

# Tooley Water /District Board Meeting Agenda

Version 1.1 (updated 5/19/21)

Meeting Date: Thursday, April 20, 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 April 15, 2021 Virtual Meeting**

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

Chairperson Carol Mauser opened the meeting at 7:06 pm

Carol asked for approval of the April meeting agenda. John made a motion to approve the agenda as presented with the addition of an update by Larry regarding chlorine levels. Larry seconded. All approved.

Larry made a motion to approve the March minutes. Carol seconded. All approved.

John provided the financial report:

Checking       \$ 3,790.28  
Money Market \$52,184.69

John felt that revenue and expenditures were on target. No new maintenance and repair during the month.

Water report for March showed a water loss of 47.97%. This is the second month with a large water loss. Board discussed the concern of where the water is being lost. Hiland has not been able to determine the cause. The balancing act is how long we can continue with the large loss as compared to the cost to determine why the loss and necessary repair. Board discussed whether the electric bill was fluctuating with the larger amount of water going through the system.

Larry had a concern that the chlorine level may be high and shared with the board. He would like to check to make sure that the level is not too high. John said that he had not been testing and that he had shared that with Hiland. Hiland checks twice a month. The levels in the past have not been the same depending upon the location. Larry will get the kit and check the chlorine level at the reservoir.

Carol shared that she participated in the Hazardous Mitigation grant webinar. She shared that there may be some funding for generators. Board also discussed additional emergency issues such as if Hiland was not able to get to the area for a long period of time or there were some type of emergency where our infrastructure was damaged. The discussion centered on asking worst case scenario questions so as to be better prepared for the future. Larry suggested providing Tooley members possible guidance and suggestions to help them be better prepared as family/individuals for short term emergencies. Board felt that emergency preparedness is important but there are also pressing issues regarding the nitrate level, water loss, etc. that need to be addressed immediately.

Board discussed the delinquent account and if a meter should be pulled as well as if legal action such as a lien should be put on the property. No decisions were made but further policy discussions will need to occur. Board also discussed other delinquent accounts. Carol offered to see if there were any current community benefits assisting with utilities due to COVID.

Board discussed the new Hiland contract. The new contract shows an increase of \$40 a month. Debby made a motion to authorize Chairperson Mauser to sign the 2021-22 Hiland contract. Larry seconded. All approved.

John is working on development of the RFP for the feasibility study. Still waiting to hear back from Business Oregon for a final update on the SIPP grant that the district applied for.

Board discussed the current nitrate levels. No one was aware of a recent level. John will follow up with

Hiland for the most recent levels.

The board held a brief discussion on potential funding options and will continue to keep the list on the agenda for future discussions as needed.

There was no update on the fuel spill.

Next meeting is scheduled for Thursday, May 20. The budget meeting will be held before the regular board meeting at 5:30.

Carol closed the meeting at 8:50 pm

### Item 3 - Financial Reports – John Amery

#### Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 5/19/21

Account Snapshot <span style="float: right;">⚙️ ×</span>			
Checking ↑	Current Balance	Available Balance	☰
Checking (*1384)	\$9,298.03	\$9,198.03	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market (*9156)	\$52,184.69	\$52,184.69	>

#### Recent Savings Transactions

No new Savings Transactions

#### Recent Checking Transactions

Tooley Water District

5/19/2021 8:51 AM

Register: Checking at Washington Federal

From 04/14/2021 through 05/19/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
04/15/2021		Hiland Water Corp	Water Revenue:Water ...	211050085169...		X	3,184.97	4,607.76
04/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.08	4,607.84
04/30/2021	2347	Carol Mauser	Personal Services:Boar...	April Board M...	50.00			4,557.84
04/30/2021	2348	Debby Jones	Personal Services:Boar...	April Board M...	50.00			4,507.84
04/30/2021	2349	John Amery	Personal Services:Boar...	April Board M...	50.00			4,457.84
04/30/2021	2350	Larry Russ	Personal Services:Boar...	April Board M...	50.00			4,407.84
04/30/2021	2351	Hiland Water Corp	Accounts Payable		2,196.84			2,211.00
05/13/2021		Hiland Water Corp	Water Revenue	211330096437...		X	2,472.70	4,683.70

## Profit and Loss Budget vs. Actual

8:53 AM

05/19/21

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance April 2021

	Apr 21	Budget	% of Budget	Jul '20 - Apr 21	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Water Revenue</b>							
Water Sales	3,184.97	2,772.70	114.9%	33,392.98	32,933.63	101.4%	38,356.00
<b>Total Water Revenue</b>	3,184.97	2,772.70	114.9%	33,392.98	32,933.63	101.4%	38,356.00
<b>Total Income</b>	3,184.97	2,772.70	114.9%	33,392.98	32,933.63	101.4%	38,356.00
<b>Expense</b>							
Capital Improvements	0.00	2,500.00	0.0%	119.98	7,500.00	1.6%	10,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
<b>Materials and Services</b>							
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	40.00	0.0%	0.00	130.00	0.0%	200.00
Dues and Fees	0.00	58.33	0.0%	233.91	583.30	40.1%	700.00
Legal Services	0.00	1,000.00	0.0%	0.00	4,000.00	0.0%	5,000.00
<b>Liability Insurance</b>							
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	0.00	0.00	0.0%	-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
<b>Total Liability Insurance</b>	0.00	0.00	0.0%	1,803.00	2,000.00	90.2%	2,000.00
Maintenance and Repairs	0.00	474.50	0.0%	251.62	4,745.00	5.3%	5,694.00
Network Monitoring Maintenance	329.34	330.00	99.8%	329.34	330.00	99.8%	330.00
Office Supplies	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	17.50	18.75	93.3%	175.00	187.50	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%	18,500.00	18,500.00	100.0%	22,200.00
<b>Total Operating Expenses</b>	1,867.50	1,868.75	99.9%	18,735.00	18,687.50	100.3%	22,485.00
Postage and Delivery	0.00	8.33	0.0%	33.00	83.30	39.6%	100.00
<b>Total Materials and Services</b>	2,196.84	3,788.24	58.0%	21,516.92	30,772.40	69.9%	36,739.00
<b>Personal Services</b>							
Boardmember Incentives	200.00	250.00	80.0%	2,349.95	2,500.00	94.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	208.30	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
<b>Total Personal Services</b>	200.00	270.83	73.8%	3,068.06	3,463.30	88.6%	4,005.00
<b>Total Expense</b>	2,396.84	6,559.07	36.5%	24,704.96	41,735.70	59.2%	58,244.00
<b>Net Ordinary Income</b>	788.13	-3,786.37	-20.8%	8,688.02	-8,802.07	-98.7%	-19,888.00
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	0.08	3.25	2.5%	24.03	32.50	73.9%	39.00
<b>Total Other Income</b>	0.08	3.25	2.5%	24.03	32.50	73.9%	39.00
<b>Net Other Income</b>	0.08	3.25	2.5%	24.03	32.50	73.9%	39.00
<b>Net Income</b>	788.21	-3,783.12	-20.8%	8,712.05	-8,769.57	-99.3%	-19,849.00

## Checks that have not cleared

8:55 AM

05/19/21

Accrual Basis

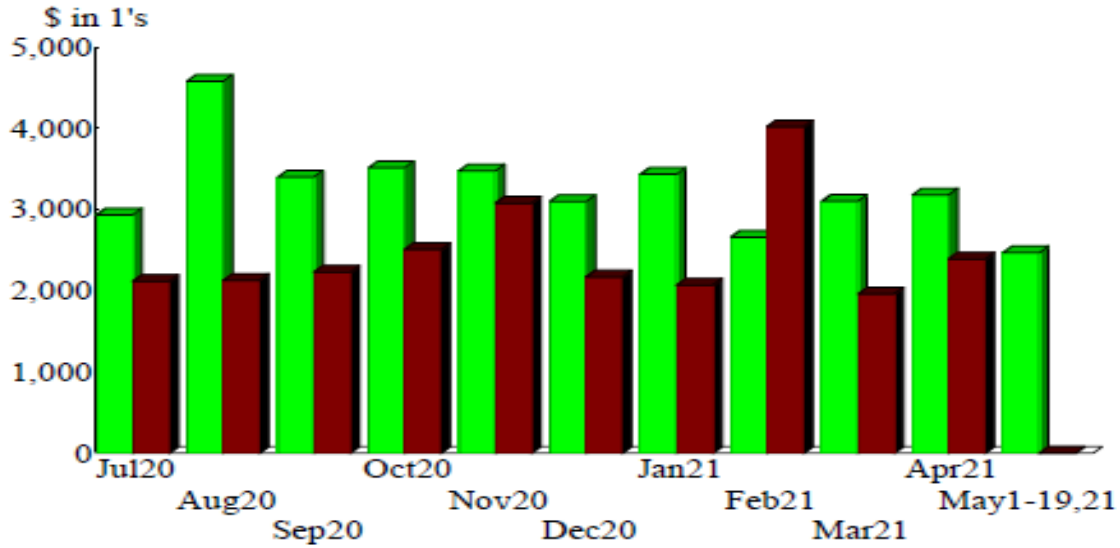
### Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	09/30/21	2290	David Pratt	September Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	12/31/21	2315	David Pratt	December Board Meeting attendance	Checki...		Boardmember Incentives	-49.99
Ch...	02/28/21	2330	Larry Russ	February Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21	2332	Carol Mauser	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21	2333	Debby Jones	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21	2334	John Amery	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21	2335	Larry Russ	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	03/31/21	2336	Hiland Water Corp	March Services Invoice #2817	Checki...		Accounts Payable	-1,867.50
Ch...	04/30/21	2347	Carol Mauser	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	2348	Debby Jones	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	2349	John Amery	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	2350	Larry Russ	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	04/30/21	2351	Hiland Water Corp		Checki...		Accounts Payable	-2,196.84
<b>Total</b>								<b><u>-4,614.33</u></b>

## Income and Expense by Month – Chart

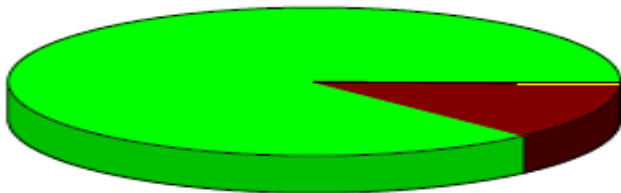
Income and Expense by Month  
July 1, 2020 through May 19, 2021

■ Income  
■ Expense



Expense Summary  
July 1, 2020 through May 19, 2021

Materials and Services	87.10%
Personal Services	12.42
Capital Improvements	0.49
Total	\$24,704.96



## Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<div style="display: flex; justify-content: space-between;"> <span>8:54 AM</span> <div style="text-align: center;"> <b>Tooley Water District</b>  <b>Maintenance and Repairs details</b>                      July 2020 through June 2021                 </div> </div>					
05/19/21					
Accrual Basis					
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
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
<b>TOTAL</b>				<b>251.62</b>	<b>251.62</b>

## Item 4 – Discussion – Water Report

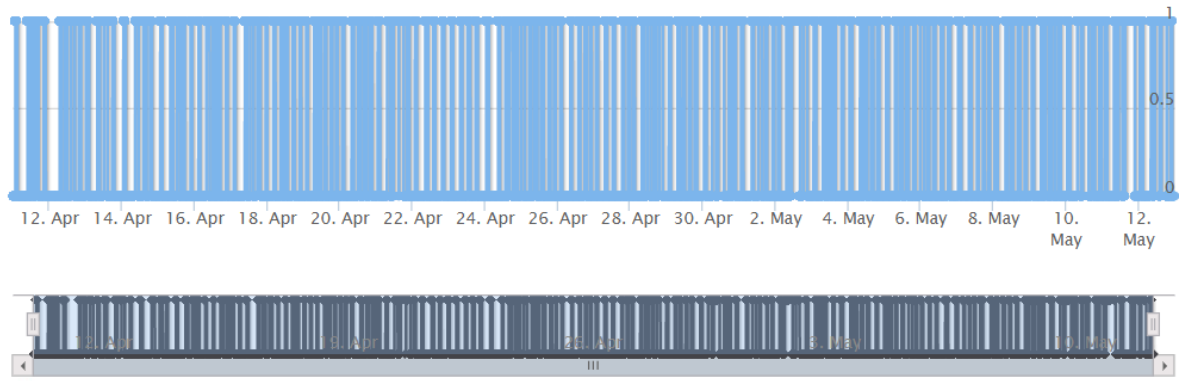
January 2021	February 2021	March 2021	April 2021
Gallons pumped: 183,320	Gallons pumped: 177,680	Gallons pumped: 316,440	Gallons pumped: 254,820
Gallons sold: 154,490	Gallons sold: 90,480	Gallons sold: 164,630	Gallons sold: 176,200
Gallons lost: 28,830	Gallons lost: 87,200	Gallons lost: 151,810	Gallons lost: 78,620
<b>Water Loss: 15.73%</b>	<b>Water Loss: 49.08%</b>	<b>Water Loss: 47.97%</b>	<b>Water Loss: 30.85%</b>



Date Range 04/11/2021 to 05/12/2021

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**

**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

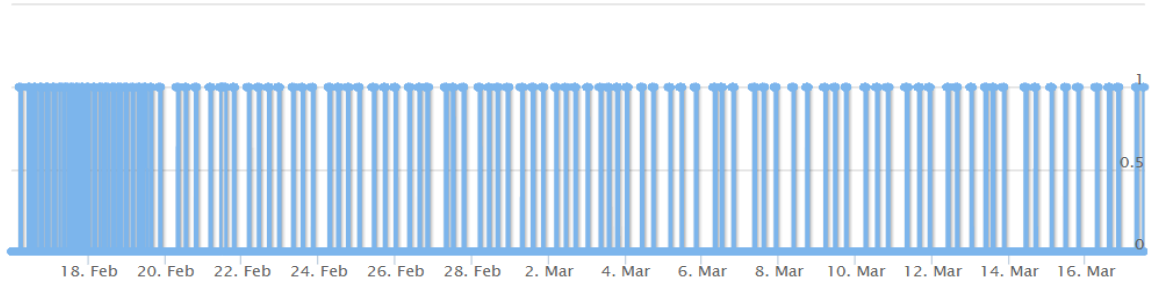
Alarm Log

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 names

Data Log

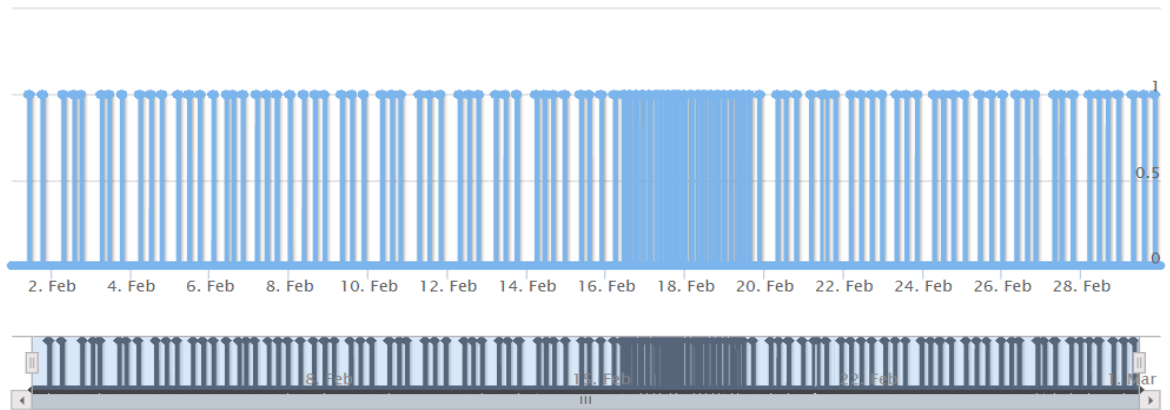
Alarm Log

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

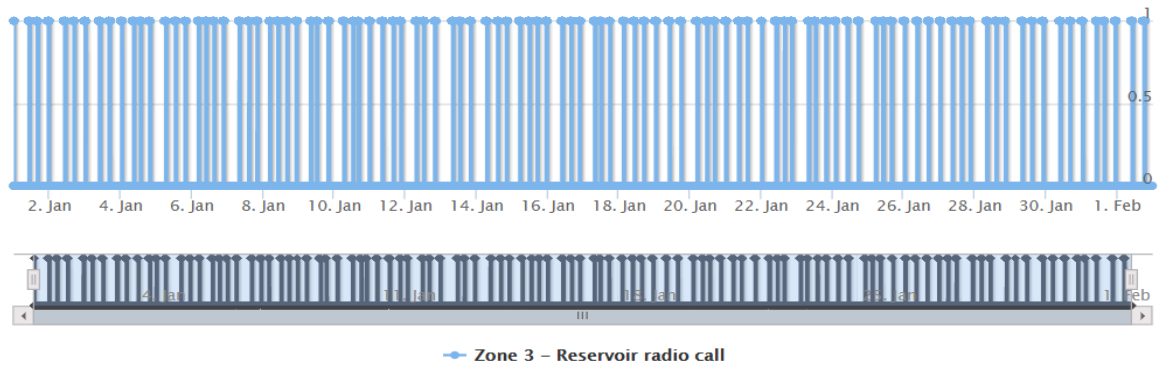
Alarm Log

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



# Logs - Tooley

Device Details

Configure Device

Default Alarm Delivery

Device Logs

Search device name

Data Log

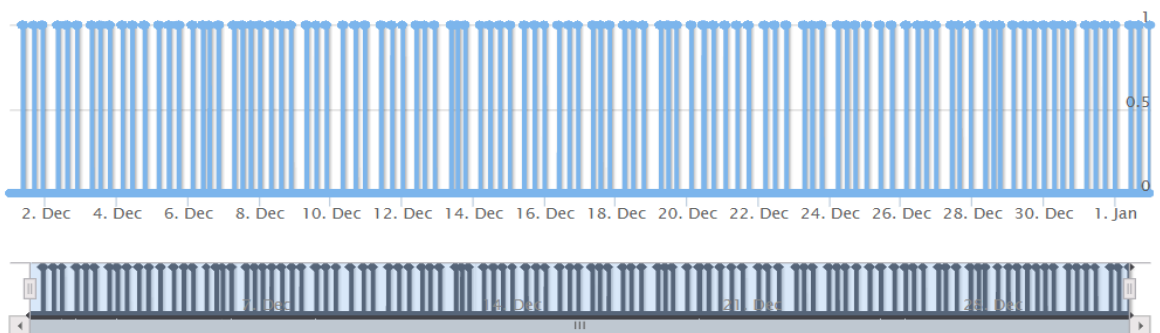
Alarm Log

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

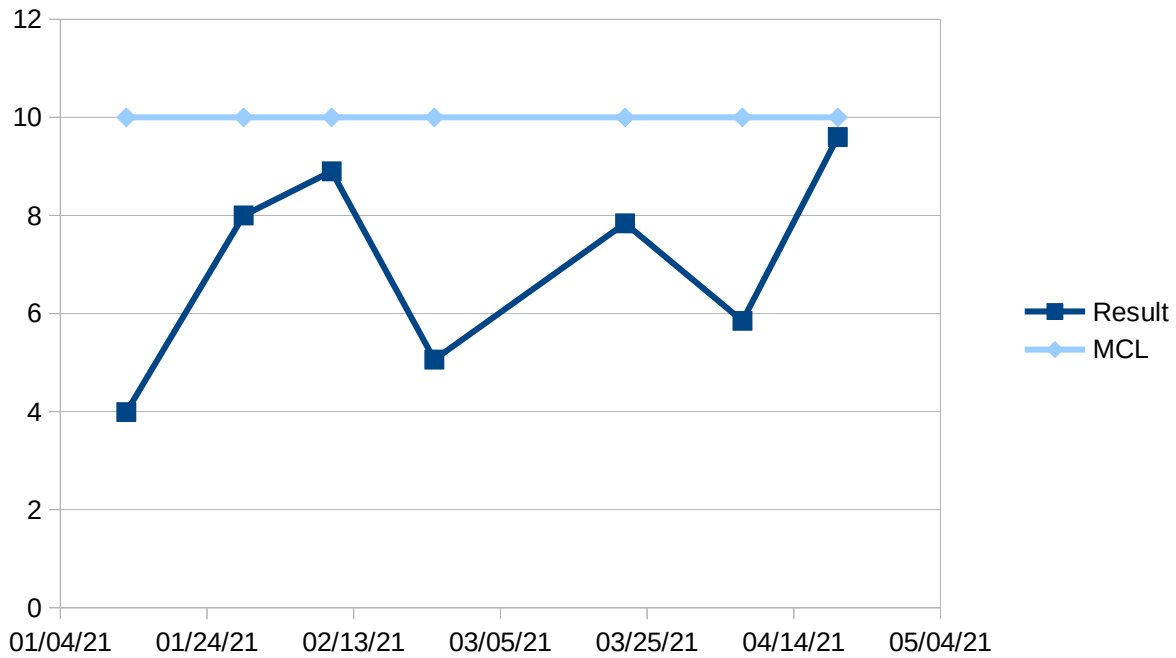
## Data Log



## Item 5 – Discussion – Nitrates Levels

Tooley Lower Well  
Nitrate Logs

Date	Result	MCL
01/13/21	3.99	10
01/29/21	8	10
02/10/21	8.9	10
02/24/21	5.06	10
03/22/21	7.84	10
04/07/21	5.85	10
04/20/21	9.6	10



## Item 6 – Discussion / Action – Short term water fulfillment

Do we consider turning the lower well back on during summer months?

If so, what steps should we consider?

## Item 7 – Discussion – Emergency Preparedness

## Item 8 – Discussion – Delinquent Accounts

## Item 9 – Discussion / Action – Lower well options

Does Tooley have options for protecting our current lower well from Nitrate issues?

## Item 10 – Discussion – SIPP Grant application – John Amery

## Item 11 – Discussion – Additional 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 12 – Discussion/Action – Tooley Policies**

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

## **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](mailto:johnamery@tooleywater.org) or 541-340-0032 for access.

**Meeting Adjourned**