criss	351.00	5,496.49
06/30/2020	2511	2020LeakRepairBlowoffValve	Dillon Franks	351.00	5,847.49
06/30/2020	2511	2020LeakRepairBlowoffValve	Matt Thompson	528.00	6,375.49
06/30/2020	2511	2020LeakRepairBlowoffValve	Service Truck	220.00	6,595.49
06/30/2020	2511	2020LeakRepairBlowoffValve	Vac Truck	250.00	6,845.49
06/30/2020	2511	2020LeakRepairBlowoffValve	2" Gate Valve	247.60	7,093.09
06/30/2020	2511	2020LeakRepairBlowoffValve	2" MIP x PJ PVC	103.17	7,196.26
06/30/2020	2511	2020LeakRepairBlowoffValve	2" PJ x PJ PVC	155.54	7,351.80
06/30/2020	2511	2020LeakRepairBlowoffValve	2" PVC Dresser Coupling x Male Adapter	15.49	7,367.29
06/30/2020	2511	2020LeakRepairBlowoffValve	910 Valve box (qty 2)	96.84	7,464.13
06/30/2020	2511	2020LeakRepairBlowoffValve	1" x close Sch 80 Nipple	1.01	7,465.14
06/30/2020	2511	2020LeakRepairBlowoffValve	2" Sch 80 pipe (qty 2)	6.76	7,471.90
06/30/2020	2511	2020LeakRepairBlowoffValve	2" Brass tee (qty 2)	67.60	7,539.50
06/30/2020	2511	2020LeakRepairBlowoffValve	2" Brass 45	26.86	7,566.36
06/30/2020	2511	2020LeakRepairBlowoffValve	2" x 12" Brass nipple (qty 2)	71.54	7,637.90
06/30/2020	2511	2020LeakRepairBlowoffValve	2" Close x close brass nipple	7.54	7,645.44
06/30/2020	2511	2020LeakRepairBlowoffValve	8" Brass nipple	24.22	7,669.66
06/30/2020	2511	2020LeakRepairBlowoffValve	2" Stainless steel 90	25.33	7,694.99
06/30/2020	2511	20170719 repairs	10% markup on items purchased	84.95	7,779.94
Total Maintenance and Repairs				7,779.94	7,779.94
Total Materials and Services				7,779.94	7,779.94
<b>TOTAL</b>				<b>7,779.94</b>	<b>7,779.94</b>

## Item 4 – Discussion – Water Report

<b>March 2020</b>	<b>April 2020</b>	<b>May 2020</b>	<b>June 2020</b>
Gallons pumped: 122,470	Gallons pumped: 157,070	Gallons pumped: 223,300	Gallons pumped: 444,150
Gallons sold: 95,580	Gallons sold: 132,310	Gallons sold: 202,240	Gallons sold: 381,910
Gallons lost: 26,890	Gallons lost: 24,760	Gallons lost: 21,060	Gallons lost: 62,240
<b>Water Loss: 21.96%</b>	<b>Water Loss: 15.76%</b>	<b>Water Loss: 9.43%</b>	<b>Water Loss: 14.01%</b>

## Item 5 – Discussion – Emergency Preparedness – Larry Russ

### Item 6 – Discussion – Repairs of pump houses

Project Completed.

### Item 7 – Discussion – Blow Off Valve Replacement

Project completed. It turned out to be more work than Hiland first envisioned, however pricing came under the dollar amount authorized by the board.

### Item 8 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

### Item 9 – Discussion – Hiland Contract

### Item 10 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on August 20

Location: Virtual Meeting ONLY – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) for access.

**Meeting Adjourned**