

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 5/13/24)

Meeting Date: Tuesday, May 14, 2024 7:00pm

Location: Online via Microsoft Teams.

[https://teams.microsoft.com/join/19%3ameeting\\_NzI0OWVknjUtOWZmNi00MjQwLTg00TEtNTRIZjVkmTlyZjI2%40thread.v2/0?context=%7b%22Tid%22%3a%2263870596-78a8-4ee2-93b9-de492e15c25f%22%2c%22Oid%22%3a%227710e67a-7223-411a-975f-b495630b89e5%22%7d](https://teams.microsoft.com/join/19%3ameeting_NzI0OWVknjUtOWZmNi00MjQwLTg00TEtNTRIZjVkmTlyZjI2%40thread.v2/0?context=%7b%22Tid%22%3a%2263870596-78a8-4ee2-93b9-de492e15c25f%22%2c%22Oid%22%3a%227710e67a-7223-411a-975f-b495630b89e5%22%7d)

**Type of meeting**

Board Meeting

**Chairperson**

Carol Mauser

**Minute keeper**

Debby Jones

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## Item 1 - Approval of Agenda

## Item 2 – Approval of Minutes

Tooley Water District  
April 24, 2024, Board Meeting  
Meeting held virtually

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

Carol opened the meeting at 7:01 pm

**Item 1 - Approval of Agenda:** Carol asked for approval of the April agenda. Larry moved to approve the agenda as presented. John seconded. All approved, motion carried.

**Item 2 – Approval of Minutes:** Carol asked for approval of the March meeting minutes. John made the motion to approve the March minutes. Larry seconded. All approved, motion carried.

### **Item 3 - Financial Reports:**

- Checking account balance \$14,439.04
- Money Market balance \$50,504.60

John provided financial updates including checks, charges from Hiland and year to date figures. Revenue is slightly higher than forecasted. Maintenance and Repair report was also on track.

### **Item 4 – Discussion – Water Report:**

- 41% water loss

Board members questioned the water sold amount. March was a lower amount sold as compared to winter months. John shared that there is a leak at one of the pumps. Larry will reach out to Robert at Highland to discuss the valve.

**Item 5 – ODHS/OREM:** The water delivery program has started. 21 households have signed up for the water service.

**Item 6 – RCAC:** John shared that Carrie Pipinich has taken another job and will not be as available to us but has agreed to assist in the writing of two grants that could total \$80,000 to help pay for an engineering study.

### **Item 7 – Discussion – Nitrate Resolution Plan:**

**Item 8 – Discussion/Action – General System Updates:** Larry updated the board on the death of a water customer. Discussion continued as to if the water should be shutoff or do charges continue to accumulate due to the base fee. Larry will call Hiland as well as a potential family member to make sure eventual property owners are aware of the district policies.

Larry also update the board regarding the meter on the Carothers property. It is estimated that the relocation charge of the meter is approximately \$2,800. Larry made the motion to move forward in correcting the meter location at the Carothers property as well as a back flow device and to authorize the work to go forward. Amanda seconded. John asked the board whether the charges should fall

under capital or repair and maintenance. Board members agreed that it should be a capital improvement.

John expressed some frustration with reports from Hiland coming in late. John is anticipating discussion that may need to occur with the change in Hiland ownership  
John updated the board on 811 locations, specifically with the Carothers property.

**Item 9 – Discussion – Delinquent Accounts:**

**Item 10 – Discussion:** Tooley Road Association: Debby shared that she has reached out to Devin from Hiland. She is expecting a follow-up call/email from Devin. This is even more important with the fact that two customers have passed away.

**Item 11 - Action – DWS Corrective Action Letter:** John updated the board on a request from OHA for a new contract document between Tooley Water District and OHA regarding the nitrate issue. An April 30 deadline has been given. OHA provided a Bilateral Compliance Agreement. John went through the document section by section. With the assistance of board members, John prepared a response to send back to OHA with board suggestion edits.

John made the motion to authorize Tooley Water District Board Chair, Carol Mauser, on behalf of the Tooley Water District, to sign the Bilateral Compliance Agreement with changes as discussed by the Tooley Water District Board during the 4/24/24 board meeting and additionally, if required, negotiate the bilateral compliance agreement with minor changes that do not significantly alter the boards agreement as discussed in the 4/24/24 meeting. Larry seconded. All approved.

**Item 13 – Discussion – Next Meeting:**

- Tuesday, May 14, 2024 at 5:30 which include the initial budget meeting with the board meeting to follow.

Meeting adjourned at: 9:28 pm

## Item 3 - Financial Reports – Mr. Amery

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

Screenshot from Washington Federal website on 5/13/24

Account Snapshot			
Checking ↑	Current Balance	Available Balance	
Checking (██████████)	\$11,842.54	\$11,842.54	>
Money Market ↓	Current Balance	Available Balance	
Money Market (██████████)	\$50,504.60	\$50,504.60	>

### Recent Savings Transactions

No new savings transactions since last meeting

## Recent Checking Transactions

Tooley Water District

5/13/2024 2:07 PM

Register: Checking at Washington Federal

From 04/23/2024 through 05/13/2024

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>
04/30/2024	5217	Amanda Valentine	Personal Services:Boar...	April Board M...	50.00			11,492.54
04/30/2024	5218	Carol Mauser	Personal Services:Boar...	April Board M...	50.00			11,442.54
04/30/2024	5219	Debby Jones	Personal Services:Boar...	April Board M...	50.00			11,392.54
04/30/2024	5220	John Amery	Personal Services:Boar...	April Board M...	50.00			11,342.54
04/30/2024	5221	Larry Russ	Personal Services:Boar...	April Board M...	50.00			11,292.54

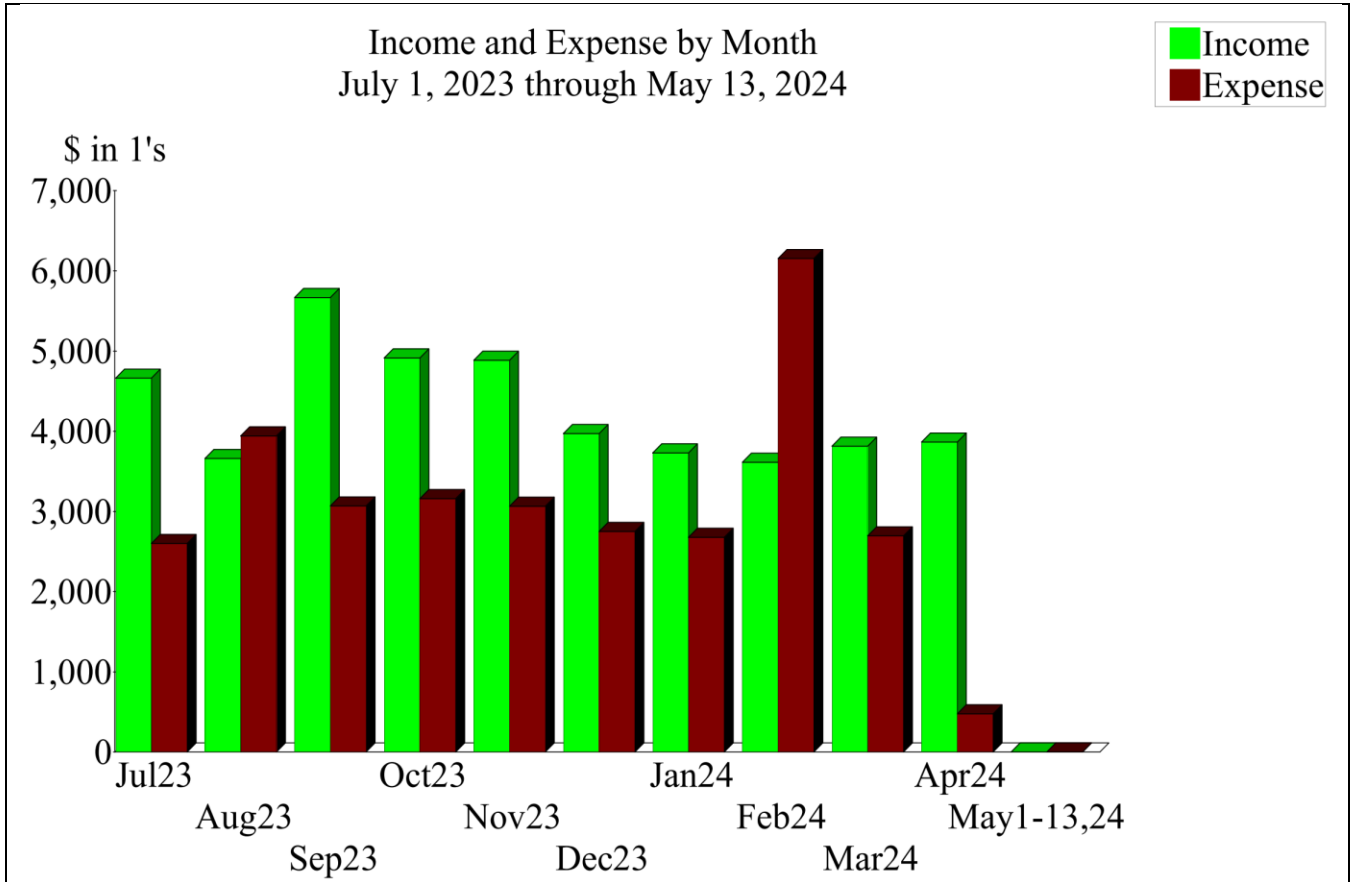
## Profit and Loss Budget vs. Actual

1:50 PM 05/13/24 Accrual Basis	<b>Tooley Water District</b> <b>Profit &amp; Loss Budget Performance</b> <b>April 2024</b>						
	Apr 24	Budget	% of Budget	Jul '23 - Apr 24	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Water Sales	3,864.37	3,624.31	106.6%	42,364.33	38,834.01	109.1%	47,761.09
<b>Total Water Revenue</b>	3,864.37	3,624.31	106.6%	42,364.33	38,834.01	109.1%	47,761.09
<b>Total Income</b>	3,864.37	3,624.31	106.6%	42,364.33	38,834.01	109.1%	47,761.09
<b>Expense</b>							
<b>Capital Improvements</b>	0.00	500.00	0.0%	0.00	5,000.00	0.0%	15,000.00
<b>Contingency</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	8,500.00
<b>Materials and Services</b>							
Activation Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Computer and Internet Expenses	228.00	500.00	45.6%	228.00	500.00	45.6%	762.92
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	453.21	1,000.00	45.3%	1,200.00
<b>Legal Services</b>	0.00	416.66	0.0%	0.00	4,166.60	0.0%	5,000.00
<b>Liability Insurance</b>							
Equipment Breakdown Coverage	0.00	0.00	0.0%	150.00	150.00	100.0%	150.00
Excess	0.00	0.00	0.0%	0.00	192.00	0.0%	192.00
Excess Liability	0.00			207.00			
General Liability	0.00	0.00	0.0%	1,111.00	1,063.00	104.5%	1,063.00
Insurance Refund	0.00	0.00	0.0%	0.00	-162.00	0.0%	-162.00
N/O Auto Liability	0.00	0.00	0.0%	0.00	175.00	0.0%	175.00
Non-Owned Auto Liability	0.00			175.00			
Property	0.00	0.00	0.0%	497.00	450.00	110.4%	450.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	446.41
<b>Total Liability Insurance</b>	0.00	0.00	0.0%	2,140.00	1,868.00	114.6%	2,314.41
<b>Maintenance and Repairs</b>	0.00	745.53	0.0%	3,820.64	7,455.30	51.2%	8,946.46
<b>Network Monitoring Maintenance</b>	0.00	340.00	0.0%	0.00	340.00	0.0%	340.00
<b>Office Supplies</b>	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
<b>Operating Expenses</b>							
Disconnect Fee	0.00	8.33	0.0%	160.00	83.30	192.1%	100.00
Hiland Base Maintenance Fee	0.00	2,206.37	0.0%	21,150.00	22,063.70	95.9%	26,476.48
Operating Expenses - Other	0.00			45.00			
<b>Total Operating Expenses</b>	0.00	2,214.70	0.0%	21,355.00	22,147.00	96.4%	26,576.48
<b>Postage and Delivery</b>	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
<b>Materials and Services - Other</b>	0.00			42.47			
<b>Total Materials and Services</b>	228.00	4,333.55	5.3%	28,039.32	37,643.50	74.5%	45,640.27
<b>Personal Services</b>							
Boardmember Incentives	250.00	250.00	100.0%	2,399.95	2,500.00	96.0%	3,000.00
Boardmember training/meetings	0.00	50.00	0.0%	0.00	150.00	0.0%	250.00
Crime Bond	0.00			154.00	175.00	88.0%	175.00
Meeting Expense	0.00	200.00	0.0%	0.00	200.00	0.0%	200.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	688.42
<b>Total Personal Services</b>	250.00	500.00	50.0%	2,553.95	3,025.00	84.4%	4,313.42
<b>Total Expense</b>	478.00	5,333.55	9.0%	30,593.27	45,668.50	67.0%	73,453.69
<b>Net Ordinary Income</b>	3,386.37	-1,709.24	-198.1%	11,771.06	-6,834.49	-172.2%	-25,692.60
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	2.69	20.83	12.9%	425.10	208.30	204.1%	250.00
<b>Total Other Income</b>	2.69	20.83	12.9%	425.10	208.30	204.1%	250.00
<b>Net Other Income</b>	2.69	20.83	12.9%	425.10	208.30	204.1%	250.00
<b>Net Income</b>	<b>3,389.06</b>	<b>-1,688.41</b>	<b>-200.7%</b>	<b>12,196.16</b>	<b>-6,626.19</b>	<b>-184.1%</b>	<b>-25,442.60</b>

## Balance Sheet – Previous year comparison

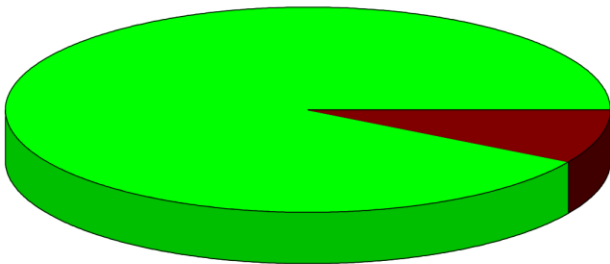
	May 13, 24	May 13, 23	\$ Change	% Change
<b>Tooley Water District</b>				
<b>Balance Sheet Prev Year Comparison</b>				
<b>As of May 13, 2024</b>				
1:48 PM				
05/13/24				
Accrual Basis				
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Checking at Washington Federal	11,292.54	9,498.69	1,793.85	18.9%
Savings at Washington Federal	50,504.60	50,101.35	403.25	0.8%
<b>Total Checking/Savings</b>	<u>61,797.14</u>	<u>59,600.04</u>	<u>2,197.10</u>	<u>3.7%</u>
<b>Total Current Assets</b>	61,797.14	59,600.04	2,197.10	3.7%
<b>Fixed Assets</b>				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	<u>180,300.00</u>	<u>180,300.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>242,097.14</b></u>	<u><b>239,900.04</b></u>	<u><b>2,197.10</b></u>	<u><b>0.9%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	30,045.54	17,529.94	12,515.60	71.4%
Net Income	12,196.16	22,514.66	-10,318.50	-45.8%
<b>Total Equity</b>	<u>242,097.14</u>	<u>239,900.04</u>	<u>2,197.10</u>	<u>0.9%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>242,097.14</b></u>	<u><b>239,900.04</b></u>	<u><b>2,197.10</b></u>	<u><b>0.9%</b></u>

### Income and Expense Graph – by Month



Expense Summary  
July 1, 2023 through May 13, 2024

■	Materials and Services	91.65%
■	Personal Services	8.35
Total		\$30,593.27





## Maintenance and Repairs – Details

1:49 PM

05/13/24

Accrual Basis

### Tooley Water District Maintenance and Repairs details July 2023 through June 2024

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
08/31/2023	615188	230803 Hour Meter replacement	WIRENUT 18 TO 8 AWG, TAN/RED	0.80	0.80
08/31/2023	615188	230803 Hour Meter replacement	12 AWG THHN/THWN STRANDED COPPER BLACK	2.28	3.08
08/31/2023	615188	230803 Hour Meter replacement	HOUR METER, 3-HOLE, FLANGE #T50B52	72.46	75.54
08/31/2023	615188	230803 Hour Meter replacement	2.5 hours JOURNEYMAN ELECTRICIAN	375.00	450.54
08/31/2023	615188	230803 Hour Meter replacement	Invoice Tax	2.57	453.11
08/31/2023	4013	20230814 Coordination	Jessica Perryman - Coordinated with county on nitrate levels.	13.00	466.11
08/31/2023	4013	20230815 Notices	Robert Trotter - Put up notices for high nitrate, took nitrate samples.	680.00	1,146.11
09/30/2023	4031	20230923 repairs	Robert Trotter - Troubleshoot low pressure alarms, addressed issue with air compressor ...	127.50	1,273.61
09/30/2023	4031	20230925 repairs	Robert Trotter - Troubleshoot Sensaphone, coordinating with John about Sensaphone is...	85.00	1,358.61
09/30/2023	4031	Hiland Water Corp	Alexin Analytical - nitrate samples	175.00	1,533.61
09/30/2023	4031	Hiland Water Corp	10% markup of nitrate samples	17.50	1,551.11
10/31/2023	4105	20231005 Repairs	Robert Trotter -Emergency. Troubleshoot low pressure issues, addressed issue with clo...	433.50	1,984.61
10/31/2023	4105	20231005 Repairs	Home Depot - construction adhesive	9.28	1,993.89
10/31/2023	4105	20231020 Samples	Alexin Analytical - nitrate sampling.	105.00	2,098.89
10/31/2023	4105	20231005 and 20231020 Items	10% markup of goods sold	11.43	2,110.32
11/29/2023	615601	20231129 repairs	2.00 HOUR METER AC QUARTZ POLYMER FLUSH	91.90	2,202.22
11/29/2023	615601	20231129 repairs	2.00 SNUB0000 RC SNUBBER NOISE & ARC SUPPRESSOR	28.24	2,230.46
11/29/2023	615601	Hire Electric	Invoice tax	0.16	2,230.62
11/30/2023	1318	20231101 Maintenance	11/1/2023 Justice Smith - Insulate pipe coming out of pump house.	126.00	2,356.62
11/30/2023	1318	20231108 Maintenance	11/8/2023 Jessica Perryman - Email follow up for nitrate and sanitary survey.	29.00	2,385.62
11/30/2023	1318	Hiland Water Corp	Alexin Analytical - Nitrate samples	77.00	2,462.62
12/31/2023	1833	Hiland Water Corp	Back Flow Testing	35.00	2,497.62
12/31/2023	1833	Hiland Water Corp	Alexin Analytical - nitrate sampling x3	105.00	2,602.62
12/31/2023	1833	Hiland Water Corp	10% Markup	10.50	2,613.12
01/31/2024	1967	Hiland Water Corp	01/22/2024 Alexin Analytical - Nitrate sampling x2	70.00	2,683.12
01/31/2024	1967	Hiland Water Corp	10% markup of expenses	7.00	2,690.12
02/29/2024	2326	20240201 Maintenance	2/1/2024 Tracey Oberacker - Emergency response, turned over water in reservoir to incr...	864.00	3,554.12
02/29/2024	2326	20240201 Maintenance	2/1/2024 Mileage	138.02	3,692.14
02/29/2024	2326	Hiland Water Corp	Alexin Analytical - 2x nitrate samples	70.00	3,762.14
02/29/2024	2326	Hiland Water Corp	10% markup of nitrate tests	7.00	3,769.14
03/31/2024	2677	20240313 Activity	3/14/2024 Jessica Perryman - Phone call with Wasco County.	13.00	3,782.14
03/31/2024	2677	Hiland Water Corp	Nitrate Test	35.00	3,817.14
03/31/2024	2677	Hiland Water Corp	10% markup	3.50	3,820.64
Total Maintenance and Repairs				3,820.64	3,820.64
Total Materials and Services				3,820.64	3,820.64
<b>TOTAL</b>				<b>3,820.64</b>	<b>3,820.64</b>

## Checks that haven't cleared

1:52 PM

05/13/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	07/31/2023	5157	Debby Jones	July Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	11/27/2023	5183	Amanda Valentine	November Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	02/29/2024	5207	Debby Jones	February Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	03/31/2024	5212	Carol Mauser	March Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	03/31/2024	5213	Debby Jones	March Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	03/31/2024	5214	John Amery	March Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	04/30/2024	5217	Amanda Valentine	April Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	04/30/2024	5218	Carol Mauser	April Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	04/30/2024	5219	Debby Jones	April Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	04/30/2024	5220	John Amery	April Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
Check	04/30/2024	5221	Larry Russ	April Board Meeting attendance	Checking at Was...		Boardmember Incentives	-50.00
<b>Total</b>								<b>-550.00</b>

## Item 4 – Discussion – Water Report

<b>January 2024</b> Gallons Pumped: 262,954 Gallons Sold: 111,705 Gallons Lost: 151,249 <b>Water Loss: 57.52%</b>	<b>February 2024</b> Gallons Pumped: 137,790 Gallons Sold: 133,050 Gallons Lost: 4,740 Water <b>Water Loss: 3.44%</b>	<b>March 2024</b> Gallons Pumped: 121,358 Gallons Sold: 71,470 Gallons Lost: 49,888 <b>Water Loss: 41.11%</b>	<b>Reports late from vendor</b>
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## Item 5 – ODHS/OREM - Discussion/Action

Presentation/Discussion by Shelly Wright and Beth Leslie (Eastern Oregon, Regional Emergency Coordinators). Drinking water assistance for residents.

## Item 6 – RCAC - Discussion/Action

Presentation/Discussion by Kim Anderson (RCAC | Community and Environmental Services). Development of new well.

## Item 7 – Discussion – Nitrate Resolution Plan

## Item 8 – Discussion/Action – General System Updates

- John Amery – Late invoice and reports from Hiland
- John Amery – Request for latest CCRs and other water tests associated with recent offer on a Tooley Water District’s house.

## Item 9 – Discussion – Delinquent Accounts

## Item 10 - Discussion – Tooley Road Association

Discussion regarding whether it is appropriate for Tooley Water District to be collecting fees for Tooley Road Association.

## Item 11 - Action – DWS Corrective Action Letter

DWS has rejected Tooley Water District’s corrective action letter.

## **Item 12 – Hiland Contract - Discussion / Action**

Hiland has issued a new contract to Tooley Water District utilizing NWNWS standard template.

## **Item 13 – New Business**

## **Item 14 – Discussion – Next Meeting**

Next board meeting will take place the third Wednesday on June 19, 2024 directly following the Budget Hearing (which starts at 7:00pm).

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

**Meeting Adjourned**