

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 12/15/25)

Meeting Date: Wednesday, December 17, 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

| | |
|---|----|
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Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District November 19, 2025, Board Meeting Meeting held virtually

Present: Debby Jones, John Amery, Bart Vervloet and Doc Doolittle

Carol opened the meeting at 7:03 pm and asked John to chair the meeting.

Item 1 - Approval of Agenda: John asked for approval of the November agenda. Bart made the motion to approve the agenda. Bart seconded. Debby asked to add a discussion regarding current water customers coming back on line. She also asked to discuss continuing water service to those members who are living on their property but who have not had their meters turned back on. The decision was made to add these items to the new business line item. All approved. Motion carried.

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

Item 3 – Public Input: No members of the public in attendance

Item 4 - Financial Reports:

| | |
|--------------------------|-------------|
| Checking account balance | \$18,197.85 |
| Money Market balance | \$80,924.69 |

- John provided an update on financials including checking and revenue transactions. As anticipated, we are still low on revenue.
- Maintenance and repairs is high, but again this is anticipated due to continued recovery from the June fire.

Item 5 – Discussion – Water Report:

- Since the master meter is not working there was not a water report shared from Hiland.

Item 6 – Discussion – General System Updates:

- Bart spoke to Larry Russ about the meter that has not been reading correctly. He was told that the meter would need to be dug up to determine the cause. Bart will continue to work on the issue.
- John provided an operations report from Curtis Olson
- John requested the following from Isaac at NWNWS
 - Can you provide a list of all accounts that are behind on their payments along with any relevant account notes?
 - Can you provide current contact info (phone, email, billing address etc.) for all Tooley members?
- According to Hiland there have been not been any customers requesting to have their water disconnected.

Item 7 – New Business:

- Board discussed making sure that members know to have water tested before their meters are turned on. Board discussed a letter going out to all members regarding returning to water service.

Item 8 – 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 9 – Public Comment – No public in attendance

Item 10 – Discussion – Next Meeting:

- Wednesday, December 17, 2025 at 7 pm

Meeting adjourned at 9:15 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 12/15/25

| Account Snapshot | | |   |
|-------------------------|-----------------|-------------------|---|
| Checking ▾ | Current Balance | Available Balance |  |
| Checking [REDACTED] | \$15,570.29 | \$15,570.29 |  |
| Money Market ▾ | Current Balance | Available Balance |  |
| Money Market [REDACTED] | \$80,924.69 | \$80,924.69 |  |

Recent Savings Transactions

No new savings transactions since last meeting

Recent Checking Transactions

| Tooley Water District | | | | | | | | 12/15/2025 5:45 AM |
|--|--------|-----------------------|---------------------------|--------------------|----------|---|----------|--------------------|
| Register: Checking at Washington Federal | | | | | | | | |
| From 11/18/2025 through 12/15/2025 | | | | | | | | |
| Sorted by: Date, Type, Number/Ref | | | | | | | | |
| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
| 11/20/2025 | | | Interest Income | Interest | | X | 1.42 | 14,765.45 |
| 11/30/2025 | 5345 | Bart Vervloet | Personal Services:Boar... | November Boa... | 50.00 | X | | 14,715.45 |
| 11/30/2025 | 5347 | Debby Jones | Personal Services:Boar... | November Boa... | 50.00 | X | | 14,665.45 |
| 11/30/2025 | 5348 | John Amery | Personal Services:Boar... | November Boa... | 50.00 | X | | 14,615.45 |
| 11/30/2025 | 5349 | William Doolittle | Personal Services:Boar... | November Boa... | 50.00 | X | | 14,565.45 |
| 11/30/2025 | 5350 | NW Natural Water S... | Accounts Payable | Services Perfor... | 3,110.24 | X | | 11,455.21 |
| 12/12/2025 | | | Water Revenue:Water ... | Deposit | | X | 3,965.08 | 15,420.29 |

Profit and Loss Budget vs. Actual

6:05 AM

12/15/25

Accrual Basis

Tooley Water District Profit & Loss Budget Performance November 2025

| | Nov 25 | Budget | % of Budget | Jul - Nov 25 | YTD Budget | % of Budget | Annual Budget |
|-------------------------------------|-----------------|-----------------|-----------------|------------------|------------------|-----------------|-------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| Water Revenue | | | | | | | |
| Water Sales | 6,230.41 | 5,531.87 | 112.6% | 20,370.57 | 25,657.63 | 79.4% | 59,299.02 |
| Total Water Revenue | 6,230.41 | 5,531.87 | 112.6% | 20,370.57 | 25,657.63 | 79.4% | 59,299.02 |
| Total Income | 6,230.41 | 5,531.87 | 112.6% | 20,370.57 | 25,657.63 | 79.4% | 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 | 0.40 | 0.00 | 100.0% | 4.40 | 0.00 | 100.0% | 0.00 |
| Bottled Water | 0.00 | 1,000.00 | 0.0% | 3,355.45 | 5,000.00 | 67.1% | 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 | | | | | | | |
| Laboratory Fees | 260.00 | | | 940.00 | | | |
| Dues and Fees - Other | 30.00 | 0.00 | 100.0% | 467.40 | 331.47 | 141.0% | 1,200.00 |
| Total Dues and Fees | 290.00 | 0.00 | 100.0% | 1,407.40 | 331.47 | 424.6% | 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 | 274.37 | 1,375.00 | 20.0% | 8,387.23 | 6,875.00 | 122.0% | 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% | 7,750.00 | 7,750.00 | 100.0% | 18,600.00 |
| NNW Billing base fee | 450.00 | 450.00 | 100.0% | 2,250.00 | 2,250.00 | 100.0% | 5,400.00 |
| NWNWS Service Fees | 400.00 | 400.00 | 100.0% | 2,250.90 | 2,000.00 | 112.5% | 4,800.00 |
| Total NWNWS Base Fees | 2,400.00 | 2,400.00 | 100.0% | 12,250.90 | 12,000.00 | 102.1% | 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 | 145.87 | 250.00 | 58.3% | 868.85 | 1,250.00 | 69.5% | 3,000.00 |
| Total Operating Expenses | 145.87 | 250.00 | 58.3% | 868.85 | 1,250.00 | 69.5% | 3,400.00 |
| Postage and Delivery | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 100.00 |
| Service Fee | 0.00 | | | 15.00 | | | |
| Total Materials and Services | 3,110.64 | 5,025.00 | 61.9% | 26,289.23 | 25,456.47 | 103.3% | 71,655.00 |
| Personal Services | | | | | | | |
| Boardmember Incentives | 200.00 | 250.00 | 80.0% | 1,100.00 | 1,250.00 | 88.0% | 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% | 218.00 | 450.00 | 48.4% | 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 | 200.00 | 250.00 | 80.0% | 1,947.89 | 1,700.00 | 114.6% | 4,854.00 |
| Total Expense | 3,310.64 | 5,275.00 | 62.8% | 28,429.12 | 27,156.47 | 104.7% | 91,509.00 |
| Net Ordinary Income | 2,919.77 | 256.87 | 1,136.7% | -8,058.55 | -1,498.84 | 537.7% | -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 | 0.00 | | | 10,120.30 | | | |
| Interest Income | 1.42 | 20.83 | 6.8% | 187.71 | 104.15 | 180.2% | 250.00 |
| Total Other Income | 1.42 | 20.83 | 6.8% | 10,308.01 | 104.15 | 9,897.3% | 12,250.00 |
| Net Other Income | 1.42 | 20.83 | 6.8% | 10,308.01 | 104.15 | 9,897.3% | 12,250.00 |
| Net Income | 2,921.19 | 277.70 | 1,051.9% | 2,249.46 | -1,394.69 | -161.3% | -19,959.98 |

Balance Sheet – Previous year comparison

6:02 AM

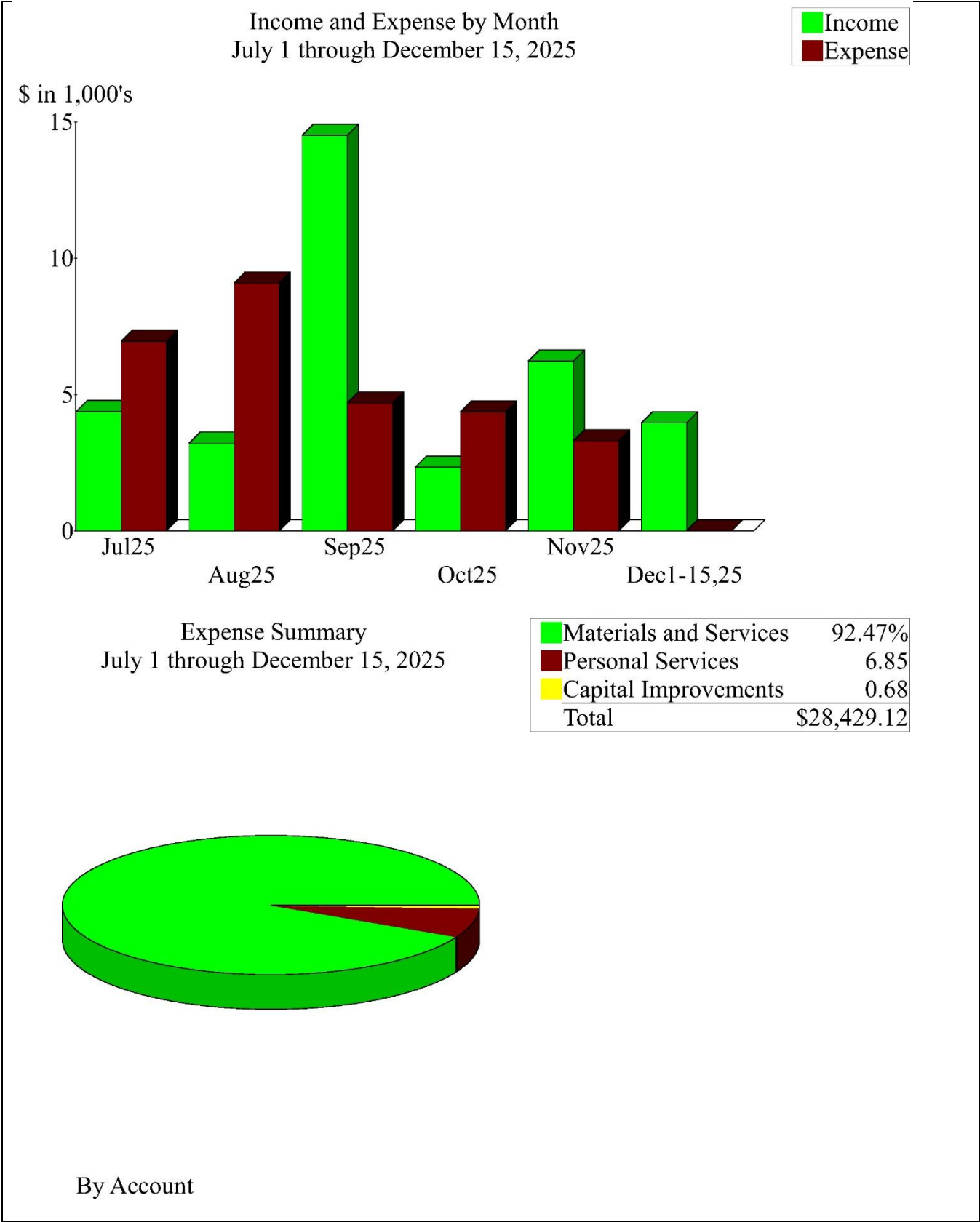
12/15/25

Accrual Basis

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

| | Dec 15, 25 | Dec 15, 24 | \$ Change | % Change |
|---------------------------------------|-------------------|-------------------|------------------|-------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| Checking at Washington Federal | 15,420.29 | 8,360.59 | 7,059.70 | 84.4% |
| Savings at Washington Federal | 80,924.69 | 65,235.79 | 15,688.90 | 24.1% |
| Total Checking/Savings | 96,344.98 | 73,596.38 | 22,748.60 | 30.9% |
| Total Current Assets | 96,344.98 | 73,596.38 | 22,748.60 | 30.9% |
| 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 | 276,644.98 | 253,896.38 | 22,748.60 | 9.0% |
| 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 | 6,214.54 | 12,300.06 | -6,085.52 | -49.5% |
| Total Equity | 276,644.98 | 253,896.38 | 22,748.60 | 9.0% |
| TOTAL LIABILITIES & EQUITY | 276,644.98 | 253,896.38 | 22,748.60 | 9.0% |

Income and Expense Graph – by Month



Maintenance and Repairs – Details

6:03 AM

12/15/25

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 delivered to DEQ lab in Hillsboro. | 375.00 | 375.00 |
| 07/31/2025 | 7501 | 20250728 | Area Supervisor - Phone call with John, phone call with Deborah (4771 Adeline Way), email corres... | 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 OHA. | 45.50 | 511.50 |
| 07/31/2025 | 7501 | 20250731 | Area Supervisor - Phone call with Paula, emails to John, Chantel, and Sarah. | 68.25 | 579.75 |
| 08/31/2025 | 7852 | 20250806 | Operations Supervisor - Pump installation, 2 packings, and VOC test, tests to DEQ lab. | 690.00 | 1,269.75 |
| 08/31/2025 | 7852 | 20250806 | Utility Worker - repairs done to the 7.5 HP pump, installation, 2 packings, and VOC test | 99.00 | 1,368.75 |
| 08/31/2025 | 7852 | 20250819 | Operations Supervisor - Brought 10HP pump online, marked locates at 4843 Adeline Way | 230.00 | 1,598.75 |
| 08/31/2025 | 7852 | 20250819 | Operator 1 - Assisted with bringing pump online and marking locates | 142.00 | 1,740.75 |
| 08/31/2025 | 7852 | 20250825 | Administration - Emergency Response, phone blast for upper zone | 22.88 | 1,763.63 |
| 08/31/2025 | 7852 | 20250825 | Operations Supervisor - Emergency response. Repair broken SCH80 Blank for water meter, install g... | 1,423.13 | 3,186.76 |
| 08/31/2025 | 7852 | 20250828 | Mileage | 157.50 | 3,344.26 |
| 08/31/2025 | 7852 | 20250828 | Administration - VOC Testing Follow-up, phone call with Paula, Phone call with John, Follow-up e... | 61.00 | 3,405.26 |
| 08/31/2025 | 7852 | 20250829 | Operations Supervisor - Replace pressure switch, add surge tank, replace fire valve, have instru... | 862.50 | 4,267.76 |
| 08/31/2025 | 7852 | 20250829 | Mileage | 144.20 | 4,411.96 |
| 08/31/2025 | 7852 | 20250830 | After Hours Area Supervisor - Had to make multiple phone calls to John Amery, Curtis, and Mel. H... | 136.50 | 4,548.46 |
| 08/31/2025 | 7852 | 20250830 | Service Fee 20% | 697.34 | 5,245.80 |
| 08/31/2025 | 7852 | 20250831 | The Home Depot - Parts for fire repairs | 87.77 | 5,333.57 |
| 08/31/2025 | 7852 | 20250831 | Grainger - Pressure regulator for pumphouse | 27.40 | 5,360.97 |
| 08/31/2025 | 7852 | 20250831 | Service Fee - 20% | 119.03 | 5,480.00 |
| 09/30/2025 | 8209 | 20250903 | Operations Supervisor - Rebuilt service line. | 345.00 | 5,825.00 |
| 09/30/2025 | 8209 | 20250903 | Utility Worker - Rebuilt service line. | 198.00 | 6,023.00 |
| 09/30/2025 | 8209 | 20250917 | Operator 2 - Picked up VOC kits from Hillsboro lab. | 82.00 | 6,105.00 |
| 09/30/2025 | 8209 | 20250917 | Mileage | 30.10 | 6,135.10 |
| 09/30/2025 | 8209 | 20250918 | Operations Supervisor - Grease booster meter, tighten 0.25 115.00 28.75 | 28.75 | 6,163.85 |
| 09/30/2025 | 8209 | 20250930 | Administration - CCR Completion and Submission | 22.75 | 6,186.60 |
| 09/30/2025 | 8209 | NW Natural Water Services, LLC | Service Fee - 20% | 141.32 | 6,327.92 |
| 09/30/2025 | 8209 | 20250903 | 5/8 Gallon Meter | 117.00 | 6,444.92 |
| 09/30/2025 | 8209 | 20250903 | Tail Piece | 9.55 | 6,454.47 |
| 09/30/2025 | 8209 | 20250903 | .75" Angle Stop | 124.03 | 6,578.50 |
| 09/30/2025 | 8209 | 20250903 | 3' of .75" Pex | 3.45 | 6,581.95 |
| 09/30/2025 | 8209 | 20250903 | .75" CTS Stiffeners | 2.35 | 6,584.30 |
| 09/30/2025 | 8209 | 20250903 | Meter Box with lid | 56.40 | 6,640.70 |
| 09/30/2025 | 8209 | NW Natural Water Services, LLC | Service Fee 20% | 150.36 | 6,791.06 |
| 10/01/2025 | 25-1... | 20250820 | DISCONNECT 10 H.P. PUMP & INSTALL PRESSURE SNUBBER ON | 240.00 | 7,031.06 |
| 10/01/2025 | 25-1... | Hire Electric | invoice tax | 1.37 | 7,032.43 |
| 10/01/2025 | 25-1... | 20250829 | INSTALL PRESSURE SWITCH AND SET ON OFF SETTINGS. | 320.00 | 7,352.43 |
| 10/01/2025 | 25-1... | Hire Electric | Invoice Tax | 2.11 | 7,354.54 |
| 10/01/2025 | 25-1... | 20250829 | 40/60 PRESSURE SWITCH FOR WELL PUMP | 50.72 | 7,405.26 |
| 10/31/2025 | 8541 | 20251021 | Construction Manager - Repaired chlorine injection pump | 250.00 | 7,655.26 |
| 10/31/2025 | 8541 | 20251031 | Operations Supervisor - Sample Collection (Cadmium and DBP) | 57.50 | 7,712.76 |
| 10/31/2025 | 8541 | 20251031 | Service Fee - 20% | 61.50 | 7,774.26 |
| 10/31/2025 | 8541 | 20251016 | Furrow Pump - LMI parts and fittings | 252.80 | 8,027.06 |
| 10/31/2025 | 8541 | 20251031 | 20% Service Fee | 85.80 | 8,112.86 |
| 11/30/2025 | 81315 | 20251113 | Operator 1 - Took pictures at 4736 Simonelli for possible meter replacement | 53.25 | 8,166.11 |
| 11/30/2025 | 81315 | 20251126 | Utility Worker - restored power service to lower well with Wasco PUD and flow tested well. | 99.00 | 8,265.11 |
| 11/30/2025 | 81315 | NW Natural Water Services, LLC | Service Fee - 20% | 30.45 | 8,295.56 |
| 11/30/2025 | 81315 | NW Natural Water Services, LLC | Chlorine (gallons) | 3.75 | 8,299.31 |
| 11/30/2025 | 81315 | NW Natural Water Services, LLC | Service Fee - 20% | 87.92 | 8,387.23 |
| Total Maintenance and Repairs | | | | 8,387.23 | 8,387.23 |
| Total Materials and Services | | | | 8,387.23 | 8,387.23 |
| TOTAL | | | | 8,387.23 | 8,387.23 |

Item 5 – Discussion – Water Report

August 2025

Gallons Pumped: 4,590
Gallons Sold: 151,474
Gallons Lost: -146,884
Water Loss: -3200.09%

September 2025

Gallons Pumped: Master
meter issue
Gallons Sold: 207,560
Gallons Lost: N/A
Water Loss: N/A

October 2025

Gallons Pumped: (not
working)
Gallons Sold: 99,040
Gallons Lost: N/A
Water Loss: N/A

November 2025

Gallons Pumped: 84,588
Gallons Sold: 54,470
Gallons Lost: 30,118
Water Loss: 35.61%

Item 6 – Discussion – General System Updates

- Operations Report – Curtis Olson

Item 7 – New Business

Item 8 – 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 9 – Vote on Items discussed in Executive Session.

Item 10 – 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 11 – Discussion – Next Meeting

Next board meeting to take place on the third Wednesday. January 21th, 2025 at 7:00pm.

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

Meeting Adjourned