

# 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**

This meeting replaces the cancelled September 21, 2022 meeting  
Thu, Sep 29, 2022 6:15 PM - 7:15 PM (PDT)

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## **AGENDA**

### **Call Meeting to Order**

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

**Public Comment:**

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

- a. Monthly overview
- b. Update on leak detection/repair
- c. Possible meter replacement
- d. Chlorine residual monitoring
- e. Customer issues?
- f. Billing adjustments?

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

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

### **Consent Agenda:**

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

### **Administrative Reports:**

- a. Update – Newberry Road petition for variance to join District
- b. Update – Riverview Project

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c. Update – BWD Master Plan

**New Business:**

**Announcements:**

**Adjournment:**

**Next Board Meeting:** Wednesday, October 19, 2022, at 6:15pm.

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



# Hiland Water Operator's Report

August 2022

This report is furnished by Hiland Water and outlines the operations during August 2022.

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

<b>Ticket #</b>	<b>Type</b>	<b>Call Date</b>	<b>Excavator Company</b>	<b>Addr</b>	<b>Street</b>	<b>City</b>
22235371	ITIC2.0	08/09/22 10:52:13	EDWARD AARON	12345	HARBORTON	PORTLAND
22240849	UI/UX	08/15/22 06:36:00	MULTNOMAH COUNTY		MCNAMEE	PORTLAND
22240851	UI/UX	08/15/22 06:38:31	MULTNOMAH COUNTY		MCNAMEE	PORTLAND
22251402	ITIC2.0	08/24/22 09:57:47	JIM CLARKE	14000	MCNAMEE	PORTLAND
22252371	UI/UX	08/24/22 19:04:22	ZACHS RESIDENTIAL TREE SERVICE	12345	HARBORTON	PORTLAND

- Compliance/Testing
  - The coliform sample taken in August showed no presence of coliform or e coli.
- Other notes from the field
  - Construction of a new service line and meter for Brian Candito was completed. Paving is being scheduled with Signature Paving soon. His initial payment was \$10,084.00. The estimated construction cost was \$7,602.00 and the SDC was \$2,482.00. To date, costs have totalled \$6,459.25 and \$3,624.75 remains available to complete Paving which expected to be done by Signature Paving soon. This amount is expected to be adequate. If Paving costs less, a refund will be issued and if it costs more, an additional payment request will be made.
  - Leak detection is scheduled to be performed October 4.

- Notes from Office
  - Surcharges were applied in August to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
  - Account 2478: Payment plan was created that will have Darlene pay \$97.31 over her current bill in August by September 12<sup>th</sup> to avoid shut off in September. She has not paid and is currently on shut off list for September.
  - Account 2519: Paid in full in September.
  - Account 2563: Mis-read meter caused a high balance. Balance is current.
  - Account 2592: Paid in September.
- Portland Water Bureau
  - Hiland staff will be drafting a letter requesting forgiveness of the 3-day peaking violation that took place in January and was reported in July. The Water Managers Advisory Board generally meets each month and should be given the opportunity to review this letter at some point over the next few months.

9/2/2022

2:07:07PM

Reprinted for:

8/31/2022

# Route 46 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>1,058,120 Gallons</b>
<b>Water Sold This Month</b>	<b>948,950 Gallons</b>
<b>Water Loss</b>	<b>109,170 Gallons</b>
<b>Water Loss (%)</b>	<b>10.32 %</b>

	Amount (\$)	# Of Accounts
Total Water	27,665.70	115
Total Adjustments	-139.90	15
Total Road Surcharge	254.13	1
Total Credit Card Charg	73.50	21
<b>Total Current Charges</b>	<b>27,853.43</b>	<b>115</b>

Amount Past Due 1-30 Days	1,972.97	19
Amount Past Due 31-60 Days	329.98	4
Amount Past Due Over 60 Days	840.24	1
Amount Of Overpayments/Prepayments	-626.58	21
<b>Total Receivables</b>	<b>30,370.04</b>	<b>114</b>

Total Receipts On Account	26,841.71	101
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00	4
Collection Accounts (Amount Owed)	0.00	4
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	7,974	119
Average Water Charge For Active Meters	240.57	115

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		5	437,430	46.10	41.99
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		1	29,320	3.09	2.28
10,001-20,000		15	213,190	22.47	18.77
8,001-10,000		3	28,130	2.96	2.34
6,001-8,000		6	42,350	4.46	3.14
4,001-6,000		9	43,220	4.55	3.86
2,001-4,000		40	116,550	12.28	15.35
1-2,000		35	38,760	4.08	11.08
Zero Usage		5	0	0.00	1.20
<b>Total Meters</b>		<b>119</b>	<b>948,950</b>	<b>100.00</b>	<b>100.00</b>

9/2/2022

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Reprinted for:

8/31/2022

# Pump 461 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	27,680 Gallons
<b>Water Sold This Month</b>	26,400 Gallons
<b>Water Loss</b>	1,280 Gallons
<b>Water Loss (%)</b>	4.62 %

	Amount (\$)	# Of Accounts
Total Water	1,057.13	8
Total Adjustments		
Total Credit Card Chrg	10.50	3
<b>Total Current Charges</b>	<b>1,067.63</b>	<b>8</b>

Amount Past Due 1-30 Days	0.00	
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-10.50	3
<b>Total Receivables</b>	<b>1,057.13</b>	<b>8</b>

Total Receipts On Account	1,091.78	8
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	3,300	8
Average Water Charge For Active Meters	132.14	8

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		0		0	0.00	0.00
8,001-10,000		1	9,870		37.39	22.73
6,001-8,000		0		0	0.00	0.00
4,001-6,000		0		0	0.00	0.00
2,001-4,000		5	13,610		51.55	57.50
1-2,000		2	2,920		11.06	19.76
Zero Usage		0		0	0.00	0.00
<b>Total Meters</b>		<b>8</b>		<b>26,400</b>	<b>100.00</b>	<b>100.00</b>

9/2/2022

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Reprinted for: 8/31/2022

# Pump 462 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>52,060 Gallons</b>
<b>Water Sold This Month</b>	<b>46,460 Gallons</b>
<b>Water Loss</b>	<b>5,600 Gallons</b>
<b>Water Loss (%)</b>	<b>10.76 %</b>

	Amount (\$)	# Of Accounts
Total Water	1,669.45	12
Total Adjustments	0.72	12
Total Credit Card Charge	10.50	3
<b>Total Current Charges</b>	<b>1,680.67</b>	<b>12</b>

Amount Past Due 1-30 Days	186.82	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-10.50	3
<b>Total Receivables</b>	<b>1,856.99</b>	<b>12</b>

Total Receipts On Account	1,477.92	11
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	3,872	12
Average Water Charge For Active Meters	139.12	12

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		1	10,770		23.18	15.41
8,001-10,000		0		0	0.00	0.00
6,001-8,000		2	13,690		29.47	22.15
4,001-6,000		1	4,860		10.46	9.18
2,001-4,000		5	14,070		30.28	35.55
1-2,000		3	3,070		6.61	17.71
Zero Usage		0		0	0.00	0.00
<b>Total Meters</b>		<b>12</b>		<b>46,460</b>	<b>100.00</b>	<b>100.00</b>



PO Box 699  
Newberg, OR 97132

## Credit Memo

Date	Credit No.
8/31/22	3492

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 in August 2022. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
8/31/22	Burlington Water District Base Fee	1	2,660.00	2,660.00
8/31/22	Credit card transaction fees	21	3.50	73.50
8/31/22	Receipts this month	-1	26,841.71	-26,841.71
8/31/22	Subtotal for monthly base fee & pass-through customer charges			-24,108.21
	T&M Charges			
8/2/22	Aaron Olson - Investigated PWB usage issues from January	0.75	80.00	60.00
8/2/22	Matt Thompson - Gathered parts and prepared for service installation	1.5	65.00	97.50
8/3/22	Matt Thompson - Installed service on Wapato.	7.5	65.00	487.50
8/3/22	Matt Jackson - Installed service on Wapato.	7.5	51.00	382.50
8/3/22	Chris Pomeroy - Installed service on Wapato.	7.5	51.00	382.50
8/3/22	Service Truck	6	20.00	120.00
8/3/22	Vac Trailer	6	60.00	360.00
8/3/22	Dump Truck	6	65.00	390.00
8/3/22	Excavator	1	400.00	400.00
8/17/22	Aaron Olson - Worked with Mission to set up run time limits for pumps, attended board meeting.	3.75	80.00	300.00
8/18/22	Aaron Olson - Researched request from properties requesting to be incorporated into the district, follow-up on misc. items	1.5	80.00	120.00
	Labor, Equipment, and Mileage Subtotal			3,100.00
	Reimbursable Expenses:			
8/2/22	Consolidated Supply - 100' of 2" Conduit	1	387.90	387.90
8/3/22	SAD115 6" x 1" IPS Saddle	1	72.31	72.31
8/3/22	COR100 1" 110 CTS x MIP Corp Stop	1	93.76	93.76

Thank you for your business.	<b>Total</b>
	<b>Invoices</b>
	<b>Balance Credit</b>





PO Box 699  
Newberg, OR 97132

## Credit Memo

Date	Credit No.
8/31/22	3492

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
8/3/22	STF101 1" CTS Stiffner	2	2.48	4.96
8/3/22	PEX104 1" Pex	20	1.55	31.00
8/3/22	ANG100 1" 110 CTS Angle Stop	1	173.56	173.56
8/3/22	MET102 1" Meter Spud	1	20.07	20.07
8/3/22	BOX103 Large Meter Box	1	168.03	168.03
8/3/22	WIR100 Tracer Line	20	0.09	1.80
8/3/22	MET117 5/8" CF meter	1	117.00	117.00
8/3/22	Scappoose Sand & Gravel - 3/4" minus	1	112.27	112.27
8/3/22	Scappoose Sand & Gravel - 3/4" minus	1	51.20	51.20
8/31/22	Dan Zimmerman	1	800.00	800.00
8/31/22	Dan Zimmerman - stamps	1	4.23	4.23
	Total Reimbursable Expenses			2,038.09
8/31/22	Markup - 10%	1	10.00%	203.81

Thank you for your business.	<b>Total</b>	-\$18,766.31
	<b>Invoices</b>	\$0.00
	<b>Balance Credit</b>	-\$18,766.31

5:08 PM  
 09/18/22  
 Cash Basis

**Burlington Water District**  
**Balance Sheet**  
 As of August 31, 2022

	<u>Aug 31, 22</u>	<u>Aug 31, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	81,707.60	76,318.97	5,388.63
1004 · OR STATE TREATX POOL-FIRE 4563	84,969.87	9,666.09	75,303.78
1006 · STATE POOL -GEN Savings 3564	195,837.87	164,509.84	31,328.03
1010 · PETTY CASH	30.00	30.00	0.00
<b>Total Checking/Savings</b>	<u>362,545.34</u>	<u>250,524.90</u>	<u>112,020.44</u>
<b>Total Current Assets</b>	<u>362,545.34</u>	<u>250,524.90</u>	<u>112,020.44</u>
<b>TOTAL ASSETS</b>	<u><b>362,545.34</b></u>	<u><b>250,524.90</b></u>	<u><b>112,020.44</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities	-30.00	-30.00	0.00
Equity			
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	29,941.04	33,582.81	-3,641.77
<b>Total Equity</b>	<u>362,575.34</u>	<u>250,554.90</u>	<u>112,020.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>362,545.34</b></u>	<u><b>250,524.90</b></u>	<u><b>112,020.44</b></u>

## Burlington Water District Profit & Loss Budget vs. Actual August 2022

	Aug 22	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4013 · Grant Proceeds	0.00	0.00	0.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	0.00	0.00	0.0%
4002 · WATER SALES	26,841.71	25,000.00	1,841.71	107.4%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	320.50	500.00	-179.50	64.1%
4011 · INTEREST INCOME	375.56	100.00	275.56	375.6%
<b>Total 4000 · INCOME</b>	<b>27,537.77</b>	<b>25,600.00</b>	<b>1,937.77</b>	<b>107.6%</b>
<b>Total Income</b>	<b>27,537.77</b>	<b>25,600.00</b>	<b>1,937.77</b>	<b>107.6%</b>
<b>Expense</b>				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	500.00	-500.00	0.0%
5151 · PROCESSING FEES	73.50	125.00	-51.50	58.8%
5150 · ACCOUNTING	800.00	1,500.00	-700.00	53.3%
5147 · OPERATIONS MANAGEMENT FEE	2,863.81	2,920.00	-56.19	98.1%
5109 · GENERAL OPERATING EXPENSES	0.00	83.34	-83.34	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	126.69	145.00	-18.31	87.4%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	229.00	0.00	229.00	100.0%
5123 · LEGAL	155.00	1,250.00	-1,095.00	12.4%
5127 · OFFICE EXPENSE & POSTAGE	4.23	208.33	-204.10	2.0%
5141 · MAINTENANCE	4,333.86	2,916.70	1,417.16	148.6%
5142 · WATER PURCHASES	2,003.76	3,500.00	-1,496.24	57.3%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	416.66	-416.66	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>10,589.85</b>	<b>13,623.35</b>	<b>-3,033.50</b>	<b>77.7%</b>
<b>Total Expense</b>	<b>10,589.85</b>	<b>13,623.35</b>	<b>-3,033.50</b>	<b>77.7%</b>
<b>Net Ordinary Income</b>	<b>16,947.92</b>	<b>11,976.65</b>	<b>4,971.27</b>	<b>141.5%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	0.0%
5200 · CAPITAL OUTLAY	0.00	0.00	0.00	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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>17,852.08</b>	<b>-17,852.08</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-17,852.08</b>	<b>17,852.08</b>	<b>0.0%</b>
<b>Net Income</b>	<b>16,947.92</b>	<b>-5,875.43</b>	<b>22,823.35</b>	<b>-288.5%</b>

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

	Jul - Aug 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4013 · Grant Proceeds	0.00	0.00	0.00	0.0%
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	48,101.09	50,000.00	-1,898.91	96.2%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	812.44	1,000.00	-187.56	81.2%
4011 · INTEREST INCOME	671.64	200.00	471.64	335.8%
<b>Total 4000 · INCOME</b>	<b>49,585.17</b>	<b>226,200.00</b>	<b>-176,614.83</b>	<b>21.9%</b>
<b>Total Income</b>	<b>49,585.17</b>	<b>226,200.00</b>	<b>-176,614.83</b>	<b>21.9%</b>
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	1,000.00	-1,000.00	0.0%
5151 · PROCESSING FEES	136.50	250.00	-113.50	54.6%
5150 · ACCOUNTING	1,700.00	3,000.00	-1,300.00	56.7%
5147 · OPERATIONS MANAGEMENT FEE	5,754.29	5,840.00	-85.71	98.5%
5109 · GENERAL OPERATING EXPENSES	0.00	166.70	-166.70	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	83.40	-83.40	0.0%
5103 · BANK FEES	0.00	33.40	-33.40	0.0%
5111 · ELECTRIC	227.70	290.00	-62.30	78.5%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	229.00	0.00	229.00	100.0%
5123 · LEGAL	1,730.00	2,500.00	-770.00	69.2%
5127 · OFFICE EXPENSE & POSTAGE	1,209.04	416.70	792.34	290.1%
5141 · MAINTENANCE	4,333.86	5,833.40	-1,499.54	74.3%
5142 · WATER PURCHASES	4,323.74	6,900.00	-2,576.26	62.7%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	833.40	-833.40	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>19,644.13</b>	<b>27,147.00</b>	<b>-7,502.87</b>	<b>72.4%</b>
<b>Total Expense</b>	<b>19,644.13</b>	<b>27,147.00</b>	<b>-7,502.87</b>	<b>72.4%</b>
<b>Net Ordinary Income</b>	<b>29,941.04</b>	<b>199,053.00</b>	<b>-169,111.96</b>	<b>15.0%</b>
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	35,704.20	-35,704.20	0.0%
5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE				
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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>35,704.20</b>	<b>-35,704.20</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-35,704.20</b>	<b>35,704.20</b>	<b>0.0%</b>
<b>Net Income</b>	<b>29,941.04</b>	<b>163,348.80</b>	<b>-133,407.76</b>	<b>18.3%</b>

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	274,650.00	-274,650.00	0.0%
4013 · Grant Proceeds	0.00	40,000.00	-40,000.00	0.0%
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	48,101.09	286,000.00	-237,898.91	16.8%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	812.44	145,000.00	-144,187.56	0.6%
4011 · INTEREST INCOME	671.64	1,200.00	-528.36	56.0%
<b>Total 4000 · INCOME</b>	<b>49,585.17</b>	<b>921,850.00</b>	<b>-872,264.83</b>	<b>5.4%</b>
Total Income	49,585.17	921,850.00	-872,264.83	5.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	145,000.00	-145,000.00	0.0%
5152 · CONSULTANTS	0.00	5,000.00	-5,000.00	0.0%
5151 · PROCESSING FEES	136.50	1,500.00	-1,363.50	9.1%
5150 · ACCOUNTING	1,700.00	22,000.00	-20,300.00	7.7%
5147 · OPERATIONS MANAGEMENT FEE	5,754.29	35,000.00	-29,245.71	16.4%
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	0.00	200.00	-200.00	0.0%
5111 · ELECTRIC	352.63	1,700.00	-1,347.37	20.7%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	229.00	8,000.00	-7,771.00	2.9%
5123 · LEGAL	2,260.00	15,000.00	-12,740.00	15.1%
5127 · OFFICE EXPENSE & POSTAGE	1,209.04	2,500.00	-1,290.96	48.4%
5141 · MAINTENANCE	4,513.86	35,000.00	-30,486.14	12.9%
5142 · WATER PURCHASES	6,159.50	35,000.00	-28,840.50	17.6%
5143 · LEASE FEES	0.00	1,750.00	-1,750.00	0.0%
5145 · ENGINEER	0.00	5,000.00	-5,000.00	0.0%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>22,584.51</b>	<b>314,550.00</b>	<b>-291,965.49</b>	<b>7.2%</b>
Total Expense	22,584.51	314,550.00	-291,965.49	7.2%
Net Ordinary Income	27,000.66	607,300.00	-580,299.34	4.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	214,225.00	-214,225.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	314,650.00	-314,650.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>314,650.00</b>	<b>-314,650.00</b>	<b>0.0%</b>
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	9,500.00	-9,500.00	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>	<b>0.00</b>	<b>78,425.00</b>	<b>-78,425.00</b>	<b>0.0%</b>
Total Other Expense	0.00	607,300.00	-607,300.00	0.0%
Net Other Income	0.00	-607,300.00	607,300.00	0.0%
<b>Net Income</b>	<b>27,000.66</b>	<b>0.00</b>	<b>27,000.66</b>	<b>100.0%</b>

Burlington Water District

9/18/2022 6:27 PM

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

From 09/01/2022 through 09/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/21/2022	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	August 2022 ...	1,835.76			79,871.84
09/21/2022	AUTOP...	PGE	5100 · GENERAL OP...	electricity	124.93			79,746.91
09/21/2022	3546	SUSAN HASTY	-split-	Water Testing ...	269.69			79,477.22
09/21/2022	3547	ALEXIN ANALYTI...	5100 · GENERAL OP...	INV: 44082	180.00			79,297.22
09/21/2022	3548	SCHROEDER LAW ...	-split-	Invoice 63 AC...	530.00			78,767.22

# 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 of Commissioners Meeting

Wednesday, August 17, 2022

6:15 pm

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

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United States: +1 (872) 240-3212

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## Minutes

**Call Meeting to Order by Ron Yann at 6:15.**

**Announce Board members present to establish quorum for meeting:** Ron Yann, chair; Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

**Guest: Christopher (Tiff) Wood.** Tiff is a candidate to be considered for the open position on the Burlington Water District board of directors that was created by the departure of Lauren Golar. Tiff gave a brief presentation of his professional background to the board members. He is recently retired and lives at Marina Way moorage. He is currently on the board for 2 retirement communities and is also active in the rowing community. Ron described Burlington Water District responsibilities and length of term (1 year) that Tiff would be stepping into.

Board had brief discussion to consider Christopher (Tiff) Wood as new board member to replace Lauren Golar for remainder of unfinished term.

**ACTION:** Gail C. moved that Tiff be approved to join the Burlington Water District Board of Directors to complete the unfinished term of Lauren Golar effective immediately, Susie Hasty seconded. The motion passed unanimously.

**Public Comment:** David and Shawn Looney, Newberry Rd. landowners seeking admission to BWD, joined the meeting. The Looneys, and other residents have been pursuing this since 1992. With the change in attorneys, BWD confusion over water line size, and things the Looney's were told by previous employees of the BWD, this has become a confusing issue. The Looneys and other Newberry landowners are anxious to move forward, but want to be clear on next steps.

**ACTION:** Ron will connect David with Ed Hodges, Hiland engineer, and will also email David a copy of the list of requirements to join the district. Ron will also be available to the Looneys to assist with next steps as the process moves forward.

# 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/>

## Water Operator's Report from Hiland:

- a. Monthly overview: several locates, no coliform, no issues this month.
- b. Update on leak detection/repair: Leak detection for the Burlington District has been scheduled for October. The work will be done during the daytime and will require 8 hours water shut off during the testing. After some discussion with the board, Hiland agreed to send out a 60 and 30 day notice with the August and September billing cycle and then an additional reminder closer to the date.
- c. Burlington has a contract with Portland Water bureau to receive a certain level of water each month. Last fall there was an equipment failure which caused Burlington to draw more water than contracted. The Mission system was installed to prevent this from happening in the future. The cost of the overage for that time period was \$14,700.00. BWD can either pay the fee or write a letter with an explanation of the situation and corrections put in place to mitigate similar issues in the future and request a waiver of the additional cost. Hiland has agreed to write a letter on behalf of Burlington Water District (i.e. Ron Yann, President). Ron will review and send to Portland Water Bureau. A Hiland representative will also attend the Portland Water Bureau meeting when this case is presented and will speak on behalf of Burlington.
- d. Water loss at 4gpm's over 30 day period. Pumping at half of max agreement with Portland.
- e. Possible meter replacement: N/A
- f. Chlorine residual monitoring: N/A
- g. Customer issues? No report
- h. Billing adjustments? No report
- i. Brian Candido's new service has been completed.

## Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Fiscal year ended June 31<sup>st</sup>. 2022-2023 Budget in effect now. Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss. Water sales ended at 85% for the 2021-2022 budget year.
- c. Monthly budget expenditure review: Expenses under budget for the year.

## Consent Agenda:

- d. Board approval to pay bills as presented:  
**ACTION:** Susie H. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously
- e. Approval of July Board Meeting minutes as submitted:  
**ACTION:** Dan J. moved that July minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

## Administrative Reports:



# 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/>

- a. Update – Newberry Road petition for variance to join District. As noted above, Ron will be in touch with the Looney’s to support ongoing efforts to join the district.
- b. Update – Riverview Project. Ron sent out a request for a mini RFP for engineering services for the Riverview project to 5 qualified vendors.

**ACTION:** Gail C. moved that a subcommittee of 2 (Ron Yann and Susie Hasty) review submissions to the RFP for the Riverview Project and choose an engineer for the project on behalf of the BWD board of directors. The decision will be presented at the September board meeting. Tiff Wood seconded, the motion passed unanimously.

- c. BWD Master Plan: Gail Curtis provided a brief update on the progress of investigating the cost/benefit and feasibility of creating a 20 year master plan. BWD is not required to have master plan (due to size). The ultimate goal of the master plan would be an inventory of existing conditions and efficiencies and an internal analysis for correction of deficiencies. Also included would be expected capital improvements and a funding scheme. Next step is to determine the cost of creation of a Master plan. After some discussion the board agreed that a cost/benefit analysis is in order and that a slimmed down phased approach would be most appropriate and reasonable. Gail will look into an opportunity whereby OHA may have consultants to help direct our work as a small district and who may also support funding. Dan Z. also mentioned that SDAO has grants up to \$5000.00 that may apply to this work.

**New Business: N/A**

**Announcements: N/A**

**Adjournment:**

Susie H. moved that the meeting be adjourned, Dan J. seconded and the motion passed unanimously.

Meeting Adjourned at 7:41pm.

**Next Board Meeting:** Wednesday, September 21, 2022, at 6:15pm.

**Location:** Due to the current health emergency resulting from the COVID-19 pandemic, meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary