

Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 4/15/21)

Meeting Date: Thursday, April 15, 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.....	4
Recent Checking Transactions.....	4
Profit and Loss Budget vs. Actual.....	5
Checks that have not cleared.....	6
Income and Expense by Month – Chart.....	7
Maintenance and Repairs – Details.....	8
Item 4 – Discussion – Water Report.....	8
.....	9
Item 5 – Discussion – Emergency Preparedness.....	12
Item 6 – Discussion – Delinquent Accounts.....	12
Item 7 – Discussion / Action – Hiland Contract.....	12
Item 8 – Discussion/Action – Tooley Policies.....	12
Item 9 – Discussion / Action – Nitrate Levels - Larry Russ / John Amery.....	12
Item 10 – Discussion – Potential Grant / Loan Options – John Amery.....	12
Item 11 – Discussion – Fuel Spill – Larry Russ / John Amery.....	14
Item 12 – Discussion – Next Meeting.....	14

Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District March 18, 2021 Virtual Meeting

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

Chairperson Carol Mauser opened the meeting at 7:04 pm

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

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

John provided the financial report:

Checking \$ 5,653.69
Money Market \$52,178.26

John felt that revenue and expenditures were on target. One large expense for the month was the annual SDIS liability insurance charge of \$1,907.

Water report for February showed a water loss of 49.08%. There was a total of 177,680 gallons pumped but only 90,480 gallons sold. John shared charts from the sensa phone system. Further monitoring will occur.

Larry shared with the board an update regarding the district's emergency preparedness effort. The emergency contact notebook was updated, and John will review it. Larry also shared information regarding a program provided by SDAO that provides technical support for an overall review of organization policies and procedures. The review process was fairly elaborate and there is a cost associated with the review. Larry did not feel that it was the proper fit for the district. John felt that there are several free training resources that we can take advantage of and encouraged board members to take advantage of these resources as time allows. Carol shared information from the states volunteer policies that may be useful. Board discussed looking into policies that Hiland has as well as contracting with Kristen Campbell's firm as was previously discussed in past meetings. Board will revisit in April.

Board discussed the account on the vacant lot. John requested that Hiland send a letter to the address that is on file at the county. John has not heard back as of yet.

John provided the board with the need to address openings on the budget committee. Two positions will expire, Dave Childs and Susan Russ. Both individuals will be asked to continue. Carol made a motion to approve both David Childs and Susan Russ upon their acceptance. Larry seconded. All approved.

John shared with the board his work applying for a SIPP grant for a feasibility study regarding options to address the nitrate situation at the lower well. Carol asked, if the \$20,000 grant were received, where would it fit within the budget cycle, this year or next? John indicated that the new grant would fall under the next budget cycle. An RFP will need to be developed as well as contract language. Larry made the motion to authorize board members Amery and Russ to develop an RFP for a feasibility study on behalf of Tooley Water District. Carole seconded. All approved.

John made the motion to authorize chairperson Mauser to sign on behalf of Tooley Water District any required contract documents with either or both Business Oregon and the awarded RFP contractor on behalf of Tooley Water District with regards to a feasibility study. Larry seconded. All approved.

John provided a list of potential funding grants and loans.

Larry updated the board on a fuel spill near mile post 74 which is on the north end of Tooley Lake. Larry met with the hydrologist on site who was inspecting the spill. The hydrologist had a high confidence level that the district's water would not be impacted, and that the spill had been cleaned up. John received follow-up from ODOT that the site had been cleaned. John requested a copy of the report.

Larry updated the board on his conversation with the manager of the Pinewood mobile home park and the past issues with their well. Their well had been good until the farming ground across hwy 30 went from cattle to crops. A new well was drilled, and they are no longer having nitrate problems. John is waiting to hear back from the entity that is operating the farm.

John shared that there had been a FOIA request, and he was able to respond to the request in a timely manner.

Nicole Bailey, from North Central Public Health District, sent a request for information regarding the water and nitrate levels. John shared that the district responded to OHA and is in the process of applying for grants. This response satisfied Bailey.

Next meeting is scheduled for April 15, 2021. Meeting adjourned at 8:21 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 4/14/21

Account Snapshot				⚙️ ×
Checking ↑	Current Balance	Available Balance		☰
Checking (*1384)	\$3,790.28	\$3,790.28		>
Money Market ↓	Current Balance	Available Balance		☰
Money Market (*9156)	\$52,184.69	\$52,184.69		>

Recent Savings Transactions

Tooley Water District							4/14/2021 11:30 AM
Register: Savings at Washington Federal							
From 03/17/2021 through 04/14/2021							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/31/2021		Washington Federal	Interest Income	Credit Interest	X	6.43	52,184.69

Recent Checking Transactions

Tooley Water District							4/14/2021 11:30 AM
Register: Checking at Washington Federal							
From 03/17/2021 through 04/14/2021							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/20/2021		Washington Federal	Interest Income	Credit Interest	X	0.09	3,386.29
03/31/2021		Hiland Water Corp	Materials and Services:...	Deposit	X	104.00	3,490.29
03/31/2021	To Print	Carol Mauser	Personal Services:Boar...	March Board ...	50.00		3,440.29
03/31/2021	To Print	Debby Jones	Personal Services:Boar...	March Board ...	50.00		3,390.29
03/31/2021	To Print	John Amery	Personal Services:Boar...	March Board ...	50.00		3,340.29
03/31/2021	To Print	Larry Russ	Personal Services:Boar...	March Board ...	50.00		3,290.29
03/31/2021	To Print	Hiland Water Corp	Accounts Payable	March Services...	1,867.50		1,422.79

Profit and Loss Budget vs. Actual

Tooley Water District							
Profit & Loss Budget Performance							
March 2021							
11:41 AM							
04/14/21							
Accrual Basis							
	Mar 21	Budget	% of Budget	Jul '20 - Mar 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,098.43	2,849.22	108.7%	30,208.01	30,160.93	100.2%	38,356.00
Total Water Revenue	3,098.43	2,849.22	108.7%	30,208.01	30,160.93	100.2%	38,356.00
Total Income	3,098.43	2,849.22	108.7%	30,208.01	30,160.93	100.2%	38,356.00
Expense							
Capital Improvements	0.00	2,500.00	0.0%	119.98	5,000.00	2.4%	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	90.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	233.91	524.97	44.6%	700.00
Legal Services	0.00	1,000.00	0.0%	0.00	3,000.00	0.0%	5,000.00
Liability Insurance							
Boiler&Machinery	0.00	0.00	0.0%	150.00	0.00	100.0%	0.00
Excess	0.00	0.00	0.0%	188.00	0.00	100.0%	0.00
General Liability	0.00	0.00	0.0%	1,042.00	0.00	100.0%	0.00
Insurance Refund	-104.00	0.00	100.0%	-104.00	0.00	100.0%	0.00
N/O Auto Liability	0.00	0.00	0.0%	175.00	0.00	100.0%	0.00
Property	0.00	0.00	0.0%	352.00	0.00	100.0%	0.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total Liability Insurance	-104.00	0.00	100.0%	1,803.00	2,000.00	90.2%	2,000.00
Maintenance and Repairs	0.00	474.50	0.0%	251.62	4,270.50	5.9%	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	74.97	0.0%	100.00
Operating Expenses							
Customer CC pass through	17.50	18.75	93.3%	157.50	168.75	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%	16,650.00	16,650.00	100.0%	22,200.00
Total Operating Expenses	1,867.50	1,868.75	99.9%	16,867.50	16,818.75	100.3%	22,485.00
Postage and Delivery	0.00	8.33	0.0%	33.00	74.97	44.0%	100.00
Total Materials and Services	1,763.50	3,428.24	51.4%	19,320.08	26,984.16	71.6%	36,739.00
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	2,149.95	2,250.00	95.6%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	187.47	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%	2,868.06	3,192.47	89.8%	4,005.00
Total Expense	1,963.50	6,199.07	31.7%	22,308.12	35,176.63	63.4%	58,244.00
Net Ordinary Income	1,134.93	-3,349.85	-33.9%	7,899.89	-5,015.70	-157.5%	-19,888.00
Other Income/Expense							
Other Income							
Interest Income	6.52	3.25	200.6%	23.95	29.25	81.9%	39.00
Total Other Income	6.52	3.25	200.6%	23.95	29.25	81.9%	39.00
Net Other Income	6.52	3.25	200.6%	23.95	29.25	81.9%	39.00
Net Income	1,141.45	-3,346.60	-34.1%	7,923.84	-4,986.45	-158.9%	-19,849.00

Checks that have not cleared

11:32 AM

04/14/21

Accrual Basis

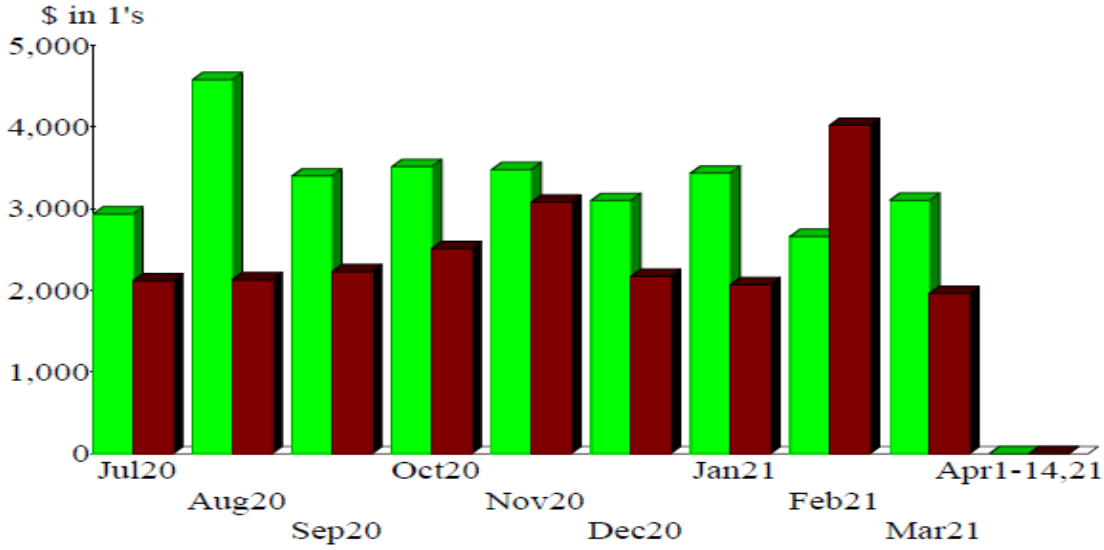
Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	09/30/20	2290	David Pratt	September Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	12/31/20	2315	David Pratt	December Board Meeting attendance	Checki...		Boardmember Incentives	-49.99
Ch...	02/28/21	2327	David Pratt	February Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	02/28/21	2328	Debby Jones	February Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	02/28/21	2329	John Amery	February Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	02/28/21	2330	Larry Russ	February Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21		Carol Mauser	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21		Debby Jones	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21		John Amery	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21		Larry Russ	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	03/31/21		Hiland Water Corp	March Services Invoice #2817	Checki...		Accounts Payable	-1,867.50
Total								<u>-2,367.49</u>

Income and Expense by Month – Chart

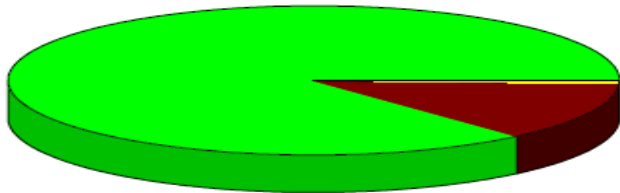
Income and Expense by Month
July 1, 2020 through April 14, 2021

	Income
	Expense



Expense Summary
July 1, 2020 through April 14, 2021

	Materials and Services	86.61%
	Personal Services	12.86
	Capital Improvements	0.54
Total		\$22,308.12



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
11:36 AM					
04/14/21					
Accrual Basis					
Tooley Water District					
Maintenance and Repairs details					
July 2020 through June 2021					
<hr/>					
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				<u>251.62</u>	<u>251.62</u>
Total Materials and Services				<u>251.62</u>	<u>251.62</u>
TOTAL				<u>251.62</u>	<u>251.62</u>

Item 4 – Discussion – Water Report

December 2020	January 2021	February 2021	January 2021
Gallons pumped: 157,090	Gallons pumped: 183,320	Gallons pumped: 177,680	Gallons pumped: 316,440
Gallons sold: 86,450	Gallons sold: 154,490	Gallons sold: 90,480	Gallons sold: 164,630
Gallons lost: 70,640	Gallons lost: 28,830	Gallons lost: 87,200	Gallons lost: 151,810
Water Loss: 44.97%	Water Loss: 15.73%	Water Loss: 49.08%	Water Loss: 47.97%

Logs - Tooley

Device Details

Configure Device

Default Alarm Delivery

Device Logs

Search device name

Data Log

Alarm Log

Export Data

Date Range 03/11/2021

to 04/12/2021

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 names

Data Log

Alarm Log

Export Data

Date Range 02/16/2021

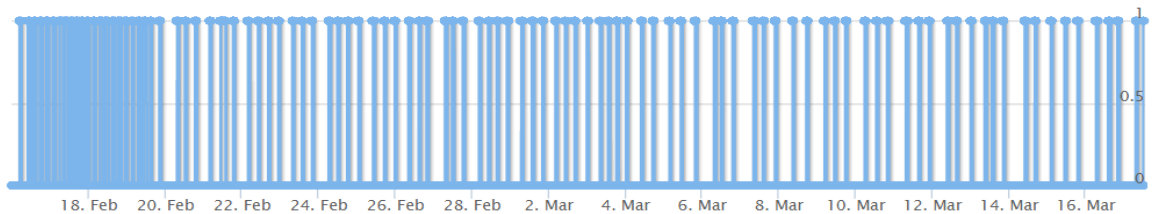
to 03/17/2021

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

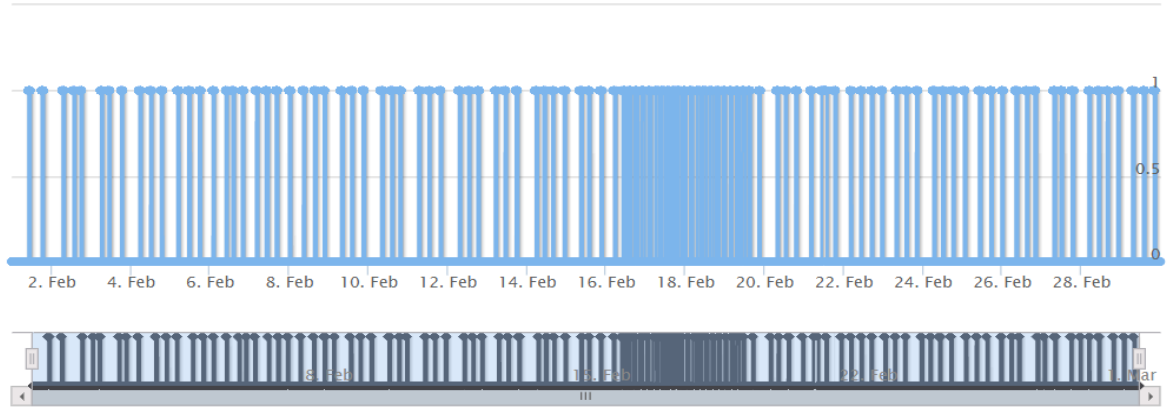
Alarm Log

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

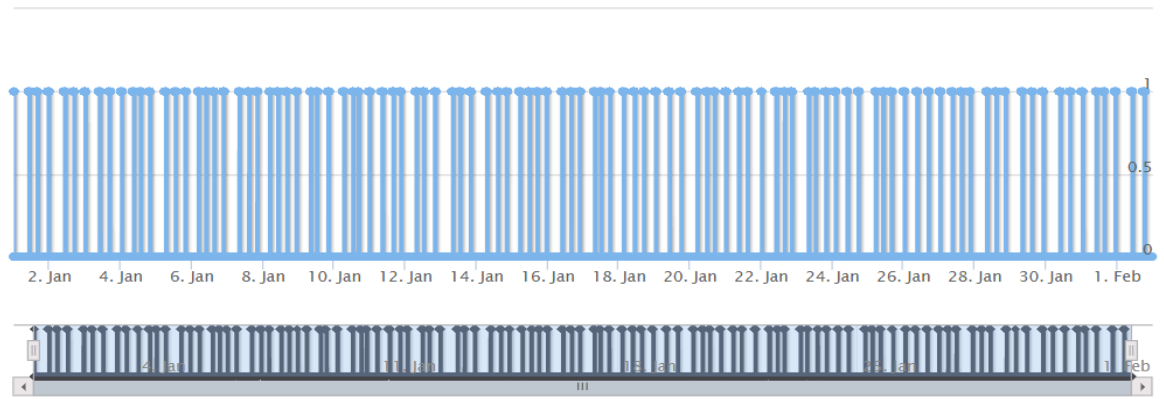
Alarm Log

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

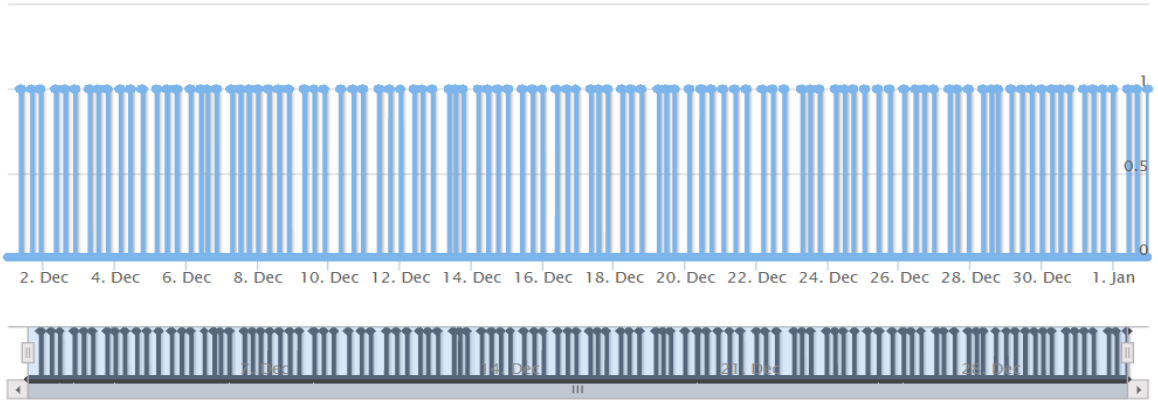
Alarm Log

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



Logs - Tooley

Device Details

Configure Device

Default Alarm Delivery

Device Logs

Search device name

Data Log

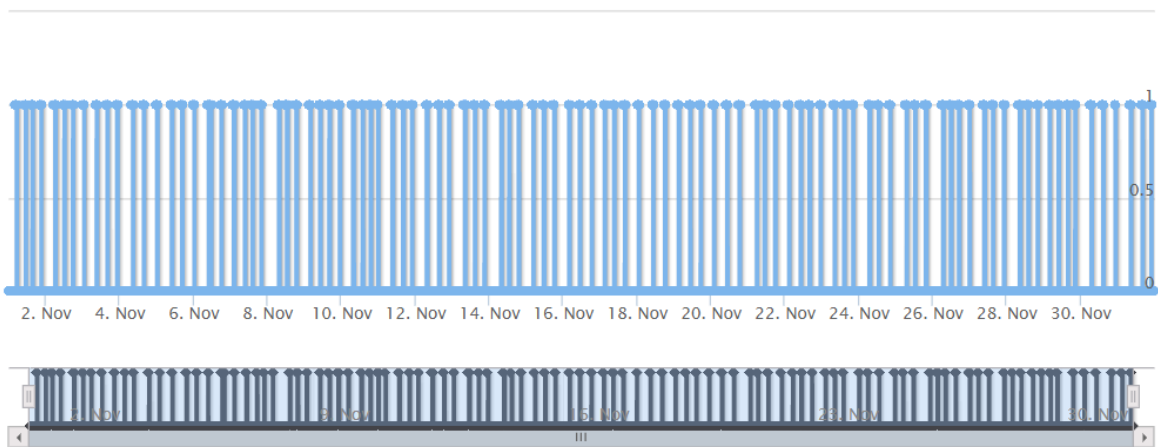
Alarm Log

Export Data

Date Range 11/01/2020 to 12/01/2020

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

Item 6 – Discussion – Delinquent Accounts

Item 7 – Discussion / Action – Hiland Contract

Hiland Water provided their updated rate sheet for fiscal year 2021-2022

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

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 – 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