

Tooley Water District Board Meeting Agenda

Version 1.2 (updated 7/17/22)

Meeting Date: Thursday, July 21, 2022 7:00pm

Location: Online via Microsoft Teams.

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 18, 2022, Board Meeting
Meeting held virtually

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

Carol opened the meeting at 7:14 pm.

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

Carol asked for approval of the May minutes. Amanda made a motion to approve the May minutes. John seconded. All approved. Motion passed.

John provided the financials:

Checking:	\$19,141.66
Money Market:	\$34,022.98

John shared that the invoices for the grant had not yet been received and that he had transferred more into the checking account anticipating those expenses. John also shared that the revenue for the year came in at almost the exact anticipated amount. There was a difference of approximately \$70. The computer and internet costs were higher due to purchasing Panda Doc. We still have the ability to spend money and that the money for the sign holders has been authorized but they have not yet been received.

Water Report:

May Water Loss: 31.21%

System Updates:

The Board briefly discussed the nitrate issues that were occurring in Morrow County. It was discussed about possibly reaching out to the nearby farm entity to discuss the nitrate levels. Board members are concerned with the potential costs of dealing with the issue and that it would be advisable to follow the Morrow County situation to see if there are potential resources such as state emergency funding or other resources that may assist the water district. John shared that the GSI report may indicate that the nitrate issue may be a problem in both wells. Ground water may be the possible source of the nitrate. Carol asked about Oregon Rural Action as a potential advocacy group. Board members were not aware of the group. Debby asked about any past patterns regarding the nitrate issues. John shared that there is regular testing done and that there is strong history that matches up with the farming practices and increased nitrate levels. Potential next steps could include working more closely with the farm to see if an amicable solution could be achieved.

Emergency Preparedness:

No updates

Delinquent Accounts:

Board members discussed two main accounts that continue to be an issue. John shared that two out of the three meters that had previously been a problem had been checked by Hiland. It is still unclear as to if and or how Hiland is monitoring delinquent accounts. There was specific concern regarding the account that was supposed to be turned off until a valve has been repaired. Water usage for that customer was fairly high but it was unclear if the readings matched up with when communication was supposed to have been made with the account owner. Board members agreed that too much time was being discussed on delinquent account during board meetings when the understanding is that Hiland is supposed to be monitoring the issue. John will reach out to Hiland for more information.

John also shared that a potential new customer may be looking into connecting into the district.

Tooley Fee Schedule:

Board members discussed a new fee schedule. Turn-off and on fees were discussed. The main discussion centered around the Delinquency Processing Fee. The new proposed fee is \$25. John shared that his understanding is that if an account owner is on a payment plan the late charge is not applied. Debby felt that the jump from \$2 to \$25 was a big increase. City of The Dalles charges \$20 for a late fee. Board felt comfortable with the \$20 late charge.

Whereas it is within the authority of Tooley Water District’s board to set rates and fees; then Therefore, be it resolved that Tooley Water District’s fiscal year 2022/2023 rates and fees will be as follows:

**Tooley Water District Fee Schedule
Effective July 1, 2022**

System Development Fees (aka “Hook-up Fee”)	\$5,000.00
Credit Card Processing Fee	\$ 3.50
Delinquency Processing Fee (aka “Late Fee”)	\$ 20.00
Non-Sufficient Funds Check Fee	\$ 25.00
Shut-Off Fee (for non-payment)	\$ 65.00
Turn-On Fee (performed under next scheduled Hiland maintenance)	\$ 65.00
Turn-On Fee Emergency – Actual pass-through cost of Hiland (coming From Newburg) at emergency rates.	Actual Cost

John made a motion to approve the 2022-2023 Fee Schedule - Resolution 2022-03. Larry Seconded. Debby asked how the new fee information would be communicated to account members. Larry offered, with Amanda’s help, to draft a communication notice and deliver to all customers. Carol called for a vote on the motion. All approved. Motion passed.

Monthly base rate (monthly water usage is added to base rate)	\$ 76.99
Rate per 1,000 gallons up to 10,000 gallons	\$ 2.31
Rate per 1,000 gallons up to 10,000 gallons to 20,000	\$ 2.38
Rate per 1,000 gallons up to 20,000 gallons to 30,000	\$ 2.61
Rate per 1,000 gallons up to 30,000 gallons to 40,000	\$ 3.28
Rate per 1,000 gallons up to 40,000 gallons to 50,000	\$ 3.79
Rate per 1,000 gallons beyond 50,000 gallons	\$ 3.79

Tooley Policies:

John shared link from the SDAO Administrative Handbook and encouraged board members to update themselves on the information.

GSI Engineering Study:

John shared that there had been some staffing issues with GSI. The final report has been delayed but should be able to be completed within the agreed upon timeline.

Outdoor Kiosks:

No updates

Golf Course Well:

No updates

Potential Leak Repair:

John shared that he had spoken with Mel from Hiland who had seen a leak at one of the main valves. While there are currently no signs of leaks in that same valve, there is a possibility that the water is still leaking, and it is simply dissipating through the sand without causing visual signs above ground. Hiland has estimated a potential cost of \$2,500 - \$3,000 range. Larry provided additional information and was in favor of repairing the one valve. John shared that there are sufficient funds to cover the cost and it could be completed in the 2021-2022 budget year.

John made the motion for Tooley Water District to hire Hiland Water Corp to bring up their vacuum truck and attempt to locate and resolve any leaks at the suspect valve location. Larry seconded. All approved. Motion passed.

Hiland Contract:

John made a motion to approve the 2022-2023 Hiland contract with the addendum and updated fee rates and to authorize Chairperson Mauser to sign on behalf of Tooley Water District. Amanda seconded. All approved. Motion passed.

New Businesses:

No updates

Next Meeting:

Next board meeting, Thursday, July 21 at 7:00 pm

Carol adjourned the meeting at 8:52 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 7/17/22

Account Snapshot			
Checking ↓	Current Balance	Available Balance	☰
Checking	\$22,278.92	\$10,545.92	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market	\$34,029.00	\$34,029.00	>

Recent Savings Transactions

No new transactions

Recent Checking Transactions

Tooley Water District								7/17/2022 10:28 AM
Register: Checking at Washington Federal								
From 06/12/2022 through 07/17/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/13/2022		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	2,846.33	19,243.49
06/20/2022			Interest Income	Interest		X	0.96	19,244.45
06/22/2022	2236571...	Domains Priced Right	Materials and Services:...	tooleywater.org...	20.17	X		19,224.28
06/22/2022	2236577...	Domains Priced Right	Materials and Services:...	Economy Linu...	95.88	X		19,128.40
06/30/2022	5061	Amanda Valentine	Personal Services:Boar...	June Board Me...	50.00	X		19,078.40
06/30/2022	5062	Carol Mauser	Personal Services:Boar...	June Board Me...	50.00			19,028.40
06/30/2022	5063	Debby Jones	Personal Services:Boar...	June Board Me...	50.00			18,978.40
06/30/2022	5064	John Amery	Personal Services:Boar...	June Board Me...	50.00			18,928.40
06/30/2022	5065	Larry Russ	Personal Services:Boar...	June Board Me...	50.00			18,878.40
06/30/2022	5066	GSI Water Solutions	Accounts Payable	Professional Se...	11,683.00			7,195.40
06/30/2022	5067	Hiland Water Corp	Accounts Payable		4,134.00			3,061.40
07/14/2022		Hiland Water Corp	Water Revenue	Deposit		X	3,150.52	6,211.92
07/14/2022	5068	Hire Electric	Accounts Payable		150.86			6,061.06

Profit and Loss Budget vs. Actual

11:10 AM

07/17/22

Accrual Basis

Tooley Water District Profit & Loss Budget Performance July 2021 through June 2022

	Jul '21 - Jun 22	Budget	% of Budget	Jul '21 - Jun 22	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Water Revenue							
Water Sales	39,383.16	39,315.35	100.2%	39,383.16	39,315.35	100.2%	39,315.35
Total Water Revenue	39,383.16	39,315.35	100.2%	39,383.16	39,315.35	100.2%	39,315.35
Total Income	39,383.16	39,315.35	100.2%	39,383.16	39,315.35	100.2%	39,315.35
Expense							
Capital Improvements	0.00	10,000.00	0.0%	0.00	10,000.00	0.0%	10,000.00
Contingency	0.00	7,500.00	0.0%	0.00	7,500.00	0.0%	7,500.00
Materials and Services							
Computer and Internet Expenses	460.10	133.90	343.6%	460.10	133.90	343.6%	133.90
Copies	0.00	200.00	0.0%	0.00	200.00	0.0%	200.00
Dues and Fees	349.61	1,200.00	29.1%	349.61	1,200.00	29.1%	1,200.00
Grant Fulfillment	19,500.00	20,000.00	97.5%	19,500.00	20,000.00	97.5%	20,000.00
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	192.00	0.00	100.0%	192.00	0.00	100.0%	0.00
General Liability	1,159.00	0.00	100.0%	1,159.00	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	406.00	0.00	100.0%	406.00	0.00	100.0%	0.00
Liability Insurance - Other	-162.00	2,100.00	-7.7%	-162.00	2,100.00	-7.7%	2,100.00
Total Liability Insurance	1,920.00	2,100.00	91.4%	1,920.00	2,100.00	91.4%	2,100.00
Maintenance and Repairs	3,008.74	5,987.98	50.2%	3,008.74	5,987.98	50.2%	5,987.98
Network Monitoring Maintenance	329.34	339.90	96.9%	329.34	339.90	96.9%	339.90
Office Supplies	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
Operating Expenses							
Customer CC pass through	224.00	231.75	96.7%	224.00	231.75	96.7%	231.75
Disconnect Fee	0.00	60.00	0.0%	0.00	60.00	0.0%	60.00
Hiland Base Maintenance Fee	22,680.00	22,680.00	100.0%	22,680.00	22,680.00	100.0%	22,680.00
Total Operating Expenses	22,904.00	22,971.75	99.7%	22,904.00	22,971.75	99.7%	22,971.75
Postage and Delivery	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
Total Materials and Services	48,471.79	58,133.53	83.4%	48,471.79	58,133.53	83.4%	58,133.53
Personal Services							
Boardmember Incentives	2,499.95	3,000.00	83.3%	2,499.95	3,000.00	83.3%	3,000.00
Boardmember training/meetings	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
Crime Bond	154.00	150.00	102.7%	154.00	150.00	102.7%	150.00
Workmans Compensation Insurance	601.42	648.90	92.7%	601.42	648.90	92.7%	648.90
Total Personal Services	3,255.37	4,048.90	80.4%	3,255.37	4,048.90	80.4%	4,048.90
Total Expense	51,727.16	79,682.43	64.9%	51,727.16	79,682.43	64.9%	79,682.43
Net Ordinary Income	-12,344.00	-40,367.08	30.6%	-12,344.00	-40,367.08	30.6%	-40,367.08
Other Income/Expense							
Other Income							
Grant Income	7,817.00	20,000.00	39.1%	7,817.00	20,000.00	39.1%	20,000.00
Interest Income	19.47	32.00	60.8%	19.47	32.00	60.8%	32.00
Total Other Income	7,836.47	20,032.00	39.1%	7,836.47	20,032.00	39.1%	20,032.00
Net Other Income	7,836.47	20,032.00	39.1%	7,836.47	20,032.00	39.1%	20,032.00
Net Income	-4,507.53	-20,335.08	22.2%	-4,507.53	-20,335.08	22.2%	-20,335.08

Checks that have not cleared

11:21 AM

07/17/22

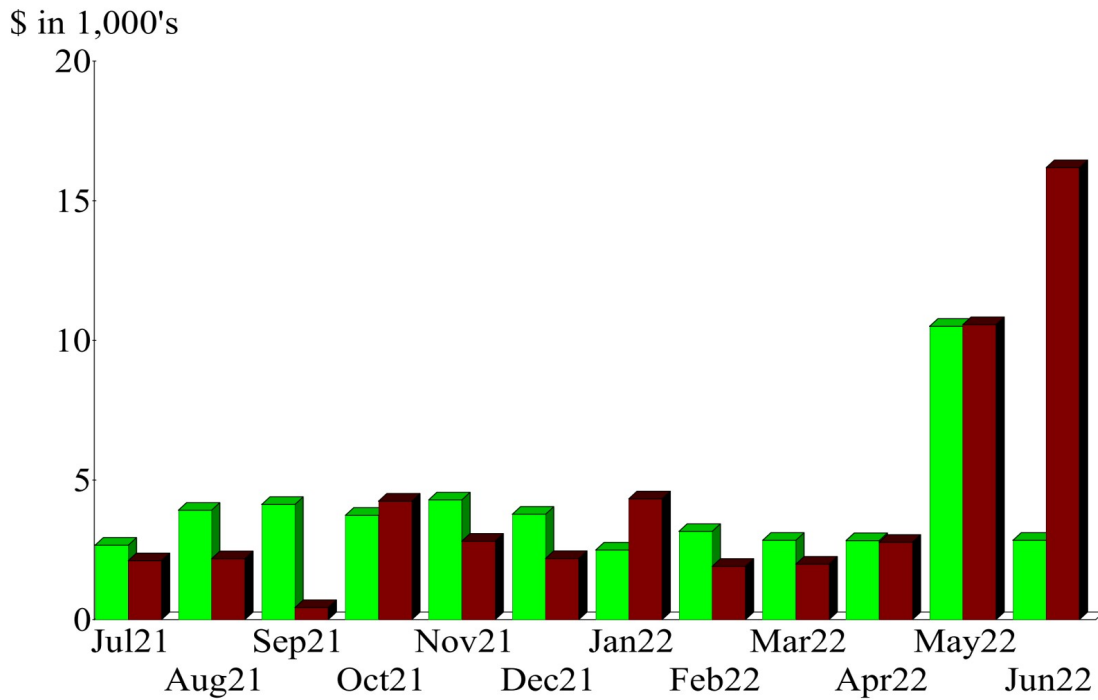
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	05/31/2022	5059	Larry Russ	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	06/30/2022	5062	Carol Mauser	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	06/30/2022	5063	Debby Jones	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	06/30/2022	5064	John Amery	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	06/30/2022	5065	Larry Russ	June Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill Pmt -Check	06/30/2022	5066	GSI Water Solutions	Professional Services from May 1, 2022 to...	Checki...		Accounts Payable	-11,683.00
Bill Pmt -Check	06/30/2022	5067	Hiland Water Corp		Checki...		Accounts Payable	-4,134.00
Bill Pmt -Check	07/14/2022	5068	Hire Electric		Checki...		Accounts Payable	-150.86
Total								<u>-16,217.86</u>

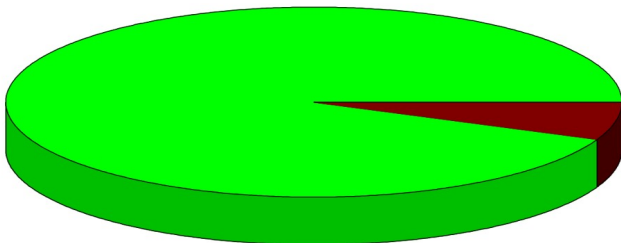
Income and Expense by Month – Chart

Income and Expense by Month
July 2021 through June 2022



Expense Summary
July 2021 through June 2022

Materials and Services	93.71%
Personal Services	6.29
Total	\$51,727.16



Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
11:28 AM					
07/17/22					
Accrual Basis					
Tooley Water District					
Maintenance and Repairs details					
July 1, 2021 through July 17, 2022					
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
04/30/2022	3313	220401 Repairs	Curtis Olson - replaced meter, bucket tests for ...	59.00	189.34
04/30/2022	3313	220401 Repairs	10% markup of meter replacement	5.90	195.24
05/31/2022	3344	20220524 Repairs	Mel Olson - Checked 2 meters for accuracy.	37.00	232.24
05/31/2022	3344	Hiland Water Corp	Alexin Analytical - Nitrates 4th quarter 2021	150.00	382.24
05/31/2022	3344	Hiland Water Corp	Alexin Analytical - Nitrates 1st quarter 2022	175.00	557.24
05/31/2022	3344	Hiland Water Corp	OHA Annual Water System Fee	175.00	732.24
05/31/2022	3344	Hiland Water Corp	10% markup	50.00	782.24
06/30/2022	3387	220619 Repairs	Robert Trotter - Responded to low reservoir alar...	236.00	1,018.24
06/30/2022	3387	220629 Repairs	Mel Olson - Explored around 2" valve.	703.00	1,721.24
06/30/2022	3387	220629 Repairs	Matt Thompson - Explored around 2" valve.	560.50	2,281.74
06/30/2022	3387	220629 Repairs	Tiger Robitaille - Explored around 2" valve.	389.50	2,671.24
06/30/2022	3387	220629 Repairs	Service Truck	90.00	2,761.24
06/30/2022	3387	220629 Repairs	Vac Trailer	247.50	3,008.74
07/14/2022	613707	220712 Repairs	CHECK UPPER WELL. IS PUMP RUNNING IN...	150.86	3,159.60
Total Maintenance and Repairs				3,159.60	3,159.60
Total Materials and Services				3,159.60	3,159.60
TOTAL				3,159.60	3,159.60

Item 4 – Discussion – Water Report

March 2022	April 2022	May 2022	June 2022
Gallons pumped: 195,130	Gallons pumped: 295,560	Gallons pumped: 231,670	Gallons pumped: 446,020
Gallons sold: 137,330	Gallons sold: 198,160	Gallons sold: 159,360	Gallons sold: 299,080
Gallons lost: 57,800	Gallons lost: 97,400	Gallons lost: 72,310	Gallons lost: 146,940
Water Loss: 29.62%	Water Loss: 32.95%	Water Loss: 31.21%	Water Loss: 32.95%

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

- Mr. Russ – Update on Leak repair.
- Mr. Russ – Update on VFD
- Mr. Russ – Update on system chlorination
- Mr. Russ – Hand held nitrate testers – Potential motion for purchase.

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Action - Hiland Contract

Motion to Authorize Chairperson Mauser to sign an Addendum to Tooley's contract with Hiland with the following rate increases for fiscal year 2022-2023 as presented.

**ADDENDUM TO AGREEMENT BY AND BETWEEN THE TOOLEY WATER DISTRICT
AND HILAND WATER CORPORATION DATED JULY 20, 2017**

THIS ADDENDUM is made and entered into this 1st day of July 2022, by and between the Tooley Water District, (hereinafter referred to as "Tooley") and Hiland Water Corporation (hereinafter referred to as "Contractor") provides for extension of the Agreement until June 30, 2023.

RECITALS

WHEREAS, Tooley and the Contractor entered into an agreement for water system related operations and maintenance services dated July 20, 2017 ("Agreement");

WHEREAS, the Agreement has been extended and modified on June 15, 2018;

WHEREAS, the Agreement has been extended and modified on May 13, 2019 and has at all times since July 20, 2017 remained in full force and effect;

WHEREAS, Section "Category/Personnel" "2019-2020 Rates" to the last modified Agreement obligated Contractor to provide services set forth at rates as listed in that section;

WHEREAS, the Agreement has been extended and modified on June 30, 2020 with an addendum signed by both parties on July 12, 2020 and July 13, 2020;

WHEREAS, the Agreement has been extended and modified on July 1, 2021 with an addendum signed by both parties on July 16, 2021;

WHEREAS, it is agreed that any additional travel that can not be scheduled with the regularly scheduled base fee cycle will be charged as time and materials at the current listed rate;

WHEREAS, it is agreed that any items not listed below would be charged at their previously established rates;

WHEREAS, the parties desire to extend the Agreement for additional time to June 30, 2023; and

NOW, THEREFORE, the parties agree to modify the following parts of the Agreement: "Category/Personnel" "2021-2022 Rates" as set forth below.

AGREEMENT

Except as otherwise provided herein all terms and conditions of the Agreement shall remain in full force and effect.

Category/ Personnel	2022 - 2023	
	2022 – 2023 Rates	Emergency Rates

Monthly Base Fee	\$2,175.00	n/a
Micah Olson	\$110.00	\$132.00
Silas Olson	\$100.00	\$120.00
Aaron Olson	\$80.00	\$96.00
Melvin Olson	\$80.00	\$96.00
Devin Geiger	\$72.00	\$86.00
Matt Olson	\$72.00	\$86.00
Matt Thompson	\$68.00	\$82.00
Robert Trotter	\$68.00	\$82.00
Curtis Olson	\$68.00	\$82.00
Paul Howard	\$68.00	\$82.00
Tracey Oberacker	\$68.00	\$82.00
Chris Pomeroy	\$57.00	\$68.00
Travis Byerly	\$57.00	\$68.00
Kylah Cook	\$47.00	\$56.00
Alex Victor	\$47.00	\$56.00
Scott Tatro	\$47.00	\$56.00
Joel Ellis	\$47.00	\$56.00
Emily Denney	\$47.00	\$56.00
Eve Elias	\$47.00	\$56.00
Jonathan Estrada	\$47.00	\$56.00
Isaac Rider	\$47.00	\$56.00
9,200 lb Excavator	\$420.00/day	\$420.00/day
5-yard Dump Truck	\$60.00	\$60.00
Vacuum Excavation	\$60.00	\$60.00
Backflow Testing	\$35.00/test	\$35.00/test
Service Truck	\$20.00	\$20.00
Direct Expenses	Cost + 10%	Cost + 10%
Subcontractor	Cost + 10%	Cost + 10%

Tooley Water District	Hiland Water Corporation
_____	_____
Date	Date
Carol Mauser Chairperson	Silas Olson General Manager

Item 9 – Discussion – Nitrate resolution plan

Tooley Water District has now received the final version of GSI's feasibility study.

Next steps / options moving forward:

- Identify water rights and potentially move forward to acquire additional rights.
- Identify preferred plan moving forward:
 - Develop new well on Carrell residence – Estimated at \$1,061,700 + Property Easement/purchase + water rights.
 - Develop new well at reservoir – Estimated at \$1,146,100 + water rights.
 - Attempt to negotiate with City/County to attempt to join their system.
 - Identify that no option is financially attainable and choose to move forward operating as we currently are.

Item 10 – Discussion – Tooley Policies

SDAO has updated their Administrative Handbook. Tooley may be able to develop some policies from this handbook.

<https://www.sdao.com/sdao-administrative-handbook>

Another good resources is Chapter 860 of the PUC:

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=4050>

Item 11 – Discussion/Action – Outdoor Kiosks

Mr. Amery reached out to Valencia Lawn Care LLC with regards to developing our Kiosks. We have received a response with additional questions, however have not received an estimate yet.

Item 12 – New Business

Place holder for new business

Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on August 18, 2021 at 7:00pm.

For virtual access – contact johnamery@tooleywater.org or 541-340-0032.

Meeting Adjourned