

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 10/18/21)

Meeting Date: Thursday, October 21, 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
September 16, 2021, Board Meeting
Meeting held via zoom

Present: John Amery, Carol Mauser, Larry Russ and 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 August minutes. John made a motion to approve the August minutes. Larry seconded. All approved.

John provided the current financial report:

Checking	\$11,074.70
Savings	\$39,190.96

John expressed that revenues were higher this month

Larry shared that a water member had contacted John and himself regarding a possibly water leak at the reservoir. Larry checked it out and there was a leak. Larry contacted Hiland and they said they would follow-up. Larry checked earlier today and there was no longer water leaking.

Water Loss report: Reported a 5.04%. John shared that Hiland thought that this might be a combination of a number of things. John had previously asked Hiland regarding accuracy of meters. The water usage reports indicated a number of low readings and high readings. Hiland has a list of meters it wants to check.

John mentioned that the Nitrate Level reports have not been coming in as they should. There was one done in August which was low. John inquired from Hiland and found out that the reports had been completed but the employee had not turned them in. John has asked Hiland to resolve this issue and ensure that reports are provided in a timely manner. Board members are committed to closely monitoring nitrate levels.

There were no updates regarding emergency preparedness.

The delinquent account that had been an issue in the past has been paid in full.

John updated the board on the SIPP grant. He had sent all board members a copy of the RFP. The representative from Business Oregon shared some comments and John presented these to the board. The Board was in favor of sending the proposal to Business Oregon. Dates, as well as a list of vendors, will need to be produced. Larry asked how we would find a list of qualified vendors. John shared that there is an organization, Oregon Association of Water Utilities, that the board might want to consider joining. This organization could be a resource in finding potential vendors as well as other additional benefits to the district.

John made a motion to join Oregon Association of Water Utilities, OAWU. Larry seconded. All approved.

Carol updated members on the board vacancy position. Board members discussed the two potential

candidates. John made a motion to appoint Amanda Valentine to fill the vacant position on the Tooley Water District. Debby seconded. All approved. Carol will reach out to Amanda for her acceptance.

Larry shared with the board his concerns regarding quality control with Hiland. Larry has noticed a number of recent mistakes from the current individual who is assigned to the district. Some of the issues included not turning in the Nitrate Level reports, chlorine levels being potentially off as well as an incident when the power was down. There seems to be a lack of experience and attention to detail which are concerning. Board members discussed the best way to relay this information to Hiland. John thought it was important to make Hiland aware of the issue. John offered for he and Larry to talk to Hiland on the board's behalf.

The next board meeting is scheduled for Thursday, October 21. Carol closed the meeting at 8:09 pm.

Item 3 - Financial Reports – John Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 10/18/21

Account Snapshot			
Checking ↓	Current Balance	Available Balance	
Checking	\$10,510.61	\$10,510.61	>
Money Market ↓	Current Balance	Available Balance	
Money Market	\$39,195.90	\$39,195.90	>

Recent Savings Transactions

Tooley Water District							10/18/2021 7:49 PM
Register: Savings at Washington Federal							
From 09/14/2021 through 10/18/2021							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/30/2021		Washington Federal	Interest Income	Credit Interest	X	4.94	39,195.90

Recent Checking Transactions

Tooley Water District							10/18/2021 7:36 PM
Register: Checking at Washington Federal							
From 09/14/2021 through 10/18/2021							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/17/2021	5004	Hiland Water Corp	Accounts Payable	Work performe...	1,911.00 X		8,818.70
09/17/2021	5005	John Amery	Materials and Services:...	reimbursement ...	116.05		8,702.65
09/20/2021		Washington Federal	Interest Income	Credit Interest	X	0.24	8,702.89
09/22/2021	5006	OAWU	Accounts Payable	New Regular ...	91.80 X		8,611.09
09/27/2021	5007	Secretary of State	Accounts Payable	Tooley 2020-2...	20.00 X		8,591.09
09/30/2021	5008	Carol Mauser	Personal Services:Boar...	September Boa...	50.00		8,541.09
09/30/2021	5009	Debby Jones	Personal Services:Boar...	September Boa...	50.00		8,491.09
09/30/2021	5010	John Amery	Personal Services:Boar...	September Boa...	50.00		8,441.09
09/30/2021	5011	Larry Russ	Personal Services:Boar...	September Boa...	50.00		8,391.09
10/07/2021	5012	Hiland Water Corp	Accounts Payable	Services perfor...	1,935.34 X		6,455.75
10/08/2021		Hiland Water Corp	Water Revenue:Water ...	212810028615...	X	3,738.81	10,194.56
10/15/2021	5013	SDAO	Accounts Payable	2022 SDAO M...	150.00		10,044.56

Profit and Loss Budget vs. Actual

7:54 PM

10/18/21

Tooley Water District Profit & Loss Budget Performance

Accrual Basis

September 2021

	Sep 21	Budget	% of B...	Jul - Sep 21	YTD Budget	% of B...	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	4,120.13	3,432.36	120.0%	10,708.13	11,041.98	97.0%	39,315.35
Total Water Revenue	4,120.13	3,432.36	120.0%	10,708.13	11,041.98	97.0%	39,315.35
Total Income	4,120.13	3,432.36	120.0%	10,708.13	11,041.98	97.0%	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	116.05	0.00	100.0%	116.05	133.90	86.7%	133.90
Copies	0.00	10.00	0.0%	0.00	30.00	0.0%	200.00
Dues and Fees	111.80	100.00	111.8%	111.80	300.00	37.3%	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	1,496.98	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	24.99	0.0%	100.00
Operating Expenses							
Customer CC pass through	0.00	19.31	0.0%	42.00	57.93	72.5%	231.75
Disconnect Fee	0.00	0.00	0.0%	0.00	0.00	0.0%	60.00
Hiland Base Maintenance Fee	0.00	1,890.00	0.0%	3,780.00	5,670.00	66.7%	22,680.00
Total Operating Expenses	0.00	1,909.31	0.0%	3,822.00	5,727.93	66.7%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
Total Materials and Services	227.85	2,534.97	9.0%	4,049.85	7,738.79	52.3%	58,133.53
Personal Services							
Boardmember Incentives	200.00	250.00	80.0%	550.00	750.00	73.3%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	62.49	0.0%	250.00
Crime Bond	0.00	0.00	0.0%	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	200.00	270.83	73.8%	670.00	962.49	69.6%	4,048.90
Total Expense	427.85	2,805.80	15.2%	4,719.85	8,701.28	54.2%	79,682.43
Net Ordinary Income	3,692.28	626.56	589.3%	5,988.28	2,340.70	255.8%	-40,367.08
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
Interest Income	5.18	2.50	207.2%	5.80	7.50	77.3%	32.00
Total Other Income	5.18	2.50	207.2%	5.80	7.50	77.3%	20,032.00
Net Other Income	5.18	2.50	207.2%	5.80	7.50	77.3%	20,032.00
Net Income	3,697.46	629.06	587.8%	5,994.08	2,348.20	255.3%	-20,335.08

Checks that have not cleared

8:10 PM

10/18/21

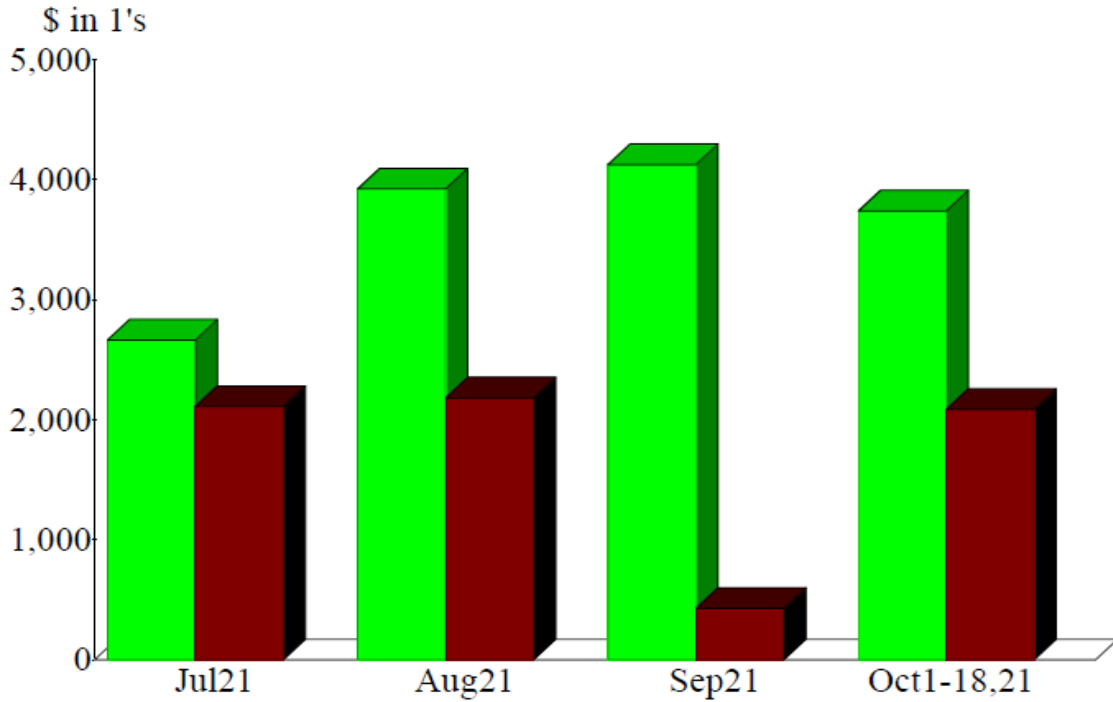
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Accou...	Clr	Split	Amount
Check	09/17/2021	5005	John Amery	reimbursement for domain and website renewal	Check...		Computer and Internet Expenses	-116.05
Check	09/30/2021	5008	Carol Mauser	September Board Meeting attendance	Check...		Boardmember Incentives	-50.00
Check	09/30/2021	5009	Debby Jones	September Board Meeting attendance	Check...		Boardmember Incentives	-50.00
Check	09/30/2021	5010	John Amery	September Board Meeting attendance	Check...		Boardmember Incentives	-50.00
Check	09/30/2021	5011	Larry Russ	September Board Meeting attendance	Check...		Boardmember Incentives	-50.00
Bill Pmt -C...	10/15/2021	5013	SDAO	2022 SDAO Membership Dues	Check...		Accounts Payable	-150.00
Total								<u>-466.05</u>

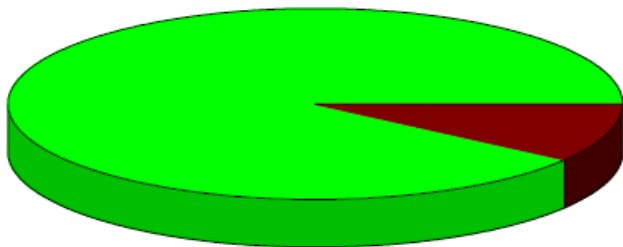
Income and Expense by Month – Chart

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



Expense Summary
July 1 through October 18, 2021

Materials and Services	90.15%
Personal Services	9.85
Total	\$6,805.19



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
10/07/2021	3028	20210901 Repairs	Amazon.com High Power Relay	28.49	28.49
10/07/2021	3028	20210901 Repairs	10% Markup	2.85	31.34
Total Maintenance and Repairs				31.34	31.34
Total Materials and Services				31.34	31.34
TOTAL				31.34	31.34

Item 4 – Discussion – Water Report

June 2021	July 2021	August 2021	September 2021
Gallons pumped: 463,780	Gallons pumped: 839,090	Gallons pumped: 585,260	Gallons pumped: 727,210
Gallons sold: 441,370	Gallons sold: 515,370	Gallons sold: 555,740	Gallons sold: 630,190
Gallons lost: 22,410	Gallons lost: 323,720	Gallons lost: 29,520	Gallons lost: 97,020
Water Loss: 4.83%	Water Loss: 38.58%	Water Loss: 5.04%	Water Loss: 13.34%

Item 5 – Discussion – Nitrates Levels

Mr. Amery submitted an updated “Corrective Action Plan” to North Central Public Health District.

OHA-DWS Small Water System Corrective Action Plan Update to Plan

PWS Name: Tooley Water District	PWS No: 41-00911
PWS Contact Person: John Amery	Phone Number: 541-340-0032
Email Address: johnamery@tooleywater.org	
Plan Submittal Date: (Updated) October 08, 2021	

1. Clearly describe the problem.

In October 2020 Oregon Health Authority (via North Central Public Health District) reached out to Tooley Water District informing us that our annual tests for Nitrate levels came back out of compliance. The tests that had been collected on 10/16/20 reflected nitrate levels of 18.6 milligrams per liter; well over the Maximum Contaminant Level of 10 milligrams per liter. Tooley Water District immediately shut down the offending well. Tooley Water District serviced our members with our only other well until June 12th 2021. Tooley Water District was forced to turn back on the offending well on June 12th to keep up with demand. It was determined that Tooley Water District could not operate on one well alone during peak season. Tooley Water District has been sampling the offending well approximately every two weeks. We have not had test results come back over 10 mg/l since December of 2020 (although we did have some tests come close to 10 mg/l in April 2021).

2. Identify steps taken to immediately reduce public health risk.

Tooley Water District immediately shut down the offending well. Tooley Water District directed their contractor (Hiland Water) to take samples from the lower well (the offending well) every maintenance session (approximately every 2 weeks).

3. Identify and establish what caused the problem.

It is believed however not confirmed that the source of the high nitrate levels originates from a farming operation taking place directly above the well site. Contributing factors include the fact the well is extremely shallow

Regulating Agency Approval (Y/N):
Regulating Agency Review Date:

and located in sandy soil. Tooley Water District has been taking additional nitrate tests about every two weeks since the first failed compliance. Tests have varied tremendously ranging from over 20 milligrams per liter to under 4 milligrams per liter. It is believed that recent rains and the sandy soil may contribute to these variations. It is unknown if any soil additives have been applied by the farming operation during this testing period.

4. Determine and implement actions to prevent problem from reoccurring.

Tooley Water District took the primary preventative action when we shut down the well after we had received out of compliance test results. We also notified our water users of the risks. Since then we have turned back on the offending well but are still monitoring the nitrate levels. In the event we receive a test beyond 10 mg/l we will immediately notify all users of the risks. The Tooley Water District will need to make decisions at that time regarding whether to turn off the offending well. We have learned that during peak season we require the well to keep up with demand. Additionally we had a number of system failures on both wells which may have been attributed to turning off the offending well. We would need to weigh the costs and benefits of operating on a single well at the time. Tooley Water District will commit to keeping both our water users as well as OHA informed in the event we receive an out of compliance nitrate test.

Tooley Water District has been researching long term solutions to the problem. We have narrowed down four possible solutions.

Tooley Water District has successfully applied for a grant from Business Oregon for the purpose of developing a feasibility study to identify and detail a preferred alternative solution. A draft RFP has been developed for the purpose of selecting the engineering firm that will develop that study. That RFP is currently being reviewed by Business Oregon.

Additionally Tooley Water District has joined OAWU (Oregon Association of Water Utilities) in an effort to utilize their skillsets to help us both identify potential solutions as well as to identify potential engineering firms.

Regulating Agency Approval (Y/N):
Regulating Agency Review Date:

5. Establish timelines to implement each corrective action (short and long term).

Short Term:

- Continue to monitor nitrate levels in the offending well.
- In the event tests come back out of compliance we will notify both our users as well as OHA.
- In the event tests come back out of compliance decisions will be made on a case by case determination regarding whether Tooley can shut down the offending well or not.

Long Term:

- Successfully apply for grant for feasibility study – Completed
- Develop RFP for feasibility study – Nearly Complete (in review by Business Oregon)
- Publish RFP for feasibility study – November 2021.
- Award RFP for feasibility study December 2021.
- Develop mutually agreeable contract with RFP awardee January 2022.
- Engineering firm to initiate work on feasibility study February 2022.
- Engineering firm to complete feasibility study May 2022.
- Tooley Water District to accept (and pay for) feasibility study June 2022.
- Tooley Water District to initiate pursuing grant/loan opportunities with regards to implementation of the preferred strategy identified in the feasibility-July 2022.

Regulating Agency Approval (Y/N):
Regulating Agency Review Date:

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion / Action – SIPP Grant application – John Amery

Business Oregon has provided Tooley Water District with their recommended changes to our RFP. We are now ready to submit the RFP.

A copy of the final version will be provided to board members prior to this meeting for purposes of discussion or action.

Item 9 – 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 10 – Discussion/Action – Tooley Policies

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

Item 11 – Discussion – Quality Control

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

Item 12 – Discussion OAWU

Tooley Water District has joined OAWU

Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on November 18, 2021

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

Meeting Adjourned