

Tooley Water District Board Meeting Agenda

Version 1.2 (updated 5/17/23)

Meeting Date: Wednesday, May 17, 2023 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzI0OWVknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkMTlyZjI2%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

Topics

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District

April 19, 2023, Board Meeting

Meeting held virtually

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

Carol opened the meeting at 7:01 pm

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

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

Financial Report

Checking: \$ 10,967.05

Money Market: \$ 50,101.35

John updated board members on the financials.

- John shared that there was an increase in the interest from Washington Federal on our Money Market Account
- S.D.I.S issued a longevity credit
- Charge to close out the lien on the Dunigan property
- John shared some changes to the looks of some of the financial reports to help them become more time relevant.

Water Report

March Water Loss: 37.72%

- Larry updated the board on a discussion he had with Melvin from Hiland regarding the valve that had been worked on last year regarding water loss. Melvin stated that if you have a leak, the numbers would not fluctuate. He was more concerned with meter misreading. Larry and Melvin will follow-up. John still believes there may be a leak in looking at the overall trends. Larry shared that the valve that was worked on was a minor leak that only required tightening. The booster pump leak is not believed to explain the loss amount.

System Updates

- Leaking booster pump – The district is waiting on a potential cost on repair of the leak on the booster pump. Larry will follow-up again with Hiland.
- Chlorine residual tests – Board discuss the current procedure of chlorine testing. Dave Nelson has been performing these tests. Mr. Nelson has been paid for this service, but there is still concerns regarding payment as the individual is not an employee of the district nor are they insured for the service. John also shared that Nelson's are moving in mid-May. Larry

asked for an update on the potential automated chlorination system. Larry volunteered to take on the work of testing the chlorinator during the interim.

- John received an estimate cost for an automated chlorination system that would work with the Sensaphone system. The estimate is \$8,733. This amount would put us over budget for Capital Projects. Another item of note was the Kiosks that had been authorized. John did feel that we could utilize our contingency fund to transfer to Capital Projects. Debby asked regarding exactly what would be the benefit of the system. John shared that by OHA statute the district is required to check chlorination status twice a week. The automated system would cover this requirement. There is an additional \$1,500 annual software/reporting cost. The system monitors the amount of chlorine but does not adjust the level. It provides an alarm notifying that chlorine is too high or too low. Board discussed cost of the system and felt it was important to use a system that Hiland was familiar with. The analyzer would be compatible with our current sensaphone system. Board discussed the timing of the purchase and installation. It was agreed, if possible, to have the system paid for in this budget year. Board discussed which budget item was the best fit.
- Emergency Preparedness
 - No updates

Delinquent Accounts

- The Dunigan property has been sold and the past due payment has been paid in full.
- The Saylor account is the only delinquent account at this time. A payment was made and according to an email that John received, Hiland is working with Saylor's. The water usage report indicates no water usage. Board was concerned with Hiland following the bylaws and procedures for the late accounts. There is still a question as to whether Hiland billed the district or Saylor's for the time and effort to turn their water back on several months ago.

Nitrate Resolution Plan:

- John and Carol shared a detailed table of several potential funding options that the district may be eligible for. The information is from the Sacramento State Office of Water Programs and funded by the EPA. Funding options discussed include the following:
 - Oregon Safe Drinking Water State Revolving Fund – letter submitted in March 2023
 - Community Development Block Grant – have not submitted yet
 - Congressionally Directed Spending with Oregon Legislature Request
 - Christmas Tree Funding
 - Low Income Household Water Assistance Program
 - Emergency Community
 - US Department of Agriculture Rural Development
- Larry asked if there were any current Nitrate reports. John shared that he had not received any yet from Hiland.

Tooley Policies

- No updates

Outdoor Kiosks

- Board decided to hold on this project at this time.

New Business

- Larry mentioned that weed eating would need to take place at the wells and reservoir. Debby offered to continue doing the reservoir and John would do the well close to his house. Still need to find a solution for the lower well.



Next Meeting: Wednesday, May 17, 2023

Meeting adjourned at 8:49 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 5/14/23

Account Snapshot			
Checking ↑	Current Balance	Available Balance	
Checking 	\$13,239.35	\$13,239.35	>
Money Market ↓	Current Balance	Available Balance	
Money Market 	\$50,101.35	\$50,101.35	>

Recent Savings Transactions

There were no Savings Transactions since the last board meeting.

Recent Checking Transactions

Tooley Water District								5/14/2023 11:07 AM
Register: Checking at Washington Federal								
From 04/16/2023 through 05/14/2023								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/16/2023		Wasco County Clerk	Materials and Services:...	COUNTY OF ...	79.00	X		8,426.05
04/20/2023			Interest Income	Interest		X	1.77	8,427.82
04/30/2023	5123	Amanda Valentine	Personal Services:Boar...	April Board M...	50.00			8,377.82
04/30/2023	5124	Carol Mauser	Personal Services:Boar...	April Board M...	50.00			8,327.82
04/30/2023	5125	Debby Jones	Personal Services:Boar...	April Board M...	50.00			8,277.82
04/30/2023	5126	John Amery	Personal Services:Boar...	April Board M...	50.00			8,227.82
04/30/2023	5127	Larry Russ	Personal Services:Boar...	April Board M...	50.00			8,177.82
04/30/2023	5128	Lorraine Nelson	Materials and Services:...	Chlorine Level...	175.00			8,002.82
04/30/2023	5129	Hiland Water Corp	Accounts Payable	Services Perfor...	3,215.66			4,787.16
05/12/2023		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	4,711.53	9,498.69

Profit and Loss Budget vs. Actual

11:14 AM
05/14/23
Accrual Basis

Tooley Water District Profit & Loss Budget Performance April 2023

	Apr 23	Budget	% of Budget	Jul '22 - Apr 23	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	0.00			5,000.00			
Water Revenue							
Water Sales	3,441.30	3,220.83	106.8%	36,873.08	38,467.14	95.9%	44,763.25
Total Water Revenue	3,441.30	3,220.83	106.8%	36,873.08	38,467.14	95.9%	44,763.25
Total Income	3,441.30	3,220.83	106.8%	41,873.08	38,467.14	108.9%	44,763.25
Expense							
Capital Improvements							
System Development Chg.-Expense	0.00			5,191.93			
Capital Improvements - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	12,000.00
Total Capital Improvements	0.00	0.00	0.0%	5,191.93	0.00	100.0%	12,000.00
Materials and Services							
Computer and Internet Expenses	228.00	228.00	100.0%	228.00	344.05	66.3%	762.92
Copies	0.00	16.66	0.0%	0.00	166.60	0.0%	200.00
Dues and Fees							
Laboratory Fees	0.00	70.00	0.0%	0.00	700.00	0.0%	840.00
Dues and Fees - Other	0.00	0.00	0.0%	375.45	349.61	107.4%	360.00
Total Dues and Fees	0.00	70.00	0.0%	375.45	1,049.61	35.8%	1,200.00
Legal Services	79.00	0.00	100.0%	163.00	0.00	100.0%	5,000.00
Liability Insurance							
Boiler&Machinery	0.00	0.00	0.0%	0.00	160.50	0.0%	160.50
Equipment Breakdown Coverage	0.00			150.00			
Excess	0.00	0.00	0.0%	192.00	205.44	93.5%	205.44
General Liability	0.00	0.00	0.0%	1,063.00	1,240.13	85.7%	1,240.13
Insurance Refund	0.00			-162.00	0.00	100.0%	0.00
N/O Auto Liability	0.00	0.00	0.0%	175.00	187.25	93.5%	187.25
Property	0.00	0.00	0.0%	450.00	434.42	103.6%	434.42
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	19.26
Total Liability Insurance	0.00	0.00	0.0%	1,868.00	2,227.74	83.9%	2,247.00
Maintenance and Repairs	886.32	557.73	158.9%	2,826.94	5,577.30	50.7%	6,692.80
Network Monitoring Maintenance	329.34	340.00	96.9%	329.34	340.00	96.9%	340.00
Office Supplies	0.00	8.33	0.0%	0.00	83.30	0.0%	100.00
Operating Expenses							
Customer CC pass through	0.00	19.89	0.0%	91.00	198.90	45.8%	238.70
Disconnect Fee	0.00	0.00	0.0%	60.00	0.00	100.0%	60.00
Hiland Base Maintenance Fee	2,175.00	2,175.00	100.0%	21,750.00	21,750.00	100.0%	26,100.00
Total Operating Expenses	2,175.00	2,194.89	99.1%	21,901.00	21,948.90	99.8%	26,398.70
Postage and Delivery	0.00	8.33	0.0%	24.98	83.30	30.0%	100.00
Total Materials and Services	3,697.66	3,423.94	108.0%	27,716.71	31,820.80	87.1%	43,041.42
Personal Services							
Boardmember Incentives	250.00	250.00	100.0%	2,300.00	2,500.00	92.0%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	0.00			154.00	175.00	88.0%	175.00
Meeting Expense	0.00	200.00	0.0%	0.00	200.00	0.0%	200.00
Workmans Compensation Insurance	0.00			634.67	668.37	95.0%	668.37
Total Personal Services	250.00	450.00	55.6%	3,088.67	3,543.37	87.2%	4,293.37
Total Expense	3,947.66	3,873.94	101.9%	35,997.31	35,364.17	101.8%	59,334.79
Net Ordinary Income	-506.36	-653.11	77.5%	5,875.77	3,102.97	189.4%	-14,571.54
Other Income/Expense							
Other Income							
Grant Income	0.00	0.00	0.0%	11,683.00	0.00	100.0%	0.00
Interest Income	1.77	2.50	70.8%	244.36	25.00	977.4%	30.00
Total Other Income	1.77	2.50	70.8%	11,927.36	25.00	47,709.4%	30.00
Net Other Income	1.77	2.50	70.8%	11,927.36	25.00	47,709.4%	30.00
Net Income	-504.59	-650.61	77.6%	17,803.13	3,127.97	569.2%	-14,541.54

Checks that have not cleared

10:54 AM

05/14/23

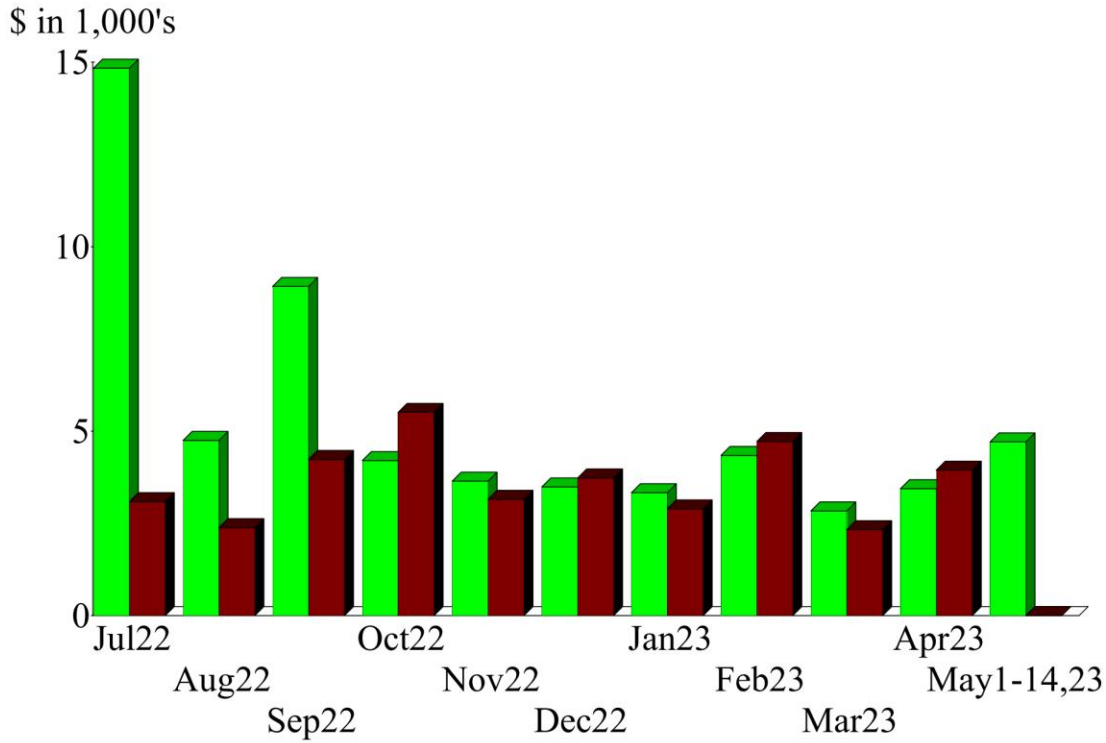
Accrual Basis

Tooley Water District Checks that have not cleared All Transactions

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Ch...	03/31/21	5120	John Amery	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	03/31/21	5121	Larry Russ	March Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	5123	Amanda Valentine	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	5124	Carol Mauser	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	5125	Debby Jones	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	5126	John Amery	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	5127	Larry Russ	April Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Ch...	04/30/21	5128	Lorraine Nelson	Chlorine Levels testing for March and April	Checki...		Maintenance and Repairs	-175.00
Bill ...	04/30/21	5129	Hiland Water Corp	Services Performed in April	Checki...		Accounts Payable	-3,215.66
Total								<u>-3,740.66</u>

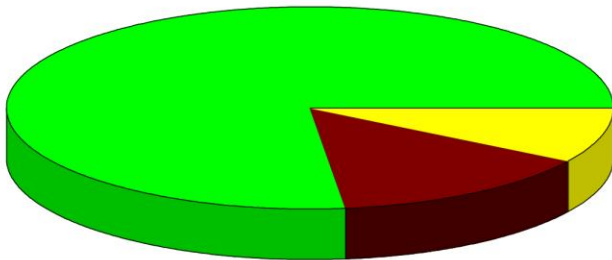
Income and Expense by Month – Chart

Income and Expense by Month
July 1, 2022 through May 14, 2023



Expense Summary
July 1, 2022 through May 14, 2023

Materials and Services	77.00%
Capital Improvements	14.42
Personal Services	8.58
Total	\$35,997.31



Maintenance and Repairs – Details

10:42 AM

05/14/23

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
07/22/2022	3919...	Purchase Nitrate Tester	1 × Nitrate Reagents (300 tests)	193.00	343.86
08/26/2022		Hanna Instruments	Refund for item not delivered	-12.00	331.86
09/09/2022		Hanna Instruments	Refund for unused tablets	-181.00	150.86
09/30/2022	6310...	City of The Dalles	8/24/22 - Water Utility - Samples 051	30.00	180.86
12/31/2022	3635	Hiland Water Corp	Furrow Pump - LMI Pump Repair (backup)	308.00	488.86
12/31/2022	3635	Hiland Water Corp	Furrow Pump - LMI Pump Repair (backup)	528.00	1,016.86
12/31/2022	3635	Hiland Water Corp	Ace Hardware - padlock for shut off	16.78	1,033.64
12/31/2022	3635	Hiland Water Corp	OHA Cross Connection Annual Fee	30.00	1,063.64
12/31/2022	3635	Hiland Water Corp	10% markup of items purchased Dec. 2022	88.28	1,151.92
01/31/2023	3669	Hiland Water Corp	Alexin Analytical - Nitrate tests	210.00	1,361.92
01/31/2023	3669	Hiland Water Corp	Alexin Analytical - Nitrates	210.00	1,571.92
01/31/2023	3669	Hiland Water Corp	10% markup of nitrate tests	42.00	1,613.92
02/28/2023	3707	20230201 Repairs	Robert Trotter - Installed pressure switch for air ...	177.00	1,790.92
02/28/2023	3707	Hiland Water Corp	Alexin - nitrate tests	60.00	1,850.92
02/28/2023	3707	Hiland Water Corp	10% markup of items purchased	23.70	1,874.62
03/31/2023	3754	Hiland Water Corp	Alexin Analytical - nitrates	60.00	1,934.62
03/31/2023	3754	Hiland Water Corp	10% markup of alexin analytical nitrate report	6.00	1,940.62
04/30/2023	5128	Lorraine Nelson	Chlorine Levels testing for March and April	175.00	2,115.62
04/30/2023	3803	20230419 repairs	Robert Trotter - Repaired chlorine injector.	170.00	2,285.62
04/30/2023	3803	20230419 repairs	Matt Jackson - Repaired chlorine injector.	399.00	2,684.62
04/30/2023	3803	20230419 repairs	Consolidated Supply - 1" x 1/2" SS Threaded Bu...	7.21	2,691.83
04/30/2023	3803	20230419 repairs	Sawyer's Hardware LLC - parts	17.17	2,709.00
04/30/2023	3803	Hiland Water Corp	Alexin Analytical - Nitrates	105.00	2,814.00
04/30/2023	3803	Hiland Water Corp	10% Markup of materials	12.94	2,826.94
Total Maintenance and Repairs				2,826.94	2,826.94
Total Materials and Services				2,826.94	2,826.94
TOTAL				2,826.94	2,826.94

Balance Sheet History over the years

**Tooley Water District
Balance Sheet Prev Year Comparison
As of May 14, 2015**

	<u>May 14, 15</u>	<u>May 14, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	13,092.02	0.00	13,092.02	100.0%
Savings at Washington Federal	15,012.24	0.00	15,012.24	100.0%
Total Checking/Savings	<u>28,104.26</u>	<u>0.00</u>	<u>28,104.26</u>	<u>100.0%</u>
Total Current Assets	28,104.26	0.00	28,104.26	100.0%
Fixed Assets				
Tooley Fixed Assets	249,300.00	0.00	249,300.00	100.0%
Total Fixed Assets	<u>249,300.00</u>	<u>0.00</u>	<u>249,300.00</u>	<u>100.0%</u>
TOTAL ASSETS	<u>277,404.26</u>	<u>0.00</u>	<u>277,404.26</u>	<u>100.0%</u>
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	268,845.93	0.00	268,845.93	100.0%
Retained Earnings	636.89	0.00	636.89	100.0%
Net Income	7,921.44	0.00	7,921.44	100.0%
Total Equity	<u>277,404.26</u>	<u>0.00</u>	<u>277,404.26</u>	<u>100.0%</u>
TOTAL LIABILITIES & EQUITY	<u>277,404.26</u>	<u>0.00</u>	<u>277,404.26</u>	<u>100.0%</u>

Tooley Water District
Balance Sheet Prev Year Comparison
As of May 14, 2017

	<u>May 14, 17</u>	<u>May 14, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	13,975.24	11,420.43	2,554.81	22.4%
Savings at Washington Federal	26,115.91	23,507.14	2,608.77	11.1%
Total Checking/Savings	40,091.15	34,927.57	5,163.58	14.8%
Total Current Assets	40,091.15	34,927.57	5,163.58	14.8%
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
Total Fixed Assets	249,300.00	249,300.00	0.00	0.0%
TOTAL ASSETS	289,391.15	284,227.57	5,163.58	1.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	1,722.00	0.00	1,722.00	100.0%
Total Accounts Payable	1,722.00	0.00	1,722.00	100.0%
Total Current Liabilities	1,722.00	0.00	1,722.00	100.0%
Total Liabilities	1,722.00	0.00	1,722.00	100.0%
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	12,921.01	7,353.38	5,567.63	75.7%
Net Income	5,892.70	8,018.75	-2,126.05	-26.5%
Total Equity	287,669.15	284,227.57	3,441.58	1.2%
TOTAL LIABILITIES & EQUITY	289,391.15	284,227.57	5,163.58	1.8%

Tooley Water District
Balance Sheet Prev Year Comparison
As of May 14, 2019

	<u>May 14, 19</u>	<u>May 14, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	5,357.33	9,692.52	-4,335.19	-44.7%
Savings at Washington Federal	42,831.05	32,105.19	10,725.86	33.4%
Total Checking/Savings	48,188.38	41,797.71	6,390.67	15.3%
Total Current Assets	48,188.38	41,797.71	6,390.67	15.3%
Fixed Assets				
Tooley Fixed Assets	249,300.00	249,300.00	0.00	0.0%
Total Fixed Assets	249,300.00	249,300.00	0.00	0.0%
TOTAL ASSETS	<u>297,488.38</u>	<u>291,097.71</u>	<u>6,390.67</u>	<u>2.2%</u>
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	268,855.44	268,855.44	0.00	0.0%
Retained Earnings	20,781.01	13,768.94	7,012.07	50.9%
Net Income	7,851.93	8,473.33	-621.40	-7.3%
Total Equity	297,488.38	291,097.71	6,390.67	2.2%
TOTAL LIABILITIES & EQUITY	<u>297,488.38</u>	<u>291,097.71</u>	<u>6,390.67</u>	<u>2.2%</u>

Tooley Water District
Balance Sheet Prev Year Comparison
As of May 14, 2021

	<u>May 14, 21</u>	<u>May 14, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	4,783.69	6,046.21	-1,262.52	-20.9%
Savings at Washington Federal	52,184.69	27,153.45	25,031.24	92.2%
Total Checking/Savings	56,968.38	33,199.66	23,768.72	71.6%
Total Current Assets	56,968.38	33,199.66	23,768.72	71.6%
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	180,300.00	180,300.00	0.00	0.0%
TOTAL ASSETS	<u>237,268.38</u>	<u>213,499.66</u>	<u>23,768.72</u>	<u>11.1%</u>
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	26,128.20	26,098.38	29.82	0.1%
Net Income	11,284.74	-12,454.16	23,738.90	190.6%
Total Equity	237,268.38	213,499.66	23,768.72	11.1%
TOTAL LIABILITIES & EQUITY	<u>237,268.38</u>	<u>213,499.66</u>	<u>23,768.72</u>	<u>11.1%</u>

Tooley Water District
Balance Sheet Prev Year Comparison
As of May 14, 2023

	<u>May 14, 23</u>	<u>May 14, 22</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	9,498.69	26,958.29	-17,459.60	-64.8%
Savings at Washington Federal	50,101.35	26,206.98	23,894.37	91.2%
Total Checking/Savings	59,600.04	53,165.27	6,434.77	12.1%
Total Current Assets	59,600.04	53,165.27	6,434.77	12.1%
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	180,300.00	180,300.00	0.00	0.0%
TOTAL ASSETS	<u>239,900.04</u>	<u>233,465.27</u>	<u>6,434.77</u>	<u>2.8%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	7,817.00	-7,817.00	-100.0%
Total Accounts Payable	0.00	7,817.00	-7,817.00	-100.0%
Total Current Liabilities	0.00	7,817.00	-7,817.00	-100.0%
Total Liabilities	0.00	7,817.00	-7,817.00	-100.0%
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	17,529.94	22,037.47	-4,507.53	-20.5%
Net Income	22,514.66	3,755.36	18,759.30	499.5%
Total Equity	239,900.04	225,648.27	14,251.77	6.3%
TOTAL LIABILITIES & EQUITY	<u>239,900.04</u>	<u>233,465.27</u>	<u>6,434.77</u>	<u>2.8%</u>

Item 4 – Discussion – Water Report

January 2023	February 2023	March 2023	April 2023
Gallons pumped: 224,840	Gallons pumped: 186,526	Gallons pumped: 223,684	Gallons pumped: 250,610
Gallons sold: 126,626	Gallons sold: 116,234	Gallons sold: 139,300	Gallons sold: 170,900
Gallons lost: 98,214	Gallons lost: 70,292	Gallons lost: 84,384	Gallons lost: 79,710
Water Loss: 43.68%	Water Loss: 37.68%	Loss: 37.72%	Water Loss: 31.81%

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

- Leaking booster pump
- Tooley Water District is required to take chlorine residual tests twice a week.
- Hiland Water Corporation has been purchased by Northwest Natural.

Item 6 – Discussion – Emergency Preparedness

Item 7 – Discussion – Delinquent Accounts

Item 8 – Discussion – Nitrate Resolution Plan

Identified Potential Funding Options – Summary Developed by Sacramento State Office of Water Programs and funded by the EPA.

Tooley Water District Funding: US EPA Community Solution Team (CST) Summary—March 2023						
Funding Type	Program Contact	Active CST Participants	Description	Status	Amount (Match)	Timeline
<u>Oregon Safe Drinking Water State Revolving Fund (SDWSRF)</u>	Michael Held, Business Oregon	Michael Held, Maureen Kerner, Erica Pohler-Chapman, & John Amery	This program helps fund planning, design, and construction of drinking water facility improvements. This funding should cover the remaining project costs not covered by CDBG (i.e., engineering, final construction invoices).	Letter of Intent submitted by the 3-15-23 priority deadline	\$729,000 ^{1,2,3} (50% match)	LOI Submitted March 2023 ->LOI Award July 2023 -> fall 2024 funding available
<u>Community Development Block Grant (CDBG)</u>	Michael Held, Business Oregon	Carrie Pipinich, Maureen Kerner, Erica Pohler-Chapman, & John Amery	Grants and technical assistance are available through the Community Development Block Grants (CDBG) Program to develop livable urban communities for persons of low and moderate incomes by expanding economic opportunities and providing housing and suitable living environments. This funding should cover the bulk of the construction costs. MCEDD would be the grant administrator on behalf of Tooley Water District.	1. Carrie is working on submitting the paperwork for an income study (req. of CDBG) 2. Maureen is working on getting RCAC (another EFC) to conduct the income study	\$820,000 (0% - grant administration by MCEDD may increase the total cost of the project)	Construction application fall 2023 -> Award determination January 2024 - > bid spring/summer 2024 -> construction late 2024 into 2025
Congressionally Directed Spending with Oregon Legislature Request	<u>Oregon Senators (e.g., Ron Wyden)</u>	John Amery	Congressionally directed spending provides federal lawmakers the ability to demonstrate priorities at home and their fight for constituents' interests. Since the earmark moratorium, they have had to petition, lobby, and pressure federal agencies to consider local concerns. This funding should cover Tooley Water District's debt service from the 50% low interest loan match required by the SDWSRF, if approved.	John is following up with his contacts to request funding	\$364,500 (0% match)	Apply spring 2023 -> know if awarded spring 2024 -> funding available for CDS in 2025
Christmas Tree Funding (Oregon State Legislative Appropriation)	Various State Legislature Representatives	John Amery	This funding source would require action taken by the legislature to authorize the expenditure of a designated amount of public funds for a specific purpose. This funding should cover all of Tooley Water District's funding needs, if approved and written into law.	John is following up with his contacts to request funding	\$1,549,000 (0% match)	Tooley Water District contacts legislators spring 2023 -> know if included in Christmas Tree Bill by June 2023 -> Winter 2023/2024 funding available

<p><u>Low Income Household Water Assistance (LIHWA) Program</u></p>	<p><u>Kasey Buckles, MidColumbia Community Action Council (MCCAC)</u></p>	<p>Carol Mauser & Erica Pohler-Chapman</p>	<p>The Low-Income Household Water Assistance (LIHWA) Program is designed to provide low-income households with assistance for their drinking water and wastewater services costs. Households who are at or below 60% state median income (SMI) are income eligible for the program. LIHWA assistance payments will be paid directly to these utilities on behalf of eligible households to reconnect services, avert disconnection of services, and pay past-due amounts and current charges.</p> <p>This should help Tooley WD residents afford current and future rates and maintain the utility's long-term ability to finance the required infrastructure project to address the nitrate issue.</p>	<p>Erica put Kasey into contact with Carol. Carol is handling the utility onboarding process. Residents will need to apply and provide income verification document to MCCAC to qualify for a rate reduction.</p>	<p>Variable - paid to utility to reduce bill for rate payers with household income below 60% SMI (requires rate payers to apply) (0% match)</p>	<p>Spring 2023 to onboard the utility as a vendor (so they can accept payment on behalf of residents -> community outreach to encourage lower income residents to submit income verification to qualify summer 2023 -> rate relief for current customers and restored water service for lapsed accounts fall 2023</p>
<p><u>Emergency Community Water Assistance Grants</u></p> <p><u>through US Department of Agriculture Rural Development (USDA RD)</u></p>	<p>Charlotte Bentley & Ella Nichols, Oregon USDA RD</p>	<p>Maureen Kerner & Erica Pohler-Chapman</p>	<p>This program helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water.</p> <p>This program may cover the 50% low interest loan match required by the SDWSRF, if the state legislature does not approve fund appropriation for this purpose through CDS. It's not clear if Tooley is eligible to apply directly, or if they'd need MCEDD to take on the grant administration costs for this funding source.</p>	<p>Not Started - Brought to the CST group's attention 3/22/23</p>	<p>\$364,500 (0% - grant may require TBD administrative costs)</p>	<p>Contact USDA RD Spring 2023 -> Apply in conjunction with CDBG (similar application requirements, year-round open apply) -> funding agreement turnaround usually a couple months</p>

- 1 This amount assumes a \$820,000 Community Development Block Grant and the total cost of drilling a new well equals the amount estimated in the feasibility study by GSI, Inc. (Well Location B: \$1,146,100) plus some extra to complete the engineering report and meet state and federal requirements (est. \$1.549 million total).
- 2 **SDWSRF Request Amount Discrepancy:**
 - (i) \$1.549 million was used in Section 1F: Project Budget of the Letter of Intent submitted to SDWSRF on March 15th, 2023.
 - (ii) Section 1G: Financing Sources of LOI submitted to SDWSRF on March 15th, 2023 requests a larger sum from the SDWSRF program (\$899,940, half of which the applicant would need to repay over the course of the loan term) to account for a total project cost that is higher than the feasibility report (estimate used in this section: \$1,719,940).
 - (iii) The revised Business Oregon OneStop debt service calculation Michael Held sent out on 3/15/23 shows a third scenario where the project costs \$1,257,350, a cost estimate provided by the utility.
- 3 The feasibility study did not cover all the costs needed for the SDWSRF Letter of Intent, and therefore costs in the LOI are estimates. The cost used in the Oregon OneStop debt service calculation

matches the estimated cost provided by the water utility. Actual cost of drilling a new well will be finalized in the Engineering Report. The SDWSRF request amount can be updated after that report is complete.

Tooley Water District Funding: US EPA Community Solution Team (CST) Summary—March, 2023

Other Funding Sources (Not Currently Under Consideration)	Description	Timeline	Reason Funding Source Was Removed from Consideration
Business Oregon Water/Wastewater Financing Program (WW)	The Water/Wastewater Financing Program funds the design and construction of public infrastructure needed to ensure compliance with the Safe Drinking Water Act or the Clean Water Act.	Open application yearround - summer 2023 submission for application possible > quick turn around for a funding agreement	Grant amount is up to 50% and capped at \$500,000 (pairing it with SRF funds means the total grant forgiveness is still 50% capped at a total \$500,000—i.e., the utility can't expect 50% loan forgiveness from the SRF program and \$500,000 additional dollars from the WW program). Interest rate for funds drawn from the WW program is higher than the SRF program (1.820% vs 1.000%), which significantly raises the annual debt service no matter how much is borrowed.
Business Oregon Special Public Works Fund (SPWF)	The Special Public Works Fund provides low-cost financing to eligible municipalities for planning, design, and construction of utilities and facilities essential to industrial growth, commercial enterprise, and job creation.	Open application yearround - summer 2023 submission for application possible > quick turn around for a funding agreement	This grant is 100% loan with no forgiveness or grant option. This program has a significantly higher interest rate (4.130%) which triples the annual debt service when compared to funding the same amount through the SRF program. This program may be quicker, but the added debt burden would incentivize homeowners and renters to sell/move away or drill their own private wells using the Water Well Abandonment, Repair and Replacement Fund (WARRF) or out of pocket—the negative social, financial, environmental, and community effects outweigh timeline benefits.

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 resource is Chapter 860 of the PUC:

Item 10 – Discussion/Action – Outdoor Kiosks

Project currently on hold in efforts to determine if requirement still exists.

Item 11 - Discussion - LIHWA

Ms. Mauser has been working with Sacramento State Office of Water Programs with regards researching Oregon State's Low Income Household Water Assistance (LIHWA) program.

- <https://www.acf.hhs.gov/ocs/programs/lihwap>
- https://www.oregon.gov/ohcs/energy-weatherization/Pages/Low-Income-Household-Water-Assistance-Program.aspx?wp9224=p:3#g_531224e2_81ae_463a_bde9_a9ad0cb5cb0f
- <https://www.mccac.com/utility-assistance-and-weatherization#block-4411abd95b381c0314f5>


Item 12 – Action - End of year Capital Improvement Projects

Discussion/Action regarding authorizing Adding a Chlorination Monitoring solution to our Sensaphone monitoring station.

Quote from Hiland Water:

Quote for Chlorine analyzer install			
Quote Writer:	Robert T	Date:	Monday, April 17, 2023
System #:	15	Time Frame:	Before June 30th
Item	Rate	Quantity (Hour)	
Labor			
Project administration	\$ 81.00	1.00	\$ 81
Lead Worker	\$ 78.00	8.00	\$ 624
	Total		\$ 705
Equipment			
Service Truck (Hr.)	\$ 23.00	8.00	\$ 184
Milage	\$ 0.66	220.00	\$ 144
	Total		\$ 328
Materials			
Analyzer	6,050.00	1.00	\$ 6,050
2" x 3/4" Saddle	67.20	1.00	\$ 67
3/4" MIP Corp	83.11	1.00	\$ 83
3/4" x 1/4" Bushing	5.49	1.00	\$ 5
3/4" Coupling	6.88	1.00	\$ 7
1/4" Tubing	0.43	20.00	\$ 9
3/4" Tubing	2.63	10.00	\$ 26
1/4" Comp x MIP	1.93	1.00	\$ 2
1/4" Comp x Comp Valve	5.50	1.00	\$ 6
1/4" Comp Tee	3.30	1.00	\$ 3
1/4" Tubing clamps	8.80	1.00	\$ 9
3/4" Tubing clamps	11.00	1.00	\$ 11
	Sub-Total		\$ 6,278
	Mark up	10%	\$ 628
	Total		\$ 6,906
Subtotal			\$ 7,939
Contingency	10%		\$ 794
Total Estimate			\$ 8,733

Email from Silas:

 **Silas Olson** via gmail.com May 12, 2023, 3:35 PM (2 days ago) ☆ ↶ ⋮
to me ▾

Hi John,

Thank you for following up this afternoon. I was able to find a little more information that may be helpful:

1. What Robert provided isn't the actual expected cost if you want to just pay T&M. Robert approached it conservatively to try and give you a max budget figure in a NTE scenario, which is what we do if someone wants a firm quote. Based on the pricing we have right now, the analyzer + misc. parts and our 10% markup are \$6,278 total.
2. As far as the cost of labor and equipment, it could be done during our routine visits, which would save drive time and mileage charges. It may require more than one visit if we don't dedicate a special trip to it, but that wouldn't be an issue if Larry Russ can keep taking the residual a few weeks longer. I think \$700 would be a reasonable labor/equipment budget if we took this approach.
3. Lead time is very short for the analyzer - the supplier has them in stock now so this project could be done by the end of June.
4. Robert priced an analyzer (Rosemount) that does not include pH adjustment. Unfortunately, that feature would be even more expensive.
5. I called another supplier anyway (Kuntze) and will be receiving a quote on Monday for an equivalent product, but it sounds like pricing is comparable.
6. The maintenance on the analyzer should be able to be performed once every two weeks during our routine visit (technically it depends on the condition of the water, but two weeks is typically fine for groundwater). Robert assumed an additional 15 minutes of time each visit as part of his annual maintenance cost estimate. I'm comfortable including our maintenance labor in the monthly base fee I already priced for 2023-2024 as long as additional trips aren't required. We can evaluate afterward and if our costs rise materially, that would be reflected in the base fee starting July 1, 2024.
7. Robert assumed the probe would need to be replaced on the Rosemount every 5 years. I believe the probes generally cost about \$1,000. As I mentioned there are other smaller direct costs to maintain the analyzer that occur more often, which he factored into his estimate.
8. The rep for Kuntze claims that their maintenance costs are lower on average, but I have limited experience with their product so I can't recommend budgeting less if we go with their product.
9. Please keep in mind that things don't always go as planned and can cost more. I'd stick to Robert's figure as a not-to-exceed estimate, but I'm optimistic that the actual cost could be \$1,500 less for installation and annual maintenance cost might also be substantially less.

Hope this helps! I'll follow-up next week when I get the Kuntze quote to let you know if it would impact price at all.

Silas

Key Considerations:

Capital Projects Budget:	\$ 12,000.00
Capital funds expended this fiscal year:	\$ 5,191.93
Available Balance in Capital Fund:	\$ 6,808.07
NTE Quote for Chlorine Analyzer:	\$ 8,733.00
Difference from available budget and NTE:	\$ 1,924.93

Potential Motions:

1. Motion to authorize Mr. Amery to move up to \$1,924.93 if required from Contingency to Capital Outley for purposes of covering the sensaphone automatic chorination testing system.
2. Motion to authorize Hiland Water to install an automatic chlorine testing add on to Tooley Water District's Sensaphone monitoring system with a Not To Exceed amount of \$8,733.00

Item 13 – New Business

Place holder for new business

Item 14 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on June 21, 2023 at around 7:00pm (to take place directly after the budget hearing has completed. Budget Hearing will start at 7:00pm the same day.

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

Meeting Adjourned