

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 8/17/22)

Meeting Date: Thursday, August 18, 2022 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/join/19%3ameeting_NzI0OWVkJUtOWZmNi00MjQwLTg0OTEtNTRIZjVjMTIyZjI2%40thread.v2/0?context=%7b%22Tid%22%3a%2263870596-78a8-4ee2-93b9-de492e15c25f%22%2c%22Oid%22%3a%227710e67a-7223-411a-975f-b495630b89e5%22%7d

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
July 21, 2022, Board Meeting
Meeting held virtually

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

Carol opened the meeting at 7:07 pm.

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

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

John provided the financials:

Checking: \$22,278.92

Money Market: \$34,029.00

John indicated that the final reimbursement from the Business Oregon grant had not yet been received. This is the reason for the financials and the close of the 2021-2022 being slightly out of alignment. This will eventually rectify itself. John updated board members on June expenses, especially regarding maintenance charges that occurred at the of the month.

Water Report:

May Water Loss: 31.21%

Board Members discussed the consistent water loss. The water loss percentage has remained fairly consistent over the past several months even though the amount of water pumped has varied greatly.

System Updates:

Larry shared that at the end of June the reservoir water level had dropped dramatically which caused the need to turn on the lower well. Fortunately, this coincided with the timing of Larry going door to door to share notification of the new rates. Larry provided documentation of the turning on of the lower well which met the nitrate notification requirements. During this same time, the VFD monitor failed. Hire Electric was called in to rectify the problem. Larry shared that due to these system issues there were temporary chlorination level issues. The correct chlorine levels were quickly brought back online.

Larry also shared that he was on site when Hiland came out to repair the valve discussed at last month's meeting. Upon further inspection, it was determined that it was an old, damaged valve that had been visibly leaking in the past but not leaking now. John and Larry felt that it would be cost prohibitive to repair the valve with it not being a major valve. All board members agreed with the decision taken by John and Larry.

Larry noted that Sam Springer had requested a reimbursement from a prior water leak that he has since repaired. Board agreed to honor Mr. Springers request.

Larry updated the board on the Nitrate testers that are handheld and could be used to assess nitrate levels weekly with immediate feedback as opposed to waiting for Hiland and the test monitoring process. Larry shared the idea with Hiland and they agreed that it would be a great idea. John made the motion to authorize John and Larry to spend up to \$600 for the purchase of a Nitrate Test Kit. Larry seconded. All approved. Motion passed.

Larry received a call from Jeremy Valentine who has had previous experience with testing for nitrate levels. He used one of his test strips which showed an elevated nitrate level. Larry shared the information with Hiland who was due to test the following day. Larry asked for the lab to put a rush on the results. Larry will call Hiland tomorrow for the results. Board members acknowledged the extra efforts of both Larry and John.

No updates on Emergency Preparedness.

Delinquent Accounts:

Board discussed the account that was supposed to fix their valve. There is not an indication that this has occurred. John discussed the delinquent account process with Hiland. John suggested that Hiland follow a 3-month plan that would include the opportunity for a payment plan as well as an eventual water meter disconnect after 6 months.

Hiland Contract:

There was an issue with the contract that had been presented by Hiland. In the previous contract Hiland had agreed to not charge for travel. This was becoming too costly for Hiland. The new contract includes cost for any additional travel. The potential of adding additional nitrate testers, that Hiland would use, being added to the contract was also discussed. Debby asked if the nitrate testers would be used instead of current lab testing. John stated that OHA requires the district to provide a test every two months. The current Hiland contract has not included additional nitrate testing.

Larry made a motion to authorize Chairperson Mauser to sign the amended Hiland Contract. John seconded. All approved. Motion passed.

Nitrate Resolution Plan:

Board discussed the final GIS which included options of drilling a new well. Two different locations were identified in the report. Both recommendations were over \$1 million. A discussion regarding increasing the district's water rights was also addressed and if a new well would require new water rights. Carol inquired as to the assurance of a new well not having nitrate issues. The GIS report provided information on drilling deeper for the new well which could provide nitrate free water. The board discussed the option of merging with another system, such as the city or Chenowith. Chenowith had previously indicated the potential requirement of over million in system upgrades. The Board also discussed Larry's suggestion of corresponding with the farm owners, explain the situation and ask for their assistance. Larry requested support from the board to prepare a letter to Siri and Sons, who are leasing the land owned by Mr. Baldwin. Board provided their support.

Tooley Policies:

Reminder to board members to look into the SDAO policy book.

There were no updates on the Kiosks.

Meeting adjourned at 8:53

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	\$5,953.96	\$5,953.96		>
Money Market ↓	Current Balance	Available Balance		☰
Money Market	\$50,029.00	\$50,029.00		>

Recent Savings Transactions

Tooley Water District							8/17/2022 11:29 AM		
Register: Savings at Washington Federal									
From 07/17/2022 through 08/17/2022									
Sorted by: Date, Type, Number/Ref									
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance	
08/11/2022			Checking at Washingto...	Business Orego...		X	16,000.00	50,029.00	

Recent Checking Transactions

Tooley Water District					8/17/2022 11:45 AM			
Register: Checking at Washington Federal								
From 07/17/2022 through 08/17/2022								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/20/2022			Interest Income	Interest	X		0.73	6,061.79
07/21/2022		Business Oregon	Grant Income	Deposit		X	11,683.00	17,744.79
07/22/2022		Hanna Instruments	Accounts Payable	Purchase Nitrat...	537.20	X		17,207.59
07/31/2022	5069	Carol Mauser	Personal Services:Boar...	July Board Me...	50.00			17,157.59
07/31/2022	5070	Debby Jones	Personal Services:Boar...	July Board Me...	50.00			17,107.59
07/31/2022	5071	John Amery	Personal Services:Boar...	July Board Me...	50.00			17,057.59
07/31/2022	5072	Larry Russ	Personal Services:Boar...	July Board Me...	50.00			17,007.59
07/31/2022	5073	Hiland Water Corp	Accounts Payable	Services perfor...	2,203.00			14,804.59
08/08/2022		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	4,746.37	19,550.96
08/11/2022			Savings at Washington ...	Business Orego...	16,000.00	X		3,550.96

Profit and Loss Budget vs. Actual

Checks that have not cleared

11:50 AM

08/17/22

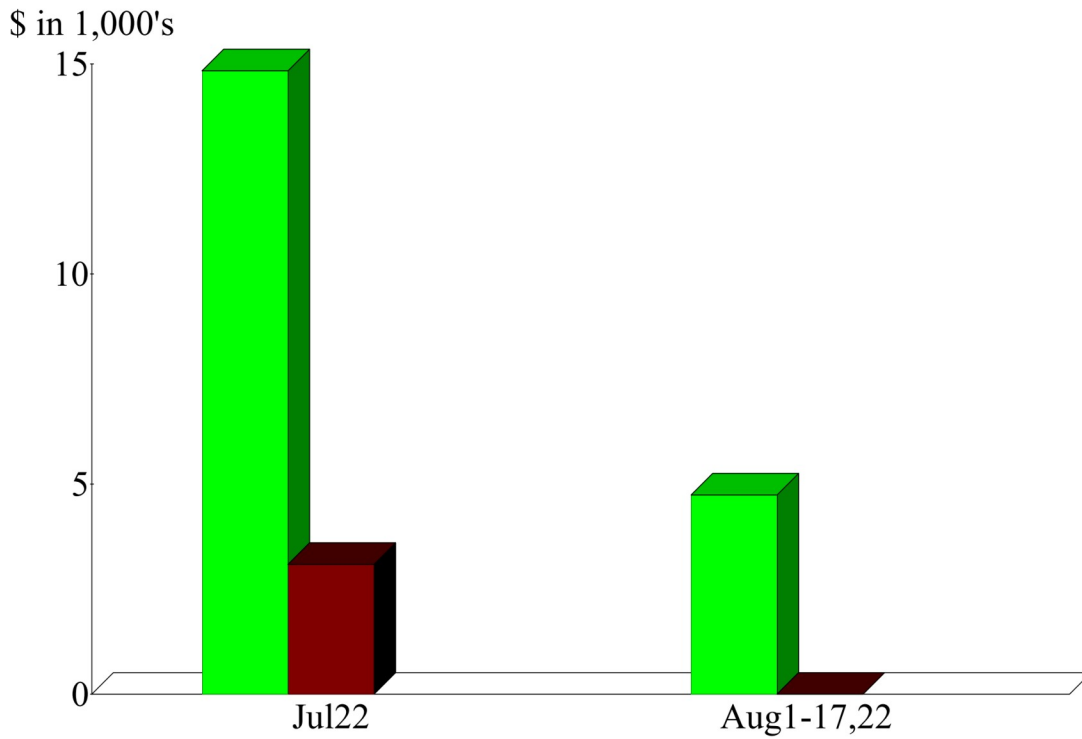
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	07/31/21	5069	Carol Mauser	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	07/31/21	5070	Debby Jones	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	07/31/21	5071	John Amery	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	07/31/21	5072	Larry Russ	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill ...	07/31/21	5073	Hiland Water Corp	Services performed in July	Checki...		Accounts Payable	-2,203.00
Total								<u>-2,403.00</u>

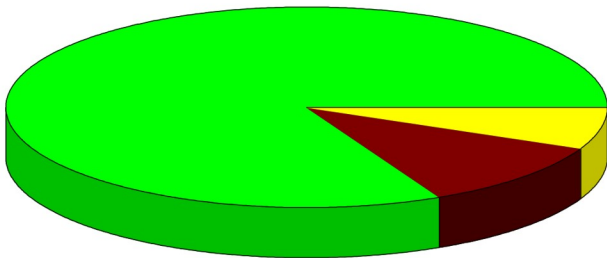
Income and Expense by Month – Chart

Income and Expense by Month
July 1 through August 17, 2022



Expense Summary
July 1 through August 17, 2022

	Materials and Services	82.39%
	Capital Improvements	11.14
	Personal Services	6.47
Total		\$3,091.06



Maintenance and Repairs – Details

11:37 AM 08/17/22 Accrual Basis	Tooley Water District Maintenance and Repairs details July 2022 through June 2023				
Date	Num	Name	Memo	Amount	Balance
Materials and Services					
Maintenance and Repairs					
07/14/2022	6137...	220712 Repairs	CHECK UPPER WELL. IS PUMP RUNNING IN...	150.86	150.86
Total Maintenance and Repairs				150.86	150.86
Total Materials and Services				150.86	150.86
TOTAL				150.86	150.86

Item 4 – Discussion – Water Report

April 2022 Gallons pumped: 295,560 Gallons sold: 198,160 Gallons lost: 97,400 Water Loss: 32.95%	May 2022 Gallons pumped: 231,670 Gallons sold: 159,360 Gallons lost: 72,310 Water Loss: 31.21%	June 2022 Gallons pumped: 446,020 Gallons sold: 299,080 Gallons lost: 146,940 Water Loss: 32.95%	August 2022 Gallons pumped: 542,850 Gallons sold: 435,530 Gallons lost: 107,320 Water Loss: 19.77%
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Item 5 – Discussion/ Action – System Updates – Mr. Russ and Mr. Amery

- Turned on upper well.
- Mr. Russ conversation with Joe Siri

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – 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 9 – 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 10 – 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 11 – New Business

Place holder for new business

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Thursday on September 15, 2021 at 7:00pm.

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

Meeting Adjourned