

Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 8/17/20)

Meeting Date: Thursday, August 20, 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 July 16, 2020 Virtual Meeting

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

Chairperson Carol Mauser opened the meeting at 7:06 pm

Carol asked for approval of the July meeting agenda. Debby asked to add discussion regarding past due accounts. Larry asked to add a report regarding road maintenance/collection. John made a motion to approve. Larry seconded. All approved.

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

John provided the financial report:

Checking \$ 6,424.71
Money Market\$47,161.79

John provided detail on checking transactions as well as an end of the fiscal year report. John shared that the district did not utilize capital improvement or contingency funds. Maintenance and Repairs was higher but was offset due to not tapping into the legal budget line item.

Debby shared the issue regarding notification of water shutoff due to repairs. There was not significant notice to customers provided by Hiland.

June's water loss was 14%.

Larry briefly shared additional information regarding emergency preparedness. He shared information on the ORwarn system. This is a system that roughly 146 organizations are members of. Larry stated that all of the organizations were much larger than our district and not certain if our district would be an appropriate fit, however Larry will investigate further. Larry will be meeting with the local water master in August to check the health of our wells including static levels. Discussion also included the value of a generator. Larry shared that worse case scenario, a hand pump would still be the best option. Larry will continue to investigate the hand pump option.

Larry updated the board on the maintenance/paint work for the pump houses. That work has been completed and came in at the bid price. Larry inspected the work and asked for some additional touch ups and the work was completed successfully. John commended Larry's work as the project manager. Carol appreciated the attention to detail for the best application. Larry is storing the gallon and half of paint that was left over.

Larry provided an update on the flush out valve. The valve had gone bad as well as a crack in an adjoined pipe was discovered. In addition, the configuration of the distribution system was more detailed which caused for the increased cost and time necessary to complete the repair.

Board training was discussed. John inquired from members the best way to educate board members on basic operation. Larry was requested to lead the charge on the training. Carol and Debby shared their training needs. Larry suggested physically visiting the structures. John suggested meeting at 5:30 for the next meeting at the upper reservoir and then proceed with the normal board meeting.

John shared that the Hiland contract has been signed.

The Board discussed past due accounts and the question was raised whether Hiland is following through with the past due protocols. John will follow up with Hiland.

Larry provided information that the road account currently has \$14,100 in the account. The road was last chip sealed in 2013. Crack filling was last done in 2016 and is need of repair. Larry will get with John Crompton to make sure crack repairs are completed. Larry will also inquire as to the plans for winter road plowing when necessary. John will talk with Hiland as to how the road payments are handled.











Next meeting is Thursday, August 20. Board member training will occur first at 5:30 at the reservoir.

Carol closed the meeting at 8:35 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 8/17/20

Account Snapshot  			
Checking 	Current Balance	Available Balance	
Checking 	\$6,044.29	\$6,044.29	
Money Market 	Current Balance	Available Balance	
Money Market 	\$47,161.79	\$47,161.79	

Recent Savings Transactions

No new savings transactions

Recent Checking Transactions

Tooley Water District

8/17/2020 3:11 PM

Register: Checking at Washington Federal

From 07/12/2020 through 08/17/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/13/2020		Hiland Water Corp	Water Revenue:Water ...	201950093490...		X	2,937.86	1,459.71
07/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.14	1,459.85
07/31/2020	2276	Carol Mauser	Personal Services:Boar...	July Board Me...	50.00	M		1,409.85
07/31/2020	2277	David Pratt	Personal Services:Boar...	July Board Me...	50.00	M		1,359.85
07/31/2020	2278	Debby Jones	Personal Services:Boar...	July Board Me...	50.00	M		1,309.85
07/31/2020	2279	John Amery	Personal Services:Boar...	July Board Me...	50.00			1,259.85
07/31/2020	2280	Larry Russ	Personal Services:Boar...	July Board Me...	50.00			1,209.85
07/31/2020	2281	Hiland Water Corp	Accounts Payable		1,867.50			-657.65
08/07/2020		Hiland Water Corp	Water Revenue:Water ...	202200018979...		X	4,584.44	3,926.79

Profit and Loss Budget vs. Actual

2:59 PM

08/17/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance July 2020

	Jul 20	Budget	% of B...	Jul 20	YTD B...	% of B...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	2,937.86	3,454.92	85.0%	2,937.86	3,454.92	85.0%	38,356.00
Total Water Revenue	<u>2,937.86</u>	<u>3,454.92</u>	<u>85.0%</u>	<u>2,937.86</u>	<u>3,454.92</u>	<u>85.0%</u>	<u>38,356.00</u>
Total Income	<u>2,937.86</u>	<u>3,454.92</u>	<u>85.0%</u>	<u>2,937.86</u>	<u>3,454.92</u>	<u>85.0%</u>	<u>38,356.00</u>
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	130.00
Copies	0.00	10.00	0.0%	0.00	10.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	0.00	58.33	0.0%	700.00
legal Services	0.00	0.00	0.0%	0.00	0.00	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	474.50	0.0%	0.00	474.50	0.0%	5,694.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	330.00
Office Supplies	0.00	8.33	0.0%	0.00	8.33	0.0%	100.00
Operating Expenses							
Customer CC pass through	17.50	18.75	93.3%	17.50	18.75	93.3%	225.00
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,850.00	1,850.00	100.0%	1,850.00	1,850.00	100.0%	22,200.00
Total Operating Expenses	<u>1,867.50</u>	<u>1,868.75</u>	<u>99.9%</u>	<u>1,867.50</u>	<u>1,868.75</u>	<u>99.9%</u>	<u>22,485.00</u>
Postage and Delivery	0.00	8.33	0.0%	0.00	8.33	0.0%	100.00
Total Materials and Services	<u>1,867.50</u>	<u>2,428.24</u>	<u>76.9%</u>	<u>1,867.50</u>	<u>2,428.24</u>	<u>76.9%</u>	<u>36,739.00</u>
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	250.00	250.00	100.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	20.83	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	0.00	0.00	0.0%	125.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	630.00
Total Personal Services	<u>250.00</u>	<u>270.83</u>	<u>92.3%</u>	<u>250.00</u>	<u>270.83</u>	<u>92.3%</u>	<u>4,005.00</u>
Total Expense	<u>2,117.50</u>	<u>2,699.07</u>	<u>78.5%</u>	<u>2,117.50</u>	<u>2,699.07</u>	<u>78.5%</u>	<u>58,244.00</u>
Net Ordinary Income	<u>820.36</u>	<u>755.85</u>	<u>108.5%</u>	<u>820.36</u>	<u>755.85</u>	<u>108.5%</u>	<u>-19,888.00</u>
Other Income/Expense							
Other Income							
Interest Income	0.14	3.25	4.3%	0.14	3.25	4.3%	39.00
Total Other Income	<u>0.14</u>	<u>3.25</u>	<u>4.3%</u>	<u>0.14</u>	<u>3.25</u>	<u>4.3%</u>	<u>39.00</u>
Net Other Income	<u>0.14</u>	<u>3.25</u>	<u>4.3%</u>	<u>0.14</u>	<u>3.25</u>	<u>4.3%</u>	<u>39.00</u>
Net Income	<u><u>820.50</u></u>	<u><u>759.10</u></u>	<u><u>108.1%</u></u>	<u><u>820.50</u></u>	<u><u>759.10</u></u>	<u><u>108.1%</u></u>	<u><u>-19,849.00</u></u>

Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of August 17, 2020

	Aug 17, 20	Aug 17, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	3,926.79	6,984.09	-3,057.30	-43.8%
Savings at Washington Federal	47,161.79	42,841.39	4,320.40	10.1%
Total Checking/Savings	51,088.58	49,825.48	1,263.10	2.5%
Total Current Assets	51,088.58	49,825.48	1,263.10	2.5%
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	180,300.00	180,300.00	0.00	0.0%
TOTAL ASSETS	231,388.58	230,125.48	1,263.10	0.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	-120.00	120.00	100.0%
Total Accounts Payable	0.00	-120.00	120.00	100.0%
Total Current Liabilities	0.00	-120.00	120.00	100.0%
Total Liabilities	0.00	-120.00	120.00	100.0%
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	26,128.20	26,098.38	29.82	0.1%
Net Income	5,404.94	4,291.66	1,113.28	25.9%
Total Equity	231,388.58	230,245.48	1,143.10	0.5%
TOTAL LIABILITIES & EQUITY	231,388.58	230,125.48	1,263.10	0.6%

Maintenance and Repairs – Details

No maintenance or repair charges so far this fiscal year.

Item 4 – Discussion – Water Report

April 2020	May 2020	June 2020	July 2020
Gallons pumped: 157,070	Gallons pumped: 223,300	Gallons pumped: 444,150	Gallons pumped: 461,350
Gallons sold: 132,310	Gallons sold: 202,240	Gallons sold: 381,910	Gallons sold: 406,770
Gallons lost: 24,760	Gallons lost: 21,060	Gallons lost: 62,240	Gallons lost: 54,580
Water Loss: 15.76%	Water Loss: 9.43%	Water Loss: 14.01%	Water Loss: 11.83%

Item 5 – Discussion – Emergency Preparedness – Larry Russ

Item 6 – Discussion – Water table levels – Larry Russ

8/3/2020		Lower Well		OWRD GW Hydrographs							
Well	Date	Time	Water Level (BL...)	Water Level Elev. (FT AMSL)	Organization	OWRD	Method	Status	Meas. Point Ht.	Reviewed	
1	WASC0003229	12/05/2016	09:00:00	21.18	97.82	OWRD	THED	ETAPE CALIBRATED	STATIC	1.7	
2	WASC0003229	03/22/2012	16:24:00	19.67	99.33	OWRD	THED	ETAPE CALIBRATED	PUMPING	1.7 PLAUSIBLE	
3	WASC0003229	04/04/2011	15:19:00	14.87	104.13	OWRD	THED	ETAPE CALIBRATED	STATIC	1.7 PLAUSIBLE	
4	WASC0003229	12/16/2010	15:23:00	19.52	99.48	OWRD	THED	ETAPE CALIBRATED	PUMPING	1.7 PLAUSIBLE	
5	WASC0003229	10/01/2010	15:38:00	19.13	99.87	OWRD	THED	ETAPE	STATIC	1.7 PLAUSIBLE	
6	WASC0003229	07/27/2010	15:25:00	19.09	99.91	OWRD	THED	ETAPE CALIBRATED	STATIC	1.7 PLAUSIBLE	
7	WASC0003229	03/05/2010	15:00:00	19.49	99.51	OWRD	THED	ETAPE CALIBRATED	STATIC	1.7 PLAUSIBLE	
8	WASC0003229	12/03/2009	09:06:00	18.56	100.44	OWRD	THED	ETAPE CALIBRATED	STATIC	1.7 PLAUSIBLE	
9	WASC0003229	03/14/1997	12:00:00	17	102.00	DRLR	WLOG	REPORTED	STATIC		
10	WASC0003229	03/15/1963	12:00:00	19	100.00	DRLR	WLOG	REPORTED	STATIC		
11	WASC0003229	8-3-20	10:20	20.01					static		

8/3/2020		Upper Well		OWRD GW Hydrographs							
Well	Date	Time	Water Level (BL...)	Water Level Elev. (FT AMSL)	Organization	OWRD	Method	Status	Meas. Point Ht.	Reviewed	
1	WASC0002954	12/05/2016	09:10:00	95.02	80.98	OWRD	THED	ETAPE CALIBRATED	STATIC	1.2	
2	WASC0002954	08/28/2015	15:06:00	85.47	90.53	OWRD	THED	ETAPE	STATIC	1.2	
3	WASC0002954	03/22/2012	16:30:00	88.63	87.37	OWRD	THED	ETAPE CALIBRATED	STATIC	1.2 PLAUSIBLE	
4	WASC0002954	04/04/2011	15:26:00	87.41	88.59	OWRD	THED	ETAPE CALIBRATED	STATIC	1.2 PLAUSIBLE	
5	WASC0002954	12/16/2010	15:31:00	98.02	77.98	OWRD	THED	ETAPE CALIBRATED	RISING	1.2 PLAUSIBLE	
6	WASC0002954	10/01/2010	15:45:00	93.61	82.39	OWRD	THED	ETAPE	STATIC	1.2 PLAUSIBLE	
7	WASC0002954	07/27/2010	15:38:00	93.55	82.45	OWRD	THED	ETAPE CALIBRATED	STATIC	1.2 PLAUSIBLE	
8	WASC0002954	03/16/2010	15:45:00	89.24	86.76	OWRD	THED	ETAPE CALIBRATED	STATIC	1.2 PLAUSIBLE	
9	WASC0002954	12/03/2009	09:35:00	92.62	83.38	OWRD	THED	ETAPE CALIBRATED	STATIC	1.2 PLAUSIBLE	
	WASC0002954	8-3-20	10:12	96.5					static		

Item 7 – Discussion – Remote Power Control

Matt from Hiland is recommending the following product to remotely reboot our radios:

Electronics › Accessories & Supplies › Audio & Video Accessories › Remote Controls & Accessories › Remote Controls




Lowell RPC-15-S 15A Remote Power Control
Brand: Lowell

Available from these sellers.

- Steel Chassis: 7.5 inch x 3.25 inch x 2.75 inch
- Power Rating: 15A, 125VAC
- Outlets: 2 (15A)
- Switch Type: Dry contact
- Termination: 6-foot attached cord with NEMA 5-15 plug

Compare with similar items
New (2) from \$173.75 + FREE Shipping
[Report incorrect product information.](#)

8x16 8x8 HDR 18GBPS HDbaseT 4K Matrix SWITCHER 16x16 with 8 Receivers HDMI 2.0a 2.0 CAT6...
★★★★★ 8
\$3,499.98 

Sponsored

Budgetary Estimate:

- \$175 product
- \$100 additional materials
- \$ 200 installation
- \$100 contingency

Total budgetary estimate = \$575

This would allow Hiland to remotely reset the radios by recycling power to them. It might also be possible to program sentinel (our scada system) to automatically reboot in the event our reservoir level reaches alarm levels.

Item 8 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 9 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on September 17
Location: Virtual Meeting ONLY – contact johnamery@tooleywater.org for access.

Meeting Adjourned