

# BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)  
Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

## Burlington Water District Board of Commissioners Meeting July 19, 2023, 6:15PM

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## AGENDA

**Call Meeting to Order:**

**Announce Board members present to establish quorum for meeting:**

**Public Comment (limited to 10 min./issue):**

**Guests:**

**Guest: Ed Hodges, engineer of record for BWD;**

**Project Update:**

1. Update on Riverview Water Main Project
2. Update on Water Meter Replacement Project
3. Update on Master Plan Project

**Water Operator's Report from Hiland (Aaron Olson):**

- a. Locates:
- b. Compliance Testing:
- c. Leak detection/repair:
- d. Chlorine residual monitoring:
- e. Customer issues:
- f. Billing adjustments:
- g. Update Water Meter Shutoff Replacements

**Bookkeeper/Office Manager's Report:**

- a. Hiland Credit Memo and Accounts Receivable/Payable reports:
- b. Monthly budget statements:
- c. Monthly budget expenditure review:

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## **Consent Agenda:**

- a. Board approval to pay bills as presented:
- b. Board approval of June Board Meeting minutes as submitted:

## **Administrative Reports:**

## **Old Business:**

## **New Business:**

## **Announcements:**

## **Adjourn:**

**Next Board Meeting:** Wednesday, August 16, 2023 at 6:15pm

**Location:** Meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary



# Hiland Water Operator's Report

June 2023

This report is furnished by Hiland Water and outlines the operations during June 2023.

- Locates
  - Hiland Water responded to several locate requests. Water lines were marked as needed. As requested, the list of locates are shown below:

Ticket #	Type	Call Date	Excavator Company	Addr	Street	City
<a href="#">23147858</a>	UI/UX	05/30/23 07:37:18	BLACK AND MCDONALD LIMITED	16954	ST HELENS	PORTLAND
<a href="#">23164821</a>	Phone	06/13/23 08:06:58	HOMEOWNER	17025	SAINT HELENS	PORTLAND

- Compliance/Testing
  - The coliform sample taken in June showed no presence of coliform or e-coli.
- Other notes from the field
  - Chris and Paul marked all the system water meters with a blue flag as well as marked the entire length of mainline and water services on Riverview per the Board's request for the upcoming meter replacement project.
- Notes from Office
  - Account 2475: Meter is scheduled to be shut off.
  - Account 2484: Meter is scheduled to be shut off.
  - Account 2489: Check in the mail.
  - Account 2517: Had leak, was given leak adjustment.
  - Account 2525: Attempting to get in contact with customer to set up new auto pay.
  - Account 2531: House burnt down.
  - Account 2565: Customer made payment.

- Account 2569: Customer made payment.
- Account 2571: Customer made payment.
- Account 2577: Customer made payment.
- Account 2585: Meter is scheduled to be shut off.
- Account 2586: Meter is scheduled to be shut off.
- Account 3293: Attempting to get in contact with customer to set up new auto pay.
- Account 3294: Attempting to get in contact with customer to set up new auto pay.
- Account 3343: There is no meter in the box, and we have not been able to get in contact with Bryan to pay his bill.

Date: June 2023

# Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	946,220 Gallons
Water Sold This Month	825,001 Gallons
Water Loss	121,219 Gallons
Water Loss %	12.81%

	Amount (\$)
Total Water	\$ 26,280.21
Total Late Charge	\$ 129.17
Total Adjustments	\$ (309.72)
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 26,099.66</b>

Aged 1 Balance	\$ 2,478.03
Aged 2 Balance	\$ 556.32
Aged 3 Balance	\$ 520.42
Aged 4+ Balance	\$ 1,221.33
Overpayments/Undeposited payments	\$ (7,120.34)
<b>Total Receivables</b>	<b>\$ 23,755.42</b>

Total Receipts on Account \$ 34,873.23

Average Usage For Active Meters 6,875

Average Water Charge For Active Meters \$ 219.00

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	3	260,588	31.59%
40,001-50,000	0	-	0.00%
30,001-40,000	3	111,041	13.46%
20,001-30,000	1	21,602	2.62%
10,001-20,000	10	134,393	16.29%
8,001-10,000	2	19,126	2.32%
6,001-8,000	8	53,460	6.48%
4,001-6,000	19	90,381	10.96%
2,001-4,000	37	103,822	12.58%
1-2,000	28	30,593	3.71%
Zero Usage	9	-	0.00%
Total Meters	120	825,007	100.00%

Date: June 2023

# Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	25,656 Gallons
Water Sold This Month	20,787 Gallons
Water Loss	4,869 Gallons
Water Loss %	18.98%

	Amount (\$)
Total Water	\$ 965.78
Total Late Charge	\$ 1.77
Total Adjustments	\$ 4.16
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 971.71</b>

Aged 1 Balance	\$ 118.14
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (116.37)
<b>Total Receivables</b>	<b>\$ 973.48</b>

Total Receipts on Account \$ 758.75

Average Usage For Active Meters 2,598

Average Water Charge For Active Meters \$ 120.72

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	0	-	0.00%
8,001-10,000	0	-	0.00%
6,001-8,000	1	6,478	31.16%
4,001-6,000	0	-	0.00%
2,001-4,000	4	10,435	50.20%
1-2,000	3	3,875	18.64%
Zero Usage	0	-	0.00%
Total Meters	8	20,787	100.00%

Date: June 2023

# Pump 462 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>49,794 Gallons</b>
<b>Water Sold This Month</b>	<b>44,745 Gallons</b>
<b>Water Loss</b>	<b>5,049 Gallons</b>
<b>Water Loss %</b>	<b>10.14%</b>

	<b>Amount (\$)</b>
Total Water	\$ 1,640.97
Total Late Charge	\$ -
Total Adjustments	\$ 0.12
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,641.09</b>

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (642.37)
<b>Total Receivables</b>	<b>\$ 998.72</b>

Total Receipts on Account \$ 2,478.20

Average Usage For Active Meters 3,729

Average Water Charge For Active Meters \$ 136.75

<b>Usage Groups</b>	<b># Of Accounts</b>	<b>Gallons</b>	<b>% Of Usage</b>
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	1	11,759	26.28%
8,001-10,000	0	-	0.00%
6,001-8,000	0	-	0.00%
4,001-6,000	3	14,369	32.11%
2,001-4,000	5	15,050	33.63%
1-2,000	3	3,568	7.97%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>12</b>	<b>44,745</b>	<b>100.00%</b>



PO Box 699  
Newberg, OR 97132

# Credit Memo

Date	Credit No.
7/1/23	3913

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

		P.O. No.	Project	
Serviced	Description	Qty	Rate	Amount
	This credit memo is for service provided during June 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
6/30/23	Burlington Water District June 2023 Base Fee	1	3,025.00	3,025.00
6/30/23	Receipts this month	-1	34,873.23	-34,873.23
	Subtotal for monthly base fee & pass-through customer charges			-31,848.23
	T&M Charges:			
6/2/23	Paul Howard - Engineering locate.	5.75	72.00	414.00
6/6/23	Chris Pomeroy - Marked all meters.	6.5	61.00	396.50
6/21/23	Aaron Olson - Attended board meeting.	1.25	90.00	112.50
6/28/23	Kylah Cook - Leak check, spoke with customer.	1	52.00	52.00
	Labor, Equipment, and Mileage Subtotal			975.00
	Reimbursable Expenses:			
6/27/23	OHA annual water system fee	1	175.00	175.00
6/30/23	Dan Zimmerman - GoTo Meeting Fee	1	14.00	14.00
6/30/23	Dan Zimmerman	1	800.00	800.00
6/30/23	Dan Zimmerman - Postage	1	4.26	4.26
	Total Reimbursable Expenses			993.26
6/30/23	Markup - 10%	1	99.33	99.33
		<b>Total</b>		-31,848.23
		<b>Invoices</b>		\$0.00
		<b>Balance Credit</b>		-31,848.23



**Burlington Water District**  
**Balance Sheet**  
 As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10.01 · Bank of the West-General acct.	85,853.87	53,250.64	32,603.23
1004 · OR STATE TREATX POOL-FIRE 4563	160,886.76	83,954.69	76,932.07
1006 · STATE POOL -GEN Savings 3564	212,273.27	195,368.97	16,904.30
1010 · PETTY CASH	30.00	30.00	0.00
<b>Total Checking/Savings</b>	459,043.90	332,604.30	126,439.60
<b>Total Current Assets</b>	459,043.90	332,604.30	126,439.60
<b>TOTAL ASSETS</b>	<b>459,043.90</b>	<b>332,604.30</b>	<b>126,439.60</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>	-30.00	-30.00	0.00
<b>Equity</b>			
3000 · Opening Bal Equity	-656,421.00	-656,421.00	0.00
3900 · Retained Earnings	989,055.30	873,393.09	115,662.21
Net Income	126,439.60	115,662.21	10,777.39
<b>Total Equity</b>	459,073.90	332,634.30	126,439.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>459,043.90</b>	<b>332,604.30</b>	<b>126,439.60</b>

**Burlington Water District**  
**Profit & Loss Budget vs. Actual**  
**June 2023**

	Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4002 · WATER SALES	34,873.23	29,000.00	5,873.23	120.3%
4004 · CURRENT LEVIED TAXES	3,578.60	500.00	3,078.60	715.7%
4011 · INTEREST INCOME	1,232.89	100.00	1,132.89	1,232.9%
<b>Total 4000 · INCOME</b>	<b>39,684.72</b>	<b>29,600.00</b>	<b>10,084.72</b>	<b>134.1%</b>
<b>Total Income</b>	<b>39,684.72</b>	<b>29,600.00</b>	<b>10,084.72</b>	<b>134.1%</b>
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	800.00	1,400.00	-600.00	57.1%
5147 · OPERATIONS MANAGEMENT FEE	3,124.33	2,916.00	208.33	107.1%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.66	-16.66	0.0%
5111 · ELECTRIC	120.74	145.00	-24.26	83.3%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	375.50	1,250.00	-874.50	30.0%
5127 · OFFICE EXPENSE & POSTAGE	193.26	208.33	-15.07	92.8%
5141 · MAINTENANCE	1,011.00	2,916.66	-1,905.66	34.7%
5142 · WATER PURCHASES	2,888.62	3,000.00	-111.38	96.3%
5145 · ENGINEER	0.00	416.66	-416.66	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>8,513.45</b>	<b>12,919.30</b>	<b>-4,405.85</b>	<b>65.9%</b>
<b>Total Expense</b>	<b>8,513.45</b>	<b>12,919.30</b>	<b>-4,405.85</b>	<b>65.9%</b>
<b>Net Ordinary Income</b>	<b>31,171.27</b>	<b>16,680.70</b>	<b>14,490.57</b>	<b>186.9%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	9,650.00	-9,650.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>9,650.00</b>	<b>-9,650.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>27,502.08</b>	<b>-27,502.08</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-27,502.08</b>	<b>27,502.08</b>	<b>0.0%</b>
<b>Net Income</b>	<b>31,171.27</b>	<b>-10,821.38</b>	<b>41,992.65</b>	<b>-288.1%</b>

**Burlington Water District**  
**Profit & Loss Budget vs. Actual**  
**July 2022 through June 2023**

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	5,535.00	274,650.00	-269,115.00	2.0%
4013 · Grant Proceeds	5,535.00	40,000.00	-34,465.00	13.8%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	319,539.75	286,000.00	33,539.75	111.7%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	153,530.94	145,000.00	8,530.94	105.9%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	10,076.13	1,200.00	8,876.13	839.7%
<b>Total 4000 · INCOME</b>	<u>498,674.69</u>	<u>921,850.00</u>	<u>-423,175.31</u>	<u>54.1%</u>
<b>Total Income</b>	498,674.69	921,850.00	-423,175.31	54.1%
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	161,681.30	158,000.00	3,681.30	102.3%
5152 · CONSULTANTS	302.19	5,000.00	-4,697.81	6.0%
5151 · PROCESSING FEES	662.00	1,500.00	-838.00	44.1%
5150 · ACCOUNTING	14,970.00	22,000.00	-7,030.00	68.0%
5147 · OPERATIONS MANAGEMENT FEE	36,400.87	35,000.00	1,400.87	104.0%
5109 · GENERAL OPERATING EXPENSES	263.70	1,000.00	-736.30	26.4%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.05	200.00	-199.95	0.0%
5111 · ELECTRIC	1,434.31	1,700.00	-265.69	84.4%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	4,693.29	15,000.00	-10,306.71	31.3%
5127 · OFFICE EXPENSE & POSTAGE	2,859.53	2,500.00	359.53	114.4%
5141 · MAINTENANCE	20,208.77	35,000.00	-14,791.23	57.7%
5142 · WATER PURCHASES	28,131.82	35,000.00	-6,868.18	80.4%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	5,288.75	5,000.00	288.75	105.8%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<u>286,756.12</u>	<u>327,550.00</u>	<u>-40,793.88</u>	<u>87.5%</u>
<b>Total Expense</b>	286,756.12	327,550.00	-40,793.88	87.5%
<b>Net Ordinary Income</b>	211,918.57	594,300.00	-382,381.43	35.7%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	201,225.00	-201,225.00	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	16,558.00	314,650.00	-298,092.00	5.3%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<u>16,558.00</u>	<u>314,650.00</u>	<u>-298,092.00</u>	<u>5.3%</u>
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	0.00	9,500.00	-9,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.15	31,775.00	-1.85	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
<b>Total 5300 · DEBT SERVICE</b>	<u>68,920.97</u>	<u>78,425.00</u>	<u>-9,504.03</u>	<u>87.9%</u>
<b>Total Other Expense</b>	85,478.97	594,300.00	-508,821.03	14.4%
<b>Net Other Income</b>	-85,478.97	-594,300.00	508,821.03	14.4%
<b>Net Income</b>	<u><u>126,439.60</u></u>	<u><u>0.00</u></u>	<u><u>126,439.60</u></u>	<u><u>100.0%</u></u>

Burlington Water District

7/16/2023 12:45 PM

Register: 10.01 · Bank of the West-General acct.

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment C</b>	<b>Deposit</b>	<b>Balance</b>
07/19/2023	3578	STREAMLINE	5100 · GENERAL OP...	INV: 5A02AF...	1,512.00		84,341.87
07/19/2023	3579	Multnomah County ...	5100 · GENERAL OP...	CINV: 000103...	106.36		84,235.51
07/26/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	June 2023 Wat...	2,270.38		81,965.13
07/26/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	120.00		81,845.13

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Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

## Board Commissioners of Burlington Water District Meeting

Jun 21, 2023, 6:15 – 8:45 PM

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/262727381>

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Access Code: 262-727-381

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## Minutes

### Meeting called to Order by Ron Yann at 6:15

#### Board members present to establish quorum for meeting:

**Present:** Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Gail Curtis and Tiff Wood; quorum present. Also present Anne Squier, Kris Hines, Dan Zimmerman, bookkeeper; Ed Hodges, engineer of record.

**Public Comment (limited to 10 min./issue):** None

**Guests:** None

**Guest:** Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record.

- 1) **Reviewed Watermain project:** Pre-construction conference tomorrow at 2pm. IN attendance will be Matt Mattia, Business Oregon; Levi Erkstam, Nylund contractor; Ron Y. and Susan H., BWD board members; Ed Hodges, project engineer; and Deborah Shyler, payroll specialist. Construction is planned to start in July and finish in August. Road will remain open at all times. Residents will be notified of plan. Request has been submitted to Safe Water Oregon for additional \$261,310 to cover cost and contingency.
- 2) **Water Meter Replacement project:** Awaiting approval of plan from Matt Mattia, Business Oregon. Once approved the plan is to advertise for bids. There will be a 3 week bid process. Aaron Olson requested an inventory of water lines be created during this process.
- 3) **Master Plan:** Example of a Master plan was shared by Ed has been sent out to the board. Board members are asked to review and submit questions to Ed at future meetings. SIP grant of \$20K is likely to be approved, however, the grant will not cover a seismic evaluation. The cost for that to be done by our engineer is \$6000. This will likely be covered by the BWD budget.

# BURLINGTON WATER DISTRICT

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Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

## Water Operator's Report from Aaron Olson, Hiland:

- a. Locates: Hiland Water responded to 5 locate requests. Water lines were marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: A crew was dispatched to investigate flowing water and repair the leak previously identified on Highway 30. Aaron was noted that the water appeared to have stopped flowing. A pressure test was conducted on the mainline and it was determined that there was no leak.
  - a. Leak detection: 3 gal./min
  - b. Chlorine residual: N/A
- c. Billing adjustments: There are 11 homes with meters scheduled to be shut off. Hiland is still working on converting customers set up auto pay. Notice will be placed on the doors of customers prior to turning off their water.
- d. The property owner at 12443 NW Mountain View Rd. has requested consideration of a refund for the SDC and estimated construction costs he paid for a new meter connection in 2020. His septic plan was denied therefore he will not be building on the property after all. He paid \$6,201 in February 2020. Fire pressure/flow tests were conducted but no other work was performed in the field. Aaron will try to find out exactly what work Hiland did on the property and the associated cost. The board will consider deducting that amount from the \$6,201 to determine an appropriate amount for the refund.
- e. Loss factor: 19.7% or 3.65 gal per minute loss. (note: Rt 46 is Burlington District on the Hiland Operators report).
- f. Dan J. reminded Aaron that water rates go up next month, requested Hiland to remember to bill customers accordingly.

## Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Water sales trending at 99.5% budget to fiscal TYD.
- d. Proposed contract renewal with Hiland and Dan Zimmerman for FY 23-24 (July 1, 2023-June 30, 2024) was reviewed.

**ACTION:** Gail C. moved and Dan J. seconded approval of Hiland contract renewal for Dan Z. to continue employment status. Motion passed unanimously.

## Consent Agenda:

- a. Board approval to pay bills as presented:

**ACTION:** Tiff W. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously.
- b. Board approval of May Board Meeting minutes as submitted:

**ACTION:** Gail C. moved that May board minutes be approved as submitted, Dan J. seconded, motion passed unanimously.

# BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

## **Administrative Reports:** N/A

**Old Business:** It is with much sadness and many thanks that we bid a fond farewell to Ron Yann and Dan Johnson for their 4 years of outstanding service with the BWD. They have both worked very hard to set a positive and professional tone for this board and have left the district in strong and healthy shape to move into the future. They will both be greatly missed!

## **New Business:**

- a. Multnomah County elections officer notified BWD of the persons receiving the highest number of votes in the recent special election are Kris Hines, Anne Squire and Christopher Wood.

**ACTION:** Susie Hasty moved and Gail Curtis seconded that the board formally elect Kris Hines, Anne Squire and Christopher Wood as board commissioners for the Burlington Water District. Officers will begin their 4 year term effective July 1, 20203. The motion passed unanimously. Susie read the oath of office and completed the swearing in of the 3 new BWD Board Commissioners.

**Welcome to our new BWD Board Commissioners Anne Squier and Kris Hines** and a thank you to **Tiff Wood** for stepping in to complete the term for Lauren Golar and who is also now an official BWD Board Commissioner.

**ACTION:** Susie H. moved that Gail Curtis assume the role of BWD board Chair, Anne Squire assume BWD board Vice Chair, Tiff Wood assume BWD Treasurer, Susie Hasty will continue as BWD board secretary and Kris Hines assume BWD Vice Secretary. And we are all very pleased and appreciative that Dan Zimmerman will continue as our BWD Bookkeeper. Gail Curtis seconded and motion passed unanimously.

Next steps are for Anne, Kris and Tiff:

- Complete signature cards with Bank of the West
- Complete the Oregon State Treasury LGIP contact registration
- Establish a BWD email address
- Send your mailing address and new BWD email to Susie for completion of the on-line roster

Rules of the Road:

- Meetings are held the 3<sup>rd</sup> Wednesday of every month
- Meetings start sharply at 6:15 (unless otherwise noted i.e. the Budget cycle)
- We need a minimum of 3 board members (quorum) to hold a meeting and to pass proposals
- Let the board know in advance if you are going to miss a meeting
- Be on time so that meetings can run efficiently and so that any attending public and/or guests can be addressed in a timely manner
- Check your BWD email often

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**Announcements:** N/A

**Adjournment:**

Ron Y. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:45 pm.

**Next Board Meeting:**

Wednesday, July 19<sup>th</sup> at 6:15pm, 2023.

**Location:** Meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary