

Tooley Water District Board Meeting Agenda

Version 1.2 (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

September 18, 2025, Board Meeting

Meeting held virtually

Present: Carol Mauser, Debby Jones, John Amery, Doc Doolittle

Guest: Gloria Doolittle

Carol opened the meeting at 7:10 pm

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

Item 2 – Approval of Minutes: Carol asked for a motion for approval of the August meeting minutes. Doc made the motion to approve the August minutes. John seconded. All approved, motion carried.

Item 3 – Public Input: No members of the public present

Item 4 - Financial Reports:

- Checking account balance \$5,254.26
- Money Market balance \$90,747.24
- John shared that the district received a payment from the Insurance Company. John shared that his intention was to keep the claim open due to anticipated charges from the fire. Hiland has thus far provided two invoices and John turned them into the insurance company.
- John provided updates regarding checks which included a larger than normal charge to Hiland. This amount was due to repairs and maintenance charges. John shared that water revenue is also a65% below forecasted amounts. The lack of revenue and unanticipated repairs are impacting the overall budget early within the budget cycle.

Item 5 – Discussion – Water Report:

- The report provided by Hiland was incorrect, potentially due to a failed meter at the upper well.

Item 6 – Discussion/Action – Policy for new water hookups:

- Discussion revolved around an email from Chantel Wikstrom from Oregon Health Authority. “If a system is going to reconnect to a repaired/replaced wildfire burned service connection we commend that VOC testing is done before putting that connection back into service. We can help small systems with providing the VOC sample kits once a water system is ready to reconnect those service connections.”
- Doc made the motion to accept the recommendation of OHA for reconnecting repaired/replaced wildfire burned service connections to require that VOC testing be

performed before placing the connection back into service. John seconded. Board discussed potential downfalls of the policy. Board discussed formal ways to inform members to ensure that members are aware of the policy and the required steps to turn their water back on. Motion passed unanimously.

Item 7 – Discussion – Water Quality discussion:

- This will be a new monthly meeting item. Board discussed wanting to make sure that Tooley Water District members have confidence in the water. The board felt that utilizing the messaging for the new connection policy could help in informing water members of the board's confidence and commitment to a safe and clean water system.

Item 8 – Discussion – General System Updates:

- Doc asked questions regarding the lower well and if there were standard operating procedures that allow the lower well and its accompanying systems to be regularly tested and flushed.
- Carol brought to the board's attention the correspondence between Larry Russ and the representative from department of agriculture. Due to the lower well-being off line the investigation into the agriculture concerns with high nitrate has been suspended.

Item 9 – New Business:

- No new business

Item 10 – Executive Session - The Tooley Water District Board will now meet in executive session pursuant to:

- 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.

Item 11 – Public Comment Time 2:

- No public comment

Item 12 – Discussion/Action – H2O Oregon Bottled Water Program:

- Board discussed the need of the H2O bottled water program. Board members felt that due to the lower well nitrate issue being temporarily solved there was no longer a need for this service. John made a motion that the board authorizes John Amery to communicate with H2O that the program be put on pause. Doc seconded. Motion carries.

Item 13 – Discussion – Next Meeting:

- Wednesday, October 15, 2025 at 7 pm

Meeting adjourned at 9:40 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

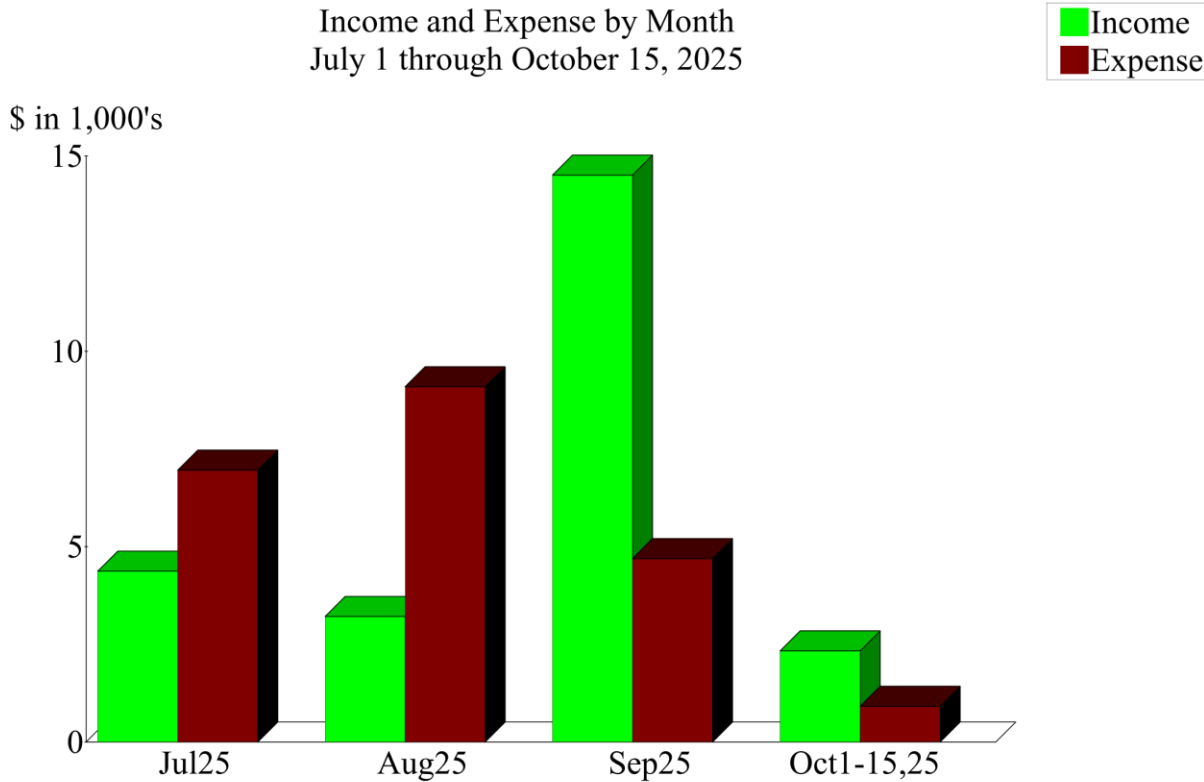
10/15/25

Accrual Basis

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

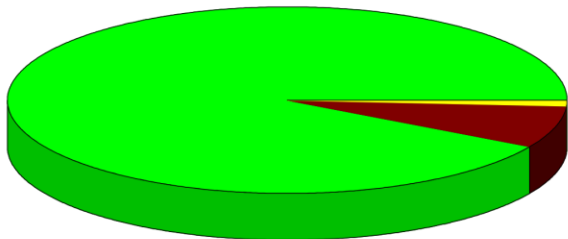
	Oct 15, 25	Oct 15, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	6,982.25	12,053.34	-5,071.09	-42.1%
Savings at Washington Federal	85,924.69	65,235.79	20,688.90	31.7%
Total Checking/Savings	92,906.94	77,289.13	15,617.81	20.2%
Total Current Assets	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