



## Item 1 - Budget Hearing

### 1. Approval of Previous Minutes

Tooley Water District

June 21, 2023, Budget Hearing

Meeting held virtually

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

Due to the absence of Chairperson Mauser, Larry Russ opened the meeting at 7:09 pm

Larry asked for approval of the June Budget Hearing agenda. John made the motion to approve the June agenda as presented. Amanda seconded. All approved. Motion carried.

Larry asked for approval of the May 2022 Budget Meeting minutes. John made a motion to approve the May minutes. Amanda seconded. All approved. Motion carried.

John provided information on the LB1, LB20 and LB30 forms. As John presented he realized that he wanted to confirm final amounts before submittal. This review process will not impact the budget forms submitted.

Larry asked for any public comment. No members of the public were in attendance.

John made a motion to approve Resolution ID:2023-01 2023-2024 Budget Resolution

Whereas it is within the authority of Tooley Water District's Board to set a budget; then

Therefore, be it resolved that Tooley Water District's fiscal year 2023/2024 budget will be in the amount of \$73,453.69 with the following budget categories:

1. Capital Outlay - \$15,000.00
2. Materials and Services - \$45,640.27
3. Personnel Services - \$4,31.42
4. Contingency (unappropriated) - \$8,500.00

Larry seconded, All approved. Motion carried.

Meeting Adjourned at 7:26 pm

2. Presentation of Budget by Treasurer Amery
3. Up to 5 minutes per community member allocated for public comment

4. Vote on Budget for fiscal year 2024-2025

# Tooley Water District

Carol Mauser – Chairman of the Board of Directors

Debby Jones – Secretary of the Board of  
Directors John Amery – Treasurer of the  
Board of Directors Larry Russ – Member of  
the Board of Directors Amanda Valentine –  
Member of the Board of Directors

## Resolution No: 2024-01

### **RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Tooley Water District hereby adopts the budget for fiscal year 2024-2025 in the total of \$149,992. \*This budget is now on file at [www.tooleywater.org](http://www.tooleywater.org) .

### **RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that THE AMOUNTS FOR THE FISCAL YEAR BEGINNING July 1, 2024, and for the purposes shown below are hereby appropriated:

#### **General Fund**

Personnel Services .....	\$4,573
Materials & Services.....	\$131,919
Capital Outlay .....	\$5,000
Contingency .....	\$8,500
<b>TOTAL ADOPTED BUDGET .....</b>	<b>\$149,992</b>

5. Vote on Rates for fiscal year 2024-2025

# Tooley Water District

Carol Mauser – Chairman of the Board of Directors  
Debby Jones – Secretary of the Board of Directors  
John Amery – Treasurer of the Board of Directors  
Larry Russ – Member of the Board of Directors  
Amanda Valentine – Member of the Board of Directors

## Resolution No: 2024-02

### **RESOLUTION ADOPTING RATES AND IMPOSING FEES**

BE IT RESOLVED that the Board of Directors of the Tooley Water District hereby adopts the following rates and imposes the following fees for fiscal year 2024-2025 beginning July 1, 2024 through June 30, 2025.

\*This rate and fee structure is now on file at [www.tooleywater.org](http://www.tooleywater.org).

#### **Water Rates**

Base Rate due monthly .....	\$97.09
Rate per 1,000 gallons for the 1 <sup>st</sup> 10,000 gallons .....	\$3.00
Rate per 1,000 gallons for the next 10,000 gallons .....	\$3.29
Rate per 1,000 gallons for the next 10,000 gallons .....	\$4.14
Rate per 1,000 gallons for the next 10,000 gallons .....	\$4.79
Rate per 1,000 gallons any additional gallons.....	\$4.79

#### **Additional Fees**

System Development Fees (aka “Hook-up Fee”).....	\$7,500
Credit Card Processing Fees... ..	Direct Pass through from operator
Disconnect notice due to non-payment .....	<b>\$45</b>
Turn-on Fee due to disconnected service .....	\$80
NSF (Non Sufficient Funds) check fee .....	\$25
Activation Fee (new services).....	\$35
Emergency Turn On Fee... ..	Direct Pass through from operator
Emergency Turn Off Fee.....	Direct Pass through from operator

6. Move on to regularly scheduled Board Meeting



- Larry shared information from Sherstin about a dual pump system at a mobile home park. Larry felt that this particular system would not match for us due to our elevation.
- 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: Debby shared the email she received from Devin. John still had concerns regarding the authority of Tooley to collect funds. Debby said she would connect further with John Crompton and Devin from Hiland for additional information.

**Item 11 - Action – DWS Corrective Action Letter:**

DWS has rejected Tooley Water District's corrective action letter. Board members discussed next steps.

**Item 12 – Hiland Contract:**

Hiland has issued a new contract to Tooley Water District utilizing NWNWS standard template. Board discussed the option of going out to bid for the services. There does seem to be differences since the merger with Northwest Natural.

**Item 13: New Business:**

- John requested that we authorize Hiland to turn on the lower well and to distribute fliers notifying patrons of the use the well. Larry suggested that a letter should be created that provided an update on the nitrate issue, what is being done as well as the future rate increase. Larry was granted by consensus, the authority to create a letter. Larry will share the letter for board member feedback by the next meeting.
- Larry made a motion to authorize John to work with Hiland to turn on the well and distribute fliers. Amanda seconded. Motion passed unanimously.
- Board discussed a property owner's letter inquiring as to why their property would be considered as an abandoned meter. The meter was removed in 2020. Board agreed that a new meter fee of \$7,500 fee.
- Larry has connected with Betsey Harmon's ex-husband. The house is still in his name. He will continue to pay the water bill.
- Amanda shared that they will most likely be moving out of the area, thus the need to find a new board member.

**Item 14 – Discussion – Next Meeting:**

- Wednesday, June 19, 2024 at 7:00 which include the initial budget meeting with the board meeting to follow.

**Meeting adjourned at: 8:49 pm**

## Item 4 - Financial Reports – Mr. Amery

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

Screenshot from Washington Federal website on 6/13/24

Account Snapshot			
Account Type	Current Balance	Available Balance	
Checking ↓			
Checking (██████)	\$12,376.94	\$12,376.94	>
Money Market ↓			
Money Market (██████)	\$50,504.60	\$50,504.60	>

### Recent Savings Transactions

No new savings transactions since last meeting

## Recent Checking Transactions

Tooley Water District

6/13/2024 1:11 PM

Register: Checking at Washington Federal

From 05/13/2024 through 06/13/2024

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>
05/17/2024			Water Revenue:Water ...	Deposit		X	3,695.20	12,522.24
05/20/2024			Interest Income	Interest		X	2.74	12,524.98
05/30/2024		Domains Priced Right	Materials and Services:...	Domain, linux ...	198.04	X		12,326.94
05/31/2024	5223	Amanda Valentine	Personal Services:Boar...	May Board Me...	50.00			12,276.94
05/31/2024	5225	Debby Jones	Personal Services:Boar...	May Board Me...	50.00			12,226.94
05/31/2024	5226	John Amery	Personal Services:Boar...	May Board Me...	50.00			12,176.94
05/31/2024	5227	Larry Russ	Personal Services:Boar...	May Board Me...	50.00			12,126.94



## Profit and Loss Budget vs. Actual

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06/13/24

### Tooley Water District Profit & Loss Budget Performance

Accrual Basis

May 2024

	May 24	Budget	% of Budget	Jul '23 - May 24	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Water Sales	3,695.20	4,962.09	74.5%	46,059.53	43,796.10	105.2%	47,761.09
<b>Total Water Revenue</b>	3,695.20	4,962.09	74.5%	46,059.53	43,796.10	105.2%	47,761.09
<b>Total Income</b>	3,695.20	4,962.09	74.5%	46,059.53	43,796.10	105.2%	47,761.09
<b>Expense</b>							
<b>Capital Improvements</b>	0.00	500.00	0.0%	0.00	5,500.00	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	198.04	0.00	100.0%	426.04	500.00	85.2%	762.92
Copies	0.00	100.00	0.0%	0.00	100.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	453.21	1,100.00	41.2%	1,200.00
<b>Legal Services</b>	0.00	416.66	0.0%	0.00	4,583.26	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	0.00	0.0%	207.00	0.00	0.0%	0.00
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	0.00	0.0%	175.00	0.00	0.0%	0.00
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%	3,936.14	8,200.83	48.0%	8,946.46
<b>Network Monitoring Maintenance</b>	0.00	0.00	0.0%	0.00	340.00	0.0%	340.00
<b>Office Supplies</b>	0.00	8.33	0.0%	0.00	91.63	0.0%	100.00
<b>Operating Expenses</b>							
Disconnect Fee	0.00	8.33	0.0%	160.00	91.63	174.6%	100.00
Hiland Base Maintenance Fee	0.00	2,206.37	0.0%	23,500.00	24,270.07	96.8%	26,476.48
Operating Expenses - Other	0.00	0.00	0.0%	45.00	0.00	0.0%	0.00
<b>Total Operating Expenses</b>	0.00	2,214.70	0.0%	23,705.00	24,361.70	97.3%	26,576.48
<b>Postage and Delivery</b>	0.00	8.33	0.0%	0.00	91.63	0.0%	100.00
<b>Materials and Services - Other</b>	0.00	0.00	0.0%	42.47	0.00	0.0%	0.00
<b>Total Materials and Services</b>	198.04	3,593.55	5.5%	30,702.86	41,237.05	74.5%	45,640.27
<b>Personal Services</b>							
<b>Boardmember Incentives</b>	200.00	250.00	80.0%	2,599.95	2,750.00	94.5%	3,000.00
<b>Boardmember training/meetings</b>	0.00	50.00	0.0%	0.00	200.00	0.0%	250.00
<b>Crime Bond</b>	0.00	0.00	0.0%	154.00	175.00	88.0%	175.00
<b>Meeting Expense</b>	0.00	0.00	0.0%	0.00	200.00	0.0%	200.00
<b>Workmans Compensation Insurance</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	688.42
<b>Total Personal Services</b>	200.00	300.00	66.7%	2,753.95	3,325.00	82.8%	4,313.42
<b>Total Expense</b>	398.04	4,393.55	9.1%	33,456.81	50,062.05	66.8%	73,453.69
<b>Net Ordinary Income</b>	3,297.16	568.54	579.9%	12,602.72	-6,265.95	-201.1%	-25,692.60
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	2.74	20.83	13.2%	427.84	229.13	186.7%	250.00
<b>Total Other Income</b>	2.74	20.83	13.2%	427.84	229.13	186.7%	250.00
<b>Net Other Income</b>	2.74	20.83	13.2%	427.84	229.13	186.7%	250.00
<b>Net Income</b>	<u>3,299.90</u>	<u>589.37</u>	<u>559.9%</u>	<u>13,030.56</u>	<u>-6,036.82</u>	<u>-215.9%</u>	<u>-25,442.60</u>

## Balance Sheet – Previous year comparison

1:23 PM

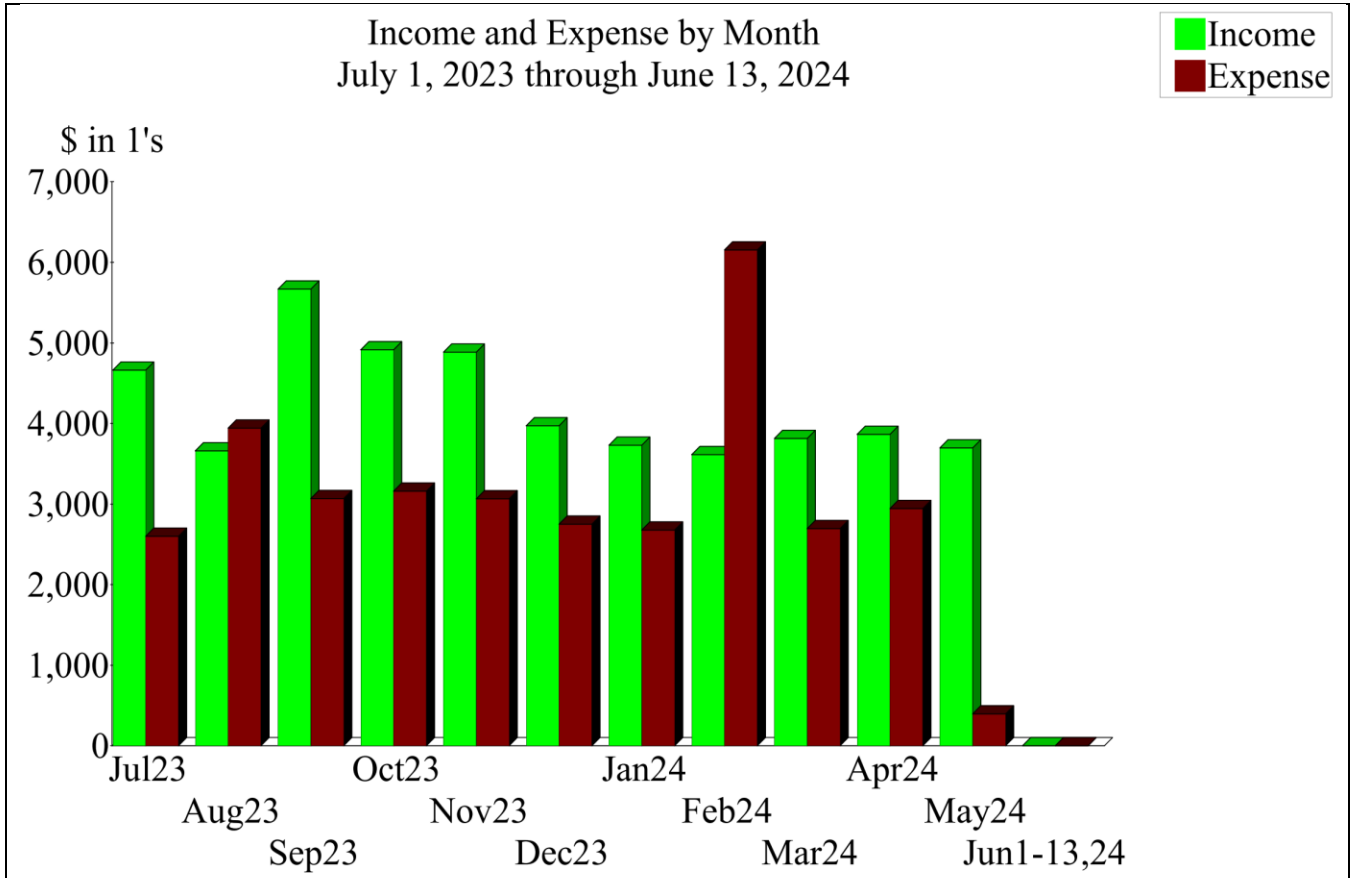
06/13/24

Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of June 13, 2024

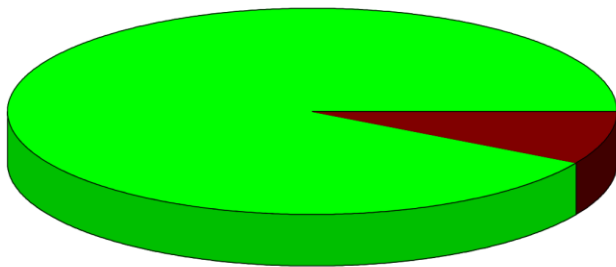
	Jun 13, 24	Jun 13, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Checking at Washington Federal	12,126.94	6,220.40	5,906.54	95.0%
Savings at Washington Federal	50,504.60	50,101.35	403.25	0.8%
<b>Total Checking/Savings</b>	<u>62,631.54</u>	<u>56,321.75</u>	<u>6,309.79</u>	<u>11.2%</u>
<b>Total Current Assets</b>	<u>62,631.54</u>	<u>56,321.75</u>	<u>6,309.79</u>	<u>11.2%</u>
<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>242,931.54</b></u>	<u><b>236,621.75</b></u>	<u><b>6,309.79</b></u>	<u><b>2.7%</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	13,030.56	19,236.37	-6,205.81	-32.3%
<b>Total Equity</b>	<u>242,931.54</u>	<u>236,621.75</u>	<u>6,309.79</u>	<u>2.7%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>242,931.54</b></u>	<u><b>236,621.75</b></u>	<u><b>6,309.79</b></u>	<u><b>2.7%</b></u>

### Income and Expense Graph – by Month



Expense Summary  
July 1, 2023 through June 13, 2024

■	Materials and Services	91.77%
■	Personal Services	8.23
Total		\$33,456.81



## Maintenance and Repairs – Details

1:29 PM

06/13/24

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 compres...	127.50	1,273.61
09/30/2023	4031	20230925 repairs	Robert Trotter - Troubleshoot Sensaphone, coordinating with John about Sensaphon...	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...	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 ...	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
04/30/2024	2937	Hiland Water Corp	Alexin Analytical - 3x nitrate samples	105.00	3,925.64
04/30/2024	2937	Hiland Water Corp	10% markup of nitrate tests	10.50	3,936.14
Total Maintenance and Repairs				3,936.14	3,936.14
Total Materials and Services				3,936.14	3,936.14
<b>TOTAL</b>				<b>3,936.14</b>	<b>3,936.14</b>

## Checks that haven't cleared

1:50 PM

06/13/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	11/27/2023	5183	Amanda Valentine	November Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5223	Amanda Valentine	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5225	Debby Jones	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5226	John Amery	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
Check	05/31/2024	5227	Larry Russ	May Board Meeting attendance	Checking at Washingto...		Boardmember Incentives	-50.00
<b>Total</b>								<b>-250.00</b>

## Item 5 – Discussion – Water Report

<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>April 2024</b> Gallons Pumped: 174,054 Gallons Sold: 103,030 Gallons Lost: 71,024 <b>Water Loss: 40.81%</b>	<b>Reports late from vendor</b>
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## Item 6 – NWNWS Contract - Discussion/Action

Review / Authorization for Carol to sign a new Northwest Natural Water Services Contract.

## Item 6 – ODA Bilateral Compliance Agreement - Discussion/Action

Review / Authorization for Carol to sign BCA

## Item 7 – Discussion – Nitrate Resolution Plan

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

- John Amery – Late invoice and reports from Hiland
- John Amery – Lower well was turned on
- John Amery – SSL for website
- Larry Russ – Update on Tooley Water District Newsletter
- Larry Russ – ODA followup letter with Siri and Son
- Larry Russ – Nitrate Test history

### 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 – New Business

## Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on July 17, 2024 at 7:00pm.

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

**Meeting Adjourned**