

# Tooley Water District Board Meeting Agenda

Version 1.0 (updated 2/8/18)

Meeting Date: Thursday, February 15, 2018 7:00pm

Location: Northern Wasco County Public Utility District Board Room

**Type of meeting**  
Board Meeting

**Chairperson**  
Carol Mauser

**Minute keeper**  
Debby Jones

## Topics

|   |    |
|---|----|
| Item 1 - Approval of Agenda.....                                    | 2  |
| Item 2 – Approval of Minutes – January 18, 2018.....                | 2  |
| Item 3 - Financial Reports – John 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.....                              | 6  |
| Income and Expense by Month.....                                    | 7  |
| Balance Sheet Previous Year Comparison.....                         | 8  |
| Maintenance and Repairs - Details.....                              | 9  |
| Item 4 – Discussion – Water Report.....                             | 9  |
| Item 5 – Discussion – Transferring funds within budget.....         | 10 |
| Item 6 – Discussion – Potential Funding Sources.....                | 11 |
| Item 7 – Action – Capital Projects.....                             | 12 |
| Item 8 – Action – Request for bill adjustment.....                  | 12 |
| Item 9 – Discussion – customer DMARC.....                           | 12 |
| Item 10 – Action – Vote for budget committee positions.....         | 13 |
| Item 11 – Review – Board Member Reimbursements.....                 | 13 |
| Item 12 – Discussion – Next meeting .....                           | 14 |

## Item 1 - Approval of Agenda

## Item 2 – Approval of Minutes – January 18, 2018

January 2018 Tooley Water District Board Meeting

Present:

John Amery, Richard Pontow, Debby Jones, Dave Pratt

Guest: Carol Mauser

John opened the meeting at 7:05 and shared with the board that an updated agenda had been included.

Debby made motion to approve, Richard seconded. Motion approved unanimously.

John read the minutes of the November 2017 board meeting.

Debby made motion to approve November minutes. Richard seconded. Motion approved unanimously.

John indicated that a \$50 check had been inaccurately charged as \$1,500. John contacted the banks to correct the issue. The actual payout was \$50.

Savings account balance is \$32,097.27

Checking account balance is \$8,024.10

John went over the profit/loss statement and felt as the treasurer that we were on track with the budget and projections. According to our balance sheet we have more revenue at this time compared to last year. John shared a new report entitled Maintenance and Repairs details. This report will allow the board to better keep track of maintenance and repairs. Richard asked if Hiland had charged the district for a meter for the repair/replace of Anita Carothers meter. John shared that yet Hiland had not added that charge. Richard stated that he did not feel that the district should be charged and that the district had extra meters.

Debby made a motion to appoint Carol Mauser as a new member of the board, filling the vacancy created by the departure of Carl Carson. Richard seconded the motion. Motion passed unanimously.

John updated the board on water loss. Gallons lost in November was 51,600 and amount lost in December was 55,310. John shared that it was his understanding that our percentage of water lost varies according to the amount of water being pumped. John compared actual amounts and they have been consistent.

Debby made a motion for John to be the treasurer. Richard seconded the motion. Motion passed unanimously. John made the motion for Carol as the chairperson. Debby seconded the motion. Motion passed unanimously. John made the motion for Debby to be secretary. Richard seconded. Motion passed unanimously.

Board discussed capital projects. John updated the board on costs and additional information he had learned while exploring the potential projects with Hiland staff. Richard shared that the last time the steal pipe that make up the districts water system had been checked they showed very little corrosion.

- Automatic chlorination system estimated at \$5,000

- Manual hand pump estimated at \$1,500
- Slow start pump system estimated at \$6K per site
- Pipe/Asset Location project estimated at \$2,500
- Flush out valves estimated at \$4,000 (\$2K per side)

Carol asked if there were any grants for emergency preparedness. John indicated that he thought that SDAO did have some that we may be able to consider.

John and Richard discussed identifying where our pipes are located and the “Call before you dig” ticket. This issue tied into the pipe/asset locator as one of the possible capital project items. This item could also assist in possibly identifying leaks and corrosion.

Richard reminded the board that we should consider an effective way to divert water when the flush out process occurs.

Board discussed having back-up plans to ensure that the chlorination system is tested. Right now, Kay Pratt is volunteering to do every 3-day test. Other board members offered to assist as back up. Board members felt that the automatic chlorination system could be pushed down on the priority list. John further discussed the pipe locating system. Discussion continued with the possibility of this system helping us to learn more about our water loss.

Board determined the next step was to find out more information on what a combination of Hiland and GPMP could do together with the pipe locating system as well as a more defined estimate on slow start. John will attempt to obtain more information.

John offered to consider grant options with SDAO. Debby shared information on the WARN (Water/Wastewater Agency Response Network) system and Carol asked to find out information from Oregon Health Authority on emergency preparedness.

A higher level of nitrogen had been found in the lower well. Board discussed the possibility of the organic farm operating near the lower well being a contributor. Board discussed discovering the easement of the lower well. John will check on the deed on the property closest to the well. Board decided to monitor the level over the next year to see if it was a possible increase due to heavy rain and snow pack from the previous winter.

John updated the board on the situation with Anita Carothers and the water meter and shut off valve for her property. John will review the bylaws to see if they address customers being able to shut off water at their meter and if there is a cost associated with a board member having to temporarily shut water off.

Carol adjourned the meeting at 9:00 pm

## Item 3 - Financial Reports – John Amery

### Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 2/8/18

#### Accounts

**Business Money Market** \*\*\*\*- [redacted]

**\$32,097.27** ⇌ Quick Transfer ☰ ☰

Last 1 Transaction(s) [View more ▶](#) ✕

|        |                 |        |
|--------|-----------------|--------|
| Dec 31 | Credit Interest | \$8.09 |
|--------|-----------------|--------|

**Stellar Business Int Chk** \*\*\*\*\* [redacted]

**\$8,086.22** ⇌ Quick Transfer ☰ ☰

Last 5 Transaction(s) [View more ▶](#) ✕

|        |                    |              |
|--------|--------------------|--------------|
| Feb 06 | Check              | (\$50.00)    |
| Jan 25 | Check              | (\$38.01)    |
| Jan 24 | Check              | (\$2,147.50) |
| Jan 22 | Over Counter Check | (\$50.00)    |
| Jan 20 | Credit Interest    | \$0.13       |

### Recent Savings Transactions

No New Transactions.

## Recent Checking Transactions

Tooley Water District

2/8/2018 11:11 AM

Register: Checking at Washington Federal

From 01/12/2018 through 02/08/2018

Sorted by: Date, Type, Number/Ref

| Date       | Number   | Payee                  | Account   | Memo  | Payment  | C | Deposit                       | Balance  |
|------------|----------|------------------------|---|---|--|---|-------------------------------|----------|
| 01/12/2018 |          | Hiland Water Corp      | -split-<br>Water Revenue<br>Customer CC Passthro...       | HILAND WAT...   | X  |   | 2,727.37<br>2,713.37<br>14.00 | 6,574.10 |
| 01/16/2018 |          |                        | Bank Error  | Bank refunded ...   | X  |   | 1,450.00                      | 8,024.10 |
| 01/16/2018 | 2071     | Government Ethics C... | Materials and Services:...                                | Invoice # AIE0...   | 38.01  | X |                               | 7,986.09 |
| 01/20/2018 |          | Washington Federal     | Interest Income   |   |  | X | 0.13                          | 7,986.22 |
| 01/28/2018 | To Print | David Pratt            | Personal Services:Boar...                                 | January Board ...   | 50.00  |   |                               | 7,936.22 |
| 01/28/2018 | To Print | Debby Jones            | Personal Services:Boar...                                 | January Board ...   | 50.00  |   |                               | 7,886.22 |
| 01/28/2018 | To Print | John Amery             | Personal Services:Boar...                                 | January Board ...   | 50.00  |   |                               | 7,836.22 |
| 01/28/2018 | To Print | Richard Pontow         | Personal Services:Boar...                                 | January Board ...   | 50.00  |   |                               | 7,786.22 |
| 01/28/2018 | To Print | Carol Mauser           | Personal Services:Boar...                                 | January Board ...   | 50.00  |   |                               | 7,736.22 |
| 02/07/2018 | To Print | Hiland Water Corp      | Accounts Payable  | January Mainte...   | 1,829.24   |   |                               | 5,906.98 |
| 02/07/2018 | To Print | Wasco County           | Accounts Payable  | INV 17-00260 ...  | 7.00   |   |                               | 5,899.98 |
| 02/07/2018 | To Print | John Amery             | -split-<br>Copies<br>Copies<br>Copies<br>Copies<br>Copies | Reimbursement...<br>8/17/17 board ...<br>9/21/17 board ...<br>10/19/17 board...<br>11/16/17 board...<br>1/18/18 board ... | 23.68<br>-5.05<br>-5.05<br>-4.92<br>-2.51<br>-6.15 |   |                               | 5,876.30 |

## Profit and Loss Budget vs. Actual

11:35 AM

02/08/18

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance February 2018

|  | Feb 18               | Budget               | % of ...            | Jul '17 - F...         | YTD Bud...             | % of Bu...           | Annual B...             |
|--|----------------------|----------------------|---------------------|------------------------|------------------------|----------------------|-------------------------|
| <b>Ordinary Income/Expense</b>             |                      |                      |                     |                        |                        |                      |                         |
| <b>Income</b>                              |                      |                      |                     |                        |                        |                      |                         |
| Water Revenue                              |                      |                      |                     |                        |                        |                      |                         |
| Customer CC Passthrough                    | 0.00                 | 0.00                 | 0.0%                | 84.00                  | 0.00                   | 100.0%               | 0.00                    |
| Water Revenue - Other                      | 0.00                 | 2,883.37             | 0.0%                | 20,976.60              | 25,351.54              | 82.7%                | 36,120.00               |
| <b>Total Water Revenue</b>                 | <u>0.00</u>          | <u>2,883.37</u>      | <u>0.0%</u>         | <u>21,060.60</u>       | <u>25,351.54</u>       | <u>83.1%</u>         | <u>36,120.00</u>        |
| <b>Total Income</b>                        | <u>0.00</u>          | <u>2,883.37</u>      | <u>0.0%</u>         | <u>21,060.60</u>       | <u>25,351.54</u>       | <u>83.1%</u>         | <u>36,120.00</u>        |
| <b>Expense</b>                             |                      |                      |                     |                        |                        |                      |                         |
| Capital Improvements                       | 0.00                 | 0.00                 | 0.0%                | 0.00                   | 0.00                   | 0.0%                 | 5,000.00                |
| Contingency                                | 0.00                 | 0.00                 | 0.0%                | 0.00                   | 0.00                   | 0.0%                 | 7,500.00                |
| <b>Materials and Services</b>              |                      |                      |                     |                        |                        |                      |                         |
| Computer and Internet Expenses             | 7.00                 |                      |                     | 121.05                 | 110.00                 | 110.0%               | 110.00                  |
| Copies                                     | 23.68                | 30.00                | 78.9%               | 31.48                  | 240.00                 | 13.1%                | 360.00                  |
| Dues and Fees                              | 0.00                 | 58.33                | 0.0%                | 218.01                 | 466.68                 | 46.7%                | 700.00                  |
| Liability Insurance                        | 0.00                 | 0.00                 | 0.0%                | 0.00                   | 1,575.00               | 0.0%                 | 1,575.00                |
| Maintenance and Repairs                    | 0.00                 | 416.00               | 0.0%                | 1,810.42               | 3,328.00               | 54.4%                | 5,000.00                |
| Network Monitoring Maintenance             | 0.00                 | 0.00                 | 0.0%                | 0.00                   | 0.00                   | 0.0%                 | 300.00                  |
| Office Supplies                            | 0.00                 | 0.00                 | 0.0%                | 39.99                  | 60.00                  | 66.7%                | 100.00                  |
| <b>Operating Expenses</b>                  |                      |                      |                     |                        |                        |                      |                         |
| Activation Fees Passthrough                | 0.00                 |                      |                     | 60.00                  |                        |                      |                         |
| Customer CC pass through                   | 0.00                 | 0.00                 | 0.0%                | 91.00                  | 0.00                   | 100.0%               | 20.00                   |
| Hiland Base Maintenance Fee                | 0.00                 | 1,715.00             | 0.0%                | 12,005.00              | 13,720.00              | 87.5%                | 20,580.00               |
| <b>Total Operating Expenses</b>            | <u>0.00</u>          | <u>1,715.00</u>      | <u>0.0%</u>         | <u>12,156.00</u>       | <u>13,720.00</u>       | <u>88.6%</u>         | <u>20,800.00</u>        |
| Postage and Delivery                       | 0.00                 | 3.33                 | 0.0%                | 9.80                   | 26.64                  | 36.8%                | 40.00                   |
| <b>Total Materials and Services</b>        | <u>30.68</u>         | <u>2,222.66</u>      | <u>1.4%</u>         | <u>14,386.75</u>       | <u>19,526.32</u>       | <u>73.7%</u>         | <u>28,785.00</u>        |
| <b>Personal Services</b>                   |                      |                      |                     |                        |                        |                      |                         |
| Boardmember Incentives                     | 0.00                 | 250.00               | 0.0%                | 1,400.00               | 2,000.00               | 70.0%                | 3,000.00                |
| Boardmember training/meetings              |                      |                      |                     |                        |                        |                      |                         |
| Meeting Copies                             | 0.00                 | 0.00                 | 0.0%                | -14.20                 | 0.00                   | 100.0%               | 0.00                    |
| Boardmember training/meetings - ...        | 0.00                 | 20.83                | 0.0%                | 0.00                   | 166.68                 | 0.0%                 | 250.00                  |
| <b>Total Boardmember training/meetings</b> | <u>0.00</u>          | <u>20.83</u>         | <u>0.0%</u>         | <u>-14.20</u>          | <u>166.68</u>          | <u>-8.5%</u>         | <u>250.00</u>           |
| Crime Bond                                 | 0.00                 |                      |                     | 100.00                 | 100.00                 | 100.0%               | 100.00                  |
| Workmans Compensation Insurance            | 0.00                 | 0.00                 | 0.0%                | 561.75                 | 600.00                 | 93.6%                | 612.00                  |
| <b>Total Personal Services</b>             | <u>0.00</u>          | <u>270.83</u>        | <u>0.0%</u>         | <u>2,047.55</u>        | <u>2,866.68</u>        | <u>71.4%</u>         | <u>3,962.00</u>         |
| <b>Total Expense</b>                       | <u>30.68</u>         | <u>2,493.49</u>      | <u>1.2%</u>         | <u>16,434.30</u>       | <u>22,393.00</u>       | <u>73.4%</u>         | <u>45,247.00</u>        |
| <b>Net Ordinary Income</b>                 | <u>-30.68</u>        | <u>389.88</u>        | <u>-7.9%</u>        | <u>4,626.30</u>        | <u>2,958.54</u>        | <u>156.4%</u>        | <u>-9,127.00</u>        |
| <b>Other Income/Expense</b>                |                      |                      |                     |                        |                        |                      |                         |
| <b>Other Income</b>                        |                      |                      |                     |                        |                        |                      |                         |
| Interest Income                            | 0.00                 | 1.75                 | 0.0%                | 22.89                  | 14.00                  | 163.5%               | 21.00                   |
| <b>Total Other Income</b>                  | <u>0.00</u>          | <u>1.75</u>          | <u>0.0%</u>         | <u>22.89</u>           | <u>14.00</u>           | <u>163.5%</u>        | <u>21.00</u>            |
| <b>Net Other Income</b>                    | <u>0.00</u>          | <u>1.75</u>          | <u>0.0%</u>         | <u>22.89</u>           | <u>14.00</u>           | <u>163.5%</u>        | <u>21.00</u>            |
| <b>Net Income</b>                          | <u><u>-30.68</u></u> | <u><u>391.63</u></u> | <u><u>-7.8%</u></u> | <u><u>4,649.19</u></u> | <u><u>2,972.54</u></u> | <u><u>156.4%</u></u> | <u><u>-9,106.00</u></u> |

## Income and Expense by Month

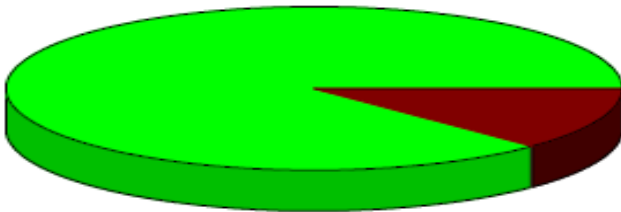
Income and Expense by Month  
July 1, 2017 through February 8, 2018

█ Income  
█ Expense



Expense Summary  
July 1, 2017 through February 8, 2018

|       |                        |             |
|-------|------------------------|-------------|
| █     | Materials and Services | 87.54%      |
| █     | Personal Services      | 12.46       |
| Total |                        | \$16,434.30 |



## Balance Sheet Previous Year Comparison

### Tooley Water District Balance Sheet Prev Year Comparison As of February 8, 2018

|                                       | Feb 8, 18                | Feb 8, 17                | \$ Change            | % Change           |
|---------------------------------------|--------------------------|--------------------------|----------------------|--------------------|
| <b>ASSETS</b>                         |                          |                          |                      |                    |
| Current Assets                        |                          |                          |                      |                    |
| Checking/Savings                      |                          |                          |                      |                    |
| Checking at Washington Federal        | 5,876.30                 | 12,148.39                | -6,272.09            | -51.6%             |
| Savings at Washington Federal         | 32,097.27                | 25,404.66                | 6,692.61             | 26.3%              |
| <b>Total Checking/Savings</b>         | <u>37,973.57</u>         | <u>37,553.05</u>         | <u>420.52</u>        | <u>1.1%</u>        |
| <b>Total Current Assets</b>           | <u>37,973.57</u>         | <u>37,553.05</u>         | <u>420.52</u>        | <u>1.1%</u>        |
| Fixed Assets                          |                          |                          |                      |                    |
| Tooley Fixed Assets                   | 249,300.00               | 249,300.00               | 0.00                 | 0.0%               |
| <b>Total Fixed Assets</b>             | <u>249,300.00</u>        | <u>249,300.00</u>        | <u>0.00</u>          | <u>0.0%</u>        |
| <b>TOTAL ASSETS</b>                   | <u><b>287,273.57</b></u> | <u><b>286,853.05</b></u> | <u><b>420.52</b></u> | <u><b>0.2%</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |                          |                      |                    |
| Liabilities                           |                          |                          |                      |                    |
| Current Liabilities                   |                          |                          |                      |                    |
| Accounts Payable                      |                          |                          |                      |                    |
| Accounts Payable                      | 0.00                     | 1,725.50                 | -1,725.50            | -100.0%            |
| <b>Total Accounts Payable</b>         | <u>0.00</u>              | <u>1,725.50</u>          | <u>-1,725.50</u>     | <u>-100.0%</u>     |
| <b>Total Current Liabilities</b>      | <u>0.00</u>              | <u>1,725.50</u>          | <u>-1,725.50</u>     | <u>-100.0%</u>     |
| <b>Total Liabilities</b>              | <u>0.00</u>              | <u>1,725.50</u>          | <u>-1,725.50</u>     | <u>-100.0%</u>     |
| Equity                                |                          |                          |                      |                    |
| Opening Balance Equity                | 268,855.44               | 268,855.44               | 0.00                 | 0.0%               |
| Retained Earnings                     | 13,768.94                | 12,921.01                | 847.93               | 6.6%               |
| Net Income                            | 4,649.19                 | 3,351.10                 | 1,298.09             | 38.7%              |
| <b>Total Equity</b>                   | <u>287,273.57</u>        | <u>285,127.55</u>        | <u>2,146.02</u>      | <u>0.8%</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><b>287,273.57</b></u> | <u><b>286,853.05</b></u> | <u><b>420.52</b></u> | <u><b>0.2%</b></u> |



## Maintenance and Repairs - Details

11:42 AM

02/08/18

Accrual Basis

### Tooley Water District Maintenance and Repairs details

July 2017 through June 2018

| Date                           | Num  | Name                              | Memo  | Amount          | Balance         |
|--------------------------------|------|-----------------------------------|---|-----------------|-----------------|
| <b>Materials and Services</b>  |      |                                   |   |                 |                 |
| <b>Maintenance and Repairs</b> |      |                                   |   |                 |                 |
| 09/30/2017                     | 1420 | Lower Well Repair from pipe burst | Joel Ellis - Work with Gravel                           | 160.00          | 160.00          |
| 09/30/2017                     | 1420 | Replace LMI Pump - 2017           | Furrow Pump - LMI pump parts - Chorinator               | 158.10          | 318.10          |
| 09/30/2017                     | 1420 | Lower Well Repair from pipe burst | J&J Trucking Gravel for Lower Pumphouse repair          | 882.97          | 1,201.07        |
| 09/30/2017                     | 1420 | Lower Well Repair from pipe burst | 10% Markup on direct expenses                           | 104.11          | 1,305.18        |
| 10/20/2017                     | 2001 | Lower Well Repair from pipe burst | INV# 2001 Excavation                                    | 50.00           | 1,355.18        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | Paul Howard - Place door hangers                        | 62.50           | 1,417.68        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | Robert Trotter - Place door hangers                     | 50.00           | 1,467.68        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | Paul Howard - Change Meter                              | 37.50           | 1,505.18        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | Robert Trotter - Change Meter                           | 30.00           | 1,535.18        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | Robert Trotter - Change LMI pump lower pump house, g... | 40.00           | 1,575.18        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | OHA Cashier   | 30.00           | 1,605.18        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | 3/4 x 3/4 mlp comp                                      | 37.56           | 1,642.74        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | 3/4" CTS Stainless Stiffner                             | 1.86            | 1,644.60        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | 3/4" Pex Clamp  | 0.54            | 1,645.14        |
| 12/28/2017                     | 1496 | Repair meter In resevoir - 2017   | 3/4" Straight Meter Stop                                | 39.74           | 1,684.88        |
| 12/28/2017                     | 1496 | Resevoir Heater - 2017            | Heater for Resevoir                                     | 37.99           | 1,722.87        |
| 12/28/2017                     | 1496 | Resevoir Heater - 2017            | Light bulbs   | 5.49            | 1,728.36        |
| 12/28/2017                     | 1496 | 10% Markup on Items purchased     | 10% markup  | 15.32           | 1,743.68        |
| 01/31/2018                     | 1520 | Resevoir Heater - 2017            | Ernst Irrigation - parts for heater in booster station  | 66.74           | 1,810.42        |
| Total Maintenance and Repairs  |      |                                   |   | 1,810.42        | 1,810.42        |
| Total Materials and Services   |      |                                   |   | 1,810.42        | 1,810.42        |
| <b>TOTAL</b>                   |      |                                   |   | <b>1,810.42</b> | <b>1,810.42</b> |

## Item 4 – Discussion – Water Report

### January 2018

- Gallons pumped: 192,500
- Gallons sold: 130,370
- Gallons lost: 62,130
- Water Loss: 32.28%

## Item 5 – Discussion – Transferring funds within budget

On June 15<sup>th</sup>, 2017 Tooley Water District passed a Budget Resolution of \$45,247. This total sum of \$45,247 budget was also passed by the Budget Committee prior to the board passing the resolution.

*This Budget Resolution did not list line items for sub budget categories, thus we can transfer between categories without going through a supplemental budget process.*

Supporting details of this budget were provided via the LB1, LB-20, and LB-30 forms

This budget was developed utilizing an estimate of \$36,120 in water revenues. The difference (\$45,247 - \$36,120 = \$9,127) would come from Tooley Water District reserves (Tooley has approximately \$40k in reserves).

Tooley Water District board has the ability to transfer funds between any budget categories via method of a **Resolution Transfer**.

Additionally, a **Resolution Transfer** will require a **Budget Hearing** which requires first publishing a revised “*Notice of Budget Hearing and Financial Summary*” public notification at least 5 days before a budget hearing if either of the two situations exist:

1. Fund is increased by \$5k or more
2. Fund is increased by 10% or more

Currently Tooley has the following fund values listed in our LB-1:

- Personnel Services: \$3,962
- Materials and Services: \$28,785
- Capital: \$5,000
- Contingencies: \$7,500

### **Summation:**

A capital project of \$6k is possible to accomplish this year by transferring funds from contingency to capital. However, this will require a budget hearing before a resolution transfer can take place as the capital fund would be increased by more than 10%.

It should be noted that a budget hearing does not require the budget committee to reconvene. Rather, it requires a properly noticed meeting in which the public has the opportunity to provide comment.

## Item 6 – Discussion – Potential Funding Sources

Mr. Amery reached out to MCEDD and SDAO regarding potential funding sources for Capital Projects.

MCEDD pointed out Oregon State's **Sustainable Infrastructure Planning Projects Grants**:

<http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/SRF/Pages/sipp.aspx>

Planning activities that promote sustainable water infrastructure may receive funding up to a maximum of \$20,000 per project. Priority is given to systems that serve fewer than 300 service connections.

### Eligible Projects

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- Feasibility Studies - studies to evaluate infrastructure project feasibility
- Asset Management Plan - plan for managing water system infrastructure assets
- System Partnership Studies - studies to evaluate potential for system consolidation / regionalization
- Resilience Plan - plan for water system resiliency and identify a potential improvement project
- Water Rate Analysis - analysis of water system rate charges, structure, and adequacy
- Leak Detection Studies - studies to detect water system leakage and identify possible solutions
- Water System Master Plan for water systems with < 300 connections - Long-range plan to evaluate the needs of the water system and make recommendations for future improvements

Ineligible projects include activities related to construction and/or engineering/design, and activities related to ineligible project types listed under the infrastructure loan program.

MCEDD offered to help if we would like however also pointed out that smaller projects could tend to require more work than the grant dollars provide in value.

Additionally MCEDD has a Survey they would like the Tooley Board to fill out and suggested that we review the following guide [http://www.rcac.org/wp-content/uploads/2014/12/ORWwwguide-April-2014\\_FINAL.pdf](http://www.rcac.org/wp-content/uploads/2014/12/ORWwwguide-April-2014_FINAL.pdf)

## **Item 7 – Action – Capital Projects**

Aaron Olsen from Hiland Water will be providing input on Tooley Water District's potential Capital Projects.

Currently the board has narrowed options down to three potential projects for the fiscal year 2017/2018:

- Slow Start Pump System - Estimate \$6k / site (2 sites)
- Pipe / Asset location project - Estimate \$2,500
- Flush out valves on Adeline Way - Estimate \$4,000

## **Item 8 – Action – Request for bill adjustment**

A request for bill adjustment has been made by Tooley Water District customer due to a leak. Details to follow.

## **Item 9 – Discussion – customer DMARC**

Tooley Water District repaired the leaking valve/meter at the reservoir. Currently we now have two meters leading to a customer's location.

In terms of future maintenance and responsibility Tooley Water District should determine the final point of Demarcation.

Additional details identified since last meeting:

1. Tooley Water District By-Laws (vaguely) reference a \$25 turn-on fee, and a \$25 turn-off fee (see item 12 in by-laws).
2. (Item 8 in by-laws) Meter will be installed well inside the property line and located in such a way that it will be protected from being run over by vehicles even if covered by snow. Meters will be kept free of trees and/or shrubbery including access to meter by District authorized personnel/representative.

## **Item 10 – Action – Vote for budget committee positions**

Three new positions are required for the budget committee this year:

- Position 1 – previously Susan Russ – Expired 7/1/17
- Position 2 – previously Kay Pratt – Expired 7/1/17
- Position 5 – previously Carol Mauser – Expires 7/1/19

Both Larry Russ and Janice Crompton will expire 7/1/18.

Potential candidates include:

- David Childs
- Sam Springer
- Kay Pratt
- Susan Russ

## **Item 11 – Review – Board Member Reimbursements**

John Amery

Transactions:

1. \$5.05 – Agenda Copies for 8/17/17 board meeting
2. \$5.05 – Agenda Copies for 9/21/17 board meeting
3. \$4.92 – Agenda copies for 10/19/17 board meeting
4. \$2.51 – Agenda copies for 11/16/17 board meeting
5. \$6.15 – Agenda copies for 1/18/18 board meeting

Total reimbursements - \$23.68



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262626 00 026 05596  
Receipt #: 05596 08/16/2017 13:53

Rewards Number 1997762537

| Qty      | Description              | Amount     |
|----------|--------------------------|------------|
| 45       | X BW SS MBL LTR - 233550 | 4.95       |
| 5        | X SS STAPLE - 233592     | 0.10       |
| SubTotal |                          | 5.05       |
| Taxes    |                          | 0.00       |
| Total    |                          | USD \$5.05 |

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262626 00 026 06462  
Receipt #: 06462 10/18/2017 18:50

Rewards Number 1997762537

| Qty      | Description              | Amount     |
|----------|--------------------------|------------|
| 44       | X BW SS MBL LTR - 233550 | 4.84       |
| 4        | X SS STAPLE - 233592     | 0.08       |
| SubTotal |                          | 4.92       |
| Taxes    |                          | 0.00       |
| Total    |                          | USD \$4.92 |



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262626 00 026 07548  
Receipt #: 07548 01/18/2018 14:56

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Amount: \$2.51  
Date: November 16, 2017

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(1-800-347-2683)

| Qty      | Description              | Amount     |
|----------|--------------------------|------------|
| 55       | X BW SS MBL LTR - 233550 | 6.05       |
| 5        | X SS STAPLE - 233592     | 0.10       |
| SubTotal |                          | 6.15       |
| Taxes    |                          | 0.00       |
| Total    |                          | USD \$6.15 |

## Item 12 – Discussion – Next meeting

Next board meeting will take place February 15<sup>th</sup>?

Location: NWCPUD board room

**Meeting Adjourned**