

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 7/14/21)

Meeting Date: Thursday, July 15, 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
June 17, 2021, General Water Board Meeting

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

Carol opened the meeting at 7:18 pm

Carol asked for approval of the agenda. John asked for the following items to be added: Oath of office of John and Larry, galvanized pipe for upper well, chlorine shortage, voice mail received by Larry and overall update of current activities that have occurred over the past month. Larry made a motion to approve the agenda with additional items. Debby second. All approved.

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

Carol addressed the emergency meeting minutes. Larry made a motion to approve the emergency meeting minutes. Carol seconded. All approved.

John updated board members on the numerous issues that have occurred over the past month. John has been updating the website with all information. A timeline includes the following:

- May 20 upper well pump fails
- May 21 lower temporarily turned back on
- May 22 Dave Pratt passed away
- May 23 lower pump fails but electrician and Larry were able to trouble shoot and pump working once again
- May 23 new pump installed however customers below the reservoir experiencing a great deal of air in the water
- May 26 lower well nitrate levels are low
- May circuit breaker on upper well keeps tripping, lower well turned back on
- June 5 lower well experiencing electrical issues – box had to be replaced
- June 15 VFD Drive installed to better regulate water pressure and flow

Carol issued the oath of office to both Larry Russ and John Amery.

John provided the current financial report:

Checking = \$ 6,447.81

Savings = \$45,184.69

Recent transactions included the cost of the pump and installation as well as Hire Electric. John anticipate that our revenue was slightly hire than expected. Maintenance and Repair as well as Capital Improvement charges are still coming in due to the recent well and pump activities as referenced above. Even with the new anticipated expenses we are still on target.

There were two checks that had not cleared from Dave Pratt. John will reissue those checks to Kay Pratt. Board decided not to cancel the checks and felt confident that if that were found they would not be cashed by the family.

Water Loss report: Reported a 31% water loss for the month of May. There was a significant increase in the number of gallons pumped. Board talked about one of the meters not working as well as a leaky pipe being replaced may impact the loss. John updated board members on the logs.

Board members discussed the nitrate levels. John has updated the website with all of the test results.

John discussed the written response that will need to be submitted to OHA based on the decision to keep the lower well operating due to increase of water usage.

John shared that during some of the repair that occurred there were left over galvanized pipe. John requested, with board permission, option of securing the pipe for personal use. Larry made the motion to approve John taking the pipe. Carol seconded. All approved.

John updated board members of the current regional shortage of chlorine. It is anticipated that the shortage will continue for a few weeks. Larry updated that the current level and supply of chlorine has good.

Larry updated the board on a conversation and voice mail from Josh Thompson who has been communicating with the owner of the agriculture business, Joe Siri. Siri offered to work with the board and OHA and make sure that he was complying with state regulations. Larry also mentioned the benefit of having a schedule of when fertilizer is applied. Board members wanted to ensure that customers were not unduly fearful since the nitrate levels have all been below the unacceptable rate for all of 2021.

Board briefly discussed the emergency preparedness efforts during the recent fire where power was shutoff.

Board discussed the delinquent account that had been an issue. John spoke with Hiland, and they would issue a notice and water would be shut off. Have not been informed from Hiland if water had been shut off. Carol mentioned Mid-Columbia Community Action may be able to assist. John shared that Hiland had been in communication with the new owner of the Sexton property. The owner communicated to Hiland that they would reach out to the board. John shared that there had been no communication to the board. Carol asked for when an account was considered abandoned. John stated that Tooley Bylaws state that the time amount was one year.

John shared that it has been an issue getting signatures for checks. There may be a system with our bank to address this issue with an online program. There is not a usage fee if we make sure we issue at least one check monthly. The program would actually provide more security while allowing board members access to the bank account.

Larry made a motion to authorize permission to the treasurer to setup an electronic check system. Carol seconded. All approved.

John updated the board on the SIPP grant. Due to the complications with all of the well and pump issues the RFP has not yet been submitted. John will work on the RFP over the next few weeks.

Board briefly discussed the standing item of board practices and policies and how the most current issues could be learning opportunities.

Board discussed the filling of Dave Pratt's board position. John shared that there was one individual who had expressed some interest. Further outreach will occur to ensure that we have done our due diligence.

Debby asked if there would be a requirement to go back to in-person meetings. No clear direction has been given as of yet.

Next meeting scheduled for July 15 at 7:00 pm. Carol closed the meeting at 9:06 pm.

Item 2.2 – Budget Hearing Minutes

Tooley Water District
June 18, 2021, 7:00 pm
Budget Hearing

Present: John Amery, Carol Mauser, Larry Russ, Debby Jones
Guest: Richard Wolfe

Carol opened the meeting at 7:05 pm.

John shared the budgeting forms which are required by state statute.
John shared the budget that was recommended by the budget committee which include a rate increase of 2.5%.

Larry made a motion to accept Resolution ID: **2021-01**

2021-2022 Rates Resolution

Whereas it is within the authority of Tooley Water District's board to set rates; then

Therefore, be it resolved that Tooley Water District's fiscal year 2021/2022 rates will be as follows:

Monthly base rate of \$67.62 per month (monthly water usage is added to base rate).

Gallonge Rate Charge Up to Gallons

1st 10,000 gallons \$2.03 per 1,000 gallons 10,000 gallons
next 10,000 gallons \$2.09 per 1,000 gallons 20,000 gallons
next 10,000 gallons \$2.29 per 1,000 gallons 30,000 gallons
next 10,000 gallons \$2.88 per 1,000 gallons 40,000 gallons
next 10,000 gallons \$3.33 per 1,000 gallons 50,000 gallons

The gallon usage rate beyond 50,000 gallons continues at \$3.33 per 1,000 gallons of water used. Debby seconded. All approved.

John shared why the total resources fund was larger due to the \$20,000

Larry made a motion to approve the 2021-22 budget as submitted Resolution ID: **2021-02**

2021-2022 Budget Resolution

Whereas it is within the authority of Tooley Water District's board to set a budget; then

Therefore, be it resolved that Tooley Water District's fiscal year 2021/2022 budget will be in the amount of \$79,682.43 with the following budget categories:

1. Capital Outlay - \$10,000.00
2. Materials and Services - \$58,133.53
3. Personnel Services - \$4,048.90
4. Contingency (unappropriated) - \$7,500.00

Debby seconded. All approved.

Carol adjourned the meeting at 7:16 pm

Item 2.3 - Emergency Meeting Minutes

Tooley Water District
June 30, 2021, Emergency Water Board Meeting

Present: John Amery, Larry Russ, Debby Jones, David Childs

Mr. Amery opened the meeting at 12:03 pm as Chairperson Mauser was not present.

Mr. Amery presented that the purpose of the emergency meeting was for the board to review the latest expenses that had occurred late in the fiscal year and to determine if contingency funds would need to be allocated.

Mr. Amery presented the latest expenses and there was discussion with regards to how these expenses could be classified.



There was general consensus that the current year's fiscal budget was adequate to service all expenses given the classifications as discussed and thus there was no need to allocate contingency funds towards any budget categories.

Mr. Amery closed the meeting at 12:14 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 7/14/21

Account Snapshot				⚙️ ×
Checking ↑	Current Balance	Available Balance		☰
Checking 	\$17,930.16	\$17,930.16		>
Money Market ↓	Current Balance	Available Balance		☰
Money Market 	\$39,190.96	\$39,190.96		>

Recent Savings Transactions

Tooley Water District								7/14/2021 8:46 PM
Register: Savings at Washington Federal								
From 06/14/2021 through 07/14/2021								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/30/2021		Washington Federal	Interest Income	Credit Interest		X	6.27	45,190.96
06/30/2021			Checking at Washingto...	Transfer to cov...	6,000.00	X		39,190.96

Recent Checking Transactions

Tooley Water District								7/14/2021 8:45 PM
Register: Checking at Washington Federal								
From 06/14/2021 through 07/14/2021								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/18/2021		Hiland Water Corp	Water Revenue:Water ...	211690019166...		X	2,998.21	6,315.78
06/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.13	6,315.91
06/30/2021	2359	Carol Mauser	Personal Services:Boar...	June Board Me...	50.00			6,265.91
06/30/2021	2360	Debby Jones	Personal Services:Boar...	June Board Me...	50.00			6,215.91
06/30/2021	2361	John Amery	Personal Services:Boar...	June Board Me...	50.00			6,165.91
06/30/2021	2362	Larry Russ	Personal Services:Boar...	June Board Me...	50.00			6,115.91
06/30/2021	2363	A&A Pump Sales, L...	Accounts Payable		4,148.00			1,967.91
06/30/2021	2364	Hiland Water Corp	Accounts Payable		2,190.50			-222.59
06/30/2021	2365	Hire Electric	Accounts Payable		3,250.46			-3,473.05
06/30/2021	2366	Wasco County	Materials and Services:...		25.00			-3,498.05
06/30/2021	2367	David Pratt	Personal Services:Boar...	Replacement c...	50.00			-3,548.05
06/30/2021	2368	David Pratt	Personal Services:Boar...	Replacement c...	50.00			-3,598.05
06/30/2021			Savings at Washington ...	Transfer to cov...		X	6,000.00	2,401.95
07/12/2021		Hiland Water Corp	Water Revenue:Water ...	211930068445...		X	2,663.75	5,065.70

Profit and Loss Budget vs. Actual

Tooley Water District
Profit & Loss Budget Performance

07/14/21

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of B...	Jul '20 - Jun 21	YTD Budget	% of B...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	38,883.89	38,356.00	101.3%	38,883.89	38,356.00	101.3%	38,356.00
Total Water Revenue	38,883.89	38,356.00	101.3%	38,883.89	38,356.00	101.3%	38,356.00
Total Income	38,883.89	38,356.00	101.3%	38,883.89	38,356.00	101.3%	38,356.00
Expense							
Capital Improvements	9,640.11	10,000.00	96.4%	9,640.11	10,000.00	96.4%	10,000.00
Contingency	0.00	7,500.00	0.0%	0.00	7,500.00	0.0%	7,500.00
Materials and Services							
Bank Service Charges	15.00			15.00			
Computer and Internet Expenses	118.05	130.00	89.3%	118.05	130.00	89.3%	130.00
Copies	0.00	200.00	0.0%	0.00	200.00	0.0%	200.00
Dues and Fees	258.91	700.00	37.0%	258.91	700.00	37.0%	700.00
legal Services	0.00	5,000.00	0.0%	0.00	5,000.00	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
Insurance Refund	-104.00	0.00	100.0%	-104.00	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	1,803.00	2,000.00	90.2%	1,803.00	2,000.00	90.2%	2,000.00
Maintenance and Repairs	4,858.89	5,694.00	85.3%	4,858.89	5,694.00	85.3%	5,694.00
Network Monitoring Maintenance	329.34	330.00	99.8%	329.34	330.00	99.8%	330.00
Office Supplies	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
Operating Expenses							
Customer CC pass through	203.00	225.00	90.2%	203.00	225.00	90.2%	225.00
Disconnect Fee	60.00	60.00	100.0%	60.00	60.00	100.0%	60.00
Hiland Base Maintenance Fee	22,200.00	22,200.00	100.0%	22,200.00	22,200.00	100.0%	22,200.00
Total Operating Expenses	22,463.00	22,485.00	99.9%	22,463.00	22,485.00	99.9%	22,485.00
Postage and Delivery	33.00	100.00	33.0%	33.00	100.00	33.0%	100.00
Total Materials and Services	29,876.99	36,739.00	81.3%	29,876.99	36,739.00	81.3%	36,739.00
Personal Services							
Boardmember Incentives	2,749.98	3,000.00	91.7%	2,749.98	3,000.00	91.7%	3,000.00
Boardmember training/meetings	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
Crime Bond	120.00	125.00	96.0%	120.00	125.00	96.0%	125.00
Workmans Compensation Insurance	598.11	630.00	94.9%	598.11	630.00	94.9%	630.00
Total Personal Services	3,468.07	4,005.00	86.6%	3,468.07	4,005.00	86.6%	4,005.00
Total Expense	42,985.17	58,244.00	73.8%	42,985.17	58,244.00	73.8%	58,244.00
Net Ordinary Income	-4,121.28	-19,888.00	20.7%	-4,121.28	-19,888.00	20.7%	-19,888.00
Other Income/Expense							
Other Income							
Interest Income	30.55	39.00	78.3%	30.55	39.00	78.3%	39.00
Total Other Income	30.55	39.00	78.3%	30.55	39.00	78.3%	39.00
Net Other Income	30.55	39.00	78.3%	30.55	39.00	78.3%	39.00
Net Income	-4,090.73	-19,849.00	20.6%	-4,090.73	-19,849.00	20.6%	-19,849.00

Checks that have not cleared

9:02 PM

07/14/21

Accrual Basis

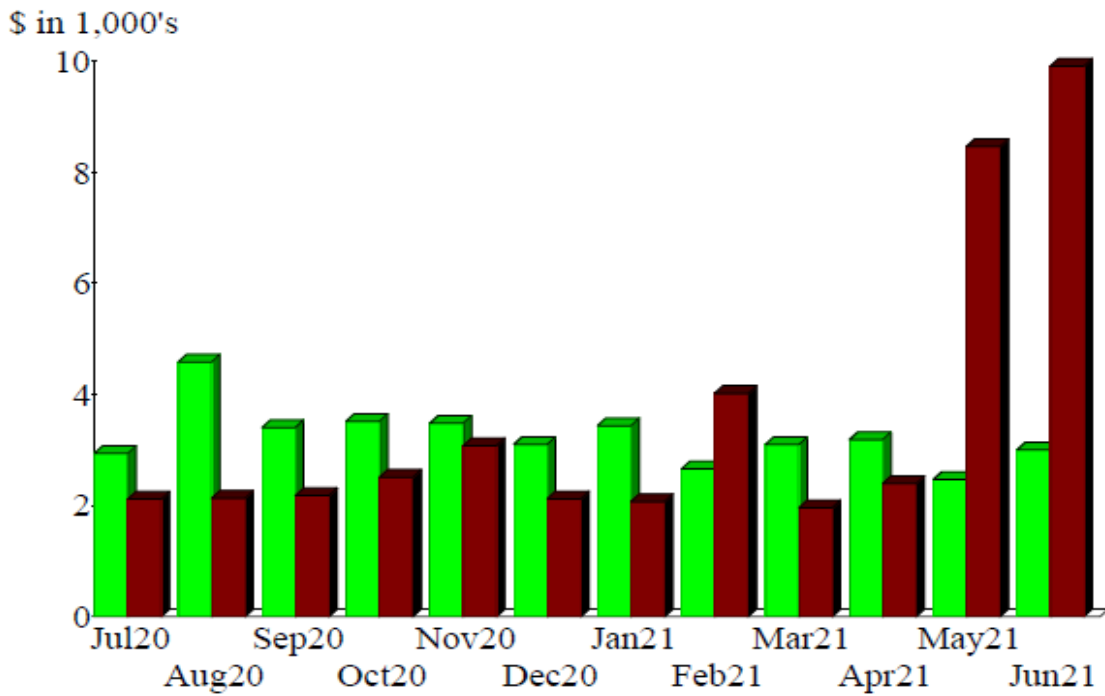
Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	05/31/21	2352	Carol Mauser	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	05/31/21	2353	Debby Jones	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	05/31/21	2355	Larry Russ	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	05/31/21	2358	Hiland Water Corp		Checki...		Accounts Payable	-2,800.50
Ch...	06/30/21	2359	Carol Mauser	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	06/30/21	2360	Debby Jones	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	06/30/21	2361	John Amery	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	06/30/21	2362	Larry Russ	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	06/30/21	2363	A&A Pump Sales, L...		Checki...		Accounts Payable	-4,148.00
Bill ...	06/30/21	2364	Hiland Water Corp		Checki...		Accounts Payable	-2,190.50
Bill ...	06/30/21	2365	Hire Electric		Checki...		Accounts Payable	-3,250.46
Ch...	06/30/21	2366	Wasco County		Checki...		Dues and Fees	-25.00
Ch...	06/30/21	2367	David Pratt	Replacement check for lost#2290 Septem...	Checki...		Boardmember Incentives	-50.00
Ch...	06/30/21	2368	David Pratt	Replacement check for lost# 2315 Decem...	Checki...		Boardmember Incentives	-50.00
Total								-12864.46

Income and Expense by Month – Chart

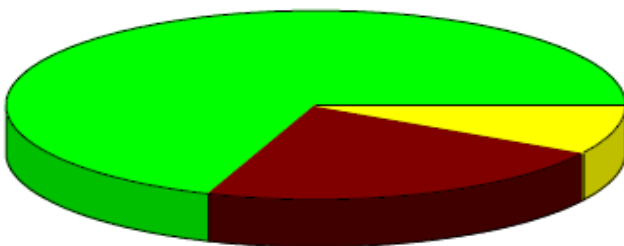
Income and Expense by Month
July 2020 through June 2021

■ Income
■ Expense



Expense Summary
July 2020 through June 2021

Materials and Services	69.51%
Capital Improvements	22.43
Personal Services	8.07
Total	\$42,985.17



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
8:51 PM					
Tooley Water District					
Maintenance and Repairs details					
07/14/21					
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
05/31/2021	6122...	20210521 Troubleshooting	Hire Electric Troubleshoot lower well. Reset bre...	129.74	381.36
05/31/2021	2888	20210520 Repairs	Aaron Olson - Coordinated emergency respons...	216.00	597.36
05/31/2021	2888	20210520 Repairs	David Criss - Emergency response to well pump...	310.00	907.36
05/31/2021	2888	20210520 Repairs	Eve Elias - Called customers about switch to lo...	40.00	947.36
05/31/2021	2888	20210521 Repairs	David Criss - Follow up to check on the well pu...	70.00	1,017.36
05/31/2021	2888	NitrateTests	Quantity (9) Nitrate Tests	270.00	1,287.36
05/31/2021	2888	NitrateTests	10% markup of tests	27.00	1,314.36
06/28/2021	6123...	UpperWellVFDWork	JOURNEYMAN ELECTRICIAN	645.00	1,959.36
06/28/2021	6123...	2021LowerWellBreakerTripping	CUTLER HAMMER SIZE 1 STARTER #AN16D...	750.00	2,709.36
06/28/2021	6123...	2021LowerWellBreakerTripping	H2014B HEATER PACK	105.00	2,814.36
06/28/2021	6123...	2021LowerWellBreakerTripping	SELECTOR SW. HOA	45.00	2,859.36
06/28/2021	6123...	2021LowerWellBreakerTripping	SELECTOR SW. ENCLOSURE	40.50	2,899.86
06/28/2021	6123...	2021LowerWellBreakerTripping	1/2" LT NM CARFLEX	3.48	2,903.34
06/28/2021	6123...	2021LowerWellBreakerTripping	CAR LT43D 1/2" LT NM STR CONNECTOR	22.56	2,925.90
06/28/2021	6123...	2021LowerWellBreakerTripping	BR340 BREAKER	83.70	3,009.60
06/28/2021	6123...	2021LowerWellBreakerTripping	10 AWG THHN/THWN STRANDED COPPER B...	5.52	3,015.12
06/28/2021	6123...	2021LowerWellBreakerTripping	12 AWG THHN/THWN STRANDED COPPER B...	6.00	3,021.12
06/28/2021	6123...	2021LowerWellBreakerTripping	JOURNEYMAN ELECTRICIAN	1,161.00	4,182.12
06/28/2021	6123...	2021LowerWellBreakerTripping	JOURNEYMAN ELECTRICIAN	147.00	4,329.12
06/28/2021	6123...	2021LowerWellBreakerTripping	JOURNEYMAN ELECTRICIAN	185.00	4,514.12
06/28/2021	6123...	2021LowerWellBreakerTripping	Invoice Tax	14.57	4,528.69
06/30/2021	2911	2021 Nitrate Tests	Alexin Analytical - Nitrate tests taken between F...	300.00	4,828.69
06/30/2021	2911	2021 Nitrate Tests	10% Markup of Nitrate Tests	30.00	4,858.69
Total Maintenance and Repairs				4,858.69	4,858.69
Total Materials and Services				4,858.69	4,858.69
TOTAL				4,858.69	4,858.69

Item 4 – Discussion – Water Report

March 2021	April 2021	May 2021	June 2021
Gallons pumped: 316,440	Gallons pumped: 254,820	Gallons pumped: 380,830	Gallons pumped: 463,780
Gallons sold: 164,630	Gallons sold: 176,200	Gallons sold: 260,350	Gallons sold: 441,370
Gallons lost: 151,810	Gallons lost: 78,620	Gallons lost: 120,480	Gallons lost: 22,410
Water Loss: 47.97%	Water Loss: 30.85%	Water Loss: 31.64%	Water Loss: 4.83%

Item 5 – Discussion – Nitrates Levels

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion – SIPP Grant application – John Amery

Item 9 – Discussion / Action – Vacant Board Position

Item 10 – 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 11 – Discussion/Action – Tooley Policies

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

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on August 19s, 2021

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

Meeting Adjourned