

# Tooley Water District Board Meeting Agenda

Version 1.1 (updated 10/16/23)

Meeting Date: Wednesday, October 18, 2023 7:00pm

Location: Online via Microsoft Teams.

[https://teams.microsoft.com/join/19%3ameeting\\_NzI0OWVvknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkMTlyZjI2%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](https://teams.microsoft.com/join/19%3ameeting_NzI0OWVvknjUtOWZmNi00MjQwLTg0OTEtNTRIZjVkMTlyZjI2%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

September 20, 2023, Board Meeting

Meeting held virtually

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

Carol opened the meeting at 7:05 pm

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

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

### Financial Report

Checking: \$10,889.99

Money Market: \$50,201.38

John updated board members on the financials including checking transactions.

- Board discussed the Hiland fee for distributing the high nitrate level notices. Hiland charged \$650 for this service.

### Water Report

August Water Loss: 19.63%

### System Updates

- Automatic Chlorination Analyzer Install
  - Winter preparedness – Larry has discussed the issue with Hiland and will have the issue resolved prior to November.
- Shersten Finley update:
  - Further investigation/study will need to occur to determine the source of the nitrate. Larry stated that a formal complaint has been sent via Oregon Department of Agriculture and work will proceed on the investigation.

### Emergency Preparedness

- No updates

### Delinquent Accounts

- The majority of accounts were up to date.

### Nitrate Resolution Plan:

- John shared that Dan Mahr from Senator Merkley's office had reached out informing Tooley that there were not enough funds available to cover Tooley's request for congressionally directed spending. Mr. Mahr did mention that he felt we had a good project and recommended Tooley Water District submit a request again next year.
- John provided an update on the meetings that he and Carol had been attending regarding the nitrate issue. Several organization has been assisting the district. Board discussed the options regarding the work with Shersten Finley vs drilling a new well. John and Carol shared

their feelings that OHA will want a definite resolution to the issue.

#### Water Rights

Four options for consideration as recommended by Owen McMutrey of GSI. Board will pursue all four options. Larry made the motion to authorize John Amery to sign the water right transfer. Carol seconded. All approved. Motion carried

- Add the new basalt well as an authorized point of appropriation to Certificate 38186
- Use water from the new basalt well under “exempt use” provisions
- Submit a new groundwater permit application for the use of water from Well 1
- Obtain a portion of another basalt aquifer water right and transfer it to Tooley Water District

Larry made the motion to authorize either John or Carol to sign off on water rights and associated documentation without significant financial obligation regarding the potential new well. Debby seconded. All approved. Motion carried.

#### Grant / Finance Options

- Emergency Community Water Assistance Grants
- Safe Drinking Water Revolving Loan Fund
- Water/Wastewater Financing Program

#### Tooley Policies

- No updates

#### Tooley Road Association

- Discussion was held whether it is appropriate for Tooley Water District to be collecting fees for Tooley Road Association. Larry shared his understanding of the history of the road association. Larry will reach out to John Crompton for more history.

#### New Business

- John and Larry shared information that they had obtained through conversations with Robert Trotter of Highland. This information addressed the Tooley Sanitary Survey. There were 4 items that were highlighted from the survey. John has responded to Mr. Trotter and provided directions regarding the specific items.
- Larry also shared that he has spoken to Robert regarding contacting Hire Electric regarding hour meters at the pump houses. This work has been completed.
- Water pressure has been fluctuating. There most likely will need to have a new pressure switch installed.
- Carol brought up the opportunity to receive assistance from Office of Resiliency and Emergency Management and asked if any board members were comfortable making the call. Larry offered to reach out.

Next Meeting: Wednesday, October 18, 2023

For virtual access – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) or 541-340-0032.

Meeting adjourned at 9:21 pm

## Item 3 - Financial Reports – Mr. Amery

### Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 10/16/23

<span style="font-size: 1.2em;">❖</span> Account Snapshot <span style="float: right;">⚙️ ×</span>			
Checking ↑	Current Balance	Available Balance	☰
Checking (*)	\$11,943.60	\$11,789.60	➤
Money Market ↓	Current Balance	Available Balance	☰
Money Market (*)	\$50,302.71	\$50,302.71	➤

### Recent Savings Transactions

Tooley Water District							10/16/2023 5:07 PM
Register: Savings at Washington Federal							
From 09/17/2023 through 10/16/2023							
Sorted by: Date, Type, Number/Ref							
Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/01/2023			Interest Income	Interest	X	101.33	50,302.71

## Recent Checking Transactions

Tooley Water District							10/16/2023 5:07 PM	
Register: Checking at Washington Federal								
From 09/17/2023 through 10/16/2023								
Sorted by: Date, Type, Number/Ref								
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/18/2023		Secretary of State	Materials and Services:...	In lieu of audit ...	20.00	X		6,981.41
09/20/2023			Interest Income	Interest		X	1.17	6,982.58
09/30/2023	5171	Carol Mauser	Personal Services:Boar...	October Board ...	50.00			6,932.58
09/30/2023	5172	Debby Jones	Personal Services:Boar...	October Board ...	50.00			6,882.58
09/30/2023	5173	John Amery	Personal Services:Boar...	October Board ...	50.00			6,832.58
09/30/2023	5174	Larry Russ	Personal Services:Boar...	October Board ...	50.00			6,782.58
09/30/2023	5175	Hiland Water Corp	Accounts Payable	Services perfor...	2,755.00			4,027.58
09/30/2023	5176	OAWU	Accounts Payable	23/24 members...	93.90			3,933.68
10/06/2023		Hiland Water Corp	Water Revenue:Water ...	Deposit		X	4,811.02	8,744.70
10/13/2023		Liberty Mutual Insur...	Accounts Payable	Paid online wit...	154.00			8,590.70

## Profit and Loss Budget vs. Actual

5:11 PM

10/16/23

Accrual Basis

### Tooley Water District Profit & Loss Budget Performance September 2023

	Sep 23	Budget	% of Budget	Jul - Sep 23	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Water Revenue							
Water Sales	5,666.46	4,103.78	138.1%	13,886.73	12,420.63	111.8%	47,761.09
<b>Total Water Revenue</b>	<b>5,666.46</b>	<b>4,103.78</b>	<b>138.1%</b>	<b>13,886.73</b>	<b>12,420.63</b>	<b>111.8%</b>	<b>47,761.09</b>
<b>Total Income</b>	<b>5,666.46</b>	<b>4,103.78</b>	<b>138.1%</b>	<b>13,886.73</b>	<b>12,420.63</b>	<b>111.8%</b>	<b>47,761.09</b>
<b>Expense</b>							
Capital Improvements	0.00	500.00	0.0%	0.00	1,500.00	0.0%	15,000.00
Contingency	0.00			0.00			8,500.00
<b>Materials and Services</b>							
Activation Fees	0.00			0.00			100.00
Computer and Internet Expenses	0.00	0.00	0.0%	0.00	0.00	0.0%	762.92
Copies	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Dues and Fees	113.90	100.00	113.9%	113.90	300.00	38.0%	1,200.00
<b>Legal Services</b>							
Legal Services	0.00	416.66	0.0%	0.00	1,249.98	0.0%	5,000.00
<b>Liability Insurance</b>							
Equipment Breakdown Coverage	0.00			0.00			150.00
Excess	0.00	0.00	0.0%	0.00	0.00	0.0%	192.00
General Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	1,063.00
Insurance Refund	0.00			0.00			-162.00
N/O Auto Liability	0.00	0.00	0.0%	0.00	0.00	0.0%	175.00
Property	0.00	0.00	0.0%	0.00	0.00	0.0%	450.00
Liability Insurance - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	446.41
<b>Total Liability Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>2,314.41</b>
<b>Maintenance and Repairs</b>							
Maintenance and Repairs	405.00	745.53	54.3%	1,551.11	2,236.59	69.4%	8,946.46
Network Monitoring Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	340.00
Office Supplies	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
<b>Operating Expenses</b>							
Disconnect Fee	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
Hiland Base Maintenance Fee	2,350.00	2,206.37	106.5%	7,050.00	6,619.11	106.5%	26,476.48
<b>Total Operating Expenses</b>	<b>2,350.00</b>	<b>2,214.70</b>	<b>106.1%</b>	<b>7,050.00</b>	<b>6,644.10</b>	<b>106.1%</b>	<b>26,576.48</b>
<b>Postage and Delivery</b>							
Postage and Delivery	0.00	8.33	0.0%	0.00	24.99	0.0%	100.00
<b>Materials and Services - Other</b>							
Materials and Services - Other	0.00			42.47			
<b>Total Materials and Services</b>	<b>2,868.90</b>	<b>3,493.55</b>	<b>82.1%</b>	<b>8,757.48</b>	<b>10,480.65</b>	<b>83.6%</b>	<b>45,640.27</b>
<b>Personal Services</b>							
Boardmember Incentives	200.00	250.00	80.0%	700.00	750.00	93.3%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
<b>Crime Bond</b>							
Crime Bond	0.00	175.00	0.0%	154.00	175.00	88.0%	175.00
Meeting Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
Workmans Compensation Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	688.42
<b>Total Personal Services</b>	<b>200.00</b>	<b>425.00</b>	<b>47.1%</b>	<b>854.00</b>	<b>925.00</b>	<b>92.3%</b>	<b>4,313.42</b>
<b>Total Expense</b>	<b>3,068.90</b>	<b>4,418.55</b>	<b>69.5%</b>	<b>9,611.48</b>	<b>12,905.65</b>	<b>74.5%</b>	<b>73,453.69</b>
<b>Net Ordinary Income</b>	<b>2,597.56</b>	<b>-314.77</b>	<b>-825.2%</b>	<b>4,275.25</b>	<b>-485.02</b>	<b>-881.5%</b>	<b>-25,692.60</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	1.17	20.83	5.6%	104.83	62.49	167.8%	250.00
<b>Total Other Income</b>	<b>1.17</b>	<b>20.83</b>	<b>5.6%</b>	<b>104.83</b>	<b>62.49</b>	<b>167.8%</b>	<b>250.00</b>
<b>Net Other Income</b>	<b>1.17</b>	<b>20.83</b>	<b>5.6%</b>	<b>104.83</b>	<b>62.49</b>	<b>167.8%</b>	<b>250.00</b>
<b>Net Income</b>	<b>2,598.73</b>	<b>-293.94</b>	<b>-884.1%</b>	<b>4,380.08</b>	<b>-422.53</b>	<b>-1,036.6%</b>	<b>-25,442.60</b>

## Balance Sheet – Previous year comparison

5:09 PM  
10/16/23  
Accrual Basis

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

	Oct 16, 23	Oct 16, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Checking at Washington Federal	8,590.70	5,029.35	3,561.35	70.8%
Savings at Washington Federal	50,302.71	55,058.06	-4,755.35	-8.6%
<b>Total Checking/Savings</b>	<u>58,893.41</u>	<u>60,087.41</u>	<u>-1,194.00</u>	<u>-2.0%</u>
<b>Total Current Assets</b>	58,893.41	60,087.41	-1,194.00	-2.0%
<b>Fixed Assets</b>				
Tooley Fixed Assets	180,300.00	180,300.00	0.00	0.0%
<b>Total Fixed Assets</b>	<u>180,300.00</u>	<u>180,300.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>239,193.41</b></u>	<u><b>240,387.41</b></u>	<u><b>-1,194.00</b></u>	<u><b>-0.5%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
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	9,292.43	23,002.03	-13,709.60	-59.6%
<b>Total Equity</b>	<u>239,193.41</u>	<u>240,387.41</u>	<u>-1,194.00</u>	<u>-0.5%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>239,193.41</b></u>	<u><b>240,387.41</b></u>	<u><b>-1,194.00</b></u>	<u><b>-0.5%</b></u>

## Maintenance and Repairs – Details

5:09 PM

10/16/23

Accrual Basis

### Tooley Water District Maintenance and Repairs details July 2023 through June 2024

Date	Num	Name	Memo	Amount	Balance
<b>Materials and Services</b>					
<b>Maintenance and Repairs</b>					
08/31/2023	6151...	230803 Hour Meter replacement	WIRENUT 18 TO 8 AWG, TAN/RED	0.80	0.80
08/31/2023	6151...	230803 Hour Meter replacement	12 AWG THHN/THWN STRANDED COPPER B...	2.28	3.08
08/31/2023	6151...	230803 Hour Meter replacement	HOUR METER, 3-HOLE, FLANGE #T50B52	72.46	75.54
08/31/2023	6151...	230803 Hour Meter replacement	2.5 hours JOURNEYMAN ELECTRICIAN	375.00	450.54
08/31/2023	6151...	230803 Hour Meter replacement	Invoice Tax	2.57	453.11
08/31/2023	4013	20230814 Coordination	Jessica Perryman - Coordinated with county on ...	13.00	466.11
08/31/2023	4013	20230815 Notices	Robert Trotter - Put up notices for high nitrate, t...	680.00	1,146.11
09/30/2023	4031	20230923 repairs	Robert Trotter - Troubleshoot low pressure alar...	127.50	1,273.61
09/30/2023	4031	20230925 repairs	Robert Trotter - Troubleshoot Sensaphone, coor...	85.00	1,358.61
09/30/2023	4031	Hiland Water Corp	Alexin Analytical - nitrate samples	175.00	1,533.61
09/30/2023	4031	Hiland Water Corp	10% markup of nitrate samples	17.50	1,551.11
Total Maintenance and Repairs				1,551.11	1,551.11
Total Materials and Services				1,551.11	1,551.11
<b>TOTAL</b>				<b>1,551.11</b>	<b>1,551.11</b>



## Checks that have not cleared

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	07/31/2023	5157	Debby Jones	July Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	08/31/2023	5163	Carol Mauser	August Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	08/31/2023	5164	Debby Jones	August Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	09/30/2023	5171	Carol Mauser	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	09/30/2023	5172	Debby Jones	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	09/30/2023	5173	John Amery	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Check	09/30/2023	5174	Larry Russ	October Board Meeting attendance	Checki...		Boardmember Incentives	-50.00
Bill Pmt -Check	09/30/2023	5175	Hiland Water Corp	Services performed in September	Checki...		Accounts Payable	-2,755.00
Bill Pmt -Check	09/30/2023	5176	OAWU	23/24 membership renewal	Checki...		Accounts Payable	-93.90
Bill Pmt -Check	10/13/2023		Liberty Mutual Insurance C...	Paid online with bank card. Transaction#...	Checki...		Accounts Payable	-154.00
<b>Total</b>								<b><u>-3,352.90</u></b>

## Item 4 – Discussion – Water Report

<b>June 2023</b>	<b>July 2023</b>	<b>August 2023</b>	<b>September 2023</b>
Gallons pumped: 482,381	Gallons pumped: 493,990	Gallons pumped: 729,382	Gallons pumped: 432,782
Gallons sold: 366,640	Gallons sold: 422,830	Gallons sold: 586,210	Gallons sold: 329,333
Gallons lost: 115,741	Gallons lost: 71,160 Water	Gallons lost: 143,172	Gallons lost: 103,449
<b>Water Loss: 23.99%</b>	<b>Loss: 14.41%</b>	<b>Water Loss: 19.63%</b>	<b>Water Loss: 23.90%</b>

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

- Larry Russ - Automatic Chlorination System. Winter preparedness.
- Larry Russ – updates regarding meetings with Shersten Finley
- Larry Russ – Under Certified operator protocol
- Larry Russ – ODHS potential assistance with drinking water for residents.
- John Amery – Tooley Alarm – radios stopped communicating to wells
- Larry Russ – Shutting off lower well
- 

## Item 6 – Discussion – Emergency Preparedness

## Item 7 – Discussion – Delinquent Accounts

## Item 8 – Discussion – Nitrate Resolution Plan

### *Water Rights*

Four Options for consideration as recommended by Owen McMutrey of GSI.

1. Add the new basalt well as an authorized point of appropriation to Certificate 38186.
2. Use water from the new basalt well under “exempt use” provisions.
3. Submit a new groundwater permit application for the use of water from Well 1.
4. Obtain a portion of another basalt aquifer water right and transfer it to Tooley Water District.

Owen was able to initiate a Ground Water Rights Transfer from Tooley’s existing well to the new proposed well sites. Additionally, Owen was able to submit an application for a permit for Groundwater use for Group Domestic wells for irrigation of up to ½ acre of lawn and garden. Both of these activities along with all the application fees were paid for by Sacramento State via a grant from EPA. Funding from that grant expired on 9/30/23.

## ***Grant / Finance Options***

OHA Domestic Wells Grant -

<https://app.smartsheet.com/b/publish?EQBCT=b676066b34814c9093c709693deb0d4f>

## Domestic Wells

### Domestic Wells



In 1990 the State of Oregon designated the Lower Umatilla Basin a Groundwater Management Area (LUBGWMA) in parts of Morrow and Umatilla Counties due to high levels of nitrate in groundwater resulting primarily from agricultural activities in the region. The federal Environmental Protection Agency (EPA) sets the Maximum Contaminant Level (MCL) of nitrate in drinking water at 10 milligrams per liter (mg/L) of water. People in the LUBGWMA who rely on domestic (private) wells for their drinking water may be exposed to unsafe levels of nitrate when using water above 10 mg/L for drinking and cooking. Short term exposure may cause immediate health problems in babies fed formula made with this water and may affect pregnancies. Long term exposure is associated with increased risk of thyroid, respiratory and other illnesses and certain cancers. OHA, together with the Oregon Department of Human Services (ODHS), Morrow and Umatilla County LPHAs, Local CBOs and other partners are responding to provide access to safe water to residents whose well water tests above 10 mg/L.

Activities will support community engagement related to domestic well testing and safe drinking water in the affected areas of Morrow and Umatilla counties. This includes: sharing OHA education and outreach materials regarding nitrate and health risks and raising awareness about access to state-provided Safe Water Services. "Safe Water Services" include domestic well water testing and, for residents whose well water tests above 10mg/L for nitrate, access to free water delivery and, when effective, free in-home nitrate treatment systems.

Applicants may utilize staff and volunteer workers to conduct Eligible Activities, however, at least one Applicant staff person must participate in any activity that a volunteer attends.

**Total funding available: \$250,000**

**For more information on Domestic Wells Program, [Click Here](#)**

## Grant Program Activities

**Eligibility:** Activities with known funding are described below and may have criteria for eligibility or stated funding preferences. Unless otherwise specified, there are no restrictions on proposing to work within a county versus a region of the state. Applicants proposing to work in more than one county must provide specific details about the work being proposed in each county, including how their specific population(s) of focus in each county will benefit from the proposed work and the existing relationships the Applicant has with the population(s) of focus in each county. If the Applicant does not have existing relationships in the county, Applicant must describe how they intend to build those relationships. Please propose activities that meet the needs of your organization's structure and/or service area.

**Training and Technical Assistance:** Applicants may want to build their staff capacity for certain skills or content area expertise, as well as organizational capacity to expand reach in its community and improve competitiveness for funding opportunities. Organizations that are awarded funding in one or more categories below are eligible to receive capacity building, training, and technical assistance, including, but not limited to: fiscal, human resources, equity, policy leadership and advocacy capacities and subject matter areas like Communicable Disease prevention and climate adaptation.

### Eligible Activities

i. Applicant may participate in activities to test domestic well water or encourage residents to access well water testing.

ii. Applicant may have staff and volunteers participate in activities organized by OHA, ODHS and/or LPHA partners such as door-to-door visits to collect domestic well water samples, phone banking to remind households that re-testing is needed, and/or offer OHA-provided water screening test kits through their programs serving community members and at their community events. At least one Applicant staff person must participate in any activity that a volunteer attends.

(c) Support Water Treatment and Maintenance Activities.

Applicant must work together with OHA and OHA partners to refer well users with elevated nitrate concentrations to free in-home drinking water treatment systems provided by OHA and inform development of education and outreach materials related to treatment system maintenance.

(d) Support Water Provision Activities.

Applicant must work together with OHA and OHA partners to support access by selected well users with nitrate levels above 10 mg/L to access free bottled water delivery.

### Unallowable Expenditures

Funds awarded through this RGFA may be used to fund personnel, fringe benefits and related costs for personnel to implement the final approved work plan. Funds awarded through this RFGA may **not** be used for: purchase of real estate; purchase of vehicles; payment for direct medical care and medical supplies; payment for individual community members' rent, mortgage, utilities, phone or internet service, etc. OHA reserves the right to place individual and percent of award limitations on the purchase of gift cards. Purchase of supplies must be directly related to the implementation of the final approved work plan and may **not** make up the majority of the overall funding tied to funding awarded through this RFGA.

## Are you ready to apply?

**You will be asked to attach the following items to your application form.**

**Your application will be considered incomplete if the following items are not included:**

- **Completed application** for funding
- **Attachment #2** -Project budget (Use this template [here](#). Attach in Excel format)
- **Attachment #3** -Project workplan (Use this template [here](#))
- **Attachment #4** -(2) Letters of Support (Use this template [here](#) or one of your own - must include the information asked in the [template](#))
- **501(c)3 determination letter** (From you or your fiscal sponsor) - [Need a copy, click here](#)

## Emergency Community Water Assistance Grants

### What does this program do?

**This program helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water.**

**The following events qualify as an emergency:**

- Drought or flood
- Earthquake
- Tornado or hurricane
- Disease outbreak
- Chemical spill, leak, or seepage
- Other disasters

**NOTE: A federal disaster declaration is not required.**

### Who may apply for this program?

- Most State and local governmental entities
- Nonprofit organizations
- Federally recognized Tribes

### What is an eligible area?

- Rural areas and towns with populations of 10,000 or less – [check eligible addresses](#)
- Tribal lands in rural areas
- Colonias

The area to be served must also have a median household income less than the state's median household income for non-metropolitan areas. Contact your [local RD office](#) for details.

### How may funds be used?

- Water transmission line grants up to \$150,000 to construct waterline extensions, repair breaks or leaks in existing water distribution lines, and address related maintenance necessary to replenish the water supply
- Water source grants up to \$1,000,000 to construct a water source, intake or treatment facility

### Are matching funds required?

Partnerships with other federal, state, local, private, and nonprofit entities are encouraged.

### How do we get started?

- Applications for this program are accepted year round online at <https://www.rd.usda.gov/programs-services/rd-apply> or through your [local RD office](#).
- Program Resources are available online (forms, guidance, certifications, etc.).

### Who can answer questions?

- Staff in your [local RD office](#).
- Participating nonprofit associations

### What law governs this program?

- Code of Federal Regulation, [7 CFR 1778](#)
- Section 306A of the Consolidated Farm and Rural Development Act

### "Why does USDA Rural Development do this?"

This program helps prevent damage or restore households and business' access to clean, reliable drinking water in eligible rural areas and towns following natural disasters. Funding can improve the natural environment and encourage manufacturers and other businesses to locate or expand operations.

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**NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled "What Governs This Program?" You may also contact your local office for assistance. You will find additional forms, resources, and program information at [rd.usda.gov](http://rd.usda.gov). USDA is an equal opportunity provider, employer, and lender.**

Last Updated July 2020





## Bringing safe drinking water to Oregon communities...

The Safe Drinking Water Revolving Loan Fund provides low-cost financing to eligible water systems for planning, design, engineering, and construction of drinking water facilities. Water systems may submit a Letter of Interest (LOI) at any time to begin the process. Once submitted, LOIs are rated and ranked by the Oregon Health Authority (OHA) before being listed on the project priority list (PPL). Only projects that are listed on the PPL and are ready to proceed may be invited to apply for funding.

### ELIGIBLE WATER SYSTEMS

Public and privately owned community and non-profit non-community water systems are eligible applicants. Federally-owned water systems are not eligible.

### ELIGIBLE PROJECTS

**Sustainable Infrastructure Planning Projects (SIPP)** - activities that promote sustainable water infrastructure may receive 100% forgivable loan funding up to a maximum of \$20,000 per project. Priority is given to systems less than 300 connections. Eligible planning activities include:

- Feasibility Studies to evaluate infrastructure project feasibility
- Asset Management Planning for managing water system infrastructure assets
- System Partnership Studies to evaluate potential for system consolidation or regionalization
- Resilience Planning for improving system resiliency and identifying infrastructure projects
- Water Rate Analysis of water system rate charges, structure, and adequacy
- Leak Detection Studies to detect system leakage and identify possible solutions
- Water System Master Plans for long-range system needs (less than 300 connections only)

[biz.oregon.gov](http://biz.oregon.gov)

Business Oregon's **Infrastructure Finance Authority** assists communities to build infrastructure capacity to address public health, safety, and compliance issues as well as support their ability to attract, retain and expand businesses. The IFA strives to coordinate the delivery of infrastructure financing to Oregon communities and to better collaborate with local partners.



## BUSINESS OREGON

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Business Oregon is an agency  
of the state of Oregon.



**Design, Engineering, and Construction Projects** – activities that create or improve drinking water system facilities. Eligible design, engineering, and construction projects include:

- New, repair or replacement of water sources, treatment, finished water reservoirs, pumping and transmission/distribution mains, including associated appurtenances, land/easement acquisition and control buildings
- Aquifer Storage and Recovery (ASR)
- Instrumentation, telemetry, water meter, AMR/AMI, backflow device and pressure reducing valve (PRV) installation or replacement
- Safety, seismic, and security improvements
- Improvements to critical water system assets that increase redundancy and reliability
- Water system restructuring and/or consolidation to resolve noncompliance or technical, managerial, and financial problems

#### **CIRCUIT RIDERS**

Free technical assistance is available from drinking water Circuit Riders to provide on-site services for community water systems serving populations under 10,000 and Non-Transient Non-Community non-profit schools. Services include various water system testing, instruction, reporting, monitoring adjustments, research, financing strategies, and funding application assistance.

#### **INELIGIBLE PROJECTS**

Ineligible projects include dams or rehabilitation of dams, water rights, raw water reservoirs or rehabilitation of raw water reservoirs, projects primarily for fire protection, and projects primarily to serve future population growth.

#### **FUNDING**

Loan funding is available for financing small and large projects with interest rates as low as 60% of market rates and terms up to 20 years. A limited amount of principal forgiveness may be available for all eligible projects, with priority funding and greater financial incentives for projects that resolve current health and/or compliance issues, or address technical, managerial or financial problems through consolidation. Disadvantaged communities may receive additional principal forgiveness, loan interest rates as low as 1%, and loan terms extending up to 30 years. Principal forgiveness is also available to assist with project management and labor standards compliance.

#### **HOW TO APPLY**

Eligible water systems may register at any time online at <https://www.oregon.gov/biz/programs/SDWRLF/Pages/SDWRLFLetterofInterest.aspx>. For more information, check our online **staff directory** for how to contact the **Regional Development Officer** for your area.



### **Business Oregon WW Financing Program**





# INFRASTRUCTURE FINANCE: Water/Wastewater Financing Program

Raising the standards of drinking water, wastewater and stormwater in Oregon communities...

***Do you need financing for your public works project?***

Business Oregon helps communities develop infrastructure, public facilities and address their utility and economic development needs through several programs. The Water/Wastewater Financing Program provides low-cost financing for design and construction of public infrastructure needed to ensure compliance with the Safe Drinking Water Act or the Clean Water Act.

### ELIGIBLE PROJECTS

In addition to eligible planning projects, capital improvement projects needed to achieve or maintain compliance with the Safe Drinking Water Act or the Clean Water Act are eligible for funding. Also eligible are drinking water projects that address an urgent community drinking water health risk or water supply concern, wastewater projects that address an urgent surface water or groundwater quality concern, and urgent stormwater projects that reduce community vulnerability to flooding. Business Oregon may request documentation from the responsible regulatory authority to verify project benefits.

Typical projects funded by this program are:

- Planning–Wastewater Facility and Water Master Plans, preliminary engineering, and financial investigations necessary to determine the feasibility of a project.
- Final Design–Engineering costs required to complete design of capital improvements and prepare construction drawings.
- Construction–Drinking water source development, treatment plants, storage reservoirs, distribution lines, and metering; Wastewater treatment, effluent disposal, pump stations, collection system pipelines; Storm water conveyance, retention and treatment.

[www.oregon.gov/biz](http://www.oregon.gov/biz)

Business Oregon’s infrastructure finance programs assist communities to build infrastructure capacity to address public health safety and compliance issues as well as support their ability to attract, retain and expand businesses. We strive to coordinate the delivery of infrastructure financing to Oregon communities and to better collaborate with local partners.



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Business Oregon is an agency of the state of Oregon.





Ineligible activities include construction of private service laterals, purchase of equipment and motor vehicles unrelated to the project, operation and maintenance expenses.

### ELIGIBLE ENTITIES

Eligible entities are "Municipalities," which include cities, counties, tribal councils, county service districts and special districts defined in ORS 198.010.

### FUNDING

The Water/Wastewater Financing Program is primarily a loan program, but includes grant options for specified activities and financing needs.

### LOANS

The maximum loan is \$10,000,000 per project with terms up to 30 years and very attractive interest rates.

### GRANTS

Grants may be awarded to assure sufficient funding for distressed communities when additional loan financing is not feasible.

Technical Assistance financing is available to municipalities with populations of less than 15,000 people, for planning, engineering, and economic investigations related to an eligible construction project.

- Grants up to \$20,000 per project
- Loans up to \$60,000, low interest rate and short term

## TO APPLY OR GET MORE INFORMATION:

Start the application process today by contacting the Regional Development Officer in your area:

[oregon.gov/biz](http://oregon.gov/biz)





# One Stop Scenarios

## ONE-STOP SCENARIO #1

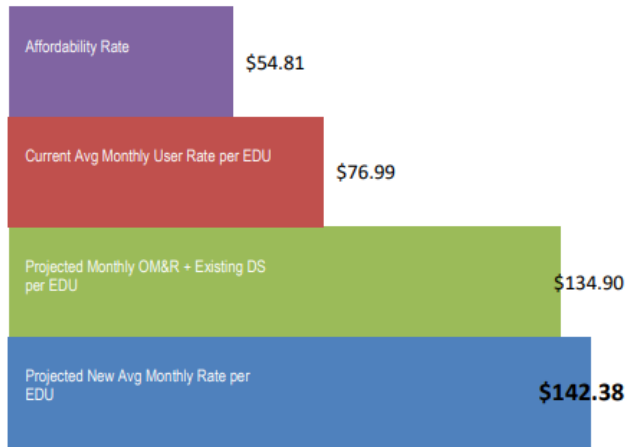
Estimated Project Cost	<b>\$1,157,500</b>
Local Contribution	<b>\$0</b>
Assistance Requested	<b>\$1,157,500</b>

Projected Monthly OM&R + Existing DS per EDU	<b>\$134.90</b>
Monthly New DS per EDU	<b>\$7.48</b>
Projected New Avg Monthly Rate per EDU	<b>\$142.38</b>

Partner	Program	Total Financing	Grant Amount	Loan Amount	Financing Terms		
					Loan Repayment Term (yrs)	Estimated Interest Rate	Annual Debt Payment
USDA	ECWAG	\$1,000,000	\$1,000,000	\$0	N/A	N/A	\$0
BizOR	SDWRLF	\$157,500	\$78,750	\$78,750	30	1.000%	\$3,051

Total Financed	<b>\$1,157,500</b>	Financing Gap	<b>\$0</b>	Annual Debt Service	<b>\$3,051</b>
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### Impact per EDU



Notes	
ECWAG	Contact USDA for full details
SDWRLF	Must meet affordability criteria for subsidized interest rate and principal forgiveness eligibility. Interest rates set quarterly. DWAC approval required for loans ≥\$6MM. IFA Board approval required for funding awards ≥\$3M or principal forgiveness ≥\$750,000.

**ONE-STOP SCENARIO #2**

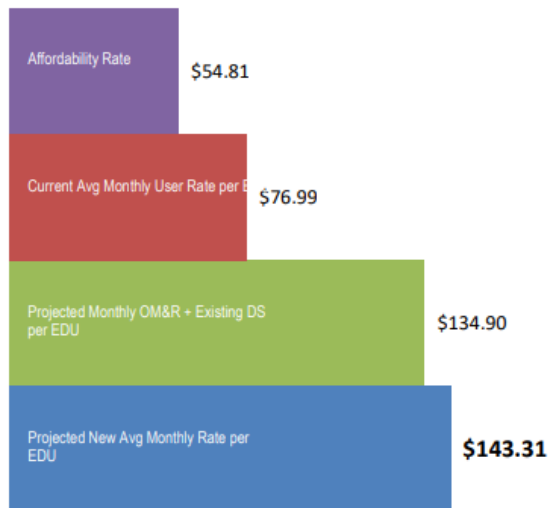
Estimated Project Cost	<b>\$1,157,500</b>
Local Contribution	<b>\$0</b>
Assistance Requested	<b>\$1,157,500</b>

Projected Monthly OM&R + Existing DS per EDU	<b>\$134.90</b>
Monthly New DS per EDU	<b>\$8.41</b>
Projected New Avg Monthly Rate per EDU	<b>\$143.31</b>

Partner	Program	Total Financing	Grant Amount	Loan Amount	Financing Terms		
					Loan Repayment Term (yrs)	Estimated Interest Rate	Annual Debt Payment
USDA	ECWAG	\$1,000,000	\$1,000,000	\$0	N/A	N/A	\$0
BizOR	WW	\$157,500	\$78,750	\$78,750	30	1.820%	\$3,430

Total Financed	<b>\$1,157,500</b>	Financing Gap	<b>\$0</b>	Annual Debt Service	<b>\$3,430</b>
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**Impact per EDU**



Notes	
ECWAG	Contact USDA for full details
WW	Must meet affordability criteria for subsidized interest rate and grant eligibility. Interest rates set quarterly; Oregon Bond Bank rates are set at time of the Bond Sale. IFA Board approval required for funding awards ≥\$3M or grant ≥\$500,000.

**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 – Tooley Road Association**

Discussion regarding whether it is appropriate for Tooley Water District to be collecting fees for Tooley Road Association.

## **Item 11 – New Business**

Place holder for new business

## **Item 12 – Discussion – Next Meeting**

Next board meeting will take place the third Wednesday on November 15, 2023 at 7:00pm.

For virtual access – contact [johnamery@tooleywater.org](mailto:johnamery@tooleywater.org) or 541-340-0032.

**Meeting Adjourned**