

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 1/19/26)

Meeting Date: Wednesday, January 21, 2025 7:00pm

Location: Online via Microsoft Teams.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NDIkZTcxZTYtNzB1ZC00MDkyLTg2NGQtMjQyZmViZmMxN2Rm%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDIkZTcxZTYtNzB1ZC00MDkyLTg2NGQtMjQyZmViZmMxN2Rm%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

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## Item 1 - Approval of Board Meeting Agenda

## Item 2 – Approval of Minutes

Tooley Water District  
December 17, 2025, Board Meeting  
Meeting held virtually

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

Carol opened the meeting at 7:05 pm.

Item 1 - Approval of Agenda: Carol asked for approval of the December agenda. Bart made the motion to approve the agenda. Doc seconded. All approved. Motion carried.

Item 2 – Approval of Minutes: Carol asked for a motion for approval of the November meeting minutes. John made the motion to approve the November minutes. Doc seconded. Correction was made to add that Carol Mauser attended. There was also a correction to Item 1, where Doc seconded as opposed to Bart. All approved, motion carried.

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

Item 4 - Financial Reports:

Checking account balance	\$15,570.29
Money Market balance	\$80,924.69

- John provided an update on financials including checking and revenue transactions. This included information stating that we are 80% of what our expected revenue should be at this point of the year. This is better than expected due to the fire.
- John also share that he updated line items to make them more reflective of the actual classification of the expense.

Item 5 – Discussion – Water Report:

- 35.61% water loss

Item 6 – Discussion – General System Updates:

- A major leak was reported in the upper well/pump house. This discussion brought up several concerns regarding communication with the contractor. This included an issue with the chlorine analyzer needing to be replaced.
- Doc made a motion to authorize John to contact Hiland to see how quickly they can change the chlorine probe, and complete a flush of the lower well. Bart seconded. Board discussed if it was an emergency regarding chlorine levels. Board agreed that the issue needed to be resolved as soon as possible. All approved. Motion passed.
- Doc requested that board members correspond with other board members moving forward when there is Tooley specific matters. All board members agreed. Board members will develop, in a future meeting, communication protocols.

**Item 7 – New Business:**

- No new business

**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.**

**Board came out of Executive Session at 8:59 pm**

**Item 10 – Public Comment**

- No public comment

**Item 11 – Discussion – Next Meeting:**

- Wednesday, January 21, 2026 at 7 pm

Meeting adjourned at 9:00 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 1/19/26*

Account Snapshot			Settings	Close
Checking ↑	Current Balance		Available Balance	
Checking (1)	\$19,212.58		\$19,212.58	
Money Market ↓	Current Balance		Available Balance	
Money Market (1)	\$81,098.33		\$81,098.33	

## Recent Savings Transactions

Tooley Water District								1/19/2026 5:02 PM
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2025			Interest Income	Interest		X	173.64	81,098.33

## Recent Checking Transactions

Tooley Water District							1/19/2026 5:01 PM	
Register: Checking at Washington Federal								
From 12/15/2025 through 01/19/2026								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/20/2025			Interest Income	Interest		X	3.71	15,424.00
12/31/2025	5351	Bart Vervloet	Personal Services:Boar...	December Boar...	49.99			15,374.01
12/31/2025	5352	Carol Mauser	Personal Services:Boar...	December Boar...	49.99			15,324.02
12/31/2025	5353	Debby Jones	Personal Services:Boar...	December Boar...	49.99			15,274.03
12/31/2025	5354	John Amery	Personal Services:Boar...	December Boar...	49.99			15,224.04
12/31/2025	5355	William Doolittle	Personal Services:Boar...	December Boar...	49.99			15,174.05
12/31/2025	5357	NW Natural Water S...	Accounts Payable	December Serv...	4,305.79			10,868.26
01/01/2026	5356	S.D.I.S	Accounts Payable		3,060.00			7,808.26
01/05/2026			Materials and Services:...	NOW service fee	0.80	X		7,807.46
01/12/2026			Water Revenue:Water ...	Deposit		X	3,789.38	11,596.84

## Profit and Loss Budget vs. Actual

Tooley Water District Profit & Loss Budget Performance							
Accrual Basis December 2025							
	Dec 25	Budget	% of Budget	Jul - Dec 25	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
<b>Water Sales</b>	3,965.08	4,742.18	83.6%	24,335.65	30,399.81	80.1%	59,299.02
<b>Total Water Revenue</b>	3,965.08	4,742.18	83.6%	24,335.65	30,399.81	80.1%	59,299.02
<b>Total Income</b>	3,965.08	4,742.18	83.6%	24,335.65	30,399.81	80.1%	59,299.02
<b>Expense</b>							
<b>Capital Improvements</b>	0.00	0.00	0.0%	192.00	0.00	100.0%	15,000.00
<b>Materials and Services</b>							
<b>Bank Service Charges</b>	0.00	0.00	0.0%	4.40	0.00	100.0%	0.00
<b>BottledWater</b>	0.00	1,000.00	0.0%	3,355.45	6,000.00	55.9%	12,000.00
<b>Computer and Internet Expenses</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	833.00
<b>Copies</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
<b>Dues and Fees</b>							
<b>Laboratory Fees</b>	0.00			940.00			
<b>Dues and Fees - Other</b>	0.00	0.00	0.0%	467.40	331.47	141.0%	1,200.00
<b>Total Dues and Fees</b>	0.00	0.00	0.0%	1,407.40	331.47	424.6%	1,200.00
<b>legal Services</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
<b>Liability Insurance</b>							
<b>Equipment Breakdown Coverage</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	150.00
<b>General Liability</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	1,590.00
<b>Hired Auto Physical Damage Prop</b>	0.00			0.00			616.00
<b>N/O Auto Liability</b>	0.00			0.00			195.00
<b>Liability Insurance - Other</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	631.00
<b>Total Liability Insurance</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	3,182.00
<b>Maintenance and Repairs</b>	1,760.80	1,375.00	128.1%	10,148.03	8,250.00	123.0%	16,500.00
<b>Network Monitoring Maintenance</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
<b>NWNWS Base Fees</b>							
<b>NNW Base Maintenance Fee</b>	1,550.00	1,550.00	100.0%	9,300.00	9,300.00	100.0%	18,600.00
<b>NNW Billing base fee</b>	450.00	450.00	100.0%	2,700.00	2,700.00	100.0%	5,400.00
<b>NWNWS Service Fees</b>	400.00	400.00	100.0%	2,650.90	2,400.00	110.5%	4,800.00
<b>Total NWNWS Base Fees</b>	2,400.00	2,400.00	100.0%	14,650.90	14,400.00	101.7%	28,800.00
<b>Office Supplies</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
<b>Operating Expenses</b>							
<b>Activation Fees Passthrough</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
<b>Disconnect Fee</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
<b>NWCPUD Power Fees</b>	144.99	250.00	58.0%	1,013.84	1,500.00	67.6%	3,000.00
<b>Total Operating Expenses</b>	144.99	250.00	58.0%	1,013.84	1,500.00	67.6%	3,400.00
<b>Postage and Delivery</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
<b>Service Fee</b>	0.00			15.00			
<b>Total Materials and Services</b>	4,305.79	5,025.00	85.7%	30,595.02	30,481.47	100.4%	71,655.00
<b>Personal Services</b>							
<b>Boardmember Incentives</b>	249.95	250.00	100.0%	1,349.95	1,500.00	90.0%	3,000.00
<b>Boardmember training/meetings</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	300.00
<b>Crime Bond</b>	0.00	0.00	0.0%	218.00	450.00	48.4%	450.00
<b>Meeting Expense</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
<b>Workmans Compensation Insurance</b>	0.00	0.00	0.0%	629.89	0.00	100.0%	904.00
<b>Total Personal Services</b>	249.95	250.00	100.0%	2,197.84	1,950.00	112.7%	4,854.00
<b>Total Expense</b>	4,555.74	5,275.00	86.4%	32,984.86	32,431.47	101.7%	91,509.00
<b>Net Ordinary Income</b>	-590.66	-532.82	110.9%	-8,649.21	-2,031.66	425.7%	-32,209.98
<b>Other Income/Expense</b>							
<b>Other Income</b>							
<b>Grant Income</b>	0.00	0.00	0.0%	0.00	0.00	0.0%	12,000.00
<b>Insurance Payout</b>	0.00			10,120.30			
<b>Interest Income</b>	177.35	20.83	851.4%	365.06	124.98	292.1%	250.00
<b>Total Other Income</b>	177.35	20.83	851.4%	10,485.36	124.98	8,389.6%	12,250.00
<b>Net Other Income</b>	177.35	20.83	851.4%	10,485.36	124.98	8,389.6%	12,250.00
<b>Net Income</b>	-413.31	-511.99	80.7%	1,836.15	-1,906.68	-96.3%	-19,959.98

## *Balance Sheet – Previous year comparison*

5:05 PM  
01/19/26  
Accrual Basis

### Tooley Water District Balance Sheet Prev Year Comparison As of January 19, 2026

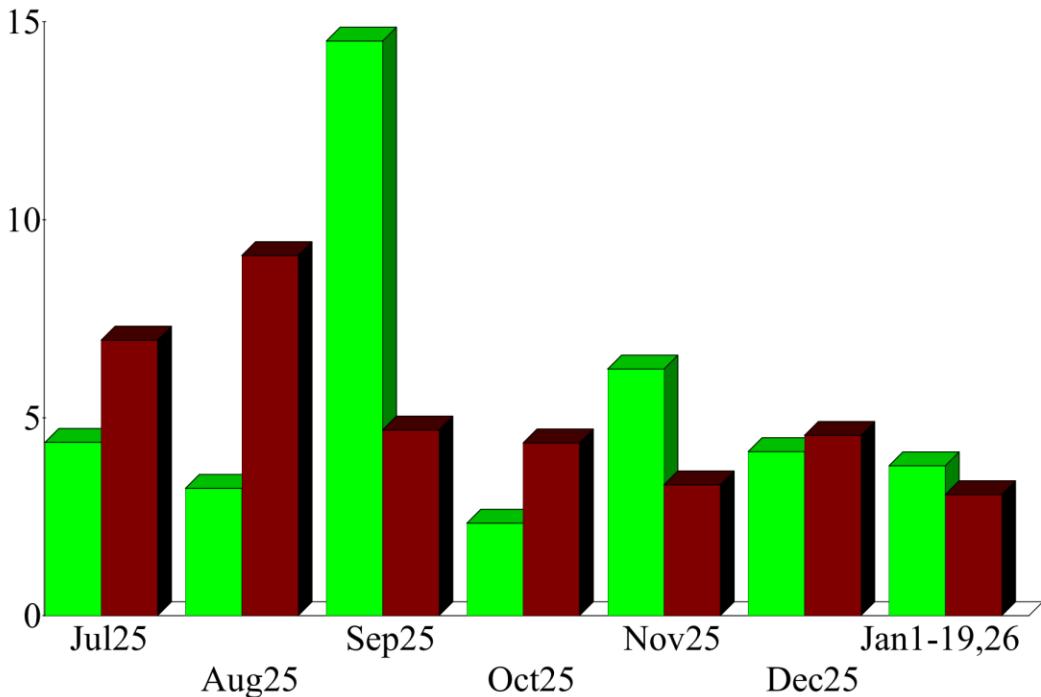
	Jan 19, 26	Jan 19, 25	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>Checking at Washington Federal</b>	11,596.84	11,764.18	-167.34	-1.4%
<b>Savings at Washington Federal</b>	81,098.33	65,367.11	15,731.22	24.1%
<b>Total Checking/Savings</b>	<u>92,695.17</u>	<u>77,131.29</u>	<u>15,563.88</u>	<u>20.2%</u>
<b>Total Current Assets</b>	<u>92,695.17</u>	<u>77,131.29</u>	<u>15,563.88</u>	<u>20.2%</u>
<b>Fixed Assets</b>				
<b>Tooley Fixed Assets</b>	180,300.00	180,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	<u>180,300.00</u>	<u>180,300.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<b><u>272,995.17</u></b>	<b><u>257,431.29</u></b>	<b><u>15,563.88</u></b>	<b><u>6.1%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
<b>Opening Balance Equity</b>	199,855.44	199,855.44	0.00	0.0%
<b>Retained Earnings</b>	70,575.00	41,740.88	28,834.12	69.1%
<b>Net Income</b>	2,564.73	15,834.97	-13,270.24	-83.8%
<b>Total Equity</b>	<u>272,995.17</u>	<u>257,431.29</u>	<u>15,563.88</u>	<u>6.1%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>272,995.17</u></b>	<b><u>257,431.29</u></b>	<b><u>15,563.88</u></b>	<b><u>6.1%</u></b>

## Income and Expense Graph – by Month

Income and Expense by Month  
July 1, 2025 through January 19, 2026

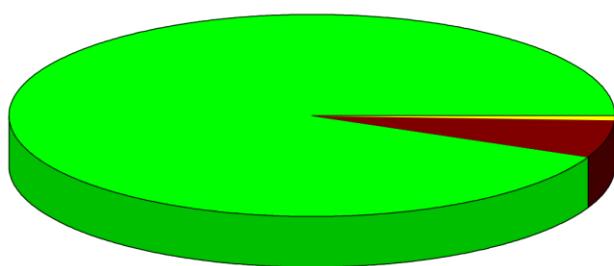
Income  
Expense

\$ in 1,000's



Expense Summary  
July 1, 2025 through January 19, 2026

Materials and Services	93.37%
Personal Services	6.10
Capital Improvements	0.53
Total	\$36,045.66



## Maintenance and Repairs – Details

5:06 PM

01/19/26

Accrual Basis

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

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
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 cor...	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, ins...	1,423.13	3,186.76
08/31/2025	7852	20250825	Mileage	157.50	3,344.26
08/31/2025	7852	20250825	Administration - VOC Testing Follow-up, phone call with Paula, Phone call with John, Follow-up...	61.00	3,405.26
08/31/2025	7852	20250828	Operations Supervisor - Replace pressure switch, add surge tank, replace fire valve, have instr...	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...	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	20250918	Mileage	30.10	6,135.10
09/30/2025	8209	20250930	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
12/31/2025	81662	20251209	Operator 2 - Inspection of Meter box & supply line	102.50	8,489.73
12/31/2025	81662	20251209	Area Supervisor Repair Quill Injectors	728.00	9,217.73
12/31/2025	81662	20251209	Service Truck	200.00	9,417.73
12/31/2025	81662	20251209	Mileage	151.90	9,569.63
12/31/2025	81662	20251219	Operations Supervisor - OWRD Water Use Reporting	68.25	9,637.88
12/31/2025	81662	20251223	Operator 1 - Check Pressure Alarms	71.00	9,708.88
12/31/2025	81662	20251212	Service Fee - 20%	264.33	9,973.21
12/31/2025	81662	20251209	Chlorine (5 gallons)	18.75	9,991.96
12/31/2025	81662	20251209	Newberg Ace Hardware - 1 X 1/2 Brs Bush (1), 3/4 X 1/2 Brs Bush (1), SOCKS HEAT RTNR M...	29.97	10,021.93
12/31/2025	81662	20251209	Furrow Pump - LMI Check Valve	72.80	10,094.73
12/31/2025	81662	20251209	Service Fee - 20%	53.30	10,148.03
Total Maintenance and Repairs					
Total Materials and Services					
<b>TOTAL</b>					
<b>10,148.03</b>					
<b>10,148.03</b>					
<b>10,148.03</b>					

## Item 5 – Discussion – Water Report

September 2025	October 2025	November 2025	December 2025
Gallons Pumped: Master meter issue	Gallons Pumped: (not working)	Gallons Pumped: 84,588	Gallons Pumped: 102,405
Gallons Sold: 207,560	Gallons Sold: 99,040	Gallons Sold: 54,470	Gallons Sold: 48,043
Gallons Lost: N/A	Gallons Lost: N/A	Gallons Lost: 30,118	Gallons Lost: 54,365
<b>Water Loss: N/A</b>	<b>Water Loss: N/A</b>	<b>Water Loss: 35.61%</b>	<b>Water Loss: 53.09%</b>

## Item 6 – Discussion – General System Updates

- Operations Report – Curtis Olson
- Chlorination probe – John
- Crestline hitting water line – John

## Item 7 – New Business

- Tooley submitted a request for a Feasibility Grant from Business Oregon for \$50k – John
- Mr. Amery has registered on behalf of Tooley Water District for the SDAO Annual Conference in Seaside. He has signed up for the following sessions: “Board Member Best Practices”, “Collaborating with Your Community for Major Capital Improvements”, “Mastering Board Meeting Facilitation”. “Additional Funding Streams for Districts”.
- Ms. Jones provided a list of proposed boardmember considerations. Time has been allocated for discussion on this subject.

## 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 an 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 if required.**

## **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, February 18th, 2025 at 7:00pm.

For virtual access – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) or 541-340-0032.

**Meeting Adjourned**