

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 10/15/25)

Meeting Date: Wednesday, October 15, 2025 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NDIkZTcxZTYtNzBIZC00MDkyLTg2NGQtMiQyZmViZmMxN2Rm%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

August 20, 2025, Board Meeting

Meeting held virtually

Present: Carol Mauser, Debby Jones, John Amery, Larry Russ, Bart Vervolet

Guest: Jovonne Lentz, Jill Amery, David Child

Carol opened the meeting at 7:02 pm

Item 1 - Approval of Agenda: Carol asked for approval of the August agenda. Larry moved to approve the agenda as presented. Bart seconded. All approved, motion carried.

Item 2 – Approval of Minutes: Carol asked for a motion for approval of the July meeting minutes. Larry made the motion to approve the June minutes. Bart seconded. All approved, motion carried.

Item 3 – Public Input: No members of the public provided comment

Item 4 - Financial Reports:

- Checking account balance \$10,358.59
- Money Market balance \$80,626.94
- John provided a brief update on charges during the past month, which included a new bank fee and the cost to publish the budget in the paper. Monthly charges for the bottled water program were shared as well as maintenance and repair charges. Discussion included the 20% charge that Northwest Natural was now implementing on top of all charges

Item 5 – Discussion – Water Report:

- 3.25%

Item 6 – Resignation of board member:

- Larry Russ shared that he had purchased property and will be relocating outside of the Tooley Water District, thus no longer eligible to be a board member. All board members expressed their great appreciation for the numerous years of service that Larry has provided to the Tooley Water District.

Item 7 – Nominations / Vote on appointment of fulfill recent board member vacancy:

- Bart nominated Doc Doolittle to fill the vacant board position. Carol seconded. All approved. Motion carried

Item 8 – Discussion – Water Quality Discussion:

- John shared that water tests had not come back yet. Board members discussed the shared frustration and confusion over OHA messaging regarding water quality and testing results.

Item 9 – Discussion – Policy Development:

- Board determined to have this new item become a standing agenda item.

Item 10 – Discussion – General System Updates:

- Larry shared briefly his continued discussions regarding mitigation efforts with the farmer on the property adjacent to the lower well. Larry provided nitrate test results to the representative from the Oregon Department of Agriculture. Larry reminded the board that the farmer had offered to not cultivate the acre of land adjacent to the lower well. This had occurred over the past 3-5 years. Larry noted that the same area had recently been plowed. Larry asked ODA to contact the farmer and request that the area not be cultivated. Larry stated that he was still waiting to hear back regarding whether the water district could be considered a client in the lawsuit against the railroad.
- John updated the board regarding the grant that had been submitted on behalf of the water district. This grant would assist members who have lost their homes in potentially covering close to half of the base fee. John encouraged board members to think outside of the box of potential funding opportunities. It is important that property owners/Tooley Water District members understand that there are baseline costs to operate a water district. If the water district, as a whole, is not able to cover those fees, dissolving the water district is a potential consequence with long-term negative impact to property owners. The board is working hard to look at every cost saving option.

Item 11 - New Business:

- John shared that the board needed to officially state that the district no longer intends to apply for the large grants it had previously been considering to fund a new well. This is another consequence from the fire. Debby made a motion to authorize John to officially sign and notify all necessary potential grant funders that the district will not be applying for funds at this time for a new well. Larry seconded. Motion carried

Item 12 – Public Comment Time 2:

- Jovonne Lentz asked about the opportunity to save some funds with the bottled water program if water tests come back clear and we are no longer using the lower well. Board members briefly discussed possibilities and decided to discuss further at the next meeting upon obtaining additional information.

Item 13 – Executive Session:

- At 8:36 pm, Chair Mauser read the Public Notice regarding the board entering into an Executive Session
- Board meeting resumed at 9:49 pm

Item 14– Next Meeting:

- Wednesday, September 17, 2025

Meeting adjourned at 9:50 pm

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 10/14/25

Account Snapshot			⚙️ ×
Checking ↓	Current Balance	Available Balance	☰
Checking [REDACTED]	\$4,342.01	\$4,342.01	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market [REDACTED]	\$90,924.69	\$90,924.69	>

Recent Savings Transactions

Tooley Water District							10/15/2025 11:21 AM	
Register: Savings at Washington Federal								
From 09/15/2025 through 10/15/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/30/2025			Interest Income	Interest		X	177.45	90,924.69
10/15/2025			Checking at Washingto...	Funds Transfer ...	5,000.00			85,924.69

Recent Checking Transactions

Tooley Water District							10/15/2025 10:39 AM	
Register: Checking at Washington Federal								
From 09/15/2025 through 10/15/2025								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/21/2025			Interest Income	Interest		X	1.95	5,256.21
09/30/2025	5330	Bart Vervloet	Personal Services:Boar...	September Boa...	50.00			5,206.21
09/30/2025	5331	Carol Mauser	Personal Services:Boar...	September Boa...	50.00			5,156.21
09/30/2025	5332	Debby Jones	Personal Services:Boar...	September Boa...	50.00			5,106.21
09/30/2025	5333	John Amery	Personal Services:Boar...	September Boa...	50.00			5,056.21
09/30/2025	5334	William Doolittle	Personal Services:Boar...	September Boa...	50.00			5,006.21
09/30/2025	5338	H2Oregon	Accounts Payable	Services Perfor...	294.20			4,712.01
10/01/2025		Secretary of State	Materials and Services:...	Municipal Audit	80.00	X		4,632.01
10/03/2025			Materials and Services:...	Service Charge	2.00	X		4,630.01
10/08/2025		Liberty Mutual Insur...	Personal Services:Crim...	9/15/25-9/15/2...	218.00	X		4,412.01
10/15/2025			Water Revenue:Water ...	Deposit			2,334.52	6,746.53
10/15/2025	5335	Hire Electric	Accounts Payable		241.37	X		6,505.16
10/15/2025	5336	NW Natural Water S...	Accounts Payable		4,150.08			2,355.08
10/15/2025	5337	Hire Electric	Accounts Payable		372.83	X		1,982.25
10/15/2025			Savings at Washington ...	Funds Transfer ...			5,000.00	6,982.25

Profit and Loss Budget vs. Actual

10:28 AM

10/15/25

Tooley Water District Profit & Loss Budget Performance

Accrual Basis

September 2025

	Sep 25	Budget	% of Budget	Jul - Sep 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	4,215.59	5,144.69	81.9%	11,805.64	14,332.02	82.4%	59,299.02
Total Water Revenue	4,215.59	5,144.69	81.9%	11,805.64	14,332.02	82.4%	59,299.02
Total Income	4,215.59	5,144.69	81.9%	11,805.64	14,332.02	82.4%	59,299.02
Expense							
Capital Improvements	0.00	0.00	0.0%	192.00	0.00	100.0%	15,000.00
Materials and Services							
Bank Service Charges	0.80	0.00	100.0%	2.00	0.00	100.0%	0.00
Bottled Water	294.20	1,000.00	29.4%	3,355.45	3,000.00	111.8%	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	0.00	0.00	0.0%	357.40	85.00	420.5%	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			616.00
N/O Auto Liability	0.00			0.00			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	1,750.08	1,375.00	127.3%	7,795.08	4,125.00	189.0%	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%	4,650.00	4,650.00	100.0%	18,600.00
NNW Billing base fee	450.00	450.00	100.0%	1,350.00	1,350.00	100.0%	5,400.00
NWNWS Service Fees	0.00	400.00	0.0%	1,050.90	1,200.00	87.6%	4,800.00
Total NWNWS Base Fees	2,000.00	2,400.00	83.3%	7,050.90	7,200.00	97.9%	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	0.00	250.00	0.0%	222.74	750.00	29.7%	3,000.00
Total Operating Expenses	0.00	250.00	0.0%	222.74	750.00	29.7%	3,400.00
Postage and Delivery	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Service Fee	400.00			400.00			
Total Materials and Services	4,445.08	5,025.00	88.5%	19,183.57	15,160.00	126.5%	71,655.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	750.00	750.00	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	0.00	0.00	0.0%	629.89	0.00	100.0%	904.00
Total Personal Services	250.00	250.00	100.0%	1,379.89	750.00	184.0%	4,854.00
Total Expense	4,695.08	5,275.00	89.0%	20,755.46	15,910.00	130.5%	91,509.00
Net Ordinary Income	-479.49	-130.31	368.0%	-8,949.82	-1,577.98	567.2%	-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
Insurance Payout	10,120.30			10,120.30			
Interest Income	179.40	20.83	861.3%	185.70	62.49	297.2%	250.00
Total Other Income	10,299.70	20.83	49,446.5%	10,306.00	62.49	16,492.2%	12,250.00
Net Other Income	10,299.70	20.83	49,446.5%	10,306.00	62.49	16,492.2%	12,250.00
Net Income	9,820.21	-109.48	-8,969.9%	1,356.18	-1,515.49	-89.5%	-19,959.98

Balance Sheet – Previous year comparison

10:24 AM

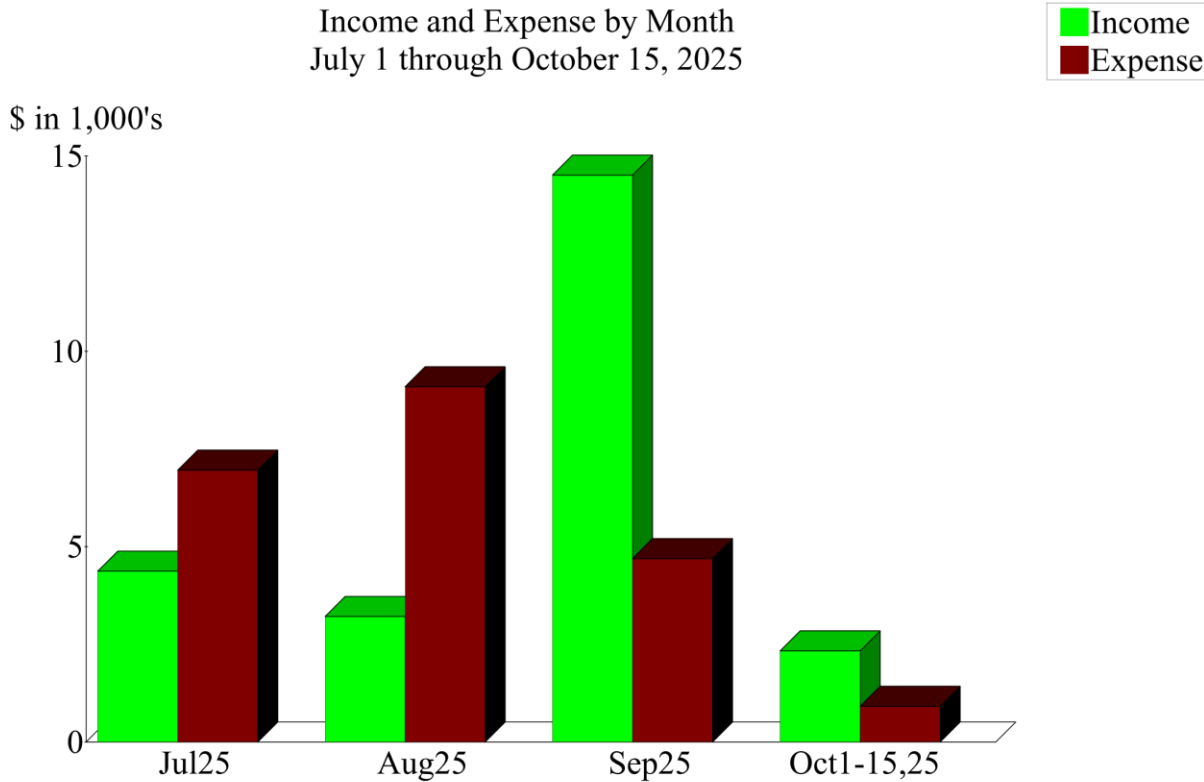
10/15/25

Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of October 15, 2025

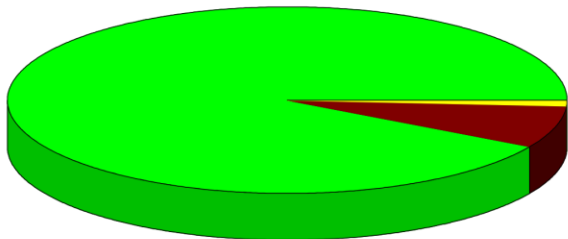
	Oct 15, 25	Oct 15, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	6,982.25	12,053.34	-5,071.09	-42.1%
Savings at Washington Federal	85,924.69	65,235.79	20,688.90	31.7%
Total Checking/Savings	92,906.94	77,289.13	15,617.81	20.2%
Total Current Assets	92,906.94	77,289.13	15,617.81	20.2%
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	273,206.94	257,589.13	15,617.81	6.1%
LIABILITIES & EQUITY				
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	2,776.50	15,992.81	-13,216.31	-82.6%
Total Equity	273,206.94	257,589.13	15,617.81	6.1%
TOTAL LIABILITIES & EQUITY	273,206.94	257,589.13	15,617.81	6.1%

Income and Expense Graph – by Month



Expense Summary
July 1 through October 15, 2025

Materials and Services	91.74%
Personal Services	7.37
Capital Improvements	0.89
Total	\$21,669.66



By Account

Bottled Water – Report

10:27 AM

10/15/25

Accrual Basis

Tooley Water District Transaction Detail By Account All Transactions

Type	Date	Num	Name	Source Name	Memo	Clr	Split	Amount	Balance
Materials and Services									
BottledWater									
Bill	06/26/2025	1309649	OREM Grant	H2Oregon	Delievered 4/1...		Accounts Payable	619.30	619.30
Bill	06/26/2025	1319702	OREM Grant	H2Oregon	5/6 5/12 5/27 ...		Accounts Payable	739.65	1,358.95
Bill	07/14/2025	1332369	OREM Grant	H2Oregon	Services provi...		Accounts Payable	1,321.40	2,680.35
Bill	07/31/2025	1339745	OREM Grant	H2Oregon	July Services		Accounts Payable	854.65	3,535.00
Bill	08/31/2025	1344685	OREM Grant	H2Oregon	August Bottled...		Accounts Payable	885.20	4,420.20
Bill	09/30/2025	1352905	OREM Grant	H2Oregon	Services Perfo...		Accounts Payable	294.20	4,714.40
Total BottledWater								4,714.40	4,714.40
Total Materials and Services								4,714.40	4,714.40
TOTAL								4,714.40	4,714.40

Maintenance and Repairs – Details

10:25 AM

10/15/25

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
08/31/2025	7852	20250806	Operations Supervisor - Pump installation, 2 pa...	690.00	1,354.75
08/31/2025	7852	20250806	Utility Worker - repairs done to the 7.5 HP pump...	99.00	1,453.75
08/31/2025	7852	20250819	Operations Supervisor - Brought 10HP pump on...	230.00	1,683.75
08/31/2025	7852	20250819	Operator 1 - Assisted with bringing pump online ...	142.00	1,825.75
08/31/2025	7852	20250825	Administration - Emergency Response, phone b...	22.88	1,848.63
08/31/2025	7852	20250825	Operations Supervisor - Emergency response. ...	1,423.13	3,271.76
08/31/2025	7852	20250825	Mileage	157.50	3,429.26
08/31/2025	7852	20250828	Administration - VOC Testing Follow-up, phone ...	61.00	3,490.26
08/31/2025	7852	20250829	Operations Supervisor - Replace pressure switc...	862.50	4,352.76
08/31/2025	7852	20250829	Mileage	144.20	4,496.96
08/31/2025	7852	20250830	After Hours Area Supervisor - Had to make mult...	136.50	4,633.46
08/31/2025	7852	20250830	Service Fee 20%	697.34	5,330.80
08/31/2025	7852	20250812	Alexin Analytical - ICP (1), Nitrate (2), Coliform (2)	480.00	5,810.80
08/31/2025	7852	20250831	The Home Depot - Parts for fire repairs	87.77	5,898.57
08/31/2025	7852	20250831	Grainger - Pressure regulator for pumphouse	27.40	5,925.97
08/31/2025	7852	20250831	Service Fee - 20%	119.03	6,045.00
09/30/2025	8209	20250903	Operations Supervisor - Rebuilt service line.	345.00	6,390.00
09/30/2025	8209	20250903	Utility Worker - Rebuilt service line.	198.00	6,588.00
09/30/2025	8209	20250917	Operator 2 - Picked up VOC kits from Hillsboro l...	82.00	6,670.00
09/30/2025	8209	20250917	Mileage	30.10	6,700.10
09/30/2025	8209	20250918	Operations Supervisor - Grease booster meter, t...	28.75	6,728.85
09/30/2025	8209	20250930	Administration - CCR Completion and Submission	22.75	6,751.60
09/30/2025	8209	NW Natural Water Services, LLC	Service Fee - 20%	141.32	6,892.92
09/30/2025	8209	20250903	5/8 Gallon Meter	117.00	7,009.92
09/30/2025	8209	20250903	Tail Piece	9.55	7,019.47
09/30/2025	8209	20250903	.75" Angle Stop	124.03	7,143.50
09/30/2025	8209	20250903	3' of .75" Pex	3.45	7,146.95
09/30/2025	8209	20250903	.75" CTS Stiffeners	2.35	7,149.30
09/30/2025	8209	20250903	Meter Box with lid	56.40	7,205.70
09/30/2025	8209	20250901	Alexin Analytical - Cadmium (1), Coliform (1), S...	90.00	7,295.70
09/30/2025	8209	20250901	Northern Wasco County	165.78	7,461.48
09/30/2025	8209	20250923	Northern Wasco County	183.24	7,644.72
09/30/2025	8209	NW Natural Water Services, LLC	Service Fee 20%	150.36	7,795.08
10/01/2025	25-1...	20250820	DISCONNECT 10 H.P. PUMP & INSTALL PRE...	240.00	8,035.08
10/01/2025	25-1...	Hire Electric	invoice tax	1.37	8,036.45
10/01/2025	25-1...	20250829	INSTALL PRESSURE SWITCH AND SET ON ...	320.00	8,356.45
10/01/2025	25-1...	Hire Electric	Invoice Tax	2.11	8,358.56
10/01/2025	25-1...	20250829	40/60 PRESSURE SWITCH FOR WELL PUMP	50.72	8,409.28
Total Maintenance and Repairs				8,409.28	8,409.28
Total Materials and Services				8,409.28	8,409.28
TOTAL				8,409.28	8,409.28

Item 5 – Discussion – Water Report

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%	August 2025 Gallons Pumped: 4,590 Gallons Sold: 151,474 Gallons Lost: -146,884 Water Loss: -3200.09%	August 2025 Gallons Pumped: Master meter issue Gallons Sold: 207,560 Gallons Lost: N/A Water Loss: N/A
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Item 6 – Discussion – Water Quality discussion

Item 7 – Discussion – General System Updates

- Repair Pump Meter?
 - Email from Curtis

I followed up with our field techs and the master meter is still registering 0 usage. In concordance with the operations report, I have put together an estimate for our next steps.

NWNWS is requesting a \$1,500 budget to uncover the master meter and diagnose the issue. If it is something simple like a cut wire, we can repair the assembly and backfill the meter. If it requires more drastic measures, such as replacing the entire meter, then we will put together prices for the repair and present it to the board.

Let me know that we are approved to start this process.

- Work on Lower Well?
 - Email from Curtis

The largest remaining item is the lower well, which still does not have power. We have not been pressing for its repair since the community can manage better without it for now, but as more homes get rebuilt we may need to consider reinstating it again. It might be as simple as reconnecting the power, or it might require a lot more attention. Regardless, I would make sure that project is finalized before submitting the insurance claim.

Is the board authorizing NWNWS to rehabilitate the lower well?

Item 8 – New Business

Item 9 – 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 10 – 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 11 – Discussion – Next Meeting

Next board meeting to take place on the third Wednesday. November 19th, 2025 at 7:00pm.

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

Meeting Adjourned