

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/18/21)

Meeting Date: Thursday, September 16, 2021 7:00pm

Location: Online via WEBEX.

Type of meeting
Board Meeting

Chairperson
Carol Mauser

Minute keeper
Debby Jones

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
August 19, 2021, Board Meeting
Meeting held via zoom

Present: John Amery, Carol Mauser, Debby Jones

Carol opened the meeting at 7:08 pm

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

Carol asked for approval of the July minutes. John made a motion to approve the July minutes. Debby seconded. All approved.

John provided the current financial report:

Checking	\$ 9,190.47
Savings	\$39,190.96

John expressed concern on the current revenue that was brought in over the first two months compared to last year. Amounts are lower than last year, and we will need to keep an eye on this.

Water Loss report: Reported a 38.58%. The water loss report has been fluctuating a great deal. The potential of bad meters continues to be considered.

John updated the board on information he had received from board member Larry Russ. Larry shared information on the farm and crop harvesting. Larry is documenting farm changes in order to compare nitrate level with farm changes. We are testing nitrate levels every 2 weeks. OHA requires a quarterly test. The testing service is behind in our reports but the last one indicated at nitrate level of 3 which is well below the 10-maximum level.

There was no update regarding emergency preparedness.

Board discussed the delinquent account. The customer made a significant payment. There was an incorrect meter reading for one of the accounts and a \$50 adjustment has been made.

John sent out a draft of the RFP for the SIPP grant and asked board members for feedback. The RFP is different in comparison to the last one in that we are asking for an engineering feasibility study.

Board discussed the vacant board position. Carol reached out to an interested individual, and they did express interest and were willing to have their name considered. John also indicated the individual that he spoke to was also interested. Board will wait till all four members are present to make final decision.

There were no updates regarding board policies.

John provided receipt information for the web hosting services and domain name charges.

Next meeting is Thursday, September 16, 2021. Carol adjourned the meeting at 8:18 pm

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 9/14/21

Account Snapshot			
Checking ↓	Current Balance	Available Balance	
Checking	\$11,079.70	\$11,079.70	
Money Market ↓	Current Balance	Available Balance	
Money Market	\$39,190.96	\$39,190.96	

Recent Savings Transactions

No new savings transactions

Recent Checking Transactions

Tooley Water District

9/14/2021 4:17 PM

Register: Checking at Washington Federal

From 08/18/2021 through 09/14/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/20/2021		Washington Federal	Interest Income	Credit Interest		X	0.10	6,879.57
08/23/2021	5000	Liberty Mutual Insur...	Accounts Payable	LSF050652-29...	120.00	X		6,759.57
08/23/2021	5001	Carol Mauser	Personal Services:Boar...	August Board ...	50.00			6,709.57
08/23/2021	5002	Debby Jones	Personal Services:Boar...	August Board ...	50.00			6,659.57
08/23/2021	5003	John Amery	Personal Services:Boar...	August Board ...	50.00	X		6,609.57
09/10/2021		Hiland Water Corp	Water Revenue:Water ...	HILAND WAT...		X	4,120.13	10,729.70

Profit and Loss Budget vs. Actual

4:22 PM

09/14/21

Accrual Basis

Tooley Water District Profit & Loss Budget Performance August 2021

	Aug 21	Budget	% of Budget	Jul - Aug 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,924.25	4,637.65	84.6%	6,588.00	7,609.62	86.6%	39,315.35
Total Water Revenue	3,924.25	4,637.65	84.6%	6,588.00	7,609.62	86.6%	39,315.35
Total Income	3,924.25	4,637.65	84.6%	6,588.00	7,609.62	86.6%	39,315.35
Expense							
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
Materials and Services							
Computer and Internet Expenses	0.00	133.90	0.0%	0.00	133.90	0.0%	133.90
Copies	0.00	10.00	0.0%	0.00	20.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	0.00	200.00	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
Maintenance and Repairs	0.00	499.00	0.0%	0.00	997.98	0.0%	5,987.98
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	16.66	0.0%	100.00
Operating Expenses							
Customer CC pass through	21.00	19.31	108.8%	42.00	38.62	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%	3,780.00	3,780.00	100.0%	22,680.00
Total Operating Expenses	1,911.00	1,909.31	100.1%	3,822.00	3,818.62	100.1%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	16.66	0.0%	100.00
Total Materials and Services	1,911.00	2,668.87	71.6%	3,822.00	5,203.82	73.4%	58,133.53
Personal Services							
Boardmember Incentives	150.00	250.00	60.0%	350.00	500.00	70.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	41.66	0.0%	250.00
Crime Bond	120.00	150.00	80.0%	120.00	150.00	80.0%	150.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	648.90
Total Personal Services	270.00	420.83	64.2%	470.00	691.66	68.0%	4,048.90
Total Expense	2,181.00	3,089.70	70.6%	4,292.00	5,895.48	72.8%	79,682.43
Net Ordinary Income	1,743.25	1,547.95	112.6%	2,296.00	1,714.14	133.9%	-40,367.08

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 09/14/21
 Accrual Basis

Tooley Water District
Profit & Loss Budget Performance
 August 2021

	<u>Aug 21</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Aug 21</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Interest Income	0.10	2.50	4.0%	0.62	5.00	12.4%	32.00
Total Other Income	0.10	2.50	4.0%	0.62	5.00	12.4%	20,032.00
Net Other Income	0.10	2.50	4.0%	0.62	5.00	12.4%	20,032.00
Net Income	<u>1,743.35</u>	<u>1,550.45</u>	<u>112.4%</u>	<u>2,296.62</u>	<u>1,719.14</u>	<u>133.6%</u>	<u>-20,335.08</u>

Checks that have not cleared

4:30 PM

09/14/21

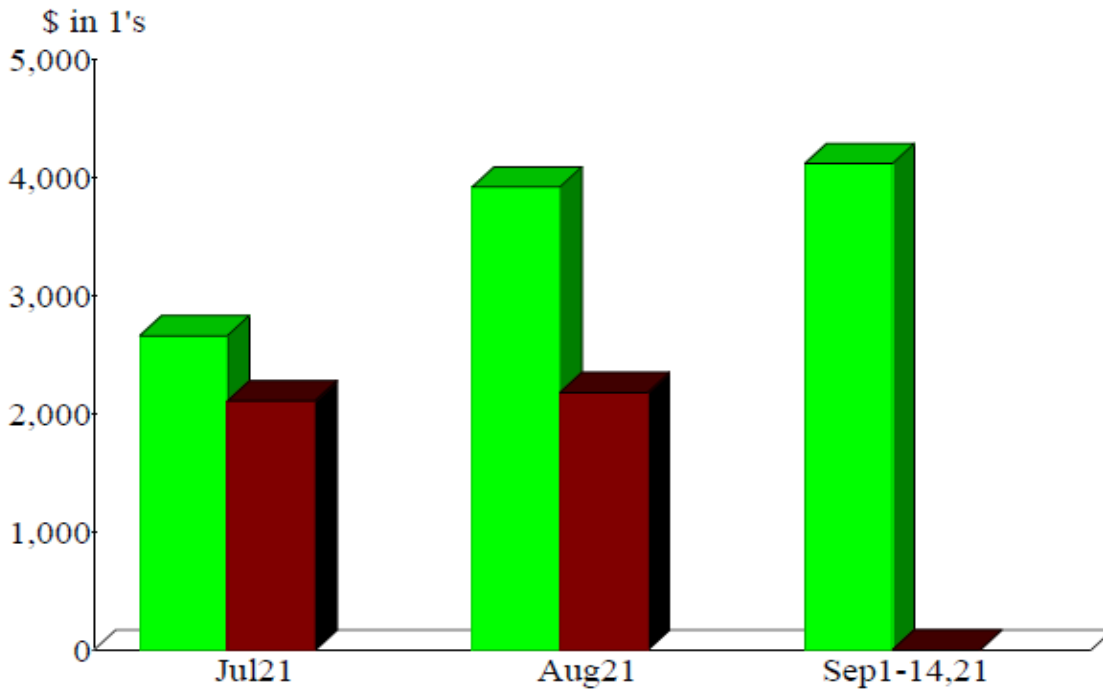
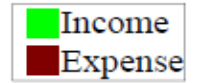
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	05/31/21	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	102	Debby Jones	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	07/31/21	104	Larry Russ	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	08/23/21	5001	Carol Mauser	August Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	08/23/21	5002	Debby Jones	August Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	09/17/21	5004	Hiland Water Corp	Work performed in August	Checki...		Accounts Payable	-1,911.00
Ch...	09/17/21	5005	John Amery	reimbursement for domain and website re...	Checki...		Computer and Internet E...	-116.05
Total								<u>-2,427.05</u>

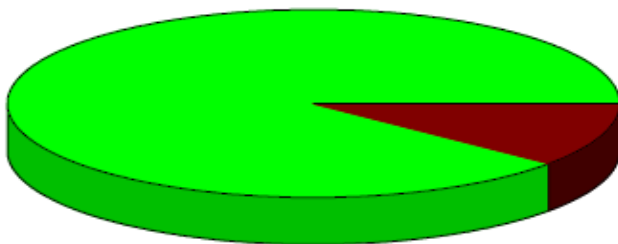
Income and Expense by Month – Chart

Income and Expense by Month
July 1 through September 14, 2021



Expense Summary
July 1 through September 14, 2021

Materials and Services	89.05%
Personal Services	10.95
Total	\$4,292.00



Maintenance and Repairs – Details

No maintenance/repair charges so far this fiscal year

Item 4 – Discussion – Water Report

May 2021	June 2021	July 2021	August 2021
Gallons pumped: 380,830	Gallons pumped: 463,780	Gallons pumped: 839,090	Gallons pumped: 585,260
Gallons sold: 260,350	Gallons sold: 441,370	Gallons sold: 515,370	Gallons sold: 555,740
Gallons lost: 120,480	Gallons lost: 22,410	Gallons lost: 323,720	Gallons lost: 29,520
Water Loss: 31.64%	Water Loss: 4.83%	Water Loss: 38.58%	Water Loss: 5.04%

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 – Quality Control

Discussion of quality controls with Tooley Water District's contract maintenance provider.

Item 13 – Discussion/Action – Join OAWU

<https://oawu.net/membership/>

Tooley Water District may want to join Oregon Association of Water Utilities.

Regular Member

A Regular Member shall be any water or wastewater utility, public or private, engaged in the production, distribution or reclamation of water. A Regular Member shall have one vote.

Annual Dues:

1 to 100 \$75 + 40 cents per hookup

Thus Tooley Water District's annual dues would be around \$92.

Benefits of Membership

- On-site technical assistance
- Various free training programs
- Discounts on training courses
- Discounts on Annual Conference registration
- Access to on-site training program
- Subscription to quarterly H2Oregon magazine
- Direct mailings in your area about upcoming training courses
- Summaries of legislative issues
- Legislative representation at state and federal level
- Associate Member Services and Products Guide
- Access to technical assistance library

- Access to technical and testing equipment for loan
- Voting rights in Association affairs (Regular & Associate Members)
- Positive contacts with other organizations
- Camaraderie with water and wastewater professionals
- Operator Of Record services
- Job referrals, announcements and searches
- Well testing
- Plan review
- System performance evaluation and options
- Additional programs and services
- Disaster response assistance and planning

Item 14 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on October 21, 2021

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

Meeting Adjourned