

Tooley Water District Board Meeting Agenda

Version 1.2 (updated 9/13/26).

Meeting Date: Wednesday, September 16, 2026 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

Bart Vervloet

Minute keeper

Debby Jones

Topics

Item 1 - Approval of Board Meeting Agenda.....	2
Item 2 – Approval of Minutes.....	2
Item 3 – Public Input	4
Item 4 - Financial Reports – Mr. Amery	5
Copy of current account totals from Washington Federal Website.....	5
Recent Savings Transactions	5
Recent Checking Transactions.....	6
Profit and Loss Budget vs. Actual.....	8
Balance Sheet – Previous year comparison	9
Maintenance and Repairs – Details.....	9
Item 5 – Discussion – Water Report.....	9
Item 6 – Action – Bookkeeper Selection.....	10
Item 7 – Discussion– Grant Updates.....	10
Item 8 – Discussion – System Updates.....	10
Item 9 – New Business	10
Item 10 – Executive Session.....	11
Item 11 – Vote on Items discussed in Executive Session if required.	12
Item 12 – Public Comment Time 2	12
Item 13 – Discussion – Next Meeting.....	12

Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District September 11, 2026 Emergency Board Meeting Meeting held virtually

Present: John Amery, Bart Vervloet, Chester Cable and Jason Clack showed up later.

Bart opened the meeting at 5:35 pm.

Item 1 - Approval of Agenda: Bart asked for approval of the agenda. John made the motion to approve the agenda and Chester seconded. All approved. Motion carried.

Item 2 – Resolution 2026-03 Authorizing John to apply for RIF grant on behalf of Tooley:

- John Discussed the resolution authorizing John to apply to the regional infrastructure grant on behalf of Tooley.
- It was identified that the presented resolution had typos in it. Those items would be need to be fixed.
- Chester made a motion and john seconded the motion to vote on resolution 2026-03 with the changes of the verbiage "adopting the budget" to be changed to "Authorizing John Amery to apply to the RIF Grant on behalf of Tooley Water District" Additionally, to correct the spelling of regional.
- Jason joined the meeting later and also voted yes for this resolution.

Item 3 – Update on Bookkeeper: John provided an update on Tooley Water District's quest for acquiring a new bookkeeper.

Bart adjourned the meeting at 5:52 pm

**Tooley Water District
August 19, 2026 Board Meeting
Meeting held virtually**

Present: Debby Jones, John Amery, Bart Vervloet, Chester Cable and Jason Clack

Guest: Jovonne Lentz, Michael Miller and Jessica Reyes

Bart opened the meeting at 7:01 pm.

Item 1 - Approval of Agenda: Bart asked for approval of the August agenda. Jason made the motion to approve the agenda Chester seconded. All approved. Motion carried.

Item 2 – Approval of Minutes: Bart asked for approval of the July minutes. Jason made the motion to approve the agenda. Chester seconded. All approved. Motion carried.

Item 3 – Public Input: Jovonne Lentz asked if the conversation she had had earlier with Bart was going to be covered during the meeting. Both Bart and John shared that those updates would be included in the system update section.

Item 4 - Financial / Maintenance and Repair Reports:

Checking account balance	\$19,425.27
--------------------------	-------------

Money Market balance	\$71,395.13
----------------------	-------------

John provided financial updates, which had been backed up due to the change in contractors. The reported included income and expenses. There was some confusion with board member checks, which John will look into.

Item 5 Water Report –

- Water loss figure was not provided. It has been discovered that the meter that tracks water use and loss is currently not functioning.

Item 6 – General System Update: Currently there are two pumps and only one that is functioning. This pump is keeping up with current water needs

Pressure System – Failing Pressure Tanks – The current pressure tank is not large enough for the current needs. The previous tank maxed out at 70 psi and the current one maxes out at 50 psi. The potential solution is a variable speed drive. The variable speed frequency drive alone is not sufficient and a pressure tank that can reach 70 psi is needed. John estimates that the cost could be between \$20,000 - \$30,000. Board discussed funding options. Jessica shared her experience with board members. Bart offered to call Darrin from AKS for guidance. John made the motion to authorize Bart to negotiate a contract up to \$5,000 to identify and develop a plan that can be submitted to OHA for approval. Chester seconded. All approved.

Item 7 - Feasibility Study Award & Contract:

Darrin from AKS held two meetings that included one with ODOT and one with city and county officials. The feasibility study work has begun. Historical water logs reflect a trending of the water the lowering of the water table.

Item 8– Discussion/Action – Transition Accounting to a Third Party

Chenowith Water has informed us they will no longer be performing Book Keeping on behalf of Tooley Water District. Per John, "It has been discussed that they have/will not be charging us for a lot

of the general construction activity that Hiland used to charge us for. It has been discussed, and I expect to see a contract that reflects these changes. I believe we can hire a third party accountant and purchase QuickBooks to perform this role instead. “

- David Klinger CPA has suggested he would be willing to perform this role for us. Estimate \$500 / month.
- QuickBooks online – Estimate \$115 / month.
- QuickBooks has a CC processing solution. See <https://quickbooks.intuit.com/payments/payment-rates/>

Jason made a motion to authorize John and Debby to negotiate a contract with David Klinger for an initial set up charge and ongoing \$500. Chester seconded. All approved.

Chester made the motion to authorize John to purchase the QuickBooks on-line platform at an estimated \$115 a month in addition to establishing credit charges. Jason seconded. All approved

Item 9 – New Business

No new business

Item 10 Public Comment

- No public comment

Item 11 – Next Meeting:

- Next board meeting is scheduled for Wednesday, September 16 at 7 pm

Meeting adjourned at 9:03 pm

Item 3 – Public Input

Up to 5 minutes per person will be allocated for public input.

Item 4 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 9/13/26

Account Snapshot			
Checking	Current Balance	Available Balance	
Checking [REDACTED]	\$20,171.77	\$20,171.77	>
Money Market	Current Balance	Available Balance	
Money Market [REDACTED]	\$71,395.13	\$71,395.13	>

Recent Savings Transactions

No new savings transactions since last meeting

Recent Checking Transactions

Tooley Water District

Checking at Washington Federal Ending Balance: \$20,171.77

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
09/09/2026	243255 Bill Payment	NWCPUD 20000 Accounts Payable		\$250.02		R	\$20,171.77
09/08/2026					\$197.33	R	\$20,421.79
	Deposit	47900 Water Revenue:Water Sales					
09/04/2026					\$132.27	R	\$20,224.46
	Deposit	47900 Water Revenue:Water Sales					
09/01/2026			negative CC transaction. need \$72.56 to research			R	\$20,092.19
	Check	60400 Materials and Services:Bank Service Charges					
09/01/2026					\$2,088.52	R	\$20,164.75
	Deposit	Sales					
09/01/2026					\$2,086.78	R	\$18,076.23
	Deposit	47900 Water Revenue:Water Sales					
08/31/2026	To Print	John Amery	Board Meeting Attendance - August	\$50.00		R	\$15,989.45
	Check	Personal Services:Boardmember Incentives					
08/31/2026	To Print	Jason Clack	Board Meeting Attendance - August	\$50.00		R	\$16,039.45
	Check	Personal Services:Boardmember Incentives					
08/31/2026	To Print	Debby Jones	Board Meeting Attendance - August	\$50.00		R	\$16,089.45
	Check	Personal Services:Boardmember Incentives					
08/31/2026	To Print	Chester Cable	Board Meeting Attendance - August	\$50.00		R	\$16,139.45

about:blank

1/2

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
	Check	Personal Services:Boardmember Incentives					
08/31/2026	To Print	Bart Vervloet	Board Meeting Attendance - August	\$50.00		R	\$16,189.45
	Check	Personal Services:Boardmember Incentives					
08/31/2026	5406	Chenowith Water PUD		\$3,356.58		R	\$16,239.45
	Bill Payment	20000 Accounts Payable					
08/26/2026					\$125.71	R	\$19,596.03
	Deposit	47900 Water Revenue:Water Sales					
08/25/2026					\$212.06	R	\$19,470.32
	Deposit	47900 Water Revenue:Water Sales					
08/20/2026		Intuit		\$43.50		R	\$19,258.26
	Check	61700 Materials and Services:Computer and Internet Expenses					
08/20/2026					\$501.85	R	\$19,301.76
	Deposit	47900 Water Revenue:Water Sales					
08/20/2026	INTEREST		Interest Earned		\$3.96	R	\$18,799.91
	Deposit	Interest Income					
08/19/2026		NWCPUD		\$260.30		R	\$18,795.95
	Bill Payment	20000 Accounts Payable					
08/19/2026		OHA Drinking Water Services		\$225.00		R	\$19,056.25
	Bill Payment	20000 Accounts Payable					

Profit and Loss Budget vs. Actual

Tooley Water District Budget vs. Actuals__Budget_FY27_P&L__Report

	Aug 2026			Total		
	Actual	Budget	Percent of budget	Actual	Budget	Percent of budget
Income						
Sales				2,088.52		
Water Revenue						
47900 Water Sales	2,318.56	3,439.14	67.42%	9,045.28	47,439.21	19.07%
Total for Water Revenue	2,318.56	3,439.14	67.42%	\$9,045.28	\$47,439.21	19.07%
Total for Income	2,318.56	3,439.14	67.42%	\$11,133.80	\$47,439.21	23.47%
Cost of Goods Sold						
Gross Profit	2,318.56	3,439.14	67.42%	\$11,133.80	\$47,439.21	23.47%
Expenses						
Capital Improvements		3,125.00	0.00%		37,500.00	0.00%
Materials and Services						
60400 Bank Service Charges	69.39			142.35		
61700 Computer and Internet Expenses	43.50			43.50	1,180.00	3.69%
62500 Dues and Fees	225.00	100.00	225.00%	225.00	1,200.00	18.75%
64900 Office Supplies					100.00	
66500 Postage and Delivery					100.00	
67200 Maintenance and Repairs		2,062.50	0.00%		24,750.00	0.00%
BottledWater					2,000.00	
Copies					200.00	
Grant Fulfillment					50,000.00	
legal Services					5,000.00	
Liability Insurance					3,978.00	
Network Monitoring Maintenance					340.00	
Operating Expenses						
Activation Fees Passthrough					100.00	
Customer CC pass through		16.66	0.00%		200.00	0.00%
Disconnect Fee					300.00	
NWCPUD Power Fees	250.02	250.00	100.01%	510.32	3,000.00	17.01%
Total for Operating Expenses	250.02	266.66	93.76%	\$510.32	\$3,600.00	14.18%
Operator Base Fees	1,735.05	1,806.00	96.07%	3,356.58	21,672.00	15.49%
Total for Materials and Services	2,322.96	4,235.16	54.85%	\$4,277.75	\$114,120.00	3.75%
Personal Services						
68400 Boardmember training/meetings		25.00	0.00%		300.00	0.00%
Boardmember Incentives	200.00	291.66	68.57%	400.00	3,500.00	11.43%
Crime Bond					563.00	
Meeting Expense					200.00	
Workmans Compensation Insurance				317.21	1,129.00	28.10%
Total for Personal Services	200.00	316.66	63.16%	\$717.21	\$5,692.00	12.60%
Total for Expenses	2,522.96	7,676.82	32.86%	\$4,994.96	\$157,312.00	3.18%
Net Operating Income	-204.40	-4,237.68	4.82%	\$6,138.84	-\$109,872.79	-5.59%
Other Income						
Grant Income					50,000.00	
Interest Income	3.96	41.66	9.51%	7.39	500.00	1.48%
Total for Other Income	3.96	41.66	9.51%	\$7.39	\$50,500.00	0.01%
Other Expenses						
Net Other Income	3.96	41.66	9.51%	\$7.39	\$50,500.00	0.01%
Net Income	-200.44	-4,196.02	4.78%	\$6,146.23	-\$59,372.79	-10.35%

Accrual Basis Sunday, September 13, 2026 11:50 AM GMT-07:00

Balance Sheet – Previous year comparison

5:35 PM

08/19/26

Accrual Basis

Tooley Water District

Balance Sheet Prev Year Comparison

As of August 19, 2026

	Aug 19, 26	Aug 19, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	18,795.95	9,952.28	8,843.67	88.9%
Savings at Washington Federal	71,395.13	80,626.94	-9,231.81	-11.5%
Total Checking/Savings	90,191.08	90,579.22	-388.14	-0.4%
Total Current Assets	90,191.08	90,579.22	-388.14	-0.4%
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	270,491.08	270,879.22	-388.14	-0.1%
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	65,865.23	70,575.00	-4,709.77	-6.7%
Net Income	4,770.41	448.78	4,321.63	963.0%
Total Equity	270,491.08	270,879.22	-388.14	-0.1%
TOTAL LIABILITIES & EQUITY	270,491.08	270,879.22	-388.14	-0.1%

Maintenance and Repairs – Details

No charges to date

Item 5 – Discussion – Water Report

May 2026

Currently Unknown.

June 2026

Currently Unknown.

July 2026

Currently Unknown.

August 2026

Currently Unknown.

Item 6 – Action – Bookkeeper Selection

Each Board member has a copy of the completed questionnaires from candidate bookkeepers. These questionnaires include details such as hourly rates, experience, certifications, accreditations etc. of the potential bookkeeping candidates.

Each board member will rate the Bookkeeping respondents in order of preference.

For example, 1 is your 1st choice. 2 is your 2nd choice etc.

We will tally all the Board's bookkeeper orderings. The bookkeeper with the lowest cumulative score will be the selected bookkeeper.

The awarded bookkeeper will be presented with a contract. In the event the awarded bookkeeper is unwilling, or unable to engage in the presented contract, Tooley's authorized negotiator (board member John Amery) will engage with the next preferred candidate and so on until we have a signed contract.

Motion to authorize Board Member John Amery to negotiate with the board preferred Bookkeeping candidates in order of preference in efforts to develop a signed contract.

Motion to authorize chairperson Bart Vervloet to sign a contract with the board selected bookkeeper engaging their bookkeeping services on behalf of Tooley Water District.

Item 7 – Discussion– Grant Updates

- Feasibility Study progress – Tennison Engineering – update by John Amery
- RIF Grant Application – update by John Amery

Item 8 – Discussion – System Updates

- Upper Pressure System
 - Update from Bart / Tennison Engineering
 - Estimate options provided by Chenoweth Water

Item 9 – New Business

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 – Vote on Items discussed in Executive Session if required.

Item 12 – Public Comment Time 2

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

Item 13 – Discussion – Next Meeting

Next board meeting to take place on the third Wednesday. October 21st, 2026 at 7:00pm.

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

Meeting Adjourned