

Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 1/19/21)

Meeting Date: Thursday, January 21, 2021 7:00pm

Location: Online via WEBEX.

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District December 17, 2020 Virtual Meeting

In attendance: John Amery, Larry Russ, Carol Mauser, Dave Pratt, and Debby Jones

Chairperson Carol Mauser opened the meeting at 7:17 pm

Carol asked for approval of the December meeting agenda. Larry made a motion to approve the agenda. Dave seconded. All approved.

Carol asked for a motion for approval of the November meeting minutes. Dave made a motion to approve the November minutes. Larry seconded. All approved.

John provided the financial report:

Checking \$10,040.62
Money Market \$47,172.23

John mentioned that he had scheduled \$5,000 to be moved from the checking account to savings account. Main checks were to SDAO and SDIS. John felt that revenue and expenditures were on target. Hiland charged for the auto shutoff. They charged for parts but not time. There were no additions to maintenance and repairs other than the above mentioned auto shutoff system.

Water report for September showed a water loss of -.10%. Board discussed the negative loss. John will confirm with Hiland. The theory is that the meter at the lower well may have some leakage since the month of November was using water solely from the upper well.

There were no new updates regarding the Emergency Preparedness report.

Larry updated the board on the delinquent account. One of the water district members were severely delinquent. As a result, their water was turned off due to board policy. The member made a payment and Larry turned the water back on. Carol suggested assistance may be available and agreed to look into potential options. The board also discussed the \$250 past due from a meter associated with a property that has been vacant for some time. John shared that he has reached out to Hiland to write off the charge (loss for the Water District) and additionally to confirm Hiland has pulled the meter.

Larry reached out to SDAO regarding standard water district policies. SDAO shared that they are in the process of updating their resources and will have something to share in the near future.

Larry updated the board on the nitrate level. According to increased testing, the nitrate level in the well fluctuates continuously. Larry reached out to the geologist to obtain further understanding and has not heard back yet. Board members wondered if the amount of rain impacted the level. Larry and John have been investigating several potential solutions which include:

- Filtration system
- Drill current well deeper
- Drill new well
- Develop new larger reservoir

The option of drilling deeper does not look like a viable option due to the current water rights pertaining to the aquifer. There are a number of variables on all of the identified potential solutions. John suggested establishing a priority list regarding solutions as well as potential funding opportunities

through possible grants. Larry will inform the Oregon Drinking Water Organization of our situation and request guidance. John shared that OHA requires a corrective action plan by February 1, 2021. The plan does not have to be final but at least a temporary course of action stating on how the problem will be addressed.

John shared with the board funding options. Debby shared a grant announcement for technical assistance. Debby will try to find the initial announcement and forward to John.

Debby shared with the board the information from the SDAO survey. John expressed concern on if we indicate yes in some of the question does that hold us liable?

Carol adjourned the meeting at 8:31 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 1/19/21

Account Snapshot		Current Balance	Available Balance	
Checking ↓				
Checking		\$5,933.93	\$5,933.93	>
Money Market ↓				
Money Market		\$52,178.26	\$52,178.26	>

Recent Savings Transactions

Tooley Water District								1/19/2021 4:23 PM
Register: Savings at Washington Federal								
From 12/14/2020 through 01/19/2021								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/17/2020			Checking at Washingto...	Transfer from ...	X		5,000.00	52,172.23
12/31/2020		Washington Federal	Interest Income	Credit Interest	X		6.03	52,178.26

Recent Checking Transactions

Tooley Water District							1/19/2021 4:23 PM		
Register: Checking at Washington Federal									
From 12/14/2020 through 01/19/2021									
Sorted by: Date, Type, Number/Ref									
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance	
12/14/2020	2313	City of The Dalles	Accounts Payable	Memo:250704...	60.00	X		7,396.64	
12/17/2020			Savings at Washington ...	Transfer from ...	5,000.00	X		2,396.64	
12/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.21	2,396.85	
12/31/2020	2314	Carol Mauser	Personal Services:Boar...	December Boar...	49.99			2,346.86	
12/31/2020	2315	David Pratt	Personal Services:Boar...	December Boar...	49.99			2,296.87	
12/31/2020	2316	Debby Jones	Personal Services:Boar...	December Boar...	49.99			2,246.88	
12/31/2020	2317	John Amery	Personal Services:Boar...	December Boar...	49.99			2,196.89	
12/31/2020	2318	Larry Russ	Personal Services:Boar...	December Boar...	49.99			2,146.90	
12/31/2020	2319	Hiland Water Corp	Accounts Payable		1,864.00			282.90	
01/11/2021		Hiland Water Corp	Water Revenue	210110071630...		X	3,437.08	3,719.98	

Profit and Loss Budget vs. Actual

4:28 PM		Tooley Water District					
01/19/21		Profit & Loss Budget Performance					
Accrual Basis		December 2020					
	Dec 20	Budget	% of Budget	Jul - Dec 20	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,095.62	3,035.70	102.0%	21,009.40	20,692.45	101.5%	38,356.00
Total Water Revenue	3,095.62	3,035.70	102.0%	21,009.40	20,692.45	101.5%	38,356.00
Total Income	3,095.62	3,035.70	102.0%	21,009.40	20,692.45	101.5%	38,356.00
Expense							
Capital Improvements	0.00	0.00	0.0%	119.98	0.00	100.0%	10,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
Materials and Services							
Bank Service Charges	0.00			15.00			
Computer and Internet Expenses	0.00	0.00	0.0%	116.05	130.00	89.3%	130.00
Copies	0.00	10.00	0.0%	0.00	60.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	233.91	349.98	66.8%	700.00
Legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Maintenance and Repairs	60.00	474.50	12.6%	251.62	2,847.00	8.8%	5,694.00
Network Monitoring Maintenance	0.00			0.00			330.00
Office Supplies	0.00	8.33	0.0%	0.00	49.98	0.0%	100.00
Operating Expenses							
Customer CC pass through	14.00	18.75	74.7%	101.50	112.50	90.2%	225.00
Disconnect Fee	0.00	0.00	0.0%	60.00	0.00	100.0%	60.00
Hiland Base Maintenance Fee	1,850.00	1,850.00	100.0%	11,100.00	11,100.00	100.0%	22,200.00
Total Operating Expenses	1,864.00	1,868.75	99.7%	11,261.50	11,212.50	100.4%	22,485.00
Postage and Delivery	0.00	8.33	0.0%	33.00	49.98	66.0%	100.00
Total Materials and Services	1,924.00	2,428.24	79.2%	11,911.08	14,699.44	81.0%	36,739.00
Personal Services							
Boardmember Incentives	249.95	250.00	100.0%	1,499.95	1,500.00	100.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	124.98	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	120.00	125.00	96.0%	125.00
Workmans Compensation Insurance	0.00	0.00	0.0%	598.11	630.00	94.9%	630.00
Total Personal Services	249.95	270.83	92.3%	2,218.06	2,379.98	93.2%	4,005.00
Total Expense	2,173.95	2,699.07	80.5%	14,249.12	17,079.42	83.4%	58,244.00
Net Ordinary Income	921.67	336.63	273.8%	6,760.28	3,613.03	187.1%	-19,888.00
Other Income/Expense							
Other Income							
Interest Income	6.24	3.25	192.0%	17.24	19.50	88.4%	39.00
Total Other Income	6.24	3.25	192.0%	17.24	19.50	88.4%	39.00
Net Other Income	6.24	3.25	192.0%	17.24	19.50	88.4%	39.00
Net Income	927.91	339.88	273.0%	6,777.52	3,632.53	186.6%	-19,849.00

Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of January 19, 2021

	Jan 19, 21	Jan 19, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	3,719.98	5,866.82	-2,146.84	-36.6%
Savings at Washington Federal	52,178.26	47,141.73	5,036.53	10.7%
Total Checking/Savings	55,898.24	53,008.55	2,889.69	5.5%
Total Current Assets	55,898.24	53,008.55	2,889.69	5.5%
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	236,198.24	233,308.55	2,889.69	1.2%
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	26,128.20	26,098.38	29.82	0.1%
Net Income	10,214.60	7,354.73	2,859.87	38.9%
Total Equity	236,198.24	233,308.55	2,889.69	1.2%
TOTAL LIABILITIES & EQUITY	236,198.24	233,308.55	2,889.69	1.2%

Maintenance and Repairs – Details

4:26 PM

01/19/21

Accrual Basis

Tooley Water District Maintenance and Repairs details July 2020 through June 2021

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
10/31/2020	2646	20201020 Repairs	Matt Olson - Took emergency nitrate samples.	65.00	65.00
10/31/2020	2646	20201021 Repairs	Eve Elias - Phone calls to all Tooley customers ...	80.00	145.00
10/31/2020	2646	20201021 Repairs	Jonathan Estrada - Put together mailer for all To...	20.00	165.00
10/31/2020	2646	20201021 Repairs	Postage	24.20	189.20
10/31/2020	2646	20201021 Repairs	10% Markup of postage	2.42	191.62
12/15/2020	6307...	20201022 Sample	City TD Nitrate Test	30.00	221.62
12/15/2020	6307...	20201028 Sample	City TD Nitrate Test	30.00	251.62
Total Maintenance and Repairs				251.62	251.62
Total Materials and Services				251.62	251.62
TOTAL				251.62	251.62

Item 4 – Discussion – Water Report

September 2020	October 2020	November 2020	December 2020
Gallons pumped: 457,450	Gallons pumped: 224,310	Gallons pumped: 184,740	Gallons pumped: 157,090
Gallons sold: 412,840	Gallons sold: 218,300	Gallons sold: 184,930	Gallons sold: 86,450
Gallons lost: 44,610	Gallons lost: 6,010	Gallons lost: -190	Gallons lost: 70,640
Water Loss: 9.75%	Water Loss: 2.68%	Water Loss: -0.10%	Water Loss: 44.97%

Item 5 – Discussion – Emergency Preparedness – John Amery

Keep on list – more discussion to take place under “grants” section

Item 6 – Discussion – Delinquent Account

Catch up payments have been initiated on delinquent accounts

Item 7 – Discussion – Tooley Policies – Larry Russ

SDAO coming out with template policies

Item 8 – Discussion – Nitrate Levels - Larry Russ / John Amery

OHA requires a corrective action plan by February 1.

Potential long term options:

- Filtration System
- Drill current well deeper
- Drill new well
- Develop new larger reservoir

Potential short term options:

- Develop new valves

Item 9 – Discussion – Potential Grant / Loan Options – John Amery

Safe Drinking Water in Oregon Handbook

<http://www.orinfrastructure.org/assets/docs/IFA/SDWhandbook.pdf>

- Technical Assistance / Circuit Rider
 - Up to 10 hours of free consulting
 - <https://www.oregon.gov/oha/ph/HEALTHYENVIRONMENTS/DRINKINGWATER/OPERATIONS/Pages/circuitrider.aspx>
 - Tooley has already used some of our hours
 - Assistance must NOT include actual engineering of systems
- Drinking Water Source Water Protection Projects
 - Can provide up to \$30k grant (and \$100k loan)
 - includes source water protection (SWP) land acquisition and other types of incentive-based source water quality protection measures.
- SIPP Applications due March 15
 - <http://www.orinfrastructure.org/Infrastructure-Programs/SDW/>
 - This is the grant Tooley received for our leak study / GIS grant last year
 - Up to \$20k for project engineering
- Water / Waste Water financing program
 - <https://www.orinfrastructure.org/Infrastructure-Programs/WW/>
 - Grants - up to \$750k
 - Technical Assistance -
 - Grants up to \$20k
 - Loans up to \$60k
 - Year round application process
- SEARCH - Special Evaluation Assistance for Rural Communities and Households
 - <https://www.rd.usda.gov/programs-services/search-special-evaluation-assistance-rural-communities-and-households>
 - This program helps very small, financially distressed rural communities with predevelopment feasibility studies, design and technical assistance on proposed water and waste disposal projects.
 - To pay predevelopment planning costs, including:
 - * Feasibility studies to support applications for funding water or waste disposal projects
 - * Preliminary design and engineering analysis
 - * Technical assistance for the development of an application for financial assistance
 - Applications for this program are accepted year round

USDA

- <https://www.rd.usda.gov/programs-services/emergency-community-water-assistance-grants/or>
- Up to \$1mil grant for treatment facility

- up to 75% of costs can be granted
- Require considerable engineering etc.
- Criteria with regards to average income – May require an income study to confirm we qualify.
- More focused on emergency preparedness / repair from an event. Not sure if a contaminated water source qualifies.

Item 10 – Action – Authorization for board members to work on behalf of Tooley Water District in an effort to gain grants/loans for remediation of nitrate issue at lower well.

Motion to authorize board members Larry Russ and John Amery to work with Business Oregon, MCEDD, and any other viable loan/granting agencies in efforts to develop a potential funding source and associated plan for remediation of nitrate issues at the lower well.

Item 11 – Action – Authorization for board members to submit plan to OHA

Motion to authorize board members Larry Russ and John Amery to develop and submit a plan to OHA before the February 1 deadline.

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on February 18, 2021

Location: Virtual Meeting ONLY – contact johnamery@tooleywater.org or 541-340-0032 for access.

Meeting Adjourned