

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

Thursday, April 21, 2022

6:15 pm

Please note time change due to annual budget meeting preceding this meeting.

Due to the current health emergency resulting from the COVID-19 pandemic, this meeting being held by GoToMeeting videoconference.

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

<https://meet.goto.com/518562125>

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United States: +1 (408) 650-3123

Access Code: 518-562-125

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:

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports
- b. Monthly budget statements
- c. Monthly budget expenditure review
- d. Board approval to pay bills as presented
- e. Board approval of March Board Meeting minutes as submitted
- f. 2022-2023 Budget Adoption
- g. Second reading of 2022-2023 Rate Ordinance

BURLINGTON WATER DISTRICT

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Action Items:

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project
- b. Update – Newberry Road petition for variance to join District

As necessary: Additional agenda items arising pursuant to bookkeeper's, manager's reports.

Adjourn

Next Board Meeting: Wednesday, May 18, 2022, at 6:15pm.

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



Hiland Water Operator's Report

March 2022

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

- Locates

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

<u>Ticket #</u>	<u>Type</u>	<u>Call Date</u>	<u>Excavator</u>	<u>Company</u>	<u>Addr</u>	<u>Street</u>	<u>City</u>
22063723	UI/UX	03/08/22 11:58:24	HILAND WATER			SAINT HELENS	PORTLAND
22083812	Phone	03/25/22 11:41:28	PRAGMATIC SERVICES		17865 ST HELENS		PORTLAND

- Compliance/Testing

- Coliform Sample this month showed no coliform. Bacteria samples have showed no presence of coliform since July 2018.

- Notes from the Field

- The new service installation has been completed.

- Notes from Office

- Surcharges were applied in March to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
- Account 2478 made a \$200 payment on April 1st. We will continue to be in contact with this account has we try and get them to stick with their payment plan.
- Account 2577: Made a payment on final bill of \$141.59 on April 1st.
- Account 2590: This account is scheduled for disconnection at the end of April if we do not receive payment before then.

4/1/2022

3:33:00PM

Reprinted for:

3/31/2022

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	827,890 Gallons
Water Sold This Month	605,940 Gallons
Water Loss	221,950 Gallons
Water Loss (%)	26.81 %

	Amount (\$)	# Of Accounts
Total Water	21,354.04	114
Total Late Charge	11.54	3
Total Adjustments	-8.26	13
Total Road Surcharge	234.93	1
Total Credit Card Charge	49.00	13
Total Current Charges	21,641.25	114
<hr/>		
Amount Past Due 1-30 Days	1,271.17	19
Amount Past Due 31-60 Days	278.67	4
Amount Past Due Over 60 Days	714.74	1
Amount Of Overpayments/Prepayments	-2,267.64	28
Total Receivables	21,638.19	101

Total Receipts On Account	26,372.77	97
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	5,135	118
Average Water Charge For Active Meters	187.32	114

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		3	191,110	31.54	26.57
40,001-50,000		2	88,710	14.64	14.16
30,001-40,000		1	31,940	5.27	6.14
20,001-30,000		0	0	0.00	0.00
10,001-20,000		5	63,880	10.54	6.73
8,001-10,000		0	0	0.00	0.00
6,001-8,000		1	7,410	1.22	0.77
4,001-6,000		9	43,750	7.22	5.45
2,001-4,000		45	130,590	21.55	21.58
1-2,000		44	48,550	8.01	16.36
Zero Usage		8	0	0.00	2.24
Total Meters		118	605,940	100.00	100.00

4/1/2022

3:35:06PM

Reprinted for: 3/31/2022

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	22,140 Gallons
Water Sold This Month	20,040 Gallons
Water Loss	2,100 Gallons
Water Loss (%)	9.49 %

	Amount (\$)	# Of Accounts
Total Water	900.43	8
Total Adjustments		
Total Credit Card Charg	7.00	2
Total Current Charges	907.43	8

Amount Past Due 1-30 Days	95.23	2
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-3.52	2
Total Receivables	999.14	8

Total Receipts On Account	1,033.84	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	2,505	8
Average Water Charge For Active Meters	112.55	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		0	0		0.00	0.00
6,001-8,000		0	0		0.00	0.00
4,001-6,000		1	4,560		22.75	15.78
2,001-4,000		3	10,320		51.50	41.67
1-2,000		4	5,160		25.75	42.55
Zero Usage		0	0		0.00	0.00
Total Meters		8	20,040		100.00	100.00

4/1/2022

3:35:30PM

Reprinted for: 3/31/2022

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	35,310 Gallons
Water Sold This Month	30,960 Gallons
Water Loss	4,350 Gallons
Water Loss (%)	12.32 %

	Amount (\$)	# Of Accounts
Total Water	1,344.75	12
Total Adjustments	1.44	12
Total Credit Card Chrg	7.00	2
Total Current Charges	1,353.19	12

Amount Past Due 1-30 Days	0.05	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-579.05	5
Total Receivables	774.19	9

Total Receipts On Account	2,115.80	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	2,580	12
Average Water Charge For Active Meters	112.06	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		0		0	0.00	0.00
8,001-10,000		0		0	0.00	0.00
6,001-8,000		0		0	0.00	0.00
4,001-6,000		3		13,990	45.19	30.49
2,001-4,000		5		12,410	40.08	41.62
1-2,000		4		4,560	14.73	27.89
Zero Usage		0		0	0.00	0.00
Total Meters		12		30,960	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
3/31/22	3286

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
	This invoice is for service provided in March 2022. Services included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
3/31/22	Burlington Water District Base Fee	1	2,410.00	2,410.00
3/31/22	Credit card transaction fees	14	3.50	49.00
3/31/22	Receipts this month	-1	26,372.77	-26,372.77
	Subtotal for monthly base fee & pass-through customer charges			-23,913.77
	T&M Charges			
3/8/22	Matt Thompson - Checked out best path for water line install, checked on stuck meter.	2	57.00	114.00
3/9/22	Aaron Olson - Installed 2" service line.	8.5	68.00	578.00
3/9/22	Matt Thompson - Installed 2" service line.	8.5	57.00	484.50
3/9/22	Chris Pomeroy - Installed 2" service line.	8.5	48.00	408.00
3/9/22	Service Truck	8.5	18.00	153.00
3/9/22	Dump Truck	8.5	65.00	552.50
3/9/22	Excavator	1	400.00	400.00
3/10/22	Matt Thompson - Service install.	7	57.00	399.00
3/10/22	Travis Byerly - Service install.	7	48.00	336.00
3/10/22	Chris Pomeroy - Service install.	7	48.00	336.00
3/10/22	Service Truck	7	18.00	126.00
3/10/22	Excavator	1	400.00	400.00
3/11/22	Matt Thompson - GPS 2" HDPE.	2	57.00	114.00
3/16/22	Aaron Olson - Board meeting.	0.5	68.00	34.00
3/22/22	Devin Geiger - Loss factor adjustment	0.25	57.00	14.25
3/30/22	Jonathan Estrada - Budget mailer.	3	40.00	120.00
3/30/22	Eve Elias - Budget mailer.	3	40.00	120.00
3/30/22	Isaac Rider - Budget mailer.	1	40.00	40.00
	Labor, Equipment, and Mileage Subtotal			4,729.25

Thank you for your business.	Total
	Invoices
	Balance Credit



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
3/31/22	3286

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
	Reimbursable Expenses:			
3/10/22	Consolidated Supply - 2" parts	1	936.40	936.40
3/10/22	Ferguson - 2" Angle stop x FIP	1	356.72	356.72
3/10/22	Scappoose Sand & Gravel - backfill	1	76.81	76.81
3/10/22	Scappoose Sand and Gravel - backfill	1	51.20	51.20
3/10/22	4" x 2" saddle	1	88.12	88.12
3/10/22	2" x close SS Nipple	1	4.65	4.65
3/10/22	2" DI Gate Valve	1	350.35	350.35
3/10/22	2" HDPE male adapters	2	34.30	68.60
3/10/22	1" Tail Piece	2	17.00	34.00
3/10/22	1" Meter	1	92.49	92.49
3/10/22	Large Meter Box	1	210.00	210.00
3/10/22	HDPE Welding machine	1	100.00	100.00
3/30/22	Postage for mailer	211	0.58	122.38
3/31/22	Dan Zimmerman	1	950.00	950.00
3/31/22	Dan Zimmerman - postage	1	3.74	3.74
	Total Reimbursable Expenses			3,445.46
3/31/22	Markup - 10%	1	10.00%	344.55

Thank you for your business.	Total	-\$15,394.51
	Invoices	\$0.00
	Balance Credit	-\$15,394.51

Burlington Water District
Balance Sheet
 As of March 31, 2022

	<u>Mar 31, 22</u>	<u>Mar 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	66,539.92	66,966.50	-426.58
1004 · OR STATE TREATX POOL-FIRE 4563	79,717.08	71,875.53	7,841.55
1006 · STATE POOL -GEN Savings 3564	194,994.77	104,238.71	90,756.06
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>341,281.77</u>	<u>243,110.74</u>	<u>98,171.03</u>
Total Current Assets	<u>341,281.77</u>	<u>243,110.74</u>	<u>98,171.03</u>
TOTAL ASSETS	<u>341,281.77</u>	<u>243,110.74</u>	<u>98,171.03</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · Accounts Payable	-30.00	-30.00	0.00
Total Accounts Payable	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Total Current Liabilities	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Total Liabilities	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Equity			
3000 · Opening Bal Equity	-656,421.00	-656,421.00	0.00
3900 · Retained Earnings	873,393.09	817,619.47	55,773.62
Net Income	124,339.68	81,942.27	42,397.41
Total Equity	<u>341,311.77</u>	<u>243,140.74</u>	<u>98,171.03</u>
TOTAL LIABILITIES & EQUITY	<u>341,281.77</u>	<u>243,110.74</u>	<u>98,171.03</u>

1:17 PM
 04/15/22
 Cash Basis

Burlington Water District
Profit & Loss Budget vs. Actual
 March 2022

	Mar 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4002 · WATER SALES	26,372.77	27,806.67	-1,433.90	94.8%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	3,510.01	6,000.00	-2,489.99	58.5%
4011 · INTEREST INCOME	116.42	100.00	16.42	116.4%
Total 4000 · INCOME	29,999.20	33,906.67	-3,907.47	88.5%
Total Income	29,999.20	33,906.67	-3,907.47	88.5%
Expense				
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	49.00	125.00	-76.00	39.2%
5150 · ACCOUNTING	950.00	1,666.67	-716.67	57.0%
5147 · OPERATIONS MANAGEMENT FEE	3,082.80	2,666.67	416.13	115.6%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.67	-41.67	0.0%
5103 · BANK FEES	0.00	16.67	-16.67	0.0%
5111 · ELECTRIC	96.15	125.00	-28.85	76.9%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	38.00	1,666.67	-1,628.67	2.3%
5127 · OFFICE EXPENSE & POSTAGE	126.12	208.33	-82.21	60.5%
5141 · MAINTENANCE	7,035.34	2,500.00	4,535.34	281.4%
5142 · WATER PURCHASES	2,769.12	4,166.67	-1,397.55	66.5%
5145 · ENGINEER	0.00	416.67	-416.67	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	14,146.53	14,183.35	-36.82	99.7%
Total Expense	14,146.53	14,183.35	-36.82	99.7%
Net Ordinary Income	15,852.67	19,723.32	-3,870.65	80.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	9,166.67	-9,166.67	0.0%
5200 · CAPITAL OUTLAY	0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	0.00	59,166.67	-59,166.67	0.0%
Net Other Income	0.00	-59,166.67	59,166.67	0.0%
Net Income	15,852.67	-39,443.35	55,296.02	-40.2%

Burlington Water District
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	150,000.00	-150,000.00	0.0%
4013 · Grant Proceeds	0.00	150,000.00	-150,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	215,562.95	333,680.00	-118,117.05	64.6%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	140,806.61	142,000.00	-1,193.39	99.2%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	782.52	1,200.00	-417.48	65.2%
Total 4000 · INCOME	358,152.08	926,880.00	-568,727.92	38.6%
Total Income	358,152.08	926,880.00	-568,727.92	38.6%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	71,004.00	142,000.00	-70,996.00	50.0%
5152 · CONSULTANTS	393.00	6,000.00	-5,607.00	6.6%
5151 · PROCESSING FEES	679.00	1,500.00	-821.00	45.3%
5150 · ACCOUNTING	11,750.00	20,000.00	-8,250.00	58.8%
5147 · OPERATIONS MANAGEMENT FEE	23,301.00	32,000.00	-8,699.00	72.8%
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	0.05	200.00	-199.95	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	1,042.26	1,500.00	-457.74	69.5%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	6,852.00	6,450.00	402.00	106.2%
5123 · LEGAL	2,860.74	20,000.00	-17,139.26	14.3%
5127 · OFFICE EXPENSE & POSTAGE	1,658.94	2,500.00	-841.06	66.4%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	20,406.82	30,000.00	-9,593.18	68.0%
5142 · WATER PURCHASES	25,955.22	50,000.00	-24,044.78	51.9%
5143 · LEASE FEES	1,714.64	1,600.00	114.64	107.2%
5145 · ENGINEER	0.00	5,000.00	-5,000.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	167,849.71	320,650.00	-152,800.29	52.3%
Total Expense	167,849.71	320,650.00	-152,800.29	52.3%
Net Ordinary Income	190,302.37	606,230.00	-415,927.63	31.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	110,000.00	-110,000.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	300,000.00	-300,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	300,000.00	-300,000.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	7,500.00	-7,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.12	31,775.00	-1.88	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.94	76,425.00	-7,504.06	90.2%
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
Total 7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	68,920.94	486,425.00	-417,504.06	14.2%
Net Other Income	-68,920.94	-486,425.00	417,504.06	14.2%
Net Income	121,381.43	119,805.00	1,576.43	101.3%

Burlington Water District
Profit & Loss Budget vs. Actual
 July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	150,000.00	-150,000.00	0.0%
4013 · Grant Proceeds	0.00	150,000.00	-150,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	215,562.95	245,873.33	-30,310.38	87.7%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	140,806.61	128,000.00	12,806.61	110.0%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	782.52	900.00	-117.48	86.9%
Total 4000 · INCOME	358,152.08	824,773.33	-466,621.25	43.4%
Total Income	358,152.08	824,773.33	-466,621.25	43.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	71,004.00	71,000.00	4.00	100.0%
5152 · CONSULTANTS	393.00	4,500.00	-4,107.00	8.7%
5151 · PROCESSING FEES	679.00	1,125.00	-446.00	60.4%
5150 · ACCOUNTING	11,750.00	14,999.99	-3,249.99	78.3%
5147 · OPERATIONS MANAGEMENT FEE	23,301.00	23,999.99	-698.99	97.1%
5109 · GENERAL OPERATING EXPENSES	0.00	750.01	-750.01	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	374.99	-374.99	0.0%
5103 · BANK FEES	0.05	149.99	-149.94	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	954.07	1,125.00	-170.93	84.8%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	6,852.00	6,450.00	402.00	106.2%
5123 · LEGAL	2,860.74	14,999.99	-12,139.25	19.1%
5127 · OFFICE EXPENSE & POSTAGE	1,658.94	1,875.01	-216.07	88.5%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	20,316.82	22,500.00	-2,183.18	90.3%
5142 · WATER PURCHASES	23,175.16	37,499.99	-14,324.83	61.8%
5143 · LEASE FEES	1,714.64	1,600.00	114.64	107.2%
5145 · ENGINEER	0.00	3,749.99	-3,749.99	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	164,891.46	207,099.95	-42,208.49	79.6%
Total Expense	164,891.46	207,099.95	-42,208.49	79.6%
Net Ordinary Income	193,260.62	617,673.38	-424,412.76	31.3%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	82,499.99	-82,499.99	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	150,000.00	-150,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	150,000.00	-150,000.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	7,500.00	-7,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.12	31,775.00	-1.88	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.94	76,425.00	-7,504.06	90.2%
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
Total 7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	68,920.94	308,924.99	-240,004.05	22.3%
Net Other Income	-68,920.94	-308,924.99	240,004.05	22.3%
Net Income	124,339.68	308,748.39	-184,408.71	40.3%

Burlington Water District

4/15/2022 1:26 PM

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

From 04/01/2022 through 04/30/2022

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/18/2022	AUTOP...	PGE	5100 · GENERAL OP...	electricity	88.19			66,451.73
04/21/2022	3537	ALEXIN ANALYTI...	5100 · GENERAL OP...	INV: 43566	90.00			66,361.73
04/25/2022	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	March 2022 W...	2,780.06			63,581.67

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, March 16, 2022

6:45 pm

Due to the current health emergency resulting from the COVID-19 pandemic, this meeting being held by GoToMeeting videoconference.

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

<https://global.gotomeeting.com/join/400720501>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 400-720-501

AGENDA

Call Meeting to Order by Ron Yann at 6:35.

Announce Board members present to establish quorum for meeting: Ron Yann, Lauren Golar, Gail Curtis, Dan Zimmerman, Dan Johnson and Susie Hasty; board quorum present and one community member Chris Nelson.

Public Comment: none

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

- a. **Monthly overview:** List of locates done, coliform came back clean (clean report for over 3.5 years now), mission units with new radios installed in February. Water loss continues to fluctuate month to month. Fluctuates range from 3-6 gal per min.
- b. **Update on leak detection/repair:** Leak detection can be done in 1 night, Ron requested a plan similar to what Matt had (previous representative from Hiland) as to how leaks are dealt with in a systematic manner. Aaron will bring back to future board meeting.
- c. **Possible meter replacement:** No update
- d. **Chlorine residual monitoring:** Susie Hasty continues to do by-weekly testing.
- e. **Customer issues?** None
- f. **Billing adjustments?** Nothing new to report.
- g. **New service request update:** Service to this customer is complete. The customer paid for additional 150 feet of service line to existing line.

Bookkeeper/Office Manager's Report:

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.

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- b. Monthly budget statements: Reviewed balance sheet; budget vs. actual statements; Profit and Loss shows monthly water sales on budget for the month.
- c. Monthly budget expenditure review: Budget projections remain on track. Fiscal year (8/12 months) shows water sales at ~56%.
- d. Board approval to pay bills as presented:
ACTION: Board approved payment of \$265.00 to Alexin Analytical Laboratory's for 4th quarter water lab testing (chloroform, e-coli and tri-halo methane byproducts) . Susie Hasty moved that bills be paid as presented and Lauren Golar Seconded. Motion passed unanimously.
- e. Approval of February Board Meeting minutes as submitted:
ACTION: Dan Johnson moved, and Gail Curtis seconded, motion passed unanimously.

Action Items:

1. **Reading of the Rate Increase Ordinance:** Dan Johnson reviewed the slight change from original publication. BWD will keep \$6.00/ccf base rate in the budget as discussed previously but will drop the \$2.38/ccf usage fee. This change is due to the drop in water cost from the Portland Water District. Full rate increase ordinance is appended to the minutes. Dan Johnson moved new rate increase ordinance be approved, Lauren Golar seconded, motion passed unanimously.

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project contract is in progress. Ron will update board at next meeting.
- b. Update – Newberry Road petition for variance to join District. Kate Moore (Newberry resident's atty.) is communicating to Ron Yann.
- c. Ed Hodges submitted water meter replacement letter of interest. Approval process is in motion. Ron will keep board members updated.

As necessary:

Dan Zimmerman requested meeting date be changed; board agreed on April 21st.

Dan Zimmerman received a large package from Ed Hodges of historical documents regarding work done by engineers. Ron will contact Ed to inquire as to what these are intended for.

Adjournment:

Lauren Golar moved meeting be adjourned, Gail Curtis seconded, motion passed unanimously
Meeting Adjourned at 7:13pm.

Next Board Meeting: Thursday, April 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

BURLINGTON WATER DISTRICT

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RESOLUTION 21/22-02

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Burlington Water District hereby adopts the budget for fiscal year 2022-23 in the total amount of \$607,200*. 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 July 1, 2022, for the following purposes:

GENERAL FUND	
Water Utility Program	\$ 219,550
Fire Protection Program	\$ 145,000
Not Allocated to a Program:	
Debt Service	\$ 76,425
Operating Contingency	\$ 166,200
Total – General Fund	<u>\$ 607,200</u>
Total APPROPRIATIONS, All Funds	\$ 607200
Total Unappropriated and Reserve Amounts, All Funds	--
TOTAL ADOPTED BUDGET	<u>\$ 607,200*</u>

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023 at the rate of \$3.4269 per \$1,000 of assessed value for permanent rate tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and within the General Government limitation.

Dated this 21 Day of April, 2022
BURLINGTON WATER DISTRICT

BY _____
Gail Curtis
Vice Chairperson

BY _____
Susan Hasty
Secretary

**BURLINGTON WATER DISTRICT
FY 2022-2023
MANAGEMENT'S COMMENTS AND BUDGET MESSAGE**

February 16, 2022

General Comments

Burlington Water District receives revenue from water sales for operations and loan payments. The District receives tax revenues from properties within the District boundaries for the purpose of contracting with other agencies for fire protection. The overall financial position is sound.

Results of Operations

Operations include but are not limited to system maintenance and monitoring for water use and loss.

Significant Transactions

Last year, we became aware of a leak and significant risk of larger future problems in a large pipe serving the customers along Riverview Drive. We applied for, and received a \$40k grant and \$270k low interest loan from the Safe Drinking Water Revolving Loan Fund which will be used to repair this line. No similar large transactions are planned for the 22-23 budget year, so we expect our Capital Expenditures to be significantly smaller.

Infrastructure

1. One 400,000-gallon steel bolted glass fused reservoir.
2. Approximately twelve miles of 4", 6", 8", and 10" ductile iron and PVC pipes.
3. Approximately 30 in-service fire hydrants.
4. Two high volume pumps with advanced controls within the District's pump station connecting Burlington Water District to Portland Water Bureau (the District's water supplier).
5. Updated telemetry communication and alarm system between the pump station and the reservoir.

Other Assets

1. Tools and equipment with a value of approximately \$6,500
2. A shipping/storage container
3. Small but adequate inventory of repair material

Economic Factors

The cost of wholesale water and fire protection contracts has steadily risen and this cost must be passed on to the consumer. Burlington Water District purchases its water from Portland Water Bureau (PWB). PWB has projected a significant increase in water costs over the next 10 years, due to required infrastructure costs on their part (i.e., building a filtration plant, constructing water lines to and from the filtration plant, and rebuilding, repairing and covering reservoirs).

Budget

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The budget for the fiscal year 2022-2023 for the Burlington Water District, a municipal corporation, contains estimates and appropriations for one fund: The General Fund. The budget contains no staff positions, as the District is exclusively utilizing contracted services.

Due to Measure 50, the District has a permanent tax rate limit of \$3.4269 per \$1,000 of assessed value. The assessed value of the District by the Multnomah County Assessor's Office was \$43,523,910 in 2021-2022. The assessed value is estimated to increase by 2.0 percent to \$44,394,000 in 2022-2023. The District will levy its entire \$3.4269 rate. After reductions, discounts and amounts not to be received (approximately 5 percent), it is estimated that the District will receive \$145,000.

The District expects to have about \$160,000 in cash that will carry forward from 2021-2022 to 2022-2023. Water Sales in the General Fund is estimated to bring in \$330,000 consistent with prior years.

Resources

Burlington Water District purchases its water from the City of Portland's Water Bureau and the contract amount is based on the District's highest daily water use during each year. The general income provides for District expenditures, aids in covering the cost of fire protection, aids in building the District's reserves and also aids in water management and loss.

The District receives tax revenues from properties within the District boundaries for the purpose of contracting with other agencies for fire protection. In 2020, the District executed a 10-year contract with Portland Fire and Rescue for fire protection services. Fire Protection tax levy and program expenditures for the 2022-2023 year are expected to be \$145,000. By terms of the contract, one-half of the annual payment will be due by December 31, 2022, and with payment in full by June 1, 2023.

Personnel

Burlington Water District is governed by a volunteer Board of Commissioners. The District does not currently have employees.

Contracted Services Expenditures

Burlington Water District has contracted with Hiland Water Corporation for customer service, reading water meters, billing statements, and collection of payments. Also, Hiland Water is responsible for system management and maintenance of the water lines. Hiland Water is reimbursed on a monthly basis. Daniel Zimmerman, working through Hiland, has been contracted to maintain the District's financial accounting and other office management duties as required. Mr. Zimmerman is reimbursed on a monthly basis. Hanford and Associates LLC has been contracted to perform financial reviews and audits for the district.

Materials and Services Expenditures

Portland Water continues to increase their water sale prices. The District has been informed that the add-on infrastructure and projected new water filtration costs will cause the water sale prices to increase annually from \$1.584 per ccf in 2021-2022 to at least \$1.879 per ccf in 2026-2027, and the

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increase will affect every rate payer. This year, we expect the cost of water from the Portland Water Bureau to decrease from \$1.584/ccf to \$1.009/ccf. The District has factored in the projected water purchase increase for the coming years, and will be raising rates accordingly. Less water has been used per month in the past year, than when the rate study was completed in 2021, requiring a mix of increased rates over the original estimates, and some budget reductions to balance the budget. Cuts were made to our planned legal expenditures, as some questions we had last year are now resolved. And, cuts were made to the reserves for capital projects, as the loan mentioned above allows us to address our most pressing issue. It's worth noting that this is *not* the contingency reserve for emergency repairs. That amount has not been reduced. Beyond these reductions, the base rate will see an increase of \$6 per connection to a total of \$66.18 in district, and \$84.71 out-of-district. This is aligned with the original plan from the rate study. In addition to covering costs, it moves us closer to having constant un-metered revenue align with our constant costs. Usage rates will not increase at all in 2022/2023 as the base rate increase and lower water cost together balance out the reduced income from lower usage. All of these numbers will be revisited again when we look at the budget next year.

Capital Expenditures

In light of the increase in water prices, it is imperative that the District start the process to upgrade some areas to prevent water losses. The District will be moving to repair the line along Riverview Drive as mentioned above with the grant money received in 2022. The next capital project will be to replace the meters in the district, but we need to get the Riverview repair settled before we move forward with meter replacement.

The District will continue to strive to contain costs while improving service levels.

Contacting the District's Financial Management

The District's financial statements are designed to present users (citizens, taxpayers, customers, and creditors) with a general overview of the District's finances and to demonstrate the District's accountability. Financial statements are available on the District website: <https://burlingtonwater.specialdistrict.org/>.

If you have questions about this report or need additional financial information, please contact Hiland Water Corporation at 503-554-8333; 1-855-554-8333 (TF).