

Tooley Water Hearing and District Board Meeting Agenda

Version 1.1 (updated 6/15/25)

Meeting Date: Wednesday, June 18, 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 - Financial Reports – Mr. Amery	3
Copy of current account totals from Washington Federal Website.....	3
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 4 – Discussion – Water Report.....	10
Item 5 – Bottled Water Update	10
Item 6 – Action – Nitrate Resolution Plan	10
Item 7 – Discussion – General Fire impact discussion	10
Item 8 – Discussion/Action – General System Updates	10
Item 9 – Discussion – Delinquent Accounts	10
Item 10 – NWCPUD – Discussion.....	10
Item 11 – NWNWS Contract – Action.....	10
Item 12 - Discussion – Tooley Road Association	10
Item 13 – New Business	11
Item 14 – Discussion – Next Meeting.....	11

Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District
May 21, 2025 Board Meeting
Meeting Held Virtually 7 pm

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

Bart offered to chair the meeting in the absence of chair Mauser

Bart opened the meeting at 7:05 PM

Item 1- Approval of Agenda: Bart asked for approval of the May agenda. John moved to approve the May agenda. Larry Seconded. Motion passed.

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

Item 3 – ODHS OREM Update: John and Larry updated the board on the water delivery system. The previous MOU was no longer valid. The new IGA is different from what was previously described. Previously there was not a cap on the amount of water. There is now a cap and in the past Tooley Water District, members have surpassed those cap amounts. These amounts may have been higher due to initial deposits on the bottles. Larry felt that guidelines are needed that may include a cap on the amount of water a household has delivered. In addition, there may be an option to increase the cap on the total dollar amount of water allocated. There may be a need to request legal support on the issue. Larry's main concern is to ensure customers have clean drinking water. The board agreed that water delivery should be only when the second well is turned on and not during the time where the offending well is not in use. Members were in favor of holding an additional board member in 2 weeks, June 4.

Larry made a motion to authorize John to further negotiate the terms with ODHS OREM and sign documents as necessary. Bart Seconded. Motion passed

Item 4 – Financial Reports

Checking account Balance	\$18,677.16
Money Market Balance	\$65,496.18

John provided the financial reports. Revenue is higher than this same time last year. Expenses are on track.

Item 5 - Water Report: 44.36% Board members expressed concerns on the fact that there was almost half as much water lost as was sold. The discussion of having individual lines pressurized to test for leaks by Northwest Water. Larry offered to call and ask about the zero readings on the meters.

Item 6 – Discussion Nitrate Resolution Plan:

- Bart is still waiting for a call back from the Gorge Commission

- John shared a brief update regarding the previously sent email on the engineering estimates. The initial thoughts is that the amount most likely is higher than what the financial abilities of Tooley Water District customers. Funds would need to be found for both a feasibility study as well as engineering. Board also discussed the option of a treatment plant as opposed to a new well.

Item 7 – Discussion/Action – General System Updates: John shared data regarding the chlorine rates. Documentation showed a huge spike during April. It was unclear how this occurred.

Item 8 – Delinquent Accounts: Accounts up to date, however, there were questions regarding the number of credit adjustments to several accounts

Item 9 – NWCPUD Contract: No updates

Item 10 – NWNWS Contract – John provided updates on the current contract, specifically regarding terms if the contract needed to be terminated by either party.

Item 11 Tooley Road Association: Debby reached out to twice and has not heard back from Devin at Northwest Water. She will follow-up to ensure that Devin is still the correct person

Item 10 – New Business: Discussion occurred regarding when to turn the lower well on. John will talk with Northwest water and have it match up with their normal schedule.

Next Meeting: Wednesday, June 18.

Meeting Adjourned 9:41 PM





Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 6/14/25

Account Snapshot



Checking ↑	Current Balance	Available Balance	
Checking [REDACTED]	\$18,222.26	\$18,094.21	
Money Market ↓	Current Balance	Available Balance	
Money Market [REDACTED]	\$65,496.18	\$65,496.18	

Recent Savings Transactions

No new transactions

Recent Checking Transactions

Tooley Water District							6/14/2025 3:06 PM	
Register: Checking at Washington Federal								
From 05/18/2025 through 06/14/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/20/2025			Interest Income	Interest		X	3.09	16,408.52
05/27/2025	5307	PandaDoc	Materials and Services:...	1 year subscript...	228.00	X		16,180.52
05/31/2025	5300	Bart Vervloet	Personal Services:Boar...	May Board Me...	50.00			16,130.52
05/31/2025	5302	Debby Jones	Personal Services:Boar...	May Board Me...	50.00			16,080.52
05/31/2025	5303	John Amery	Personal Services:Boar...	May Board Me...	50.00			16,030.52
05/31/2025	5304	Larry Russ	Personal Services:Boar...	May Board Me...	50.00			15,980.52
05/31/2025	5305	NW Natural Water S...	Accounts Payable	Services perfor...	2,737.52			13,243.00
06/05/2025	5306	Hire Electric	Accounts Payable	Check 10hp pu...	160.91			13,082.09
06/14/2025		Domains Priced Right	Accounts Payable	Domain name a...	128.05			12,954.04

Profit and Loss Budget vs. Actual

1:44 PM	Tooley Water District						
06/14/25	Profit & Loss Budget Performance						
Accrual Basis	May 2025						
	May 25	Budget	% of Budget	Jul '24 - May 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			7,500.00			
Water Revenue							
Water Sales	5,437.63	3,973.28	136.9%	49,951.83	49,525.69	100.9%	54,299.00
Total Water Revenue	5,437.63	3,973.28	136.9%	49,951.83	49,525.69	100.9%	54,299.00
Total Income	5,437.63	3,973.28	136.9%	57,451.83	49,525.69	116.0%	54,299.00
Expense							
Capital Improvements	0.00	2,500.00	0.0%	0.00	2,500.00	0.0%	5,000.00
Materials and Services							
Computer and Internet Expenses	228.00	270.00	84.4%	307.99	498.00	61.8%	832.92
Copies	0.00	100.00	0.0%	0.00	100.00	0.0%	200.00
Dues and Fees	0.00	175.00	0.0%	331.47	628.21	52.8%	1,200.00
Grant Bridgegap Loan Expense	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	2,000.00
Grant Fulfillment	0.00	20,000.00	0.0%	0.00	60,000.00	0.0%	80,000.00
Legal Services	0.00	2,500.00	0.0%	0.00	2,500.00	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	151.00	916.66	16.5%	5,741.31	10,083.26	56.9%	11,000.00
Network Monitoring Maintenance	0.00	0.00	0.0%	329.34	340.00	96.9%	340.00
Office Supplies	0.00	50.00	0.0%	0.00	100.00	0.0%	100.00
Operating Expenses							
Activation Fees Passthrough	0.00	50.00	0.0%	0.00	100.00	0.0%	100.00
Disconnect Fee	0.00	25.00	0.0%	0.00	275.00	0.0%	300.00
NNW Base Maintenance Fee	1,850.00	1,850.00	100.0%	20,350.00	20,350.00	100.0%	22,200.00
NNW Billing base fee	500.00	500.00	100.0%	5,500.00	5,500.00	100.0%	6,000.00
NWCPUD Power Fees	236.52			2,158.12			
Total Operating Expenses	2,586.52	2,425.00	106.7%	28,008.12	26,225.00	106.8%	28,600.00
Postage and Delivery	0.00	0.00	0.0%	0.00	50.00	0.0%	100.00
Water Rights	0.00			892.50			
Total Materials and Services	2,965.52	27,436.66	10.8%	38,161.73	103,664.47	36.8%	131,918.77
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	2,050.00	2,750.00	74.5%	3,000.00
Boardmember training/meetings	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
Crime Bond	0.00			218.00	400.00	54.5%	400.00
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%	722.84
Total Personal Services	200.00	700.00	28.6%	2,268.00	3,600.00	63.0%	4,572.84
Total Expense	3,165.52	30,636.66	10.3%	40,429.73	109,764.47	36.8%	141,491.61
Net Ordinary Income	2,272.11	-26,663.38	-8.5%	17,022.10	-60,238.78	-28.3%	-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	3.09	20.00	15.5%	420.76	220.00	191.3%	250.00
Total Other Income	3.09	20.00	15.5%	420.76	220.00	191.3%	80,250.00
Net Other Income	3.09	20.00	15.5%	420.76	220.00	191.3%	80,250.00
Net Income	2,275.20	-26,643.38	-8.5%	17,442.86	-60,018.78	-29.1%	-6,942.61

Balance Sheet – Previous year comparison

1:42 PM

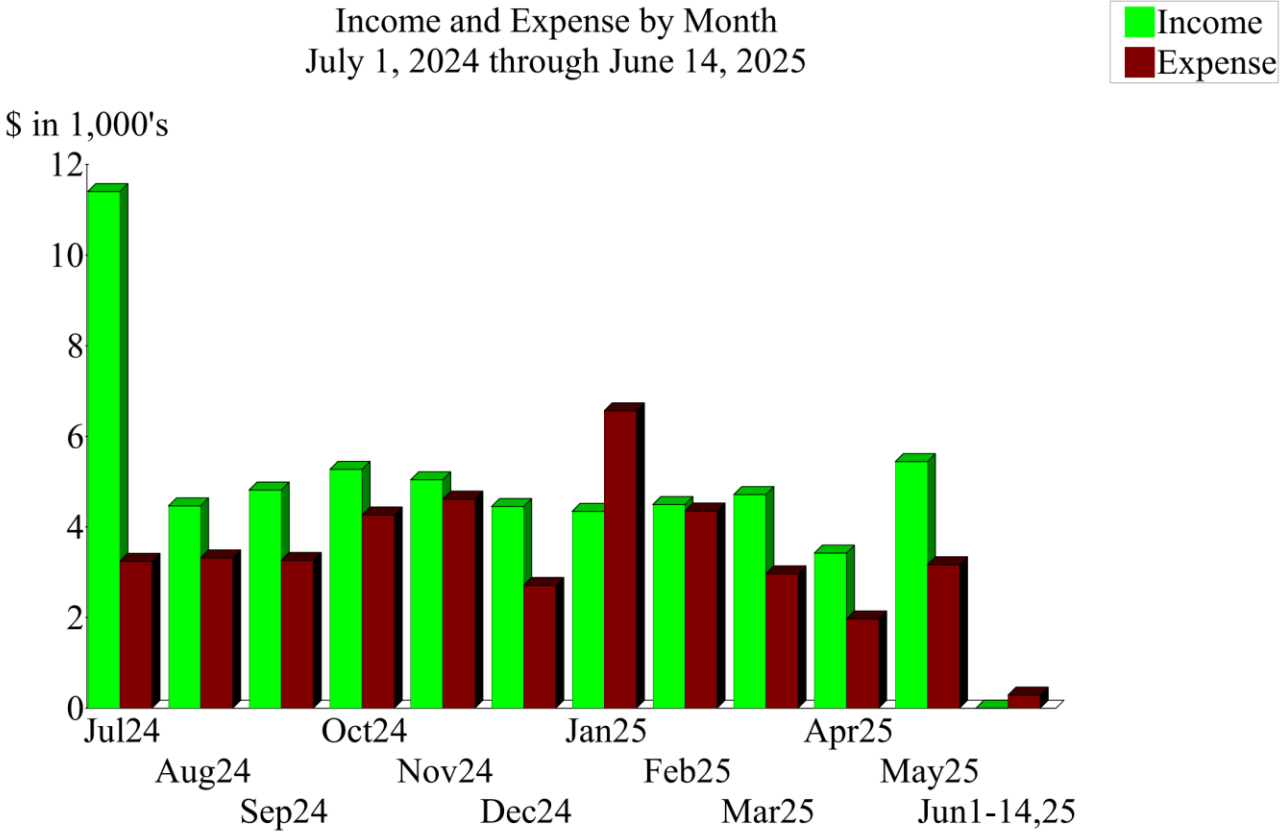
06/14/25

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of June 14, 2025

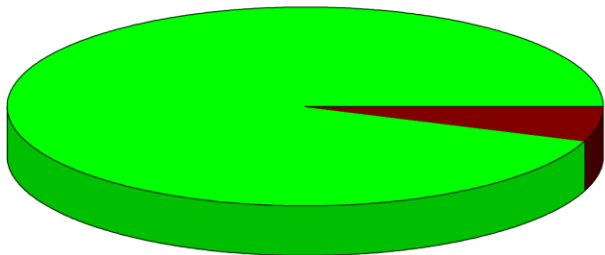
	Jun 14, 25	Jun 14, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	12,954.04	9,199.44	3,754.60	40.8%
Savings at Washington Federal	65,496.18	50,504.60	14,991.58	29.7%
Total Checking/Savings	78,450.22	59,704.04	18,746.18	31.4%
Total Current Assets	78,450.22	59,704.04	18,746.18	31.4%
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	258,750.22	240,004.04	18,746.18	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	17,153.90	10,103.06	7,050.84	69.8%
Total Equity	258,750.22	240,004.04	18,746.18	7.8%
TOTAL LIABILITIES & EQUITY	258,750.22	240,004.04	18,746.18	7.8%

Income and Expense Graph – by Month



Expense Summary
July 1, 2024 through June 14, 2025

Materials and Services	94.43%
Personal Services	5.57
Total	\$40,718.69



Maintenance and Repairs – Details

1:42 PM

06/14/25

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 ch...	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 r...	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 upd...	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...	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, ne...	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 ins...	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 nitr...	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 WOR...	160.91	4,865.60
01/31/2025	5692	20250113	Robert Trotter - Responded to board about cost...	91.00	4,956.60
01/31/2025	5692	20250120	Robert Trotter - Emergency response, coordinat...	81.75	5,038.35
01/31/2025	5692	20250120	Justice Smith - Emergency response, troubleshe...	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 ...	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 sourc...	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 c...	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
05/31/2025	6801	NW Natural Water Services, LLC	backflow testing	80.00	5,670.31
05/31/2025	6801	20250522	Alex Victor - Repaired PRV.	71.00	5,741.31
06/05/2025	1231...	20250604	check 10hp pump. pump on the 10hp needs rep...	160.00	5,901.31
06/05/2025	1231...	20250604	invoice tax	0.91	5,902.22
Total Maintenance and Repairs				5,902.22	5,902.22
Total Materials and Services				5,902.22	5,902.22
TOTAL				5,902.22	5,902.22

Item 4 – Discussion – Water Report

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%	May 2025 Gallons Pumped: 233,712 Gallons Sold: 192,400 Gallons Lost: 41,312 Water Loss: 17.68%
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Item 5 – Bottled Water Update

Update from Mr. Amery

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 – General Fire impact discussion

Item 8 – Discussion/Action – General System Updates

Item 9 – Discussion – Delinquent Accounts

Item 10 – NWCPUD – Discussion

Item 11 – NWNWS Contract – Action

Motion to authorize Chairperson Mauser to sign the latest NWNWS contract.

Item 12 - Discussion – Tooley Road Association

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

Item 13 – New Business

Item 14 – Discussion – Next Meeting

Discussion regarding whether to have the next board meeting on July 16, 2025 at 7:00pm.

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

Meeting Adjourned