

Tooley Water District Board Meeting Agenda

Version 1.3 (updated 6/15/20)

Meeting Date: Thursday, June 18, 2020 7:15pm (directly following budget hearing)

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
May 21, 2020 General Water Board Meeting

Present: John Amery, Dave Pratt, Larry Russ, Carol Mauser, Debby Jones

Carol opened the meeting at 7:02 pm

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

Carol asked for approval of the April minutes. John made motion to approve the minutes as presented. Larry seconded. All approved.

John provided the current financial report:

Checking = \$8,642.45

Savings = \$27,153.45

There was a mistake mentioned for a check issued to Debby Jones which should have been for \$50 and \$60 was credited by the bank. The \$10 correction had been made.

Water Loss report: Reported a 15.76% water loss for the month of April. This was an improvement from 21.96% from March.

Grant Fulfillment: John has initiated the grant reimbursement process.

Capital Improvement Project: Hand Pump

Larry has been communicating with Bison and shared a preliminary cost quote however this cost did not reflect what it would cost for a well drilling company to do additional work to make sure that the pump would fit. John shared that Matt from Hiland was concerned that there might need to be an engineered solution for the installation.

Board members discussed alternative options which included inquiring with county emergency preparedness leadership what the county plan is for a county drinking water emergency as well as water filtration systems. Members were also concerned with the number of potential projects that may need to be addressed. Board decided to table till next meeting.

Board discussed following up with member trainings with Larry being back in the area. Larry agreed that it is important that board members have a basic understanding of how the system works. Beyond that he did not believe that there was anything technical that board members should do. John provided a scenario where there could be a potential large leak and Hiland not being able to act due to distance limitations. Debby asked for a protocol if board members are called with water issues. How are they to proceed? Members agreed to do an educational walk through of the system in the future. John suggested utilizing the GIS mapping system prior to the walk through. John suggested taking 15 minutes at each upcoming board meeting dedicated to this issue. Debby reminded members of the SDAO survey that had come out. She will find out if the survey is live and how members can access the survey.

Larry updated the board on the need for repairs at the pump houses. Photos were shared indicating

maintenance requirement of the well houses and reservoir building. The buildings need adequate prepping and repairing. Larry suggested hiring a “handyman” to do the repairs. Member discussed the process and budget figures. John shared that there is still time and money to take on projects.

John made a motion to provide Larry Russ the authority to reach out to potential contractors to look at the repairs. Debby seconded. All approved.

John addressed the valve and leaks that had been identified by Hiland. Carol made a motion to authorize John to work with Hiland on the costs. Larry seconded. All approved.

Board members volunteered to weed the lower, upper wells and reservoir.

Next meeting will be held on June 18. The Budget hearing will be held at 7:00 pm and the general board meeting at 7:15 pm.

Board members complimented John on the work he has done on the budget as well as the agenda prep for meetings.

Carol adjourned the meeting at 8:26 pm.

Item 3 - Financial Reports – John Amery

*It should be noted that currently the computer Tooley's financials are kept on has crashed. Backups are kept so no data will be lost. However, financial reports are not currently available. A new agenda may be developed if reports are available before the meeting.

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 6/15/20

Account Snapshot			
Checking ↓	Current Balance	Available Balance	☰
Checking (*)	\$8,681.07	\$8,681.07	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market (*)	\$47,153.45	\$47,153.45	>

Recent Savings Transactions

To Update

Recent Checking Transactions

To Update

Profit and Loss Budget vs. Actual

To Update

Maintenance and Repairs - Details

To Update

Item 4 – Discussion – Water Report

February 2020	March 2020	April 2020	May 2020
Gallons pumped: 104,990	Gallons pumped: 122,470	Gallons pumped: 157,070	Gallons pumped: 223,300
Gallons sold: 74,480	Gallons sold: 95,580	Gallons sold: 132,310	Gallons sold: 202,240
Gallons lost: 30,510	Gallons lost: 26,890	Gallons lost: 24,760	Gallons lost: 21,060
Water Loss: 29.06%	Water Loss: 21.96%	Water Loss: 15.76%	Water Loss: 9.43%

Item 5 – Discussion – Grant Repayment

Tooley Water District has received \$20k from Business Oregon for the grant repayment.

Item 6 – Discussion – Oregon Purchasing Rules

- <https://www.oregon.gov/das/OPM/Pages/Index.aspx> - Top level page
- <https://www.oregon.gov/das/OPM/Pages/method.aspx> - basic definitions for procurement processes
- <https://www.oregon.gov/das/OPM/Pages/small.aspx> – Small Procurement < \$10k

How to process Small Procurements

The Small Procurement method allows an agency to directly award a contract. A Small Procurement has few constraints and therefore typically reduces administrative costs. Because of its relatively low monetary value and general low risk, a Small Procurement does not require use of any contract form, template, or solicitation template.

Process	Description
Eliminate Buy Decision procurement methods	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> 1. Determine if the needed product or service can be fulfilled using mandatory methods outlined in the Buy Decision. </div> <ul style="list-style-type: none"> • If yes, use the appropriate mandatory method of procurement. • If no, determine contract value to assess appropriate open market method. <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> 1. Is the total life cycle cost, including amendments, within the Small Procurement threshold? </div> <ul style="list-style-type: none"> • If yes, conduct Small Procurement. • If no, assess alternative methods. <div style="border: 1px solid black; padding: 5px;"> Note: to determine the total life cycle cost of the procurement an agency should consider: </div>
Determine contract value	<ul style="list-style-type: none"> • Shipping and freight. • Taxes. • Installation costs. • Maintenance costs. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Additionally, if there is a reasonable chance that the contract may be amended, the cumulative amendments may not increase the value of the contract to more than \$12,500 over the life of the contract. </div>
Conduct procurement	<div style="border: 1px solid black; padding: 5px;"> 1. Request quotes, as applicable, from suppliers. </div>

- While statute doesn't require competition for Small Procurements, agencies are encouraged to provide for as much competition as is practicable.
- Any quotes received from suppliers should be documented and included in the procurement file.

2. Select awarded supplier.

- While price is often the most common factor used for award; best value, which may include delivery schedule or other factors, can be used to justify an award.
- The agency should document its choice of supplier and include the justification for award in the procurement file.

1. Award and execute contract according to agency-designated authority.
 Note: in lieu of executing a contract, an agency may be able to use a purchase card (SPOTS card) as its method of payment for Small Procurements. Certain limitations exist on the use of SPOTS cards for small purchases. For details, an agency should reference the State Purchasing Card policy prior to use.

Award contract

Update procurement file

File applicable documentation of the purchase in the procurement file.

Item 7 – Discussion – Hand Pumps – Larry Russ

Larry Russ to provide an update on hand pumps.

<i>Quantity</i>	<i>Product Quoted</i>	<i>Unit Price</i>	<i>Total</i>
1	Deep Well 8" Casing Pump Head 50-203-0-00-00 2" submersible connection	\$1,800.00	\$1,800.00
13	Pipe & Rod 1 1/4" - 8' Sch 120 PVC & 3/8" Stainles 51-200-0-07-01	\$74.00	\$962.00
1	Cylinder Assembly 2 1/2" Stainless Steel 51-200-1-03-01	\$475.00	\$475.00
1	Conduit Ell Assembly - Top Mount 55-200-1-09-01	\$68.00	\$68.00
<i>Freight Costs are extra. These costs are added at time of order placement.</i>		<i>Total Quote Amount:</i>	\$3,305.00


Item 8 – Discussion/Action – Repairs of pump houses

Mr Russ to provide an update.



Estimate

Valencia General Contracting, LLC
4750 Simonelli Road
OR US
+1 5417050674
valenciageneralcontracting@outlook.com



Estimate

ADDRESS
Larry Russ
4540 Basalt Rd
The Dalles, Oregon 97058
United States

ESTIMATE 1002
DATE 06/07/2020
EXPIRATION DATE 07/07/2020

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Exterior Painting Price for All 3 Buildings Includes: -All Surface Preparation (Scrape, Sand, Caulk Eaves/Pressure Wash Buildings, etc.) -2 Finishing Coats With Primer -Supply of Paint, Materials, and Labor	1	3,200.00	3,200.00
TOTAL				\$3,200.00

CCB License#230647
TERMS & CONDITIONS

BILLING & PAYMENT TERMS Payment will be due no later than 15 days after invoice is issued.

BONDING & INSURANCE Valencia General Contracting, LLC agrees to provide comprehensive Bonding, General Liability Insurance, Automotive Liability Insurance, and any other insurance required by law.

LIABILITY In the event of any damage caused to the property by Valencia General Contracting, LLC during the performance of work, we will take responsibility and repair said damages. Additionally, it is understood that Valencia General Contracting, LLC is not to be held liable for any damage of any kind, that is not caused by our own negligence, by contractor, or employees.

Accepted By _____
Accepted Date _____

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Additional Conversations

Questions asked by boardmember russ and answered by potential contractor:

1. What brand of paint do you plan to use?
 - We use Sherwin Williams Super Paint.
2. When Sergio {contractor} and I {boardmember Russ} looked at the buildings we noted the

walls of the buildings were in much better condition than the eaves and soffits. Would it be possible to deal only with those problem areas and if so what how would change the cost?

- The cost would go down to \$2,500 total.
3. What method of painting do you use, ie spray and back roll, manual application, etc?
- We spray.

Item 9 – Discussion / Action – Blow Off Valve Replacement

Email from Silas regarding replacement of faulty blow off valve.

Matt asked me to put together an estimate for the replacement of the blow off valve on Basalt. We proposed replace the rotted ball valve with a gate valve and using a more conventional valve box. There will be some compression couplings and adapters involved and I've estimated one day of labor for two people (Matt thinks it would be most practical to hand dig this rather than bring in excavation equipment).

Based on our contract rates, this is roughly \$1,500 (\$620 for parts, \$880 for labor/equipment), but I will estimate \$1,800-\$2,000 because something unknown could always pop up.

Please let us know if the Board would like to proceed. This work is tentatively scheduled for June 23.

Item 10 – Discussion/Action – Authorize Contingency Funds transfer to Materials and Services

As this is the last meeting of this fiscal year. It might make sense to include flexibility to be able to transfer funds from contingency to Materials and Services if required. It would be preferred not to have to move funds, but if required it might make sense to pre-authorize as required.

Proposed motion:

Motion to authorize treasurer Amery to transfer up to \$5,000 from contingency to Materials and Services if required in order to fulfill end of year commitments Tooley may incur until next fiscal year.

Item 11 – Discussion – Board Member System Training

Open discussion regarding potential board member system training.

Item 12 – Discussion – 2019 Tooley CCR

Tooley Water District has received their 2019 CCR from Hiland Water. It is available for download here: <http://www.tooleywater.org/sites/default/files/TooleyReports/2019TooleyCCR.pdf>

There were no violations.

Item 13 – Discussion – Re-issue of outstanding checks

Treasurer Amery plans to re-issue any outstanding checks before the end of the fiscal year. It is assumed these checks are/have been lost. These checks are to board members that have not been cashed and likely were lost during non-standard mailing/transfer practices. Total dollar amounts of checks are low. Also, tracking is in place to identify any lost checks that might be cashed inadvertently.

Item 14 – Action – Hiland Contract

Motion to authorize Chairperson Mauser to sign on behalf of Tooley Water District an addendum to the current maintenance contract.

The following are the proposed new rates for Fiscal Year 2020/2021

We are proposing the following bill rates for services provided to Tooley Water District during the 2020-2021 contract year. Drive time will not be billed. Any rates not shown will remain the same as the 2019-2020 contract year:

Category/Personnel	2019-2020 Rates	Proposed 2020-2021 Rates
Monthly Base Fee	\$1,800.00	\$1,850.00
Micah Olson	\$91.00	\$93.00
Silas Olson	\$81.00	\$83.00
Melvin Olson	\$70.00	\$72.00
Aaron Olson	\$70.00	\$72.00
Matt Olson	\$62.00	\$65.00
JJ Olson	\$56.00	\$59.00
Paul Howard	\$56.00	\$59.00
Devin Geiger	\$56.00	\$56.00
Joel Ellis	\$48.00	\$51.00
Robert Trotter	\$48.00	\$51.00
Curtis Olson	\$48.00	\$51.00
Matt Thompson	\$48.00	\$51.00
David Criss	\$39.00	\$40.00
Summer Criss	\$39.00	\$40.00
Dillon Frederiks	\$39.00	\$40.00
Jonathan Estrada	\$39.00	\$40.00
Eve Elias	\$39.00	\$40.00
Utility Worker III	\$56.00	\$59.00
Utility Worker II	\$48.00	\$51.00
Utility Worker I	\$39.00	\$40.00
Vacuum Excavation Trailer on site	\$50.00	\$50.00
5-yard Dump Truck on site	N/A	\$50.00
Service Truck on site	\$20.00	\$20.00
2-yard Dump Truck on site	\$20.00	\$20.00
Parts, materials, equipment rental, & other non-labor	Cost + 10%	Cost + 10%

Item 15 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on July 16

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

Meeting Adjourned