

Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 2/17/25)

Meeting Date: Wednesday, February 19, 2025 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NDIkZTcxZTYtNzBIZC00MDkyLTg2NGQtMjQyZmViZmMxN2Rm%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

Topics

Item 1 - Approval of Board Meeting Agenda.....	2
Item 2 – Approval of Minutes.....	2
Item 3 – Update from Hayley regarding with ODHS OREM	4
Item 4 - Financial Reports – Mr. Amery	4
Copy of current account totals from Washington Federal Website.....	4
Recent Savings Transactions	4
Recent Checking Transactions.....	5
Profit and Loss Budget vs. Actual.....	6
Balance Sheet – Previous year comparison	7
Income and Expense Graph – by Month	8
Maintenance and Repairs – Details.....	9
Item 5 – Discussion – Water Report.....	9
Item 6 – Action – Nitrate Resolution Plan	9
Item 7 – Discussion/Action – General System Updates	10
Item 8 – Discussion – Delinquent Accounts	10
Item 9 - Discussion – Tooley Road Association	10
Item 10 – Budget Committee	10
Item 11 – New Business	10
Item 12 – Discussion – Next Meeting.....	10

Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District November 20, 2024 Board Meeting Meeting held virtually

In Attendance: John Amery, Debby Jones, Larry Russ, Bart Vervloet and Carol Mauser

Guest: Haley Riach

Carol opened the meeting at 7:02

Item 1 - Approval of Agenda: Carol asked for approval of the January agenda. John made a motion to approve. Larry seconded. Motion carried

Item 2 – Approval of November Minutes (there was not a December meeting) Carol asked for approval of the November minutes. Larry made a correction to the minutes, noting that item 6 was the upper well not the reservoir. Larry made a motion to approve the November minutes with the change. John seconded. Motion carried

Item 3 – ODHS OREM Update: Hayley introduced herself and provided an update. The specific ask included reaching out to individual households for a second check-in regarding the following.

1. Identify community members who may want to pause their delivery during the winter months
2. Potentially re-engage with households who initially declined water delivery
3. Determine how water delivery is going and potentially address any questions

The board expressed gratitude for the service and did want to continue. Carol shared appreciation for the services from H2O Oregon.

Item 4 – Financials

- Checking Balance \$17,494.52
- Money Market Balance \$65,367.11

Due to not having a December meeting, the report included two months' worth of reports. Profit and loss report was on track. There was a question regarding a charge for an extra pump which was a replacement from a pump that was purchased and installed and did not match the system. Should the district have to pay for the first pump? Larry will look into the charge.

Item 5 – Discussion – Water Report:

- November Water report – 35.14% loss
- December Water report – 10.92% loss

Item 6 – Discussion – Nitrate Resolution Plan:

- Review Action Plan
- Update from Mr. Amery and Ms. Mauser Regarding Tooley Project Coordination Meetings. John shared updates of the most recent meetings. The majority of the funding sources are federal. One is a state grant but requires a 50/50 match. The hope is to get some of the engineering completed during the current fiscal year.
- Larry updated the board on the letter he received from Shersten stating that they were optimistic regarding the behavior of the nitrates as compared to the Pine Grove well. The hope was that the aquifer could recover if the farming operations were changed. Board discussed various options including Larry requesting more information on soil testing.

Item 7 – Discussion/Action – General System Updates:

- Email from Northwest Natural Water Services: John shared an email that was received from Northwest Natural Water which included the following:
 - Pressure relief valve at reservoir not working – “While testing some other issues I tried testing this valve and it never opened. It has been in place longer than I have been working with the system so I would say it is just time to get it fixed. Because of the configuration, it will require a temporary system shut down. We can re-plumb this with a valve for the future though and make it so it can be changed at will going forward. Regarding the air valve, again, all we can do is wait and see if it shuts itself off. If it does, then there is no rush to replace it and we can make it a standard for whoever goes on site to open the valve and let the tank fill up. If the valve does not shut off, we will need someone to go up to the reservoir and close the valve. We’ll then also need to make a plan to replace it so the pumps aren’t risking damage from short cycling.”
 - Automated air injection valve not working – “I noticed that the booster pumps turned on and turned off after only running for a second while on site. I determined the pressure tanks were low on air. This looks to be caused by the air float valve on the left tank not working. I manually rotated the valve and the air compressor turned on. After spraying some lubricant on the valve it rotated smoothly once it was in the open position but it never rotated from a closed position (as if there was enough air in the tank) to an open position (calling for air) even though the tank was still in need of air. I left the unit in the open position and verified the pump would shut off if we came close to over pressurizing the tanks. At this point, all we can do is wait and see if the valve closes when there is enough air in the tanks. If it doesn’t, what will happen is we’ll start filling up the water line with air and then customers will call saying they have air in their lines. We will then have to manually shut the valve. I would say we need to start looking into a solution to replace this valve as this isn’t the first time we have had this issues in recent memory.”
 - Booster pump hour meters failing to record – “Something has happened that has caused the hour meters for both booster pumps to fail again. I believe it was just 2024 or 2023 that we replaced both meters twice. We’ll need to get an electrician in to troubleshoot why these are failing and see if we can get a solution in place to prevent this going forward.”
- Board agreed to move forward with the work.

Item 8 – Discussion – Delinquent Accounts:

- Majority of accounts were up to date.

Item 9 - Tooley Road Association:

- Debby has yet to connect with an individual within billing at Northwest Water

Item 10: New Business:

- Installation of gate to upper well. John updated the board on a break-in near his property and the lower well. Discussion involved whether a locked gate should be installed. Carol made a motion to approve installation. Debby seconded. John Amery abstained, all approved. Motion carried

Item 11 – Next Meeting:

- Next board meeting is scheduled for February 18, 2024 at 7:00 pm. Meeting adjourned at 9:10

Item 3 – Update from Hayley regarding with ODHS OREM

Seasonal update from Hayley Riach with ODHS

Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 2/17/25

Account Snapshot			⚙️ ×
Checking ↑	Current Balance	Available Balance	☰
Checking (██████)	\$11,858.50	\$11,858.50	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market (██████)	\$65,367.11	\$65,367.11	>

Recent Savings Transactions

No new transactions since last meeting

Recent Checking Transactions

Tooley Water District								2/17/2025 8:59 PM
Register: Checking at Washington Federal								
From 01/13/2025 through 02/17/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/13/2025	5271	S.D.I.S	Accounts Payable	1/1/25 - 12/31/...	2,551.00	X		10,129.50
01/13/2025	5272	NW Natural Water S...	Accounts Payable	Services perfor...	2,709.39	X		7,420.11
01/14/2025			Water Revenue:Water ...	Deposit		X	4,344.07	11,764.18
01/20/2025			Interest Income	Interest		X	3.92	11,768.10
01/31/2025	5273	Bart Vervloet	Personal Services:Boar...	January Board ...	50.00			11,718.10
01/31/2025	5274	Carol Mauser	Personal Services:Boar...	January Board ...	50.00			11,668.10
01/31/2025	5275	Debby Jones	Personal Services:Boar...	January Board ...	50.00			11,618.10
01/31/2025	5276	John Amery	Personal Services:Boar...	January Board ...	50.00			11,568.10
01/31/2025	5277	Larry Russ	Personal Services:Boar...	January Board ...	50.00			11,518.10
01/31/2025	5278	Hire Electric	Accounts Payable		160.91	X		11,357.19
01/31/2025	5279	NW Natural Water S...	Accounts Payable	Services provid...	3,604.24			7,752.95
02/11/2025	5280	GSI Water Solutions	Accounts Payable	Professional Se...	892.50			6,860.45

Profit and Loss Budget vs. Actual

8:33 PM

02/17/25

Accrual Basis

Tooley Water District Profit & Loss Budget Performance January 2025

	Jan 25	Budget	% of Bu...	Jul '24 - Jan 25	YTD Budget	% of Bu...	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			7,500.00			
Water Revenue							
Water Sales	4,344.07	4,009.93	108.3%	32,016.46	33,526.40	95.5%	54,299.00
Total Water Revenue	4,344.07	4,009.93	108.3%	32,016.46	33,526.40	95.5%	54,299.00
Total Income	4,344.07	4,009.93	108.3%	39,516.46	33,526.40	117.9%	54,299.00
Expense							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Materials and Services							
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	832.92
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees	0.00	0.00	0.0%	331.47	146.90	225.6%	1,200.00
Grant Bridgegap Loan Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	0.00	0.0%	80,000.00
Legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance							
Equipment Breakdown Coverage	150.00	0.00	100.0%	150.00	0.00	100.0%	150.00
Excess Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	207.00
General Liability	1,590.00	0.00	100.0%	1,590.00	0.00	100.0%	1,111.00
Hired Auto Physical Damage Prop	616.00			616.00			
N/O Auto Liability	195.00			195.00	0.00	100.0%	0.00
Non-Owned Auto Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	175.00
Property	0.00	0.00	0.0%	0.00	0.00	0.0%	497.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	405.85
Total Liability Insurance	2,551.00	0.00	100.0%	2,551.00	0.00	100.0%	2,545.85
Maintenance and Repairs	1,216.89	916.66	132.8%	5,921.58	6,416.62	92.3%	11,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
Office Supplies	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Disconnect Fee	0.00	25.00	0.0%	0.00	175.00	0.0%	300.00
NNW Base Maintenance Fee	1,850.00	1,850.00	100.0%	11,100.00	12,950.00	85.7%	22,200.00
NNW Billing base fee	500.00	500.00	100.0%	5,350.00	3,500.00	152.9%	6,000.00
NWCPUD Power Fees	198.26			1,300.31			
Total Operating Expenses	2,548.26	2,375.00	107.3%	17,750.31	16,625.00	106.8%	28,600.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	6,316.15	3,291.66	191.9%	26,554.36	23,188.52	114.5%	131,918.77
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,200.00	1,750.00	68.8%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00			218.00	400.00	54.5%	400.00
Meeting Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	722.84
Total Personal Services	250.00	250.00	100.0%	1,418.00	2,150.00	66.0%	4,572.84
Total Expense	6,566.15	3,541.66	185.4%	27,972.36	25,338.52	110.4%	141,491.61
Net Ordinary Income	-2,222.08	468.27	-474.5%	11,544.10	8,187.88	141.0%	-87,192.61
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	80,000.00
Interest Income	3.92	20.00	19.6%	279.64	140.00	199.7%	250.00
Total Other Income	3.92	20.00	19.6%	279.64	140.00	199.7%	80,250.00
Net Other Income	3.92	20.00	19.6%	279.64	140.00	199.7%	80,250.00
Net Income	-2,218.16	488.27	-454.3%	11,823.74	8,327.88	142.0%	-6,942.61

Balance Sheet – Previous year comparison

9:00 PM

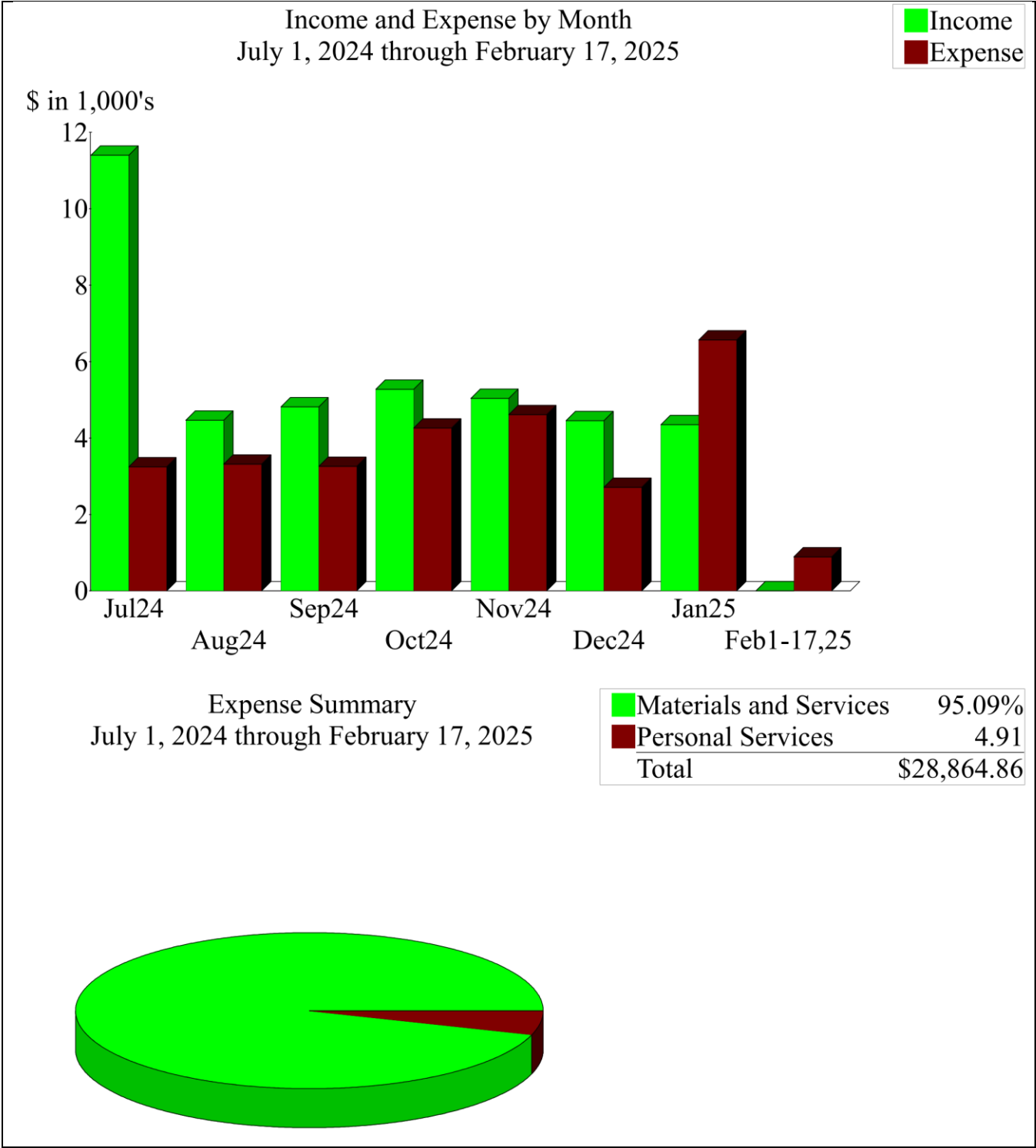
02/17/25

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of February 17, 2025

	Feb 17, 25	Feb 17, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	6,860.45	9,430.02	-2,569.57	-27.3%
Savings at Washington Federal	65,367.11	50,404.24	14,962.87	29.7%
Total Checking/Savings	72,227.56	59,834.26	12,393.30	20.7%
Total Current Assets	72,227.56	59,834.26	12,393.30	20.7%
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	180,300.00	180,300.00	0.00	0.0%
TOTAL ASSETS	252,527.56	240,134.26	12,393.30	5.2%
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	41,740.88	30,045.54	11,695.34	38.9%
Net Income	10,931.24	10,233.28	697.96	6.8%
Total Equity	252,527.56	240,134.26	12,393.30	5.2%
TOTAL LIABILITIES & EQUITY	252,527.56	240,134.26	12,393.30	5.2%

Income and Expense Graph – by Month



Maintenance and Repairs – Details

8:32 PM		Tooley Water District			
02/17/25		Maintenance and Repairs details			
Accrual Basis		July 2024 through June 2025			
Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
07/31/2024	3536	20240724 repairs	Curtis Olson - Coordinated meter changeout, coordinated meter box changeout.	27.75	27.75
07/31/2024	3536	20240724 repairs	Travis Mongar - Meter box changeout, meter changeout.	126.00	153.75
07/31/2024	3536	20240628 Sample	06/28/2024 Alexin Analytical - Nitrate samples.	70.00	223.75
07/31/2024	3536	20240630	06/26/2024 Sensaphone - Annual subscription renewal	299.40	523.15
07/31/2024	3536	20240725 sample	07/25/2024 Alexin Analytical - 1 nitrate sample, 2 coliform samples	85.00	608.15
07/31/2024	3536	NW Natural Water Services, LLC	10% markup of items purchased	45.44	653.59
08/31/2024	4051	20240807 Maintenance	Robert Trotter - Repaired chlorine injector.	45.50	699.09
08/31/2024	4051	20240807 Maintenance	Jessica Perryman - Nitrate exceedance PN update	14.50	713.59
08/31/2024	4051	20240826 tests	Alexin Analytical - 2 nitrate samples, 2 coliforms	120.00	833.59
08/31/2024	4051	NW Natural Water Services, LLC	10% Markup	60.15	893.74
09/30/2024	4325	NW Natural Water Services, LLC	Northern Wasco County	237.96	1,131.70
09/30/2024	4325	NW Natural Water Services, LLC	qty(2) Nitrate Tests	70.00	1,201.70
09/30/2024	4325	NW Natural Water Services, LLC	10% markup	30.80	1,232.50
10/31/2024	4607	20241001 Repairs	Curtis Olson - Created LSLI list of addresses for Alex.	55.50	1,288.00
10/31/2024	4607	20241002 Repairs	Alex Victor - LSLI work in system.	106.50	1,394.50
10/31/2024	4607	20241030 Repairs	Alex Victor - Troubleshoot chlorine and VFD, new LMI pump.	106.50	1,501.00
10/31/2024	4607	20241022 Tests	Alexin Analytical - 2 nitrate samples, lead and copper, coliform 2x	205.00	1,706.00
10/31/2024	4607	20241030 Repairs	LMI Pump	811.64	2,517.64
10/31/2024	4607	202410xx Markup	Markup -10%	122.92	2,640.56
11/30/2024	4878	20241105	Mel Olson - Changed out chlorine pump and installed 200 PSI pressure gauge.	721.50	3,362.06
11/30/2024	4878	20241105	Mileage	138.02	3,500.08
11/30/2024	4878	20241001 Repairs	LMI Pump	631.76	4,131.84
11/30/2024	4878	20241105	200 PSI pressure gauge	117.47	4,249.31
11/30/2024	4878	20241105	Ace Hardware - Steel elbow	8.78	4,258.09
11/30/2024	4878	NW Natural Water Services, LLC	Alexin Analytical - two lead and copper, one nitrate, and one routine coliform samples.	140.00	4,398.09
11/30/2024	4878	NW Natural Water Services, LLC	OHA Cashier - Cross connection annual fee	30.00	4,428.09
11/30/2024	4878	NW Natural Water Services, LLC	Markup - 10%	113.93	4,542.02
12/31/2024	5147	NW Natural Water Services, LLC	Alexin Analytical - 3x nitrates, coliform.	130.00	4,672.02
12/31/2024	5147	NW Natural Water Services, LLC	10% Markup	32.67	4,704.69
01/31/2025	616947	20250121	TROUBLESHOOT HOUR METERS NOT WORKING. CHECKED HOUR	160.91	4,865.60
01/31/2025	5692	20250113	Robert Trotter - Responded to board about costs on projects, researched solution to pressure tan...	91.00	4,956.60
01/31/2025	5692	20250120	Robert Trotter - Emergency response, coordinated emergency response to low/no pressure in system.	81.75	5,038.35
01/31/2025	5692	20250120	Justice Smith - Emergency response, troubleshoot low pressure in system. Determined issue was ca...	418.00	5,456.35
01/31/2025	5692	20250120	Mileage	148.40	5,604.75
01/31/2025	5692	20250120	Service Truck	137.50	5,742.25
01/31/2025	5692	20250130	Alexin Analytical - 3x nitrates, coliform.	145.00	5,887.25
01/31/2025	5692	NW Natural Water Services, LLC	Markup -10%	34.33	5,921.58
Total Maintenance and Repairs				5,921.58	5,921.58
Total Materials and Services				5,921.58	5,921.58
TOTAL				5,921.58	5,921.58

Item 5 – Discussion – Water Report

September 2024 Gallons Pumped: 442,062 Gallons Sold: 371,094 Gallons Lost: 70,968 Water Loss: 16.05%	October 2024 Gallons Pumped: 214,650 Gallons Sold: 191,477 Gallons Lost: 23,173 Water Loss: 10.8%	November 2024 Gallons Pumped: 252,770 Gallons Sold: 163,951 Gallons Lost: 88,819 Water Loss: 35.14%	January 2025 Gallons Pumped: 199,276 Gallons Sold: 122,540 Gallons Lost: 76.736 Water Loss: 38.51%
--	---	---	--

Item 6 – Action – Nitrate Resolution Plan

- *OHA Agreement signed on 6/20/24 by OHA.*
- *OHA Bilateral Compliance Agreement submitted to OHA on 9/19/24*
- Review the Action Plan
- Update from Mr. Amery and Ms. Mauser Regarding Tooley Project Coordination Meetings

Item 7 – Discussion/Action – General System Updates

- Mr. Russ – System Updates
 - Double charge on the LMI
 - Conversation with Paul Measles of Oregon Dept of Ag

Item 8 – Discussion – Delinquent Accounts

Item 9 - Discussion – Tooley Road Association

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

Item 10 – Budget Committee

Position 3 – Jeff Radford and Position 4 - Jovonne Lentz expired.

Item 11 – New Business

Item 12 – Discussion – Next Meeting

Discussion regarding whether to have the next board meeting on March 19, 2024 at 7:00pm.

For virtual access – contact johnamery@tooleywater.org or 541-340-0032.

Meeting Adjourned