

Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 2/15/21)

Meeting Date: Thursday, February 18, 2021 7:00pm

Location: Online via WEBEX.

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

Topics

Item 1 - Approval of Agenda.....	1
Item 2 – Approval of Minutes.....	1
Item 3 - Financial Reports – John Amery.....	3
Copy of current account totals from Washington Federal Website.....	3
Recent Savings Transactions.....	3
Recent Checking Transactions.....	4
Profit and Loss Budget vs. Actual.....	5
Balance Sheet Previous Year Comparison.....	6
Maintenance and Repairs – Details.....	6
Item 4 – Discussion – Water Report.....	7
Item 5 – Discussion – Emergency Preparedness – John Amery.....	7
Item 6 – Discussion – Delinquent Account.....	7
Item 7 – Discussion – Tooley Policies – Larry Russ.....	7
Item 8 – Discussion – Nitrate Levels - Larry Russ / John Amery.....	7
Item 9 – Discussion – Potential Grant / Loan Options – John Amery.....	7
Item 10 – Discussion – Next Meeting.....	9

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District January 21, 2021 Virtual Meeting

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

Chairperson Carol Mauser opened the meeting at 7:02 pm

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

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

John provided the financial report:

Checking \$ 5,393.93
Money Market \$52,178.26

John felt that revenue and expenditures were on target and shared checking updates that included two \$30 charges to the city of The Dalles which fell under maintenance and repairs. John anticipated potentially an additional \$50 a month charge for the additional nitrate testing. Carol asked if testing needed to continue since we were not utilizing the well in question. John felt it was a valid question and will follow-up with Hiland and the state.

Water report for December showed a water loss of 44%. Hiland indicated that there were inaccuracies in past readings and the 44% was more of a catch-up. The average water loss over the past several months is over the 10% desired average. Hiland has not indicated any concern over the amount. Larry questioned the numbers due to the amount of water sold in November compared to December.

There were no new updates regarding the Emergency Preparedness report.

Catch-up payments are occurring with the delinquent accounts. Questions were raised on the accuracies of the individual accounts regarding water sold and payments. John will reach out to Hiland to inquire as to the validity of the reports.

Larry contacted SDAO regarding the policy updates. SDAO has not posted the policy updates at the time of the board meeting.

Larry and John provided an update regarding the nitrate levels. Larry shared that the nitrate levels continue to fluctuate. Larry had a conversation with a water expert who shared that usually once the nitrate levels start to go up that they levels usually stay high – rarely see them go down to acceptable levels. Potential long-term options regarding the lower well and nitrate concerns include:

- Filtration System (Unsure if the filtration system can keep up with the high nitrate levels with the addition of having to burn through a large amount of water)
- Drill current well deeper (due to sandy soil, not a guarantee that it will work)
- Drill new well
- Develop new larger reservoir

Both John and Larry felt that the best solution may be to drill a new well. Both agreed that phase one of the project would need to be securing funding for a feasibility study to determine the best option. They met with representatives of Business Oregon as well as MCEDD to inquire about grant/funding options. Carol asked for rough budget numbers. John stated worst case scenario would be up to \$350,000 which would include the study and engineering. John and Carol also indicated that working with the farmers and measuring levels during the summer months can be a short-term option as we

are currently only having to only run one well during the winter. Board members discussed the responsibilities of the farmers, especially since the well had been producing drinkable water for over 50 years.

Debby made a 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. John seconded. All approved

Debby made a motion to authorize board members Larry Russ and John Amery to develop and submit a plan to OHA before the February 1 deadline. Carol seconded. All approved.



Next meeting scheduled for February 18, 2021.

Carol closed the meeting at 8:10 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 2/15/21

Account Snapshot			
Checking ↓	Current Balance	Available Balance	
Checking 	\$8,597.10	\$6,733.10	>
Money Market ↓	Current Balance	Available Balance	
Money Market 	\$52,178.26	\$52,178.26	>

Recent Savings Transactions

No new savings transactions since last meeting

Recent Checking Transactions

Tooley Water District

2/15/2021 3:32 PM

Register: Checking at Washington Federal

From 01/19/2021 through 02/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.07	3,720.05
01/20/2021	To Print	Hiland Water Corp	Accounts Payable		1,871.00			1,849.05
01/31/2021	To Print	Carol Mauser	Personal Services:Boar...	January Board ...	50.00			1,799.05
01/31/2021	To Print	Debby Jones	Personal Services:Boar...	January Board ...	50.00			1,749.05
01/31/2021	To Print	John Amery	Personal Services:Boar...	January Board ...	50.00			1,699.05
01/31/2021	To Print	Larry Russ	Personal Services:Boar...	January Board ...	50.00			1,649.05
02/04/2021		Hiland Water Corp	Water Revenue	210350030846...		X	2,663.10	4,312.15

Profit and Loss Budget vs. Actual

3:36 PM 02/15/21 Accrual Basis		Tooley Water District Profit & Loss Budget Performance January 2021					
	Jan 21	Budget	% of B...	Jul '20 - Jan 21	YTD Budget	% of B...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	0.00	3,341.03	0.0%	21,009.40	24,033.48	87.4%	38,356.00
Water Revenue - Other	3,437.08			3,437.08			
Total Water Revenue	3,437.08	3,341.03	102.9%	24,446.48	24,033.48	101.7%	38,356.00
Total Income	3,437.08	3,341.03	102.9%	24,446.48	24,033.48	101.7%	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	70.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	233.91	408.31	57.3%	700.00
Legal Services	0.00	1,000.00	0.0%	0.00	1,000.00	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%	251.62	3,321.50	7.6%	5,694.00
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	330.00
Office Supplies	0.00	8.33	0.0%	0.00	58.31	0.0%	100.00
Operating Expenses							
Customer CC pass through	21.00	18.75	112.0%	122.50	131.25	93.3%	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%	12,950.00	12,950.00	100.0%	22,200.00
Total Operating Expenses	1,871.00	1,868.75	100.1%	13,132.50	13,081.25	100.4%	22,485.00
Postage and Delivery	0.00	8.33	0.0%	33.00	58.31	56.6%	100.00
Total Materials and Services	1,871.00	3,428.24	54.6%	13,782.08	18,127.68	76.0%	36,739.00
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	1,699.95	1,750.00	97.1%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	145.81	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	200.00	270.83	73.8%	2,418.06	2,650.81	91.2%	4,005.00
Total Expense	2,071.00	3,699.07	56.0%	16,320.12	20,778.49	78.5%	58,244.00
Net Ordinary Income	1,366.08	-358.04	-381.5%	8,126.36	3,254.99	249.7%	-19,888.00
Other Income/Expense							
Other Income							
Interest Income	0.07	3.25	2.2%	17.31	22.75	76.1%	39.00
Total Other Income	0.07	3.25	2.2%	17.31	22.75	76.1%	39.00
Net Other Income	0.07	3.25	2.2%	17.31	22.75	76.1%	39.00
Net Income	1,366.15	-354.79	-385.1%	8,143.67	3,277.74	248.5%	-19,849.00

Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of February 15, 2021

	Feb 15, 21	Feb 15, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	4,312.15	6,815.40	-2,503.25	-36.7%
Savings at Washington Federal	52,178.26	47,141.73	5,036.53	10.7%
Total Checking/Savings	56,490.41	53,957.13	2,533.28	4.7%
Total Current Assets	56,490.41	53,957.13	2,533.28	4.7%
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	236,790.41	234,257.13	2,533.28	1.1%
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	10,806.77	8,303.31	2,503.46	30.2%
Total Equity	236,790.41	234,257.13	2,533.28	1.1%
TOTAL LIABILITIES & EQUITY	236,790.41	234,257.13	2,533.28	1.1%

Maintenance and Repairs – Details

3:36 PM

02/15/21

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

October 2020	November 2020	December 2020	January 2021
Gallons pumped: 224,310	Gallons pumped: 184,740	Gallons pumped: 157,090	Gallons pumped: 183,320
Gallons sold: 218,300	Gallons sold: 184,930	Gallons sold: 86,450	Gallons sold: 154,490
Gallons lost: 6,010	Gallons lost: -190	Gallons lost: 70,640	Gallons lost: 28,830
Water Loss: 2.68%	Water Loss: -0.10%	Water Loss: 44.97%	Water Loss: 15.73%

Item 5 – Discussion – Emergency Preparedness – John Amery

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

Item 6 – Discussion – Delinquent Account

- Account 683

Item 7 – Discussion – Tooley Policies – Larry Russ

SDAO coming out with template policies

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

1. Tooley Water District responded to OHA’s deadline of February 1 with regards to a corrective plan.
2. Current Grant Strategies

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 March 18, 2021

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

Meeting Adjourned