

Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 3/17/21)

Meeting Date: Thursday, March 18, 2021 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 February 18, 2021 Virtual Meeting

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

Chairperson Carol Mauser opened the meeting at 7:00 pm

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

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

John provided the financial report:

Checking \$ 6,733.10
Money Market \$52,178.26

John felt that revenue and expenditures were on target. Carol asked if Hiland had double checked on the water use invoices which seemed similar. John shared that Hiland felt that the invoices were correct and did not indicate a concern on the billing end.

Water report for January showed a water loss of 15.73%.

Larry shared information on the board booklet that had been put together back in 2005. The booklet included numbers for past emergency response resources and past vendors including the company that had worked on the pumps in the past. Larry updated the number and shared that he spoke with the new owner who was familiar with the nitrate levels and that they had heard of higher levels at the apartments across from the golf course as well as the golf course itself. There was a concern at the apartments that nitrate levels were still an issue even though a new well had been put in. Board members discussed contacting the property owners or entity that is farming on the property. Larry volunteered to attempt to reach out for more information.

Board was updated on the progress of the delinquent account. John also shared that the Sexton property had been sold but there is no address for the current owners. According to Tooley policies, if the base fee has not been paid after a certain period of time that the meter should be pulled. Hiland will send a bill to the most recent PO Box so that there is record of trying to connect with the current property owner before pulling the meter.

Larry received policy templates from SDAO which consisted mostly of employee templates. There were a few templates that were more global such as harassment, whistle blower, etc. Larry suggested going through the large document and pulling out those templates that would be most beneficial to Tooley Water District. SDAO also advised Larry that after updating templates with Tooley information the board should have an attorney do a final approval. John wondered if our attorney of record might already have templates as opposed to the time that Larry would have to spend to go through the SDAO employee handbook. John also wondered about the possibility of utilizing templates from similar type entities. The main concern was to ensure that the district had all the necessary policies required as a governmental entity as well as risk management. Board members agreed to individually explore potential policy resources and come back and discuss at the next meeting.

John updated board members on the steps and progress regarding meeting OHA compliance issues as well as potential grant applications regarding the lower well. Intention is to apply for a SIPP grant for an engineering/feasibility study. A timeline for publishing a Request for Proposal and following

through with awarding a contract was identified, assuming the district is awarded the SIPP grant through Business Oregon. John has begun the necessary work to move forward with the RFP and grant application. Additional grants were briefly discussed once the feasibility study is completed.



John shared that there may have been a fuel truck that had flipped over into the pond near the lower well and fuel may have been leaked. John will follow-up with ODOT for further information

Next meeting is scheduled for Thursday, March 18, 2021. Meeting adjourned at 8:22 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 	\$5,653.69	\$5,653.69	>
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								3/17/2021 12:49 PM
Register: Checking at Washington Federal								
From 02/15/2021 through 03/17/2021								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.12	4,312.27
02/28/2021	2325	S.D.I.S	Accounts Payable	2021 Liability L...	1,907.00	X		2,405.27
02/28/2021	2326	Carol Mauser	Personal Services:Boar...	February Board...	50.00	M		2,355.27
02/28/2021	2327	David Pratt	Personal Services:Boar...	February Board...	50.00			2,305.27
02/28/2021	2328	Debby Jones	Personal Services:Boar...	February Board...	50.00			2,255.27
02/28/2021	2329	John Amery	Personal Services:Boar...	February Board...	50.00			2,205.27
02/28/2021	2330	Larry Russ	Personal Services:Boar...	February Board...	50.00			2,155.27
02/28/2021	2331	Hiland Water Corp	Accounts Payable		1,867.50			287.77
03/09/2021		Hiland Water Corp	Water Revenue	210680082123...		X	3,098.43	3,386.20

Profit and Loss Budget vs. Actual

12:53 PM

03/17/21

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	% of Budget	Jul '20 - Feb 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	0.00	3,278.23	0.0%	21,009.40	27,311.71	76.9%	38,356.00
Water Revenue - Other	2,663.10			6,100.18			
Total Water Revenue	<u>2,663.10</u>	<u>3,278.23</u>	<u>81.2%</u>	<u>27,109.58</u>	<u>27,311.71</u>	<u>99.3%</u>	<u>38,356.00</u>
Total Income	<u>2,663.10</u>	<u>3,278.23</u>	<u>81.2%</u>	<u>27,109.58</u>	<u>27,311.71</u>	<u>99.3%</u>	<u>38,356.00</u>
Expense							
Capital Improvements	0.00	2,500.00	0.0%	119.98	2,500.00	4.8%	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	80.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	233.91	466.64	50.1%	700.00
Legal Services	0.00	1,000.00	0.0%	0.00	2,000.00	0.0%	5,000.00
Liability Insurance							
Boiler&Machinery	150.00	0.00	100.0%	150.00	0.00	100.0%	0.00
Excess	188.00	0.00	100.0%	188.00	0.00	100.0%	0.00
General Liability	1,042.00	0.00	100.0%	1,042.00	0.00	100.0%	0.00
N/O Auto Liability	175.00	0.00	100.0%	175.00	0.00	100.0%	0.00
Property	352.00	0.00	100.0%	352.00	0.00	100.0%	0.00
Liability Insurance - Other	0.00	2,000.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total Liability Insurance	<u>1,907.00</u>	<u>2,000.00</u>	<u>95.4%</u>	<u>1,907.00</u>	<u>2,000.00</u>	<u>95.4%</u>	<u>2,000.00</u>
Maintenance and Repairs	0.00	474.50	0.0%	251.62	3,796.00	6.6%	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	66.64	0.0%	100.00
Operating Expenses							
Customer CC pass through	17.50	18.75	93.3%	140.00	150.00	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%	14,800.00	14,800.00	100.0%	22,200.00
Total Operating Expenses	<u>1,867.50</u>	<u>1,868.75</u>	<u>99.9%</u>	<u>15,000.00</u>	<u>14,950.00</u>	<u>100.3%</u>	<u>22,465.00</u>
Postage and Delivery	0.00	8.33	0.0%	33.00	66.64	49.5%	100.00
Total Materials and Services	<u>3,774.50</u>	<u>5,428.24</u>	<u>69.5%</u>	<u>17,556.58</u>	<u>23,555.92</u>	<u>74.5%</u>	<u>36,739.00</u>
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	1,949.95	2,000.00	97.5%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	166.64	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	<u>250.00</u>	<u>270.83</u>	<u>92.3%</u>	<u>2,668.06</u>	<u>2,921.64</u>	<u>91.3%</u>	<u>4,005.00</u>
Total Expense	<u>4,024.50</u>	<u>8,199.07</u>	<u>49.1%</u>	<u>20,344.62</u>	<u>28,977.56</u>	<u>70.2%</u>	<u>58,244.00</u>
Net Ordinary Income	<u>-1,361.40</u>	<u>-4,920.84</u>	<u>27.7%</u>	<u>6,764.96</u>	<u>-1,665.85</u>	<u>-406.1%</u>	<u>-19,888.00</u>
Other Income/Expense							
Other Income							
Interest Income	0.12	3.25	3.7%	17.43	26.00	67.0%	39.00
Total Other Income	<u>0.12</u>	<u>3.25</u>	<u>3.7%</u>	<u>17.43</u>	<u>26.00</u>	<u>67.0%</u>	<u>39.00</u>
Net Other Income	<u>0.12</u>	<u>3.25</u>	<u>3.7%</u>	<u>17.43</u>	<u>26.00</u>	<u>67.0%</u>	<u>39.00</u>
Net Income	<u><u>-1,361.28</u></u>	<u><u>-4,917.59</u></u>	<u><u>27.7%</u></u>	<u><u>6,782.39</u></u>	<u><u>-1,639.85</u></u>	<u><u>-413.6%</u></u>	<u><u>-19,849.00</u></u>

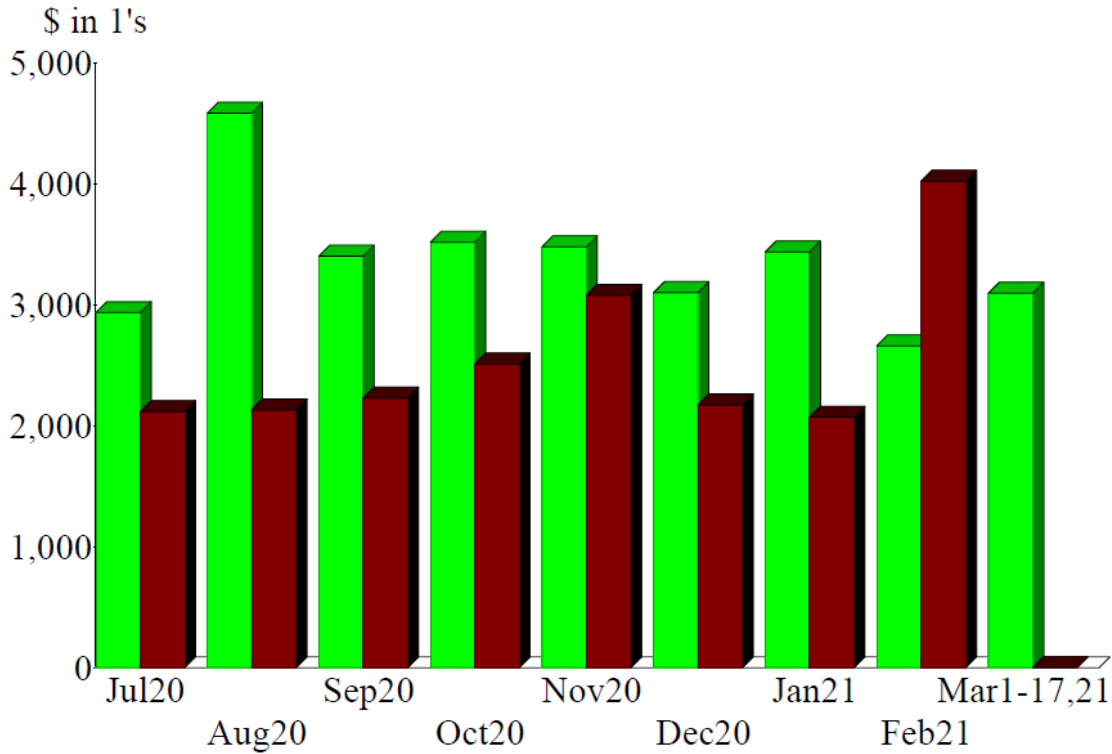
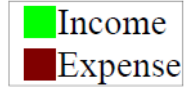
Balance Sheet Previous Year Comparison

Tooley Water District Balance Sheet Prev Year Comparison As of March 17, 2021

	Mar 17, 21	Mar 17, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	3,386.20	5,436.89	-2,050.69	-37.7%
Savings at Washington Federal	52,178.26	47,141.73	5,036.53	10.7%
Total Checking/Savings	55,564.46	52,578.62	2,985.84	5.7%
Total Current Assets	55,564.46	52,578.62	2,985.84	5.7%
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	235,864.46	232,878.62	2,985.84	1.3%
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	9,880.82	6,924.80	2,956.02	42.7%
Total Equity	235,864.46	232,878.62	2,985.84	1.3%
TOTAL LIABILITIES & EQUITY	235,864.46	232,878.62	2,985.84	1.3%

Income and Expense by Month – Chart

Income and Expense by Month
July 1, 2020 through March 17, 2021



Expense Summary
July 1, 2020 through March 17, 2021

Materials and Services	86.30%
Personal Services	13.11
Capital Improvements	0.59
Total	\$20,344.62

Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<div style="display: flex; justify-content: space-between;"> 12:51 PM <div style="text-align: center;"> Tooley Water District Maintenance and Repairs details July 2020 through June 2021 </div> </div>					
03/17/21					
Accrual Basis					
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

November 2020	December 2020	January 2021	February 2021
Gallons pumped: 184,740	Gallons pumped: 157,090	Gallons pumped: 183,320	Gallons pumped: 177,680
Gallons sold: 184,930	Gallons sold: 86,450	Gallons sold: 154,490	Gallons sold: 90,480
Gallons lost: -190	Gallons lost: 70,640	Gallons lost: 28,830	Gallons lost: 87,200
Water Loss: -0.10%	Water Loss: 44.97%	Water Loss: 15.73%	Water Loss: 49.08%

Logs - Tooley

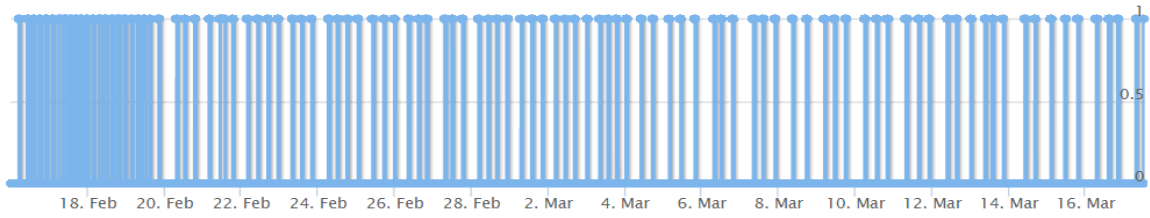
Device Details | Configure Device | Default Alarm Delivery | **Device Logs** | Search device names

Data Log | Alarm Log | Export Data

Date Range: 02/16/2021 to 03/17/2021

Zones: Zone 3 - Reservoir radio call | Show Graph | Today | Yesterday | This Week | Last Week | This Month | Last Month

Data Log



Logs - Tooley

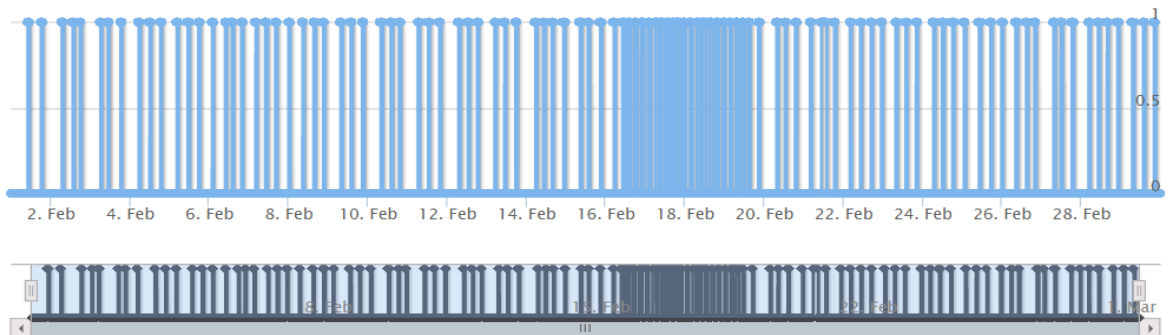
Device Details | Configure Device | Default Alarm Delivery | **Device Logs** | Search device name

Data Log | Alarm Log | Export Data

Date Range: 02/01/2021 to 03/01/2021

Zones: Zone 3 - Reservoir radio call | Show Graph | Today | Yesterday | This Week | Last Week | This Month | Last Month

Data Log



Logs - Tooley

Device Details

Configure Device

Default Alarm Delivery

Device Logs

Search device name

Data Log

Alarm Log

Export Data

Date Range 01/01/2021 to 02/01/2021

Zones Zone 3 - Reservoir radio call

Show Graph

Today | Yesterday | This Week | Last Week | This Month | Last Month

Data Log



Zone 3 - Reservoir radio call

Logs - Tooley

Device Details

Configure Device

Default Alarm Delivery

Device Logs

Search device name

Data Log

Alarm Log

Export Data

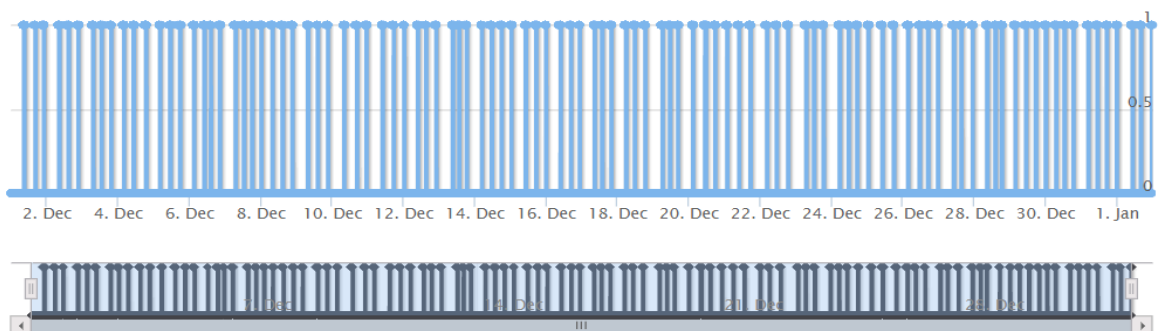
Date Range 12/01/2020 to 01/01/2021

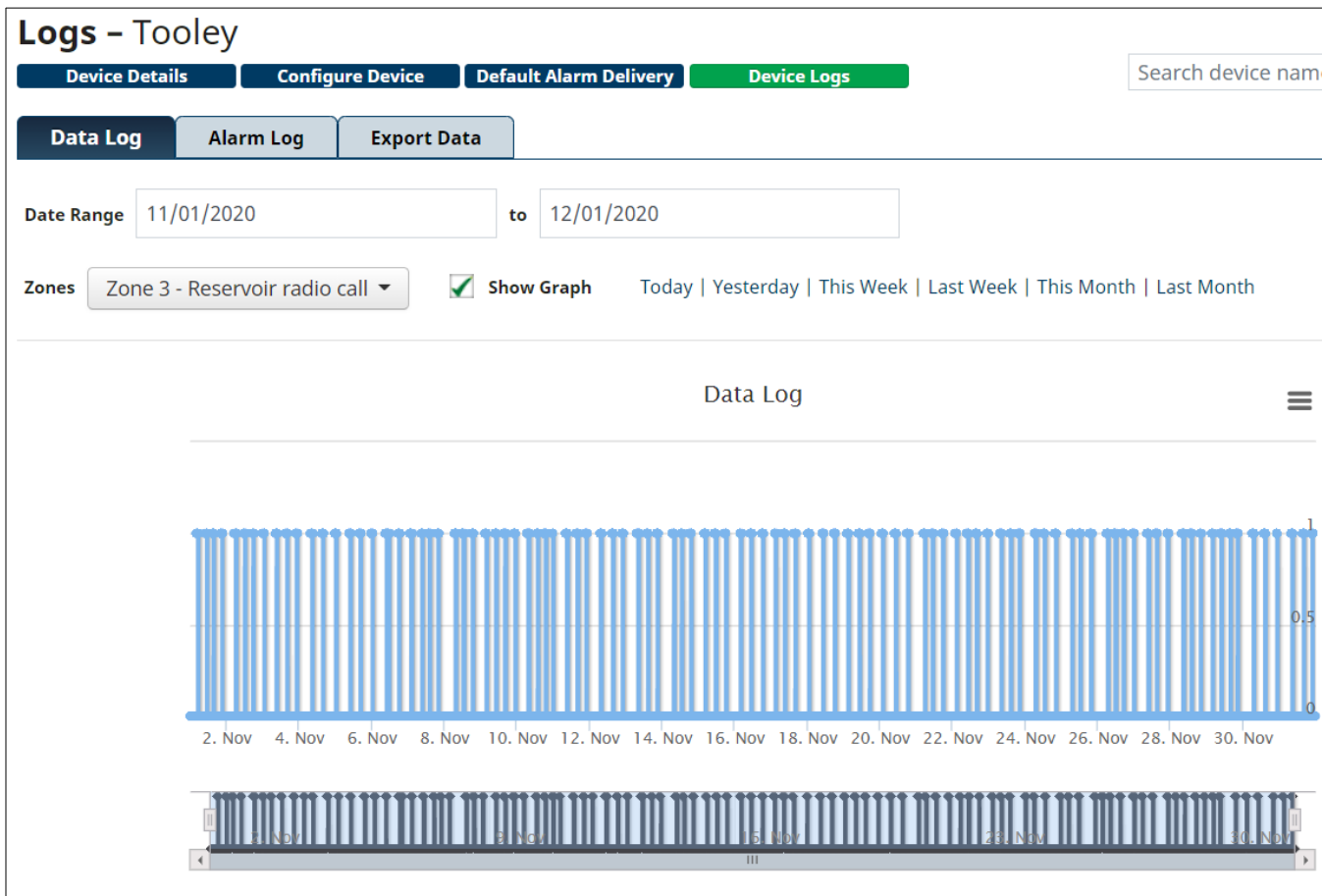
Zones Zone 3 - Reservoir radio call

Show Graph

Today | Yesterday | This Week | Last Week | This Month | Last Month

Data Log





Item 5 – Discussion – Emergency Preparedness

1. Mr. Russ dropped of the original Tooley Water District Emergency Response Plan to Mr. Amery for review
2. Mr. Amery attended the Wasco County Landslide Risk Reduction Project meeting (virtually)
 1. <https://gis.dogami.oregon.gov/maps/slido/>
 2. https://www.oregongeology.org/Landslide/Landslide_Hazards_Land_Use_Guide_2019.pdf

Item 6 – Discussion – Delinquent Accounts

- Account 683 – no new updates

Item 7 – Action – Budget Committee

Budget Committee Meeting to take place Thursday May 20th before the board meeting. Does 5:30pm work for everybody?

- Position 1 – expired – was Susan Russ
- Position 2 – expired – was David Child
- Position 3 - Jeff Radford (expires 7/1/21)
- Position 4 – Kay Pratt (expires 7/1/21)
- Position 5 – Amanda Valentine (expires 7/1/22)

Item 8 – Discussion/Action – Tooley Policies

The board was tasked with evaluating options for developing / updating Tooley Water District policies

Item 9 – Discussion / Action – Nitrate Levels - Larry Russ / John Amery

Tooley Water District applied to Business Oregon’s SIPP program for a \$20k fully refundable loan (grant) for a feasibility study.

The follow was presented as our work plan:

Project Activity Work Plan	Estimated Start Date	Estimated End Date
Develop RFP	03/12/2021	03/26/2021
Present RFP to Business Oregon for review	03/26/2021	04/09/2021
Publish RFP	04/12/2021	05/12/2021
Assuming Tooley acceptance into SIPP program, award RFP	05/21/2021	05/21/2021
Feasibility Study developed for Tooley Water District by RFP awardee	05/21/2021	07/21/2021

1. Motion to authorize board members Amery and Russ to develop an RFP for a feasibility study on behalf of Tooley Water District.
2. Motion to authorize chairperson Mauser to sign on behalf of Tooley Water District any required contracts with (either / both) Business Oregon and the awarded RFP contractor on behalf of Tooley Water District with regards to a feasibility study.

Item 10 – 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 11 – Discussion – Fuel Spill – Larry Russ / John Amery

Item 12 – Discussion – FOIA request - John Amery

Tooley Water District in response to a FOIA request provided a copy of all financial transactions for Calendar Year 2020.

Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on April 15, 2021

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

Meeting Adjourned