

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

Jun 21, 2023, 6:15 – 8:45 PM

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

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Access Code: 262-727-381

United States: +1 (872) 240-3412

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AGENDA

Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

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

Guests:

Guest: Ed Hodges, engineer of record for BWD;

Project Update:

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

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

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

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports:
- b. Monthly budget statements:
- c. Monthly budget expenditure review:
- d. Proposed contract renewal for FY 23-24 (July 1, 20223-June 30, 2024)

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Consent Agenda:

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

Administrative Reports:

Old Business:

New Business:

- a. Election of Officers effective July 1, 20203
Complete the swearing in of new BWD Board Commissioners.

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

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

Gail Curtis will assume the role of BWD board president, Tiff Wood will become the BWD board treasurer, Susie Hasty will continue as BWD board secretary and Anne S. and Kris H. will be members at large. And we are all very pleased and appreciative that Dan Zimmerman will continue as our BWD Bookkeeper.

Next steps are for Anne, Kris and Tiff:

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

Rules of the Road:

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

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Announcements:

Adjourn:

Next Board Meeting: Wednesday, July 19, 2023 at 6:15pm

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary



Hiland Water Operator's Report

May 2023

This report is furnished by Hiland Water and outlines the operations during May 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
23119621	UI/UX	05/03/23 14:46:54	HILAND WATER	17007	MAIN	PORTLAND
23124475	XML	05/08/23 11:49:27	NW REALTY SIGN	17025	SAINT HELENS	PORTLAND
23128662	Phone	05/10/23 16:57:14	POST IT SIGN SERVICE	12800	MARINA	PORTLAND
23138488	UI/UX	05/19/23 09:08:56	CURRAN-MCLEOD		RIVERVIEW	PORTLAND
23147858	UI/UX	05/30/23 07:37:18	BLACK AND MCDONALD LIMITED	16954	ST HELENS	PORTLAND

- Compliance/Testing
 - The coliform sample taken in May showed no presence of coliform or e coli.
- Other notes from the field
 - A crew was dispatched to investigate flowing water and repair the leak previously identified on Highway 30. Upon arrival, Curtis noted that the water appeared to have stopped flowing. Since water users had been notified of a potential outage, meters were shut off and a pressure test was conducted on the mainline. It was determined that there was no leak.
- Notes from Office
 - Account 2489: Meter is scheduled to be shut off.
 - Account 2491: Working with customer to get new auto pay set up.
 - Account 2493: Meter is scheduled to be shut off.
 - Account 2510: Meter is scheduled to be shut off.

- Account 2525: Attempting to get in contact with customer to set up new auto pay.
- Account 2531: House burnt down.
- Account 2534: Customer made payment.
- Account 2537: Customer made payment.
- Account 2540: Meter is scheduled to be shut off.
- Account 2542: Meter is scheduled to be shut off.
- Account 2550: Meter is scheduled to be shut off.
- Account 2563: Meter is scheduled to be shut off.
- Account 2571: Meter is scheduled to be shut off.
- Account 2577: Meter is scheduled to be shut off.
- Account 2585: Meter is scheduled to be shut off.
- Account 2590: Meter is scheduled to be shut off.
- Account 2591: Customer made payment.
- 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.
- The property owner at 12443 NW Mountain View Rd. has requested consideration of a refund for the SDC and estimated construction costs he paid for a new meter connection in 2020. His septic plan was denied and he won't be building on the property after all. He paid \$6,201 in February 2020. Fire pressure/flow tests were conducted but no other work was performed in the field.

Date: May 2023

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	800,360 Gallons
Water Sold This Month	642,692 Gallons
Water Loss	157,668 Gallons
Water Loss %	19.70%

	Amount (\$)
Total Water	\$ 23,564.96
Total Late Charge	\$ 156.72
Total Adjustments	\$ (343.14)
Total Activation/Disconnect	
Total Current Charges	\$ 23,378.54

Aged 1 Balance	\$ 6,770.51
Aged 2 Balance	\$ 1,183.35
Aged 3 Balance	\$ 1,356.13
Aged 4+ Balance	\$ 1,144.04
Overpayments/Undeposited payments	\$ (4,125.84)
Total Receivables	\$ 29,706.73

Total Receipts on Account \$ 19,571.84

Average Usage For Active Meters 5,356

Average Water Charge For Active Meters \$ 196.37

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	4	244,850	38.10%
40,001-50,000	1	41,147	6.40%
30,001-40,000	0	-	0.00%
20,001-30,000	1	24,280	3.78%
10,001-20,000	5	73,439	11.43%
8,001-10,000	2	17,107	2.66%
6,001-8,000	2	13,277	2.07%
4,001-6,000	11	52,435	8.16%
2,001-4,000	45	132,740	20.65%
1-2,000	40	43,421	6.76%
Zero Usage	9	-	0.00%
Total Meters	120	642,697	100.00%

Date: May 2023

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	18,087 Gallons
Water Sold This Month	14,451 Gallons
Water Loss	3,636 Gallons
Water Loss %	20.10%

	Amount (\$)
Total Water	\$ 873.35
Total Late Charge	\$ -
Total Adjustments	\$ 3.28
Total Activation/Disconnect	
Total Current Charges	\$ 876.63

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (116.30)
Total Receivables	\$ 760.33

Total Receipts on Account	\$ 945.03
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Average Usage For Active Meters	1,806
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Average Water Charge For Active Meters	\$ 109.17
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Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	0	-	0.00%
8,001-10,000	0	-	0.00%
6,001-8,000	0	-	0.00%
4,001-6,000	0	-	0.00%
2,001-4,000	4	10,562	73.08%
1-2,000	4	3,890	26.92%
Zero Usage	0	-	0.00%
Total Meters	8	14,451	100.00%

Date: May 2023

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	42,606 Gallons
Water Sold This Month	38,520 Gallons
Water Loss	4,086 Gallons
Water Loss %	9.59%

	Amount (\$)
Total Water	\$ 1,539.71
Total Late Charge	\$ 13.75
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 1,553.46

Aged 1 Balance	\$ 534.82
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (225.49)
Total Receivables	\$ 1,862.79

Total Receipts on Account \$ 1,363.80

Average Usage For Active Meters 3,210

Average Water Charge For Active Meters \$ 128.31

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	1	8,976	23.30%
6,001-8,000	0	-	0.00%
4,001-6,000	2	9,956	25.84%
2,001-4,000	6	15,940	41.38%
1-2,000	3	3,650	9.48%
Zero Usage	0	-	0.00%
Total Meters	12	38,522	100.00%



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
5/31/23	3872

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

		P.O. No.	Project	
Serviced	Description	Qty	Rate	Amount
	This credit memo is for service provided during May 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
5/31/23	Burlington Water District May 2023 Base Fee	1	3,025.00	3,025.00
5/31/23	Receipts this month	-1	19,571.84	-19,571.84
	Subtotal for monthly base fee & pass-through customer charges			-16,546.84
	T&M Charges:			
5/2/23	Robert Trotter - Checked on leak and marked for locates.	0.75	85.00	63.75
5/3/23	JJ Olson - Scheduled leak repair and researched ODOT permit.	0.25	90.00	22.50
5/4/23	Robert Trotter - Put together road permit and TCP for leak.	2	85.00	170.00
5/12/23	Curtis Olson - Performed pressure test on mainline and determined no leak.	5.5	85.00	467.50
5/12/23	Tiger Robitaille - Performed pressure test on mainline and determined no leak.	5.5	52.00	286.00
5/12/23	Service Truck	5.5	20.00	110.00
5/12/23	Vac Trailer	5.5	60.00	330.00
	Labor, Equipment, and Mileage Subtotal			1,449.75
	Reimbursable Expenses:			
5/31/23	Dan Zimmerman	1	800.00	800.00
5/31/23	Dan Zimmerman - Go To Meeting fee	1	14.00	14.00
5/31/23	Dan Zimmerman - stamps and PO Box renewal	1	213.96	213.96
	Total Reimbursable Expenses			1,027.96
5/31/23	Markup - 10%	1	102.80	102.80
		Total		-\$13,966.33
		Invoices		\$0.00
		Balance Credit		-\$13,966.33

Burlington Water District
Balance Sheet
 As of May 31, 2023

	<u>May 31, 23</u>	<u>May 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	59,494.09	102,220.58	-42,726.49
1004 · OR STATE TREATX POOL-FIRE 4563	156,779.53	80,841.76	75,937.77
1006 · STATE POOL -GEN Savings 3564	211,569.01	195,219.21	16,349.80
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>427,872.63</u>	<u>378,311.55</u>	<u>49,561.08</u>
Total Current Assets	<u>427,872.63</u>	<u>378,311.55</u>	<u>49,561.08</u>
TOTAL ASSETS	<u>427,872.63</u>	<u>378,311.55</u>	<u>49,561.08</u>
LIABILITIES & EQUITY			
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	95,268.33	161,369.46	-66,101.13
Total Equity	<u>427,902.63</u>	<u>378,341.55</u>	<u>49,561.08</u>
TOTAL LIABILITIES & EQUITY	<u>427,872.63</u>	<u>378,311.55</u>	<u>49,561.08</u>

Burlington Water District
Profit & Loss Budget vs. Actual
May 2023

	May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	5,535.00			
4013 · Grant Proceeds	5,535.00			
4002 · WATER SALES	19,571.84	27,000.00	-7,428.16	72.5%
4004 · CURRENT LEVIED TAXES	553.82	500.00	53.82	110.8%
4011 · INTEREST INCOME	1,205.66	100.00	1,105.66	1,205.7%
Total 4000 · INCOME	<u>32,401.32</u>	<u>27,600.00</u>	<u>4,801.32</u>	<u>117.4%</u>
Total Income	32,401.32	27,600.00	4,801.32	117.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	80,840.65	72,500.00	8,340.65	111.5%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	800.00	1,400.00	-600.00	57.1%
5147 · OPERATIONS MANAGEMENT FEE	3,127.80	2,916.00	211.80	107.3%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.66	-16.66	0.0%
5111 · ELECTRIC	112.57	145.00	-32.43	77.6%
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	227.96	208.33	19.63	109.4%
5141 · MAINTENANCE	1,589.75	2,916.66	-1,326.91	54.5%
5142 · WATER PURCHASES	2,513.98	3,000.00	-486.02	83.8%
5145 · ENGINEER	0.00	416.66	-416.66	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	<u>89,212.71</u>	<u>85,419.30</u>	<u>3,793.41</u>	<u>104.4%</u>
Total Expense	89,212.71	85,419.30	3,793.41	104.4%
Net Ordinary Income	-56,811.39	-57,819.30	1,007.91	98.3%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	128.00	10,000.00	-9,872.00	1.3%
Total 5200 · CAPITAL OUTLAY	<u>128.00</u>	<u>10,000.00</u>	<u>-9,872.00</u>	<u>1.3%</u>
Total Other Expense	128.00	27,852.08	-27,724.08	0.5%
Net Other Income	-128.00	-27,852.08	27,724.08	0.5%
Net Income	<u><u>-56,939.39</u></u>	<u><u>-85,671.38</u></u>	<u><u>28,731.99</u></u>	<u><u>66.5%</u></u>

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

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	5,535.00	274,650.00	-269,115.00	2.0%
4013 · Grant Proceeds	5,535.00	40,000.00	-34,465.00	13.8%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	284,666.52	257,000.00	27,666.52	110.8%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	149,952.34	144,500.00	5,452.34	103.8%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	8,843.24	1,100.00	7,743.24	803.9%
Total 4000 · INCOME	<u>458,989.97</u>	<u>892,250.00</u>	<u>-433,260.03</u>	<u>51.4%</u>
Total Income	458,989.97	892,250.00	-433,260.03	51.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	161,681.30	158,000.00	3,681.30	102.3%
5152 · CONSULTANTS	302.19	4,600.00	-4,297.81	6.6%
5151 · PROCESSING FEES	662.00	1,375.00	-713.00	48.1%
5150 · ACCOUNTING	14,170.00	20,600.00	-6,430.00	68.8%
5147 · OPERATIONS MANAGEMENT FEE	33,276.54	32,084.00	1,192.54	103.7%
5109 · GENERAL OPERATING EXPENSES	263.70	916.67	-652.97	28.8%
5102 · ADVERTISING/COLLECTIONS	0.00	458.34	-458.34	0.0%
5103 · BANK FEES	0.05	183.34	-183.29	0.0%
5111 · ELECTRIC	1,313.57	1,555.00	-241.43	84.5%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	4,317.79	13,750.00	-9,432.21	31.4%
5127 · OFFICE EXPENSE & POSTAGE	2,660.28	2,291.67	368.61	116.1%
5141 · MAINTENANCE	19,197.77	32,083.34	-12,885.57	59.8%
5142 · WATER PURCHASES	25,243.20	32,000.00	-6,756.80	78.9%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	5,288.75	4,583.34	705.41	115.4%
5100 · GENERAL OPERATING EXPENSES - Other	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	<u>278,242.67</u>	<u>314,630.70</u>	<u>-36,388.03</u>	<u>88.4%</u>
Total Expense	278,242.67	314,630.70	-36,388.03	88.4%
Net Ordinary Income	180,747.30	577,619.30	-396,872.00	31.3%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	183,372.92	-183,372.92	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	16,558.00	305,000.00	-288,442.00	5.4%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	<u>16,558.00</u>	<u>305,000.00</u>	<u>-288,442.00</u>	<u>5.4%</u>
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	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%
Total 5300 · DEBT SERVICE	<u>68,920.97</u>	<u>78,425.00</u>	<u>-9,504.03</u>	<u>87.9%</u>
Total Other Expense	85,478.97	566,797.92	-481,318.95	15.1%
Net Other Income	-85,478.97	-566,797.92	481,318.95	15.1%
Net Income	<u><u>95,268.33</u></u>	<u><u>10,821.38</u></u>	<u><u>84,446.95</u></u>	<u><u>880.4%</u></u>

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	5,535.00	274,650.00	-269,115.00	2.0%
4013 · Grant Proceeds	5,535.00	40,000.00	-34,465.00	13.8%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	284,666.52	286,000.00	-1,333.48	99.5%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	149,952.34	145,000.00	4,952.34	103.4%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	8,843.24	1,200.00	7,643.24	736.9%
Total 4000 · INCOME	458,989.97	921,850.00	-462,860.03	49.8%
Total Income	458,989.97	921,850.00	-462,860.03	49.8%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	161,681.30	158,000.00	3,681.30	102.3%
5152 · CONSULTANTS	302.19	5,000.00	-4,697.81	6.0%
5151 · PROCESSING FEES	662.00	1,500.00	-838.00	44.1%
5150 · ACCOUNTING	14,170.00	22,000.00	-7,830.00	64.4%
5147 · OPERATIONS MANAGEMENT FEE	33,276.54	35,000.00	-1,723.46	95.1%
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	1,434.31	1,700.00	-265.69	84.4%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	4,693.29	15,000.00	-10,306.71	31.3%
5127 · OFFICE EXPENSE & POSTAGE	2,660.28	2,500.00	160.28	106.4%
5141 · MAINTENANCE	19,233.77	35,000.00	-15,766.23	55.0%
5142 · WATER PURCHASES	28,131.82	35,000.00	-6,868.18	80.4%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	5,288.75	5,000.00	288.75	105.8%
5100 · GENERAL OPERATING EXPENSES - Other	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	281,663.53	327,550.00	-45,886.47	86.0%
Total Expense	281,663.53	327,550.00	-45,886.47	86.0%
Net Ordinary Income	177,326.44	594,300.00	-416,973.56	29.8%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	201,225.00	-201,225.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	16,558.00	314,650.00	-298,092.00	5.3%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	16,558.00	314,650.00	-298,092.00	5.3%
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	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%
Total 5300 · DEBT SERVICE	68,920.97	78,425.00	-9,504.03	87.9%
Total Other Expense	85,478.97	594,300.00	-508,821.03	14.4%
Net Other Income	-85,478.97	-594,300.00	508,821.03	14.4%
Net Income	91,847.47	0.00	91,847.47	100.0%

Burlington Water District

6/16/2023 9:37 PM

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

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/15/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	120.74		59,373.35
06/21/2023	3576	SCHROEDER LAW ...	-split-	Invoice 71 AC...	375.50		58,997.85
06/21/2023	3577	MISSION COMMU...	5100 · GENERAL OP...	INV: 1070345	36.00		58,961.85
06/23/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	May 2023 Wat...	2,888.62		56,073.23

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, May 17, 2023, 6:15 PM

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

<https://meet.goto.com/378005157>

You can also dial in using your phone.

Access Code: 378-005-157

United States: +1 (312) 757-3121

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Minutes

Meeting called to Order by Ron Yann at 6:19

Board members present to establish quorum for meeting:

Present: Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Gail Curtis and Tiff Wood; quorum present. Also present Dan Zimmerman, bookkeeper; Ed Hodges, engineer of record and Anne Squire BWD customer and future board member.

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

Guests: City of Portland Water Bureau staff, Mary Leung and Cecelia Huynh attending to present new draft water agreement (document attached to minutes). Among the highlights are that the peaking factor minimum purchase will go away thus the district will be billed on water that is actually delivered and the rate calculation will be based on a rolling 5 year average. Currently the BWD minimum guaranteed purchase is 550K gals/day and 5 year average is 330K gals per day; Infrastructure cost will be applied as build is completed so the increase to wholesale consumers will be gradual.

The new agreement is set to go live July 1, 2026.

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

1) Reviewed Riverview Watermain project: Results of the bidding process are in. Five bidders responded, the lowest was \$381,626.43 and the highest was \$863,110.00. Board discussion of bids ensued.

ACTION: Ed recommended that the board approve/accept the lowest bidder, Nyland, at \$381,626.43; Tiff Wood moved that the board accept the recommendation; Dan J. seconded, the motion passed unanimously. Ed will notify all bidders. Project is expected to start this summer and be completed by mid-October.

2) Water Meter project: Sole procurement process for Mueller meter discussed. For the high end meters with radio attachments total cost estimate is \$65,000. Grant is \$75,000. Ed is hopeful complete the bid by end of the month and have it advertised by mid-June.

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- 3) Master Plan:** No funding sources for seismic study identified thus far. BWD does not have a lot of infrastructure (large storage tank, pump station, and piping) that needs seismic evaluation. Our structural engineer can do the study for approx. \$6K which would need to come from the BWD budget. OHA will not approve the Master Plan without a complete seismic vulnerability assessment. Gail stated that the City of Portland agreement (current and future) requires BWD to have a water conservation plan which does not currently exist. Future discussion on this topic will need to occur.

Water Operator's Report from Hiland: Aaron absent from meeting. Notes added from report submitted prior to meeting.

- a. Locates: Hiland Water responded to three locate requests. Water lines were marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: Water is surfacing next to Hwy 30 and was evaluated in early May. ODOT has given approval for excavation, which is scheduled for May 12, 2023.
- d. Leak detection: All meter valves with issues have been fixed.
- e. Chlorine residual: N/A
- f. Billing adjustments: There are 13 homes with meters scheduled to be shut off. Ron will follow up with Aaron to make sure these are not related to the recent change in the billing system.
- g. Loss factor: N/A

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 115% budget to fiscal TYD; Water sales for fiscal year at 92.7%.

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 April Board Meeting minutes as submitted:
ACTION: Dan J. moved that April board minutes be approved as submitted, Tiff W. seconded, motion passed unanimously.
- a. Board approval of April Budget committee meeting minutes as submitted:
ACTION: Ron Y. moved budget meeting minutes be approved as submitted, Susie H. seconded, motion passed unanimously.

23/24 Budget Presentation to the Board:

- a. Second reading of Ordinance 23/24-01 Revised Rates & Other fees:

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ACTION: Dan J. moved that in lieu of reading the rate increase ordinance that we include it in its entirety in the minutes, Ron Y. seconded, motion passed unanimously.

- b. Resolution 23/24-02 Adopting the budget:

ACTION: Dan J. moved that the board adopt the FY23/24 Budget for \$1,240,563.00 as approved by the budget committee and as presented here, Gail C. seconded, the motion passed unanimously.

- c. Resolution making appropriations:

ACTION: Dan J. moved that the appropriations beginning July 1, 2023 be approved as presented, Tiff W. seconded, the motion passed unanimously

- d. Resolution imposing and categorizing the tax:

ACTION: Dan J. moved that property tax for FY 23/24 at \$3.4269 per \$1000 of assessed value be approved by the board, Gail C. seconded, passed unanimously.

Administrative Reports: N/A

Old Business: N/A

New Business:

- a. BWD Board Vote on Sole Source Documents: Dan J. read aloud in its entirety Resolution 23/24-03 Sole Source Resolution for Mueller Automated Meters.

ACTION: Ron Y. moved that the board approve Resolution 23/24-03 as presented, Dan J. seconded, the motion passed unanimously.

Announcements: N/A

Adjournment:

Gail C. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.

Meeting Adjourned at 8:09 pm.

Next Board Meeting:

Wednesday, June 21st at 6:15pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary