

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 5/17/22)

Meeting Date: Thursday, May 19, 2022 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  
March 17, 2022, Board Meeting  
Meeting held virtually

Present: John Amery, Carol Mauser, Larry Russ, Amanda Valentine, and Debby Jones

Carol opened the meeting at 7:03 pm.

Carol asked for approval of the agenda. John made the motion to approve the April agenda as presented. Amanda seconded. All approved. Motion passed.

Carol asked for approval of the March minutes. John noted the correction that the March meeting was held via WebEx as opposed to Zoom. With that correction Amanda made a motion to approve the March minutes. Amanda seconded. All approved. Motion passed.

John provided the financials:

Checking: \$ 8,970.84

Money Market: \$46,206.98

John updated the board on the financials and noted a check received from the Insurance company due to the longevity of the district being with the company. John stated that financials were on track.

Water Report:

March Water Loss: 29.62%

System Updates: Larry shared that Highland has assigned a new technician to the district. Larry updated the board on a situation with Mr. Saylor. Mr. Saylor contacted Hiland to let them know a valve was broken and that his water was currently turned off. Hiland, contacted Larry for clarification of the issue as the district's bylaws indicate a set process for turning off and on valves at the meters. John suggested potentially having the District pick up the cost of replacing the damaged valve. Debby shared her concern with being consistent with the bylaws and did not feel that it was fair to the other members of the water district who are following the district bylaws. Larry noted that Mr. Saylor also brought up the issue of a blowoff pipe that is on the property. John made a motion to authorize Larry Russ to enter negotiations with Saylor regarding the damaged Tooley Water District valve. Larry seconded. All approved.

John reached out to Highland regarding the meter from last month that indicated no water use. Highland has replaced the meter.

Emergency Preparedness: No updates.

Delinquent Accounts: There were two delinquent counts that the board discussed. Board discussed the current late fee charge and decided to table that discussion for next month.

GSI Engineering Study: GIS has informed the board that they are hoping to have their study completed

in the next month or so.

Tooley Policies: John shared a link from SDAO that he encouraged board members to look at that could assist in future policy development. <https://www.sdao.com/sdao-administrative-handbook>

Outdoor Kiosks: John shared with board members the possibility of purchasing outdoor kiosks as a way to post required notices. John shared an example of posting notifications regarding the nitrate levels. John made a motion to approve John Amery to coordinate the purchase and placement of three outdoor kiosks at a cost not to exceed \$2,050. Carol seconded. All approved. Motion passed. The board also discussed possibly purchasing two Nitrate Notification Signs that could be used with the Kiosks. The board was not in agreement regarding the signs, especially the colors with red being a high warning.

Budget Committee: John shared that two individuals had indicated their willingness to serve on the Budget Committee. John made a motion to approve Tania Valenza to position 4 and Mark Stern for position 5. Larry seconded. All approved. Motion passed.

The budget committee will be May 19 at 5 pm. John is trying to secure the PUD community room.

Quick Books: Quick Books is changing their policies to only allow one company per license. Board agreed to purchase its own license.

New Business: No new business

Next Meeting: May 19, 2022, following the budget meeting.

Carol adjourned the meeting at 9:14 pm

### Item 3 - Financial Reports – Mr. Amery

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

Screenshot from Washington Federal website on 5/17/22

Account Snapshot			
Checking ↓	Current Balance	Available Balance	☰
Checking (■■■■)	\$29,660.03	\$29,660.03	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market (■■■)	\$26,206.98	\$26,206.98	>

## Recent Savings Transactions

Tooley Water District							5/17/2022 2:02 PM	
Register: Savings at Washington Federal								
From 04/17/2022 through 05/17/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/14/2022			Checking at Washingto...	Transfer funds ...	20,000.00	X		26,206.98

## Recent Checking Transactions

Tooley Water District							5/17/2022 2:02 PM	
Register: Checking at Washington Federal								
From 04/17/2022 through 05/17/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/20/2022		Washington Federal	Interest Income	Credit Interest		X	0.13	6,816.97
04/30/2022	5048	Amanda Valentine	Personal Services:Boar...	April Board M...	50.00			6,766.97
04/30/2022	5049	Carol Mauser	Personal Services:Boar...	April Board M...	50.00			6,716.97
04/30/2022	5050	Debby Jones	Personal Services:Boar...	April Board M...	50.00			6,666.97
04/30/2022	5051	John Amery	Personal Services:Boar...	April Board M...	50.00			6,616.97
04/30/2022	5052	Larry Russ	Personal Services:Boar...	April Board M...	50.00			6,566.97
04/30/2022	5053	Hiland Water Corp	Accounts Payable	Services perfor...	2,301.74			4,265.23
05/09/2022		Hiland Water Corp	Water Revenue:Water ...	221290030611...		X	2,693.06	6,958.29
05/14/2022			Savings at Washington ...	Transfer funds ...		X	20,000.00	26,958.29

## Profit and Loss Budget vs. Actual

1:51 PM

05/17/22

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance April 2022

	Apr 22	Budget	% of Budget	Jul '21 - Apr 22	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Water Sales	2,833.72	3,221.94	88.0%	33,843.77	33,780.94	100.2%	39,315.35
<b>Total Water Revenue</b>	2,833.72	3,221.94	88.0%	33,843.77	33,780.94	100.2%	39,315.35
<b>Total Income</b>	2,833.72	3,221.94	88.0%	33,843.77	33,780.94	100.2%	39,315.35
<b>Expense</b>							
Capital Improvements	0.00	2,500.00	0.0%	0.00	7,500.00	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>							
Computer and Internet Expenses	228.00			344.05	133.90	256.9%	133.90
Copies	0.00	40.00	0.0%	0.00	130.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	349.61	1,000.00	35.0%	1,200.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Legal Services	0.00	1,000.00	0.0%	0.00	4,000.00	0.0%	5,000.00
<b>Liability Insurance</b>							
Boiler&Machinery	0.00	0.00	0.0%	150.00	0.00	100.0%	0.00
Excess	0.00	0.00	0.0%	192.00	0.00	100.0%	0.00
General Liability	0.00	0.00	0.0%	1,159.00	0.00	100.0%	0.00
N/O Auto Liability	0.00	0.00	0.0%	175.00	0.00	100.0%	0.00
Property	0.00	0.00	0.0%	406.00	0.00	100.0%	0.00
Liability Insurance - Other	0.00	0.00	0.0%	-162.00	2,100.00	-7.7%	2,100.00
<b>Total Liability Insurance</b>	0.00	0.00	0.0%	1,920.00	2,100.00	91.4%	2,100.00
Maintenance and Repairs	64.90	499.00	13.0%	195.24	4,989.98	3.9%	5,987.98
Network Monitoring Maintenance	329.34	339.90	96.9%	329.34	339.90	96.9%	339.90
Office Supplies	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	17.50	19.31	90.6%	189.00	193.10	97.9%	231.75
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,890.00	1,890.00	100.0%	18,900.00	18,900.00	100.0%	22,680.00
<b>Total Operating Expenses</b>	1,907.50	1,909.31	99.9%	19,089.00	19,093.10	100.0%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
<b>Total Materials and Services</b>	2,529.74	3,904.87	64.8%	22,227.24	51,953.48	42.8%	58,133.53
<b>Personal Services</b>							
Boardmember Incentives	250.00	250.00	100.0%	1,999.95	2,500.00	80.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	208.30	0.0%	250.00
Crime Bond	0.00			154.00	150.00	102.7%	150.00
Workmans Compensation Insurance	0.00			601.42	648.90	92.7%	648.90
<b>Total Personal Services</b>	250.00	270.83	92.3%	2,755.37	3,507.20	78.6%	4,048.90
<b>Total Expense</b>	2,779.74	6,675.70	41.6%	24,982.61	62,960.68	39.7%	79,682.43
<b>Net Ordinary Income</b>	53.98	-3,453.76	-1.6%	8,861.16	-29,179.74	-30.4%	-40,367.08
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Grant Income	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Interest Income	0.13	2.50	5.2%	18.14	25.00	72.6%	32.00
<b>Total Other Income</b>	0.13	2.50	5.2%	18.14	20,025.00	0.1%	20,032.00
<b>Net Other Income</b>	0.13	2.50	5.2%	18.14	20,025.00	0.1%	20,032.00
<b>Net Income</b>	54.11	-3,451.26	-1.6%	8,879.30	-9,154.74	-97.0%	-20,335.08

## Checks that have not cleared

2:09 PM

05/17/22

Accrual Basis

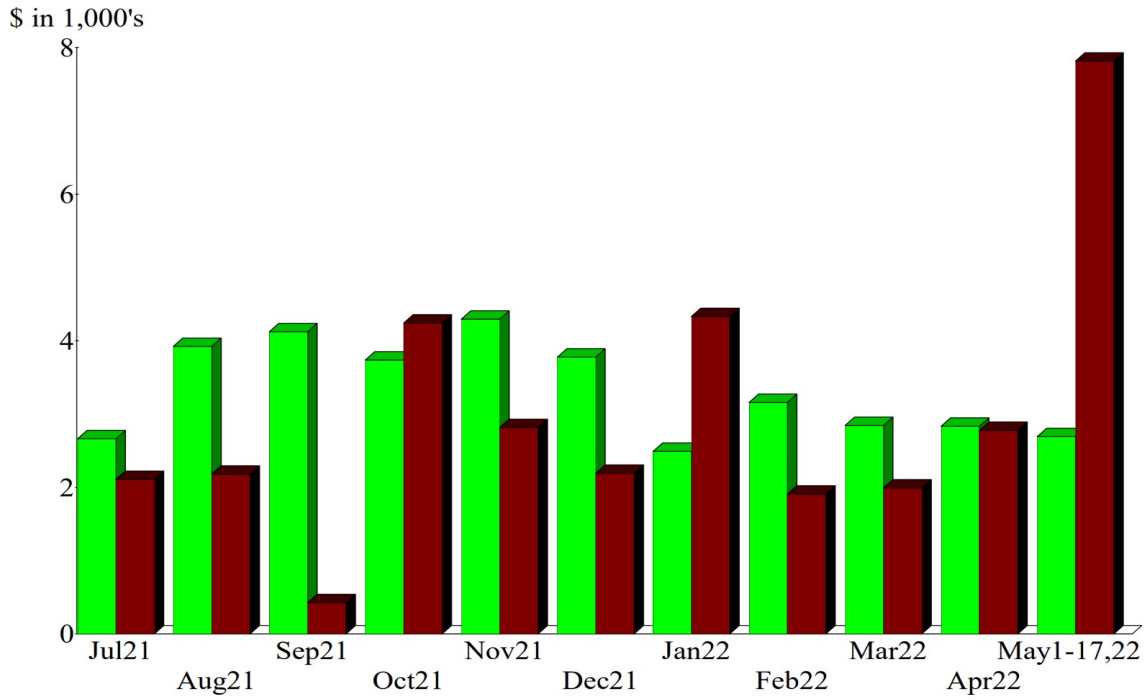
### Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	03/31/202	5043	Carol Mauser	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	03/31/202	5045	John Amery	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	03/31/202	5046	Larry Russ	March Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	04/30/202	5048	Amanda Valentine	April Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	04/30/202	5049	Carol Mauser	April Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	04/30/202	5050	Debby Jones	April Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	04/30/202	5051	John Amery	April Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	04/30/202	5052	Larry Russ	April Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Bill ...	04/30/202	5053	Hiland Water Corp	Services performed in April	Checkin...		Accounts Payable	-2,301.74
Bill ...	05/20/202	5054	GSI Water Solutions	Services Performed in April	Checkin...		Accounts Payable	-7,817.00
<b>Total</b>								<b><u>-10,518.74</u></b>

## Income and Expense by Month – Chart

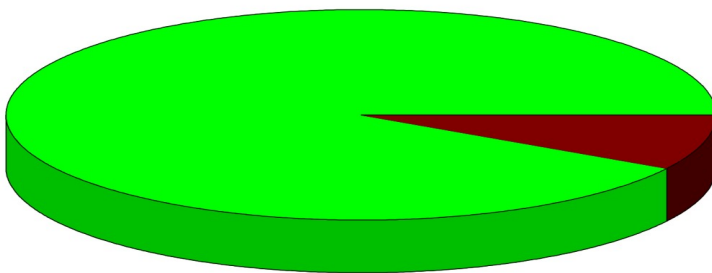
Income and Expense by Month  
July 1, 2021 through May 17, 2022

■ Income  
■ Expense



Expense Summary  
July 1, 2021 through May 17, 2022

<span style="color: green;">■</span> Materials and Services	91.60%
<span style="color: darkred;">■</span> Personal Services	8.40
<b>Total</b>	<b>\$32,799.61</b>



## Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<b>1:52 PM</b>					
<b>05/17/22</b>					
<b>Accrual Basis</b>					
<b>Tooley Water District</b>					
<b>Maintenance and Repairs details</b>					
<b>July 2021 through June 2022</b>					
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
10/07/2021	3028	20210901 Repairs	Amazon.com High Power Relay	28.49	28.49
10/07/2021	3028	20210901 Repairs	10% Markup	2.85	31.34
11/30/2021	3105	Hiland Water Corp	Alexin Analytical - Nitrate tests in August and September	60.00	91.34
11/30/2021	3105	Hiland Water Corp	10% markup of nitrate tests	6.00	97.34
12/31/2021	3159	Hiland Water Corp	OHA Crossconnect Fee	30.00	127.34
12/31/2021	3159	Hiland Water Corp	10% markup of OHA crossconnect fee	3.00	130.34
04/30/2022	3313	220401 Repairs	Curtis Olson - replaced meter, bucket tests for meter acc...	59.00	189.34
04/30/2022	3313	220401 Repairs	10% markup of meter replacement	5.90	195.24
Total Maintenance and Repairs				195.24	195.24
Total Materials and Services				195.24	195.24
<b>TOTAL</b>				<b>195.24</b>	<b>195.24</b>

## Item 4 – Discussion – Water Report

<b>January 2022</b>	<b>February 2022</b>	<b>March 2022</b>	<b>April 2022</b>
Gallons pumped: 188,180	Gallons pumped: 232,200	Gallons pumped: 195,130	Gallons pumped: 295,560
Gallons sold: 110,770	Gallons sold: 149,290	Gallons sold: 137,330	Gallons sold: 198,160
Gallons lost: 77,410	Gallons lost: 82,910	Gallons lost: 57,800	Gallons lost: 97,400
<b>Water Loss: 41.14%</b>	<b>Water Loss: 35.71%</b>	<b>Water Loss: 29.62%</b>	<b>Water Loss: 32.95%</b>



## Item 5 – Discussion – System Updates – Mr. Russ and Mr. Amery

## Item 6 – Discussion – Emergency Preparedness

## Item 7 – Discussion – Delinquent Accounts

## Item 8 – Discussion - Change Tooley’s Statement of Rates

### *Relevant ORSs*

#### Public Utility Commission

#### Chapter 860

#### Division 36

#### WATER UTILITIES

860-036-1430

Late-Payment Charge

(1) A water utility may include a late payment charge in its tariffs or statement of rates that:

(a) May be applied to residential accounts with a past-due balance at the time the water utility prepares the subsequent bill for the next billing cycle;

(b) May be applied to all other accounts with a past-due balance if payment is not received by the bill due date; but

(c) May not be applied to a residential account with a current time-payment plan.

(2) For rate-regulated water utilities, the Commission determines the late-payment rate based on a survey of prevailing market rates for late-payment rates of commercial enterprises. The Commission will advise all rate-regulated water utilities of any change in the rate used to determine late-payment charges on past-due customer accounts.

**Statutory/Other Authority:** ORS 183, 756 & 757

**Statutes/Other Implemented:** ORS 756.040

#### Public Utility Commission

#### Chapter 860

#### Division 36

#### WATER UTILITIES

860-036-1300

Water Service Connection

(1) A water service connection is defined as the facilities used to connect a water utility's distribution network to the point of connection at the customer's service line. The water utility owns and maintains the water service connection.

(2) A customer's service line is defined as the facilities used to convey water from the point of connection to the customer's point of usage. The customer owns and maintains the customer service line.

(3) If authorized by its tariff or statement of rates, a water utility may recover a reasonable, cost-based service

connection charge to offset the expense listed in section (1) of this rule.

**Statutory/Other Authority:** ORS 183, 756 & 757

**Statutes/Other Implemented:** ORS 756.040

## **Item 9 – Discussion – Tooley Policies**

SDAO has updated their Administrative Handbook. Tooley may be able to develop some policies from this handbook.

<https://www.sdao.com/sdao-administrative-handbook>

Another good resources is Chapter 860 of the PUC:

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=4050>

## **Item 10 – Discussion – GSI Engineering Study – Mr. Amery**

GSI has billed Tooley Water District for work performed in April. They plan to have the report finished in May and thus should be submitting a final bill upon completion.

Tooley Water District has scheduled a check to be printed on 5/20/22 for the GSI services performed in April.

Tooley Water District has submitted a request for reimbursement to Business Oregon for the services performed by GSI in April.

## **Item 11 – Discussion/Action – Outdoor Kiosks**

Mr. Amery reached out to Valencia Lawn Care LLC with regards to developing our Kiosks. We have received a response with additional questions, however have not received an estimate yet.

## Item 12 – Discussion/Action – Golf Course Well

Tooley Water District may want to make a formal request as to the possibilities / costs associated with joining their water system.

- County currently owns the water system.
- City currently maintains the water system.
- The plan is to hand over the entire system to The City (very soon).
- System was originally developed for purposes of servicing the Discovery Center.
- System does not tie into City Of The Dalles main water system.

## Item 13 – Discussion – Quickbooks

It is possible we can get buy for a while without purchasing quickbooks. We will find out more on 6/1/22 when our version expires.

## Item 14 – New Business

Place holder for new business

## Item 15 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on June 16, 2021 directly following the Budget Hearing which will start at 7:00pm.

Both meetings will be Virtual Access only.

For virtual access – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) or 541-340-0032.

**Meeting Adjourned**