

BURLINGTON WATER DISTRICT

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

Board of Commissioners Meeting

Wednesday, March 16, 2022

6:45 pm

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

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

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

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

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 400-720-501

AGENDA

Call Meeting to Order

Announce Board members present to establish quorum for meeting

Public Comment

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

- a. Monthly overview
- b. Update on leak detection/repair
- c. Possible meter replacement
- d. Chlorine residual monitoring
- e. Customer issues?
- f. Billing adjustments?
- g. New service request update

Bookkeeper/Office Manager's Report:

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports
- b. Monthly budget statements
- c. Monthly budget expenditure review
- d. Board approval to pay bills as presented
- e. Board approval of October Board Meeting minutes as submitted

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Action Items:

Administrative Reports:

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

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

Adjourn

Next Board Meeting: Wednesday, April 20, 2022, at 6:15pm.

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



Hiland Water Operator's Report

February 2022

This report is furnished by Hiland Water and outlines the operations during February 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
22040651	ITIC2.0	02/14/22 11:10:52	COLUMBIA PACIFIIC	MARINA	PORTLAND
22046154	Phone	02/18/22 08:25:46	ROTH CONSTRUCTION	19339 SAINT HELENS	PORTLAND
22050300	Phone	02/23/22 09:20:34	SARKINEN PLUMBING	11910 SAINT HELENS	PORTLAND
22051259	UI/UX	02/23/22 16:42:52	BLACK AND MCDONALD	RIVERVIEW	PORTLAND
22053099	UI/UX	02/25/22 10:44:28	HILAND WATER	17865 ST HELENS	PORTLAND
1 - 5 of 5 Results					

- Compliance/Testing
 - Coliform Sample this month showed no coliform. Bacteria samples have showed no presence of coliform since July 2018.
- Notes from the Field
 - Mission Units – New radios were received in January 2022 and were installed in February 2022.
 - Water loss has been increasing since November 2021 when it was 1.8 GPM based on the meter reading. As of January 2022, the meter reading indicated a loss of 6.1 GPM but dropped to an average loss of 3.6 GPM based on the February 2022 reading. We recommend performing leak detection. Based on past experiences in Burlington Water District, leak detection at night using the leak detection meter at the reservoir is most effective.
 - New service installation / mainline mapping inaccuracies. To date, Hiland crews have been unable to find the existing mainline at the location where the new water service needs to be installed on Highway 30. Aaron Olson spent time on

site with OAWU on February 3, 2022 to collaborate in an effort to find the mainline, discussed their findings with the Board on February 16, 2022, and followed potential leads to find the mainline on February 17, 2022 with no success. In accordance with the plan outlined in February, plans were made to complete the installation by extending a service line from the point where the mainline was found in March.

- Notes from Office

- Surcharges were applied in February to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
- Account 2478 made a payment in February. They are still on the disconnect list for later in March unless another payment is made.
- Account 2569: We have been going back and forth with the landlord and tenant about who owes what. We believe it has been settled and the tenant, Scarlett, will make a payment soon.
- Account 2577: Made a payment on final bill of \$141.59 on March 1st.
- Account 2585: Made a payment of \$150.00 on March 2nd.
- Account 2586 is scheduled for disconnection due to non-payment at the end of March.
- Account 2590 made a payment of \$250.00 on March 1st.
- Account 2489: This account was under billed the last couple months. We applied the correct charges as an adjustment. They paid the full balance of \$7,278.51 on March 9th.

3/1/2022

10:55:09AM

Reprinted for:

2/28/2022

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month

740,290 Gallons

Water Sold This Month

522,610 Gallons

Water Loss

217,680 Gallons

Water Loss (%)

29.41 %

	Amount (\$)	# Of Accounts
Total Water	19,740.61	114
Total Late Charge	10.68	2
Total Adjustments	3,449.16	23
Total Road Surcharge	234.93	1
Total Credit Card Charge	52.50	13
Total Current Charges	23,487.88	114
Amount Past Due 1-30 Days	3,172.64	18
Amount Past Due 31-60 Days	634.70	6
Amount Past Due Over 60 Days	607.95	2
Amount Of Overpayments/Prepayments	-1,533.46	19
Total Receivables	26,369.71	111

Total Receipts On Account	24,301.25	99
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00	4
Collection Accounts (Amount Owed)	0.00	4
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	4.429	118
Average Water Charge For Active Meters	173.16	114

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		3	173,460		33.19	27.33
40,001-50,000		0	0		0.00	0.00
30,001-40,000		1	38,520		7.37	7.68
20,001-30,000		1	22,440		4.29	6.02
10,001-20,000		3	36,790		7.04	6.52
8,001-10,000		0	0		0.00	0.00
6,001-8,000		2	12,640		2.42	0.76
4,001-6,000		14	69,580		13.31	10.95
2,001-4,000		46	127,270		24.35	22.37
1-2,000		39	41,910		8.02	15.65
Zero Usage		9	0		0.00	2.73
Total Meters		118	522,610		100.00	100.00

3/1/2022

10:56:08AM

Reprinted for: 2/28/2022

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	23,860 Gallons
Water Sold This Month	20,040 Gallons
Water Loss	3,820 Gallons
Water Loss (%)	16.01 %

	Amount (\$)	# Of Accounts
Total Water	900.63	8
Total Adjustments	2.56	8
Total Credit Card Chrg	3.50	1
Total Current Charges	906.69	8

Amount Past Due 1-30 Days	144.79	2
Amount Past Due 31-60 Days	77.64	1
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-3.57	2
Total Receivables	1,125.55	8

Total Receipts On Account	857.38	7
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

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

Average Usage For Active Meters	2,505	8
Average Water Charge For Active Meters	112.58	8

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		0		0	0.00	0.00
8,001-10,000		0		0	0.00	0.00
6,001-8,000		0		0	0.00	0.00
4,001-6,000		1		4,860	24.25	16.31
2,001-4,000		4		11,890	59.33	52.66
1-2,000		3		3,290	16.42	31.03
Zero Usage		0		0	0.00	0.00
Total Meters		8		20,040	100.00	100.00

3/1/2022

10:56:54AM

Reprinted for:

2/28/2022

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month**35,000 Gallons****Water Sold This Month****31,180 Gallons****Water Loss****3,820 Gallons****Water Loss (%)****10.91 %**

	Amount (\$)	# Of Accounts
Total Water	1,347.83	12
Total Adjustments	0.60	12
Total Credit Card Charge	3.50	1
Total Current Charges	1,351.93	12

Amount Past Due 1-30 Days	296.10	2
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-111.23	1
Total Receivables	1,536.80	11

Total Receipts On Account	1,051.12	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	2,598	12
Average Water Charge For Active Meters	112.32	12

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		0		0	0.00	0.00
8,001-10,000		0		0	0.00	0.00
6,001-8,000		0		0	0.00	0.00
4,001-6,000		2		10,170	32.62	20.77
2,001-4,000		7		17,040	54.65	57.82
1-2,000		3		3,970	12.73	21.41
Zero Usage		0		0	0.00	0.00
Total Meters		12		31,180	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
2/28/22	3246

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

		P.O. No.	Project	
Serviced	Description	Qty	Rate	Amount
	This invoice is for service provided in February 2022. Services included system operation, customer requests, mete rreading, and billing. T&M services are detailed below.			
2/28/22	Burlington Water District Base Fee	1	2,410.00	2,410.00
2/28/22	Credit card transaction fees	15	3.50	52.50
2/28/22	Receipts this month	-1	24,301.25	-24,301.25
	Subtotal for monthly base fee & pass-through customer charges			-21,838.75
	T&M Charges			
2/3/22	Aaron Olson - Worked with OAWU to find missing water line.	3.5	68.00	238.00
2/3/22	Tracey Oberacker - Worked with OAWU to find missing water line.	3.5	57.00	199.50
2/3/22	Robert Trotter - Picked up sump pump to help locate mainline.	1.5	57.00	85.50
2/10/22	Aaron Olson - Emailed OHA plan review for mapping of system.	0.25	68.00	17.00
2/16/22	Aaron Olson - Prepped for and attended Board meeting.	1.5	68.00	102.00
2/17/22	Aaron Olson - Dug exploration trench deeper in search of mainline, scoped out other options for service installation, started to replace radios in Mission units. communicated options with contractor and updated the Board.	7	68.00	476.00
2/17/22	Service Truck	4.25	18.00	76.50
2/17/22	Vac Trailer	4.25	52.00	221.00
2/22/22	Aaron Olson - Completed Mission radios upgrade.	5.25	86.00	451.50
2/22/22	Devin Geiger - Loss factor adjustment.	0.25	57.00	14.25
	Labor, Equipment, and Mileage Subtotal			1,881.25
	Reimbursable Expenses:			
1/11/22	Batteries Plus - battery for SCADA	1	219.98	219.98
2/28/22	Dan Zimmerman	1	850.00	850.00
	Total Reimbursable Expenses			1,069.98
2/28/22	Markup - 10%	1	107.00	107.00
It is a pleasure working with you!		Total-\$18,780.52		
		Invoices\$0.00		
		Balance Credit-\$18,780.52		

7:37 PM
03/13/22
Cash Basis

Burlington Water District
Balance Sheet
As of February 28, 2022

	Feb 28, 22	Feb 28, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	54,313.68	48,903.99	5,409.69
1004 · OR STATE TREATX POOL-FIRE 4563	76,173.69	67,928.22	8,245.47
1006 · STATE POOL -GEN Savings 3564	194,911.73	104,185.62	90,726.11
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	325,429.10	221,047.83	104,381.27
Total Current Assets	325,429.10	221,047.83	104,381.27
TOTAL ASSETS	325,429.10	221,047.83	104,381.27
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	873,393.09	817,619.47	55,773.62
Net Income	108,487.01	59,879.36	48,607.65
Total Equity	325,459.10	221,077.83	104,381.27
TOTAL LIABILITIES & EQUITY	325,429.10	221,047.83	104,381.27

7:39 PM

03/13/22

Cash Basis

Burlington Water District

Profit & Loss Budget vs. Actual

February 2022

	Feb 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4002 · WATER SALES	24,301.25	24,000.00	301.25	101.3%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,052.08	11,000.00	-9,947.92	9.6%
4011 · INTEREST INCOME	93.38	100.00	-6.62	93.4%
Total 4000 · INCOME	25,446.71	35,100.00	-9,653.29	72.5%
Total Income	25,446.71	35,100.00	-9,653.29	72.5%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	500.00	-500.00	0.0%
5151 · PROCESSING FEES	52.50	125.00	-72.50	42.0%
5150 · ACCOUNTING	850.00	1,666.67	-816.67	51.0%
5147 · OPERATIONS MANAGEMENT FEE	2,517.00	2,666.67	-149.67	94.4%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.67	-41.67	0.0%
5103 · BANK FEES	0.05	16.67	-16.62	0.3%
5111 · ELECTRIC	119.25	125.00	-5.75	95.4%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,666.67	-1,666.67	0.0%
5127 · OFFICE EXPENSE & POSTAGE	0.00	208.33	-208.33	0.0%
5141 · MAINTENANCE	2,101.23	2,500.00	-398.77	84.0%
5142 · WATER PURCHASES	2,783.72	4,166.67	-1,382.95	66.8%
5145 · ENGINEER	0.00	416.67	-416.67	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	8,423.75	14,183.35	-5,759.60	59.4%
Total Expense	8,423.75	14,183.35	-5,759.60	59.4%
Net Ordinary Income	17,022.96	20,916.65	-3,893.69	81.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	9,166.67	-9,166.67	0.0%
5200 · CAPITAL OUTLAY	0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	0.00	59,166.67	-59,166.67	0.0%
Net Other Income	0.00	-59,166.67	59,166.67	0.0%
Net Income	17,022.96	-38,250.02	55,272.98	-44.5%

7:40 PM
03/13/22
Cash Basis

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

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	150,000.00	-150,000.00	0.0%
4013 · Grant Proceeds	0.00	150,000.00	-150,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	189,190.18	218,066.66	-28,876.48	86.8%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	137,296.60	122,000.00	15,296.60	112.5%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	666.10	800.00	-133.90	83.3%
Total 4000 · INCOME	328,152.88	790,866.66	-462,713.78	41.5%
Total Income	328,152.88	790,866.66	-462,713.78	41.5%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	71,004.00	71,000.00	4.00	100.0%
5152 · CONSULTANTS	393.00	4,000.00	-3,607.00	9.8%
5151 · PROCESSING FEES	630.00	1,000.00	-370.00	63.0%
5150 · ACCOUNTING	10,800.00	13,333.32	-2,533.32	81.0%
5147 · OPERATIONS MANAGEMENT FEE	20,218.20	21,333.32	-1,115.12	94.8%
5109 · GENERAL OPERATING EXPENSES	0.00	666.68	-666.68	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	333.32	-333.32	0.0%
5103 · BANK FEES	0.05	133.32	-133.27	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	857.92	1,000.00	-142.08	85.8%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	6,852.00	6,450.00	402.00	106.2%
5123 · LEGAL	2,822.74	13,333.32	-10,510.58	21.2%
5127 · OFFICE EXPENSE & POSTAGE	1,532.82	1,666.68	-133.86	92.0%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	13,281.48	20,000.00	-6,718.52	66.4%
5142 · WATER PURCHASES	20,406.04	33,333.32	-12,927.28	61.2%
5143 · LEASE FEES	1,714.64	1,600.00	114.64	107.2%
5145 · ENGINEER	0.00	3,333.32	-3,333.32	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	150,744.93	192,916.60	-42,171.67	78.1%
Total Expense	150,744.93	192,916.60	-42,171.67	78.1%
Net Ordinary Income	177,407.95	597,950.06	-420,542.11	29.7%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	73,333.32	-73,333.32	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	100,000.00	-100,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	100,000.00	-100,000.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	7,500.00	-7,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.12	31,775.00	-1.88	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.94	76,425.00	-7,504.06	90.2%
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
Total 7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	68,920.94	249,758.32	-180,837.38	27.6%
Net Other Income	-68,920.94	-249,758.32	180,837.38	27.6%
Net Income	108,487.01	348,191.74	-239,704.73	31.2%

7:42 PM
03/13/22
Cash Basis

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

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	150,000.00	-150,000.00	0.0%
4013 · Grant Proceeds	0.00	150,000.00	-150,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	189,190.18	333,680.00	-144,489.82	56.7%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	137,296.60	142,000.00	-4,703.40	96.7%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	666.10	1,200.00	-533.90	55.5%
Total 4000 · INCOME	328,152.88	926,880.00	-598,727.12	35.4%
Total Income	328,152.88	926,880.00	-598,727.12	35.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	71,004.00	142,000.00	-70,996.00	50.0%
5152 · CONSULTANTS	393.00	6,000.00	-5,607.00	6.6%
5151 · PROCESSING FEES	630.00	1,500.00	-870.00	42.0%
5150 · ACCOUNTING	10,800.00	20,000.00	-9,200.00	54.0%
5147 · OPERATIONS MANAGEMENT FEE	20,218.20	32,000.00	-11,781.80	63.2%
5109 · GENERAL OPERATING EXPENSES	0.00	1,000.00	-1,000.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.05	200.00	-199.95	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	954.07	1,500.00	-545.93	63.6%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	6,852.00	6,450.00	402.00	106.2%
5123 · LEGAL	2,860.74	20,000.00	-17,139.26	14.3%
5127 · OFFICE EXPENSE & POSTAGE	1,532.82	2,500.00	-967.18	61.3%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	13,281.48	30,000.00	-16,718.52	44.3%
5142 · WATER PURCHASES	23,175.16	50,000.00	-26,824.84	46.4%
5143 · LEASE FEES	1,714.64	1,600.00	114.64	107.2%
5145 · ENGINEER	0.00	5,000.00	-5,000.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	153,648.20	320,650.00	-167,001.80	47.9%
Total Expense	153,648.20	320,650.00	-167,001.80	47.9%
Net Ordinary Income	174,504.68	606,230.00	-431,725.32	28.8%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	110,000.00	-110,000.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	300,000.00	-300,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	300,000.00	-300,000.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	7,500.00	-7,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.12	31,775.00	-1.88	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.94	76,425.00	-7,504.06	90.2%
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
Total 7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	68,920.94	486,425.00	-417,504.06	14.2%
Net Other Income	-68,920.94	-486,425.00	417,504.06	14.2%
Net Income	105,583.74	119,805.00	-14,221.26	88.1%

Burlington Water District

3/13/2022 7:43 PM

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

From 03/01/2022 through 03/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/16/2022	3535	SCHROEDER LAW ...	5100 - GENERAL OP...	Invoice 6 ACC...	38.00		54,275.68
03/24/2022	AUTOP...	CITY OF PORTLAND	5100 - GENERAL OP...	February 2022 ...	2,769.12		51,506.56
03/24/2022	AUTOP...	PGE	5100 - GENERAL OP...	electricity	96.15		51,410.41

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Board of Commissioners Meeting

Wednesday, February 16, 2022

7:00 pm

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

MINUTES

Meeting called to order by Gail Curtis at 7:00

Present: Gail Curtis, Dan Johnson; Lauren Golar; Susan Hasty;

Dan Zimmerman, bookkeeper; JJ Olson in for Aaron Hiland, manager.

Absent: Ron Yann

Public Comments/Guests: Christine Nelson requested approval from BWD for an easement for PGE to lay cable via small trench on Mill Rd. within BWD property for additional electrical service to Bridgeview Marina. Dan J. moved and Lauren G. seconded approval for easement on the condition that the ground be returned original condition and Bridgeview assume responsibility for all damages. Motion passed unanimously.

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

- a. **Monthly overview:** Nothing unusual
- b. **Update on leak detection/repair:** Recommendation leak detection to determine reason for high water loss past 2 months. Board will consider.
- c. **Water Tank Meter replacement:** No update
- d. **Chlorine residual monitoring:** No update
- e. **Meter replacement:** No update
- f. **Customer issues?** None
- g. **Billing adjustments?** Nothing new to report
- h. **This month water loss:** Current loss appears high (2 months running) 6.1 gallons/minute. Recommended leak detection to determine reason for high loss. Board discussion, decision to continue to monitor without leak detection by Hiland at this time.
- i. **New service project:** Hiland continues to attempt to locate the main water line near Cornelius pass and Hwy. 30 for development of a new cemetery. Hiland is working with OAWU (Oregon Association of Water Utilities) to help locate the main. Drainage Culvert, Communications line, and Fiber Optics lines have been located but no water main thus far. OHA didn't have any additional information to help locate main line. Budget allocation nearly exhausted at this point. Aaron will continue to attempt location within (not to exceed) allocated budget parameters and return findings at next meeting.

Bookkeeper/Office Manager's Report:

Consent Agenda:

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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- 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; water sales revenue continues to be below budget projections.
- c. Monthly budget expenditure review: Budget projections remain on track.
- d. Board approval to pay bills presented:
ACTION: Lauren G. moved that the board approve paying all bills as presented, Susie H. seconded, and the motion carried unanimously.
- e. Approval of January Board Meeting minutes:
ACTION: Gail C. moved and Lauren G. seconded that the minutes be approved with requested changes. Motion carried unanimously.

Action Items: None

Administrative Reports:

- a. Hiland contract due to be renewed, Dan J. moved new contract and rate structure be approved, Gail C. Seconded, decision passed unanimously.
- b. Dan J. moved and Gail C. seconded the motion that in place of the reading of the 22/23 Revised Water Rate Ordinance in its entirety the document will be appended to these minutes for public access. Meaningful changes to the budget include 1) Base rate increasing to 6%/connection and 2) Usage up 2.35/ccf for all district residents. The motion passed unanimously.
- c. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project has been approved. Process in place to be able to access federal funds.
- d. Update – NW Newberry Road Petition for variance to annex into the District: Kate Moore shared Newberry resident's concern regarding expense to hire an engineer to survey property line. Kate will discuss further with residents and follow up with BWD board.

Adjournment:

- a. Dan J. moved, and Gail C. seconded a motion to adjourn the meeting. Motion carried unanimously, and the meeting ended at 8:02 pm.

Next Board Meeting: The next board meeting will be Wednesday, March 16 at 6:45pm following the budget meeting. The second Budget Committee meeting will be held on Wednesday, March 2 at 6:15pm.

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

Susan Hasty,
Recording Secretary