

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 10/17/26).

Meeting Date: Wednesday, September 21, 2026 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

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	3
Item 4 - Financial Reports – Mr. Amery	4
Copy of current account totals from Washington Federal Website.....	4
Recent Savings Transactions	4
Recent Checking Transactions.....	5
Profit and Loss Budget vs. Actual.....	11
Profit and Loss	12
Balance Sheet – Previous year comparison	13
Maintenance and Repairs – Details.....	14
Item 5 – Discussion – Water Report.....	14
Item 6 – Discussion – Chenowith Update.....	14
Item 7 – Discussion – Bookkeeper Update	14
Item 8 – Discussion– Grant Updates.....	14
Item 9 – Discussion – System Updates.....	14
Item 10 – New Business	14
Item 11 – Executive Session	15
Item 12 – Vote on Items discussed in Executive Session if required.	16
Item 13 – Public Comment Time 2	16
Item 14 – Discussion – Next Meeting.....	16

Item 1 - Approval of Board Meeting Agenda

Item 2 – Approval of Minutes

Tooley Water District

September 16, 2026 Board Meeting

Meeting held virtually

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

Guest: Michael Miller, Katy Banks

Bart opened the meeting at 7:03 pm.

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

Item 2 – Approval of Minutes: Bart asked for approval of the Emergency Board Meeting on September 11, 2026. John made the motion to approve the minutes and presented. Chester seconded. All approved. Motion carried.

Bart asked for approval of the August minutes. Debby made the motion to approve the minutes. Chester seconded. All approved. Motion carried.

Item 3 – Public Input: No public comment

Item 4 - Financial / Maintenance and Repair Reports:

Checking account balance	\$20,171.77
Money Market balance	\$71,395.13

John provided financial updates. The report included income and expenses. The new Quick Books reports are being utilized so reports may look different. John shared that we are still playing catch up as the district confirms it's billing process.

Item 5 Water Report –

- Water loss figure was not provided. Chenowith has not provided reports due to the meter at the upper well needing to be repaired/replaced.

Item 6 – Bookkeeper Selection – The board discussed the current billing process and the need to ensure that Tooley policies are in place to ensure a smooth transition. John is working on a payment process that would take credit card payments through the QuickBooks portal.

Chester made the motion to authorize John Amory to negotiate a bookkeeping contract with Katy Banks, the newly approved board bookkeeper. Jason seconded. All approved. Motion carried

Debby made the 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. Jason seconded. All approved. Motion carried

Item 7 – Grant Updates

- Feasibility study progress – AKS is a bit behind but there are no time concerns at this time.
- RAF and CGB Grants – John shared the different grants that the district is considering engineering and a shovel ready project. The district may also be eligible for some disaster relief funding.

Item 8 – General System Update:

Pressure System – Bart had met with Darrin from AKS for a potential plan. Darren agreed and Bart will be report back once received. John also shared potential some additional quotes previously received from Chenowith.

Item 9 – New Business

No new business

Item 10 – Executive Session if needed – No executive session**Item 11: Vote if necessary – No executive session****Item 12 Public Comment Time 2 – No public comment****Item 13 – Next Meeting:**

- Next board meeting is scheduled for Wednesday, October 21 at 7 pm

Meeting adjourned at 7:58 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 10/17/26

Account Snapshot		
Checking	Current Balance	Available Balance
Checking [REDACTED]	\$21,604.06	\$21,604.06 >
Money Market	Current Balance	Available Balance
Money Market [REDACTED]	\$71,545.12	\$71,545.12 >

Recent Savings Transactions

No new savings transactions since last meeting

Recent Checking Transactions

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Tooley Water District

Checking at Washington Federal Bank Balance: 21604.06 Ending Balance: \$21,604.06

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
10/16/2026		K Banks Bookkeeping, LLC		\$473.00		R	\$21,604.06
	Bill Payment	20000 Accounts Payable					
10/16/2026			External Deposit - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944		\$119.15	R	\$22,077.06
	Deposit	47900 Water Revenue:Water Sales					
10/15/2026			External Deposit - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944		\$302.12	R	\$21,957.91
	Deposit	47900 Water Revenue:Water Sales					
10/10/2026	1010C3896977	Liberty Mutual Insurance Company		\$218.00		R	\$21,655.79
	Bill Payment	20000 Accounts Payable					
10/08/2026			External Deposit - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944		\$373.85	R	\$21,873.79
	Deposit	47900 Water Revenue:Water Sales					
10/07/2026		Intuit	External Withdrawal - INTUIT INC - ACCTVERIFY	\$0.24		R	\$21,499.94
	Expense	60400 Materials and Services:Bank Service Charges					
10/07/2026	269739	NWCPUD		\$266.07		R	\$21,500.18
	Bill Payment	20000 Accounts Payable					
10/07/2026			External Deposit - INTUIT INC - ACCTVERIFY		\$0.07	R	\$21,766.25
	Deposit	Interest Income					
10/07/2026			External Deposit - INTUIT INC - ACCTVERIFY		\$0.17	R	\$21,766.18

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1/6

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Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
	Deposit	Interest Income					
10/06/2026		John Amery	NOW Withdrawal - John Amery BILL PMT 800-324-9375	\$50.00		R	\$21,766.01
	Expense	Personal Services:Boardmember Incentives					
10/06/2026		Jason Clack	NOW Withdrawal - Jason Clack BILL PMT 800-324-9375	\$50.00		R	\$21,816.01
	Expense	Personal Services:Boardmember Incentives					
10/06/2026			NOW Withdrawal - Bart Vervloet BILL PMT 800-324-9375	\$50.00		R	\$21,866.01
	Expense	Personal Services:Boardmember Incentives					
10/06/2026		Chester Cable	NOW Withdrawal - Chester Cable BILL PMT 800-324-9375	\$50.00		R	\$21,916.01
	Expense	Personal Services:Boardmember Incentives					
10/06/2026		Debby Jones	NOW Withdrawal - Debby Jones BILL PMT 800-324-9375	\$50.00		R	\$21,966.01
	Expense	Personal Services:Boardmember Incentives					
10/05/2026			NOW Service Fee - BIZ BILLPAY BILLING 800-324- 9375	\$0.80		R	\$22,016.01
	Expense	60400 Materials and Services:Bank Service Charges					
10/02/2026			External Deposit - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944		\$344.33	R	\$22,016.81
	Deposit	47900 Water Revenue:Water Sales					
10/01/2026			External Withdrawal - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944	\$88.67		R	\$21,672.48

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2/6

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Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
	Expense	60400 Materials and Services:Bank Service Charges					
09/25/2026			External Deposit - HRTLAND PMT SYS - TXNS/FEEES XXXXXXXXX3715944		\$1,628.45	R	\$21,761.15
	Deposit	47900 Water Revenue:Water Sales					
09/20/2026		Intuit	Point Of Sale Withdrawal - INTUIT *QBooks OnliCL.INTUIT.COM CAUS Card #0101	\$43.50		R	\$20,132.70
	Expense	61700 Materials and Services:Computer and Internet Expenses					
09/20/2026			Credit Interest		\$4.43	R	\$20,176.20
	Deposit	Interest Income					
09/10/2026	1010C3896978	NWCPUD		\$250.02		R	\$20,171.77
	Bill Payment	20000 Accounts Payable					
09/09/2026		Chester Cable	NOW Withdrawal - Chester Cable BILL PMT 800-324-9375	\$50.00		R	\$20,421.79
	Expense	Personal Services:Boardmember Incentives					
09/09/2026		Jason Clack	NOW Withdrawal - Jason Clack BILL PMT 800-324-9375	\$50.00		R	\$20,471.79
	Expense	Personal Services:Boardmember Incentives					
09/09/2026		John Amery	NOW Withdrawal - John Amery BILL PMT 800-324-9375	\$50.00		R	\$20,521.79
	Expense	Personal Services:Boardmember Incentives					
09/09/2026		Debby Jones	NOW Withdrawal - Debby Jones BILL PMT 800-324-9375	\$50.00		R	\$20,571.79
	Expense	Personal Services:Boardmember Incentives					
09/09/2026			NOW Withdrawal - Bart Vervloet BILL	\$50.00		R	\$20,621.79

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3/6

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance
	Type					Auto	
			PMT 800-324-9375				
	Expense	Personal Services:Boardmember Incentives					
09/09/2026	1010C3896980	Chenowith Water PUD		\$1,735.05		R	\$20,671.79
	Bill Payment	20000 Accounts Payable					
09/09/2026	1010C3896979	Chenowith Water PUD		\$1,621.53		R	\$22,406.84
	Bill Payment	20000 Accounts Payable					
09/08/2026			External Deposit - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944		\$197.33	R	\$24,028.37
	Deposit	47900 Water Revenue:Water Sales					
09/04/2026			External Deposit - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944		\$132.27	R	\$23,831.04
	Deposit	47900 Water Revenue:Water Sales					
09/01/2026			External Withdrawal - HRTLAND PMT SYS - TXNS/FEES XXXXXXXXX3715944	\$72.56		R	\$23,698.77
	Expense	60400 Materials and Services:Bank Service Charges					
09/01/2026			Deposit		\$2,086.78	R	\$23,771.33
	Deposit	47900 Water Revenue:Water Sales					
09/01/2026			Deposit		\$2,088.52	R	\$21,684.55
	Deposit	47900 Water Revenue:Water Sales					
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		Washington Federal Bank			\$3.96	R	\$19,301.76

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Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
08/20/2026	Deposit	Interest Income			\$501.85	R	\$19,297.80
08/19/2026	Deposit	47900 Water Revenue:Water Sales NWCPUD		\$260.30		R	\$18,795.95
08/19/2026	Bill Payment	20000 Accounts Payable		\$225.00		R	\$19,056.25
08/19/2026	Bill Payment	20000 Accounts Payable					
08/19/2026	5405	John Amery	July Board Meeting attendance	\$50.00		R	\$19,281.25
08/19/2026	5404	Jason Clack	July Board Meeting attendance	\$50.00		R	\$19,331.25
08/19/2026	5403	Debby Jones	July Board Meeting attendance	\$50.00		R	\$19,381.25
08/19/2026	5402	Chester Cable	July Board Meeting attendance	\$50.00		R	\$19,431.25
08/19/2026	5401	Vervloet, Bart	July Board Meeting attendance	\$50.00		R	\$19,481.25
08/17/2026	Deposit		Deposit		\$106.03	R	\$19,531.25
08/14/2026	Deposit		Deposit		\$149.60	R	\$19,425.22
08/11/2026	Deposit		Deposit		\$125.41	R	\$19,275.62
08/07/2026	Deposit		Deposit		\$506.94	R	\$19,150.21

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5/6

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Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
	Deposit	47900 Water Revenue: Water Sales					
08/05/2026			Deposit		\$236.79	R	\$18,643.27
	Deposit	47900 Water Revenue: Water Sales					

Profit and Loss Budget vs. Actual

Tooley Water District

	Sep 2026				Total			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
Income								
Water Revenue								
47900 Water Sales	6,133.35	5,323.14	810.21	115.22%	13,901.70	47,439.21	-33,537.51	29.30%
Total for Water Revenue	6,133.35	5,323.14	810.21	115.22%	\$13,901.70	\$47,439.21	-\$33,537.51	29.30%
Total for Income	6,133.35	5,323.14	810.21	115.22%	\$13,901.70	\$47,439.21	-\$33,537.51	29.30%
Gross Profit	6,133.35	5,323.14	810.21	115.22%	\$13,901.70	\$47,439.21	-\$33,537.51	29.30%
Expenses								
Capital Improvements		3,125.00	-3,125.00	0.00%		37,500.00	-37,500.00	0.00%
Materials and Services								
60400 Bank Service Charges	72.56		72.56		232.06		232.06	
61700 Computer and Internet Expenses	43.50		43.50		87.00	1,180.00	-1,093.00	7.37%
62500 Dues and Fees		100.00	-100.00	0.00%	225.00	1,200.00	-975.00	18.75%
64900 Office Supplies						100.00	-100.00	
66500 Postage and Delivery						100.00	-100.00	
67200 Maintenance and Repairs		2,062.50	-2,062.50	0.00%		24,750.00	-24,750.00	0.00%
BottledWater						2,000.00	-2,000.00	
Copies						200.00	-200.00	
Grant Fulfillment		20,000.00	-20,000.00	0.00%		50,000.00	-50,000.00	
Legal Services						5,000.00	-5,000.00	
Liability Insurance						3,978.00	-3,978.00	
Network Monitoring Maintenance						340.00	-340.00	
Operating Expenses								
Activation Fees Passthrough						100.00	-100.00	
Customer CC pass through		16.66	-16.66	0.00%		200.00	-200.00	0.00%
Disconnect Fee						300.00	-300.00	
NWCPUD Power Fees	266.07	250.00	16.07	106.43%	776.39	3,000.00	-2,223.61	25.88%
Total for Operating Expenses	266.07	266.66	-0.59	99.78%	\$776.39	\$3,600.00	-\$2,823.61	21.57%
Operator Base Fees		1,806.00	-1,806.00	0.00%	3,356.58	21,672.00	-18,315.42	15.49%
Operator Billing base fee						473.00	-473.00	
Total for Operator Base Fees	\$0.00	1,806.00	-1,806.00	0.00%	\$3,829.58	\$21,672.00	-\$17,842.42	17.67%
Total for Materials and Services	382.13	24,235.16	-23,853.03	1.58%	\$5,150.03	\$114,120.00	-\$108,969.97	4.51%
Personal Services								
68400 Boardmember training/meetings		25.00	-25.00	0.00%		300.00	-300.00	0.00%
Boardmember Incentives	250.00	291.66	-41.66	85.72%	650.00	3,500.00	-2,850.00	18.57%
Crime Bond	218.00		218.00		218.00	563.00	-345.00	38.72%
Meeting Expense						200.00	-200.00	
Workmans Compensation Insurance					317.21	1,129.00	-811.79	28.10%
Total for Personal Services	468.00	316.66	151.34	147.79%	\$1,185.21	\$5,692.00	-\$4,506.79	20.82%
Total for Expenses	850.13	27,676.82	-26,826.69	3.07%	\$6,335.24	\$157,312.00	-\$150,976.76	4.03%
Net Operating Income	5,283.22	-22,353.68	27,636.90	-23.63%	\$7,566.46	#####	\$117,439.25	-6.89%
Other Income								
Grant Income						50,000.00	-50,000.00	
Interest Income	154.42	41.66	112.76	370.67%	162.05	500.00	-337.95	32.41%
Total for Other Income	154.42	41.66	112.76	370.67%	\$162.05	\$50,500.00	-\$50,337.95	0.32%
Net Other Income	154.42	41.66	112.76	370.67%	\$162.05	\$50,500.00	-\$50,337.95	0.32%
Net Income	5,437.64	-22,312.02	27,749.66	-24.37%	\$7,728.51	-\$59,372.79	\$67,101.30	-13.02%

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Profit and Loss

Tooley Water District

Profit and Loss
July 1-October 17, 2026

	Total
Income	
Water Revenue	
47900 Water Sales	13,901.70
Total for Water Revenue	\$13,901.70
Total for Income	\$13,901.70
Gross Profit	\$13,901.70
Expenses	
Materials and Services	
60400 Bank Service Charges	232.06
61700 Computer and Internet Expenses	87.00
62500 Dues and Fees	225.00
Operating Expenses	
NWCPUD Power Fees	776.39
Total for Operating Expenses	\$776.39
Operator Base Fees	\$3,356.58
Operator Billing base fee	473.00
Total for Operator Base Fees	\$3,829.58
Total for Materials and Services	\$5,150.03
Personal Services	
Boardmember Incentives	650.00
Crime Bond	218.00
Workmans Compensation Insurance	317.21
Total for Personal Services	\$1,185.21
Total for Expenses	\$6,335.24
Net Operating Income	\$7,566.46
Other Income	
Interest Income	162.05
Total for Other Income	\$162.05
Net Other Income	\$162.05
Net Income	\$7,728.51

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Balance Sheet – Previous year comparison

Tooley Water District

Balance Sheet Comparison
As of Oct 17, 2026

	TOTAL	
	As of Oct 17, 2026	As of Oct 17, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
Checking at Washington Federal	21,604.06	6,982.25
Savings at Washington Federal	71,545.12	85,924.69
Total for Bank Accounts	\$93,149.18	\$92,906.94
Accounts Receivable		
11000 Accounts Receivable	0.00	0.00
Total for Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
12000 Undeposited Funds	0.00	0.00
Total for Other Current Assets	\$0.00	\$0.00
Total for Current Assets	\$93,149.18	\$92,906.94
Fixed Assets		
Tooley Fixed Assets	180,300.00	180,300.00
Total for Fixed Assets	\$180,300.00	\$180,300.00
Total for Assets	\$273,449.18	\$273,206.94
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 Accounts Payable	0.00	0.00
Total for Accounts Payable	\$0.00	\$0.00
Total for Current Liabilities	\$0.00	\$0.00
Total for Liabilities	\$0.00	\$0.00
Equity		
30000 Opening Balance Equity	199,855.44	199,855.44
32000 Retained Earnings	65,865.23	70,575.00
Net Income	7,728.51	2,776.50
Total for Equity	\$273,449.18	\$273,206.94
Total for Liabilities and Equity	\$273,449.18	\$273,206.94

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Maintenance and Repairs – Details

No charges to date

Item 5 – Discussion – Water Report

June 2026

Currently Unknown.

July 2026

Currently Unknown.

August 2026

Currently Unknown.

September 2026

Currently Unknown.

Item 6 – Discussion – Chenowith Update

- Chenowith Water System Board voted at their last meeting to terminate Tooley Water District's maintenance contract.

Item 7 – Discussion – Bookkeeper Update

- Katy has access to Tooley Water District's quickbooks online account
- Katy is working on importing customer data into quickbooks and initiating billing from Tooley.

Item 8 – Discussion– Grant Updates

- Feasibility Study progress – Tennison Engineering – update by John Amery
- CDBG Emergency funds update -John Amery

Item 9 – Discussion – System Updates

- Upper Pressure System
 - Update from Bart / Tennison Engineering

Item 10 – New Business

Item 11 – 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 12 – Vote on Items discussed in Executive Session if required.

Item 13 – 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 14 – Discussion – Next Meeting

Next board meeting to take place on the third Wednesday, November 18th, 2026 at 7:00pm.

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

Meeting Adjourned