

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 3/14/22)

Meeting Date: Thursday, March 17, 2022 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

January 20, 2022 Board Meeting

Meeting held via Cisco Webex

Present: John Amery, Carol Mauser, Larry Russ, Amanda Valentine and Debby Jones

Carol opened the meeting at 7:11 pm.

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

Carol asked for approval of the December minutes. John noted that Carol had asked for the approval of the minutes as opposed to John as stated in the December minutes. John made a motion to approve the minutes with the noted correction. Larry seconded. All approved. Motion passed.

John provided the financials:

Checking: \$ 8,785.06

Money Market: \$46,201.28

John provided two months of financials and noted that he had moved \$7,000 from checking into the Money Market account. John provided an update on checks that had been written. John noted the higher insurance amount. John shared the profit and loss report and felt that we are in a strong position.

Water Report:

September 2021: 13.4% water loss

October 2021: 14.12% water loss

November 2021: 29.53% water loss

December 2021: 38.35% water loss

Board members discussed the water loss, and it seems that there is always a very similar number of gallons lost. The percentage of loss changes due to the amount of water used but the overall amount lost in gallons does not vary that much.

John shared that OHA had reached out and voiced concern regarding the higher nitrate levels and questioned whether the district needed to inform all customers. Our understanding was since we had already turned the well off that this action was not needed. The new understanding is that when Hiland submits the nitrate reports that they need to indicate that they are a "special report" since the well is not currently active. Once the well is turned on, a sample must be collected immediately and labeled EP-B and the monthly monitoring report is required as well as notifying our local public health department. If the level goes above the allotted amount a letter stating that fact must be sent to all customers.

There was not an update regarding emergency preparedness and no noted large delinquent accounts.

John updated the board on the engineering RFP. A draft contract had been sent to Business Oregon and the contract was approved. The contract is now being reviewed by GSI. John made the motion to authorize Chairperson Mauser to sign the final contract. Larry seconded. All approved. Motion passed.

The board briefly discussed the continued need for official policies . John offered the suggestion of adding a New Business line item to the monthly agenda.



Next meeting is scheduled for Thursday, February 17, 2022.

Meeting adjourned at 8:25.

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 3/14/22

Account Snapshot			
Checking ↓	Current Balance	Available Balance	
Checking 	\$8,314.01	\$8,314.01	>
Money Market ↓	Current Balance	Available Balance	
Money Market 	\$46,201.28	\$46,201.28	>

Recent Savings Transactions

No new savings transactions

Recent Checking Transactions

Tooley Water District

3/14/2022 7:34 PM

Register: Checking at Washington Federal

From 01/17/2022 through 03/14/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/17/2022	5033	Government Ethics C...	Accounts Payable	Memo:250707...	87.81	X		6,356.80
01/17/2022	5034	S.D.I.S	Accounts Payable	01-0054214 2...	2,082.00	X		4,274.80
01/20/2022		Washington Federal	Interest Income	Credit Interest		X	0.12	4,274.92
01/31/2022	5035	Amanda Valentine	Personal Services:Boar...	January Board ...	50.00	X		4,224.92
01/31/2022	5036	Carol Mauser	Personal Services:Boar...	January Board ...	50.00	X		4,174.92
01/31/2022	5037	Debby Jones	Personal Services:Boar...	January Board ...	50.00			4,124.92
01/31/2022	5038	John Amery	Personal Services:Boar...	January Board ...	50.00	X		4,074.92
01/31/2022	5039	Larry Russ	Personal Services:Boar...	January Board ...	50.00			4,024.92
01/31/2022	5040	Hiland Water Corp	Accounts Payable	Memo:220410...	1,911.00	X		2,113.92
02/08/2022		Hiland Water Corp	Water Revenue:Water ...	220390099476...		X	3,161.28	5,275.20
02/20/2022		Washington Federal	Interest Income	Credit Interest		X	0.09	5,275.29
02/28/2022	5041	Hiland Water Corp	Accounts Payable	Service provide...	1,911.00			3,364.29
03/09/2022		Hiland Water Corp	Water Revenue:Water ...	220680067859...		X	2,838.73	6,203.02

Profit and Loss Budget vs. Actual

7:42 PM

03/14/22

Tooley Water District Profit & Loss Budget Performance

February 2022

Accrual Basis

	Feb 22	Budget	% of Budget	Jul '21 - Feb 22	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	3,161.28	2,694.01	117.3%	28,171.32	27,424.61	102.7%	39,315.35
Total Water Revenue	3,161.28	2,694.01	117.3%	28,171.32	27,424.61	102.7%	39,315.35
Total Income	3,161.28	2,694.01	117.3%	28,171.32	27,424.61	102.7%	39,315.35
Expense							
Capital Improvements	0.00	2,500.00	0.0%	0.00	2,500.00	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			116.05	133.90	86.7%	133.90
Copies	0.00	10.00	0.0%	0.00	80.00	0.0%	200.00
Dues and Fees	0.00	100.00	0.0%	349.61	800.00	43.7%	1,200.00
Grant Fulfillment	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Legal Services	0.00	1,000.00	0.0%	0.00	2,000.00	0.0%	5,000.00
Liability Insurance							
Boiler&Machinery	0.00	0.00	0.0%	150.00	0.00	100.0%	0.00
Excess	0.00	0.00	0.0%	192.00	0.00	100.0%	0.00
General Liability	0.00	0.00	0.0%	1,159.00	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%	406.00	0.00	100.0%	0.00
Liability Insurance - Other	0.00	2,100.00	0.0%	0.00	2,100.00	0.0%	2,100.00
Total Liability Insurance	0.00	2,100.00	0.0%	2,082.00	2,100.00	99.1%	2,100.00
Maintenance and Repairs	0.00	499.00	0.0%	130.34	3,991.98	3.3%	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	66.64	0.0%	100.00
Operating Expenses							
Customer CC pass through	21.00	19.31	108.8%	157.50	154.48	102.0%	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%	15,120.00	15,120.00	100.0%	22,680.00
Total Operating Expenses	1,911.00	1,909.31	100.1%	15,277.50	15,274.48	100.0%	22,971.75
Postage and Delivery	0.00	8.33	0.0%	0.00	66.64	0.0%	100.00
Total Materials and Services	1,911.00	5,634.97	33.9%	17,955.50	44,513.64	40.3%	58,133.53
Personal Services							
Boardmember Incentives	0.00	250.00	0.0%	1,499.95	2,000.00	75.0%	3,000.00
Boardmember training/meetings	0.00	20.83	0.0%	0.00	166.64	0.0%	250.00
Crime Bond	0.00			154.00	150.00	102.7%	150.00
Workmans Compensation Insurance	0.00			601.42	648.90	92.7%	648.90
Total Personal Services	0.00	270.83	0.0%	2,255.37	2,965.54	76.1%	4,048.90
Total Expense	1,911.00	8,405.80	22.7%	20,210.87	49,979.18	40.4%	79,682.43
Net Ordinary Income	1,250.28	-5,711.79	-21.9%	7,960.45	-22,554.57	-35.3%	-40,367.08
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Interest Income	0.09	2.50	3.6%	12.21	20.00	61.1%	32.00
Total Other Income	0.09	2.50	3.6%	12.21	20,020.00	0.1%	20,032.00
Net Other Income	0.09	2.50	3.6%	12.21	20,020.00	0.1%	20,032.00
Net Income	1,250.37	-5,709.29	-21.9%	7,972.66	-2,534.57	-314.6%	-20,335.08

Checks that have not cleared

7:49 PM

03/14/22

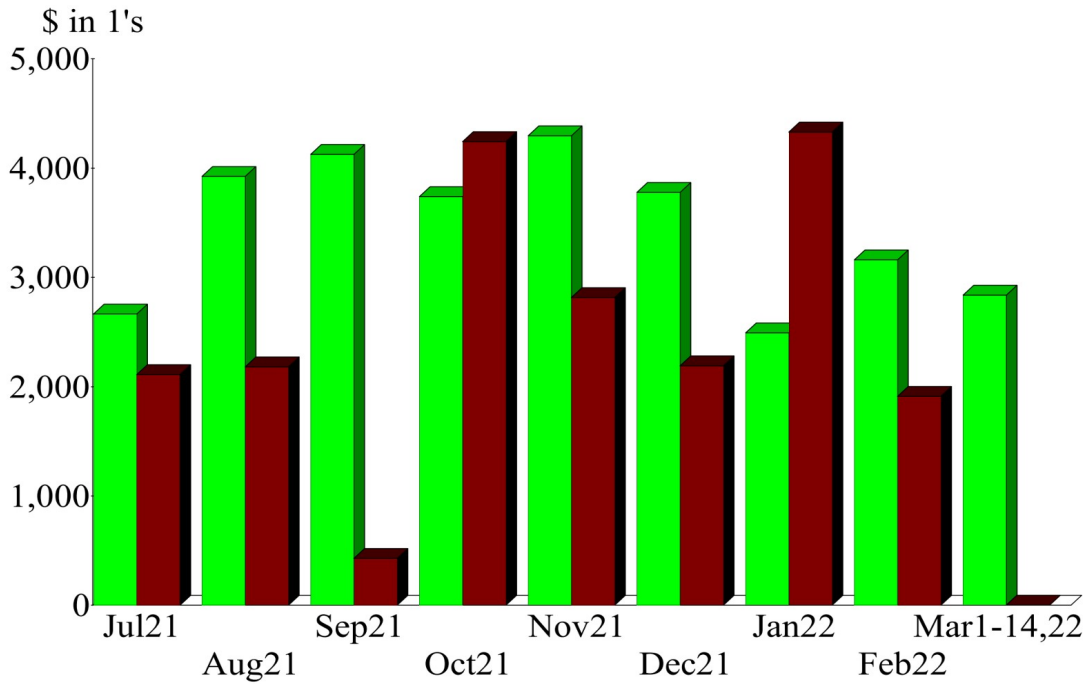
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	11/30/2021	5025	Larry Russ	November Board Meeting attendance	Checkin...		Boardmember Incentives	-50.00
Check	12/31/2021	5031	Larry Russ	December Board Meeting attendance	Checkin...		Boardmember Incentives	-49.99
Check	01/31/2022	5037	Debby Jones	January Board Meeting Attendance	Checkin...		Boardmember Incentives	-50.00
Check	01/31/2022	5039	Larry Russ	January Board Meeting Attendance	Checkin...		Boardmember Incentives	-50.00
Bill Pmt -Ch...	02/28/2022	5041	Hiland Water Corp	Service provided in February	Checkin...		Accounts Payable	-1,911.00
Total								-2,110.99

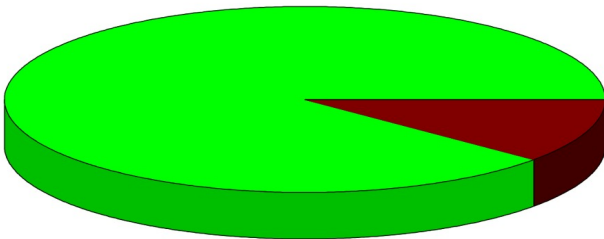
Income and Expense by Month – Chart

Income and Expense by Month
July 1, 2021 through March 14, 2022



Expense Summary
July 1, 2021 through March 14, 2022

Materials and Services	88.84%
Personal Services	11.16
Total	\$20,210.87



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p>7:37 PM</p> <p>03/14/22</p> <p>Accrual Basis</p> </div> <div style="width: 50%; text-align: center;"> <p>Tooley Water District</p> <p>Maintenance and Repairs details</p> <p>July 2021 through June 2022</p> </div> </div>					
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
11/30/2021	3105	Hiland Water Corp	Alexin Analytical - Nitrate tests in August and Se...	60.00	91.34
11/30/2021	3105	Hiland Water Corp	10% markup of nitrate tests	6.00	97.34
12/31/2021	3159	Hiland Water Corp	OHA Crossconnect Fee	30.00	127.34
12/31/2021	3159	Hiland Water Corp	10% markup of OHA crossconnect fee	3.00	130.34
Total Maintenance and Repairs				130.34	130.34
Total Materials and Services				130.34	130.34
TOTAL				130.34	130.34

Item 4 – Discussion – Water Report

November 2021	December 2021	January 2022	February 2022
Gallons pumped: 191,990	Gallons pumped: 148,410	Gallons pumped: 188,180	Gallons pumped: 232,200
Gallons sold: 135,300	Gallons sold: 90,010	Gallons sold: 110,770	Gallons sold: 149,290
Gallons lost: 56,690	Gallons lost: 58,400	Gallons lost: 77,410	Gallons lost: 82,910
Water Loss: 29.53%	Water Loss: 39.35%	Water Loss: 41.14%	Water Loss: 35.71%

Item 5 – Discussion – System Updates – Mr. Russ and Mr. Amery

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion – GSI Engineering Study – Mr. Amery

GSI has informed us they apologize, however they have had a late start on the engineering study. They recently lost some key employees which has impacted their ability to work on Tooley Water District's engineering study. They feel they are getting things under control now and feel they will be making significant progress towards completing the study.

Item 9 – Discussion/Action – Tooley Policies

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

Item 10 – Discussion – Treasurer Visa Debit Card

Mr. Amery acquired a Tooley Water District Credit card as was authorized by the board in October 2018.

Item 11 – Action – Authorize Chair to sign business oregon contracts

RESOLUTION NUMBER 2022-01

**RESOLUTION OF THE TOOLEY WATER DISTRICT
AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND
BY ENTERING INTO A FINANCING CONTRACT
WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

Tooley Water District (the “Governing Body”) of the [Recipient] (the “Recipient”) finds:

A. The Recipient is a community water system as defined in Oregon Administrative Rule 123-049-0010.

B. The Safe Drinking Water Act Amendments of 1996, Pub.L. 104-182, as amended (the “Act”), authorize any community or nonprofit non-community water system to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”) to obtain financial assistance from the Safe Drinking Water Revolving Loan Fund.

C. The Recipient has filed an application with the OBDD to obtain financial assistance for a “safe drinking water project” within the meaning of the Act, and the OBDD has approved the Recipient’s application for financial assistance.

D. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, number S21015, substantially in the form attached hereto as Exhibit 1. The project is described in Exhibit C to that Financing Contract (the “Project”).

E. Notice relating to the Recipient’s consideration of the adoption of this [Ordinance/Resolution/Order] was published in full accordance with the Recipient’s charter and laws for public notification.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Recipient as follows:

1. Financing Loan Authorized. The Governing Body authorizes the [Title of Officer] to execute the Financing Contract (the “Financing Documents”) and such other documents as may be required to obtain financial assistance including a loan from the OBDD on the condition that the principal amount of the loan from the OBDD to the Recipient is not more than \$20,000 with \$20,000 eligible for principal forgiveness if contract conditions are met and the interest rate is not more than 1% [if contract conditions are met (and 1.7% if not met)]. The proceeds of the loan from the OBDD must be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4 of the Financing Contract and the Oregon Revised Statutes Section 285A.213(5) which include:

- (a) Revenue from Recipient’s water system, including special assessment revenue;
- (b) Amounts withheld under subsection 285A.213(6);
- (c) The general fund of the Recipient;
- (d) Any combination of sources listed in paragraphs (a) to (c) of this subsection; or
- (e) Any other source.

3. Additional Documents. The [Title of Officer] is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the OBDD for the Project pursuant to the Financing Documents.

4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The [name of officer] of the Recipient may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the OBDD or their bond counsel to protect the tax-exempt status of such interest.

DATED this 17th day of March, 2022.

[Tooley Water District]

[Board Chair] – Authorized Signer

ATTEST:

[Treasurer]

[Secretary]

[Board member]

[Board member]

Item 12 – Discussion / Action – PandaDoc

PandaDoc is an online document signing cloud based resource. It allows users to sign documents digitally through the cloud without having to download, print, sign, scan, and send back. Additionally, it provides a 3rd party digital certificate for the signing process.

Cost is \$228 (average of \$19/month) if paid on an annual basis.

<https://www.pandadoc.com/pricing-3/>

Essentials

Create docs with templates or the built-in editor. Collect eSignatures and track docs in real-time too.

\$19

/ month per user

[Start a free trial](#)

All the Free plan features plus:

- ✓ Templates
- ✓ Rich media drag and drop document editor
- ✓ Pricing tables
- ✓ Document analytics
- ✓ 24/7 email and chat support

Item 13 – Discussion / Action Budget Committee

Each board member should submit names of potential budget Committee members.

Positions are 3 year terms:

Position 1 – Susan Russ - 7/1/23

Position 2 – David Child - 7/1/23

Position 3 – Jeff Radford - 7/1/24

Position 4 – Kay Pratt - 7/1/24

Position 5 – Amanda Valentine – 7/1/22 - Now a Tooley Water District board member and can not be both a board member and budget committee member.

Item 14 – Discussion – Next Meeting

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

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

Meeting Adjourned