

Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 5/18/25)

Meeting Date: Wednesday, May 21, 2025 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NDIkZTcxZTYtNzBIZC00MDkyLTg2NGQzMjQyZmViZmMxN2Rm%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

Item 3 – Update from Hayley regarding with ODHS OREM

Placeholder for 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 5/18/25

Account Snapshot				⚙	×
Checking ↓		Current Balance	Available Balance	☰	
Checking [REDACTED]		\$18,677.16	\$18,677.16	>	
Money Market ↓		Current Balance	Available Balance	☰	
Money Marke [REDACTED]		\$65,496.18	\$65,496.18	>	

Recent Savings Transactions

No new transactions

Recent Checking Transactions

Tooley Water District								5/18/2025 5:01 PM
Register: Checking at Washington Federal								
From 04/14/2025 through 05/18/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/14/2025	5293	John Amery	Materials and Services:...	Reimbursement...	79.99			9,433.64
04/18/2025			Water Revenue:Water ...	Deposit		X	3,421.36	12,855.00
04/20/2025			Interest Income	Interest		X	3.23	12,858.23
04/30/2025	5294	Bart Vervloet	Personal Services:Boar...	April Board M...	50.00			12,808.23
04/30/2025	5295	Carol Mauser	Personal Services:Boar...	April Board M...	50.00			12,758.23
04/30/2025	5296	Debby Jones	Personal Services:Boar...	April Board M...	50.00			12,708.23
04/30/2025	5297	John Amery	Personal Services:Boar...	April Board M...	50.00			12,658.23
04/30/2025	5298	Larry Russ	Personal Services:Boar...	April Board M...	50.00			12,608.23
04/30/2025	5299	NW Natural Water S...	Accounts Payable	Services perfor...	1,640.43			10,967.80
05/16/2025			Water Revenue:Water ...	Deposit		X	5,437.63	16,405.43

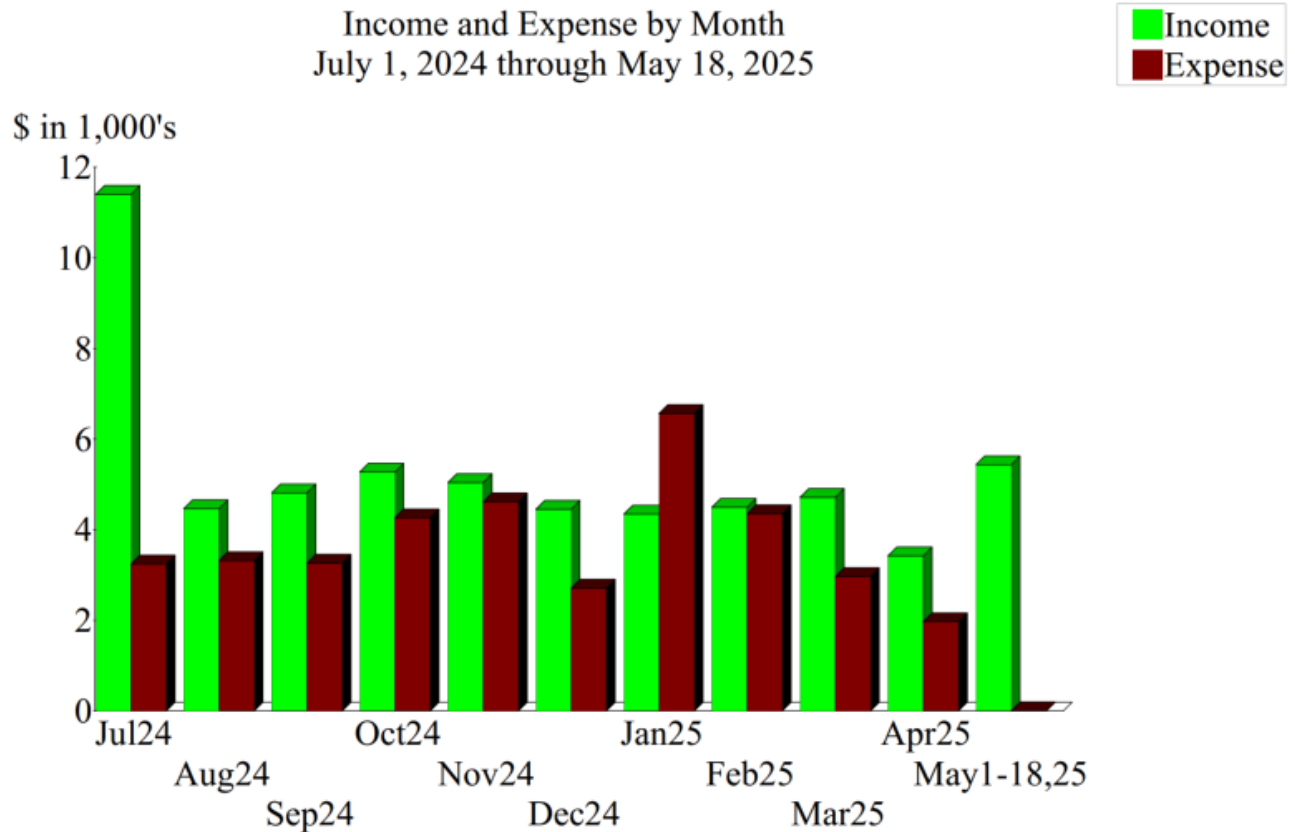
Profit and Loss Budget vs. Actual

5:04 PM		Tooley Water District					
05/18/25		Profit & Loss Budget Performance					
Accrual Basis		April 2025					
	Apr 25	Budget	% of Budget	Jul '24 - Apr 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			7,500.00			
Water Revenue							
Water Sales	3,421.36	4,155.18	82.3%	44,514.20	45,552.41	97.7%	54,299.00
Total Water Revenue	3,421.36	4,155.18	82.3%	44,514.20	45,552.41	97.7%	54,299.00
Total Income	3,421.36	4,155.18	82.3%	52,014.20	45,552.41	114.2%	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	79.99	228.00	35.1%	79.99	228.00	35.1%	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	40,000.00	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	-1,250.32	916.66	-136.4%	5,590.31	9,166.60	61.0%	11,000.00
Network Monitoring Maintenance	329.34	340.00	96.9%	329.34	340.00	96.9%	340.00
Office Supplies	0.00	0.00	0.0%	0.00	50.00	0.0%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	0.00	0.0%	0.00	50.00	0.0%	100.00
Disconnect Fee	0.00	25.00	0.0%	0.00	250.00	0.0%	300.00
NNW Base Maintenance Fee	1,850.00	1,850.00	100.0%	18,500.00	18,500.00	100.0%	22,200.00
NNW Billing base fee	500.00	500.00	100.0%	5,000.00	5,000.00	100.0%	6,000.00
NWCPU Power Fees	211.41			1,921.60			
Total Operating Expenses	2,561.41	2,375.00	107.8%	25,421.60	23,800.00	106.8%	28,600.00
Postage and Delivery	0.00	50.00	0.0%	0.00	50.00	0.0%	100.00
Water Rights	0.00			892.50			
Total Materials and Services	1,720.42	23,909.66	7.2%	35,196.21	76,227.81	46.2%	131,918.77
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,850.00	2,500.00	74.0%	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%	2,068.00	2,900.00	71.3%	4,572.84
Total Expense	1,970.42	24,159.66	8.2%	37,264.21	79,127.81	47.1%	141,491.61
Net Ordinary Income	1,450.94	-20,004.48	-7.3%	14,749.99	-33,575.40	-43.9%	-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	3.23	20.00	16.2%	417.67	200.00	208.8%	250.00
Total Other Income	3.23	20.00	16.2%	417.67	200.00	208.8%	80,250.00
Net Other Income	3.23	20.00	16.2%	417.67	200.00	208.8%	80,250.00
Net Income	1,454.17	-19,984.48	-7.3%	15,167.66	-33,375.40	-45.4%	-6,942.61

Balance Sheet – Previous year comparison

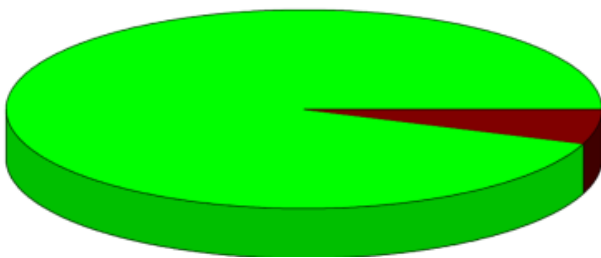
5:02 PM		Tooley Water District			
05/18/25		Balance Sheet Prev Year Comparison			
Accrual Basis		As of May 18, 2025			
		May 18, 25	May 18, 24	\$ Change	% Change
ASSETS					
Current Assets					
Checking/Savings					
Checking at Washington Federal		16,405.43	12,522.24	3,883.19	31.0%
Savings at Washington Federal		65,496.18	50,504.60	14,991.58	29.7%
Total Checking/Savings		81,901.61	63,026.84	18,874.77	30.0%
Total Current Assets		81,901.61	63,026.84	18,874.77	30.0%
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		262,201.61	243,326.84	18,874.77	7.8%
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		20,605.29	13,425.86	7,179.43	53.5%
Total Equity		262,201.61	243,326.84	18,874.77	7.8%
TOTAL LIABILITIES & EQUITY		262,201.61	243,326.84	18,874.77	7.8%

Income and Expense Graph – by Month



Expense Summary July 1, 2024 through May 18, 2025

■	Materials and Services	94.45%
■	Personal Services	5.55
	Total	\$37,264.21



Maintenance and Repairs – Details

5:02 PM

05/18/25

Accrual Basis

Tooley Water District Maintenance and Repairs details 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,co...	27.75	27.75
07/31/2024	3536	20240724 repairs	Travis Mongar - Meter box changeout, meter c...	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 ...	299.40	523.15
07/31/2024	3536	20240725 sample	07/25/2024 Alexin Analytical - 1 nitrate sample,...	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 up...	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 fo...	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, n...	106.50	1,501.00
10/31/2024	4607	20241022 Tests	Alexin Analytical - 2 nitrate samples, lead and c...	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 in...	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 nit...	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	6169...	20250121	TROUBLESHOOT HOUR METERS NOT WO...	160.91	4,865.60
01/31/2025	5692	20250113	Robert Trotter - Responded to board about cos...	91.00	4,956.60
01/31/2025	5692	20250120	Robert Trotter - Emergency response, coordina...	81.75	5,038.35
01/31/2025	5692	20250120	Justice Smith - Emergency response, troublesh...	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 chlorin...	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 sour...	165.00	6,802.57
03/31/2025	6213	NW Natural Water Services, LLC	Markup 10%	38.06	6,840.63
04/30/2025	6478	NW Natural Water Services, LLC	Alexin Analytical - 2x nitrates, coliform, special ...	135.00	6,975.63
04/30/2025	6478	NW Natural Water Services, LLC	4/2/2025 Home Depot - Supplies for rounds visit.	60.11	7,035.74
04/30/2025	6478	NW Natural Water Services, LLC	10% markup of remaining items	19.51	7,055.25
04/30/2025	6478	NW Natural Water Services, LLC	credit	-1,464.94	5,590.31
Total Maintenance and Repairs				5,590.31	5,590.31
Total Materials and Services				5,590.31	5,590.31
TOTAL				5,590.31	5,590.31

Item 5 – Discussion – Water Report

January 2025 Gallons Pumped: 199,276 Gallons Sold: 122,540 Gallons Lost: 76,736 Water Loss: 38.51%	February 2025 Gallons Pumped: 113,092 Gallons Sold: 94,280 Gallons Lost: 18,812 Water Loss: 16.63%	March 2025 Gallons Pumped: 119,330 Gallons Sold: 75,500 Gallons Lost: 43,830 Water Loss: 37.73%	April 2025 Gallons Pumped: 139,366 Gallons Sold: 77,540 Gallons Lost: 61,826 Water Loss: 44.36%
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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 – 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 or 541-340-0032.

Meeting Adjourned