

# Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 4/14/25)

Meeting Date: Wednesday, April 16, 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](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

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## Item 1 - Approval of Board Meeting Agenda

## Item 2 – Approval of Minutes

Tooley Water District  
March 19, 2025 Board Meeting  
Meeting Held Virtually

In Attendance: John Amery, Larry Russ, Debby Jones and Bart Vervolet  
Guests:

Larry Russ conducted the meeting in the excused absence of Chair Carol Mauser.

John opened the meeting at 7:02 PM

Item 1- Approval of Agenda: Larry asked for approval of the March agenda. Bart moved, John seconded. Motion passed

Item 2- Approval of Minutes: Larry asked for approval of the February minutes  
Bart moved to accept, John seconded. Motion passed

Item 3 – ODHS OREM Update: No update

Item 4 – Financial Reports

Checking account Balance	\$16,241.21
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Money Market Balance	\$65,367.11
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John provided the financial reports. Revenue is on track. There is a possibility that the rate hike may have been one month late in updating which caused revenue to be slightly under projection, however new customers have come onboard and increased initial projections. Repairs and maintenance charges were discussed. Mileage charges have for Northwest water have increased. John shared that the line item for material and services was slightly over projects. This is due to new fees from Northwest Water and NWCPUD fees. These fees will have to be calculated for next year's budget. It does not appear that the refund for the Chlorinator has been received from NWW. Reports indicated that the chlorine levels have been erratic. Larry will check with NWW.

Item 5 – Discussion - Water Report: 16.63%

Item 6 – Discussion Nitrate Resolution Plan: Preliminary costs are higher than hoped. John continues to work with the team on options. One of those options include a CBG grant that MCED may be able to assist with. This would involve an approach other than a new well. Board members discussed several options and agreed to continue looking for additional solutions.

Item 7 – Discussion/Action – General System Updates: No updates

Item 8 – Delinquent Accounts: Accounts up to date

Item 9 – Tooley Road Association: No update

Item 10 – New Business: Board discussed district owned property

Next Meeting: Wednesday, April 16

Meeting Adjourned 8:32 PM







### 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 4/14/25*

Account Snapshot  			
Checking ↑	Current Balance	Available Balance	
Checking (██████████)	\$12,833.61	\$12,833.61	
Money Market ↓	Current Balance	Available Balance	
Money Market (██████████)	\$65,496.18	\$65,496.18	

## Recent Savings Transactions

Tooley Water District								4/14/2025 9:12 PM
Register: Savings at Washington Federal								
From 03/18/2025 through 04/14/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2025			Interest Income	Interest		X	129.07	65,496.18

## Recent Checking Transactions

Tooley Water District								4/14/2025 9:11 PM
Register: Checking at Washington Federal								
From 03/18/2025 through 04/14/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/20/2025			Interest Income	Interest		X	2.66	12,482.30
03/31/2025	5287	Bart Vervloet	Personal Services:Boar...	March Board ...	50.00			12,432.30
03/31/2025	5289	Debby Jones	Personal Services:Boar...	March Board ...	50.00			12,382.30
03/31/2025	5290	John Amery	Personal Services:Boar...	March Board ...	50.00			12,332.30
03/31/2025	5291	Larry Russ	Personal Services:Boar...	March Board ...	50.00			12,282.30
03/31/2025	5292	NW Natural Water S...	Accounts Payable		2,768.67			9,513.63
04/14/2025	5293	John Amery	Materials and Services:...	Reimbursement...	79.99			9,433.64

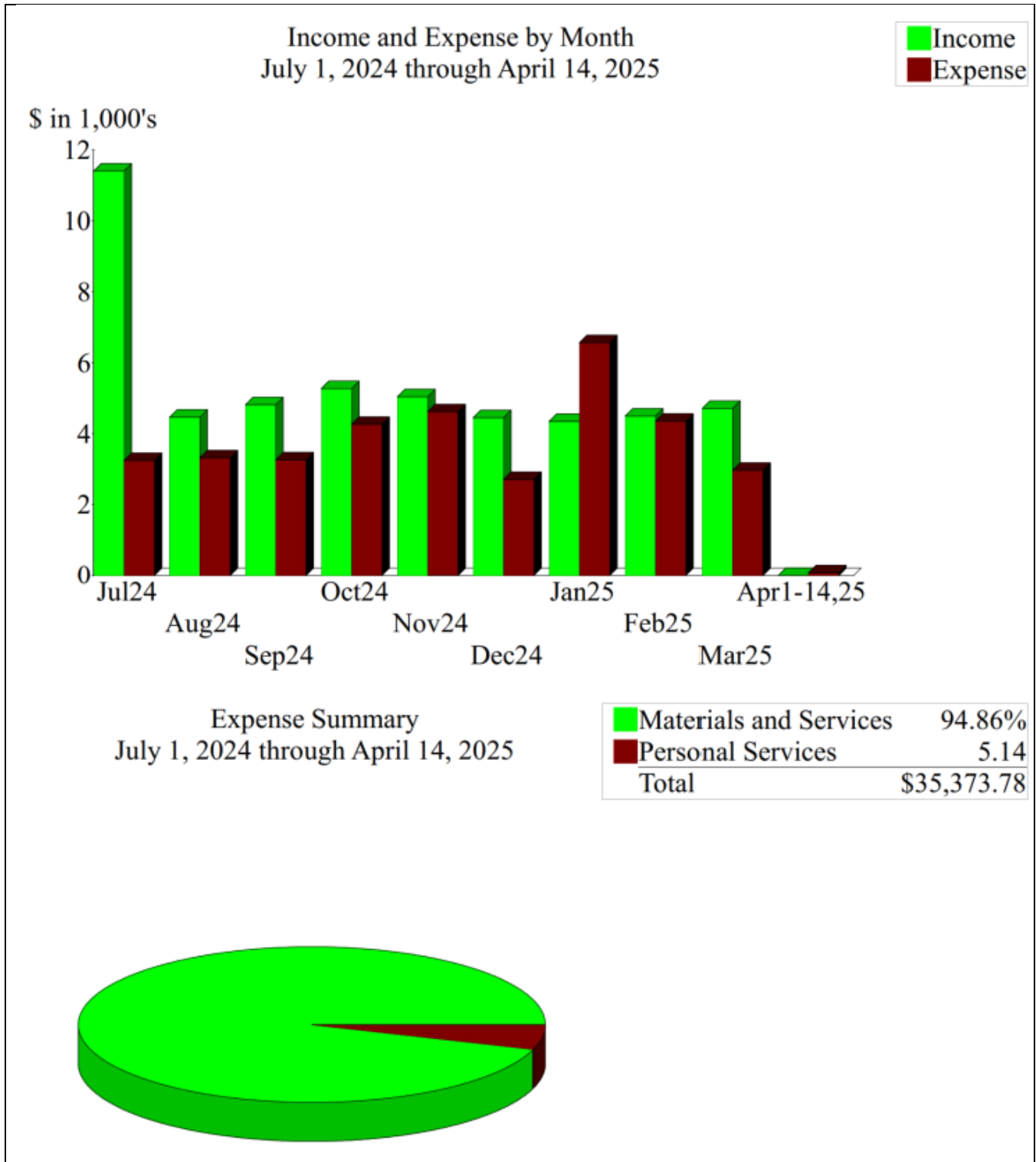
## Profit and Loss Budget vs. Actual

<div> <div>9:17 PM</div> <div>04/14/25</div> <div>Accrual Basis</div> </div> <div style="text-align: center;"> <b>Tooley Water District</b>  <b>Profit &amp; Loss Budget Performance</b>  <b>March 2025</b> </div>							
	Mar 25	Budget	% of Budget	Jul '24 - Mar 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg. Income	0.00			7,500.00			
Water Revenue							
Water Sales	4,582.98	3,989.71	114.9%	41,092.84	41,397.23	99.3%	54,299.00
Total Water Revenue	4,582.98	3,989.71	114.9%	41,092.84	41,397.23	99.3%	54,299.00
Total Income	4,582.98	3,989.71	114.9%	48,592.84	41,397.23	117.4%	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	453.21	73.1%	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	20,000.00	0.0%	0.00	20,000.00	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	0.00	0.00	0.0%	150.00	150.00	100.0%	150.00
Excess Liability	0.00	0.00	0.0%	0.00	207.00	0.0%	207.00
General Liability	0.00	0.00	0.0%	1,590.00	1,111.00	143.1%	1,111.00
Hired Auto Physical Damage Prop	0.00			616.00			
N/O Auto Liability	0.00			195.00	0.00	100.0%	0.00
Non-Owned Auto Liability	0.00	0.00	0.0%	0.00	175.00	0.0%	175.00
Property	0.00	0.00	0.0%	0.00	497.00	0.0%	497.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	405.85
Total Liability Insurance	0.00	0.00	0.0%	2,551.00	2,140.00	119.2%	2,545.85
Maintenance and Repairs	221.81	916.66	24.2%	6,840.63	8,249.94	82.9%	11,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
Office Supplies	0.00	50.00	0.0%	0.00	50.00	0.0%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	50.00	0.0%	0.00	50.00	0.0%	100.00
Disconnect Fee	0.00	25.00	0.0%	0.00	225.00	0.0%	300.00
NNW Base Maintenance Fee	1,850.00	1,850.00	100.0%	12,950.00	16,650.00	77.8%	22,200.00
NNW Billing base fee	500.00	500.00	100.0%	8,200.00	4,500.00	182.2%	6,000.00
NWCPUD Power Fees	196.86			1,710.19			
Total Operating Expenses	2,546.86	2,425.00	105.0%	22,860.19	21,425.00	106.7%	28,600.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Water Rights	0.00			892.50			
Total Materials and Services	2,768.67	23,391.66	11.8%	33,475.79	52,318.15	64.0%	131,918.77
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	1,600.00	2,250.00	71.1%	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	200.00	250.00	80.0%	1,818.00	2,650.00	68.6%	4,572.84
Total Expense	2,968.67	23,641.66	12.6%	35,293.79	54,968.15	64.2%	141,491.61
Net Ordinary Income	1,614.31	-19,651.95	-8.2%	13,299.05	-13,570.92	-98.0%	-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	131.73	20.00	658.7%	414.44	180.00	230.2%	250.00
Total Other Income	131.73	20.00	658.7%	414.44	180.00	230.2%	80,250.00
Net Other Income	131.73	20.00	658.7%	414.44	180.00	230.2%	80,250.00
Net Income	1,746.04	-19,631.95	-8.9%	13,713.49	-13,390.92	-102.4%	-6,942.61

## Balance Sheet – Previous year comparison

9:13 PM		<b>Tooley Water District</b>			
04/14/25		<b>Balance Sheet Prev Year Comparison</b>			
Accrual Basis		<b>As of April 14, 2025</b>			
		Apr 14, 25	Apr 14, 24	\$ Change	% Change
<b>ASSETS</b>					
Current Assets					
Checking/Savings					
Checking at Washington Federal		9,433.64	7,675.48	1,758.16	22.9%
Savings at Washington Federal		65,496.18	50,504.60	14,991.58	29.7%
Total Checking/Savings		74,929.82	58,180.08	16,749.74	28.8%
Total Current Assets		74,929.82	58,180.08	16,749.74	28.8%
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%
<b>TOTAL ASSETS</b>		<b>255,229.82</b>	<b>238,480.08</b>	<b>16,749.74</b>	<b>7.0%</b>
<b>LIABILITIES &amp; EQUITY</b>					
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		13,633.50	8,579.10	5,054.40	58.9%
Total Equity		255,229.82	238,480.08	16,749.74	7.0%
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>255,229.82</b>	<b>238,480.08</b>	<b>16,749.74</b>	<b>7.0%</b>

## Income and Expense Graph – by Month



## Checks that haven't cleared

9:19 PM

04/14/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill Pmt -Check	10/13/2024	5252	Government Ethics Commission	FY 2024-2025 Dues	Checking at ...		Accounts Payable	-151.31
Check	11/30/2024	5263	Debby Jones	November Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	01/31/2025	5275	Debby Jones	January Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	02/28/2025	5283	John Amery	October Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	02/28/2025	5284	Larry Russ	October Board Meeting attendance	Checking at ...		Boardmember Incentives	-50.00
Check	03/31/2025	5287	Bart Vervloet	March Board Meeting Attendance	Checking at ...		Boardmember Incentives	-50.00
Check	03/31/2025	5289	Debby Jones	March Board Meeting Attendance	Checking at ...		Boardmember Incentives	-50.00
Check	03/31/2025	5290	John Amery	March Board Meeting Attendance	Checking at ...		Boardmember Incentives	-50.00
Check	03/31/2025	5291	Larry Russ	March Board Meeting Attendance	Checking at ...		Boardmember Incentives	-50.00
Bill Pmt -Check	03/31/2025	5292	NW Natural Water Services, LLC		Checking at ...		Accounts Payable	-2,768.67
Check	04/14/2025	5293	John Amery	Reimbursement for SSL Certificate Dom...	Checking at ...		Computer and Internet ...	-79.99
<b>Total</b>								<b>-3,399.97</b>



## Maintenance and Repairs – Details

9:15 PM

04/14/25

Accrual Basis

### Tooley Water District Maintenance and Repairs details July 2024 through June 2025

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
07/31/2024	3536	20240724 repairs	Curtis Olson - Coordinated meter changeout, coordinated meter ...	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 samp...	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 p...	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 - Street 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 rou...	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. CHECK...	160.91	4,865.60
01/31/2025	5692	20250113	Robert Trotter - Responded to board about costs on projects, re...	91.00	4,956.60
01/31/2025	5692	20250120	Robert Trotter - Emergency response, coordinated emergency r...	81.75	5,038.35
01/31/2025	5692	20250120	Justice Smith - Emergency response, troubleshoot low pressure...	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
02/28/2025	5949	2/28/25 repairs	2/19/2025 Fred Meyer - distilled water	4.49	5,926.07
02/28/2025	5949	2/28/25 repairs	Alexin Analytical - 2x nitrates, 3 conforms	155.00	6,081.07
02/28/2025	5949	2/28/25 repairs	10% markup	37.25	6,118.32
02/28/2025	5949	2/25/25 Repairs	Brian Kimball - Rebuilt and recalibrated chlorine sensor.	346.50	6,464.82
02/28/2025	5949	2/25/25 Repairs	Mileage	154.00	6,618.82
03/31/2025	6213	NW Natural Water Services, LLC	5 gallons chlorine	18.75	6,637.57
03/31/2025	6213	NW Natural Water Services, LLC	Alexin Analytical - 2x nitrates, coliform, 2x source assessments	165.00	6,802.57
03/31/2025	6213	NW Natural Water Services, LLC	Markup 10%	38.06	6,840.63
Total Maintenance and Repairs				6,840.63	6,840.63
Total Materials and Services				6,840.63	6,840.63
<b>TOTAL</b>				<b>6,840.63</b>	<b>6,840.63</b>

## Item 5 – Discussion – Water Report

<b>November 2024</b> Gallons Pumped: 252,770 Gallons Sold: 163,951 Gallons Lost: 88,819 <b>Water Loss: 35.14%</b>	<b>January 2025</b> Gallons Pumped: 199,276 Gallons Sold: 122,540 Gallons Lost: 76,736 <b>Water Loss: 38.51%</b>	<b>February 2025</b> Gallons Pumped: 113,092 Gallons Sold: 94,280 Gallons Lost: 18,812 <b>Water Loss: 16.63%</b>	<b>March 2025</b> Gallons Pumped: 119,330 Gallons Sold: 75,500 Gallons Lost: 43,830 <b>Water Loss: 37.73%</b>
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## 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*
- Updates from Mr. Amery
- Updates from Mr. Vervolet

## Item 7 – Discussion/Action – General System Updates

- Mr. Russ – System Updates
  - Double charge on the LMI

## Item 8 – Discussion – Delinquent Accounts

## Item 9 – NWCPUD – Discussion

## Item 10 – NWNWS Contract – Discussion

## Item 11 - Discussion – Tooley Road Association

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

## Item 12 – New Business


## Item 13 – Discussion – Reimbursements

DomainsPricedRight processed Tooley's SSL Certificate on Mr. Amery's personal card instead of

Tooley's Credit Card. Mr. Amery is requesting reimbursement for the below invoice.

4/14/25, 8:40 PM

My Account | Billing



SUPPORT: (480) 624-2500

Receipt

No 3680104140

DATE:

3/31/2025

CUSTOMER #:

BILL TO:

John Amery  
PO Box 1543,  
The Dalles, Oregon 97058,  
United States  
Aristo Networks  
5413400032

PAYMENT:

Visa \*\*\*\* 7706

\$79.99

Previous Balance

\$79.99

Received Payment

(\$79.99)

Balance Due (USD)

\$0.00

Term	Product	Amount
1 yr	Standard SSL Renewal tooleywater.org	\$79.99
Total (USD)		\$79.99

about:blank

1/2

4/14/25, 8:40 PM

My Account | Billing

REFERENCE

Taxes

\$0.00

Wild West Domains, LLC  
2150 E Warner Rd,  
Tempe, Arizona 85284,  
United States

\$0.00

Fees

\$0.00

[Universal Terms of Service](#)

## **Item 14 – Discussion – Next years budget**

Discussion regarding next years budet.

## **Item 15 – Discussion – Next Meeting**

Discussion regarding whether to have the next board meeting on May 21, 2024 at 7:00pm.

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

**Meeting Adjourned**