

Tooley Water District Board Meeting Agenda

Version 1.2 (updated 6/19/23)

Meeting Date: Wednesday, June 21, 2023 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzI0OWVknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVjMTlyZjI2%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
May 17, 2023, Board Meeting
Meeting held virtually

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

Carol opened the meeting at 7:16 pm

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

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

Financial Report

Checking:	\$ 13,239.35
Money Market:	\$ 50,101.35

John updated board members on the financials.

Water Report

April Water Loss: 31.8%

System Updates

- Larry updated the board on the booster pump leak. It ended up being an easy fix. John asked if Hiland had any idea on the amount of water that may have been leaking. It was estimated that it would be 10,000 gallons. Still much lower than the water loss currently being experienced.
- Larry shared that Mr. Siri, the property manager below at the lower well continues to not plant anything more than grass on the 1-acre area closest to the well in an effort to potentially help with nitrate levels.
- John shared that there had been a low water alarm the previous night. The pumps have been working continuously with the warmer temperatures.
- The board discussed the need to turn on the lower well and when that should be. There was consensus that this would need to happen fairly soon and coordinated with Hiland. To comply, all water members need to be informed (door to door notice) as well as test the nitrate level upon turning the well back on.

Emergency Preparedness

- No updates

Delinquent Accounts

- The majority of accounts were up to date.

Nitrate Resolution Plan:

- John provided an update on grant funding. The CBG grant currently states that funding cannot be used for new wells. At the moment there is no clear path for funding or water rights. However, John felt that there is a big and very experienced team behind the effort.
- Carol is working on the low-income housing application.

Tooley Policies

- John asked the board about addressing bylaws with the fee structure. John will look at bylaws that may be impacted.

Outdoor Kiosks

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

End of year Capital Improvement Projects:

- Discussion/Action regarding authorizing adding a Chlorination Monitoring solution to our Sensaphone monitoring station
- A quote was provided from Hiland as well as a letter from Hiland with a more detailed narrative regarding the quote. Quote came in at \$8,733.
- Larry wanted to be sure that the board understood the ability of this chlorination system. This system only monitors it does not fix/adjust the level.

Debby made a motion to authorize Mr. Amery to move up to \$1,924.93 if required from Contingency to Capital Outlay for purposes of covering the sensaphone automatic chlorination testing system. Larry seconded. All approved. Motion carried.

Carol made a 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. Larry seconded. All approved. Motion carried.

New Business

- Carol shared information on help that Morrow County had received during their nitrate issues. Carol reached out and asked this organization if there was any possibility of receiving assistance similar to what Morrow County received. The answer was yes, there is a possibility. Carol has shared the information with John as she may have a potential conflict of interest with her job.
- John shared that he placed ads in the paper for the budget meetings.
- Carol shared updates on the Tooley Water District Board Member voting.

Next Meeting: Wednesday, June 21, 2023



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

Meeting adjourned at 8:33 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 	\$12,972.94	\$12,844.89		>
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						6/19/2023 4:55 PM		
Register: Checking at Washington Federal								
From 05/14/2023 through 06/19/2023								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/15/2023	5130	Hire Electric	Accounts Payable	CHECK PUM...	226.28	X		9,272.41
05/20/2023			Interest Income	Interest		X	1.75	9,274.16
05/31/2023	5131	Carol Mauser	Personal Services:Boar...	May Board Me...	50.00			9,224.16
05/31/2023	5132	Debby Jones	Personal Services:Boar...	May Board Me...	50.00			9,174.16
05/31/2023	5133	John Amery	Personal Services:Boar...	May Board Me...	50.00			9,124.16
05/31/2023	5134	Larry Russ	Personal Services:Boar...	May Board Me...	50.00			9,074.16
06/07/2023	5135	Hiland Water Corp	Accounts Payable	Inv # 3857 Ser...	2,252.00			6,822.16
06/07/2023	5136	Hire Electric	Accounts Payable	Issues with Bo...	535.76			6,286.40
06/12/2023		Columbia Gorge News	Materials and Services:...	Budget Meetin...	33.00	X		6,253.40
06/13/2023		Columbia Gorge News	Materials and Services:...	Budget Hearin...	33.00	X		6,220.40
06/14/2023		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	3,764.78	9,985.18

Profit and Loss Budget vs. Actual

4:51 PM

06/19/23

Accrual Basis

Tooley Water District Profit & Loss Budget Performance July 2022 through June 2023

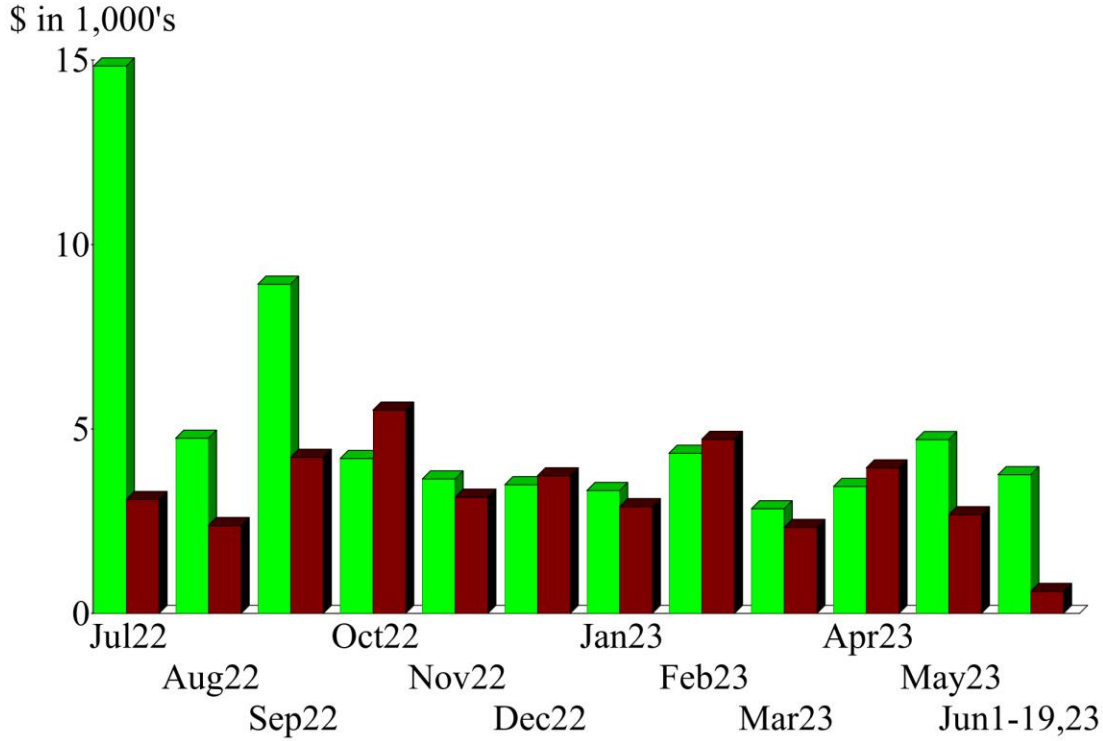
	Jul '22 - Jun 23	Budget	% of Budget	Jul '22 - Jun 23	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg. Income	5,000.00			5,000.00			
Water Revenue							
Water Sales	45,349.39	44,763.25	101.3%	45,349.39	44,763.25	101.3%	44,763.25
Total Water Revenue	45,349.39	44,763.25	101.3%	45,349.39	44,763.25	101.3%	44,763.25
Total Income	50,349.39	44,763.25	112.5%	50,349.39	44,763.25	112.5%	44,763.25
Expense							
Capital Improvements							
System Development Chg.-Expense	5,191.93			5,191.93			
Capital Improvements - Other	0.00	12,000.00	0.0%	0.00	12,000.00	0.0%	12,000.00
Total Capital Improvements	5,191.93	12,000.00	43.3%	5,191.93	12,000.00	43.3%	12,000.00
Materials and Services							
Computer and Internet Expenses	228.00	762.92	29.9%	228.00	762.92	29.9%	762.92
Copies	0.00	200.00	0.0%	0.00	200.00	0.0%	200.00
Dues and Fees							
Laboratory Fees	0.00	840.00	0.0%	0.00	840.00	0.0%	840.00
Dues and Fees - Other	441.45	360.00	122.6%	441.45	360.00	122.6%	360.00
Total Dues and Fees	441.45	1,200.00	36.8%	441.45	1,200.00	36.8%	1,200.00
Legal Services	163.00	5,000.00	3.3%	163.00	5,000.00	3.3%	5,000.00
Liability Insurance							
Boiler&Machinery	0.00	160.50	0.0%	0.00	160.50	0.0%	160.50
Equipment Breakdown Coverage	150.00			150.00			
Excess	192.00	205.44	93.5%	192.00	205.44	93.5%	205.44
General Liability	1,063.00	1,240.13	85.7%	1,063.00	1,240.13	85.7%	1,240.13
Insurance Refund	-162.00	0.00	100.0%	-162.00	0.00	100.0%	0.00
N/O Auto Liability	175.00	187.25	93.5%	175.00	187.25	93.5%	187.25
Property	450.00	434.42	103.6%	450.00	434.42	103.6%	434.42
Liability Insurance - Other	0.00	19.26	0.0%	0.00	19.26	0.0%	19.26
Total Liability Insurance	1,868.00	2,247.00	83.1%	1,868.00	2,247.00	83.1%	2,247.00
Maintenance and Repairs	3,665.98	6,692.80	54.8%	3,665.98	6,692.80	54.8%	6,692.80
Network Monitoring Maintenance	329.34	340.00	96.9%	329.34	340.00	96.9%	340.00
Office Supplies	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
Operating Expenses							
Customer CC pass through	91.00	238.70	38.1%	91.00	238.70	38.1%	238.70
Disconnect Fee	60.00	60.00	100.0%	60.00	60.00	100.0%	60.00
Hiland Base Maintenance Fee	23,925.00	26,100.00	91.7%	23,925.00	26,100.00	91.7%	26,100.00
Total Operating Expenses	24,076.00	26,398.70	91.2%	24,076.00	26,398.70	91.2%	26,398.70
Postage and Delivery	24.98	100.00	25.0%	24.98	100.00	25.0%	100.00
Total Materials and Services	30,796.75	43,041.42	71.6%	30,796.75	43,041.42	71.6%	43,041.42
Personal Services							
Boardmember Incentives	2,500.00	3,000.00	83.3%	2,500.00	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	175.00	88.0%	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	634.67	668.37	95.0%	634.67	668.37	95.0%	668.37
Total Personal Services	3,288.67	4,293.37	76.6%	3,288.67	4,293.37	76.6%	4,293.37
Total Expense	39,277.35	59,334.79	66.2%	39,277.35	59,334.79	66.2%	59,334.79
Net Ordinary Income	11,072.04	-14,571.54	-76.0%	11,072.04	-14,571.54	-76.0%	-14,571.54
Other Income/Expense							
Other Income							
Grant Income	11,683.00	0.00	100.0%	11,683.00	0.00	100.0%	0.00
Interest Income	246.11	30.00	820.4%	246.11	30.00	820.4%	30.00
Total Other Income	11,929.11	30.00	39,763.7%	11,929.11	30.00	39,763.7%	30.00
Net Other Income	11,929.11	30.00	39,763.7%	11,929.11	30.00	39,763.7%	30.00
Net Income	23,001.15	-14,541.54	-158.2%	23,001.15	-14,541.54	-158.2%	-14,541.54

Checks that have not cleared

5:26 PM		Tooley Water District							
06/19/23		Checks that have not cleared							
Accrual Basis		All Transactions							
Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	
Check	05/31/2023	5131	Carol Mauser	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00	
Check	05/31/2023	5132	Debby Jones	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00	
Check	05/31/2023	5133	John Amery	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00	
Check	05/31/2023	5134	Larry Russ	May Board Meeting attendance	Checki...		Boardmember Incentives	-50.00	
Bill Pmt -Check	06/07/2023	5135	Hiland Water Corp	Inv # 3857 Services Performed in May	Checki...		Accounts Payable	-2,252.00	
Bill Pmt -Check	06/07/2023	5136	Hire Electric	Issues with Booster Pump	Checki...		Accounts Payable	-535.76	
Total								-2,987.76	

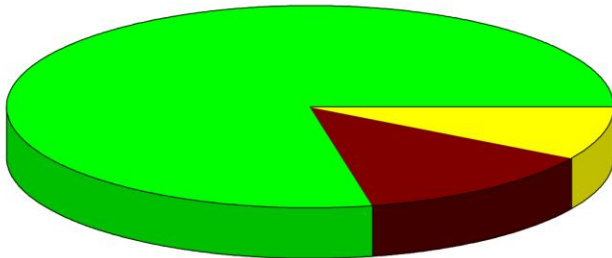
Income and Expense by Month – Chart

Income and Expense by Month
July 1, 2022 through June 19, 2023



Expense Summary
July 1, 2022 through June 19, 2023

■	Materials and Services	78.41%
■	Capital Improvements	13.22
■	Personal Services	8.37
Total		\$39,277.35



Maintenance and Repairs – Details

4:48 PM

06/19/23

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
05/15/2023	6147...	20230503 Repairs	CHECK PUMP MOTORS FOR AMPURAGE AN...	225.00	3,051.94
05/15/2023	6147...	20230503 Repairs	Invoice tax	1.28	3,053.22
05/31/2023	3857	Hiland Water Corp	Alexin Analytical Nitrate Tests	70.00	3,123.22
05/31/2023	3857	Hiland Water Corp	10% markup of nitrate tests	7.00	3,130.22
06/07/2023	23-9...	20230522 Repairs	HOUR METER AC QUARTZ POLYMER FLUSH	82.72	3,212.94
06/07/2023	23-9...	20230522 Repairs	3 hours JOURNEYMAN ELECTRICIAN	450.00	3,662.94
06/07/2023	23-9...	20230522 Repairs	Invoice Tax	3.04	3,665.98
Total Maintenance and Repairs				3,665.98	3,665.98
Total Materials and Services				3,665.98	3,665.98
TOTAL				3,665.98	3,665.98

Balance Sheet Previous Year Comparison

4:47 PM
06/19/23
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of June 19, 2023

	Jun 19, 23	Jun 19, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	9,985.18	19,243.49	-9,258.31	-48.1%
Savings at Washington Federal	50,101.35	34,023.98	16,077.37	47.3%
Total Checking/Savings	<u>60,086.53</u>	<u>53,267.47</u>	<u>6,819.06</u>	<u>12.8%</u>
Total Current Assets	<u>60,086.53</u>	<u>53,267.47</u>	<u>6,819.06</u>	<u>12.8%</u>
Fixed Assets				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
Total Fixed Assets	<u>180,300.00</u>	<u>180,300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>240,386.53</u>	<u>233,567.47</u>	<u>6,819.06</u>	<u>2.9%</u>
LIABILITIES & EQUITY				
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	23,001.15	11,674.56	11,326.59	97.0%
Total Equity	<u>240,386.53</u>	<u>233,567.47</u>	<u>6,819.06</u>	<u>2.9%</u>
TOTAL LIABILITIES & EQUITY	<u>240,386.53</u>	<u>233,567.47</u>	<u>6,819.06</u>	<u>2.9%</u>

Item 4 – Discussion – Water Report

February 2023	March 2023	April 2023	May 2023
Gallons pumped: 186,526	Gallons pumped: 223,684	Gallons pumped: 250,610	Gallons pumped: 292,597
Gallons sold: 116,234	Gallons sold: 139,300	Gallons sold: 170,900	Gallons sold: 194,060
Gallons lost: 70,292	Gallons lost: 84,384 Water	Gallons lost: 79,710	Gallons lost: 98,537
Water Loss: 37.68%	Loss: 37.72%	Water Loss: 31.81%	Water Loss: 33.68%

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

- Booster Pump – Hire Electric Work
- Automatic Chlorination System install.
- Tooley Water District Water Survey
- Larry Russ – Working on Chlorination.
- Larry Russ – Meetings with Shersten Finley
- Larry Russ – Chlorine Reagent refill

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 – 2023-02 Fee Schedule Resolution

Tooley Water District

Carol Mauser – Chairman of the Board of Directors
John Amery – Treasurer of the Board of Directors
Debby Jones – Secretary of the Board of Directors
Larry Russ – Member of the Board of Directors
Amanda Valentine – Member of the Board of Directors

Resolution ID: 2023-02

2023-2024 Fee Schedule Resolution

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 2023/2024 rates and fees will be as follows:

Tooley Water District Fee Schedule Effective July 1, 2023

System Development Fees (aka "Hook-up Fee")	\$7,500.00
Credit Card Processing Fee	Direct Pass through from Hiland
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
Monthly base rate (monthly water usage is added to base rate)	\$85.40
Rate per 1,000 gallons up to 10,000 gallons	\$2.56
Rate per 1,000 gallons from 10,000 gallons to 20,000	\$2.64
Rate per 1,000 gallons from 20,000 gallons to 30,000	\$2.89
Rate per 1,000 gallons from 30,000 gallons to 40,000	\$3.64
Rate per 1,000 gallons from 40,000 gallons to 50,000	\$4.21
Rate per 1,000 gallons beyond 50,000 gallons	\$4.21

Item 13 – Action – Hiland Water Contract Addendum

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 2023, 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, 2024.

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, the Agreement has been extended and modified on July 1, 2022 with an addendum signed by both parties on October 13, 2022;

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, 2024; and

NOW, THEREFORE, the parties agree to modify the following parts of the Agreement: "Category/Personnel" "2022-2023 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 2023-2024 Rates

Category/Personnel	Position	Current Rates	2023-2024 Proposed Rates	2023-2024 Emergency Rates
Monthly Base Fee		\$2,175.00	\$2,350.00	N/A
Micah Olson	Executive Director	\$110.00	\$120.00	\$144.00
Silas Olson	General Manager	\$100.00	\$120.00	\$144.00
Aaron Olson	Operations Manager	\$80.00	\$90.00	\$108.00
JJ Olson	Compliance Manager	\$80.00	\$90.00	\$108.00
Melvin Olson	Senior Field Operator	\$80.00	\$85.00	\$102.00
Devin Geiger	Accounting Manager	\$72.00	\$85.00	\$102.00
Curtis Olson	Treatment Manager	\$68.00	\$85.00	\$102.00
Robert Trotter	Project Manager	\$68.00	\$85.00	\$102.00
Paul Howard	Utility Worker III	\$68.00	\$72.00	\$86.00
Tracey Oberacker	Utility Worker III	\$68.00	\$72.00	\$86.00
Chris Pomeroy	Utility Worker II	\$57.00	\$62.00	\$74.00
Matt Jackson	Utility Worker II	\$57.00	\$62.00	\$74.00
Kylah Cook	Utility Worker I	\$47.00	\$52.00	\$62.00
Alex Victor	Utility Worker I	\$47.00	\$52.00	\$62.00
Tiger Robitaille	Utility Worker I	\$47.00	\$52.00	\$62.00
Brian Kimball	Utility Worker I	\$47.00	\$52.00	\$62.00
Emily Denney	Office	\$47.00	\$52.00	\$62.00
Teresa Hughes	Office	\$47.00	\$52.00	\$62.00
Jonathan Estrada	Office	\$47.00	\$52.00	\$62.00
Isaac Rider	Office	\$47.00	\$52.00	\$62.00
9,200 lb Excavator		\$420.00/day	\$450.00/day	\$450.00/day
5-yard Dump Truck		\$60.00	\$70.00	\$70.00
Vacuum Excavation		\$60.00	\$60.00	\$60.00
Backflow Testing		\$35.00/test	\$40.00/test	N/A
Service Truck		\$20.00	\$20.00	\$20.00
Direct Expenses		Cost + 10%	Cost + 10%	Cost + 10%
Subcontractor		Cost + 10%	Cost + 10%	Cost + 10%

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

Item 14 – New Business

Place holder for new business

Item 15 – Discussion – Reimbursement Requests


Larry Russ - \$49.50 Total = \$45+\$4.50 shipping. Note payment was split between credit card and gift certificate.

3:57

← Search Amazon.com

Standard Shipping

Shipped
Jun 9, 2023 - Jun 15, 2023

 **Hach 2105569 DPD Free Chlorine Reagent Powder Pillows, 10 mL, (Pack...** \$45.00

Qty: 1
Sold By: JM Lab Supplies

Contact Seller

Track shipment >

Buy it again >

Payment information

Payment Method
Visa ending in [REDACTED]
Amazon Gift Certificate

Billing Address
4540 BASALT ST
THE DALLES, OREGON 97058-8516

Shipping address

Larry Russ

Home, Search, Profile, Cart, Menu

3:57

← Search Amazon.com

Buy it again >

Payment information

Payment Method
Visa ending in [REDACTED]
Amazon Gift Certificate

Billing Address
4540 BASALT ST
THE DALLES, OREGON 97058-8516



Shipping address

Larry Russ
4540 BASALT ST
THE DALLES, OREGON 97058-8516
United States

Order Summary

Items:	\$45.00
Shipping & Handling:	\$4.50
Total Before Tax:	\$49.50
Estimated Tax Collected:	\$0.00
Gift Certificate/Card:	-\$35.23
Order Total	\$14.27

Pick up where you left off ⋮

Home, Search, Profile, Cart, Menu

Item 16 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on July 19, 2023 at 7:00pm.

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

Meeting Adjourned