

Tooley Water District Board Meeting Agenda

Version 1.2 (updated 7/17/23)

Meeting Date: Wednesday, July 19, 2023 7:00pm

Location: Online via Microsoft Teams.

https://teams.microsoft.com/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

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Item 1 - Approval of Agenda

Item 2 – Approval of Minutes

Tooley Water District
June 21, 2023, Board Meeting
Meeting held virtually

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

Larry Russ served as chair in the absence of Carol Mauser. Larry opened the meeting at 7:27 pm

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

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

Financial Report

Checking:	\$ 12,972.94
Money Market:	\$ 50,101.35

John updated board members on the financials including checking transactions. This included a transaction with Hire Electric. Larry updated the board on updates on the meters. One of the issues is that the hour meter may be recording incorrectly. Larry spoke with Hiland today regarding the issue. Hiland advised Larry to have Hire Electric check the hour meters which were recently changed. Larry will follow up with Hiland.

The Profit/Loss report represents the entire year. Revenue was slightly higher projected. Dues and fees were slightly higher, but these were small line items. John noted that there were a few nuances with this year's budget including the Business Oregon grant and the System Development Charge.

Water Report

May Water Loss: 33.68%

System Updates

- Booster Pump – We received the invoice for Hire Electric
- Automatic Chlorination Analyzer Install
 - Larry and Hiland are working on the calibration.
 - Larry shared concerns with the installation.
- Tooley Water District Water Survey
 - Information was shared on a water line that impacts individuals at the lower area of the water district.
- Meetings with Shersten Finley
 - Larry provided information and handouts provided by Shersten Finley with DEQ
 - Larry shared information from the Water Protection Team with potential assistance

and the board discussed options.

- John made a motion to authorize Larry Russ to continue conversations with the representatives of DEQ and the Water Protection Team. Amanda seconded. All approved. Motion carried.
- Replacement of spigot. Larry noted that the spigot at the lower well is leaking. Larry offered to do the work with Tooley paying for the spigot. John made a motion to approve Larry Russ to purchase necessary products to repair the spigot. Amanda seconded. All approved. Motion carried.

Emergency Preparedness

- No updates

Delinquent Accounts

- The majority of accounts were up to date.
- There was a question on the financial report received from Hiland showing a number un adjustments. John will check with Hiland for clarity.

Nitrate Resolution Plan:

- John shared that he and Carol had been attending monthly meetings. It was confirmed that one of the main grant opportunities was no longer on the table due to grant funds cannot be used for new water systems.
- John shared that another issue is with water rites. The hope is to potential transfer water rites from the lower well to an upper well.
- John is scheduled to meet with Nate Stice, local governmental representative.
- John shared that he is researching potential funding for bottled water.

Tooley Policies

- John shared potential updates to the bylaws that correctly reflect fees as well as additional budgetary authority and reporting for the treasurer.

Outdoor Kiosks

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

2023-2024 Fee Schedule Resolution

Larry made a motion to approve Resolution 2023-02:

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:

System Development Fees (aka “hook-up Fee”)	\$7,500.00
Credit Card Processing Fee	Direct Pass through from Hiland
Delinquency Processing Fee (Late Fee)	\$ 20.00
Non-Sufficient Funds check fee	\$ 25.00
Shot-Off fee (for non-payment)	\$ 65.00
Turn-on Fee (performed under next scheduled Hiland maintenance)	\$ 65.00
Turn-on Fee Emergency –Pass through from Hiland	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 10,000 gallons to 30,000	\$ 2.89
Rate per 1,000 gallons from 10,000 gallons to 40,000	\$ 3.64

Rate per 1,000 gallons from 10,000 gallons to 50,000	\$ 4.21
Rate per 1,000 gallons beyond 50,000 gallons	\$ 4.21

Amanda seconded. All approved. Motion carried.

Highland Water Contract Addendum

- John provided the board with the updated rate schedule from Hiland. Larry made a motion to approve Chairperson Mauser to sign and approve the Highland Water Contract Addendum. Amanda seconded. All approved. Motion carried

New Business

- John shared with the board concerns regarding the district’s insurance and asked for the boards input on potentially looking into other insurance options.
- John asked for board input on prepaying next year’s insurance payment. Board agreed to the prepayment.

Reimbursement Requests

- John briefly updated the board on the reimbursement request for Larry Russ

Next Meeting: Wednesday, July 19, 2023

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

Meeting adjourned at 9:04 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 7/16/23

❖ Account Snapshot ⚙️ ×			
Checking ↓	Current Balance	Available Balance	☰
Checking (*1384)	\$14,518.15	\$14,518.15	>
Money Market ↓	Current Balance	Available Balance	☰
Money Market (*9156)	\$50,201.38	\$50,201.38	>

Recent Savings Transactions

Tooley Water District							7/16/2023 5:53 PM	
Register: Savings at Washington Federal								
From 06/19/2023 through 07/16/2023								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2023			Interest Income	Interest	X		100.03	50,201.38

Recent Checking Transactions

Tooley Water District								7/16/2023 5:55 PM
Register: Checking at Washington Federal								
From 06/19/2023 through 07/16/2023								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/19/2023		Domains Priced Right	Materials and Services:...	Domain tooley...	20.17	X		9,965.01
06/19/2023		Domains Priced Right	Materials and Services:...	Linux Hosting ...	107.88	X		9,857.13
06/20/2023			Interest Income	Interest		X	1.70	9,858.83
06/30/2023	5137	Carol Mauser	Personal Services:Boar...	June Board Me...	50.00			9,808.83
06/30/2023	5138	Debby Jones	Personal Services:Boar...	June Board Me...	50.00			9,758.83
06/30/2023	5139	John Amery	Personal Services:Boar...	June Board Me...	50.00			9,708.83
06/30/2023	5140	Larry Russ	Personal Services:Boar...	June Board Me...	50.00			9,658.83
06/30/2023	5141	Larry Russ	Materials and Services:...	Reimbursement...	49.50			9,609.33
06/30/2023	5142	Hiland Water Corp	Accounts Payable	Services Perfor...	9,392.01			217.32
06/30/2023	5143	SAIF Corporation	Accounts Payable	Prepay for fisca...	671.03			-453.71
06/30/2023	5144	Wasco County	Accounts Payable	Election Servic...	46.66			-500.37
07/07/2023		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	4,559.32	4,058.95

Profit and Loss Budget vs. Actual

1:54 PM

07/17/23

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	6,107.66	12,000.00	50.9%	6,107.66	12,000.00	50.9%	12,000.00
Total Capital Improvements	11,299.59	12,000.00	94.2%	11,299.59	12,000.00	94.2%	12,000.00
Materials and Services							
Computer and Internet Expenses	356.05	762.92	46.7%	356.05	762.92	46.7%	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	488.11	360.00	135.6%	488.11	360.00	135.6%	360.00
Total Dues and Fees	488.11	1,200.00	40.7%	488.11	1,200.00	40.7%	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	4,824.83	6,692.80	72.1%	4,824.83	6,692.80	72.1%	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	26,100.00	26,100.00	100.0%	26,100.00	26,100.00	100.0%	26,100.00
Total Operating Expenses	26,251.00	26,398.70	99.4%	26,251.00	26,398.70	99.4%	26,398.70
Postage and Delivery	24.98	100.00	25.0%	24.98	100.00	25.0%	100.00
Total Materials and Services	34,305.31	43,041.42	79.7%	34,305.31	43,041.42	79.7%	43,041.42
Personal Services							
Boardmember Incentives	2,700.00	3,000.00	90.0%	2,700.00	3,000.00	90.0%	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	1,305.70	668.37	195.4%	1,305.70	668.37	195.4%	668.37
Total Personal Services	4,159.70	4,293.37	96.9%	4,159.70	4,293.37	96.9%	4,293.37
Total Expense	49,764.60	59,334.79	83.9%	49,764.60	59,334.79	83.9%	59,334.79
Net Ordinary Income	584.79	-14,571.54	-4.0%	584.79	-14,571.54	-4.0%	-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	247.81	30.00	826.0%	247.81	30.00	826.0%	30.00
Total Other Income	11,930.81	30.00	39,769.4%	11,930.81	30.00	39,769.4%	30.00
Net Other Income	11,930.81	30.00	39,769.4%	11,930.81	30.00	39,769.4%	30.00
Net Income	12,515.60	-14,541.54	-86.1%	12,515.60	-14,541.54	-86.1%	-14,541.54

Balance Sheet – Previous year comparison

6:31 PM
07/16/23
Accrual Basis

Tooley Water District Balance Sheet Prev Year Comparison As of July 16, 2023

	Jul 16, 23	Jul 16, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking at Washington Federal	4,058.95	6,061.06	-2,002.11	-33.0%
Savings at Washington Federal	50,201.38	34,029.00	16,172.38	47.5%
Total Checking/Savings	<u>54,260.33</u>	<u>40,090.06</u>	<u>14,170.27</u>	<u>35.4%</u>
Total Current Assets	54,260.33	40,090.06	14,170.27	35.4%
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>234,560.33</u>	<u>220,390.06</u>	<u>14,170.27</u>	<u>6.4%</u>
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	199,855.44	199,855.44	0.00	0.0%
Retained Earnings	30,045.54	17,529.94	12,515.60	71.4%
Net Income	4,659.35	3,004.68	1,654.67	55.1%
Total Equity	<u>234,560.33</u>	<u>220,390.06</u>	<u>14,170.27</u>	<u>6.4%</u>
TOTAL LIABILITIES & EQUITY	<u>234,560.33</u>	<u>220,390.06</u>	<u>14,170.27</u>	<u>6.4%</u>

Maintenance and Repairs – Details

Date	Num	Name	Memo	Amount	Balance
2:14 PM					
07/17/23					
Accrual Basis					
Tooley Water District					
Maintenance and Repairs details					
July 2022 through June 2023					
Materials and Services					
Maintenance and Repairs					
07/14/2022	613707	220712 Repairs	CHECK UPPER WELL. IS PUMP RUNNING IN AUTO? YES, PUMP	150.86	150.86
07/22/2022	391951	Purchase Nitrate T...	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	6310732	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 compressor	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 Bushing	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	614798	20230503 Repairs	CHECK PUMP MOTORS FOR AMPURAGE AND MEG MOTORS.	225.00	3,051.94
05/15/2023	614798	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	23-9392	20230522 Repairs	HOUR METER AC QUARTZ POLYMER FLUSH	82.72	3,212.94
06/07/2023	23-9392	20230522 Repairs	3 hours JOURNEYMAN ELECTRICIAN	450.00	3,662.94
06/07/2023	23-9392	20230522 Repairs	Invoice Tax	3.04	3,665.98
06/30/2023	5141	Larry Russ	Reimbursement for chlorine reagent	49.50	3,715.48
06/30/2023	3899	20230605	Robert Trotter - Worked with Larry to determine lower well not pumping chlorine.	51.00	3,766.48
06/30/2023	3899	20230608	Robert Trotter - Looked through records and spoke with Larry about chlorination.	136.00	3,902.48
06/30/2023	3899	20230615	Robert Trotter - Installed chlorine analyzer.	340.00	4,242.48
06/30/2023	3899	20230627	Robert Trotter - Troubleshoot low chlorine and calibrated Rosemount.	136.00	4,378.48
06/30/2023	3899	20230616	Sawyers Hardware - 3/4" tubing and power cord	32.79	4,411.27
06/30/2023	3899	Hiland Water Corp	OHA Annual Water System Fee	175.00	4,586.27
06/30/2023	3899	Hiland Water Corp	Amazon - 3/4" garden hose thread connector and splitter adapter for chlorine project	22.98	4,609.25
06/30/2023	3899	Hiland Water Corp	Alexin Analytical - Nitrates (May and June)	175.00	4,784.25
06/30/2023	3899	Hiland Water Corp	10% Markup of items purchased	40.58	4,824.83
Total Maintenance and Repairs				4,824.83	4,824.83
Total Materials and Services				4,824.83	4,824.83
TOTAL				4,824.83	4,824.83

Item 4 – Discussion – Water Report

March 2023	April 2023	May 2023	June 2023
Gallons pumped: 223,684	Gallons pumped: 250,610	Gallons pumped: 292,597	Gallons pumped: 482,381
Gallons sold: 139,300	Gallons sold: 170,900	Gallons sold: 194,060	Gallons sold: 366,640
Gallons lost: 84,384 Water	Gallons lost: 79,710	Gallons lost: 98,537	Gallons lost: 115,741
Loss: 37.72%	Water Loss: 31.81%	Water Loss: 33.68%	Water Loss: 23.99%

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

- Larry Russ - Automatic Chlorination System.
- Larry Russ – Meetings with Shersten Finley

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 - 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 11 – New Business

Place holder for new business

Item 12 – Discussion – Reimbursement Requests

Larry Russ - \$42.47 Note this total includes the returned hose bib..

		How doers get more done.	
3600 W 6TH STREET THE DALLES, OR 97058 (541) 296-7006			
4026	00061 88304	06/23/23	11:58 AM
SALE SELF CHECKOUT			
820633958932	3/4 HOSE BIB <A>	8.98N	← Returned
3/4" HOSEBIBB MPT			
820633959038	1/2HOSE BIBB <A>	7.88N	
1/2" HOSEBIBB MPTXSWEAT			
841804100387	10' VINYL <A>	29.62N	
10DX3/4IDX10' VINYL TUBE			
887480003093	SPLICER <A>	4.97N	
3/4" BARB X 3/4" BARB SPLICER NYLON			
SUBTOTAL		51.45	
SALES TAX		0.00	
TOTAL		\$51.45	
XXXXXXXXXXXX3398	VISA	- 8.98	
		<u>\$42.47</u>	

Item 13 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on August 16, 2023 at 7:00pm.

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

Meeting Adjourned