

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

Wed, Jan 18, 2023 6:15 PM - 8:45 PM (PST)

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AGENDA

Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

Public Comment:

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

- a. Monthly overview
- b. Update on leak detection/repair
- c. Chlorine residual monitoring
- d. Customer issues?
- e. Billing adjustments?

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports
- b. Monthly budget statements
- c. Monthly budget expenditure review

Consent Agenda:

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

Administrative Reports:

- a. Update – Newberry Road annexation
- b. Update – Riverview Water Main Project:
ACTION: Review financing contract for approval:

BURLINGTON WATER DISTRICT

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RESOLUTION 22/23-04 RESOLUTION OF THE BURLINGTON WATER DISTRICT AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND

- c. Update – BWD Master Plan

Budget Committee:

- a. Review Budget preparation schedule

New Business:

Announcements:

Adjournment:

Next Board Meeting:

NOTE: Change in meeting schedule

Budget Committee Meeting, Wednesday, February 15th at 6:15 PM

Board of Commissioners Meeting, Wednesday, February 15, at 6:45pm.

Location: Meeting to be held by GoToMeeting videoconference.



Hiland Water Operator's Report

December 2022

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

- 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
22346343	Phone	12/02/22 16:42:20	POST IT SIGN SERVICE	12835	ALDERVIEW	PORTLAND
22353515	UI/UX	12/13/22 06:38:15	ODOT		ST HELENS	PORTLAND
22357338	ITIC2.0	12/16/22 13:56:04	JAMES LINDER	12631	CRESTON	PORTLAND
22360470	UI/UX	12/22/22 08:56:34	CITY OF PORTLAND	12800	MARINA	PORTLAND

- Compliance/Testing
 - The coliform sample taken in December showed no presence of coliform or e coli.
- Other notes from the field
 - From December 24-26, daily emergency responses were provided by Hiland staff due to water outages. Each case was due to freezing plumbing and issues such as leaks that water users needed to address on their side of the meter. Hiland staff provided information to water users based on what they observed and shut off water service when applicable.
 - After the storm, it was discovered that water demand from Portland Water Bureau was unusually high. In consultation with Mission, it was discovered that pumping wasn't limited to 5 hours per day as previously thought, but rather 5 hours each time the reservoir reached the low point and signaled

a need for water. Aaron is working with Mission to rectify this issue. On site modifications may be necessary.

- Without further repair from Hiland, the daily demand has subsided back to levels similar to a typical January. This has led to the conclusion that the excessive use was primarily due to leaks and other issues in the plumbing of water users. More data will be available when January meter reading is completed.
- Notes from Office
 - Surcharges were applied in December to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
 - Account 2478: Currently on shut off list. Paid \$1,494.86 in December to mostly catch up.
 - Account 2489: Paid in full
 - Account 2523: Paid in full
 - Account 2532: Scheduled for disconnection in January.
 - Account 2563: Scheduled for disconnection in January.
 - Account 2568: New customer, will keep in contact for payment.
 - Account 2577: New customer is current, waiting for payment from landlord.
 - Account 2590: Scheduled for disconnection in January.
 - Account 3343: Meter is shut off and we have not been able to get in contact with Bryan to pay his bill.

1/3/2023

11:46:34AM

Reprinted for:

12/31/2022

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	919,660 Gallons
Water Sold This Month	677,640 Gallons
Water Loss	242,020 Gallons
Water Loss (%)	26.32 %

	Amount (\$)	# Of Accounts
Total Water	23,648.01	116
Total Late Charge	7.95	4
Total Adjustments	-819.10	55
Total Road Surcharge	254.13	1
Total Credit Card Chrg	10.50	3
Total Current Charges	23,101.49	116
<hr/>		
Amount Past Due 1-30 Days	4,801.40	18
Amount Past Due 31-60 Days	2,811.39	9
Amount Past Due Over 60 Days	1,281.89	5
Amount Of Overpayments/Prepayments	-1,976.35	12
Total Receivables	30,019.82	113

Total Receipts On Account	24,061.47	95
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00	1
Collection Accounts (Amount Owed)	0.00	1
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	5,647	120
Average Water Charge For Active Meters	203.86	116

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		4	304,960	45.00	36.75
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		2	41,140	6.07	9.65
10,001-20,000		3	44,660	6.59	4.46
8,001-10,000		1	8,680	1.28	1.93
6,001-8,000		5	37,400	5.52	3.21
4,001-6,000		15	72,470	10.69	7.32
2,001-4,000		45	132,140	19.50	20.90
1-2,000		36	36,190	5.34	13.26
Zero Usage		9	0	0.00	2.52
<hr/>					
Total Meters		120	677,640	100.00	100.00

1/3/2023

11:47:46AM

Reprinted for: 12/31/2022

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	33,210 Gallons
Water Sold This Month	21,010 Gallons
Water Loss	12,200 Gallons
Water Loss (%)	36.74 %

	Amount (\$)	# Of Accounts
Total Water	975.31	8
Total Adjustments	15.86	8
Total Credit Card Chrg	3.50	1
Total Current Charges	994.67	8

Amount Past Due 1-30 Days	187.93	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-2.89	1
Total Receivables	1,179.71	8

Total Receipts On Account	802.41	8
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	2,626	8
Average Water Charge For Active Meters	121.91	8

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		0		0	0.00	0.00
8,001-10,000		0		0	0.00	0.00
6,001-8,000		1		7,410	35.27	19.88
4,001-6,000		1		5,310	25.27	16.45
2,001-4,000		1		3,890	18.52	14.12
1-2,000		5		4,400	20.94	49.55
Zero Usage		0		0	0.00	0.00
Total Meters		8		21,010	100.00	100.00

1/3/2023

11:50:00AM

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Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	38,220 Gallons
Water Sold This Month	39,620 Gallons
Water Loss	-1,400 Gallons
Water Loss (%)	-3.66 %

	Amount (\$)	# Of Accounts
Total Water	1,555.61	12
Total Adjustments	-0.05	5
Total Credit Card Charg	3.50	1
Total Current Charges	1,559.06	12
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Amount Past Due 1-30 Days	155.63	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-124.66	1
Total Receivables	1,590.03	11

Total Receipts On Account	1,205.06	9
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	3,302	12
Average Water Charge For Active Meters	129.63	12

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		0		0	0.00	0.00
8,001-10,000		0		0	0.00	0.00
6,001-8,000		2		15,030	37.94	25.22
4,001-6,000		2		9,120	23.02	17.73
2,001-4,000		5		12,630	31.88	38.23
1-2,000		3		2,840	7.17	18.81
Zero Usage		0		0	0.00	0.00
<hr/>						
Total Meters		12		39,620	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
1/10/23	3655

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
	This credit memo is for service provided in December 2022. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
12/31/22	Burlington Water District Base Fee	1	2,660.00	2,660.00
12/31/22	Credit card transaction fees	3	3.50	10.50
12/31/22	Receipts this month	-1	24,061.47	-24,061.47
	Subtotal for monthly base fee & pass-through customer charges			-21,390.97
	T&M Charges			
12/20/22	Aaron Olson - Attended board meeting.	0.75	80.00	60.00
12/24/22	Tracey Oberacker - Emergency response, met customer at 18440 Logie Trail after customer called with no water.	2	78.00	156.00
12/25/22	Matt Thompson - Emergency response: pulled meter at 18440 Logie Trail, found leak at neighbors house and shut off meter.	2	78.00	156.00
12/26/22	Robert Trotter - Emergency response: shut off water for customer.	2	78.00	156.00
12/27/22	Aaron Olson - Responded to feasibility study by the county for road vacancy, responded to questions about water pressure and availability for upsizing meter at 12345 NW Harborton Dr, looked up elevations and calculated pressures.	2	80.00	160.00
	Labor, Equipment, and Mileage Subtotal			688.00
	Reimbursable Expenses:			
12/31/22	OHA Cross Connection Fee	1	75.00	75.00
12/31/22	Dan Zimmerman	1	914.00	914.00
12/31/22	Dan Zimmerman - postage	1	7.05	7.05
	Total Reimbursable Expenses			996.05
12/31/22	Markup - 10%	1	99.61	99.61
		Total		-\$19,607.31
		Invoices		\$0.00
		Balance Credit		-\$19,607.31

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 01/14/23
 Cash Basis

Burlington Water District
Balance Sheet
 As of December 31, 2022

	<u>Dec 31, 22</u>	<u>Dec 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	72,900.43	63,226.07	9,674.36
1004 · OR STATE TREATX POOL-FIRE 4563	227,551.07	143,166.89	84,384.18
1006 · STATE POOL -GEN Savings 3564	197,425.65	164,776.32	32,649.33
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>497,907.15</u>	<u>371,199.28</u>	<u>126,707.87</u>
Total Current Assets	<u>497,907.15</u>	<u>371,199.28</u>	<u>126,707.87</u>
TOTAL ASSETS	<u>497,907.15</u>	<u>371,199.28</u>	<u>126,707.87</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	165,302.85	154,257.19	11,045.66
Total Equity	<u>497,937.15</u>	<u>371,229.28</u>	<u>126,707.87</u>
TOTAL LIABILITIES & EQUITY	<u>497,907.15</u>	<u>371,199.28</u>	<u>126,707.87</u>

8:01 PM
 01/14/23
 Cash Basis

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

	Dec 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	274,650.00	-274,650.00	0.0%
4013 · Grant Proceeds	0.00	40,000.00	-40,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	0.00	0.00	0.0%
4002 · WATER SALES	24,061.47	25,000.00	-938.53	96.2%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	88,941.63	40,000.00	48,941.63	222.4%
4011 · INTEREST INCOME	1,064.01	100.00	964.01	****
Total 4000 · INCOME	114,067.11	379,750.00	-265,682.89	30.0%
Total Income	114,067.11	379,750.00	-265,682.89	30.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	72,500.00	-72,500.00	0.0%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	10.50	125.00	-114.50	8.4%
5150 · ACCOUNTING	914.00	7,000.00	-6,086.00	13.1%
5147 · OPERATIONS MANAGEMENT FEE	2,819.61	2,916.00	-96.39	96.7%
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	105.40	140.00	-34.60	75.3%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
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	214.09	208.33	5.76	102.8%
5141 · MAINTENANCE	628.00	2,916.66	-2,288.66	21.5%
5142 · WATER PURCHASES	2,399.84	2,400.00	-0.16	100.0%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	2,460.00	416.66	2,043.34	590.4%
Total 5100 · GENERAL OPERATING EXPENSES	11,398.98	92,564.30	-81,165.32	12.3%
Total Expense	11,398.98	92,564.30	-81,165.32	12.3%
Net Ordinary Income	102,668.13	287,185.70	-184,517.57	35.7%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	0.0%
5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	0.00	0.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	0.00	0.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	0.00	0.00	0.0%
Total 5300 · DEBT SERVICE	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	17,852.08	-17,852.08	0.0%
Net Other Income	0.00	-17,852.08	17,852.08	0.0%
Net Income	102,668.13	269,333.62	-166,665.49	38.1%

8:03 PM
 01/14/23
 Cash Basis

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

	Jul - Dec 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	274,650.00	-274,650.00	0.0%
4013 · Grant Proceeds	0.00	40,000.00	-40,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	150,619.79	140,000.00	10,619.79	107.6%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	142,336.35	132,000.00	10,336.35	107.8%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	3,316.71	600.00	2,716.71	552.8%
Total 4000 · INCOME	300,730.72	762,250.00	-461,519.28	39.5%
Total Income	300,730.72	762,250.00	-461,519.28	39.5%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	72,500.00	-72,500.00	0.0%
5152 · CONSULTANTS	302.19	2,600.00	-2,297.81	11.6%
5151 · PROCESSING FEES	507.00	750.00	-243.00	67.6%
5150 · ACCOUNTING	9,006.00	14,200.00	-5,194.00	63.4%
5147 · OPERATIONS MANAGEMENT FEE	18,030.79	17,504.00	526.79	103.0%
5109 · GENERAL OPERATING EXPENSES	263.70	500.02	-236.32	52.7%
5102 · ADVERTISING/COLLECTIONS	0.00	250.04	-250.04	0.0%
5103 · BANK FEES	0.00	100.04	-100.04	0.0%
5111 · ELECTRIC	675.97	860.00	-184.03	78.6%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	229.00	0.00	229.00	100.0%
5123 · LEGAL	3,068.79	7,500.00	-4,431.21	40.9%
5127 · OFFICE EXPENSE & POSTAGE	1,743.58	1,250.02	493.56	139.5%
5141 · MAINTENANCE	13,210.66	17,500.04	-4,289.38	75.5%
5142 · WATER PURCHASES	12,946.94	18,116.66	-5,169.72	71.5%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	4,668.75	2,500.04	2,168.71	186.7%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	66,506.90	158,280.86	-91,773.96	42.0%
Total Expense	66,506.90	158,280.86	-91,773.96	42.0%
Net Ordinary Income	234,223.82	603,969.14	-369,745.32	38.8%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	107,112.52	-107,112.52	0.0%
5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
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	68,920.97	185,537.52	-116,616.55	37.1%
Net Other Income	-68,920.97	-185,537.52	116,616.55	37.1%
Net Income	165,302.85	418,431.62	-253,128.77	39.5%

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01/14/23
Cash Basis

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	274,650.00	-274,650.00	0.0%
4013 · Grant Proceeds	0.00	40,000.00	-40,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	150,619.79	286,000.00	-135,380.21	52.7%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	142,336.35	145,000.00	-2,663.65	98.2%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	3,316.71	1,200.00	2,116.71	276.4%
Total 4000 · INCOME	300,730.72	921,850.00	-621,119.28	32.6%
Total Income	300,730.72	921,850.00	-621,119.28	32.6%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	80,840.65	145,000.00	-64,159.35	55.8%
5152 · CONSULTANTS	302.19	5,000.00	-4,697.81	6.0%
5151 · PROCESSING FEES	507.00	1,500.00	-993.00	33.8%
5150 · ACCOUNTING	9,006.00	22,000.00	-12,994.00	40.9%
5147 · OPERATIONS MANAGEMENT FEE	18,030.79	35,000.00	-16,969.21	51.5%
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	0.00	200.00	-200.00	0.0%
5111 · ELECTRIC	821.12	1,700.00	-878.88	48.3%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	3,068.79	15,000.00	-11,931.21	20.5%
5127 · OFFICE EXPENSE & POSTAGE	1,743.58	2,500.00	-756.42	69.7%
5141 · MAINTENANCE	13,210.66	35,000.00	-21,789.34	37.7%
5142 · WATER PURCHASES	15,448.78	35,000.00	-19,551.22	44.1%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	4,668.75	5,000.00	-331.25	93.4%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	157,777.54	314,550.00	-156,772.46	50.2%
Total Expense	157,777.54	314,550.00	-156,772.46	50.2%
Net Ordinary Income	142,953.18	607,300.00	-464,346.82	23.5%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	214,225.00	-214,225.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	314,650.00	-314,650.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	314,650.00	-314,650.00	0.0%
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	68,920.97	607,300.00	-538,379.03	11.3%
Net Other Income	-68,920.97	-607,300.00	538,379.03	11.3%
Net Income	74,032.21	0.00	74,032.21	100.0%

Burlington Water District

1/14/2023 8:09 PM

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

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

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
01/14/2023			1004 · OR STATE TR...	Funds Transfer ...			80,840.65	153,741.08
01/18/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	145.15			153,595.93
01/18/2023	3564	City of Portland, Fire...	5100 · GENERAL OP...	CONTRACT: ...	80,840.65			72,755.28
01/18/2023	3565	SDIS	5100 · GENERAL OP...	INV: 38P5428...	7,783.00			64,972.28
01/26/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	December 202...	2,501.84			62,470.44

BURLINGTON WATER DISTRICT

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

Board of Commissioners Meeting
Tuesday, December 20, 2022
6:20 – 7:25PM

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

<https://meet.goto.com/457638781>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 457-638-781

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

Minutes

Meeting called to Order by Ron Yann at 6:20.

Announce Board members present to establish quorum for meeting:

Present: Ron Yann, chair, Dan Johnson, treasurer; Susie Hasty, secretary; Tiff Wood, Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator, and Rich Allison, guest, also present.

Absent: Gail Curtis, vice chair.

Public Comment: none

Guest: Insurance broker, Rich Allison, of Parkside Agency, presented the insurance renewal rates and coverages. Policy is still with Special District. Does not have all renewal premiums in yet. Rates are expected soon, Rich will forward to Dan Z. when they come available. The top 3 items to discuss are related to insured values of BWD property (what it would cost to rebuild today). Current values are set for storage \$7337, pumping station \$282,880 and new reservoir and retaining wall \$1M. These values can be changed at any time. Aaron Olson confirmed that these values are adequate. Anticipate approx. 10% inflation for next year. Rich will confirm that BWD has blanket coverage and will respond to Dan Z. Policy renews January 1st every year.

Water Operator's Report from Hiland:

- a. Locates: Responded to several locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection/repair completed November 1st. Nothing notable discovered. Firmware repairs to Mission units completed and prep work around utility located for 2" line replacement completed.
- d. Some broken shut off valves reported, these will be updated when meters are replaced.
- e. Chlorine residual: N/A

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- f. Customer issues: Jonathan Estrada, Hiland billing specialist, responded to customer request from Linda Berlingen, daughter of Jeanette Berlingen, who is requesting a leak adjustment from February 2019. According to Jeannette's daughter Linda, Linda reached out to the board in 2019 for an adjustment and never got a response from the board at that time. While Burlington policy dictates that adjustments are provided once a year for one month, Jonathan supports providing an adjustment for two billing months from two different years.
ACTION: Since the leak was near time of board transition (2019) communications may have been lost regarding overage request/credit. In light of that Dan J. moved to apply bill credit 50% of the overage amount, Susie H. seconded motion, motion passed unanimously.
- g. Billing adjustments: Two accounts in arrears, one disconnect scheduled for December.
- h. Newberry Road annexation: 2" fiberoptic line replacement cost estimate \$15K - \$19K, unless they hit rock whereby the cost to bore would go up to \$40K or more. Pipe bursting company contacted, and they said they could do work at less expense, however, it's unclear as to how deep the existing water line is which may make a difference in the cost. Pipe bursting estimate will be sent to Aaron soon and he will forward cost estimate package to Ron.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Property taxes coming in now through January.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Water sales trending at 118.2% of monthly budget Water sales YTD tracking at 110% thus far this fiscal year.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Susie H. moved that bills be paid as presented, Tiff W. seconded, motion passed unanimously.
- b. Approval of November Board Meeting minutes as submitted:
ACTION: Dan J. moved that October minutes be approved as submitted, Ron Y. seconded, motion passed unanimously.

Administrative Reports:

- a. Newberry Road petition for annexation to BWD: Ed Hodges working with Aaron Olson with Hiland to get firm cost estimate to give to Looney's. Final cost estimate for owners to join the district will be reviewed presented to Mr. Looney by Ron Y.
- b. Riverview Water Main Replacement Project: Moving along at a steady pace, done within 1st 3 months of the year.
- c. Application for a loan for BWD water meter replacement: Amount requested and approved for \$70K. Awaiting contract. Ed H. will manage process.
- d. Master Plan: Two Grants available for combined amount of \$40K. Applications will be submitted in March.

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- e. SAM (System Award Management) annual renewal has been submitted by Ron Y.

BWD 22-23 Budget:

- a. Elect budget officer for 22-23 budget process.
ACTION: Susie H. nominated Tiff W. as budget officer for the 23-24 budget year. Dan J. seconded, motion passed unanimously. Dan J. and Dan Z. will partner with Tiff throughout budget creation for 23-34 budget year.
- b. Budget preparation discussion and review of schedule: Dan J. has detailed budget calendar set up. Dan and Tiff will present schedule and deadlines to board at the January board meeting for approval.

New Business:

- a. Special Districts Association of Oregon (SDAO) Conference February 9-12, 2023: Free registration has been extended to one member of the board. Option to attend the remote conference or in person at the Sunriver location. If in-person, the board will need to approve expenditures. Historically, these conferences have offered good information for elected officials. Dan Z. will email brochure out to board members.
- b. Dan Z. will submit survey to SDIS (Special Districts Insurance Services) to qualify BWD for a 2% credit/discount on our insurance for being a member of OAWU.
- c. Beware of board members hacked emails. If an email looks odd check the email address for correctness. DO NOT REPLY.
- d. Ron Y. and Dan J. will be transitioning off the board in May. All board members should be thinking about and recruiting replacement board members. To get on ballot form must be in by February but this is not necessary to be elected.

Announcements: N/A

Adjournment:

Susie H. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:22pm.

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

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary

RESOLUTION NUMBER 22/23-04

**RESOLUTION OF THE BURLINGTON WATER DISTRICT
AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND
BY ENTERING INTO A FINANCING CONTRACT
WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

The Board of Directors, the Governing Body of the Burlington Water District (the “Recipient” or “District”) finds:

A. The Recipient is a community water system as defined in Oregon Administrative Rule 123-049-0010.

B. The Safe Drinking Water Act Amendments of 1996, Pub.L. 104-182, as amended (the “Act”), authorize any community or nonprofit non-community water system to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”) to obtain financial assistance from the Safe Drinking Water Revolving Loan Fund.

C. The Recipient has filed an application with the OBDD to obtain financial assistance for a “safe drinking water project” within the meaning of the Act, and the OBDD has approved the Recipient’s application for financial assistance.

D. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, number S23003, substantially in the form attached hereto as Exhibit I. The project is described in Exhibit C to that Financing Contract (the “Project”).

E. Notice relating to the Recipient’s consideration of the adoption of this Resolution was published in full accordance with the Recipient’s charter and laws for public notification.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Recipient as follows:

1. Financing Loan Authorized. The Governing Body authorizes the Chairman to execute the Financing Contract (the “Financing Documents”) and such other documents as may be required to obtain financial assistance including a loan from the OBDD on the condition that the principal amount of the loan from the OBDD to the Recipient is not more than \$81,200 with \$12,500 eligible for principal forgiveness if contract conditions are met and the interest rate is not more than 2.48%. The proceeds of the loan from the OBDD must be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4 of the Financing Contract and the Oregon Revised Statutes Section 285A.213(5) which include:

- (a) Revenue from Recipient’s water system, including special assessment revenue;
- (b) Amounts withheld under subsection 285A.213(6);
- (c) The general fund of the Recipient;
- (d) Any combination of sources listed in paragraphs (a) to (c) of this subsection; or
- (e) Any other source.

3. Additional Documents. Ron Yann, as Chairman of the District, is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the OBDD for the Project pursuant to the Financing Documents.

4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. Ron Yann as Chairman of the District/Recipient may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the OBDD or their bond counsel to protect the tax-exempt status of such interest.

DATED this 18th day of January, 2023.

Burlington Water District

Chairman

ATTEST:

Secretary