

# Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 11/16/20)

Meeting Date: Thursday, November 19, 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 October 15, 2020 Virtual Meeting**

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

Chairperson Carol Mauser opened the meeting at 7:04 pm

Carol asked for approval of the October meeting agenda. John suggested adding a discussion on SDAO survey. Larry mentioned update on the Pontow account. John made motion to amend the agenda to include the two additions. Larry seconded. All approved.

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

John provided the financial report:

Checking       \$ 8,885.25  
Money Market\$47,172.23

John provided detail on checking transactions and profit/loss detail. Board asked questions on some of the transactions such as the Government Ethics charge of \$43.91. This is an annual charge. Revenue is ahead of schedule. There were no maintenance or repair charges so far this fiscal year.

Water report for August showed a water loss of 9.75%.

John provided the Emergency Preparedness report. John reported back his discussion with the 911 administrator. This individual will follow-up with John.

Board discussed the delinquent account discussed last month. Larry provided follow-up with Hiland regarding their no payment policies. Hiland needed updated information on who was currently living at the address. Hiland indicated that two payments had been received and that Hiland has set up a payment plan with the account owner. Debby asked if the board needed to approve the plan or had we allocated Hiland that authority. Larry asked if the account owner had signed the plan.

Board discussed the issue of Hiland collecting road funds. Dave remembered the original discussion consisted of the water board allowing road maintenance fees to be included in water bills but that the water board would not be responsible for late fees or non-payments of road fees. According to Hiland invoices, it appears that the Water District is fronting the road fees for those individuals who are not paying their road fee. Carol noted that repayment of delinquent funds must go to the water district before the road fee is paid. Larry will follow up with Hiland to find out the billing procedures as well as if the account owner has signed the fee structure document. Board decided to table the discussion until next month and see how the account owner proceeds with the payment schedule.

Larry followed up with the Pontow account. The high-water amount was correct and that the sprinkler usage had been turned up. Larry discussed with the nephew, who was surprised with the amount and was reducing the sprinkler usage.

John updated the board on the remote power control unit. The budget estimate was \$575. Hiland has completed the project. The unit allows Hiland to remotely reset the radios recycling power to them. The resource may also be possible to program our scada system to automatically reboot in the event the reservoir level reaches alarm levels.

Brief discussion on the SDAO survey. Debby was unsure if it was an individual or board level survey.

John felt that it was an individual survey. All members are encouraged to complete the survey. Larry remembered that there had been specific policies that the board had adopted years ago. Larry will look for the policy documents and share at the next board meeting.

Next board meeting is Thursday, November 19. Carol closed the meeting at 8:30 pm.

### Item 3 - Financial Reports – John Amery

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

Screenshot from Washington Federal website on 11/16/20

Account Snapshot			
Checking ↓	Current Balance	Available Balance	
Checking (*1384)	\$9,995.59	\$9,995.59	
Money Market ↓	Current Balance	Available Balance	
Money Market (*9156)	\$47,172.23	\$47,172.23	

#### Recent Savings Transactions

No new savings transactions

## Recent Checking Transactions

Tooley Water District								11/16/2020 1:08 PM
Register: Checking at Washington Federal								
From 10/11/2020 through 11/16/2020								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/11/2020	2296	John Amery	Materials and Services:...	Reimbursement...	116.05	X		6,314.79
10/14/2020	2297	Secretary of State	Materials and Services:...	Tooley Water ...	40.00			6,274.79
10/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.12	6,274.91
10/31/2020	2298	Carol Mauser	Personal Services:Boar...	October Board ...	50.00			6,224.91
10/31/2020	2299	David Pratt	Personal Services:Boar...	October Board ...	50.00			6,174.91
10/31/2020	2300	Debby Jones	Personal Services:Boar...	October Board ...	50.00			6,124.91
10/31/2020	2301	John Amery	Personal Services:Boar...	October Board ...	50.00			6,074.91
10/31/2020	2302	Larry Russ	Personal Services:Boar...	October Board ...	50.00			6,024.91
10/31/2020	2303	Hiland Water Corp	Accounts Payable		2,062.62			3,962.29
11/12/2020		Hiland Water Corp	Water Revenue:Water ...	203170066689...		X	3,480.68	7,442.97
11/16/2020	2304	S.D.I.S	Accounts Payable		598.11			6,844.86
11/16/2020	2305	SDAO	Accounts Payable	2021 SDAO M...	150.00			6,694.86
11/16/2020	2306	United States Postal ...	Materials and Services:...	Stamps	33.00			6,661.86

## Profit and Loss Budget vs. Actual

1:13 PM 11/16/20		Tooley Water District Profit & Loss Budget Performance October 2020					
Accrual Basis							
	Oct 20	Budget	% of B...	Jul - Oct 20	YTD Budget	% of B...	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Water Revenue							
Water Sales	3,518.17	3,743.60	94.0%	14,433.10	13,886.37	103.9%	38,356.00
<b>Total Water Revenue</b>	<b>3,518.17</b>	<b>3,743.60</b>	<b>94.0%</b>	<b>14,433.10</b>	<b>13,886.37</b>	<b>103.9%</b>	<b>38,356.00</b>
<b>Total Income</b>	<b>3,518.17</b>	<b>3,743.60</b>	<b>94.0%</b>	<b>14,433.10</b>	<b>13,886.37</b>	<b>103.9%</b>	<b>38,356.00</b>
<b>Expense</b>							
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
<b>Materials and Services</b>							
Bank Service Charges	0.00			15.00			
Computer and Internet Expenses	116.05	0.00	100.0%	116.05	130.00	89.3%	130.00
Copies	0.00	10.00	0.0%	0.00	40.00	0.0%	200.00
Dues and Fees	83.91	58.33	143.9%	83.91	233.32	36.0%	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	191.62	474.50	40.4%	191.62	1,898.00	10.1%	5,694.00
Network Monitoring Maintenance	0.00			0.00			330.00
Office Supplies	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	21.00	18.75	112.0%	66.50	75.00	88.7%	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%	7,400.00	7,400.00	100.0%	22,200.00
<b>Total Operating Expenses</b>	<b>1,871.00</b>	<b>1,868.75</b>	<b>100.1%</b>	<b>7,466.50</b>	<b>7,475.00</b>	<b>99.9%</b>	<b>22,485.00</b>
Postage and Delivery	0.00	8.33	0.0%	0.00	33.32	0.0%	100.00
<b>Total Materials and Services</b>	<b>2,262.58</b>	<b>2,428.24</b>	<b>93.2%</b>	<b>7,873.08</b>	<b>9,842.96</b>	<b>80.0%</b>	<b>36,739.00</b>
<b>Personal Services</b>							
Boardmember Incentives	250.00	250.00	100.0%	1,000.00	1,000.00	100.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	83.32	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	120.00	125.00	96.0%	125.00
Workmans Compensation Insurance	0.00	630.00	0.0%	0.00	630.00	0.0%	630.00
<b>Total Personal Services</b>	<b>250.00</b>	<b>900.83</b>	<b>27.8%</b>	<b>1,120.00</b>	<b>1,838.32</b>	<b>60.9%</b>	<b>4,005.00</b>
<b>Total Expense</b>	<b>2,512.58</b>	<b>3,329.07</b>	<b>75.5%</b>	<b>8,993.08</b>	<b>11,681.28</b>	<b>77.0%</b>	<b>58,244.00</b>
<b>Net Ordinary Income</b>	<b>1,005.59</b>	<b>414.53</b>	<b>242.6%</b>	<b>5,440.02</b>	<b>2,205.09</b>	<b>246.7%</b>	<b>-19,886.00</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	0.12	3.25	3.7%	10.86	13.00	83.5%	39.00
<b>Total Other Income</b>	<b>0.12</b>	<b>3.25</b>	<b>3.7%</b>	<b>10.86</b>	<b>13.00</b>	<b>83.5%</b>	<b>39.00</b>
<b>Net Other Income</b>	<b>0.12</b>	<b>3.25</b>	<b>3.7%</b>	<b>10.86</b>	<b>13.00</b>	<b>83.5%</b>	<b>39.00</b>
<b>Net Income</b>	<b>1,005.71</b>	<b>417.78</b>	<b>240.7%</b>	<b>5,450.88</b>	<b>2,218.09</b>	<b>245.7%</b>	<b>-19,849.00</b>

## Balance Sheet Previous Year Comparison

### Tooley Water District Balance Sheet Prev Year Comparison As of November 16, 2020

	Nov 16, 20	Nov 16, 19	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at Washington Federal	6,661.86	8,146.86	-1,485.00	-18.2%
Savings at Washington Federal	47,172.23	47,129.85	42.38	0.1%
<b>Total Checking/Savings</b>	<b>53,834.09</b>	<b>55,276.71</b>	<b>-1,442.62</b>	<b>-2.6%</b>
<b>Total Current Assets</b>	<b>53,834.09</b>	<b>55,276.71</b>	<b>-1,442.62</b>	<b>-2.6%</b>
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	<b>180,300.00</b>	<b>180,300.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>234,134.09</b>	<b>235,576.71</b>	<b>-1,442.62</b>	<b>-0.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	2,583.35	-2,583.35	-100.0%
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>2,583.35</b>	<b>-2,583.35</b>	<b>-100.0%</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>2,583.35</b>	<b>-2,583.35</b>	<b>-100.0%</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>2,583.35</b>	<b>-2,583.35</b>	<b>-100.0%</b>
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	8,150.45	7,039.54	1,110.91	15.8%
<b>Total Equity</b>	<b>234,134.09</b>	<b>232,993.36</b>	<b>1,140.73</b>	<b>0.5%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>234,134.09</b>	<b>235,576.71</b>	<b>-1,442.62</b>	<b>-0.6%</b>

## Maintenance and Repairs – Details

1:12 PM

11/16/20

Accrual Basis

### Tooley Water District Maintenance and Repairs details

July 2020 through June 2021

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
10/31/2020	2646	20201020 Repairs	Matt Olson - Took emergency nitrate samples.	65.00	65.00
10/31/2020	2646	20201021 Repairs	Eve Elias - Phone calls to all Tooley customers about nitrate results.	80.00	145.00
10/31/2020	2646	20201021 Repairs	Jonathan Estrada - Put together mailer for all Tooley customers about nitrate results.	20.00	165.00
10/31/2020	2646	20201021 Repairs	Postage	24.20	189.20
10/31/2020	2646	20201021 Repairs	10% Markup of postage	2.42	191.62
Total Maintenance and Repairs				191.62	191.62
Total Materials and Services				191.62	191.62
<b>TOTAL</b>				<b>191.62</b>	<b>191.62</b>

## Item 4 – Discussion – Water Report

<b>July 2020</b>	<b>August 2020</b>	<b>September 2020</b>	<b>October 2020</b>
Gallons pumped: 461,350	Gallons pumped: 567,110	Gallons pumped: 457,450	Gallons pumped: 224,310
Gallons sold: 406,770	Gallons sold: 507,260	Gallons sold: 412,840	Gallons sold: 218,300
Gallons lost: 54,580	Gallons lost: 59,850	Gallons lost: 44,610	Gallons lost: 6,010
<b>Water Loss: 11.83%</b>	<b>Water Loss: 10.55%</b>	<b>Water Loss: 9.75%</b>	<b>Water Loss: 2.68%</b>

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

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

## Item 7 – Discussion – Current Tooley Policies

### Water Overusage Policy

## Tooley Water District

### Policy Regarding Inadvertent Individual Water Over-Usage Due To Faulty Customer Water Distribution System

If during any single monthly period a customer of Tooley Water District uses two or more times their average usage calculated for the same period over the two preceding years, and that amount of usage occurred as a result of a fault in the customer's private water system, the customer may request an adjustment to their bill for that period.

Tooley Water District will consider each case on an individual basis and an adjustment may be allowed if the over-usage is determined to be due to a *mechanical fault* in the system (such as a broken water line). The customer must take immediate steps to correct the fault in his/her private water system to qualify for an adjustment. No adjustment to a bill will be made if the water over-usage was due to negligence in usage and/or maintenance of his/her private water system.

Adjustment to customer's account for a faulty system scenario will be given only **ONCE** in any **TWO (2)** year period.

If the customer meets the criteria for a monetary adjustment to his/her account, the adjustment will be calculated as follows:

(Gallons used during the fault period)

Subtract

(Average gallons used for same period over two preceding years)

= Amount of Over-usage

(Amount of Over-usage *divided* by two (2)) multiplied by (Current water rate) =  
Adjustment to Water bill

### Tooley Water District Drug Free Work Place Policy

#### Prohibited Behavior

It is prohibited, while working on Tooley Water District business, to use or be under the influence of alcohol or illegal substances. Tooley Water District business in defines as time spent working on equipment owned and maintained by Tooley Water District and time spent by board members at monthly or special board meetings. Prescription or non-prescription drugs or medications taken in accordance with lawful prescription and standard dosage are not prohibited.



## *Tooley Water District Anti-Harassment Policy*

# Tooley Water District Anti-Harassment Policy

Tooley Water District, “the organization,” prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

### Discrimination and Workplace Harassment

It is Tooley Water District’s policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The “workplace” includes when employees are on company premises, at a company-sponsored off site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

### Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

#### Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

#### Penalties

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

#### Retaliation Protections

[Insert organization name] prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. [Insert organization name] will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

#### Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's human resource office. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

#### Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not

to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

#### Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

## **Item 8 – Discussion – Nitrate Levels**

On 10/20/20 Tooley Water District received notification that our lower well failed the annual CCR test for Nitrates. The lower well tested at 18.6 which considerably exceeded the MCL (Maximum Containment Level) allowed for Nitrates of 10. That evening, Mr. Amery shut off the lower well such that no new water would be pumped into the system. Hiland Water drove up that evening to perform additional tests (which came in even higher at 20).

Tooley Water District has been operating solely on the upper well since 10/20/20.

Tooley Water District notified customers of the issue in three ways:

1. We placed a notification on our website.
2. Hiland mailed paper notifications.
3. Tooley issued an emergency alert through Wasco County's Everbridge emergency notification system.

Additionally, mr. Russ took two separate samples from Tooley's Reservoir in an effort to determine when our water was safe to drink.

On 10/22/20 the results of our first sample was received with a level of 9.36 (barely below the MCL of 10). At this time we notified customers in two methods:

1. We updated the Tooley Water District Website
2. We issued another notification through Wasco County's Everbridge emergency notification system that Tooley Water District's levels were now below the MCL.

On 10/30/20 we received the results of our second sample from the reservoir. Tooley Water District water Nitrate Levels were now down to 2.61.

Additionally, Hiland Water has been asked to take a Nitrate sample from the lower well every time they are working onsite (approximately every two weeks). The latest Nitrate test from the lower well has dropped considerably to 8.83 (below the MCL of 10).

Next Steps?

## **Item 9 – Board Member Incentives**

The board might want to consider reducing the monthly incentive from \$50 per meeting attended down to \$49.99 per meeting attended.

<https://www.irs.gov/pub/irs-pdf/i1099misc.pdf>

IRS requires a 1099-misc be filed for any person / company paid "at least \$600" per year.

## **Item 10 – Discussion – Reimbursement Receipts**

- John Amery – Tooley Water District's Website hosting, linux server, and domain name. Reimbursement for services purchased from Domains Priced Right.



# Receipt

№ 1707210319

DATE:  
Jun 22, 2020, 7:14 AM

CUSTOMER #:  
1878171

BILL TO:  
John Amery  
PO Box 1543,  
The Dalles, Oregon 97058,  
United States  
Aristo Networks  
+1.5413400032

PAYMENT:  
Visa  \$116.05

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**Previous Balance** \$116.05

**Received Payment** (\$116.05)

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**Balance Due (USD)** \$0.00

Term	Product	Amount
1 yr	Economy Linux Hosting with cPanel Renewal tooleywater.org	\$95.88
1 yr	.ORG Domain Renewal TOOLEYWATER.ORG <sup>1</sup>	\$19.99
	<b>Subtotal</b>	<b>\$115.87</b>
	Taxes	\$0.00

	Fees	\$0.18
<b>Total (USD)</b>		<b>\$116.05</b>
<b>REFERENCE</b>		
	Taxes	\$0.00
	Wild West Domains, LLC 14455 N. Hayden Rd., Suite 219, Scottsdale, Arizona 85260, United States	\$0.00
	Fees	\$0.18
1.	ICANN	\$0.18
	TOOLEYWATER.ORG	\$0.18

[Universal Terms of Service](#)

## Item 11 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on December 17  
 Location: Virtual Meeting ONLY – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) for access.

**Meeting Adjourned**