

Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 12/14/20)

Meeting Date: Thursday, December 17, 2020 7:00pm

Location: Online via WEBEX.

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

Topics

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District November 19, 2020 Virtual Meeting

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

Chairperson Carol Mauser opened the meeting at 7:06 pm

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

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

John provided the financial report:

Checking \$ 9,995.59
Money Market \$47,172.23

John provided detail on checking transactions and profit/loss statement. Transactions included a check to Oregon Secretary of State that is in lieu of audit. Revenue is on schedule.

John shared that we had not received a bill yet from Hiland for the automated shutoff. There were a number of charges due to the high level of nitrate. Total was under \$200.

Water report for September showed a water loss of 2.68%. This number is the lowest that board members could remember. John shared that this last month we were only running on one well due to the nitrate issue. There was a question as to possible leakage in valves impacted by the lower well. Larry shared that there had been a leaky valve by one of the lower properties that may be playing a role due to the lack of pressure in the system with the lower well being shut off. John has reached out to Hiland for possible explanation for the low water loss rate.

Larry reported the emergency preparedness report. He shared a document that the board had put together that included contact numbers for help regarding water issues. Larry will share the document with John and Larry is also willing to update the contact numbers. John shared that due to the nitrate issue the district had the opportunity to try out the counties emergency response system. All board members indicated that they received notification. Carol asked if there was a way to know what water district members were not signed up in the system. John will reach out to see if this is a possibility and or see if a cross-member list could be created.

Larry followed up regarding the delinquent account. Hiland shared that the payment plan had not been signed. According to the payment plan and staying current they monthly payment would need to be approximately \$150 a month. If that amount is not paid the water will be turned off today (November 19, 2020).

Larry shared an update on how Hiland handled road fees. Hiland bills 30 customers \$10 a month. Hiland takes out the \$300 first. This potentially opens the door where the water district is fronting the road fund. Larry shared this information with John Crompton who maintains the road account. John said he would reimburse the water district if needed. Carol asked if there could be something in writing to confirm the agreement. Larry will follow-up.

Larry updated the board on policies that had previously been adopted. Having these policies benefits the district with SDAO. Policies included anti-harassment policy, and drug-free workplace policy. Board members discussed the wording of the drug and alcohol policy and wanted to make sure it was

up to date regarding current laws within the state of Oregon, specifically marijuana. Larry volunteered to look for some samples. Carol asked if SDAO had some templates. John suggested utilizing the services we have budgeted for legal services. Debby will go back and look at the SDAO survey and compare what policies were listed on the survey with what Tooley currently has in place and send to Larry.

Board discussed the issue with the nitrate levels in the lower well. The initial notification of the high nitrate level came from a call from NCPHD. This coincided with the annual water testing that Hiland completes to turn into the state. Discussion regarding the potential fertilizer that may have been used on the fields adjacent to the lower well. Since the initial test, Hiland has been taking tests bi-weekly. Most recent tests indicate lower levels. The lower well has still not been turned back on. A variety of scenarios were discussed ranging from short term to long term solutions. Suggestion was to wait for the next test to determine the current nitrate level. An additional suggestion was to discuss with the farm owners to share when they use fertilizer to ensure that additional tests start back up and turn the well off. Long term solutions included drilling the well deeper, drilling for a new well, utilizing a reverse osmosis system, individual filters, or an ion exchange system. Larry will reach out to the geologist regarding drilling deeper. John shared how the information had been shared on Tooley's website. John asked if board members agreed to waiting for the next test and if it is still below the 10-level contacting OHA with a plan and request to begin using the lower well. Carol indicated concern to have the well turned on to address concerns with freezing pipes. Dave suggested pumping the water out before turning the system on.

John addressed the potential of reducing board member incentives to ensure that the dollar amount is below the \$600. John made a motion that in the event that the Tooley Water District meets all 12 months of the year the board member attendance incentive would be decreased to \$49.99 for the December meeting. Debby seconded. All approved.

Larry motioned that if it is necessary to have special meetings those meetings will not include attendance incentives. Dave seconded. All approved.







John updated the board on receipt for reimbursement for web hosting. John indicated that he does not charge or make any money off of webhosting.

The next meeting will be December 17, 2020.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 12/14/20

Account Snapshot  			
Checking ↓	Current Balance	Available Balance	
Checking (*1384)	\$10,040.62	\$10,040.62	
Money Market ↓	Current Balance	Available Balance	
Money Market (*9156)	\$47,172.23	\$47,172.23	

Recent Savings Transactions

No new savings transactions

Recent Checking Transactions

Tooley Water District							12/14/2020 11:37 AM	
Register: Checking at Washington Federal								
From 11/16/2020 through 12/14/2020								
Sorted by: Date, Type, Number/Ref								
<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/16/2020	2304	S.D.I.S	Accounts Payable	Memo:581738...	598.11	X		6,844.86
11/16/2020	2305	SDAO	Accounts Payable	2021 SDAO M...	150.00	X		6,694.86
11/16/2020	2306	United States Postal ...	Materials and Services:...	Stamps	33.00			6,661.86
11/20/2020		Washington Federal	Interest Income	Credit Interest		X	0.14	6,662.00
11/30/2020	To Print	Carol Mauser	Personal Services:Boar...	November Boa...	50.00			6,612.00
11/30/2020	To Print	David Pratt	Personal Services:Boar...	November Boa...	50.00			6,562.00
11/30/2020	To Print	Debby Jones	Personal Services:Boar...	November Boa...	50.00			6,512.00
11/30/2020	To Print	John Amery	Personal Services:Boar...	November Boa...	50.00			6,462.00
11/30/2020	To Print	Larry Russ	Personal Services:Boar...	November Boa...	50.00			6,412.00
11/30/2020	To Print	Hiland Water Corp	Accounts Payable		2,050.98			4,361.02
12/09/2020		Hiland Water Corp	Water Revenue:Water ...	203440048394...		X	3,095.62	7,456.64

Profit and Loss Budget vs. Actual

11:23 AM

12/14/20

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

November 2020

	Nov 20	Budget	% of B...	Jul - Nov 20	YTD Budget	% of B...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,480.68	3,770.38	92.3%	17,913.78	17,656.75	101.5%	38,356.00
Total Water Revenue	3,480.68	3,770.38	92.3%	17,913.78	17,656.75	101.5%	38,356.00
Total Income	3,480.68	3,770.38	92.3%	17,913.78	17,656.75	101.5%	38,356.00
Expense							
Capital Improvements	119.98	0.00	100.0%	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	50.00	0.0%	200.00
Dues and Fees	150.00	58.33	257.2%	233.91	291.65	80.2%	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	0.00	474.50	0.0%	191.62	2,372.50	8.1%	5,694.00
Network Monitoring Maintenance	0.00			0.00			330.00
Office Supplies	0.00	8.33	0.0%	0.00	41.65	0.0%	100.00
Operating Expenses							
Customer CC pass through	21.00	18.75	112.0%	87.50	93.75	93.3%	225.00
Disconnect Fee	60.00	0.00	100.0%	60.00	0.00	100.0%	60.00
Hiland Base Maintenance Fee	1,850.00	1,850.00	100.0%	9,250.00	9,250.00	100.0%	22,200.00
Total Operating Expenses	1,931.00	1,868.75	103.3%	9,397.50	9,343.75	100.6%	22,485.00
Postage and Delivery	33.00	8.33	396.2%	33.00	41.65	79.2%	100.00
Total Materials and Services	2,114.00	2,428.24	87.1%	9,987.08	12,271.20	81.4%	36,739.00
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,250.00	1,250.00	100.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	104.15	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	120.00	125.00	96.0%	125.00
Workmans Compensation Insuran...	598.11	0.00	100.0%	598.11	630.00	94.9%	630.00
Total Personal Services	848.11	270.83	313.2%	1,968.11	2,109.15	93.3%	4,005.00
Total Expense	3,082.09	2,699.07	114.2%	12,075.17	14,380.35	84.0%	58,244.00
Net Ordinary Income	398.59	1,071.31	37.2%	5,838.61	3,276.40	178.2%	-19,888.00
Other Income/Expense							
Other Income							
Interest Income	0.14	3.25	4.3%	11.00	16.25	67.7%	39.00
Total Other Income	0.14	3.25	4.3%	11.00	16.25	67.7%	39.00
Net Other Income	0.14	3.25	4.3%	11.00	16.25	67.7%	39.00
Net Income	398.73	1,074.56	37.1%	5,849.61	3,292.65	177.7%	-19,849.00

Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of December 14, 2020

	Dec 14, 20	Dec 14, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	7,456.64	4,756.81	2,699.83	56.8%
Savings at Washington Federal	47,172.23	47,129.85	42.38	0.1%
Total Checking/Savings	54,628.87	51,886.66	2,742.21	5.3%
Total Current Assets	54,628.87	51,886.66	2,742.21	5.3%
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	234,928.87	232,186.66	2,742.21	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	8,945.23	6,232.84	2,712.39	43.5%
Total Equity	234,928.87	232,186.66	2,742.21	1.2%
TOTAL LIABILITIES & EQUITY	234,928.87	232,186.66	2,742.21	1.2%

Maintenance and Repairs – Details

11:22 AM

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

12/14/20

Accrual Basis

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
Total Maintenance and Repairs				191.62	191.62
Total Materials and Services				191.62	191.62
TOTAL				191.62	191.62

Item 4 – Discussion – Water Report

August 2020	September 2020	October 2020	November 2020
Gallons pumped: 567,110	Gallons pumped: 457,450	Gallons pumped: 224,310	Gallons pumped: 184,740
Gallons sold: 507,260	Gallons sold: 412,840	Gallons sold: 218,300	Gallons sold: 184,930
Gallons lost: 59,850	Gallons lost: 44,610	Gallons lost: 6,010	Gallons lost: -190
Water Loss: 10.55%	Water Loss: 9.75%	Water Loss: 2.68%	Water Loss: -0.10%

Item 5 – Discussion – Emergency Preparedness – John Amery

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

Item 6 – Discussion – Delinquent Account – Larry Russ

Dunnigan account accessed a \$60 shut-off charge.

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 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on January 21

Location: Virtual Meeting ONLY – contact johnamery@tooleywater.org for access.

Meeting Adjourned