

# 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

Sep 20, 2023, 6:15 – 8:45 PM

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

<https://meet.goto.com/316058973>

You can also dial in using your phone.

Access Code: 316-058-973

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Get the app now and be ready when your first meeting starts:

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

**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 representative:**

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

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

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

# 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/>

- c. Monthly budget expenditure review:
- d. Discussion: Supplemental Budget

## **Consent Agenda:**

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

## **Administrative Reports:**

## **Old Business:**

- a. Master Plan update/discussion: Water Conservation and Seismic Evaluation.
- b. Regional Conservation group: BWD representative needed to attend quarterly meetings

## **New Business:**

- a. **ACTION:** Resolution 23/24-04 Adopting the Supplemental Budget

## **Announcements:**

- a. Camp Creek Fire. Daily "Portland Water Impacts Situation Status Reports" provided to BWD to Board Chair.
- b. PWB Future Water Sales Agreement: The current draft version of the City of Portland water supply agreement is currently under legal review. A future version will be available for board and public review.

## **Adjourn:**

**Next Board Meeting:** Wednesday, October 18, 2023 at 6:15pm

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

Susan Hasty,  
Recording Secretary



# Hiland Water Operator's Report

August 2023

This report is furnished by Hiland Water and outlines the operations during August 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="#">23222424</a>	NXT	08/07/23 08:19:34	NYLUND INC	14200	RIVERVIEW	PORTLAND
<a href="#">23228793</a>	NXT	08/11/23 10:06:58	AKS ENGINEERING		SAINT HELENS	PORTLAND
<a href="#">23228794</a>	NXT	08/11/23 10:06:58	AKS ENGINEERING	17645	SAINT HELENS	PORTLAND
<a href="#">23231348</a>	NXT	08/14/23 16:51:16	AKS ENGINEERING		CORNELIUS PASS	PORTLAND
<a href="#">23248068</a>	NXT	08/30/23 08:34:52	AKS ENGINEERING		CORNELIUS PASS	PORTLAND
<a href="#">23248078</a>	NXT	08/30/23 08:37:06	AKS ENGINEERING		SAINT HELENS	PORTLAND

- Compliance/Testing
  - The coliform sample taken in August showed no presence of coliform or e-coli.
- Notes from Field
  - Hiland responded to customer request to look for possible leak near Harborton.
  - Staff shut off and reconnected a delinquent account.
- Notes from Office
  - Account 2517: Had leak, made payment in August to catch up.
  - Account 2522: Made payment in September.
  - Account 2531: House burnt down.
  - Account 2532: Meter is scheduled to be shut off.

- Account 2550: Made partial payment end of August.
- Account 2585: Meter is scheduled to be shut off.
- Account 2586: Made payment in September.
- 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: August 2023

# Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,041,216 Gallons
Water Sold This Month	922,666 Gallons
Water Loss	118,550 Gallons
Water Loss %	11.39%

	Amount (\$)
Total Water	\$ 29,712.93
Total Late Charge	\$ 57.44
Total Adjustments	\$ 67.42
Total Activation/Disconnect	\$ 80.00
<b>Total Current Charges</b>	<b>\$ 29,917.79</b>

Aged 1 Balance	\$ 1,199.99
Aged 2 Balance	\$ 289.87
Aged 3 Balance	\$ 285.91
Aged 4+ Balance	\$ 1,518.15
Overpayments/Undeposited payments	\$ (1,148.97)
<b>Total Receivables</b>	<b>\$ 32,062.74</b>

Total Receipts on Account \$ 34,365.84

Average Usage For Active Meters 7,642

Average Water Charge For Active Meters \$ 247.61

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	3	269,617	29.40%
40,001-50,000	1	41,664	4.54%
30,001-40,000	3	115,678	12.61%
20,001-30,000	4	113,038	12.33%
10,001-20,000	5	57,618	6.28%
8,001-10,000	5	43,429	4.74%
6,001-8,000	3	23,248	2.54%
4,001-6,000	25	124,101	13.53%
2,001-4,000	30	88,885	9.69%
1-2,000	32	39,726	4.33%
Zero Usage	9	-	0.00%
Total Meters	120	917,003	100.00%

Date: August 2023

# Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	38,036 Gallons
Water Sold This Month	31,094 Gallons
Water Loss	6,942 Gallons
Water Loss %	18.25%

	Amount (\$)
Total Water	\$ 1,223.64
Total Late Charge	\$ -
Total Adjustments	\$ 5.60
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,229.24</b>

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (279.01)
<b>Total Receivables</b>	<b>\$ 950.23</b>

Total Receipts on Account \$ 1,322.43

Average Usage For Active Meters 3,887

Average Water Charge For Active Meters \$ 152.96

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	1	12,731	40.94%
8,001-10,000	0	-	0.00%
6,001-8,000	0	-	0.00%
4,001-6,000	2	10,539	33.89%
2,001-4,000	2	4,750	15.28%
1-2,000	3	3,074	9.89%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>8</b>	<b>31,094</b>	<b>100.00%</b>

Date: August 2023

# Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	54,948 Gallons
Water Sold This Month	49,302 Gallons
Water Loss	5,646 Gallons
Water Loss %	10.28%

	Amount (\$)
Total Water	\$ 1,821.71
Total Late Charge	\$ 4.51
Total Adjustments	\$ 0.24
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,826.46</b>

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (11.31)
<b>Total Receivables</b>	<b>\$ 1,815.15</b>

Total Receipts on Account	\$ 2,013.12
---------------------------	-------------

Average Usage For Active Meters	4,108
Average Water Charge For Active Meters	\$ 151.81

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	2	17,608	35.72%
6,001-8,000	0	-	0.00%
4,001-6,000	3	12,978	26.32%
2,001-4,000	5	16,119	32.70%
1-2,000	2	2,596	5.26%
Zero Usage	0	-	0.00%
Total Meters	12	49,301	100.00%



PO Box 699  
Newberg, OR 97132

# Credit Memo

Date	Credit No.
8/31/23	4011

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

Served	Description	Qty	Rate	Amount	P.O. No.	Project
	This credit memo is for service provided during August 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.					
8/31/23	Burlington Water District August 2023 Base Fee	1	3,025.00	3,025.00		
8/31/23	Receipts this month	-1	34,365.84	-34,365.84		
8/31/23	Collection & disconnection fees	1	80.00	80.00		
	Subtotal for monthly base fee & pass-through customer charges			-31,260.84		
	T&M Charges:					
8/2/23	Robert Trotter - Spoke with customer on Harborton and confirmed they do not have a leak.	0.75	85.00	63.75		
8/16/23	Silas Olson - Researched December 2022 peaking factor.	0.5	120.00	60.00		
8/16/23	JJ Olson - Researched December 2022 peaking factor.	2.5	90.00	225.00		
8/16/23	Aaron Olson - Attended board meeting.	1.75	90.00	157.50		
8/24/23	Robert Trotter - Re-connected customer water service.	0.5	85.00	42.50		
8/28/23	JJ Olson - Camp Creek fire briefing.	0.25	90.00	22.50		
8/28/23	Jessica Perryman - Camp Creek fire briefing.	0.25	52.00	13.00		
	Labor, Equipment, and Mileage Subtotal			584.25		
	Reimbursable Expenses:					
8/31/23	Dan Zimmerman - GoTo Meeting	1	14.00	14.00		
8/31/23	Dan Zimmerman	1	1,165.00	1,165.00		
8/31/23	Dan Zimmerman - postage	1	3.63	3.63		
	Total Reimbursable Expenses			1,182.63		
8/31/23	Markup - 10%	1	118.26	118.26		
					<b>Total</b>	-31,260.84
					<b>Invoices</b>	\$0.00
					<b>Balance Credit</b>	-31,260.84



**Burlington Water District**  
**Balance Sheet**  
 As of August 31, 2023

	<u>Aug 31, 23</u>	<u>Aug 31, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10.01 · Bank of the West-General acct.	116,435.23	81,707.60	34,727.63
1004 · OR STATE TREATX POOL-FIRE 4563	162,812.38	84,969.87	77,842.51
1006 · STATE POOL -GEN Savings 3564	213,812.40	195,837.87	17,974.53
1010 · PETTY CASH	30.00	30.00	0.00
<b>Total Checking/Savings</b>	<u>493,090.01</u>	<u>362,545.34</u>	<u>130,544.67</u>
<b>Total Current Assets</b>	<u>493,090.01</u>	<u>362,545.34</u>	<u>130,544.67</u>
<b>TOTAL ASSETS</b>	<b><u>493,090.01</u></b>	<b><u>362,545.34</u></b>	<b><u>130,544.67</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2001 · Accounts Payable	-30.00	-30.00	0.00
<b>Total Accounts Payable</b>	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
<b>Equity</b>			
3000 · Opening Bal Equity	-656,421.00	-656,421.00	0.00
3900 · Retained Earnings	1,109,600.65	989,055.30	120,545.35
Net Income	39,940.36	29,941.04	9,999.32
<b>Total Equity</b>	<u>493,120.01</u>	<u>362,575.34</u>	<u>130,544.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>493,090.01</u></b>	<b><u>362,545.34</u></b>	<b><u>130,544.67</u></b>

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

	Aug 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	0.00	100,000.00	-100,000.00	0.0%
4013 · Grant Proceeds	0.00	25,000.00	-25,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	0.00	0.00	0.0%
4002 · WATER SALES	34,365.84	35,000.00	-634.16	98.2%
4004 · CURRENT LEVIED TAXES	352.65	5,000.00	-4,647.35	7.1%
4011 · INTEREST INCOME	1,406.78	500.00	906.78	281.4%
<b>Total 4000 · INCOME</b>	<u>36,125.27</u>	<u>165,500.00</u>	<u>-129,374.73</u>	<u>21.8%</u>
<b>Total Income</b>	36,125.27	165,500.00	-129,374.73	21.8%
<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	416.67	-416.67	0.0%
5151 · PROCESSING FEES	80.00	125.00	-45.00	64.0%
5150 · ACCOUNTING	1,165.00	1,500.00	-335.00	77.7%
5147 · OPERATIONS MANAGEMENT FEE	3,728.21	3,354.17	374.04	111.2%
5109 · GENERAL OPERATING EXPENSES	0.00	83.30	-83.30	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.67	-16.67	0.0%
5111 · ELECTRIC	137.59	175.00	-37.41	78.6%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,250.00	-1,250.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	17.63	291.66	-274.03	6.0%
5141 · MAINTENANCE	0.00	3,125.00	-3,125.00	0.0%
5142 · WATER PURCHASES	2,191.38	4,000.00	-1,808.62	54.8%
5145 · ENGINEER	155.00	8,000.00	-7,845.00	1.9%
<b>Total 5100 · GENERAL OPERATING EXPENS...</b>	<u>7,474.81</u>	<u>22,379.13</u>	<u>-14,904.32</u>	<u>33.4%</u>
<b>Total Expense</b>	7,474.81	22,379.13	-14,904.32	33.4%
<b>Net Ordinary Income</b>	28,650.46	143,120.87	-114,470.41	20.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	31,072.30	-31,072.30	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	120,000.00	-120,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	0.00	120,000.00	-120,000.00	0.0%
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	0.00	0.00	0.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	0.00	0.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	0.00	0.00	0.0%
<b>Total 5300 · DEBT SERVICE</b>	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	0.00	151,072.30	-151,072.30	0.0%
<b>Net Other Income</b>	0.00	-151,072.30	151,072.30	0.0%
<b>Net Income</b>	<u><u>28,650.46</u></u>	<u><u>-7,951.43</u></u>	<u><u>36,601.89</u></u>	<u><u>-360.3%</u></u>

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

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	0.00	175,000.00	-175,000.00	0.0%
4013 · Grant Proceeds	0.00	37,000.00	-37,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	53,499.63	70,000.00	-16,500.37	76.4%
4004 · CURRENT LEVIED TAXES	755.96	10,000.00	-9,244.04	7.6%
4011 · INTEREST INCOME	2,708.79	1,000.00	1,708.79	270.9%
<b>Total 4000 · INCOME</b>	<u>56,964.38</u>	<u>693,000.00</u>	<u>-636,035.62</u>	<u>8.2%</u>
<b>Total Income</b>	56,964.38	693,000.00	-636,035.62	8.2%
<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	833.30	-833.30	0.0%
5151 · PROCESSING FEES	80.00	250.00	-170.00	32.0%
5150 · ACCOUNTING	2,150.00	3,000.00	-850.00	71.7%
5147 · OPERATIONS MANAGEMENT FEE	6,853.66	6,708.30	145.36	102.2%
5109 · GENERAL OPERATING EXPENSES	0.00	166.60	-166.60	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	83.32	-83.32	0.0%
5103 · BANK FEES	0.00	33.30	-33.30	0.0%
5111 · ELECTRIC	257.59	350.00	-92.41	73.6%
5117 · ELECTIONS	106.36	200.00	-93.64	53.2%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	2,500.00	-2,500.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	1,549.15	583.32	965.83	265.6%
5141 · MAINTENANCE	1,410.50	6,250.00	-4,839.50	22.6%
5142 · WATER PURCHASES	4,461.76	8,000.00	-3,538.24	55.8%
5145 · ENGINEER	155.00	10,000.00	-9,845.00	1.6%
<b>Total 5100 · GENERAL OPERATING EXPENS...</b>	<u>17,024.02</u>	<u>38,958.14</u>	<u>-21,934.12</u>	<u>43.7%</u>
<b>Total Expense</b>	17,024.02	38,958.14	-21,934.12	43.7%
<b>Net Ordinary Income</b>	39,940.36	654,041.86	-614,101.50	6.1%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	62,144.60	-62,144.60	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	125,000.00	-125,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<u>0.00</u>	<u>125,000.00</u>	<u>-125,000.00</u>	<u>0.0%</u>
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	0.00	0.00	0.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	0.00	0.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	0.00	0.00	0.0%
<b>Total 5300 · DEBT SERVICE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Other Expense</b>	0.00	187,144.60	-187,144.60	0.0%
<b>Net Other Income</b>	0.00	-187,144.60	187,144.60	0.0%
<b>Net Income</b>	<u><u>39,940.36</u></u>	<u><u>466,897.26</u></u>	<u><u>-426,956.90</u></u>	<u><u>8.6%</u></u>

**Burlington Water District**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through June 2024**

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	0.00	295,000.00	-295,000.00	0.0%
4013 · Grant Proceeds	0.00	72,000.00	-72,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	53,499.63	309,563.00	-256,063.37	17.3%
4004 · CURRENT LEVIED TAXES	755.96	158,000.00	-157,244.04	0.5%
4011 · INTEREST INCOME	2,708.79	6,000.00	-3,291.21	45.1%
<b>Total 4000 · INCOME</b>	<u>56,964.38</u>	<u>1,240,563.00</u>	<u>-1,183,598.62</u>	<u>4.6%</u>
<b>Total Income</b>	56,964.38	1,240,563.00	-1,183,598.62	4.6%
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	0.00	182,700.00	-182,700.00	0.0%
5152 · CONSULTANTS	0.00	5,000.00	-5,000.00	0.0%
5151 · PROCESSING FEES	80.00	1,500.00	-1,420.00	5.3%
5150 · ACCOUNTING	2,150.00	24,000.00	-21,850.00	9.0%
5147 · OPERATIONS MANAGEMENT FEE	6,853.66	40,250.00	-33,396.34	17.0%
5109 · GENERAL OPERATING EXPENSES	0.00	1,000.00	-1,000.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.00	200.00	-200.00	0.0%
5111 · ELECTRIC	394.58	2,100.00	-1,705.42	18.8%
5117 · ELECTIONS	106.36	400.00	-293.64	26.6%
5119 · INSURANCE	0.00	9,120.00	-9,120.00	0.0%
5123 · LEGAL	0.00	15,000.00	-15,000.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	1,549.15	3,500.00	-1,950.85	44.3%
5141 · MAINTENANCE	1,410.50	37,500.00	-36,089.50	3.8%
5142 · WATER PURCHASES	6,653.14	43,000.00	-36,346.86	15.5%
5143 · LEASE FEES	0.00	2,000.00	-2,000.00	0.0%
5145 · ENGINEER	155.00	45,000.00	-44,845.00	0.3%
<b>Total 5100 · GENERAL OPERATING EXPENS...</b>	<u>19,352.39</u>	<u>412,770.00</u>	<u>-393,417.61</u>	<u>4.7%</u>
<b>Total Expense</b>	19,352.39	412,770.00	-393,417.61	4.7%
<b>Net Ordinary Income</b>	37,611.99	827,793.00	-790,181.01	4.5%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	372,868.00	-372,868.00	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	367,000.00	-367,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<u>0.00</u>	<u>367,000.00</u>	<u>-367,000.00</u>	<u>0.0%</u>
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	0.00	19,000.00	-19,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	31,775.00	-31,775.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	37,150.00	-37,150.00	0.0%
<b>Total 5300 · DEBT SERVICE</b>	<u>0.00</u>	<u>87,925.00</u>	<u>-87,925.00</u>	<u>0.0%</u>
<b>Total Other Expense</b>	0.00	827,793.00	-827,793.00	0.0%
<b>Net Other Income</b>	0.00	-827,793.00	827,793.00	0.0%
<b>Net Income</b>	<u><u>37,611.99</u></u>	<u><u>0.00</u></u>	<u><u>37,611.99</u></u>	<u><u>100.0%</u></u>

Burlington Water District

9/24/2023 8:36 PM

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

From 09/01/2023 through 09/30/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
09/15/2023	AUTO P...	PGE	5100 · GENERAL OP...	electricity	136.99			116,298.24
09/18/2023			1006 · STATE POOL -...	Funds Transfer ...	57,188.23			59,110.01
09/26/2023	AUTO P...	CITY OF PORTLAND	5100 · GENERAL OP...	August 2023 ...	2,191.38			56,918.63

# 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/>

## Board Commissioners of Burlington Water District Meeting

Aug 16, 2023, 6:15 – 8:45 PM

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

<https://meet.goto.com/699454133>

You can also dial in using your phone.

Access Code: 699-454-133

United States: +1 (408) 650-3123

Get the app now and be ready when your first meeting starts:

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

## Minutes

**Meeting called to Order by Gail Curtis at 6:16.**

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

**Present:** Gail Curtis, chair; Susie Hasty, secretary; Anne Squier, board member; Kris Hines, board member; quorum present. Also, present Dan Zimmerman, bookkeeper; Aaron Olson, Hiland Water Operator and Ed Hodges, Engineer of record.

**Absent:** Tiff Wood, board treasurer.

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

**Guests:** None

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

- a. Bid result for the Water Meter Replacement project. We received 2 bids, one from Hiland water at \$68,555.00 and one from Nyland at \$78,800.00. There is no substantial difference in proposed work between the two companies.  
**ACTION:** Anne S. made a motion to accept Hiland's offer for the job of Meter replacement, Kris H. seconded, motion passed unanimously. Ed will notify Hiland that they have been chosen for the job. The job is expected to take about 60 days once initial formalities are completed.
- b. Riverview Watermain Replacement project. Good news, there is not a lot of bedrock impeding the main line replacement. Hyland has prepped the area and are just waiting for adapters for the HDPE pipes to arrive before they start. The project is expected to be completed close to the September 15<sup>th</sup> timeline. Clarification of payment process as requested by Dan Z. Ed will receive the pay request, he will review and will make any inquiries or adjustments necessary and then forward to Dan Z. and the board with recommendation to pay. We then review and authorize Dan to pay the invoice. One note of interest is that there will be a change order coming for addition of a 2" meter at bottom of hill.

# 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/>

- c. Master Plan update. Award letter from the SIPP fund for \$20,000 is being prepared. Should arrive prior to next meeting.

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

- a. Locates: Hiland Water responded to 2 locate requests.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: SDAO visited district and took photos for insurance (normal business practice). Logie Trail Road meter is stuck, will be fixed with meter replacement project.
- d. Leak detection: 3.4 gal./min
- e. Chlorine residual: N/A
- f. Billing adjustments: There are 12 homes with meters scheduled to be shut off. Hiland is still actively working on converting customers set up auto pay.
- g. Water managers advisory board. PWB routinely reviews meter records to identify any overage. Between Dec 24-27, 2022, we had extra pump cycles. No alarms went off and there was no known/reported leak. During Dec. '22 Jan. '23 we purchased 1.6M gallons. Our approved allotment is approx. 1M gallons per day. That overage has resulted in a fine of \$10,000. We (along with a Hiland representative) can request forgiveness in September. To avoid this from happening in the future the only identified fix is a physical switch at the end of each day to limit one cycle. Mission cannot program a daily limit in their system. Two board members agreed to investigate district, marina water breakage issues during December 24-27 to possibly help explain the water overage. Gail asked that JJ of Hiland Water list the district infrastructure improvements being made as part of the water overage forgiveness letter to the City of Portland region water managers.
- h. **ACTION:** Susan moved that we (with the help of Hiland) request forgiveness of the \$10,000 fine due to unforeseen demand for Dec 24-27, 2022, Kris H. seconded, Anne abstained, motion passed.
- i. NOTE: Aaron will be gone first 3 weeks of September. JJ or Silas will attend the September board meeting.

## **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. Water sales YTD 54.7%
- c. Monthly budget expenditures reviewed.
- d. Dan reviewed the new audit requirements that will begin next year with Hanford and Associates for levels of expenditures.
- e. Dan also reviewed the potential need for a supplemental budget. He will send out an email updating the board on possible next steps.
- f. One budget overview session with Anne and Kris was completed, successful and helpful. Dan will send out optional dates for Gail, Susie and Tiff.

# 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/>

## Consent Agenda:

- a. Board approval to pay bills as presented:

**ACTION:** Anne S. moved those bills be paid as presented, Susan H. seconded, motion passed unanimously.

- b. Board approval of July Board Meeting minutes as submitted:

**ACTION:** Anne S. moved that July board minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

## Administrative Reports: None

## Old Business:

Onboarding status update for Anne, Kris, and Tiff:

- Complete signature cards with Bank of the West: **Need Anne and Tiffs' signature.**
- Complete the Oregon State Treasury LGIP contact registration: **Done**
- Establish a BWD email address: **Done**
- Send address and new BWD email to Susie for completion of the on-line roster: **Done**

## New Business: N/A

## Announcements: N/A

Dan Z. will be on vacation August 25 – Sept. 2nd.

## Adjournment:

**ACTION:** Gail C. moved that the meeting be adjourned, Kris H. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:36pm.

## Next Board Meeting:

Wednesday, September 20, at 6:15pm, 2023.

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

Susan Hasty,  
Recording Secretary



FORM				RESOURCES									
LB-20				GENERAL FUND									
				(Fund)									
								BURLINGTON WATER DISTRICT					
Historical Data						Budget for Next Year 2023-24							
Actual		Adopted Budget This Year Year 2022-23	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Supplemental Budget By Governing Body						
Second Preceding Year 2020-21	First Preceding Year 2021-22												
1	161,168	216,942	175,000	1	Available cash on hand* (cash basis) or	400,000	400,000	400,000	1	400,000	-		
2				2	Net working capital (accrual basis)				2				
3				3	Previously levied taxes estimated to be received				3				
4	1,166	1,313	1,200	4	Interest	3,000	6,000	6,000	4	6,000	-		
5	0	0		5	Transferred IN, from other funds				5				
6				6	<b>OTHER RESOURCES</b>				6				
7				7					7				
8	245,643	279,123	286,000	8	Water Sales	307,031	309,563	309,563	8	309,563	-		
9	0	2482	-	9	System Development Charges	-	-	-	9	-			
10	389.5	15287	-	10	Miscellaneous Receipts	-	-	-	10	-			
11	-	-	40,000	11	Grant Proceeds	40,000	72,000	72,000	11	72,000	-		
12	0	0	274,650	12	Loan Proceeds	75,000	295,000	295,000	12	530,425	<b>235,425</b>		
13				13					13				
14				14					14				
15				15					15				
16				16					16				
17				17					17				
18				18					18				
19				19					19				
20				20					20				
21				21					21				
22				22					22				
23				23					23				
24				24					24				
25				25					25				
26				26					26				
27				27					27				
28				28					28				
29	<b>408,367</b>	<b>515,147</b>	<b>776,850</b>	29	<b>Total resources, except taxes to be levied</b>	<b>825,031</b>	<b>1,082,563</b>	<b>1,082,563</b>	29	<b>1,317,988</b>	<b>235,425</b>		
30			145,000	30	Taxes estimated to be received	158,000	158,000	158,000	30	158,000	-		
31	142,024	144,888		31	Taxes collected in year levied				31				
32	550,390	660,035	921,850	32	<b>TOTAL RESOURCES</b>	983,031	1,240,563	1,240,563	32	1,475,988	<b>235,425</b>		

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY											
FORM	ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY										
LB-30	GENERAL FUND (name of fund)				BURLINGTON WATER DISTRICT (name of Municipal Corporation)						
Historical Data			REQUIREMENTS FOR: WATER UTILITY PROGRAM	Budget For Next Year 2023-24			Supplemental Budget By Governing Body				
Actual		Adopted Budget		Proposed By	Approved By	Adopted By					
Second Preceding Year 2020-21	First Preceding Year 2021-22	This Year 2022-23		Budget Officer	Budget Committee	Governing Body					
1			1	PERSONNEL SERVICES			1				
2	-	-	2	Superintendent	-	-	-	2	-		
3	-	-	3	Administrator	-	-	-	3	-		
4	-	-	4	Other Personnel Services	-	-	-	4	-		
5			5					5			
6	-	-	6	Retirement Benefit @ \$166.00 monthly	-	-	-	6	-		
7	-	-	7	Medical Expense Stipend	-	-	-	7	-		
8	-	-	8	Employment Tax	-	-	-	8	-		
9			9					9			
10	-	-	10	<b>TOTAL PERSONNEL SERVICES</b>	-	-	-	10	-		
11	-	-	11	<b>Total Full-Time Equivalent (FTE)</b>	-	-	-	11	-		
12			12	MATERIALS AND SERVICES			12				
13	37,567	31,510	35,000	13	Water purchases	41,000	43,000	43,000	13	43,000	-
14	1,296	1,236	1,700	14	Electric	2,100	2,100	2,100	14	2,100	-
15	5,859	6,852	8,000	15	Insurance	9,120	9,120	9,120	15	9,120	-
16	21,404	20,407	35,000	16	Maintenance	37,500	37,500	37,500	16	37,500	-
17	-	-	-	17	Telephone	-	-	-	17	-	-
18	2,191	1,987	2,500	18	Postage and Office	3,500	3,500	3,500	18	3,500	-
19	6,690	4,323	15,000	19	Legal (Formerly Legal & Professional)	15,000	15,000	15,000	19	15,000	-
20	-	232	400	20	Elections	400	400	400	20	400	-
21	-	-	500	21	Collections/Advertising	500	500	500	21	500	-
22	-	-	-	22	Payroll/Tax Services	-	-	-	22	-	-
23	5	0	200	23	Bank Fees	200	200	200	23	200	-
24	1,614	1,715	1,750	24	Lease Fees	2,000	2,000	2,000	24	2,000	-
25	-	-	-	25	Office Space Rental 10x14 room	-	-	-	25	-	-
26	1,284	75	5,000	26	Engineering	5,000	45,000	45,000	26	45,000	-
27	102	175	1,000	27	General operating expenses	1,000	1,000	1,000	27	1,000	-
28	28,420	32,248	35,000	28	Operations Management Fee	40,250	40,250	40,250	28	40,250	-
29	16,060	14,500	22,000	29	Accounting	24,000	24,000	24,000	29	24,000	-
30	945	851	1,500	30	Processing Fees	1,500	1,500	1,500	30	1,500	-
31	5,390	393	5,000	31	Consultants	5,000	5,000	5,000	31	5,000	-
32	<b>128,827</b>	<b>116,502</b>	<b>169,550</b>	32	<b>TOTAL MATERIALS AND SERVICES</b>	<b>188,070</b>	<b>230,070</b>	<b>230,070</b>	32	<b>230,070</b>	-
33				33	CAPITAL OUTLAY			33			
34	-	-	314,650	34	Capital Outlay	115,000	367,000	367,000	34	682,425	<b>315,425</b>
35				35					35		
36	-	-	314,650	36	<b>TOTAL CAPITAL OUTLAY</b>	<b>115,000</b>	<b>367,000</b>	<b>367,000</b>	36	<b>682,425</b>	<b>315,425</b>
37	<b>128,827</b>	<b>116,502</b>	<b>484,200</b>	37	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>303,070</b>	<b>597,070</b>	<b>597,070</b>	37	<b>912,495</b>	<b>315,425</b>

<b>REQUIREMENTS SUMMARY</b>									
<b>FORM</b>		<b>ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM &amp; ACTIVITY</b>							
<b>LB-30</b>		<b>GENERAL FUND</b>				<b>BURLINGTON WATER DISTRICT</b>			
		(name of fund)				(name of Municipal Corporation)			
Historical Data			<b>REQUIREMENTS FOR: Fire Protecion Program</b>			Budget For Next Year 2023-24			Supplemental Budget By Governing Body
Actual		Adopted Budget				Proposed By	Approved By	Adopted By	
Second Preceding Year 2020-21	First Preceding Year 2021-22	This Year 2022-23				Budget Officer	Budget Committee	Governing Body	
1			1	<b>TOTAL FIRE PROTECTION CONTRACT</b>					1
2	135,700	142,008	2	182,700	182,700	182,700	2	182,700	
3			3				3		
4			4				4		
5			5				5		
6			6				6		
7			7				7		
8			8				8		
9			9				9		
10			10				10		
11	135,700	142,008	11	<b>182,700</b>	<b>182,700</b>	<b>182,700</b>	11	<b>182,700</b>	
12			12	<b>CAPITAL OUTLAY</b>					
13	-	-	13	-	-	-	13	-	
14			14				14		
15			15				15		
16			16				16		
17			17				17		
18			18				18		
19	-	-	19	<b>-</b>	<b>-</b>	<b>-</b>	19	<b>-</b>	
20	<b>135,700</b>	<b>142,008</b>	20	<b>182,700</b>	<b>182,700</b>	<b>182,700</b>	20	<b>182,700</b>	

REQUIREMENTS SUMMARY									
FORM		NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM							
LB-30		GENERAL FUND				Burlington Water District			
		(name of fund)				(name of Municipal Corporation)			
Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-24			Supplemental Budget By Governing Body		
Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2020-21	First Preceding Year 2021-22	This Year 2022-23							
1			1	PERSONNEL SERVICES NOT ALLOCATED				1	
2			2					2	
3			3					3	
4	-	-	4	<b>TOTAL PERSONNEL SERVICES</b>	-	-	-	4	-
5			5	<b>Total Full-Time Equivalent (FTE)</b>				5	
6			6	MATERIALS AND SERVICES NOT ALLOCATED				6	
7			7					7	
8			8					8	
9	-	-	9	<b>TOTAL MATERIALS AND SERVICES</b>	-	-	-	9	-
10			10	CAPITAL OUTLAY NOT ALLOCATED				10	
11			11					11	
12			12					12	
13	-	-	13	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	13	-
14			14	DEBT SERVICE				14	
15	31,773	31,773	31,775	15 Repayment of IFA Loan Debt - Loan S01006	31,775	31,775	31,775	15	31,775 -
16	37,148	37,148	37,150	16 Repayment of IFA Loan Debt - Loan S12005	37,150	37,150	37,150	16	37,150 -
17	-	-	9,500	17 Repayment of New Loan Debt	19,000	19,000	19,000	17	45,000 26,000
18	68,921	68,921	78,425	17 <b>TOTAL DEBT SERVICE</b>	87,925	87,925	87,925	17	113,925 26,000
19			19	SPECIAL PAYMENTS				19	
20			20					20	
21			21					21	
22	-	-	21	<b>TOTAL SPECIAL PAYMENTS</b>	-	-	-	21	-
23			23	INTERFUND TRANSFERS				23	
24			24	Transfer to Fire Protection				24	
25			25					25	
26			26					26	
27			27					27	
28			28					28	
29	-	-	29	<b>TOTAL INTERFUND TRANSFERS</b>	-	-	-	29	-
30			214,225	30 <b>OPERATING CONTINGENCY</b>	409,336	372,868	372,868	30	266,868 (106,000)
31			-	31 <b>RESERVED FOR FUTURE EXPENDITURE - Capital Projects*</b>	-	-	-	31	-
32				32 <b>UNAPPROPRIATED ENDING BALANCE</b>				32	
33	68,921	68,921	292,650	32 <b>Total Requirements NOT ALLOCATED</b>	497,261	460,793	460,793	32	380,793 (80,000)
34	264,527	258,510	629,200	34 <b>Total Requirements for ALL Org.Units/Programs within fund</b>	485,770	779,770	779,770	34	1,095,195 315,425
35	216,942	332,604		35 <b>Ending balance (prior years)</b>				35	
36	550,390	660,035	921,850	35 <b>TOTAL REQUIREMENTS</b>	983,031	1,240,563	1,240,563	35	1,475,988 235,425

## Assumption Worksheet

**2023-24**

<b>District: Burlington Water</b>		Completed by:	AW			1/17/2023
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
<b>Assumptions</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Assumed</b>
<b>Actual Assessed Value</b>	40,514,690	40,652,560	42,755,460	43,523,910	46,524,550	
<b>Actual / Assumed Growth</b>	14.68%	0.34%	5.17%	1.80%	6.89%	4.00%
<b>Assumed Assessed Value</b>						48,385,144
<b>Taxes Extended</b>	138,840	139,312	146,519	149,152	159,436	165,811
<b>Actual / Assumed Compression</b>	0	0	0	0	0	0
<b>Taxes Imposed</b>						165,811
<b>Assumed Discount and Delinquency Rate</b>						5.0%
<b>Estimated Tax Revenue</b>	<b>Permanent Rate:</b>	3.4269	Per TSCC			158,000
			Per Budget			158,000
			Difference			-

# 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/>

## RESOLUTION 23/24-04

### RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the Board of the Burlington Water District hereby adopts the supplemental budget for fiscal year 2023-24 in the total amount of \$235,425\*. This budget is now on file at Hiland Water Corporation (Manager for Burlington Water District).

### RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning 7/1/2023, for the following purposes:

<b>GENERAL FUND</b>	
Capital Outlay	\$ 315,425
Debt Service	\$26,000
Operating Contingency	<u>-\$106,000</u>
REVISED TOTAL FUND REQUIREMENTS	<u>\$ 235,425*</u>

The loan relating to the Riverview Water Main replacement was amended to add contingency to the construction work in the event of unforeseen expenses. Furthermore the Capital Outlay was increased by an additional \$80,000 to fund a water meter replacement plan contracted to be completed by year end. The debt service also increased to accommodate the new loan amount. The net effect of these changes on the budget increases both revenues and expenditures by \$235,425.

Dated this 20th Day of September, 2023  
BURLINGTON WATER DISTRICT

BY \_\_\_\_\_  
Gail Curtis  
Chairperson

BY \_\_\_\_\_  
Susan Hasty  
Secretary