

Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 9/14/20)

Meeting Date: Thursday, September 17, 2020 7:00pm

Location: Online via WEBEX.

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

Topics

Item 1 - Approval of Agenda.....	1
Item 2 – Approval of Minutes.....	1
Item 3 - Financial Reports – John Amery.....	3
Copy of current account totals from Washington Federal Website.....	3
Recent Savings Transactions.....	3
Recent Checking Transactions.....	4
Profit and Loss Budget vs. Actual.....	5
Balance Sheet Previous Year Comparison.....	6
Maintenance and Repairs – Details.....	6
Item 4 – Discussion – Water Report.....	6
Item 5 – Discussion / Action– Emergency Preparedness – Larry Russ / John Amery.....	7
Item 6 – Discussion / Action – Delinquent Account – Larry Russ / John Amery.....	7
Item 7 – Discussion – Remote Power Control.....	7
Item 8 – Discussion – Board Member System Training	7
Item 9 – Discussion – Next Meeting	7

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District August 20, 2020 Virtual Meeting

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

Chairperson Carol Mauser opened the meeting at 7:11 pm

Carol asked for approval of the August meeting agenda. John asked to add sensa phone and discussion regarding farm property near the lower well. Debby asked to add discussion regarding past due accounts. 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 July minutes. Larry seconded. All approved.

John provided the financial report:

Checking \$ 6,044.29
Money Market\$47,161.79

John provided detail on checking transactions and profit/loss detail with the start of the new fiscal year.

Water report for July showed a water loss of 11.83%. Seems to be a continued improvement regarding the number of gallons lost.

Larry shared that he had not researched any further on the hand pumps. He did look into a number of emergency preparedness organizations that we might consider adding to our website. These included an area emergency preparedness Facebook page and the Wasco County Emergency Response Alert system. John shared a system called Ever Bridge which is a national system and works similar to the Wasco County emergency response alert. John will explore more.

Larry shared information regarding the water table levels. Bob Wood (Water Master) and Larry measured the static water levels and provided a detailed report for both the upper and lower wells. Larry shared that the report indicated healthy water levels at both wells.

John shared that Matt from Hiland had found a remote power control radio device that would assist Hiland. Hiland would be able to remotely reset the radio by recycling power to them. John provided a rough estimate of \$575. John made the motion to move forward with Hiland to purchase and install the Remote Power Control. Larry seconded. Dave asked if there would need to be two units. John shared that the need is for one unit. All approved.

Board members participated in an on-site training at the reservoir and upper well earlier in the evening. Larry provided a system overview.

John shared with members the sensa phone app. This devise monitors the reservoir level, pressure level and an on and off signal.

Board discussed past due accounts. Unclear if Hiland is notifying for past due accounts. John will discuss with Hiland.











John notified board members the additional soil additives that are being placed on the soil on that is near the lower well. Three years ago, the nitrate level had been higher than normal. Board members discussed the issue.

Next board meeting scheduled for Thursday, September 17 starting at 7 pm and will be a virtual meeting. Carol closed the meeting at 8:07 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 9/14/20

Account Snapshot  			
Checking 	Current Balance	Available Balance	
Checking 	\$7,404.49	\$7,404.49	
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							9/14/2020 4:03 PM	
Register: Checking at Washington Federal								
From 08/17/2020 through 09/14/2020								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.07	3,926.86
08/20/2020		Washington Federal ...	Materials and Services:...	Monthly Maint...	15.00	X		3,911.86
08/31/2020	2283	Carol Mauser	Personal Services:Boar...	August Board ...	50.00			3,861.86
08/31/2020	2284	David Pratt	Personal Services:Boar...	August Board ...	50.00			3,811.86
08/31/2020	2285	Debby Jones	Personal Services:Boar...	August Board ...	50.00			3,761.86
08/31/2020	2286	John Amery	Personal Services:Boar...	August Board ...	50.00			3,711.86
08/31/2020	2287	Larry Russ	Personal Services:Boar...	August Board ...	50.00			3,661.86
08/31/2020	2288	Hiland Water Corp	Accounts Payable		1,867.50			1,794.36
09/04/2020	2282	Liberty Mutual Insur...	Accounts Payable	9/15/2020 thro...	120.00			1,674.36
09/11/2020		Hiland Water Corp	Water Revenue	202550010223...		X	3,392.63	5,066.99

Profit and Loss Budget vs. Actual

4:00 PM

09/14/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance August 2020

	Aug 20	Budget	% of Budget	Jul - Aug 20	YTD Budget	% of Budget	Annual Bud...
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	4,584.44	3,501.38	130.9%	7,522.30	6,956.30	108.1%	38,356.00
Total Water Revenue	4,584.44	3,501.38	130.9%	7,522.30	6,956.30	108.1%	38,356.00
Total Income	4,584.44	3,501.38	130.9%	7,522.30	6,956.30	108.1%	38,356.00
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							
Bank Service Charges	15.00			15.00			
Computer and Internet Expenses	0.00	130.00	0.0%	0.00	130.00	0.0%	130.00
Copies	0.00	10.00	0.0%	0.00	20.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	0.00	116.66	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	949.00	0.0%	5,694.00
Network Monitoring Maintenance	0.00			0.00			330.00
Office Supplies	0.00	8.33	0.0%	0.00	16.66	0.0%	100.00
Operating Expenses							
Customer CC pass through	17.50	18.75	93.3%	35.00	37.50	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%	3,700.00	3,700.00	100.0%	22,200.00
Total Operating Expenses	1,867.50	1,868.75	99.9%	3,735.00	3,737.50	99.9%	22,485.00
Postage and Delivery	0.00	8.33	0.0%	0.00	16.66	0.0%	100.00
Total Materials and Services	1,882.50	2,558.24	73.6%	3,750.00	4,986.48	75.2%	36,739.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	500.00	500.00	100.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	41.66	0.0%	250.00
Crime Bond	0.00	125.00	0.0%	0.00	125.00	0.0%	125.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	630.00
Total Personal Services	250.00	395.83	63.2%	500.00	666.66	75.0%	4,005.00
Total Expense	2,132.50	2,954.07	72.2%	4,250.00	5,653.14	75.2%	58,244.00
Net Ordinary Income	2,451.94	547.31	448.0%	3,272.30	1,303.16	251.1%	-19,888.00
Other Income/Expense							
Other Income							
Interest Income	0.07	3.25	2.2%	0.21	6.50	3.2%	39.00
Total Other Income	0.07	3.25	2.2%	0.21	6.50	3.2%	39.00
Net Other Income	0.07	3.25	2.2%	0.21	6.50	3.2%	39.00
Net Income	2,452.01	550.56	445.4%	3,272.51	1,309.66	249.9%	-19,849.00

Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of September 14, 2020

	<u>Sep 14, 20</u>	<u>Sep 14, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	5,066.99	3,416.26	1,650.73	48.3%
Savings at Washington Federal	47,161.79	47,118.70	43.09	0.1%
Total Checking/Savings	<u>52,228.78</u>	<u>50,534.96</u>	<u>1,693.82</u>	<u>3.4%</u>
Total Current Assets	<u>52,228.78</u>	<u>50,534.96</u>	<u>1,693.82</u>	<u>3.4%</u>
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	<u>180,300.00</u>	<u>180,300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>232,528.78</u></u>	<u><u>230,834.96</u></u>	<u><u>1,693.82</u></u>	<u><u>0.7%</u></u>
LIABILITIES & EQUITY				
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	6,545.14	4,881.14	1,664.00	34.1%
Total Equity	<u>232,528.78</u>	<u>230,834.96</u>	<u>1,693.82</u>	<u>0.7%</u>
TOTAL LIABILITIES & EQUITY	<u><u>232,528.78</u></u>	<u><u>230,834.96</u></u>	<u><u>1,693.82</u></u>	<u><u>0.7%</u></u>

Maintenance and Repairs – Details

No maintenance or repair charges so far this fiscal year.

Item 4 – Discussion – Water Report

May 2020	June 2020	July 2020	August 2020
Gallons pumped: 223,300	Gallons pumped: 444,150	Gallons pumped: 461,350	Gallons pumped: 567,110
Gallons sold: 202,240	Gallons sold: 381,910	Gallons sold: 406,770	Gallons sold: 507,260
Gallons lost: 21,060	Gallons lost: 62,240	Gallons lost: 54,580	Gallons lost: 59,850
Water Loss: 9.43%	Water Loss: 14.01%	Water Loss: 11.83%	Water Loss: 10.55%

Item 5 – Discussion / Action– Emergency Preparedness – Larry Russ / John Amery

Option to utilize Wasco County's emergency notification system via everbridge.

Item 6 – Discussion / Action – Delinquent Account – Larry Russ / John Amery

Item 7 – Discussion – Remote Power Control

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

- Report from John Amery regarding Sustainable Utility Management Online for Oregon Systems class.
- Report from John Amery regarding AB54 & AB240: Ethics for Mutual Water Board Members class.

Item 9 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on October 15

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

Meeting Adjourned