

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/18/21)

Meeting Date: Thursday, August 19, 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.....	7
Income and Expense by Month – Chart.....	8
Maintenance and Repairs – Details.....	9
Item 4 – Discussion – Water Report.....	9
Item 5 – Discussion – Nitrates Levels.....	9
Item 6 – Discussion – Emergency Preparedness.....	9
Item 7 – Discussion – Delinquent Accounts.....	9
Item 8 – Discussion – SIPP Grant application – John Amery.....	9
Item 9 – Discussion / Action – Vacant Board Position.....	9
Item 10 – Discussion – Additional Potential Grant / Loan Options – John Amery.....	9
Item 11 – Discussion/Action – Tooley Policies.....	10
Item 12 – Discussion – Reimbursable Receipts.....	11
Item 13 – Discussion – Next Meeting.....	11

**Item 1 - Approval of Agenda**

**Item 2 – Approval of Minutes**

Tooley Water District  
July 15, 2021, Board Meeting  
Meeting held via zoom

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

Carol opened the meeting at 7:09 pm

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

Carol asked for approval of the June minutes. Larry indicated two changes that needed to be made for clarity. The one item is a typo where it states that the May line, which should be correct to indicate the main line. Larry also mentioned that correction for Hire electric, which was the company hired to do the work. Larry made a motion to approve with the noted changes. John seconded. All approved. John made a motion to approve the June budget hearing as presented. Larry seconded. All approved. John made a motion to approve the June emergency meeting minutes. Larry seconded. All approved. The additional Emergency Board meeting in May was discussed but there were not minutes provided to vote on.

John provided the current financial report:

Checking	\$17,930.16
Savings	\$39,190.96

John shared that the bank numbers were off a bit due to a number of checks waiting to be mailed and or cleared. The financials for the year indicated that there was an overall loss of \$4,000 compared to what was taken in in water revenue, however, we were able to stay within the budget.

John went over the main expenses that occurred in June and shared which items fell under maintenance and repair vs capital improvement. There were major items that had to be purchased including two new pumps.

Water Loss report: Reported a 4.3% water loss which was a considerable improvement. John shared that he was not confident that the number is a true reflection due to all of the issues that occurred. The hope is that since both pumps are now working correctly the problem may be corrected. Larry also shared the replacement of the new meter at the well. John was not positive that the meter had been replaced due to Hiland's invoices.

The last nitrate level was again a low number, 5.6 (max number allowed is 10). The district is testing more often than what is required by OHA.

There was no update regarding emergency preparedness.

The delinquent account that has been a concern continues. Board members were under the assumption that the water was going to be shutoff. It does not appear that this has happened. Board members discussed potential solutions. John will check with Hiland regarding the status of the shutoff notice.

John shared that he had not had the opportunity to complete the RFP at this time for the SIPP grant. We do have confirmation of receiving the grant.

Board discussed the vacant board position. Carol and John will reach out to potential individuals.

There were no updates regarding board policies.

John briefly shared that the remote shutoff malfunctioned and that Hiland is looking into it. Larry shared that there was a time when water pressure was lower at the lower loop. Larry shared with Hiland, and the issue had been corrected. A brief discussion was held regarding the high-and low-level pressure alerts. Larry will check with Matt from Hiland regarding the issue.

Next meeting is Thursday, August 19, 2021.

Carol adjourned the meeting at 8:12 pm

### Item 3 - Financial Reports – John Amery

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

Screenshot from Washington Federal website on 8/18/21

Account Snapshot			
Checking ↑	Current Balance	Available Balance	☰
Checking [redacted]	\$9,190.47	\$9,190.47	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market [redacted]	\$39,190.96	\$39,190.96	>

## Recent Savings Transactions

No new savings transactions

## Recent Checking Transactions

Tooley Water District

8/18/2021 2:58 PM

Register: Checking at Washington Federal

From 07/14/2021 through 08/18/2021

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>
07/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.52	5,066.22
07/31/2021	To Print	Carol Mauser	Personal Services:Boar...	July Board Me...	50.00			5,016.22
07/31/2021	To Print	Debby Jones	Personal Services:Boar...	July Board Me...	50.00			4,966.22
07/31/2021	To Print	John Amery	Personal Services:Boar...	July Board Me...	50.00			4,916.22
07/31/2021	To Print	Larry Russ	Personal Services:Boar...	July Board Me...	50.00			4,866.22
08/12/2021		Hiland Water Corp	Water Revenue:Water ...	212240004747...		X	3,924.25	8,790.47
08/17/2021	100	Hiland Water Corp	Accounts Payable		1,911.00			6,879.47

## *Profit and Loss Budget vs. Actual*

3:02 PM

08/18/21

Accrual Basis

**Tooley Water District**  
**Profit & Loss Budget Performance**  
**July 2021**

	Jul 21	Budget	% of Bu...	Jul 21	YTD Budget	% of Bu...	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Water Revenue							
Water Sales	2,663.75	2,971.97	89.6%	2,663.75	2,971.97	89.6%	39,315.35
<b>Total Water Revenue</b>	<b>2,663.75</b>	<b>2,971.97</b>	<b>89.6%</b>	<b>2,663.75</b>	<b>2,971.97</b>	<b>89.6%</b>	<b>39,315.35</b>
<b>Total Income</b>	<b>2,663.75</b>	<b>2,971.97</b>	<b>89.6%</b>	<b>2,663.75</b>	<b>2,971.97</b>	<b>89.6%</b>	<b>39,315.35</b>
<b>Expense</b>							
Capital Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
<b>Materials and Services</b>							
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	133.90
Copies	0.00	10.00	0.0%	0.00	10.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	0.00	100.00	0.0%	1,200.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
legal Services	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Liability Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,100.00
<b>Maintenance and Repairs</b>	<b>0.00</b>	<b>498.98</b>	<b>0.0%</b>	<b>0.00</b>	<b>498.98</b>	<b>0.0%</b>	<b>5,987.98</b>
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	339.90
Office Supplies	0.00	8.33	0.0%	0.00	8.33	0.0%	100.00
<b>Operating Expenses</b>							
Customer CC pass through	21.00	19.31	108.8%	21.00	19.31	108.8%	231.75
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	1,890.00	1,890.00	100.0%	1,890.00	1,890.00	100.0%	22,680.00
<b>Total Operating Expenses</b>	<b>1,911.00</b>	<b>1,909.31</b>	<b>100.1%</b>	<b>1,911.00</b>	<b>1,909.31</b>	<b>100.1%</b>	<b>22,971.75</b>
Postage and Delivery	0.00	8.33	0.0%	0.00	8.33	0.0%	100.00
<b>Total Materials and Services</b>	<b>1,911.00</b>	<b>2,534.95</b>	<b>75.4%</b>	<b>1,911.00</b>	<b>2,534.95</b>	<b>75.4%</b>	<b>58,133.53</b>
<b>Personal Services</b>							
Boardmember Incentives	200.00	250.00	80.0%	200.00	250.00	80.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	20.83	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	0.00	0.00	0.0%	150.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	648.90
<b>Total Personal Services</b>	<b>200.00</b>	<b>270.83</b>	<b>73.8%</b>	<b>200.00</b>	<b>270.83</b>	<b>73.8%</b>	<b>4,048.90</b>
<b>Total Expense</b>	<b>2,111.00</b>	<b>2,805.78</b>	<b>75.2%</b>	<b>2,111.00</b>	<b>2,805.78</b>	<b>75.2%</b>	<b>79,682.43</b>
<b>Net Ordinary Income</b>	<b>552.75</b>	<b>166.19</b>	<b>332.6%</b>	<b>552.75</b>	<b>166.19</b>	<b>332.6%</b>	<b>-40,367.08</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Interest Income	0.52	2.50	20.8%	0.52	2.50	20.8%	32.00
<b>Total Other Income</b>	<b>0.52</b>	<b>2.50</b>	<b>20.8%</b>	<b>0.52</b>	<b>2.50</b>	<b>20.8%</b>	<b>20,032.00</b>
<b>Net Other Income</b>	<b>0.52</b>	<b>2.50</b>	<b>20.8%</b>	<b>0.52</b>	<b>2.50</b>	<b>20.8%</b>	<b>20,032.00</b>
<b>Net Income</b>	<b>553.27</b>	<b>168.69</b>	<b>328.0%</b>	<b>553.27</b>	<b>168.69</b>	<b>328.0%</b>	<b>-20,335.08</b>

## Checks that have not cleared

3:09 PM

08/18/21

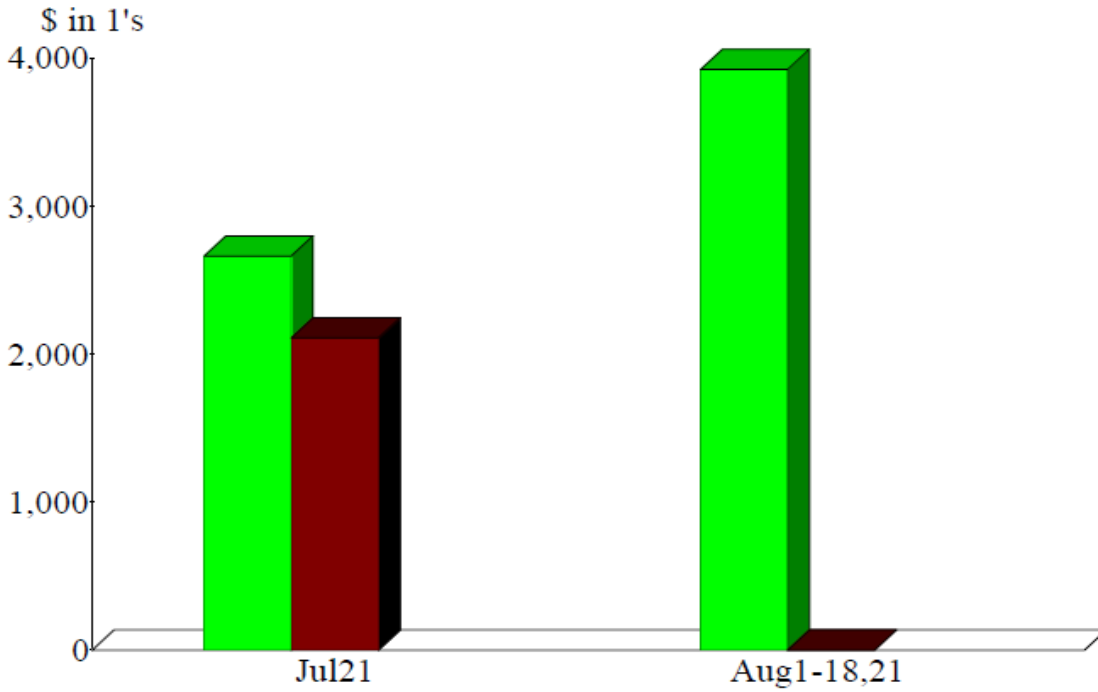
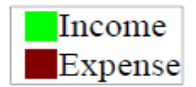
Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	05/31/21	2353	Debby Jones	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
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...	07/31/21		Carol Mauser	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	07/31/21		Debby Jones	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	07/31/21		John Amery	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	07/31/21		Larry Russ	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	08/17/21	100	Hiland Water Corp		Checki...		Accounts Payable	-1,911.00
<b>Total</b>								<b><u>-2,311.00</u></b>

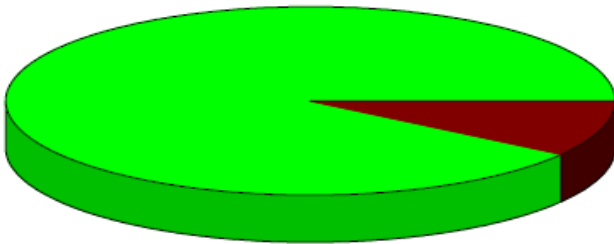
## Income and Expense by Month – Chart

Income and Expense by Month  
July 1 through August 18, 2021



Expense Summary  
July 1 through August 18, 2021

Materials and Services	90.53%
Personal Services	9.47%
<b>Total</b>	<b>\$2,111.00</b>





## Maintenance and Repairs – Details

No maintenance/repair charges so far this fiscal year

### Item 4 – Discussion – Water Report

<b>April 2021</b>	<b>May 2021</b>	<b>June 2021</b>	<b>June 2021</b>
Gallons pumped: 254,820	Gallons pumped: 380,830	Gallons pumped: 463,780	Gallons pumped: 839,090
Gallons sold: 176,200	Gallons sold: 260,350	Gallons sold: 441,370	Gallons sold: 515,370
Gallons lost: 78,620	Gallons lost: 120,480	Gallons lost: 22,410	Gallons lost: 323,720
<b>Water Loss: 30.85%</b>	<b>Water Loss: 31.64%</b>	<b>Water Loss: 4.83%</b>	<b>Water Loss: 38.58%</b>

### 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 District policies

## Item 12 – Discussion – Reimbursable Receipts

- \$20.17 → 1 year renewal for domain name tooleywater.org
- \$95.88 → 1 year renewal for website hosting

Total for website = \$116.05

Renewal receipt for order #1892556494. Inbox x

**Domains Priced Right** <donotreply@secureserver.net> Sun, Jun 27, 7:47 AM ☆ ↶

to me ▾

24/7 Support: (480) 624-2500

John Amery — Customer Number: █████

Your renewal receipt.

This statement details renewal billing for the products and/or services listed below that have been automatically renewed according to our agreement using your primary payment method. To review all your products and services, please go to My Account.

Go to My Account

Product	Quantity	Term	Price
.ORG Domain Renewal <a href="http://tooleywater.org">tooleywater.org</a>	1 Domain	1 Year	\$20.17
Subtotal:			\$20.17
Tax:			\$0.00
Total:			<b>\$20.17</b>

Renewal receipt for order #1892008555. Inbox x

**Domains Priced Right** <donotreply@secureserver.net> Sat, Jun 26, 8:43 AM ☆ ↶

to me ▾

24/7 Support: (480) 624-2500

John Amery — Customer Number: █████

Your renewal receipt.

This statement details renewal billing for the products and/or services listed below that have been automatically renewed according to our agreement using your primary payment method. To review all your products and services, please go to My Account.

Go to My Account

Product	Quantity	Term	Price
Economy Linux Hosting with cPanel Renewal	1 Month	1 Year	\$95.88
Subtotal:			\$95.88
Tax:			\$0.00
Total:			<b>\$95.88</b>

## Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on September 16, 2021

Location: Virtual Meeting ONLY – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) or 541-340-0032 for access.

**Meeting Adjourned**