

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/18/25)

Meeting Date: Wednesday, August 20, 2025 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/l/meetup-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







Item 3 – Public Input

Up to 5 minutes per household will be allocated for public input. Tooley Water District members only.

Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 8/18/25

Account Snapshot			 
Checking ↑	Current Balance	Available Balance	
Checking (████████)	\$10,358.59	\$10,203.59	
Money Market ↓	Current Balance	Available Balance	
Money Market (████████)	\$80,626.94	\$80,626.94	

Recent Savings Transactions

No new savings transactions since last meeting

Recent Checking Transactions

Tooley Water District

8/18/2025 4:01 PM

Register: Checking at Washington Federal

From 07/16/2025 through 08/18/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/20/2025			Interest Income	Interest		X	3.66	11,930.95
07/31/2025	5316	Bart Vervloet	Personal Services:Boar...	July Board Me...	50.00			11,880.95
07/31/2025	5317	Carol Mauser	Personal Services:Boar...	July Board Me...	50.00			11,830.95
07/31/2025	5318	Debby Jones	Personal Services:Boar...	July Board Me...	50.00			11,780.95
07/31/2025	5319	John Amery	Personal Services:Boar...	July Board Me...	50.00			11,730.95
07/31/2025	5320	Larry Russ	Personal Services:Boar...	July Board Me...	50.00			11,680.95
07/31/2025	5321	NW Natural Water S...	Accounts Payable	Services perfor...	3,905.39			7,775.56
07/31/2025	5322	H2Oregon	Accounts Payable	July Services	854.65			6,920.91
08/01/2025		Columbia Gorge News	Materials and Services:...	inv 30738. Jun...	27.40	X		6,893.51
08/05/2025			Materials and Services:...	Service Charge	1.20	X		6,892.31
08/14/2025			Water Revenue:Water ...	Deposit		X	3,214.97	10,107.28

Profit and Loss Budget vs. Actual

4:10 PM

08/18/25

Accrual Basis

Tooley Water District Profit & Loss Budget Performance July 2025

	Jul 25	Budget	% of Budget	Jul 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	4,375.08	4,280.47	102.2%	4,375.08	4,280.47	102.2%	59,299.02
Total Water Revenue	4,375.08	4,280.47	102.2%	4,375.08	4,280.47	102.2%	59,299.02
Total Income	4,375.08	4,280.47	102.2%	4,375.08	4,280.47	102.2%	59,299.02
Expense							
Capital Improvements	192.00	0.00	100.0%	192.00	0.00	100.0%	15,000.00
Materials and Services							
Bottled Water	2,176.05	1,000.00	217.6%	2,176.05	1,000.00	217.6%	12,000.00
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	833.00
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees	175.00	40.00	437.5%	175.00	40.00	437.5%	1,200.00
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%	0.00	0.00	0.0%	150.00
General Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	1,590.00
Hired Auto Physical Damage Prop	0.00	0.00	0.0%	0.00	0.00	0.0%	616.00
N/O Auto Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	195.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	631.00
Total Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	3,182.00
Maintenance and Repairs	664.75	1,375.00	48.3%	664.75	1,375.00	48.3%	16,500.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
NWNWS Base Fees							
NNW Base Maintenance Fee	1,550.00	1,550.00	100.0%	1,550.00	1,550.00	100.0%	18,600.00
NNW Billing base fee	450.00	450.00	100.0%	450.00	450.00	100.0%	5,400.00
NWNWS Service Fees	650.90	400.00	162.7%	650.90	400.00	162.7%	4,800.00
Total NWNWS Base Fees	2,650.90	2,400.00	110.5%	2,650.90	2,400.00	110.5%	28,800.00
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	0.00	0.0%	0.00	0.00	0.0%	300.00
NWCPUD Power Fees	222.74	250.00	89.1%	222.74	250.00	89.1%	3,000.00
Total Operating Expenses	222.74	250.00	89.1%	222.74	250.00	89.1%	3,400.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total Materials and Services	5,889.44	5,065.00	116.3%	5,889.44	5,065.00	116.3%	71,655.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	250.00	250.00	100.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
Crime Bond	0.00	0.00	0.0%	0.00	0.00	0.0%	450.00
Meeting Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Workmans Compensation Insurance	629.89	0.00	100.0%	629.89	0.00	100.0%	904.00
Total Personal Services	879.89	250.00	352.0%	879.89	250.00	352.0%	4,854.00
Total Expense	6,961.33	5,315.00	131.0%	6,961.33	5,315.00	131.0%	91,509.00
Net Ordinary Income	-2,586.25	-1,034.53	250.0%	-2,586.25	-1,034.53	250.0%	-32,209.98
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	12,000.00
Interest Income	3.66	20.83	17.6%	3.66	20.83	17.6%	250.00
Total Other Income	3.66	20.83	17.6%	3.66	20.83	17.6%	12,250.00
Net Other Income	3.66	20.83	17.6%	3.66	20.83	17.6%	12,250.00
Net Income	-2,582.59	-1,013.70	254.8%	-2,582.59	-1,013.70	254.8%	-19,959.98

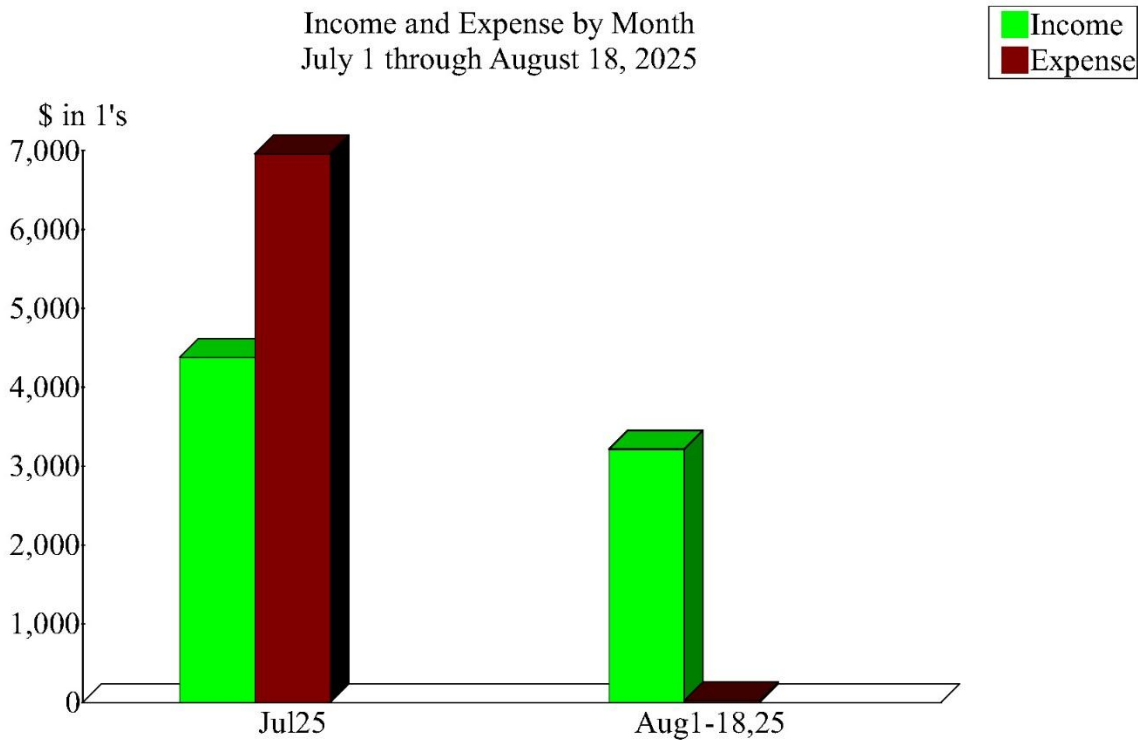
Balance Sheet – Previous year comparison

4:07 PM
08/18/25
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of August 18, 2025

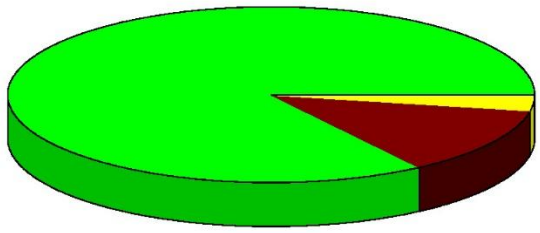
	Aug 18, 25	Aug 18, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	10,107.28	8,772.49	1,334.79	15.2%
Savings at Washington Federal	80,626.94	68,105.16	12,521.78	18.4%
Total Checking/Savings	90,734.22	76,877.65	13,856.57	18.0%
Total Current Assets	90,734.22	76,877.65	13,856.57	18.0%
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	271,034.22	257,177.65	13,856.57	5.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	3,003.59	-3,003.59	-100.0%
Total Accounts Payable	0.00	3,003.59	-3,003.59	-100.0%
Total Current Liabilities	0.00	3,003.59	-3,003.59	-100.0%
Total Liabilities	0.00	3,003.59	-3,003.59	-100.0%
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	70,575.00	41,740.88	28,834.12	69.1%
Net Income	603.78	12,577.74	-11,973.96	-95.2%
Total Equity	271,034.22	254,174.06	16,860.16	6.6%
TOTAL LIABILITIES & EQUITY	271,034.22	257,177.65	13,856.57	5.4%

Income and Expense Graph – by Month



Expense Summary
July 1 through August 18, 2025

Materials and Services	84.67%
Personal Services	12.59
Capital Improvements	2.75
Total	\$6,989.93



By Account

Bottled Water – Report

4:09 PM

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Tooley Water District Transaction Detail By Account

Accrual Basis

All Transactions

Type	Date	Num	Name	Source Name	Memo	Clr	Split	Amount	Balance
Materials and Services									
BottledWater									
Bill	06/26/2025	1309649	OREM Grant	H2Oregion	Delievered 4/1...		Accounts Payable	619.30	619.30
Bill	06/26/2025	1319702	OREM Grant	H2Oregion	5/6 5/12 5/27 ...		Accounts Payable	739.65	1,358.95
Bill	07/14/2025	1332369	OREM Grant	H2Oregion	Services provi...		Accounts Payable	1,321.40	2,680.35
Total BottledWater								2,680.35	2,680.35
Total Materials and Services								2,680.35	2,680.35
TOTAL								2,680.35	2,680.35

Maintenance and Repairs – Details

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08/18/25

Accrual Basis

Tooley Water District Maintenance and Repairs details July 2025 through June 2026

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
07/31/2025	7501	20250702	Construction Manager - VOC testing and deliver...	375.00	375.00
07/31/2025	7501	20250728	Area Supervisor - Phone call with John, phone c...	68.25	443.25
07/31/2025	7501	20250729	Area Supervisor - Water potability follow up.	22.75	466.00
07/31/2025	7501	20250730	Area Supervisor - Emails to Wasco County and ...	45.50	511.50
07/31/2025	7501	20250731	Area Supervisor - Phone call with Paula, emails ...	68.25	579.75
07/31/2025	7501	20250707	Alexin Analytical -coliform, special coliform (2)	85.00	664.75
Total Maintenance and Repairs				664.75	664.75
Total Materials and Services				664.75	664.75
TOTAL				664.75	664.75

Item 5 – Discussion – Water Report

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%	June 2025 Gallons Pumped: 376,808 Gallons Sold: 404,080 Gallons Lost: -27,272 Water Loss: -7.24% (likely caused by power outage)	July 2025 Gallons Pumped: 158,772 Gallons Sold: 153,616 Gallons Lost: 5,156 Water Loss: 3.25%
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Item 6 – Discussion – Resignation of board member Larry Russ.

Mr. Russ has expressed interest in resigning from the Tooley Water District Board of Directors as he has purchased a new home outside of the area.

Mr. Russ has been a pillar of Tooley Water District and will be sorely missed.

Recognition of the years of volunteer work Mr. Russ has donated to the district is deserved.

Item 7 – Discussion/Action – Nominations / vote on appointment to fulfill Mr. Russ's recent vacancy

Item 8 – Discussion – Water Quality discussion

Item 9 – Discussion – General Fire impact discussion

Item 10 – Discussion – General System Updates

Item 11 – New Business

Item 12 – Public Comment Time 2

Up to an additional 5 minutes per Tooley Water District Household will be allocated for Tooley Water District Members to make comments (after listening to the entire board meeting)

Item 13 – Executive Session

Script Opening Executive Session

The Tooley Water District Board will now meet in executive session pursuant to ORS 192.660(2)(f) and ORS 192.660(2)(g) and ORS 192.660(2)(i) and ORS 192.660(2)(j) and ORS 192.660(2)(n).

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

- ☐ ORS 192.660(2) (a) Employment of Public Officers, Employees & Agents
- ☐ ORS 192.660(2)(b) Discipline of Public Officers & Employees
- ☐ ORS 192.660(2)(d) Labor Negotiator Consultations
- ☐ ORS 192.660(2)(e) Real Property Transactions
- ☒ ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection
- ☒ ORS 192.660(2)(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- ☐ ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- ☐ ORS 192.660(2)(i) To review and evaluate the employment-related performance of the Chief Executive Officer of any public body, a public officer, employee or staff member who does not request and open hearing.
- ☐ ORS 192.660(2)(j) Public Investments
- ☐ ORS 192.660(2)(m) Security Programs
- ☐ ORS 192.660(2)(n) To discuss information about review or approval of programs relating to the security of telecommunications systems

Item 14 – Discussion – Next Meeting

Next board meeting to take place on the third Wednesday of September; September 17th, 2025 at 7:00pm.

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

Meeting Adjourned