Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF) Internet: BWD Website <u>https://burlingtonwater.specialdistrict.org/</u>

# **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

Get the app now and be ready when your first meeting starts: https://meet.goto.com/install

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:

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# 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.

# **Route 46 Totals Report**

Hiland Water Corp.					•	
Water P	umped This N	Ionth			1,748,824	Gallons
Water S	old This Mont	h			750,718	Gallons
Water L	oss				998,106	Gallons
Water L	oss %				57.07%	
				. (6)		
<b>T</b> . 1.17				nount (\$)		
Total W			\$	26,216.18		
	te Charge		\$	131.07		
	justments		\$	(644.59)		
	tivation/Disco					
Total Cu	rrent Charges		Ş	25,702.66		
Aged 1 I	Balance		\$	3,617.46		
Aged 2 I	Balance		\$	588.59		
Aged 3 I	Balance		\$	367.81		
Aged 4+	Balance		\$	2,750.09		
Overpay	ments/Undep	osited payments	\$	2,598.40		
	ceivables		\$	35,625.01		
Total Re	ceipts on Acco	ount	\$	25,684.38		
Average	Usage For Act	ive Meters		6,238		
-	-	e For Active Meters	\$	220.30		
Usage G	roups	# Of Accounts	Ga	llons	% Of Usage	
Over 50	-	4		320,069	43.11%	
40,001-		1		41,738	5.62%	
30,001-/		1		33,136	4.46%	
20,001-3		0		-	0.00%	
10,001-3		4		60,887	8.20%	
8,001-10		4		, 36,278	4.89%	
6,001-8,		4		25,656	3.46%	
4,001-6,		13		, 61,112	8.23%	
2,001-4,		43		, 127,354	17.16%	
1-2,000		31		36,136	4.87%	
Zero Usa	age	14		-	0.00%	
Total M	eters	119		742,368	100.00%	
				-		

# Pump 461 (Logie) Totals Report

	Pumped Thi Sold This Me Loss				73,790 Gallons 18,401 Gallons 55,389 Gallons 75.06%
			Am	ount (\$)	
Total W	/ater		\$	1,122.16	
Total La	ate Charge		\$	5.39	
Total A	djustments		\$	-	
Total A	ctivation/Dis	sconnect			
Total C	urrent Char	ges	\$	1,127.55	
Aged 1	Balance		\$	169.11	
-	Balance		\$	-	
Aged 3	Balance		\$ \$	-	
Aged 4-	+ Balance		\$	-	
Overpa	yments/Und	leposited payments	\$	(124.84)	
Total R	eceivables		\$	1,171.82	
Total R	eceipts on A	ccount	\$	821.96	
Average	e Usage For	Active Meters		2,300	
Average	e Water Cha	rge For Active Meters	\$	140.27	
Usage (	Groups	# Of Accounts	Gal	lons	% Of Usage
Over 50	),000	0		-	0.00%
40,001	-50,000	0		-	0.00%
	-40,000	0		-	0.00%
20,001	-30,000	0		-	0.00%
	-20,000	0		-	0.00%
8,001-1	.0,000	0		-	0.00%
6,001-8		0		-	0.00%
4,001-6	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 Us	age	0		-	0.00%
Total N	lators	8		18,401	100.00%

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# Pump 462 (Chestnut) Totals Report

iland Water Corp. Water Pumped This Water Sold This Mo Water Loss Water Loss %				92,610 Gallons 30,676 Gallons 61,934 Gallons 66.88%
		Am	nount (\$)	
Total Water		\$	1,528.82	
Total Late Charge		\$	4.41	
Total Adjustments		\$	-	
Total Activation/Dis				
Total Current Charg	es	\$	1,533.23	
Aged 1 Balance		\$	293.66	
Aged 2 Balance		\$	-	
Aged 3 Balance		\$	-	
Aged 4+ Balance		\$	-	
Overpayments/Und	eposited payments	\$	(120.04)	
Total Receivables		\$	1,706.85	
Total Receipts on Ad	ccount	\$	1,387.89	
Average Usage For A	Active Meters		2,556	
Average Water Cha	ge For Active Meters	\$	127.40	
Usage Groups	# Of Accounts	Ga	llons	% 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

		TOTAL CREDIT		\$25	5,684.38	
Receipts this month	December 2023		1	25,684.38	25,684.38	
ACTIVITY	DESCRIPTION		QTY	RATE	AMOUNT	

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

Invoice

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 <b>\$5,275</b> .					

01/14/24 Cash Basis

# Burlington Water District Balance Sheet As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change
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	252,380.96 228.696.25	227,551.07 197.425.65	24,829.89 31.270.60
1006 · STATE POOL -GEN Savings 3564 1010 · PETTY CASH	220,090.25	197,425.65 30.00	31,270.60
			0.00
Total Checking/Savings	582,317.22	497,907.15	84,410.07
Total Current Assets	582,317.22	497,907.15	84,410.07
TOTAL ASSETS	582,317.22	497,907.15	84,410.07
LIABILITIES & EQUITY Liabilities			
Current Liabilities	-30.00	-30.00	0.00
Total Liabilities	-30.00	-30.00	0.00
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	129,167.57	165,302.85	-36,135.28
Total Equity	582,347.22	497,937.15	84,410.07
TOTAL LIABILITIES & EQUITY	582,317.22	497,907.15	84,410.07

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01/14/24

Cash Basis

# Burlington Water District Profit & Loss Budget vs. Actual

December 2	023
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	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%
	-,	,	-83.34	0.0%
5109 · GENERAL OPERATING EXPENSES	0.00	83.34		
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%
	1,907.40	3,000.00	203.14	100.070
5143 · LEASE FEES 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%
-	66,919.02	-84,396.19	·	-79.3%
Net Ordinary Income	00,919.02	-04,390.19	151,315.21	-19.3%
Other Income/Expense Other Expense				
5149 · OPERATING CONTINGENCY 5200 · CAPITAL OUTLAY	0.00	22,239.00	-22,239.00	0.0%
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				
	0.00	19,000.00	-19,000.00	0.0%
5300.3 · New Loan Debt Service				
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%
et Income	66,919.02	-194,560.19	261,479.21	-34.4%
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01/14/24

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%
	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	40,000,00	44 000 00	0.70/
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 5200 · CAPITAL OUTLAY	0.00	133,434.00	-133,434.00	0.0%
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

Ordinary Income/Expense Income      Proceeds      222,389.00      530,425.00      -308,036.00      41.9%        4014 : Loan Proceeds      222,389.00      530,425.00      -308,036.00      41.244.00      42.7%        400 : INCOME      30,756.00      72,000.00      -41.244.00      42.7%        400 : Edginning Cash General Fund      0.00      400.00      -400.00      4.000.00      -400.00      0.00        400 : UNREWT LEVIED TAXES      156,246.31      158.00.00      -1,77.3.9      89.9%        401 : INTEREST INCOME      10,375.24      6.000.00      -4,375.24      122.9%        Total 4000 : INCOME      576,256.32      1,475,988.00      -499,731.68      39.0%        Expense      5100 : GENERAL OPERATING EXPENSES      5103 : FIRE PROTECTION FEE      0.00      152,700.00      -142,700.00      0.0%        513 : FIRE PROTECTION FEES      0.000      1,500.00      -4,220.00      4.28      56.56        5100 : GENERAL OPERATING EXPENSES      0.000      1,500.00      -1,200.00      4.200.00      24.200.00      -21.316.02      47.0%        5117 : ELECTION CONS      24.05      500.00      1,200.00		Jul '23 - Jun 24	Budget	\$ Over Budget	% of B
4000      INCOME        4014      Loan Proceeds      222,389.00      \$30,425.00      -308,036.00      41,94%        4013      Crant Proceeds      30,756.00      72.000.00      -41,244.00      42,7%        4001      Exploring Cast General Fund      0.00      400,000.00      -400,000.00      -400,000.00      -400,000.00      -400,400.00      40,73      42,7%        4002      WATER SALES      156,246,61      158,000.00      -1,713.33      98,9%      4011      INTERPSTINCOME      10,375,24      6,000.00      -43,372,41      172,9%        Total 4000      INCOME      576,256.32      1,475,988.00      -899,731.68      30.0%        Expense      5100      GENERAL OPERATING EXPENSES      5153      1475,988.00      -432,200.00      0.0%        5152      CONULTANTS      467,40      5,000.00      -1,42,000      5,38      5163      -809,731.68      30.0%        5152      CONUTING FEES      80.00      1,200.00      -1,200.00      -1,200.00      -1,200.00      -2,200.00      -2,200.00      -2,200.00      -2,202.00      -2,21,40.29      3,81	Ordinary Income/Expense				
4014 - Loan Proceeds      222.380.00      530.425.00      -308.038.00      41.98        4013 - Stant Proceeds      30.756.00      72.000.00      -400,000.00      0.08        4002 - WATER SALES      156.286.61      158,000.00      -473.39      98.98%        4004 - CURRENT LEVIED TAXES      156.286.61      158,000.00      -1713.39      98.99%        4014 - INTEREST INCOME      10.375.24      6,000.00      -4775.24      39.0%        Total 4000 - INCOME      576.256.32      1.475.988.00      -899.731.68      39.0%        Expense      5100 - GENERAL OPERATING EXPENSES      513.7 FIRE PROTECTION FEE      0.00      182.700.00      -182.700.00 <td< th=""><th></th><th></th><th></th><th></th><th></th></td<>					
4013 • Grant Proceeds      307,756.00      72,000.00      -41,244.00      42,7%        4002 • WATE SALES      156,449.47      309,553.00      -153,113.53      55.55        4004 • URRENT LEVED TAXES      156,286.61      158,000.00      -1,713.39      89.9%        4011 • INTERST INCOME      10,375.24      6,000.00      -43,75.24      172.9%        Total 4000 • INCOME      576,256.32      1.475,988.00      -43,75.24      89.0%        Total Income      576,256.32      1.475,988.00      -899,731.68      39.0%        Exponse      5100 • GENERAL OPERATING EXPENSES      5152 • CONSULTANTS      467,40      5,000.00      -1,422,000      6.3%        5152 • CONSULTANTS      467,40      5,000.00      -1,422,000      6.3%        5150 • ACCOUNTING      11,080.00      24,000.00      -1,292.00      46.2%        5161 • OPERATIONS MANAGEMENT FEE      10,035.38      40,050.00      -1,316.02      47.0%        5100 • GENERAL OPERATING EXPENSES      0.00      1,000.00      -1,420.00      6.2%        5137 • ICPECTON FEE      0.00      1,000.00      -1,420.00      6.2%        5145 •			500 405 00		44.00/
4001      Beginning Cash General Fund      0.00      400.000.00      -400.000.00      -00000.00      0.0%        4004      CURRENT LEVIED TAXES      156.246.61      138.000.00      -1.713.39      98.9%        4011      INTEREST INCOME      10.375.24      6.000.00      -1.713.39      98.9%        4011      INTEREST INCOME      76.256.32      1.475.988.00      -899.731.68      39.0%        Expense      5100      OBNERAL OPERATING EXPENSES      5153      FIRE PROTECTION FEE      0.00      1.82.700.00      -1.42.700.00      0.0%        5153      FIRE PROTECTION FEE      0.00      1.80.00.00      -1.400.00      0.0%        5161      PROCESSING FEES      80.00      1.500.00      -1.422.00      5.3%        5167      OPERATING EXPENSES      0.00      1.600.00      -1.400.00      0.0%        5167      OCCESSING FEES      80.00      1.000.00      -1.422.00      5.3%        5167      OPERATING EXPENSES      0.00      5.00.00      -1.420.00      5.3%        5167      OERERAL OPERATING EXPENSES      0.00      1.600.00      -1.420.00 </th <th></th> <th></th> <th></th> <th></th> <th></th>					
4002      WATE SALES      156,449,47      309,563,00      -153,113,53      50,5%        4001      INICOME      156,286,61      158,000,00      -1,713,39      89,9%        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      6ENERAL OPERATING EXPENSES      512      0.00      -182,700,00      -182,700,00      0,0%        5151      FIRE PROTECTION FEE      0,00      122,700,00      -182,700,00      0,0%        5152      CONSULTANTS      467,40      5,000,00      -1422,00      0,0%        5151      PROCESSING FEES      80,00      1,000,00      -12,220,00      46,2%        5161      OPERATING EXPENSES      0,00      500,00      -12,320,00      46,2%        5161      OPERATING EXPENSES      0,00      1,000,00      -12,320,00      46,2%        5163      ACOUNTING      11,080,00      24,000      -12,320,00      42,2%        5163      PA(05      200,00			1	,	
4004 - CURRENT LEVIED TAXES      156,266.1      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%        Expense      5100 - GENERAL OPERATING EXPENSES      5133 - FIRE PROTECTION FEE      0.00      182,700.00      -1.62,700.00      0.0%        5153 - FIRE PROTECTION FEE      0.00      182,700.00      -1.452,60      9.3%        5161 - PROCESSING FEES      80.00      1.500.00      -1.420.00      5.3%        5167 - OPERATING EXPENSES      0.00      1.600.00      -1.73.95      2.4%        5167 - OPERATING EXPENSES      0.00      1.000.00      -1.380.00      2.200.00      -1.75.95      1.2.0%        5167 - OPERATING EXPENSES      0.00      5000 - 0.00      0.0%      5102 - 4.0%      2.200.00      -1.75.95      1.2.0%        5111 - ELECTING      1.076.35      2.100.00      -1.44.32.09      2.23.65      55.0%        5127 - OFFICE EXPENSE & POSTAGE      158.79.71      3.500.00      -2.28.47.65      2.40.45      2.50.89.20.71					
4011 · INTEREST INCOME      10,375.24      6,000.00      4,375.24      172.9%        Total 4000 · INCOME      576,256.32      1,475,988.00      499,731.68      39.0%        Total Income      576,256.32      1,475,988.00      499,731.68      39.0%        Expanse      5100 · GENERAL OPERATING EXPENSES      5100 · GENERAL OPERATING EXPENSES      9.3%        5152 · CONSULTANTS      467.40      5.000.00      -1.42,700.00      0.0%        5152 · CONSULTANTS      467.40      5.000.00      -1.42,700.00      -0.45,336        5150 · ACCOUNTING      11,080.00      24.000.00      -1.23,200.00      46.2%        5160 · GENERAL OPERATING EXPENSES      0.00      1.000.00      -0.00,00      -0.00,00        5161 · GENERAL OPERATING EXPENSES      0.00      1.000.00      -1.42,00.00      42.2%        5163 · GADUNEGCULECTIONS      0.00      500.00      -1.000.00      0.03,65        5111 · ELECTINS      1.176.35      2.100.00      -22.36.45      56.0%        5111 · ELECTINS      1.176.35      4.00.00      -4.432.59      3.45        5122 · LEGAL      567.41      15.00.00      -4.43				-	
Total Income      576.256.32      1,475,988.00      -899,731.68      39.0%        Expense 5100 · GENERAL OPERATING EXPENSES 5155 · FIRE PROTECTION FEE      0.00      182,700.00      -182,700.00      0.0%        5155 · FIRE PROTECTION FEE      0.00      182,700.00      -4532.60      9.3%        5151 · PROCESSING FEES      80.000      1,500.00      -4532.60      9.3%        5167 · OPERATIONS MANAGEMENT FEE      11,080.00      24,000.00      -12,920.00      46.2%        5169 · GENERAL OPERATING EXPENSES      0.00      1,000.00      -1,000.00      0.0%        5103 · GENERAL OPERATING EXPENSES      0.00      1,000.00      -1,000.00      0.0%        5103 · GENERAL OPERATING EXPENSES      0.00      1,000.00      -175.95      12.0%        5117 · ELECTINC      1,176.35      2,100.00      -232.65      56.0%        5113 · INSURANCE      9,078.00      9,120.00      -42.00      99.5%        5123 · LEGAL      567.41      15,000.00      -14,432.59      3.8%        5141 · MAINTENANCE      7,652.44      37,500.00      -28,447.56      20.4%        5143 · LEASE FEES      1,907.40	4011 · INTEREST INCOME	-			172.9%
Expense      5100 - GENERAL OPERATING EXPENSES        5153 - FIRE PROTECTION FEE      0.00      182.700.00      -182.700.00      0.0%        5153 - FROCESSING FEES      80.00      1500.00      4.532.60      9.3%        5151 - PROCESSING FEES      80.00      1500.00      -4.532.60      9.3%        5151 - PROCESSING FEES      80.00      1500.00      -4.2920.00      46.2%        5147 - OPERATING MANAGEMENT FEE      18,933.98      40.250.00      -21.316.02      47.0%        5102 - ADVERTISING/COLLECTIONS      0.00      5000.00      -500.00      0.0%        5111 - ELECTION      1.176.35      2.100.00      -42.305      2.00%        5111 - ELECTIONS      1.065.8      400.00      -233.64      26.66%        5117 - ELECTIONS      1.065.741      15.000.00      -14.32.09      3.8%        5127 - OFFICE EXPENSE & POSTAGE      1.867.94      3.500.00      -1.632.06      53.4%        5142 - WATER PURCHASES      18.0707.70      43.000.00      -24.282.30      43.5%        5142 - WATER PURCHASES      18.9707.40      2.000.00      -24.282.30      43.5%        514	Total 4000 · INCOME	576,256.32	1,475,988.00	-899,731.68	39.0%
5100      GENERAL OPERATING EXPENSES        5130      FIRE PROTECTION FEE      0.00      182,700.00      -182,700.00      14,523.60      9,3%        5151      PROCESSING FEES      80.000      1,500.00      -1,420.00      5,3%        5151      PROCESSING FEES      80.000      1,000.00      -1,420.00      5,3%        5161      PROCESSING FEES      80.000      1,000.00      -1,000.00      46,2%        5102      ACCOUNTING EXPENSES      0.00      1,000.00      -1,000.00      0.0%        5102      ADVERTISING/COLLECTIONS      0.00      5,000      -175.95      12,0%        5111      ELECTRIC      1,176.35      2,100.00      -923.64      26,6%        5111      ELECTRIC      1,176.35      2,100.00      -44,20      99,5%        5123      LEGAL      9,078.00      9,120.00      -14,432.59      3.8%        5124      VATER PUCHASES      1,807.44      3,500.00      -24,400      99,6%        5143      LEASE FEES      1,907.40      2,000.00      -24,429.23      43,5%        5144	Total Income	576,256.32	1,475,988.00	-899,731.68	39.0%
5153      FIRE PROTECTION FEE      0.00      182,700.00      -182,700.00      0.0%        5151      CONSULTANTS      46740      5,000.00      -1420.00      5,3%        5150      ACCOUNTING      11,080.00      24,000.00      -12,920.00      46.2%        5141      OPERATIONS MANAGEMENT FEE      18,933.98      40,250.00      -21,316.02      47.3%        5103      GENERAL OPERATING EXPENSES      0.00      1,000.00      -1,000.00      0.0%        5103      BANK FEES      24.05      200.00      -175.95      12.0%        5111      FLECTINS      106.36      400.00      -233.64      26.6%        5117      FLECTINS      106.36      400.00      -233.64      26.6%        5113      INSURANCE      9,078.00      9,120.00      -42.00      96.5%        5123      LEGAL      567.41      15,000.00      -14.432.59      3.8%        5142      WATER PURCHASES      18,707.70      43,300.00      -24,282.30      43.5%        5143      LEASE FEES      1,907.40      2,000.00      -24,282.30      43	Expense				
5152 CONSULTANTS      467.40      5,000.00      -4,522.60      9.3%        5151 PROCESSING FEES      80.00      1,000.00      -1.420.00      5.3%        5150 ACCOUNTING      11,080.00      24,000.00      -12,920.00      46.2%        5177 OPERATIONS MANAGEMENT FEE      18,933.38      40,250.00      -21,316.02      47,0%        5109 ACCOUNTING EXPENSES      0.00      1,000.00      -1,000.00      0.0%        5103 FEES      24.05      200.00      -175.59      12.0%        5111 ELECTRIC      1,176.35      2,100.00      -923.65      56.0%        5117 IF ELECTIONS      106.36      400.00      -223.64      26.6%        5127 OFFICE EXPENSE & POSTAGE      1,867.94      3,500.00      -14.432.06      53.4%        5127 OFFICE EXPENSE & 18.07.70      43.000.00      -24.292.30      43.5%        5143 LEASE FEES      1,907.40      2,000.00      -24.292.30      43.5%        5143 LEASE FEES      1,907.40      2,000.00      -24.292.30      43.5%        5143 S ENGINEER      71,959.03      412,770.00      -340,810.97      17.4%        Other	5100 · GENERAL OPERATING EXPENSES				
5161 - PROCESSING FEES      80.00      1,500.00      -1,420.00      5.3%        5160 - ACCOUNTING      11,080.00      24,000.00      -12,220.00      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      0.00%        5101 - BANK FEES      24.05      200.00      -175.95      12,0%        5111 - ELECTRIC      1,176.35      2,100.00      -233.64      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      -29.847.55      20.4%        5143 - LEGAL      567.41      15.000.00      -24.432.59      3.8%        5143 - LEASE      18,707.70      43.000.00      -29.847.55      20.4%        5143 - LEASE FEES      1,907.40      2.000.00      -92.60      95.4%        5143 - LEASE IFEES      1,907.40      2.000.00      -340,810.97      17.4% <th>5153 · FIRE PROTECTION FEE</th> <th></th> <th></th> <th></th> <th></th>	5153 · FIRE PROTECTION FEE				
STED:      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%        5102:      ADVERTISING/COLLECTIONS      0.00      1,000.00      -1,000.00      0.0%        5102:      ADVERTISING/COLLECTIONS      0.00      500.00      -500.00      0.0%        5101:      ELECTRIC      1,176.35      2,100.00      -923.65      56.0%        5111:      ELECTRIC      1,176.35      2,100.00      -923.65      56.0%        5112:      LEGAL      567.41      15.00.00      -14.432.59      3.8%        5127:      OFFICE EXPENSE & POSTAGE      1.867.94      3.500.00      -14.322.65      53.4%        5141:      MAINTENANCE      7,852.44      37.500.00      -24.292.30      43.5%        5143:      LEASE FRES      1,907.40      2,000.00      -44.800.00      0.7%        5143:      LEASE FRES      1,907.40      2,000.00      -24.292.30      43.5%        5143:      UBASE FRES      10.00      45.000.00					
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%        5101 · GENERAL OPERATING COLLECTIONS      0.00      500.00      -500.00      0.0%        5111 · ELECTRIC      1,176.35      2,100.00      -729.365      56.0%        5111 · ELECTRIC      1,176.35      2,100.00      -293.64      26.6%        5117 · ELECTIONS      106.36      400.00      -293.64      26.6%        5112 · LEGAL      567.41      15.000.00      -14.432.59      3.8%        512 · LEGAL      567.41      15.000.00      -14.432.59      3.8%        512 · LEGAL      567.41      15.000.00      -24.20.09      9.5%        5143 · LEASE FEES      1,907.40      2,000.00      -22.60      9.54%        5143 · LEASE FEES      1,907.40      2,000.00      -24.292.30      43.5%        5143 · LEASE FEES      1,907.40      2,000.00      -44.690.00      0.7%        Total 5100 · GENERAL OPERATING EXPENS      71,959.03      412,770.00      -340,810.97      17.4% </th <th></th> <th></th> <th>,</th> <th>,</th> <th></th>			,	,	
5109 · GENERAL OPERATING EXPENSES      0.00      1,000.00      -1,000.00      0.0%        5102 · ADVERTISING/COLLECTIONS      0.00      500.00      -560.00      0.0%        5111 · ELECTRIC      1,176.35      2,100.00      -923.65      56.0%        5111 · ELECTRIC      1,176.35      2,100.00      -923.65      56.0%        5117 · ELECTIONS      106.36      400.00      -923.64      26.6%        5123 · LEGAL      567.41      15,000.00      -14.43.259      3.8%        5127 · OFFICE EXPENSE & POSTAGE      1,867.94      3,500.00      -1,832.06      53.4%        5141 · MAINTENANCE      7,652.44      37,500.00      -29.847.56      20.4%        5143 · LEASE FEES      1,907.40      2,000.00      -24.29.30      43.5%        5143 · LEASE FEES      1,907.40      2,000.00      -340,810.97      17.4%        Total S100 · GENERAL OPERATING EXPENS      71,959.03      412,770.00      -340,810.97      17.4%        Net Ordinary Income      504,297.29      1,063,218.00      -568,920.71      47.4%        Other Expense      5149 · OPERATING CONTINGENCY      0.00      2				-	
5102 - ADVERTISING/COLLECTIONS      0.00      500.00      -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      -293.64      26.6%        5111 - ELECTIONS      106.36      400.00      -293.64      26.6%        5113 - 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%        5143 - WATER PURCHASES      18.707.70      43.000.00      -24.292.30      43.5%        5143 - LEASE FEES      1.907.40      2.000.00      -44.690.00      0.7%        Total 5100 - GENERAL OPERATING EXPENS      71.959.03      412.770.00      -340.810.97      17.4%        Other Income/Expense      71.959.03      412.770.00      -363.635.53      46.7%        S100 - CAPITAL OUTLAY      318.789.47      682.425.00			-		
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%        5121 : EGAL      567.41      15,000.00      -14.32.08      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      -44.690.00      0.7%        5143 : LEASE FEES      1.907.40      2.000.00      -44.690.00      0.7%        Total 5100 · GENERAL OPERATING EXPENS      71.959.03      412.770.00      -340.810.97      17.4%        Net Ordinary Income      504.297.29      1.063.218.00      -568.920.71      47.4%        Other Expense      5149 · OPERATING CONTINGENCY      0.00      266.868.00      0.0%      5200.0      -363.635.53      46.7%        5200 CAPITAL OUTLAY				,	
5111 - ELECTRIC      1,176.35      2,100.00      -923.65      56.0%        5117 - ELECTIONS      106.36      400.00      -293.64      26.6%        5123 - LEGAL      567.41      15,000.00      -14.432.59      3.8%        5123 - LEGAL      567.41      15,000.00      -14.432.59      3.8%        5123 - LEGAL      567.41      15,000.00      -14.432.59      3.8%        5121 - OFFICE EXPENSE & POSTAGE      7,652.44      37,500.00      -29,847.56      20.4%        5143 - MAINTENANCE      7,652.44      37,500.00      -24,292.30      43.5%        5143 - LEASE FEES      1,907.40      2,000.00      -92.60      95.4%        5143 - LEASE FEES      1,907.40      2,000.00      -94.69.00      0.7%        Total 5100 - GENERAL OPERATING EXPENS      71,959.03      412,770.00      -340,810.97      17.4%        Total 5100 - GENERAL OPERATING EXPENS      71,959.03      412,770.00      -340,810.97      17.4%        Other Income/Expense      71,959.03      412,770.00      -368,635.53      46.7%        S149 - OPERATING CONTINGENCY      0.00      266,868.00      -266,					
5117 - ELECTIONS      106.36      400.00      -293.64      26.6%        5119 - INSURANCE      9,078.00      9,120.00      -42.00      99.5%        5121 - EGAL      567.41      15,000.00      -14,432.59      3.8%        5127 - OFFICE EXPENSE & POSTAGE      1,867.94      3,500.00      -29,847.56      20.4%        5141 - MANCE      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%        5143 - LEASE FEES      1,907.40      2,000.00      -44,690.00      0.7%        5143 - LEASE FEES      1,907.40      2,000.00      -44,690.00      0.7%        5145 - ENGINEER      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 Expense      0.00      266,868.00      -266,868.00      0.0%        5200 - CAPITAL OUTLAY      318,789.47      682,425.00      -363,635.53      46.7%					
5119 : INSURANCE      9,078.00      9,120.00      -42.00      99.5%        5123 : LEGAL      567.41      15,000.00      -14,432.59      3.8%        5121 : LEGAL      567.41      15,000.00      -14,432.59      3.8%        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%        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 5100 · GENERAL OPERATING EXPENS      71,959.03      412,770.00      -340,810.97      17.4%        Other Income/Expense      71,959.03      412,770.00      -340,810.97      17.4%        Other Income/Expense      0.00      266,868.00      -266,868.00      0.0%        5200 · CAPITAL OUTLAY      318,789.47      682,425.00      -363		-			
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      -29,847.76      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      -340,810.97      17.4%        Total 5100 · GENERAL OPERATING EXPENS      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 Expense      5149 · OPERATING CONTINGENCY      0.00      266,868.00      -266,868.00      0.0%        5200 · CAPITAL OUTLAY      318,789.47      682,425.00      -363,635.53      46.7%        5300 · DEBT SERVICE      0.00      19,000.00      -19,000.00      0.0%        5300 · CAPITAL OUTLAY      318,789.47      682,425.00      -363,635.53      46.7%        5300 · CAPITAL OUTLAY <td< th=""><th></th><th></th><th></th><th></th><th></th></td<>					
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 · WATEN PURCHASES      18,707.70      43,000.00      -249,847.56      20.4%        5143 · LEASE FEES      1,907.40      2,000.00      -292.80      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%        Net Ordinary Income      504,297.29      1,063,218.00      -558,920.71      47.4%        Other Income/Expense      0.00      266,868.00      -266,868.00      0.0%        5200.1 · CAPITAL OUTLAY      318,789.47      682,425.00      -363,635.53      46.7%        5300.2 · REPTAV OF OREGON LOAN DEBT      31,773.36      31,775.00      -16.4      100.0%        5300.1 · CAPITAL OUTLAY      318,789.47      682,425.00      -363,635.53      46.7%        5300.2 · REPAY OF OREGON LOAN DEBT      31,773.36      31,775.00      -16.4      100.0%        5300.2 · REPAY OF OREGON LOAN DEB			-,		
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	Total Other Expense	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%	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%

Register:  $10.01 \cdot Bank$  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

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF) Internet: BWD Website <u>https://burlingtonwater.specialdistrict.org/</u>

# **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: <u>+1 (224) 501-3412</u>

# 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 disbursment request #7A \$133,844 as construction billing from the contractor.

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF) Internet: BWD Website <u>https://burlingtonwater.specialdistrict.org/</u>

**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 outsay 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:

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/

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

**<u>ACTION</u>**: 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.

Board approval of October and November meeting minutes as submitted.
 <u>ACTION</u>: Anne moved that October and November meeting minutes be approved as submitted, Kris H. seconded, motion passed unanimously.

# FY 24/25 Budget Prep

- 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