

# 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 15, 2022  
To Follow Budget Meeting; 6:45PM**

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## AGENDA

### **Call Meeting to Order:**

### **Announce Board members present to establish quorum for meeting:**

**Public Comment:** Dave and Shawn Looney, representatives for the Newberry road residents petitioning for a variance to annex into the BWD.

**Guest:** Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

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

- a. Locates:
- b. Compliance Testing:
- c. Leak detection/repair:
- d. Chlorine residual monitoring:
- e. Customer issues:
- f. Billing adjustments:

### **Bookkeeper/Office Manager's Report:**

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

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## **Consent Agenda:**

- d. Board approval to pay bills as presented
- e. Board approval of January Board Meeting minutes as submitted

## **Administrative Reports:**

- a. Update – Newberry Road petition for annexation to BWD:

## **Old Business:**

- a. District Water Meter Replacement Project:

## **New Business:**

## **Announcements:**

## **Adjourn:**

**Next Board Meeting:** Wednesday, March 15th, 2022, to follow Budget Meeting-6:45PM.

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

Susan Hasty,  
Recording Secretary



# Hiland Water Operator's Report

January 2023

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

- Locates
  - Hiland Water responded to several locate requests. Water lines were marked as needed. As requested, the list of locates are shown below:

Ticket #	Type	Call Date	Excavator Company	Addr	Street	City
23011707	UI/UX	01/15/23 16:40:38	WILDISH STANDARD PAVING		SAINT HELENS	PORTLAND
23011708	UI/UX	01/15/23 16:44:55	WILDISH STANDARD PAVING		SAINT HELENS	PORTLAND
23021394	UI/UX	01/25/23 12:40:08	COLUMBIA WEST ENGINEERING INC	17645	ST HELENS	PORTLAND

- Compliance/Testing
  - The coliform sample taken in January showed no presence of coliform or e coli.
- Other notes from the field
  - Kylah Cook reset some meter boxes that were previously dug up.
- Notes from Office
  - Account 2483: Meter is scheduled to be shut off.
  - Account 2568: Meter is scheduled to be shut off.
  - Account 2590: Paid past due in February.
  - Account 3343: Meter is shut off and we have not been able to get in contact with Bryan to pay his bill.

Date: January 2023

## Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,594,736 Gallons
Water Sold This Month	1,406,406 Gallons
Water Loss	188,330 Gallons
Water Loss %	11.81%

	Amount (\$)
Total Water	\$ 39,294.32
Total Late Charge	\$ 95.11
Total Adjustments	\$ (355.50)
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 39,033.93</b>
<hr/>	
Aged 1 Balance	\$ 2,473.93
Aged 2 Balance	\$ 610.62
Aged 3 Balance	\$ 175.12
Aged 4+ Balance	\$ 505.81
Overpayments/Undeposited payments	\$ (8,131.76)
<b>Total Receivables</b>	<b>\$ 34,667.65</b>

Total Receipts on Account \$ 27,484.91

Average Usage For Active Meters 11,720

Average Water Charge For Active Meters \$ 327.45

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	5	943,303	67.07%
40,001-50,000	1	49,996	3.55%
30,001-40,000	2	62,136	4.42%
20,001-30,000	2	55,576	3.95%
10,001-20,000	2	33,121	2.36%
8,001-10,000	2	17,937	1.28%
6,001-8,000	3	20,428	1.45%
4,001-6,000	12	54,971	3.91%
2,001-4,000	43	126,853	9.02%
1-2,000	41	42,082	2.99%
Zero Usage	7	-	0.00%
<b>Total Meters</b>	<b>120</b>	<b>1,406,405</b>	<b>100.00%</b>

Date: January 2023

## Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	30,227 Gallons
Water Sold This Month	27,430 Gallons
Water Loss	2,797 Gallons
Water Loss %	9.25%

	Amount (\$)
Total Water	\$ 1,069.50
Total Late Charge	\$ 8.40
Total Adjustments	\$ -
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,077.90</b>
<hr/>	
Aged 1 Balance	\$ 181.48
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (0.00)
<b>Total Receivables</b>	<b>\$ 1,259.38</b>
<hr/>	
Total Receipts on Account	\$ 998.23
Average Usage For Active Meters	3,429
Average Water Charge For Active Meters	\$ 133.69

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	0	-	0.00%
8,001-10,000	1	8,460	30.84%
6,001-8,000	1	6,276	22.88%
4,001-6,000	0	-	0.00%
2,001-4,000	3	9,462	34.50%
1-2,000	3	3,231	11.78%
Zero Usage	0	-	0.00%
<hr/>			
Total Meters	8	27,429	100.00%

Date: January 2023

## Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	41,050 Gallons
Water Sold This Month	37,787 Gallons
Water Loss	3,263 Gallons
Water Loss %	7.95%

	Amount (\$)
Total Water	\$ 1,530.20
Total Late Charge	\$ 5.52
Total Adjustments	\$ (171.55)
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,364.17</b>
<hr/>	
Aged 1 Balance	\$ 248.38
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (242.81)
<b>Total Receivables</b>	<b>\$ 1,369.74</b>
<hr/>	
Total Receipts on Account	\$ 1,584.46
Average Usage For Active Meters	3,149
Average Water Charge For Active Meters	\$ 127.52

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	0	-	0.00%
8,001-10,000	1	9,477	25.08%
6,001-8,000	0	-	0.00%
4,001-6,000	2	8,924	23.61%
2,001-4,000	5	14,085	37.27%
1-2,000	4	5,303	14.03%
Zero Usage	0	-	0.00%
<hr/>			
Total Meters	12	37,789	100.00%



PO Box 699  
Newberg, OR 97132

## Credit Memo

Date	Credit No.
1/31/23	3689

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 January 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
1/31/23	Burlington Water District	1	2,660.00	2,660.00
1/31/23	Receipts this month	-1	27,484.91	-27,484.91
	T&M Charges			
1/20/23	Kylah Cook - Reset meter boxes, backfilled, leak check.	4.75	47.00	223.25
1/20/23	Service Truck	4.75	20.00	95.00
1/30/23	Jonathan Estrada - Mail documents.	8.25	50.00	412.50
1/30/23	Isaac Rider - Mail documents.	8.25	50.00	412.50
	Reimbursable Expenses:			
1/30/23	Postage	440	0.63	277.20
1/31/23	Dan Zimmerman	1	1,164.00	1,164.00
1/31/23	Dan Zimmerman - Postage	1	5.25	5.25
	Total Reimbursable Expenses			1,446.45
1/31/23	Markup - 10%	1	144.65	144.65

<b>Total</b>		- \$22,090.56
<b>Invoices</b>		\$0.00
<b>Balance Credit</b>		- \$22,090.56

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 02/12/23  
 Cash Basis

**Burlington Water District**  
**Balance Sheet**  
 As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	84,493.00	38,436.13	46,056.87
1004 · OR STATE TREATX POOL-FIRE 4563	148,777.12	75,095.54	73,681.58
1006 · STATE POOL -GEN Savings 3564	197,991.34	194,844.47	3,146.87
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>431,291.46</u>	<u>308,406.14</u>	<u>122,885.32</u>
Total Current Assets	<u>431,291.46</u>	<u>308,406.14</u>	<u>122,885.32</u>
<b>TOTAL ASSETS</b>	<u><b>431,291.46</b></u>	<u><b>308,406.14</b></u>	<u><b>122,885.32</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
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	98,687.16	91,464.05	7,223.11
Total Equity	<u>431,321.46</u>	<u>308,436.14</u>	<u>122,885.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>431,291.46</b></u>	<u><b>308,406.14</b></u>	<u><b>122,885.32</b></u>



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02/12/23

Cash Basis

## Burlington Water District Profit & Loss Budget vs. Actual January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4002 · WATER SALES	27,484.91	21,000.00	6,484.91	130.9%
4004 · CURRENT LEVIED TAXES	1,520.26	5,000.00	-3,479.74	30.4%
4011 · INTEREST INCOME	1,112.13	100.00	1,012.13	1,112.1%
<b>Total 4000 · INCOME</b>	<b>30,117.30</b>	<b>26,100.00</b>	<b>4,017.30</b>	<b>115.4%</b>
<b>Total Income</b>	<b>30,117.30</b>	<b>26,100.00</b>	<b>4,017.30</b>	<b>115.4%</b>
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	80,840.65	0.00	80,840.65	100.0%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	1,164.00	1,100.00	64.00	105.8%
5147 · OPERATIONS MANAGEMENT FEE	3,629.65	2,916.00	713.65	124.5%
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	145.15	130.00	15.15	111.7%
5119 · INSURANCE	7,783.00	8,000.00	-217.00	97.3%
5123 · LEGAL	68.00	1,250.00	-1,182.00	5.4%
5127 · OFFICE EXPENSE & POSTAGE	282.45	208.33	74.12	135.6%
5141 · MAINTENANCE	318.25	2,916.66	-2,598.41	10.9%
5142 · WATER PURCHASES	2,501.84	2,633.36	-131.52	95.0%
5145 · ENGINEER	0.00	416.66	-416.66	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>96,732.99</b>	<b>20,237.66</b>	<b>76,495.33</b>	<b>478.0%</b>
<b>Total Expense</b>	<b>96,732.99</b>	<b>20,237.66</b>	<b>76,495.33</b>	<b>478.0%</b>
<b>Net Ordinary Income</b>	<b>-66,615.69</b>	<b>5,862.34</b>	<b>-72,478.03</b>	<b>-1,136.3%</b>
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	100,000.00	-100,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>117,852.08</b>	<b>-117,852.08</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-117,852.08</b>	<b>117,852.08</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-66,615.69</b>	<b>-111,989.74</b>	<b>45,374.05</b>	<b>59.5%</b>

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Cash Basis

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

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
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	178,104.70	161,000.00	17,104.70	110.6%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	143,856.61	137,000.00	6,856.61	105.0%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	4,428.84	700.00	3,728.84	632.7%
<b>Total 4000 · INCOME</b>	<b>330,848.02</b>	<b>788,350.00</b>	<b>-457,501.98</b>	<b>42.0%</b>
<b>Total Income</b>	<b>330,848.02</b>	<b>788,350.00</b>	<b>-457,501.98</b>	<b>42.0%</b>
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	80,840.65	72,500.00	8,340.65	111.5%
5152 · CONSULTANTS	302.19	3,000.00	-2,697.81	10.1%
5151 · PROCESSING FEES	507.00	875.00	-368.00	57.9%
5150 · ACCOUNTING	10,170.00	15,300.00	-5,130.00	66.5%
5147 · OPERATIONS MANAGEMENT FEE	21,660.44	20,420.00	1,240.44	106.1%
5109 · GENERAL OPERATING EXPENSES	263.70	583.35	-319.65	45.2%
5102 · ADVERTISING/COLLECTIONS	0.00	291.70	-291.70	0.0%
5103 · BANK FEES	0.00	116.70	-116.70	0.0%
5111 · ELECTRIC	821.12	990.00	-168.88	82.9%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	3,136.79	8,750.00	-5,613.21	35.8%
5127 · OFFICE EXPENSE & POSTAGE	2,026.03	1,458.35	567.68	138.9%
5141 · MAINTENANCE	13,528.91	20,416.70	-6,887.79	66.3%
5142 · WATER PURCHASES	15,448.78	20,750.02	-5,301.24	74.5%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	4,668.75	2,916.70	1,752.05	160.1%
5100 · GENERAL OPERATING EXPENSES - Other	5.99			
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>163,239.89</b>	<b>178,518.52</b>	<b>-15,278.63</b>	<b>91.4%</b>
<b>Total Expense</b>	<b>163,239.89</b>	<b>178,518.52</b>	<b>-15,278.63</b>	<b>91.4%</b>
<b>Net Ordinary Income</b>	<b>167,608.13</b>	<b>609,831.48</b>	<b>-442,223.35</b>	<b>27.5%</b>
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	124,964.60	-124,964.60	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	100,000.00	-100,000.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>0.0%</b>
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%
<b>Total 5300 · DEBT SERVICE</b>	<b>68,920.97</b>	<b>78,425.00</b>	<b>-9,504.03</b>	<b>87.9%</b>
<b>Total Other Expense</b>	<b>68,920.97</b>	<b>303,389.60</b>	<b>-234,468.63</b>	<b>22.7%</b>
<b>Net Other Income</b>	<b>-68,920.97</b>	<b>-303,389.60</b>	<b>234,468.63</b>	<b>22.7%</b>
<b>Net Income</b>	<b>98,687.16</b>	<b>306,441.88</b>	<b>-207,754.72</b>	<b>32.2%</b>

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02/12/23

Cash Basis

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	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	178,104.70	286,000.00	-107,895.30	62.3%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	143,856.61	145,000.00	-1,143.39	99.2%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	4,428.84	1,200.00	3,228.84	369.1%
<b>Total 4000 · INCOME</b>	<b>330,848.02</b>	<b>921,850.00</b>	<b>-591,001.98</b>	<b>35.9%</b>
<b>Total Income</b>	<b>330,848.02</b>	<b>921,850.00</b>	<b>-591,001.98</b>	<b>35.9%</b>
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	145,000.00	-145,000.00	0.0%
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	10,170.00	22,000.00	-11,830.00	46.2%
5147 · OPERATIONS MANAGEMENT FEE	21,660.44	35,000.00	-13,339.56	61.9%
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	968.23	1,700.00	-731.77	57.0%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	3,136.79	15,000.00	-11,863.21	20.9%
5127 · OFFICE EXPENSE & POSTAGE	2,026.03	2,500.00	-473.97	81.0%
5141 · MAINTENANCE	13,883.91	35,000.00	-21,116.09	39.7%
5142 · WATER PURCHASES	17,832.48	35,000.00	-17,167.52	50.9%
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 - Other	5.99			
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>85,285.05</b>	<b>314,550.00</b>	<b>-229,264.95</b>	<b>27.1%</b>
<b>Total Expense</b>	<b>85,285.05</b>	<b>314,550.00</b>	<b>-229,264.95</b>	<b>27.1%</b>
<b>Net Ordinary Income</b>	<b>245,562.97</b>	<b>607,300.00</b>	<b>-361,737.03</b>	<b>40.4%</b>
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%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>314,650.00</b>	<b>-314,650.00</b>	<b>0.0%</b>
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%
<b>Total 5300 · DEBT SERVICE</b>	<b>68,920.97</b>	<b>78,425.00</b>	<b>-9,504.03</b>	<b>87.9%</b>
<b>Total Other Expense</b>	<b>68,920.97</b>	<b>607,300.00</b>	<b>-538,379.03</b>	<b>11.3%</b>
<b>Net Other Income</b>	<b>-68,920.97</b>	<b>-607,300.00</b>	<b>538,379.03</b>	<b>11.3%</b>
<b>Net Income</b>	<b>176,642.00</b>	<b>0.00</b>	<b>176,642.00</b>	<b>100.0%</b>

# Burlington Water District

2/12/2023 1:24 PM

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

From 02/01/2023 through 02/28/2023

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>
02/15/2023	3567	ALEXIN ANALYTI...	5100 · GENERAL OP...	INV: 44547	355.00			84,138.00
02/16/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	147.11			83,990.89
02/23/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	January 2023 ...	2,383.70			81,607.19

# 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, January 18, 2023**  
**6:15 – 7:30 PM**

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

<https://meet.goto.com/668776301>

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## **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; Gail Curtis, vice chair; quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator; and Ed Hodges, guest, also present.

**Absent:** none.

**Public Comment:** Chris Levno attending as a possible interested board member.

**Guest: Ed Hodges,** Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

**1)** Reviewed Riverview Watermain project. Geotech and prelim. design done and on schedule. Scheduled to go out to bid in April. Plan sheets will be sent to the board in about 2 weeks.

**ACTION:** Susie Hasty moved to submit \$8000 disbursement request. Dan Johnson seconded, all in favor, motion passed unanimously.

**2)** A revised estimate for replacement of the existing 800 feet of 2" water main along Route 30, serving three residences south of NW Riverview has been completed. The estimate assumes boring instead of open trench installation. Hiland Water also suggested a technique call pipe bursting. Ed's assessment is that this project, no matter what technique is used, will cost \$100,000 or more.

**3)** Master Plan: Holding pattern until March. Applications (2) will be submitted on our behalf by Ed. Combined grant amount will be approx. \$40K.

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## Water Operator's Report from Hiland:

- a. Locates: Responded to 4 locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection: From Dec 24-26 daily emergency responses were provided by Hiland staff due to water outages. Each case was due to freezing plumbing and subsequent leaks. After the storm it was discovered that water demand from Portland Water Bureau was unusually high (double normal). 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 for more water. Aaron is working with Mission to rectify this issue. 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.
- d. Broken shut off valves reported (approx. 6-10). Aaron will let us know specifically which ones need to be replaced and this will need to go out to bid. Estimate \$1000/valve replacement. Best case scenario is to include this cost in meter replacement project.
- e. Chlorine residual: N/A
- f. Customer issues: Request for hydrant flow test for new construction. Board directed Hiland to relay that the customer will need to pay for the cost. Hiland will take this forward to requesting customer.
- g. Billing adjustments: Clarification that water bills are responsibility of current resident regardless of the landlord.

## Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Water sales trending at 96% of monthly budget; Water sales YTD at 107% 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 including Schroeder Law \$68.00 with the exception of City of Portland Fire and Rescue Bureau of \$80,840.65 which is under review by the Bureau. Contract agreement will be forthcoming prior to payment. Gail C. seconded, motion passed unanimously.
- b. Approval of December Board Meeting minutes as submitted:  
**ACTION:** Dan J. moved that December minutes be approved as submitted, Tiff W. seconded, motion passed unanimously.

# BURLINGTON WATER DISTRICT

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## Administrative Reports:

- a. Newberry Road petition for annexation to BWD: See Ed Hodges' report above, estimated cost at \$100,000. Ron will take this information forward to Mr. Mooney.
- b. Master Plan: Two Grants available for combined amount of \$40K. Applications will be submitted in March.

## Old Business:

- a. District Water Meter Replacement Project: Board reviewed financing contract for approval. **ACTION:** Dan J. moved to approve **Resolution 22/23-04** Resolution of the Burlington Water Yann to sign the Resolution/Contract on behalf of the BWD. Gail C. seconded, motion passed unanimously.

## New Business:

- a. Budget Calendar emailed out to board members and to TSCC (Tax Supervising and Conservation Commission) by Dan Johnson. **ACTION:** Susie H. moved that budget calendar be accepted as presented, Tiff W. seconded, motion passed unanimously.

## BWD 22-23 Budget:

- b. Budget meetings will start February 15th. Agenda will be forthcoming. Budget meeting will start at 6:15 and will be followed by Board meeting.

## Announcements: None

## Adjournment:

Gail C. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.  
Meeting Adjourned at 7:30 pm.

## Next Board Meeting:

Wednesday, February 15, 2022, to follow budget meeting. Ron Yann and Gail Curtis will be absent for February meeting.

**Location:** Meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary