

Tooley Water District Board Meeting Agenda

Version 1.1 (updated 12/18/23)

Meeting Date: Wednesday, December 20, 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
November 15, 2023, Board Meeting
Meeting held virtually

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

Carol opened the meeting at 7:03 pm

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

Carol asked for approval of the October minutes. John corrected that Amanda was at the October meeting. John made a motion to approve the October minutes. Larry seconded. All approved. Motion carried.

Financial Report

Checking: \$8742.71

Money Market: \$50,302.71

John updated board members on the financials including checking transactions.

- John mentioned that the Hiland invoice has not yet been received so next month's financials should show two invoices from Hiland.
- Profit/Loss is similar to this time last year
- There was not a maintenance/repair report to share

Water Report

October Water Loss:

- Report had not yet been sent out by Hiland

System Updates

- Winter preparedness: Larry talked to Robert Trotter of Hiland to remind him that the line was protected. Trotter shared that the work would be completed. Larry is not in the area, thus is unable to personally check.
- Shersten Finley update: Oregon Department of Agriculture was on site to collect soil samples. Results will be shared with Larry once received. Larry also reached out regarding delivery of drinking water for the district. A meeting was scheduled for today and Larry was told that information will be forthcoming after the meeting to update the status of obtaining drinking water for district members due to the nitrate levels.

Emergency Preparedness

- No updates

Delinquent Accounts

- Reports were not received from Hiland so members were unable to see account information

Nitrate Resolution Plan:

- John shared an update of a meeting that was held today with several of the individuals who are currently involved in the districts nitrate/new well efforts. Some of the information dealt with the nuances of being within the Scenic Gorge Area. A key determination will be whether we are considered a small or large application. Discussion also included additional consultation that may be needed.
- John shared potential land areas for a new well. Individuals that are assisting the district encouraged the board to narrow down to the most desirable location. Per John's and Carol's attendance at the meetings, the reservoir area may be the best location.
- Debby made the motion to approve the reservoir property as the desired location for the replacement well. Larry seconded. All approved. Motion carried.

Grant / Finance Options – John provided updates on the potential grant resources

- Emergency Community Water Assistance Grants – This is a USDA grant up to 1 million dollars in construction costs. It is the understanding that this grant will only cover construction – not engineering
- Business Oregon – Unclear if this grant and the above can be partnered together. This is a 50/50 grant loan
- The Tooley Water District water issue made the top 10 list of projects for Wasco County as identified by CEP Project.

Larry asked at what point we need to do further outreach to water district members. Board agreed that additional information was needed to ensure full transparency for members.

Tooley Policies

- No updates

Tooley Road Association

- Debby shared She had contacted Devin, from Hiland, regarding the possibility of separating the water charges from the road charges. It was explained that previously this was not a possibility due to the accounting software but that system had been updated. Hiland is looking further into the possibility as another entity other than Tooley, is also requesting a similar service. Devin will look into to issue in greater detail and follow-up with Debby.

New Business

- No new business

Next Meeting: Wednesday, December 20, 2023

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

Meeting adjourned at 8:55 pm

Item 3 - Financial Reports – Mr. Amery

Copy of current account totals from Washington Federal Website

Screenshot from Washington Federal website on 11/11/23

Account Snapshot			
Checking	Current Balance ↑	Available Balance	
Checking	\$8,742.71	\$8,742.71	>
Money Market ↓	Current Balance	Available Balance	
Money Market	\$50,302.71	\$50,302.71	>

Recent Savings Transactions

- Report skipped as treasurer is out of country and does not have remote access to billing system.

Recent Checking Transactions

- Report skipped as treasurer is out of country and does not have remote access to billing system.

Profit and Loss Budget vs. Actual

- Report skipped as treasurer is out of country and does not have remote access to billing system.

Balance Sheet – Previous year comparison

- Report skipped as treasurer is out of country and does not have remote access to billing system.

Maintenance and Repairs – Details

- Report skipped as treasurer is out of country and does not have remote access to billing system.

Checks that have not cleared

- Report skipped as treasurer is out of country and does not have remote access to billing system.

Item 4 – Discussion – Water Report

August 2023	September 2023	October 2023	November 2023
Gallons pumped: 729,382	Gallons pumped: 432,782	Gallons pumped: 316,394	Gallons Pumped: 204,764
Gallons sold: 586,210	Gallons sold: 329,333	Gallons sold: 249,357	Gallons Sold: 150,181
Gallons lost: 143,172	Gallons lost: 103,449	Gallons lost: 67,037	Gallons Lost: 54,583
Water Loss: 19.63%	Water Loss: 23.90%	Water Loss: 21.19%	Water Loss: 26.66%

Item 5 – ODHS/OREM - Discussion/Action

Presentation/Discussion by Shelly Wright and Beth Leslie (Eastern Oregon, Regional Emergency Coordinators). Drinking water assistance for residents.

Potential board vote.

Item 6 – RCAC - Discussion/Action

Presentation/Discussion by Kim Anderson (RCAC | Community and Environmental Services). Development of new well.

Potential board vote.

Item 7 – 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.

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. *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

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

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.



BUSINESS OREGON

Main Office:
775 Summer St., NE, Suite 200
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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



One Stop Scenarios

ONE-STOP SCENARIO #1

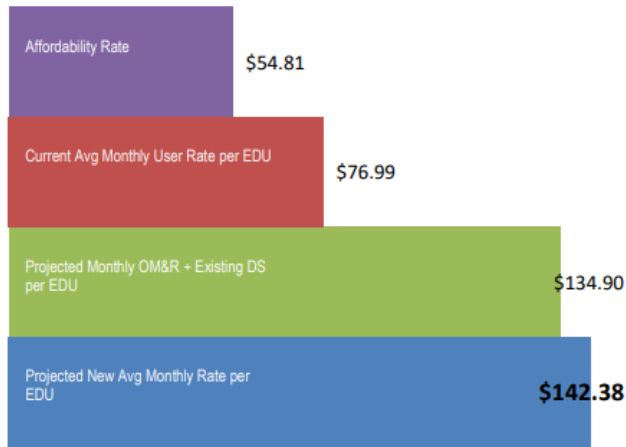
Estimated Project Cost	\$1,157,500
Local Contribution	\$0
Assistance Requested	\$1,157,500

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

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	\$1,157,500	Financing Gap	\$0	Annual Debt Service	\$3,051
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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

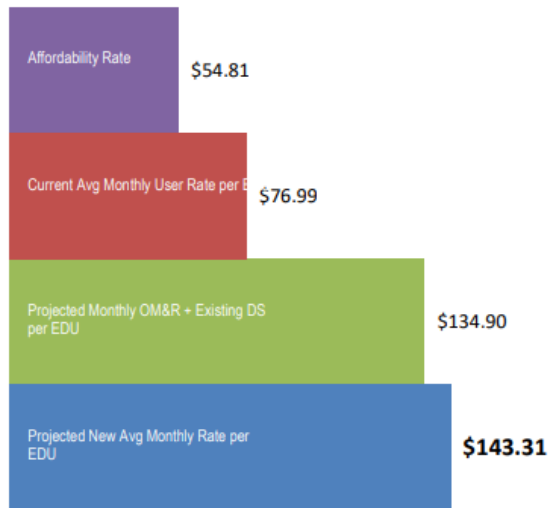
Estimated Project Cost	\$1,157,500
Local Contribution	\$0
Assistance Requested	\$1,157,500

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

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	\$1,157,500	Financing Gap	\$0	Annual Debt Service	\$3,430
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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 8 – Discussion/Action – General System Updates

- Debby Jones – Turn on Delinquent Account
- Larry Russ – updates regarding meetings with Shersten Finley

Item 9 – Discussion – Delinquent Accounts

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

Item 12 – Discussion – Next Meeting

Next board meeting will take place the third Wednesday on January 17, 2024 at 7:00pm.

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

Meeting Adjourned