

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

Wednesday, Jan 17, 2024
6:15 – 8:45 PM

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

<https://meet.goto.com/187390293>

You can also dial in using your phone.

Access Code: 187-390-293

United States: [+1 \(571\) 317-3122](tel:+15713173122)

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Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

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

Guests: None

Guest: Ed Hodges, engineer of record for BWD.

Project Update:

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

Water Operator's Report from Hiland representative:

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

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/>

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 December, 2023 Board Meeting minutes as submitted:

FY 24/25 Budget Prep

- a. Review and approve revised budget calendar
ACTION: Submit approved budget calendar to TSCC following meeting.
- b. Kris H and Dan Z to present budget prep. to date
- c. ToDo: January 19 Send mailer to all customers inviting them to be on the Budget Committee
- d. ToDo: January 19 Mail Notice of Budget Committee Meetings to all customers **AND** publish on BWD website **no fewer than 10 days before** the first Budget Committee meeting (Feb 21) (ORS 294.426(5)(c))

Administrative Reports:

Old Business: Water Sales agreement

New Business:

Announcements:

Adjourn:

Next Board Meeting: Wednesday, February 21, 2024, at 6:15pm

First Budget Meeting: Wednesday, February 21, 2024, to follow Board meeting at 7:15PM

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary



Hiland Water Operator's Report

December 2023

This report is furnished by Hiland Water and outlines the operations during December 2023.

- Locates
 - There were no locate requests in December.
- Compliance/Testing
 - The Routine coliform sample taken in December showed no presence of coliform or E-Coli.
- Notes from Field
 - Staff operated valves for contractor on Riverview.
- Notes from Office
 - Account 2485: Meter is scheduled to be shut off.
 - Account 2487: Working with customer on payment error issue.
 - Account 2489: Working with customer on payment error issue.
 - Account 2498: Meter is scheduled to be shut off.
 - Account 2510: Meter is scheduled to be shut off.
 - Account 2525: Meter is scheduled to be shut off.
 - Account 2531: House burnt down.
 - Account 2532: Meter is scheduled to be shut off.
 - Account 2550: Made large payment to catch up.
 - Account 2563: Meter is scheduled to be shut off.
 - Account 2569: Meter is scheduled to be shut off.
 - Account 2582: Meter is scheduled to be shut off.
 - Account 2586: Meter is scheduled to be shut off.
 - Account 2591: Meter is scheduled to be shut off.

- Account 3293: Vacant Lot, Meter is shut off. Attempted to get in contact to set up new autopay.
- Account 3294: Vacant Lot, Meter is shut off. Attempted to get in contact to set up new autopay.
- Account 3343: Meter is shut off, unable to get ahold of Bryan.

Date: December 2023

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,748,824 Gallons
Water Sold This Month	750,718 Gallons
Water Loss	998,106 Gallons
Water Loss %	57.07%

	Amount (\$)
Total Water	\$ 26,216.18
Total Late Charge	\$ 131.07
Total Adjustments	\$ (644.59)
Total Activation/Disconnect	
Total Current Charges	\$ 25,702.66
<hr/>	
Aged 1 Balance	\$ 3,617.46
Aged 2 Balance	\$ 588.59
Aged 3 Balance	\$ 367.81
Aged 4+ Balance	\$ 2,750.09
Overpayments/Undeposited payments	\$ 2,598.40
Total Receivables	\$ 35,625.01
<hr/>	
Total Receipts on Account	\$ 25,684.38
<hr/>	
Average Usage For Active Meters	6,238
Average Water Charge For Active Meters	\$ 220.30

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	4	320,069	43.11%
40,001-50,000	1	41,738	5.62%
30,001-40,000	1	33,136	4.46%
20,001-30,000	0	-	0.00%
10,001-20,000	4	60,887	8.20%
8,001-10,000	4	36,278	4.89%
6,001-8,000	4	25,656	3.46%
4,001-6,000	13	61,112	8.23%
2,001-4,000	43	127,354	17.16%
1-2,000	31	36,136	4.87%
Zero Usage	14	-	0.00%
<hr/>			
Total Meters	119	742,368	100.00%

Date: December 2023

Pump 461 (Logie) Totals Report

Hiland Water Corp.

Water Pumped This Month	73,790 Gallons
Water Sold This Month	18,401 Gallons
Water Loss	55,389 Gallons
Water Loss %	75.06%

	Amount (\$)
Total Water	\$ 1,122.16
Total Late Charge	\$ 5.39
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 1,127.55

Aged 1 Balance	\$ 169.11
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (124.84)
Total Receivables	\$ 1,171.82

Total Receipts on Account	\$ 821.96
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Average Usage For Active Meters	2,300
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Average Water Charge For Active Meters	\$ 140.27
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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	1	4,039	21.95%
2,001-4,000	4	10,547	57.32%
1-2,000	3	3,815	20.73%
Zero Usage	0	-	0.00%
Total Meters	8	18,401	100.00%

Date: December 2023

Pump 462 (Chestnut) Totals Report

Hiland Water Corp.

Water Pumped This Month	92,610 Gallons
Water Sold This Month	30,676 Gallons
Water Loss	61,934 Gallons
Water Loss %	66.88%

	Amount (\$)
Total Water	\$ 1,528.82
Total Late Charge	\$ 4.41
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 1,533.23

Aged 1 Balance	\$ 293.66
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (120.04)
Total Receivables	\$ 1,706.85

Total Receipts on Account	\$ 1,387.89
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Average Usage For Active Meters	2,556
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Average Water Charge For Active Meters	\$ 127.40
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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	3	13,763	44.87%
2,001-4,000	3	8,378	27.31%
1-2,000	5	8,535	27.82%
Zero Usage	1	-	0.00%
Total Meters	12	30,675	100.00%

NW Natural Water Services, LLC
PO Box 699
Newberg, OR 97132 US
(503) 554-8333
devin@hilandwater.com

Credit Memo

CREDIT TO
Burlington Water District
PO Box 1827
Fairview, OR 97024

CREDIT # 1628
DATE 12/31/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Receipts this month	December 2023	1	25,684.38	25,684.38
TOTAL CREDIT			\$25,684.38	

NW Natural Water Services, LLC
PO Box 699
Newberg, OR 97132 US
(503) 554-8333
devin@hilandwater.com

Invoice



BILL TO
Burlington Water District PO Box 1827 Fairview, OR 97024

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1627	12/31/2023	\$5,275.10	01/30/2024	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
This invoice is for service provided during December 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.	1	2,825.00	2,825.00
Back Flow Testing	25	40.00	1,000.00
			Subtotal: 3,825.00
T&M Charges			
12/19/2023 Aaron Olson - Prepped for board meeting, attended board meeting.	2	90.00	180.00
			Subtotal: 180.00
Reimbursable Expenses:			
Dan Zimmerman			1,135.00
Dan Zimmerman - postage			5.64
Dan Zimmerman - GoTo Meeting Fee			14.00
			Subtotal: 1,154.64
Markup - 10%	0.10	1,154.64	115.46

BALANCE DUE **\$5,275.10**

Burlington Water District
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	101,210.01	72,900.43	28,309.58
1004 · OR STATE TREATX POOL-FIRE 4563	252,380.96	227,551.07	24,829.89
1006 · STATE POOL -GEN Savings 3564	228,696.25	197,425.65	31,270.60
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>582,317.22</u>	<u>497,907.15</u>	<u>84,410.07</u>
Total Current Assets	<u>582,317.22</u>	<u>497,907.15</u>	<u>84,410.07</u>
TOTAL ASSETS	<u>582,317.22</u>	<u>497,907.15</u>	<u>84,410.07</u>
LIABILITIES & EQUITY			
Liabilities			
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	1,109,600.65	989,055.30	120,545.35
Net Income	<u>129,167.57</u>	<u>165,302.85</u>	<u>-36,135.28</u>
Total Equity	<u>582,347.22</u>	<u>497,937.15</u>	<u>84,410.07</u>
TOTAL LIABILITIES & EQUITY	<u>582,317.22</u>	<u>497,907.15</u>	<u>84,410.07</u>

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01/14/24

Cash Basis

Burlington Water District

Profit & Loss Budget vs. Actual

December 2023

	Dec 23	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%
4001 · Beginning Cash General Fund	0.00	0.00	0.00	0.0%
4002 · WATER SALES	25,684.38	18,033.00	7,651.38	142.4%
4004 · CURRENT LEVIED TAXES	54,805.15	10,000.00	44,805.15	548.1%
4011 · INTEREST INCOME	2,005.08	500.00	1,505.08	401.0%
Total 4000 · INCOME	82,494.61	28,533.00	53,961.61	289.1%
Total Income	82,494.61	28,533.00	53,961.61	289.1%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	91,350.00	-91,350.00	0.0%
5152 · CONSULTANTS	135.40	416.67	-281.27	32.5%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	5,285.00	1,700.00	3,585.00	310.9%
5147 · OPERATIONS MANAGEMENT FEE	3,005.00	3,354.17	-349.17	89.6%
5109 · GENERAL OPERATING EXPENSES	0.00	83.34	-83.34	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.67	-41.67	0.0%
5103 · BANK FEES	6.05	16.67	-10.62	36.3%
5111 · ELECTRIC	244.99	175.00	69.99	140.0%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	567.41	1,250.00	-682.59	45.4%
5127 · OFFICE EXPENSE & POSTAGE	19.74	291.67	-271.93	6.8%
5141 · MAINTENANCE	1,115.46	3,125.00	-2,009.54	35.7%
5142 · WATER PURCHASES	3,289.14	3,000.00	289.14	109.6%
5143 · LEASE FEES	1,907.40			
5145 · ENGINEER	0.00	8,000.00	-8,000.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	15,575.59	112,929.19	-97,353.60	13.8%
Total Expense	15,575.59	112,929.19	-97,353.60	13.8%
Net Ordinary Income	66,919.02	-84,396.19	151,315.21	-79.3%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	22,239.00	-22,239.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	19,000.00	-19,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	31,775.00	-31,775.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	37,150.00	-37,150.00	0.0%
Total 5300 · DEBT SERVICE	0.00	87,925.00	-87,925.00	0.0%
Total Other Expense	0.00	110,164.00	-110,164.00	0.0%
Net Other Income	0.00	-110,164.00	110,164.00	0.0%
Net Income	66,919.02	-194,560.19	261,479.21	-34.4%

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Cash Basis

Burlington Water District

Profit & Loss Budget vs. Actual

July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	222,389.00	295,000.00	-72,611.00	75.4%
4013 · Grant Proceeds	30,756.00	72,000.00	-41,244.00	42.7%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	156,449.47	166,066.00	-9,616.53	94.2%
4004 · CURRENT LEVIED TAXES	156,286.61	45,000.00	111,286.61	347.3%
4011 · INTEREST INCOME	10,375.24	3,000.00	7,375.24	345.8%
Total 4000 · INCOME	576,256.32	981,066.00	-404,809.68	58.7%
Total Income	576,256.32	981,066.00	-404,809.68	58.7%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	91,350.00	-91,350.00	0.0%
5152 · CONSULTANTS	467.40	2,499.98	-2,032.58	18.7%
5151 · PROCESSING FEES	80.00	750.00	-670.00	10.7%
5150 · ACCOUNTING	11,080.00	15,000.00	-3,920.00	73.9%
5147 · OPERATIONS MANAGEMENT FEE	18,933.98	20,124.98	-1,191.00	94.1%
5109 · GENERAL OPERATING EXPENSES	0.00	499.96	-499.96	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	249.98	-249.98	0.0%
5103 · BANK FEES	24.05	99.98	-75.93	24.1%
5111 · ELECTRIC	958.32	1,050.00	-91.68	91.3%
5117 · ELECTIONS	106.36	200.00	-93.64	53.2%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	567.41	7,500.00	-6,932.59	7.6%
5127 · OFFICE EXPENSE & POSTAGE	1,867.94	1,749.98	117.96	106.7%
5141 · MAINTENANCE	7,652.44	18,750.00	-11,097.56	40.8%
5142 · WATER PURCHASES	15,422.80	21,500.00	-6,077.20	71.7%
5143 · LEASE FEES	1,907.40			
5145 · ENGINEER	310.00	42,000.00	-41,690.00	0.7%
Total 5100 · GENERAL OPERATING EXPENSES	59,378.10	223,324.86	-163,946.76	26.6%
Total Expense	59,378.10	223,324.86	-163,946.76	26.6%
Net Ordinary Income	516,878.22	757,741.14	-240,862.92	68.2%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	133,434.00	-133,434.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	318,789.47	367,000.00	-48,210.53	86.9%
Total 5200 · CAPITAL OUTLAY	318,789.47	367,000.00	-48,210.53	86.9%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	19,000.00	-19,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.36	31,775.00	-1.64	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,921.18	87,925.00	-19,003.82	78.4%
Total Other Expense	387,710.65	588,359.00	-200,648.35	65.9%
Net Other Income	-387,710.65	-588,359.00	200,648.35	65.9%
Net Income	129,167.57	169,382.14	-40,214.57	76.3%

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01/14/24
Cash Basis

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	222,389.00	530,425.00	-308,036.00	41.9%
4013 · Grant Proceeds	30,756.00	72,000.00	-41,244.00	42.7%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	156,449.47	309,563.00	-153,113.53	50.5%
4004 · CURRENT LEVIED TAXES	156,286.61	158,000.00	-1,713.39	98.9%
4011 · INTEREST INCOME	10,375.24	6,000.00	4,375.24	172.9%
Total 4000 · INCOME	576,256.32	1,475,988.00	-899,731.68	39.0%
Total Income	576,256.32	1,475,988.00	-899,731.68	39.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	182,700.00	-182,700.00	0.0%
5152 · CONSULTANTS	467.40	5,000.00	-4,532.60	9.3%
5151 · PROCESSING FEES	80.00	1,500.00	-1,420.00	5.3%
5150 · ACCOUNTING	11,080.00	24,000.00	-12,920.00	46.2%
5147 · OPERATIONS MANAGEMENT FEE	18,933.98	40,250.00	-21,316.02	47.0%
5109 · GENERAL OPERATING EXPENSES	0.00	1,000.00	-1,000.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	24.05	200.00	-175.95	12.0%
5111 · ELECTRIC	1,176.35	2,100.00	-923.65	56.0%
5117 · ELECTIONS	106.36	400.00	-293.64	26.6%
5119 · INSURANCE	9,078.00	9,120.00	-42.00	99.5%
5123 · LEGAL	567.41	15,000.00	-14,432.59	3.8%
5127 · OFFICE EXPENSE & POSTAGE	1,867.94	3,500.00	-1,632.06	53.4%
5141 · MAINTENANCE	7,652.44	37,500.00	-29,847.56	20.4%
5142 · WATER PURCHASES	18,707.70	43,000.00	-24,292.30	43.5%
5143 · LEASE FEES	1,907.40	2,000.00	-92.60	95.4%
5145 · ENGINEER	310.00	45,000.00	-44,690.00	0.7%
Total 5100 · GENERAL OPERATING EXPENS...	71,959.03	412,770.00	-340,810.97	17.4%
Total Expense	71,959.03	412,770.00	-340,810.97	17.4%
Net Ordinary Income	504,297.29	1,063,218.00	-558,920.71	47.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	266,868.00	-266,868.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	318,789.47	682,425.00	-363,635.53	46.7%
Total 5200 · CAPITAL OUTLAY	318,789.47	682,425.00	-363,635.53	46.7%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	19,000.00	-19,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.36	31,775.00	-1.64	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,921.18	87,925.00	-19,003.82	78.4%
Total Other Expense	387,710.65	1,037,218.00	-649,507.35	37.4%
Net Other Income	-387,710.65	-1,037,218.00	649,507.35	37.4%
Net Income	116,586.64	26,000.00	90,586.64	448.4%

Burlington Water District

1/14/2024 1:48 PM

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

From 01/01/2024 through 01/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/17/2024	3593	SDIS	5100 · GENERAL OP...	INV: 39P5428...	9,078.00			92,132.01
01/18/2024	AUTOP...	PGE	5100 · GENERAL OP...	electricity	218.03			91,913.98
01/24/2024	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	December 202...	3,284.90			88,629.08

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

Tuesday, Dec 19, 2023
6:15 – 8:00 PM

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

<https://meet.goto.com/894997213>

You can also dial in using your phone.

Access Code: 894-997-213
United States: [+1 \(224\) 501-3412](tel:+12245013412)

Meeting called to Order by Gail Curtis at 6:15 pm.

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, vice chair; Susie Hasty, secretary; Kris Hines, board member, quorum present. Also, present Dan Zimmerman, bookkeeper; Aaron Olson, Hiland Water Operator.

Absent: Tiff Wood, board member; Ed Hodges, engineer of record.

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

Guests: Teresa Hanford, BWD auditor. Teresa presented her findings and fielded questions related to the current audit. "Everything looks good again this year." Our cash position increased about \$120K. Teresa is comfortable with controls that are in place. No disclaimers are needed. Gail noted that the report shows Fire Protection at \$160K and we are anticipating closer to \$176K and Teresa agreed BWD needs to plan how to meet those increased costs. No concerns about our debt service. Debt service is covered through user fees. Anne had a question about our cash accounting method, should we consider another method? Teresa recommends modified cash or continuing with cash accounting. Does Teresa have any concerns about our concentration of funds at 82% in our LGIP fund? At this point it's a risk-free account so Teresa has no concerns. Teresa is also comfortable that we are on target with our insurance coverage. There is a new standard for audits and reviews coming up over the next few months that Teresa will keep us apprised of through communication with Dan Z.

Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record Reports is unable to attend the meeting this week. Gail read Ed's report as submitted.

- a. **Water Meter Replacement project:** No update.
- b. **Riverview Watermain Replacement project:** Finishing this week, installing a 2" meter vault, paving, clean up. Final inspection after Christmas. Funding reimbursement has been requested for disbursement request #7A \$133,844 as construction billing from the contractor.

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)
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ACTION: Gail moved that the board approve \$133,844 for construction billing from the contractor. Anne seconded, all approved, motion passed unanimously. Gail will connect with Susie to sign request as submitted.

- c. **Master Plan update:** Ed recommends that we communicate with Matt Mattia regarding the items that we wish to have covered in the master plan. Anne posed that while looking towards the future are there any points of future planning that we should include in our plan such as Increased number of homes in the district and available water for those additional homes? Should we be testing for additional contaminants in addition to E Coli and Coliform? Aaron responded that other bacterial tests are done on a regular basis and results can be found on the OHA website. Suggestion made to post existing BWD master plan on the website.

Water Operator's Report from Aaron Olson:

- a. Locates: Hiland responded to 5 locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected in October tests. In addition, a special sample was taken at the Riverview site which also showed no presence of coliform or E-Coli.
- c. Notes from the field: Hiland Water responded to broken service at 12800 NW Marina Way, and also performed a pressure test on the line for Riverview Drive that passed.
- d. Leak detection: Loss at 61.46% or 33.5 gal./min. Unusually high loss could be due to the changeover to our new meters. Or could be due an undetected leak in the system or could be due to additional Riverview usage. Board requested that Hiland proceed with the leak detection process.

ACTION: Board discussed, and Susie moved that Hiland perform leak detection up to \$2000 and to notify the board if costs are likely to go over that before the leak is found. Also keep board apprised of progress on a weekly basis. Kris H. seconded, the motion passed unanimously.

- e. Billing adjustments: Hiland is still converting to autopay process, 5 accounts are scheduled to be shut off, 3 accounts have been shut off due to vacant lot or absent owner.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss. *Water sales YTD: 88% from July through November '23.*
- c. Monthly budget expenditures reviewed. Dan will connect with Ed to review capital outlay and engineering expenditures.
- d. Board discussed the possible need to change from Bank of the West (now BMO). After discussion it was decided to stay with BMO for now.

Consent Agenda:

- a. Board approval to pay bills as presented:

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ACTION: Anne S. moved that the November bills be paid as presented, Susie H. seconded, motion passed unanimously.

ACTION: Anne S. moved that the increase in cost to the City of Portland for Fire Protection be approved (\$176,391 to be paid in 2 installments), Kris H. seconded, motion passed unanimously.

- b. Board approval of October and November meeting minutes as submitted.

ACTION: Anne moved that October and November meeting minutes be approved as submitted, Kris H. seconded, motion passed unanimously.

FY 24/25 Budget Prep

- a. Appoint Budget Officer:

ACTION: After board discussion Gail C. made a motion that Kris Hines to be our BWD 2024 budget officer, Anne S. seconded, the passed unanimously.

- b. Prepare draft budget calendar: The draft budget calendar was reviewed by the board members present.

ACTION: Kris H. moved the 2024 budget calendar be approved as presented, Anne S. seconded motion passed unanimously.

ACTION: Kris and Dan will collaborate and submit budget calendar to TSCC following meeting.

Administrative Reports: N/A

Old Business: None

Announcements: None

Adjournment: Gail moved that the board meeting be adjourned, Anne seconded, the motion passed unanimously. Meeting adjourned at 7:52.

Next Board Meeting: Wednesday, January 17, at 6:15pm, 2024.

Location: Meeting to be held by GoToMeeting videoconference.

Susie Hasty
BWD Board Recording Secretary