

# 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

Wednesday, Mar 15, 2023, 6:15 PM

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

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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):**

**Guest:**

**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:

**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:**

- d. Board approval to pay bills as presented:
- e. Board approval of February Board Meeting minutes as submitted:
- f. Board Approval of February 15 and March 1 Budget Committee minutes as submitted:

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## **Administrative Reports:**

- a. Update – Newberry Road petition for annexation to BWD:

## **Old Business:**

- a. District Water Meter Replacement Project:

## **New Business:**

- a. **Gail Curtis:** Funding of seismic analysis as part of the Master Plan.

## **Announcements:**

## **Adjourn:**

**Next Board Meeting:** Wednesday, April 19th, 2023 at 6:15pm

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

Susan Hasty,  
Recording Secretary



# Hiland Water Operator's Report

February 2023

This report is furnished by Hiland Water and outlines the operations during January 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="#">23031395</a>	ITIC2.0	02/06/23 10:13:49	DAN FISCHER EXCAVATION	17645	ST HELENS	PORTLAND
<a href="#">23035349</a>	UI/UX	02/09/23 08:43:12	CAPSTONE SOLUTIONS INC	17622	ST HELENS	PORTLAND
<a href="#">23037598</a>	UI/UX	02/11/23 03:50:40	ODOT		ST HELENS	PORTLAND
<a href="#">23037599</a>	UI/UX	02/11/23 03:51:32	ODOT		CORNELIUS PASS	PORTLAND
<a href="#">23037831</a>	Phone	02/13/23 07:04:32	ODOT		ST HELENS	PORTLAND
<a href="#">23040006</a>	XML	02/14/23 14:25:04	NW REALTY SIGN	12601	DRURY	PORTLAND
<a href="#">23049740</a>	UI/UX	02/27/23 09:36:17	ALPHA ENVIRONMENTAL	12601	DRURY	PORTLAND

- Compliance/Testing
  - The coliform sample taken in February showed no presence of coliform or e coli.
- Other notes from the field
  - Kylah Cook and Robert Trotter provided emergency response services on February 3 to replace an angle stop and turn off a leak.
- Notes from Office
  - Account 2478: Meter is scheduled to be shut off.
  - Account 2491: Meter is scheduled to be shut off.
  - Account 2502: Was given leak adjustment.
  - Account 2509: Made payment.
  - Account 2517: Meter is scheduled to be shut off.

- Account 2523: Meter is scheduled to be shut off.
- Account 2525: Meter is scheduled to be shut off.
- Account 2531: Meter is scheduled to be shut off.
- Account 2535: Meter is scheduled to be shut off.
- Account 2558: Meter is scheduled to be shut off.
- Account 2563: Meter is scheduled to be shut off.
- Account 2571: Made payment.
- Account 2572: Made payment.
- Account 2578: Meter is scheduled to be shut off.
- Account 2586: Meter is scheduled to be shut off.
- Account 2590: Meter is scheduled to be shut off.
- Account 2591: Meter is scheduled to be shut off.
- Account 3293: Meter is scheduled to be shut off.
- Account 3294: Meter is scheduled to be shut off.
- Account 3343: Meter is shut off and we have not been able to get in contact with Bryan to pay his bill.

Date: February 2023

# Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	851,224 Gallons
Water Sold This Month	752,892 Gallons
Water Loss	98,332 Gallons
Water Loss %	11.55%

	Amount (\$)
Total Water	\$ 25,827.81
Total Late Charge	\$ 73.04
Total Adjustments	\$ (4,417.21)
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 21,483.64</b>

Aged 1 Balance	\$ 6,993.74
Aged 2 Balance	\$ 152.75
Aged 3 Balance	\$ 68.77
Aged 4+ Balance	\$ 132.36
Overpayments/Undeposited payments	\$ (2,912.21)
<b>Total Receivables</b>	<b>\$ 25,919.05</b>

Total Receipts on Account \$ 27,444.66

Average Usage For Active Meters 6,274

Average Water Charge For Active Meters \$ 215.23

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	5	357,851	47.53%
40,001-50,000	1	43,758	5.81%
30,001-40,000	1	33,959	4.51%
20,001-30,000	0	-	0.00%
10,001-20,000	4	47,865	6.36%
8,001-10,000	1	8,774	1.17%
6,001-8,000	2	14,661	1.95%
4,001-6,000	15	72,294	9.60%
2,001-4,000	46	134,259	17.83%
1-2,000	36	39,472	5.24%
Zero Usage	9	-	0.00%
Total Meters	120	752,892	100.00%

Date: February 2023

# Pump 461 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>25,926 Gallons</b>
<b>Water Sold This Month</b>	<b>22,267 Gallons</b>
<b>Water Loss</b>	<b>3,659 Gallons</b>
<b>Water Loss %</b>	<b>14.11%</b>

	<b>Amount (\$)</b>
Total Water	\$ 988.16
Total Late Charge	\$ 3.71
Total Adjustments	\$ 1.92
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 993.79</b>

Aged 1 Balance	\$ 123.78
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (26.90)
<b>Total Receivables</b>	<b>\$ 1,090.67</b>

Total Receipts on Account \$ 1,162.50

Average Usage For Active Meters 2,783

Average Water Charge For Active Meters \$ 123.52

<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	0	-	0.00%
8,001-10,000	0	-	0.00%
6,001-8,000	1	7,330	32.92%
4,001-6,000	0	-	0.00%
2,001-4,000	3	10,165	45.65%
1-2,000	4	4,772	21.43%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>8</b>	<b>22,268</b>	<b>100.00%</b>

Date: February 2023

# Pump 462 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>44,731 Gallons</b>
<b>Water Sold This Month</b>	<b>39,988 Gallons</b>
<b>Water Loss</b>	<b>4,743 Gallons</b>
<b>Water Loss %</b>	<b>10.60%</b>

	<b>Amount (\$)</b>
Total Water	\$ 1,564.25
Total Late Charge	\$ 4.93
Total Adjustments	\$ 0.48
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,569.66</b>

Aged 1 Balance	\$ 100.50
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (96.26)
<b>Total Receivables</b>	<b>\$ 1,573.90</b>

Total Receipts on Account \$ 1,365.50

Average Usage For Active Meters 3,332

Average Water Charge For Active Meters \$ 130.35

<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	10,158	25.40%
8,001-10,000	0	-	0.00%
6,001-8,000	0	-	0.00%
4,001-6,000	1	5,266	13.17%
2,001-4,000	6	18,880	47.21%
1-2,000	4	5,685	14.22%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>12</b>	<b>39,988</b>	<b>100.00%</b>



# Credit Memo

PO Box 699  
Newberg, OR 97132

Date	Credit No.
3/8/23	3740

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 February 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
2/28/23	Burlington Water District	1	2,660.00	2,660.00
2/28/23	Receipts this month	-1	27,444.66	-27,444.66
	Subtotal for monthly base fee & pass-through customer charges			-24,784.66
	T&M Charges			
2/3/23	Robert Trotter - Emergency leak on Wapato Ave.	5.75	78.00	448.50
2/3/23	Kylah Cook - Emergency leak on Wapato Ave.	2.5	56.00	140.00
2/3/23	Service Truck	2.5	20.00	50.00
2/3/23	Vac Trailer	2.5	60.00	150.00
2/15/23	Aaron Olson - Board meeting.	1.25	80.00	100.00
2/21/23	Tracey Oberacker - Backfill on Wapato Ave.	1.5	65.00	97.50
2/21/23	Chris Pomeroy - Backfill on Wapato Ave.	1.5	51.00	76.50
2/21/23	Service Truck	1.5	20.00	30.00
	Labor, Equipment, and Mileage Subtotal			1,092.50
	Reimbursable Expenses:			
2/3/23	3/4" 110 CTS Angle Stop	1	89.50	89.50
2/3/23	3/4" Pex	3	1.15	3.45
2/3/23	3/4" Meter Gasket	1	0.29	0.29
2/3/23	3/4" CTS Stiffner	2	2.35	4.70
2/21/23	Correct Equipment	1	580.00	580.00
2/22/23	Scappoose Sand & Gravel	1	29.77	29.77
2/28/23	Dan Zimmerman - GoToMeeing Fee	1	14.00	14.00
2/28/23	Dan Zimmerman	1	1,100.00	1,100.00
2/28/23	Dan Zimmerman - Postage and mailing supplies	1	191.84	191.84

**Total**

**Invoices**

**Balance Credit**





PO Box 699  
Newberg, OR 97132

## Credit Memo

Date	Credit No.
3/8/23	3740

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
2/28/23	Total Reimbursable Expenses Markup - 10%	1	201.36	2,013.55 201.36

<b>Total</b>		- \$21,477.25
<b>Invoices</b>		\$0.00
<b>Balance Credit</b>		- \$21,477.25

**Burlington Water District**  
**Balance Sheet**  
 As of February 28, 2023

	<u>Feb 28, 23</u>	<u>Feb 28, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10.01 · Bank of the West-General acct.	103,084.44	54,313.68	48,770.76
1004 · OR STATE TREATX POOL-FIRE 4563	150,276.15	76,173.69	74,102.46
1006 · STATE POOL -GEN Savings 3564	198,560.90	194,911.73	3,649.17
1010 · PETTY CASH	30.00	30.00	0.00
<b>Total Checking/Savings</b>	<u>451,951.49</u>	<u>325,429.10</u>	<u>126,522.39</u>
<b>Total Current Assets</b>	<u>451,951.49</u>	<u>325,429.10</u>	<u>126,522.39</u>
<b>TOTAL ASSETS</b>	<b><u>451,951.49</u></b>	<b><u>325,429.10</u></b>	<b><u>126,522.39</u></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	<u>119,347.19</u>	<u>108,487.01</u>	<u>10,860.18</u>
<b>Total Equity</b>	<u>451,981.49</u>	<u>325,459.10</u>	<u>126,522.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>451,951.49</u></b>	<b><u>325,429.10</u></b>	<b><u>126,522.39</u></b>

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

	Feb 23	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4002 · WATER SALES	27,444.66	21,000.00	6,444.66	130.7%
4004 · CURRENT LEVIED TAXES	1,069.44	3,000.00	-1,930.56	35.6%
4011 · INTEREST INCOME	999.20	100.00	899.20	999.2%
<b>Total 4000 · INCOME</b>	<u>29,513.30</u>	<u>24,100.00</u>	<u>5,413.30</u>	<u>122.5%</u>
<b>Total Income</b>	29,513.30	24,100.00	5,413.30	122.5%
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	-80,840.65	0.00	-80,840.65	100.0%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	1,100.00	1,300.00	-200.00	84.6%
5147 · OPERATIONS MANAGEMENT FEE	2,861.36	2,916.00	-54.64	98.1%
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	0.05	16.66	-16.61	0.3%
5111 · ELECTRIC	147.11	130.00	17.11	113.2%
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	205.84	208.33	-2.49	98.8%
5141 · MAINTENANCE	2,155.21	2,916.66	-761.45	73.9%
5142 · WATER PURCHASES	2,383.70	2,416.66	-32.96	98.6%
5145 · ENGINEER	0.00	416.66	-416.66	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<u>-71,987.38</u>	<u>12,220.96</u>	<u>-84,208.34</u>	<u>-589.0%</u>
<b>Total Expense</b>	<u>-71,987.38</u>	<u>12,220.96</u>	<u>-84,208.34</u>	<u>-589.0%</u>
<b>Net Ordinary Income</b>	101,500.68	11,879.04	89,621.64	854.5%
<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				
5200.1 · CAPITAL OUTLAY	0.00	80,000.00	-80,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<u>0.00</u>	<u>80,000.00</u>	<u>-80,000.00</u>	<u>0.0%</u>
<b>Total Other Expense</b>	<u>0.00</u>	<u>97,852.08</u>	<u>-97,852.08</u>	<u>0.0%</u>
<b>Net Other Income</b>	0.00	-97,852.08	97,852.08	0.0%
<b>Net Income</b>	<u><u>101,500.68</u></u>	<u><u>-85,973.04</u></u>	<u><u>187,473.72</u></u>	<u><u>-118.1%</u></u>

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

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
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	205,549.36	182,000.00	23,549.36	112.9%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	144,926.05	140,000.00	4,926.05	103.5%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	5,428.04	800.00	4,628.04	678.5%
<b>Total 4000 · INCOME</b>	<b>360,361.32</b>	<b>812,450.00</b>	<b>-452,088.68</b>	<b>44.4%</b>
<b>Total Income</b>	<b>360,361.32</b>	<b>812,450.00</b>	<b>-452,088.68</b>	<b>44.4%</b>
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	80,840.65	72,500.00	8,340.65	111.5%
5152 · CONSULTANTS	302.19	3,400.00	-3,097.81	8.9%
5151 · PROCESSING FEES	507.00	1,000.00	-493.00	50.7%
5150 · ACCOUNTING	11,270.00	16,600.00	-5,330.00	67.9%
5147 · OPERATIONS MANAGEMENT FEE	24,521.80	23,336.00	1,185.80	105.1%
5109 · GENERAL OPERATING EXPENSES	263.70	666.68	-402.98	39.6%
5102 · ADVERTISING/COLLECTIONS	0.00	333.36	-333.36	0.0%
5103 · BANK FEES	0.05	133.36	-133.31	0.0%
5111 · ELECTRIC	968.23	1,120.00	-151.77	86.4%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	3,136.79	10,000.00	-6,863.21	31.4%
5127 · OFFICE EXPENSE & POSTAGE	2,231.87	1,666.68	565.19	133.9%
5141 · MAINTENANCE	15,684.12	23,333.36	-7,649.24	67.2%
5142 · WATER PURCHASES	17,832.48	23,166.68	-5,334.20	77.0%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	4,668.75	3,333.36	1,335.39	140.1%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>172,093.16</b>	<b>190,739.48</b>	<b>-18,646.32</b>	<b>90.2%</b>
<b>Total Expense</b>	<b>172,093.16</b>	<b>190,739.48</b>	<b>-18,646.32</b>	<b>90.2%</b>
<b>Net Ordinary Income</b>	<b>188,268.16</b>	<b>621,710.52</b>	<b>-433,442.36</b>	<b>30.3%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	142,816.68	-142,816.68	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	180,000.00	-180,000.00	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>180,000.00</b>	<b>-180,000.00</b>	<b>0.0%</b>
<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>	<b>68,920.97</b>	<b>78,425.00</b>	<b>-9,504.03</b>	<b>87.9%</b>
<b>Total Other Expense</b>	<b>68,920.97</b>	<b>401,241.68</b>	<b>-332,320.71</b>	<b>17.2%</b>
<b>Net Other Income</b>	<b>-68,920.97</b>	<b>-401,241.68</b>	<b>332,320.71</b>	<b>17.2%</b>
<b>Net Income</b>	<b>119,347.19</b>	<b>220,468.84</b>	<b>-101,121.65</b>	<b>54.1%</b>

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
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	205,549.36	286,000.00	-80,450.64	71.9%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	144,926.05	145,000.00	-73.95	99.9%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	5,428.04	1,200.00	4,228.04	452.3%
<b>Total 4000 · INCOME</b>	<u>360,361.32</u>	<u>921,850.00</u>	<u>-561,488.68</u>	<u>39.1%</u>
<b>Total Income</b>	360,361.32	921,850.00	-561,488.68	39.1%
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	80,840.65	145,000.00	-64,159.35	55.8%
5152 · CONSULTANTS	302.19	5,000.00	-4,697.81	6.0%
5151 · PROCESSING FEES	507.00	1,500.00	-993.00	33.8%
5150 · ACCOUNTING	11,270.00	22,000.00	-10,730.00	51.2%
5147 · OPERATIONS MANAGEMENT FEE	24,521.80	35,000.00	-10,478.20	70.1%
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	1,089.81	1,700.00	-610.19	64.1%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	3,538.29	15,000.00	-11,461.71	23.6%
5127 · OFFICE EXPENSE & POSTAGE	2,231.87	2,500.00	-268.13	89.3%
5141 · MAINTENANCE	15,684.12	35,000.00	-19,315.88	44.8%
5142 · WATER PURCHASES	20,114.46	35,000.00	-14,885.54	57.5%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	15,893.75	5,000.00	10,893.75	317.9%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<u>186,123.22</u>	<u>314,550.00</u>	<u>-128,426.78</u>	<u>59.2%</u>
<b>Total Expense</b>	186,123.22	314,550.00	-128,426.78	59.2%
<b>Net Ordinary Income</b>	174,238.10	607,300.00	-433,061.90	28.7%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	214,225.00	-214,225.00	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
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>	<u>0.00</u>	<u>314,650.00</u>	<u>-314,650.00</u>	<u>0.0%</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>	68,920.97	607,300.00	-538,379.03	11.3%
<b>Net Other Income</b>	-68,920.97	-607,300.00	538,379.03	11.3%
<b>Net Income</b>	<u><u>105,317.13</u></u>	<u><u>0.00</u></u>	<u><u>105,317.13</u></u>	<u><u>100.0%</u></u>

Burlington Water District

3/12/2023 3:34 PM

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

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
03/01/2023	3568	CURRAN-McLEOD...	-split-	Multiple Invoic...	11,225.00			91,859.44
03/15/2023	3569	SCHROEDER LAW ...	-split-	Invoice 68 AC...	401.50			91,457.94
03/17/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	121.58			91,336.36
03/24/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	February 2023 ...	2,281.98			89,054.38

# 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, February 15, 2023  
6:45PM – 7:58PM**

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

<https://meet.goto.com/495340357>

**You can also dial in using your phone.**

Access Code: 495-340-357

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## **Minutes**

**Meeting called to Order by Ron Yann at 7:52**

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

**Present:** Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Gail Curtis, vice chair; Tiff Wood; quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator; Ed Hodges, engineer of record; Kris Hines and Chris Nelson, Dave and Shawn Looney, community members; Tuni Betchart from PSCC, also present.

**Public Comment:** Dave and Shawn Looney, Newberry Road residents, spoke to board about the desire to seek a variance for the homeowners in that area to be annexed into the BWD, and also reiterated the fact that they had been attempting this process for several years. Prior to the meeting, the Looney's were provided written direction from Ron Yann, obtained from BWD attorney Laura Schroeder, on how to initiate a variance and the process for an out-of-district group to join the district. This information was referenced in the meeting, and Ron Yann reiterated the fact that all work and expense required to get a variance and to join the district would need to be provided by the petitioners.

**Guest: Ed Hodges,** Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

**1)** Reviewed Riverview Watermain project. Geotech and prelim. design on schedule. Scheduled to go out to bid in April. Preliminary design sheets will be sent to OHA for review and approval.

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2) Master Plan: Applications will be submitted by Ed on behalf of the BWD on or before March 15<sup>th</sup>.

3) Water Meter project has been approved, and Ed and Ron will be discussing the potential benefits/cost reduction that would result from the extra expense of radio meters vs. non-radio meters with Hiland so the Board can make a decision for the bid at the next meeting.

## Water Operator's Report from Hiland:

- a. Locates: Three locates for January.
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection: Accounts 2502, 2509 and 2490 requesting leak adjustments.
- d. Chlorine residual: N/A
- e. Customer issues: One major water leak repaired due to emergent need for intervention.
- f. Billing adjustments: N/A
- g. Meter Replacement project: Discussion regarding replacement of 6-8 failing valves estimate at approx. \$1500.00/valve.
- h. Mission pulse board requires technology upgrade for \$500 plus time and labor for total of \$1000. This will allow the meter to shut off when daily limit is met.

## 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 110% YTD; Water sales YTD at 62% July-June.

## Consent Agenda:

- a. Board approval to pay bills as presented:  
**ACTION:** Gail C. moved that bills be paid as presented Dan J. seconded, motion passed unanimously.
- b. Board approval of January Board Meeting minutes as submitted:  
**ACTION:** Gail C. moved that January minutes be approved as submitted, Dan J. seconded, motion passed unanimously.

## Administrative Reports: N/A

## Old Business:

- a. District water meter replacement as reported above by Ed Hodges.

## New Business:



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**ACTION:** Dan J. moved to approve leak adjustments as presented by Hiland, Susie H. seconded, motion passed unanimously.

Board discussed the need for replacement of failing water meter valves as presented by Hiland.

**ACTION:** Susie H. moved to approve Hiland to repair 6-8 safety valves up to and not to exceed \$12,000. Dan J. seconded, motion passed unanimously.

Board discussed need to upgrade technology of Mission pulse board to prevent the occurrence of exceeding daily water limit.

**ACTION:** Tiff W. moved to approve upgrade of Mission unit up to \$1000, Susie H. seconded, motion passed unanimously

**ACTION:** Susie H. moved that Ron Yann be authorized to sign grant applications for Master Plan development, Dan J. seconded, motion passed unanimously.

## **Announcements:**

- a. Gail C. reported that she is arranging to have the Portland Water Bureau attend a future board meeting to provide the Future Water Sales Agreement presentation.
- b. Next Budget meeting March 1, 2023 at 6:15 via GoToMeeting.

## **Adjournment:**

Gail C. moved that the meeting be adjourned, Tiff W. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:58pm.

## **Next Board Meeting:**

Wednesday, March 15, 2022, to follow budget meeting.

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

Susan Hasty,  
Recording Secretary